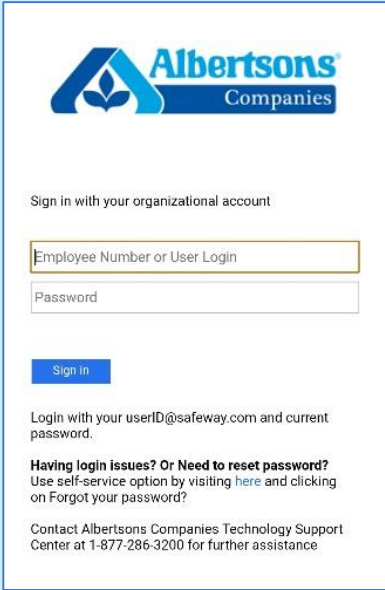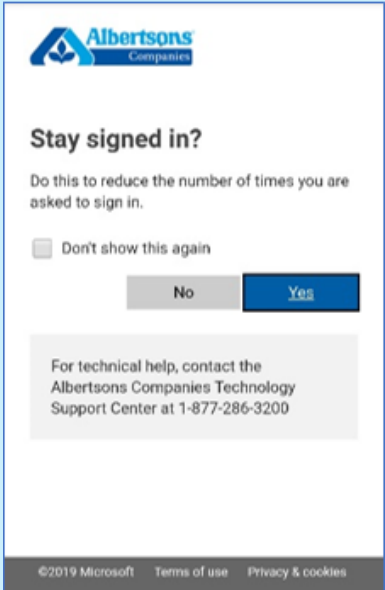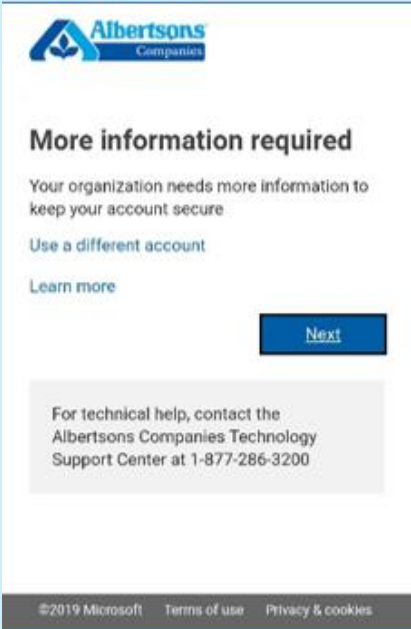*No matter what authentication method you choose (text message, phone call, or the Microsoft Authenticator app), these first five steps will remain the same.*

STEP 1:
Using your mobile phone, ENTER
https://aka.ms/proofup?whr=safeway.com
Into your browser

STEP 2:
TYPE Employee ID Number or User ID and Password CLICK Sign in

STEP 3:
Recommendation – SELECT "No"

STEP 4:
CLICK "Next" to begin the Multi-factor Authentication (MFA) registration

STEP 5:
To choose to receive the second factor via text message, SELECT "I want to set up a different method" at the bottom of the screen.

# MULTI-FACTOR AUTHENTICATION – MS AUTHENTICATOR (MOBILE REGISTRATION)

STEP 6: Download the Microsoft Authenticator App	STEP 7: Once you have downloaded the app, CLICK "Next"	STEP 8: SELECT "Next"	STEP 9: You will receive a unique code and URL. These will be copied and pasted in the Microsoft Authenticator app.	STEP 10: Open the app to create an account and SELECT "Work or School Account"
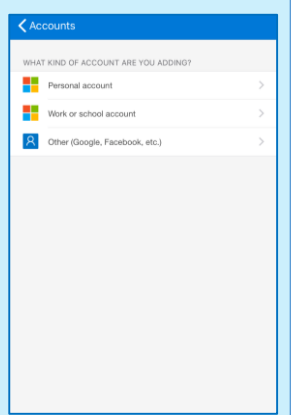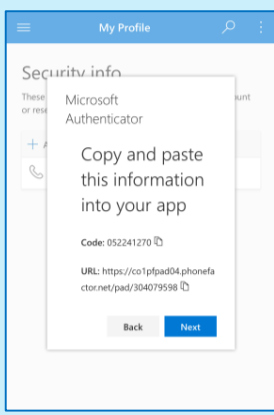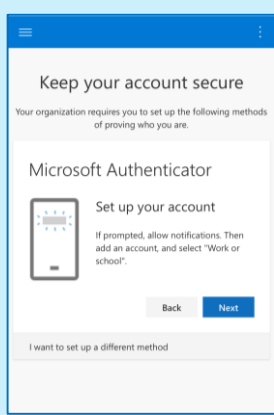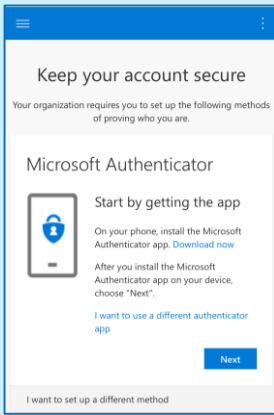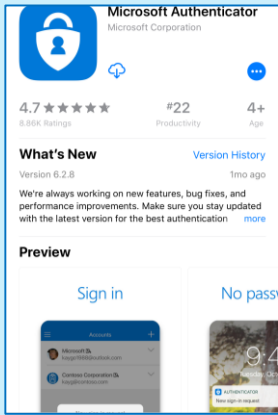
STEP 11: Copy and paste the unique Code and URL and CLICK "Finish"	STEP 12: Go back to your browser and CLICK "Next" on the screen with the code and URL.	STEP 13: You will receive a notification on your phone.	STEP 14: Open the notification and CLICK "Approve"	STEP 15: After you approve, your registration is complete. CLICK "Done"