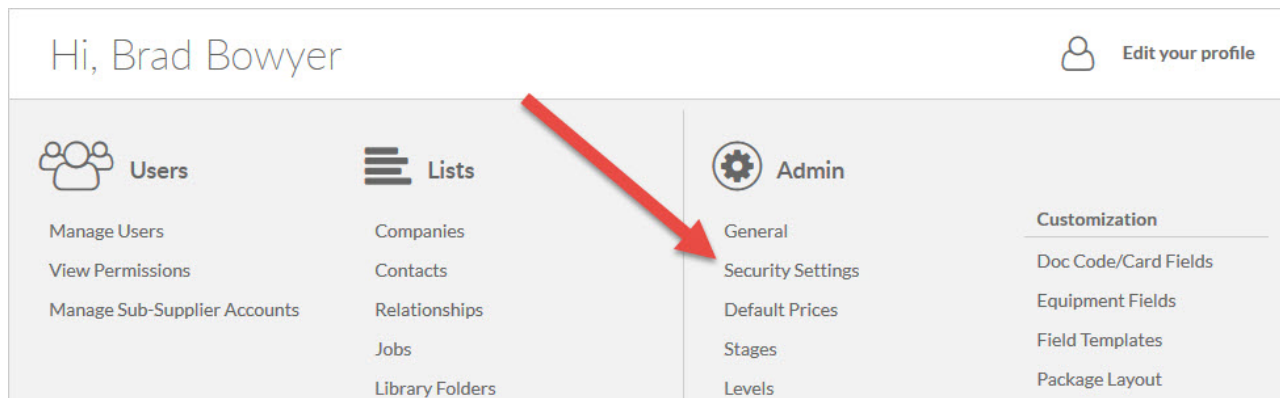# Multi Factor Authentication (MFA) for Submittal Recipients

07/23/2024 3:47 pm EDT

## Enable for System

To enable Multi-Factor Authentication (MFA) your security enabled user should navigate to the security settings screen. Note that only the users with security settings will see this interface.
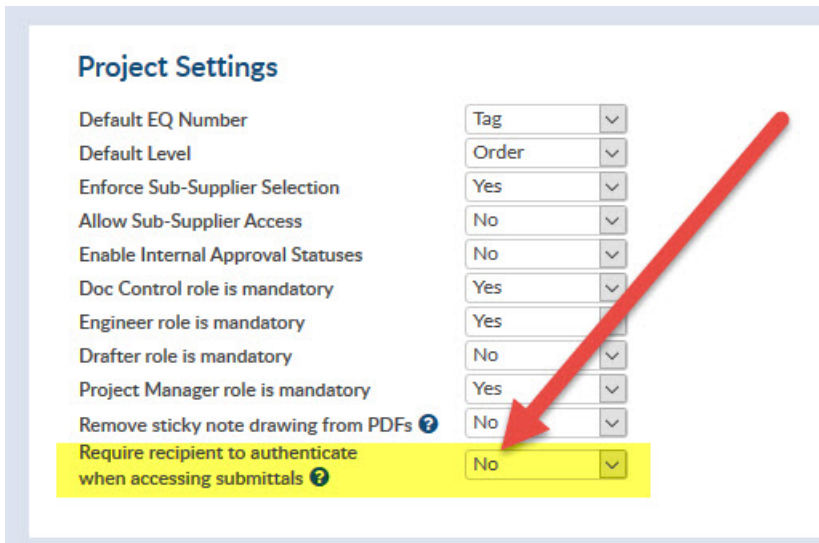
Admin > Security Settings.



1. Enable the option for submittal recipient authentication. By default this is disabled.

2. Define how often your users/recipients should authenticate. **As long as they are accessing the system from the same IP address**, the authentication will be maintained. This setting is used for both users and submittal recipients.



## Enable MFA on Project Fields

# Template

Once enabled for the entire system, any user can enable the function directly on the Project Field Template for a project (or in the admin PFT, for all future projects).



# Email Templates

Users can customize the authentication email which is sent to submittal recipients (when asked to authenticate).

Go to Admin > Output templates > Email templates to modify.