Multi-Factor Authentication Set-up

RECOMMENDED WEB BROWSERS

- Google Chrome v.45+
- Mozilla Firefox v.50+
- Safari v.11+
- Microsoft Edge (any)
- Internet Explorer v.11+

1. CONNECT WITH A WEB-BROWSER

Users can access COZEVA by navigating to www.cozeva.com with an appropriate web browser (listed at left.)

Consult with your organization's IT team for help with installing or upgrading out of date web browsers before using COZEVA. Using an up-to-date , supported version of a web-browser helps protect patient medical records and allows for a better end user experience.

Most features are compatible with both desktop computer and mobile devices.
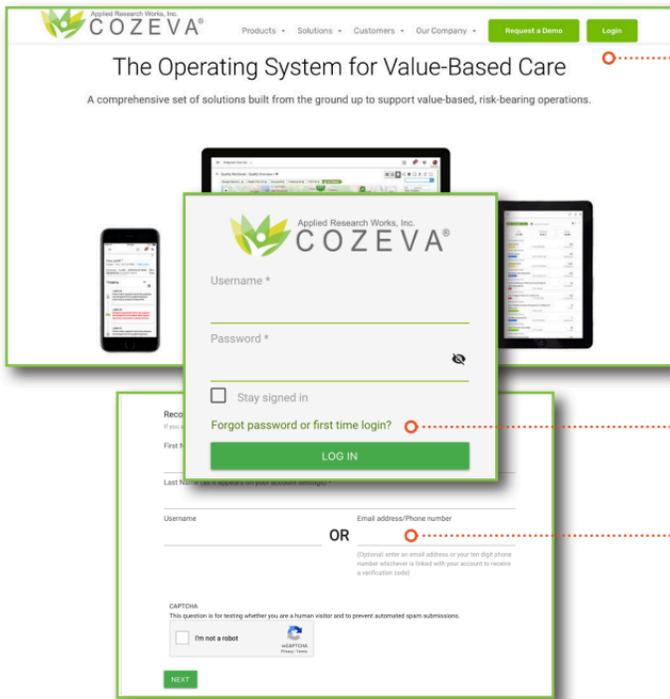
2. NAVIGATE TO WWW.COZEVA.COM

Access COZEVA by navigating to www.cozeva.com with an appropriate web browser.

Select the login button to sign in.

Enter your username and password and select the *Login* button to sign in.

If you do not know your username or password, but have been alerted that your account is ready, select the 'Forgot password or first time login' link.

Enter your first name, last name and the email address or phone number associated with your account. COZEVA will send a link to the contact information provided in this step to complete the login process.

Be sure that the email or phone number associated with your account will be accessible when using the system.
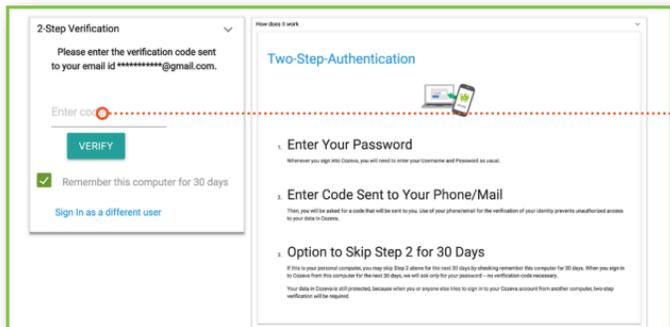
3. ENTER TWO STEP VERIFICATION CODE

COZEVA® uses a two-step verification method of authentication to help protect access to patient medical records. A temporary code will be sent to the email address or phone number associated with your account.

Log in to your email or check your mobile device for a text message containing the code from COZEVA. Enter the code in the box shown at left. Select the *VERIFY* button.