

# MYOB Log in and 2 Factor Instructions:

myob

1. You will receive an email from us that will look something similar to this
2. Once you have received this email, click on the "Accept Invitation" button within the email.
3. Once you have clicked on the "Accept Invitation" button within the email, it will then ask you to enter your email address and to create a password to log in with.
4. Once you have completed step 3, you will then be redirected to your personal Dashboard which should look like this

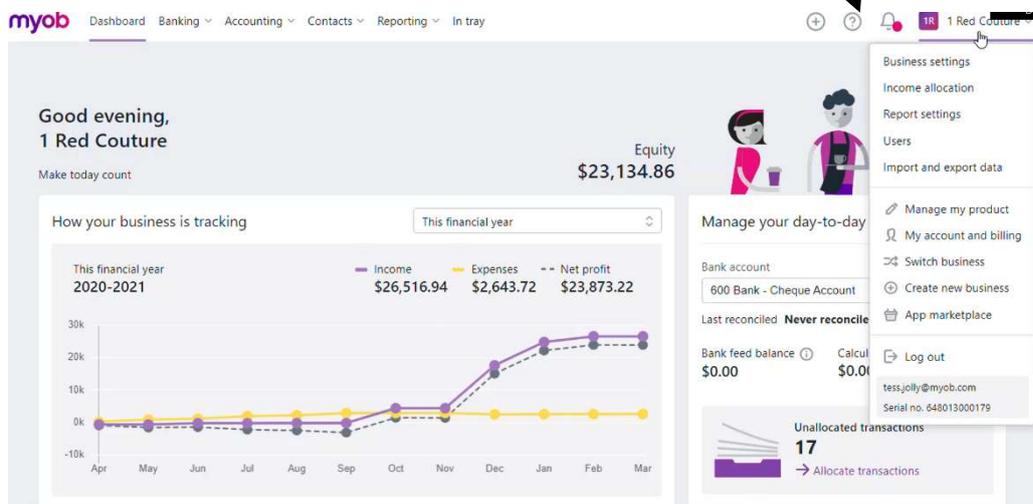
John has invited you to their business

John Goldsworthy of Bureau - Essentials Accounting 52 has invited you to collaborate using MYOB Essentials.

Accept invitation

Essentials makes it easy to work together anytime, anywhere.

- + Access from Mac or PC web browser, mobile or tablet
- + Share real-time business information from different locations
- + All data is backed up to the cloud with highest levels of data security



5. Your Business Name is located at the top right-hand corner of your Dashboard and doubles as your control centre, this is where you can access the software's settings. (If you require something changed/adjusted, please contact us first)
6. Once you have been invited to view your MYOB file, you will need to set up Two-Factor Authentication (2FA). This is an added layer of security, separate from your password, that is mandatory to have in place to allow you to access your file successfully.
7. The first time you access the MYOB Essentials software after setting a password, you will be guided through the 2FA set up and will be prompted to choose to either use a Mobile App Authenticator on your phone or an email address to obtain your security access code.
8. After entering your email address and password on the log in page, you will then be asked to enter a verification code which you can access via email or through an Authenticator App on your mobile device (Dependant on what option you chose in step 7). In the office we find the best Authenticator apps are 'Microsoft Authenticator' and 'Google Authenticator'. Both apps can be downloaded from the Play Store (Android) or the App Store (iPhone)

9. Once you have received a code through your Authenticator app or via email enter it where prompted and it will take you straight through to your business Dashboard.
10. If you aren't wanting to use 2FA every time you sign in, you can choose not to require 2FA on the device and browser for the next 30 days. During this time MYOB will only ask for your password when signing in from that specific device and browser.
11. During this time, you are still protected by 2FA because when you or anyone else tries to log into your MYOB account from another device or browser, a verification code will be required prior to logging in.
12. If you require clarification on the 2FA process, take a look at the information on 2FA on the MYOB website here: <https://help.myob.com/wiki/display/sec/Two-factor+authentication> . or alternatively call us on 07 895 3013.