THE MFA CHEATSHEET

What is MFA?

Multi-factor authentication, also referred to as MFA, 2-factor authentication, 2FA, etc.
An additional layer of security for the accounts that you use to access systems such as your email, banking and accounting system, corporate remote access, and other sensitive data.

Why should I set it up?

MFA is **free**, it's **super easy** to use and, once setup (which doesn't take long) it only adds a few seconds to your login process. It will **massively increase** the level of security on your systems.

How do I do it?

Every system is slightly different, so make a list of all the systems you use and Google to find out specific instructions for each (or ask us!)

Should I set up MFA?

YES! You definitely should. For a few minutes of setup, you will significantly increase the level of security over your sensitive data and save yourself potential heartache and financial loss in the future.

MFA-enabled systems

Do you use any of the following systems? They natively support MFA, it just needs to be turned on.

- ☐ Xero
- ☐ MYOB Online
- ☐ Quickbooks Online
- ☐ PayPal
- ☐ Google
- ☐ Office 365 (Outlook, SharePoint, OneDrive, Skype, Teams, etc)
- ☐ Dropbox
- ☐ Facebook
- ☐ Apple iTunes
- ☐ Fortnite/Steam
- ☐ Ebay
- ☐ Amazon

YOUR MFA CHECKLIST

SYSTEMS I LOG ON TO	MFA ENABLED?	MFA SYSTEM
eg. Xero	✓	eg. Google Auth app
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
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