Two Factor Authentication Setup Guide

Last updated 13 November 2026

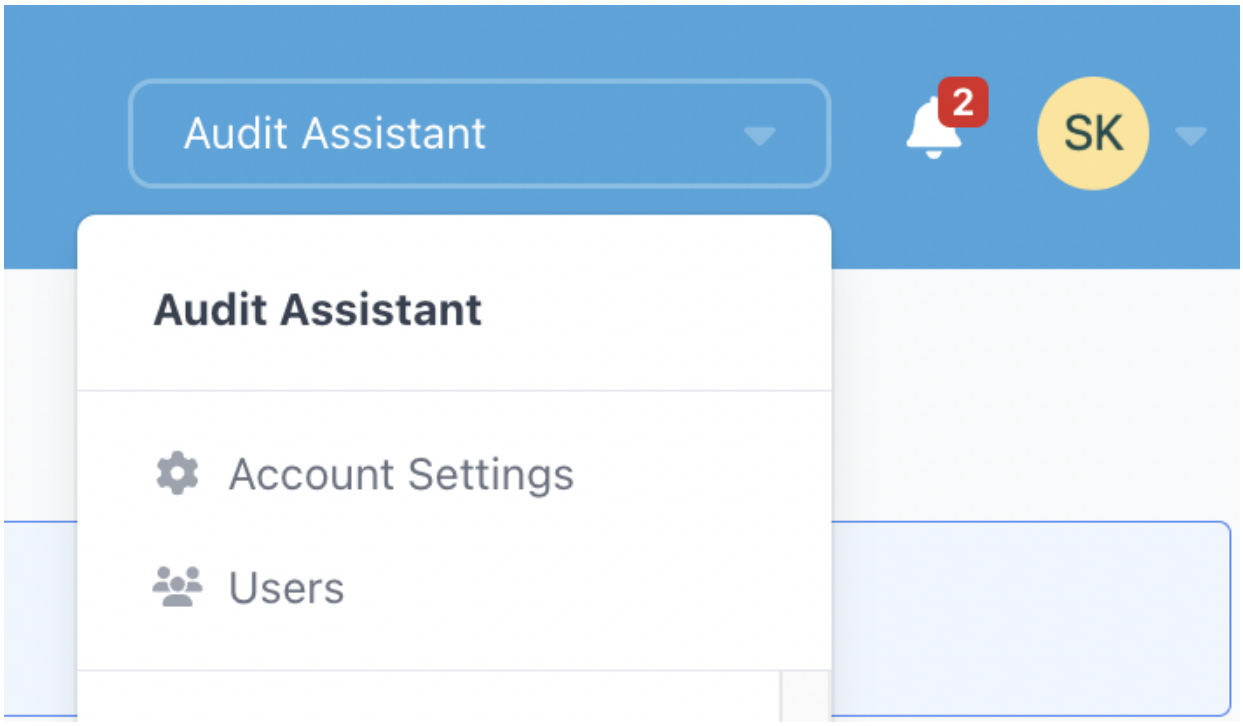
▶ Watch the video on YouTube

Two-factor authentication (2FA) is required on all Audit Assistant accounts. This guide shows how to turn it on for your firm and how to set up your own authenticator app.

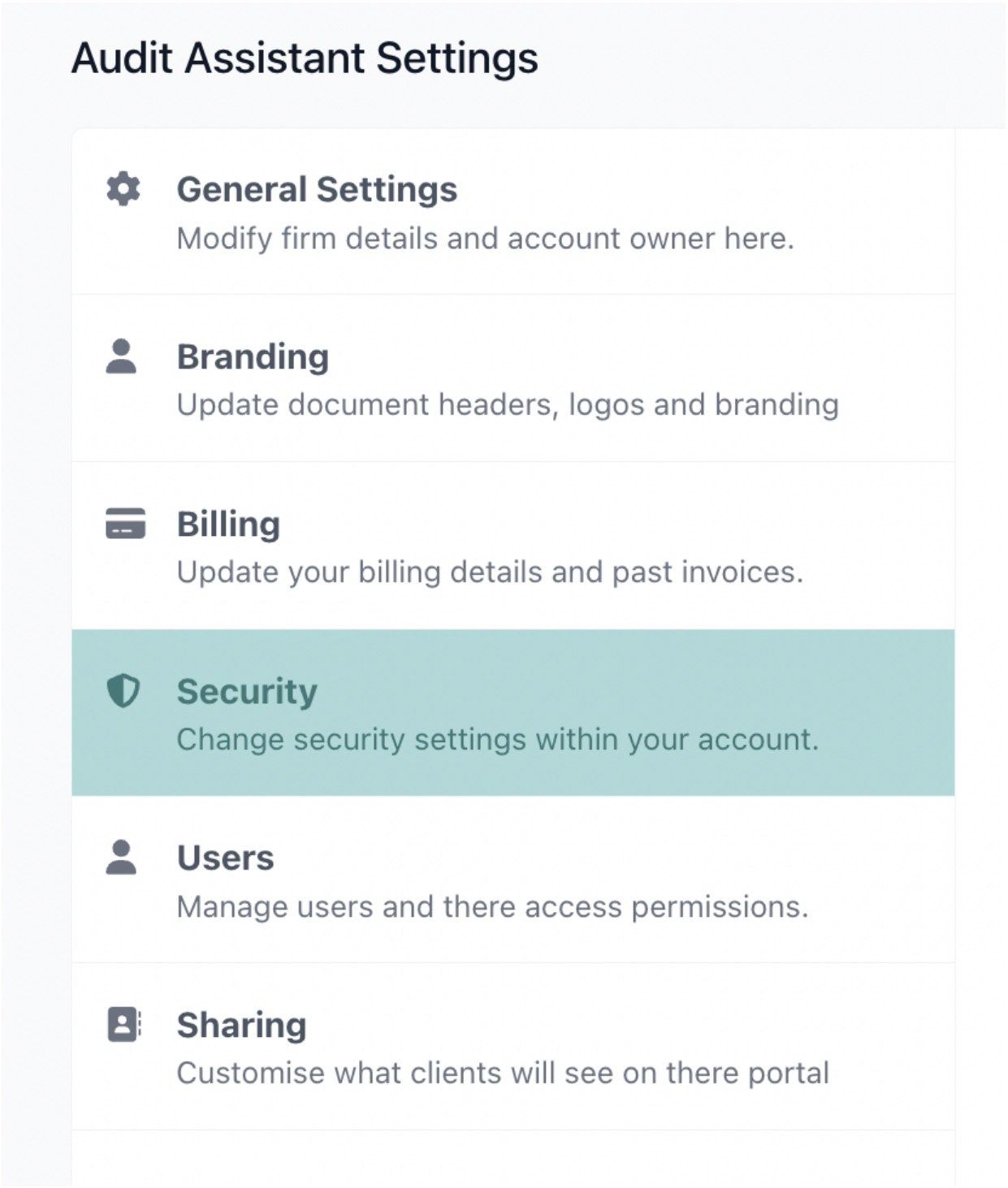
Setting up 2FA for your account

For Admin Users:

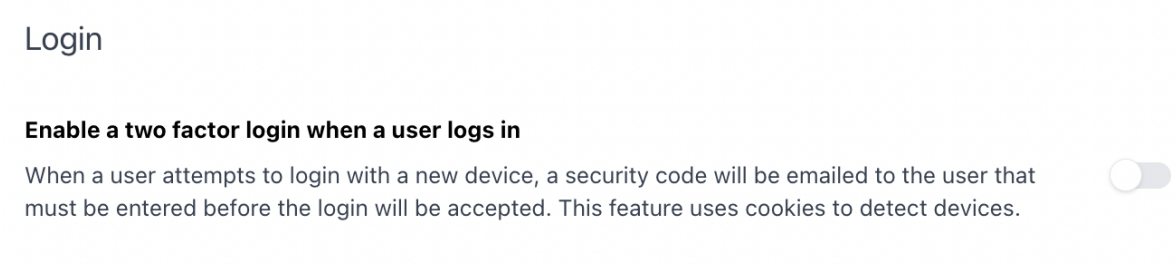
- Click on "Account Settings" from the drop-down menu in the top right corner of your screen:



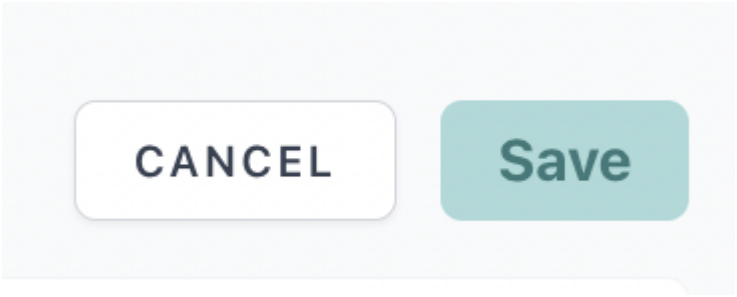
- In the sidebar, locate and click on the "Security" tab:



- Find the option for 2FA and check it if not already checked:

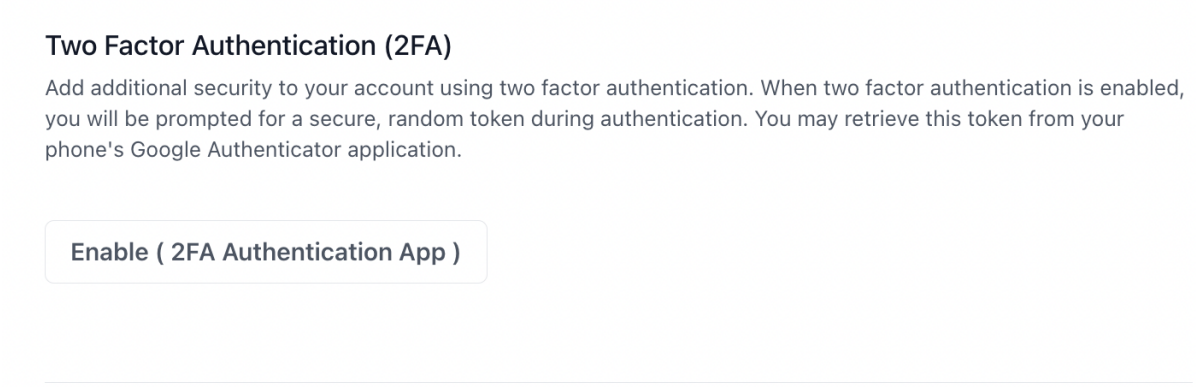


- A "Save" option should appear at the top of your screen. Click "Save" to apply the changes:

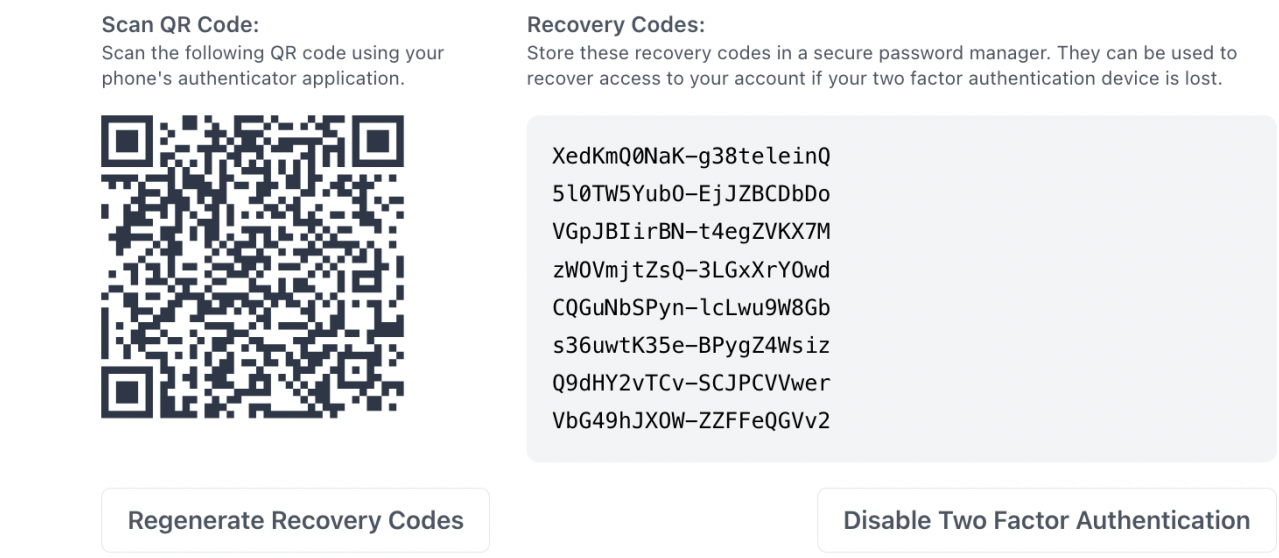


Setting up Personal Two Factor

- Access your "My Profile" Page
- Look for the Option "Enable (2FA Authentication App)"

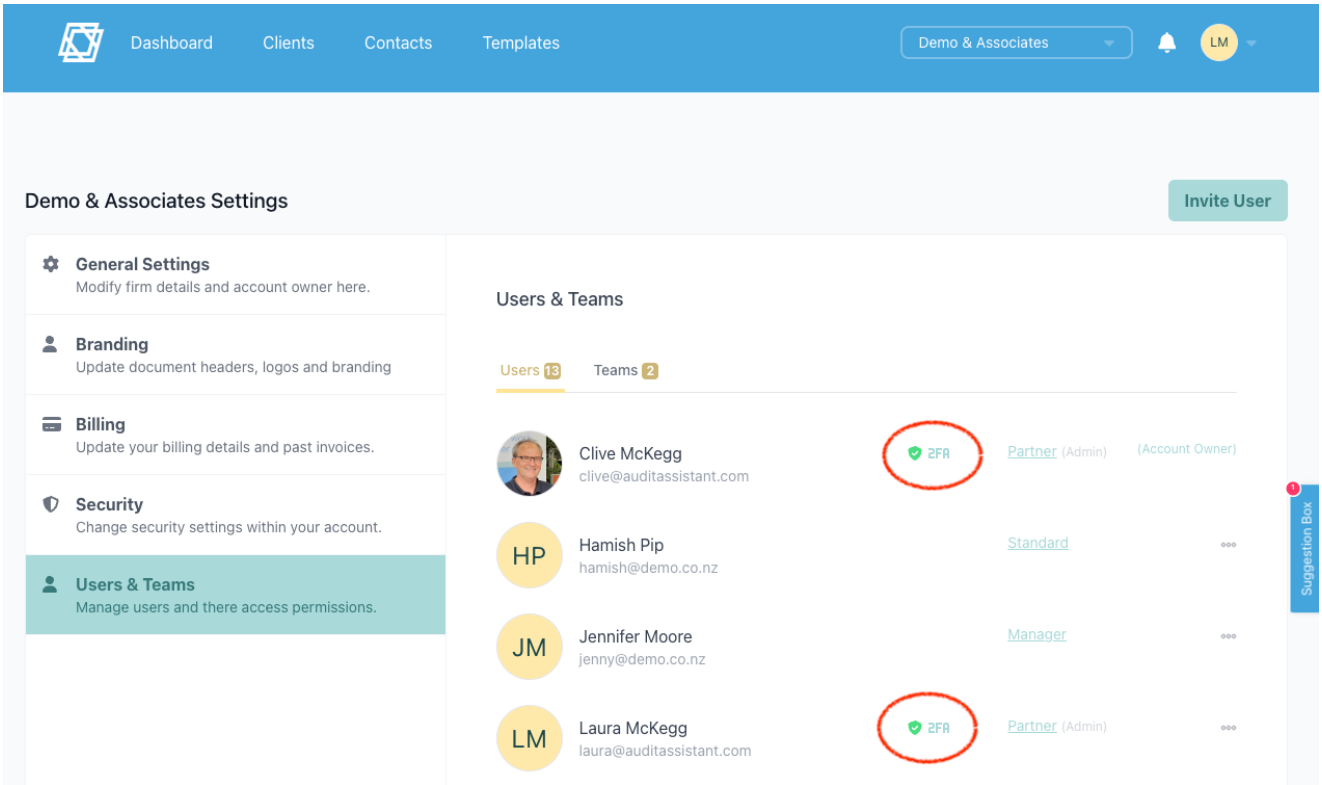


- Enter Your Password for Confirmation
- Confirm the Setup with the Authenticator App:



Identifying who is using a 2FA authenticator

Account administrators can see which users have 2FA activated via an authentication app with a 2FA icon added next to the users name in the 'Users & Teams' page in the settings (see the green icon circled in red on the attached screenshot).



Popular Authenticator Applications

You will need to use an external authenticator to enable personal 2FA. You can find instructions on their support pages here:

- Google Authenticator
- 1Password
- Apple
- Microsoft Authenticator
- Authy

Notes

- While 2FA adds an extra layer of security to your account, we understand that it may feel like an additional step during login. For your convenience, utilize the "Remember Me" option when logging in to bypass the 2FA process on trusted devices. However, we strongly recommend keeping this option disabled on shared or public computers for enhanced security.
- While the Account level two-factor is easier to enforce firm-wide and might be more familiar if you aren't used to using an Authenticator application, we recommend using a personal two-factor as it provides extra security and if you use a password manager built into your browser it will also speed up the authentication process.