



Discount Tire is using Microsoft Authenticator Multi-Factor Authentication (MFA) for Authentication. This will provide us with enhanced security for our Discount Tire user accounts when accessing company information from outside the Discount Tire network. The instructions below will walk you through downloading the app and connecting it to your Discount Tire M365 account.



NOTE: You will need to have access to both your **smartphone** and a **PC** to complete this 3-part process.



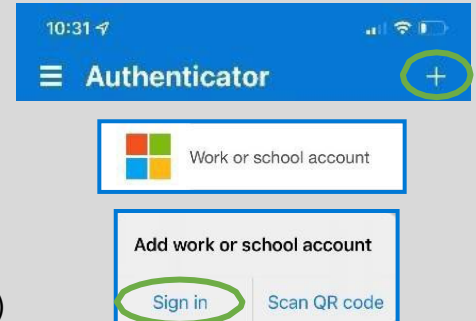
PART 1: USING YOUR PHONE

Install the Authenticator App on your Phone

Do you already have the Authenticator app?

Some users already have the app from previous jobs or personal use. Follow these steps to add your Discount Tire account to the existing Authenticator app.

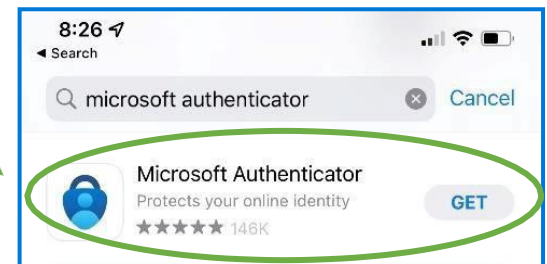
1. Open the **Authenticator** app on your phone.
2. Click the + to add a new account.
3. Select **Work or School account** and click **Sign in**.
4. Sign in using your **Discount Tire M365** account. (username@discounttire.com)



- 1 On your phone, download the **Microsoft Authenticator app** from the App Store or Google Play Store.

[Download Microsoft Authenticator for Android](#)

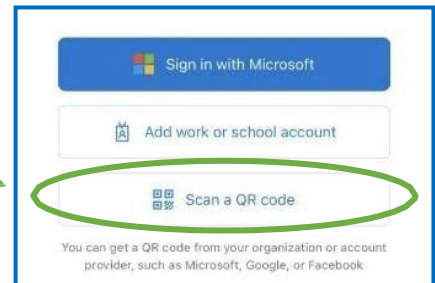
[Download Microsoft Authenticator for iPhone](#)



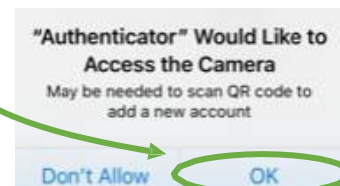
- 2 Open the app on your phone. Microsoft will display a "Your Privacy Matters" screen, click **I agree**.



- 3 On your phone screen, click **Scan a QR Code**. This will trigger the permission to access your phone's camera. Click **OK**.



- 4 You're not done yet - continue with **Part 2: Using Your PC**.





PART 2: USING YOUR PC

Connect your Phone App to your M365 Account

5

On your PC, open the link below to start the **AUTHENTICATOR SETUP** and sign into your Discount Tire M365 Account. It is preferred to register when using VPN or on the Discount Tire network.

<https://aka.ms/mfasetup>

If you receive a pop-up security warning regarding trusted sites, click **ALLOW** to continue.

Fill in
username@discounttire.com
and click **NEXT**.

Sign in

Email, phone, or Skype

Can't access your account?

Back

Next

Sign in with your organizational account

Fill in your password and click **SIGN-IN**.

6

Choose where you want to receive a verification code (Authentication phone). Select your country and add your phone number. Click **NEXT**.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

☒ Send me a code by text message

☐ Call me

Fill in United States and enter your mobile phone #

Select to receive the code via text

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

7

Once you receive the verification code on your phone, enter it on the PC screen and click **VERIFY**. When it states the verification is successful, click **DONE**.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: We've sent a text message to your phone at +1 3140000000

Verification successful!

Done

8

You will be redirected to your M365 account's Profile page. Click **Additional Security Verification**.

Microsoft

Profile

Joseph Smoothie
vendor

Email: Joe.Smoothie@bjc.org
Alternate email:
Phone: 314-000-0000 (work)

Click here to connect your mobile device to your account

Manage account
Change password
Additional security verification

9

Click **Set up Authenticator app** to start the process to connect the app with your M365 account.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account.

what's your preferred option?

We'll use this verification option by default:

Text code to my authentication p

how would you like to respond?

Set up one or more of these options. Learn more

☒ Authentication phone

☐ Office phone (do not use a Lync phone)

☐ Alternate authentication phone

☐ Authenticator app or Token

Set up Authenticator app

Click here to start the Mobile App configuration steps

restore multi-factor authentication on previously trusted devices

Restore

10

You're not done yet – continue to **Part 3: Using Your Phone**.



PART 3: USING YOUR PHONE

Finish Configuring your Phone App

- 11** Open your phone's camera and aim on the QR code displayed on the PC screen.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

IMPORTANT:
If you are unable to scan the QR code, follow these instructions to set up the mobile app using the code and URL.

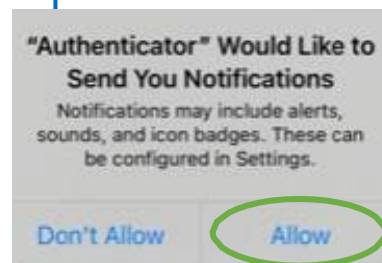
Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 538 652 049

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/868135282/EUS>

- 12** Select **Allow** when presented with the Authenticator notifications message on your phone.



- 13** Click **Next** on your PC screen. This will prompt your account to verify your phone.

- 14** Notice your PC screen will display a message requesting you to respond to the **Approve sign-in?** pop-up message. On your phone, click **Approve**.

IMPORTANT: If you encounter an error message, repeat steps 11 through 15.

- 15** You are **DONE** with the setup!
You can close the mobile app and Additional Security Verification screen on your PC.

- 16** To confirm your activation, go to the [My Sign-Ins page on Microsoft.com](#). If you see **Microsoft Authenticator listed as a sign-in method**, it means that you are activated. This site can also be used to update your devices and phone numbers.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 3148529999 [Change](#)

+ Add method

Method	Details	Change	Delete
Phone	+13140000000	Change	Delete
Microsoft Authenticator	Kris's iPhone		Delete

Microsoft Authenticator should be listed here

NOTE: If your Microsoft Authenticator registration is not successful, please contact the Help Desk 24/7 at 800-366-4399 if you have any issues.