MULTI-FACTOR AUTHENTICATION (MFA)
HOW TO SETUP MFA USING EITHER GOOGLE AUTHENTICATOR OR OKTA VERIFY

GLOBAL DAIRY TRADE™

Global Dairy Trade is introducing multi-factor authentication (MFA) as an added level of security for our customers.

Multi-factor authentication (MFA) is designed to provide a more secure way to log into your MyGDT account. It combines something you know (your email address and password) with something you have (an authenticator app on your smartphone or tablet).

Please follow the below instructions.

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Step One:

Before you begin, check if you already have either Google Authenticator App or Okta Verify App installed on your mobile device. If not go to the relevant app store (Google Play store or Apple Store) and search for either Okta Verify or Google Authenticator.
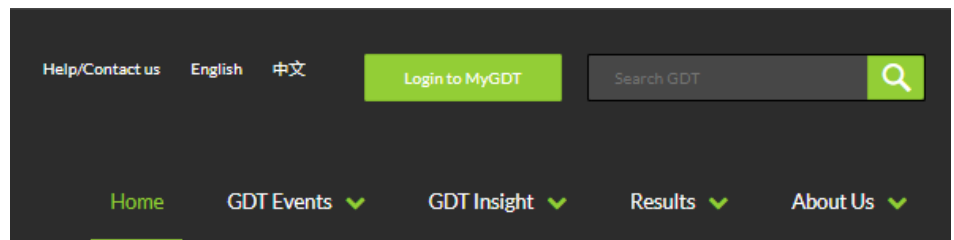
Step Two:

Download the app to install. Once installed, click Open to launch the app and follow the instructions prompted

- Click **Get Started**
- Click **Next**
- Click **Add Account**
- Click Account Type: **Organization**
- Click **Scan a QR Code** (allow access to your phone camera)

Step Three:

- On your computer device, go to *www.globaldairytrade.info* and click *'Login to MyGDT*.

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You will be prompted with this new login screen.

Use your existing Username (email address) and Password and click **Login.**

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Sign In

Username

Password

☐ Remember me

Sign in

By logging in you are agreeing to our terms of use.

Forgot password?

Unlock account?

Please click here for support with signing in.

Once you have successfully signed in, you will be asked to choose your preferred Multifactor Authentication; Okta Verify or Google Authenticator.

You only need to choose one you have downloaded on your mobile. Choose the appropriate option and click **Setup**.
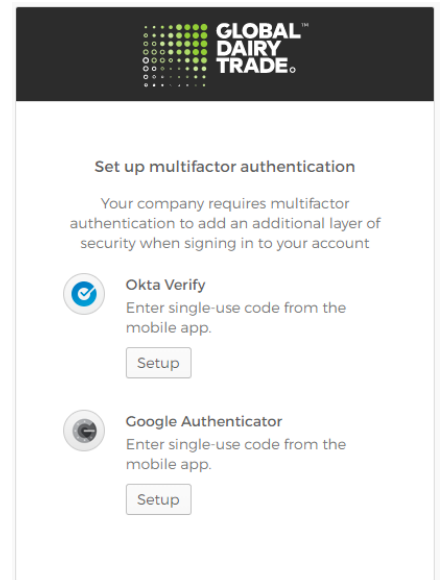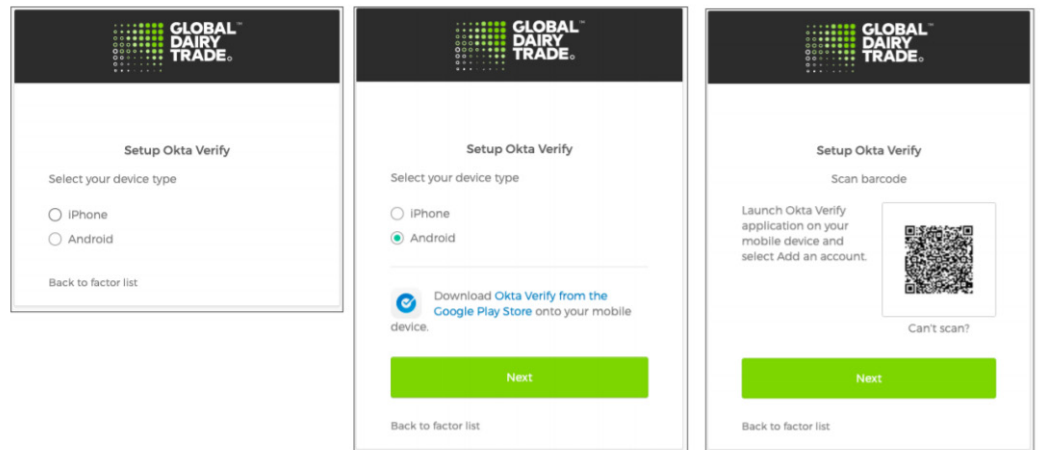

Select your type of device depending on your current mobile phone (iPhone or Android).
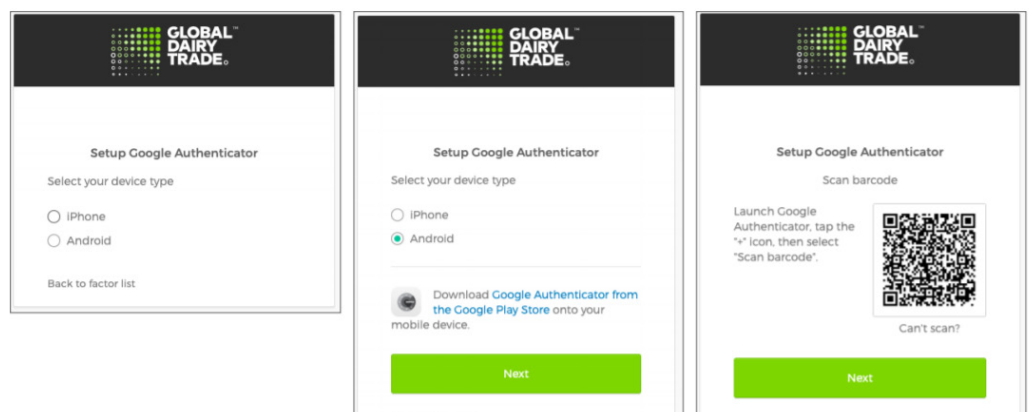
- Once the device type is chosen, click **Next**.
- A barcode will be displayed.

Pre-requisite: Okta Verify authenticator app installed on phone

Pre-requisite: Google authenticator app installed on phone

Step Four:

- Hold your smartphone to your computer device and use it to scan the barcode.
- Once successfully scanned, the multifactor code is enabled, and the multifactor code should show in your Okta Verify or Google Authenticator app in your smartphone.
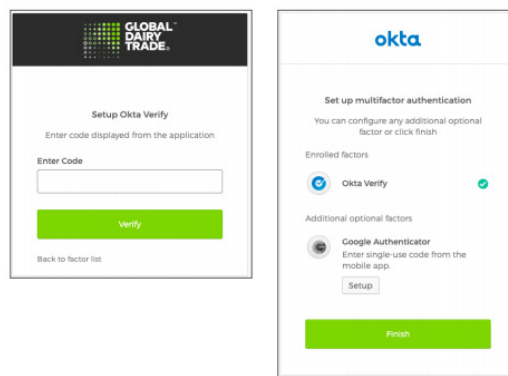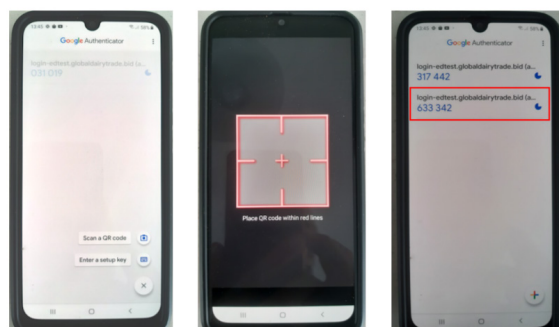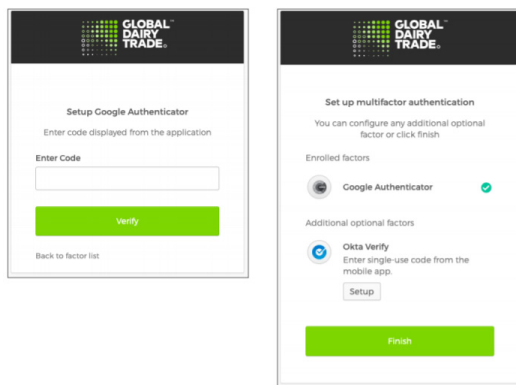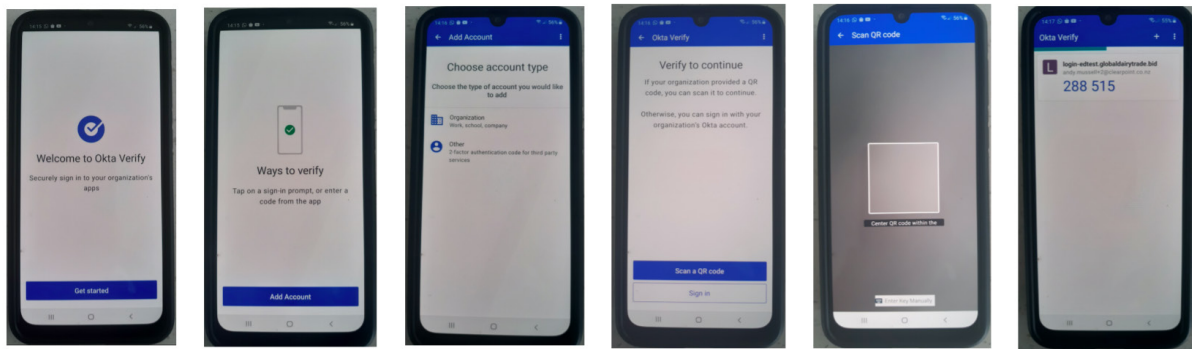
This code has a time limit and is indicated by the lengthening bar above the code. Enter this code and click '**Next**' in your computer. Click '**Verify**' then click '**Finish**'.

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Congratulations! Your Okta Verify/Google Authenticator MFA is now setup!

Note: You only need to set up one factor.

Please don't hesitate to contact us at help@globaldairytrade.info for information or assistance; we're here to help!

Regards,

The Team at GDT