

Setting up your MFA Authentication App

All clients must set up their MFA to be able to log into Employer on the Go (Core Payroll).

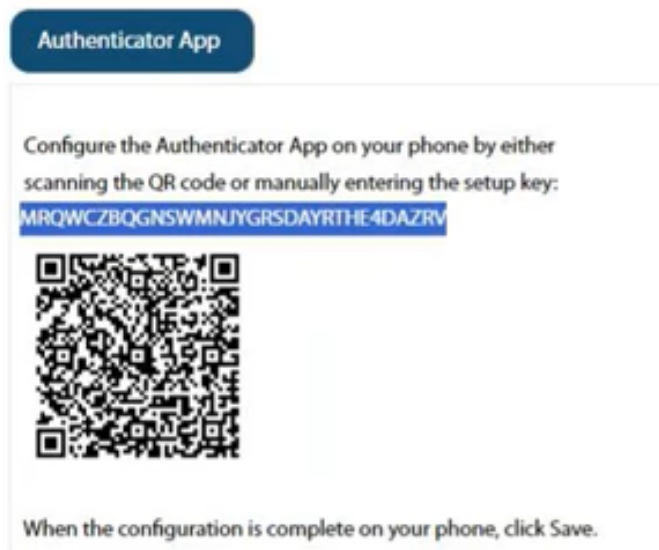
On your phone go into your app store and select DUO Mobile, install before logging into your EOG. Follow the instructions for setting it up. It will ask if you are using a QR Code or manually entering the code, choose QR Code option. iPhone and Android have a little difference in the look of the app.



Duo Mobile

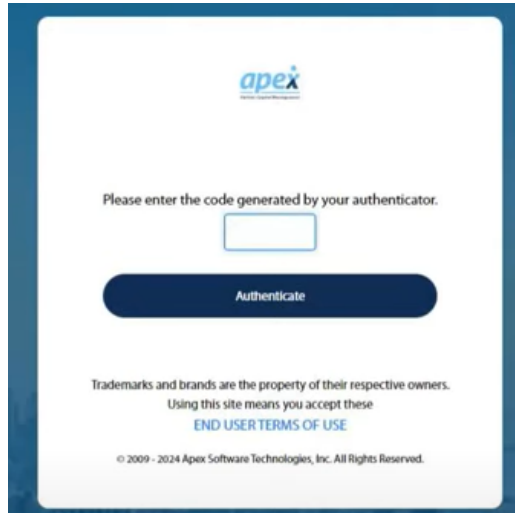
Duo Security LLC

Log into EOG (Core Payroll) as normal with your username and password, you will get a screen that says Authenticator App, open your camera and take a picture of the QR code (easiest to use) from your EOG or you can use the code listed there on the screen (see example below) The code below is only an example, not the QR code you will use. If you do not see a QR code on your EOG screen after logging into your account, please call/email your processor to reset the MFA for you to continue setting it up.



When the configuration is complete on your phone, click save on your EOG (Core Payroll) site.

Once you hit the save button, the box for the code will appear, you will retrieve the code from your DUO app on your phone. The code only stays for 30 seconds before it refreshes to a new code.

The image shows a web-based authentication interface for Apex Software Technologies. At the top center is the 'apex' logo. Below it, the text 'Please enter the code generated by your authenticator.' is displayed. Underneath this text is a small, empty rectangular input box. Below the input box is a dark blue button with the word 'Authenticate' in white. At the bottom of the page, there is a line of small text: 'Trademarks and brands are the property of their respective owners. Using this site means you accept these', followed by a blue link 'END USER TERMS OF USE'. At the very bottom, in even smaller text, is '© 2009 - 2024 Apex Software Technologies, Inc. All Rights Reserved.'

Enter the code and click on the Authenticate button (do not click enter on your keyboard) as this will give you an error message saying invalid code.

This will take you directly to your dashboard. You will proceed as normal for processing your payroll or retrieving reports.

The link below will take you to a video on setting up your MFA should you like to watch for further help.

Link to watch YouTube Flex Training:

<https://www.youtube.com/watch?v=2-0exhVnDZI>