

How to setup MFA with Okta for SmartPay apps

Before using the new SmartPay apps (UKG Dimensions and SuccessFactors), you'll require:

- A. Setup of your Sodexo account by changing your first-time password (refer to QRG: 'How to set up your Sodexo account for SmartPay')
- B. Setup of Multi Factor Authentication (MFA) as outlined within this QRG.
MFA is extra protection for your Sodexo account, which requires you to enter a one-time passcode (via SMS) after entering your username and password.
- C. Wait until advised by your Manager to login and begin using the SmartPay apps, also available for any further assistance as needed.

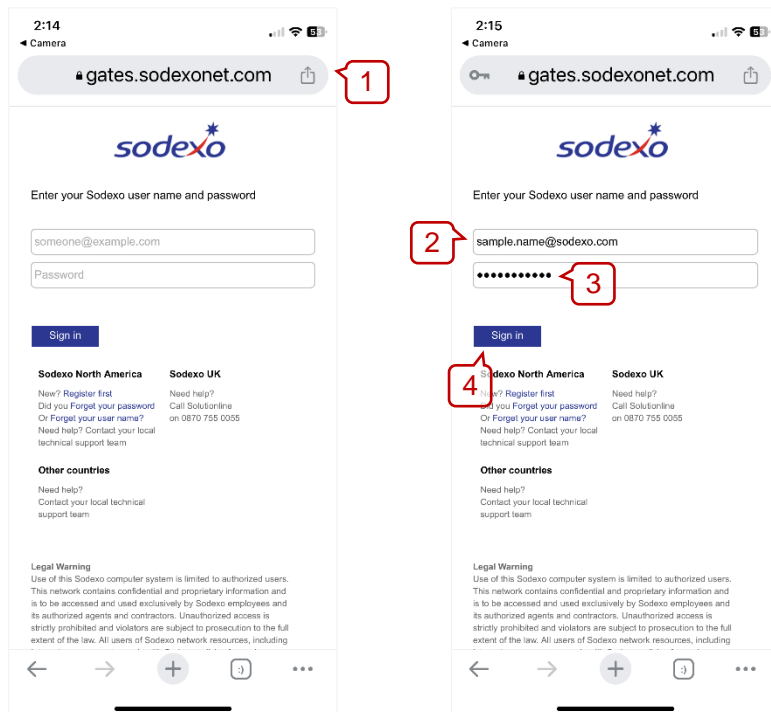
1. Using your mobile device, scan the following QR code:



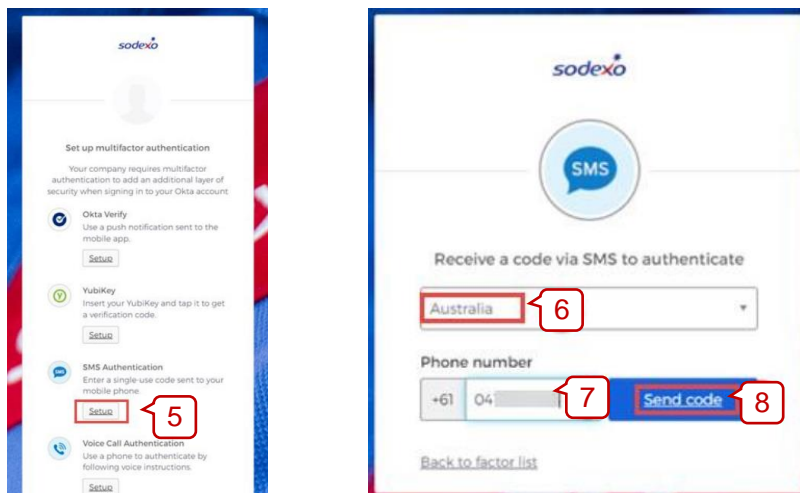
Or tap the URL below:
sodexo.okta.com

If that doesn't work, enter the URL above into your mobile browser.

2. Enter your Sodexo **email address**.
3. Enter your **Password**.
4. Tap **Sign in**.

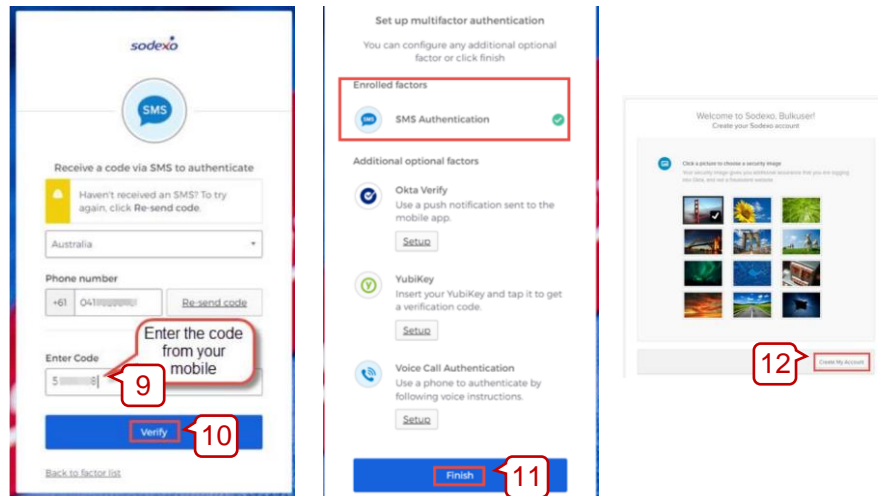


5. Tap **Setup** under SMS Authentication.
6. Change the country to **Australia**.
7. Enter your mobile into **Phone number**.
8. Tap **Send code**



SmartPay Training

9. You will receive a text with the Okta confirmation code.
Enter this code into **Enter Code**.
10. Tap **Verify**.
11. Once the 'SMS Authentication' green tick appears, tap **Finish**.
12. Choose a picture as your Okta security image and tap **Create My Account**.



Next steps:

Okta Verify SMS authentication is now complete.

Wait to be advised when you are ready to login to your SmartPay apps, as per Instruction (C).

For access assistance

Contact Sodexo IS&T: 03 9880 6499.