TWO FACTOR AUTHENTICATOR

USER GUIDE

BNP PARIBAS SECURITIES SERVICES

NEOLINK

April 2021

BNP PARIBAS

The bank for a changing world

TWO FACTOR AUTHENTICATOR (2FA)

Smartphone Set-Up

You will need to go to the App Store on your smartphone and download an authenticator application which supports time-based **one time passwords (OTP)**.

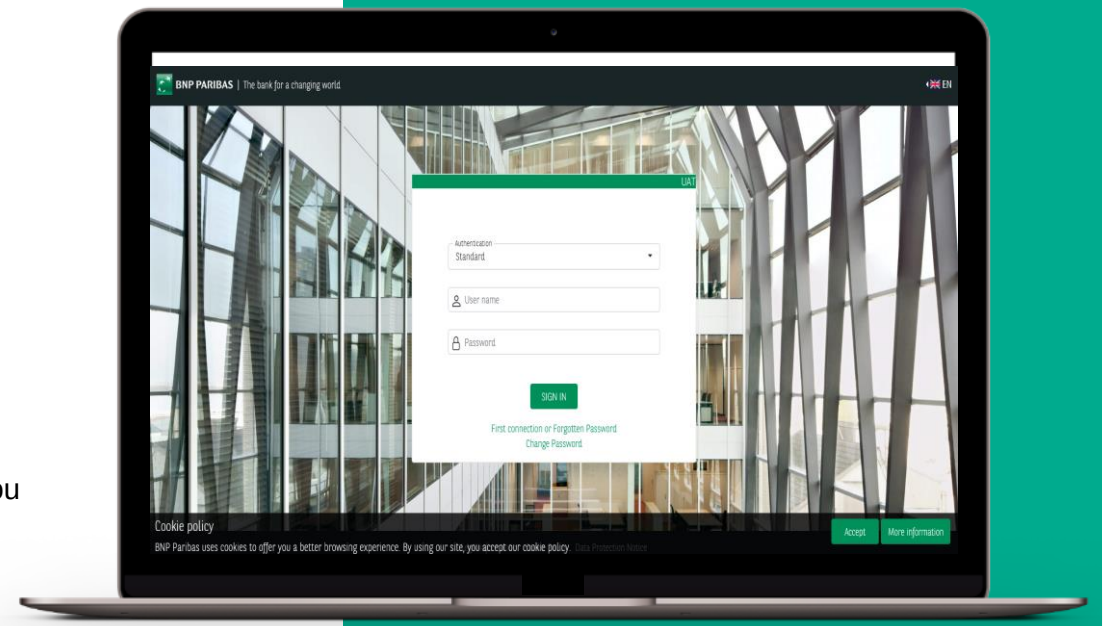
Listed below are a sample of authenticator applications available for both Android and iPhone smartphone users:

- Authy 2-Factor Authentication
- Duo Mobile
- Google Authenticator
- IBM Authenticator

On opening the app you will be required to scan the QR code or manually enter the secret key provided (you will have 90 seconds to enter the 32 characters).

You will only be required to do this once for the initial set-up of 2FA.

On entering the **one time password** provided by your application, click to submit and complete your registration.

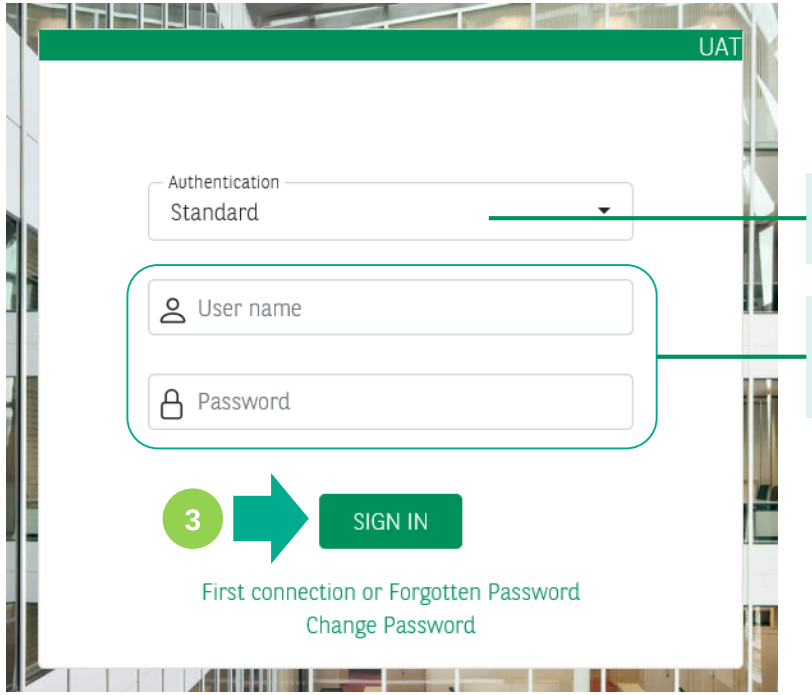


This does not replace in any way the password and hard token offering - our clients will be able to decide going forward how the users should authenticate:

- **Password –** Recommended for users with read-only access.
- **Secure ID (hard token)** – Required for user with instruction access and clients who are not ready to migrate to soft token.
- **Soft Token** – New offering to use Two Factor Authenticator, it works for both read-only and instruction access.

"Two-factor authentication works as a second security layer, that will re-confirm your identity helping to reduce hacking and risks of fraud"

TWO FACTOR AUTHENTICATOR (2FA) – One-time password enrollment

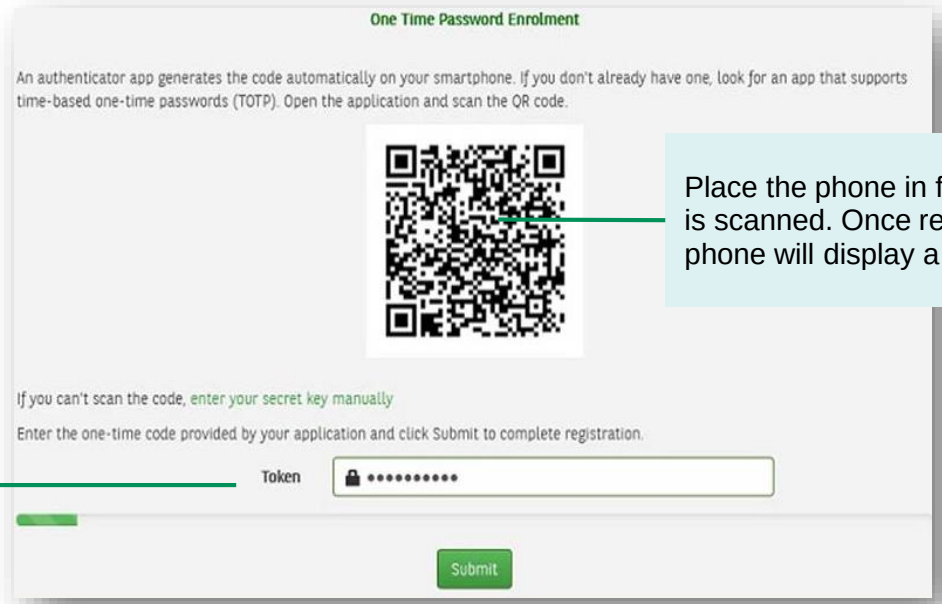


For this process you should have already downloaded the authenticator application of your choice on your device (smartphone).

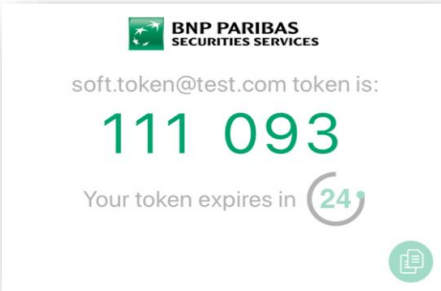
1. Select **Standard** as the authentication method

2. Input the **User ID and Password** provided in the First Authentication email sent by BNP Paribas.

4. In the next screen the system will display a QR Code – open the authenticator app on your device and **Add the account**, the application will request to access your camera

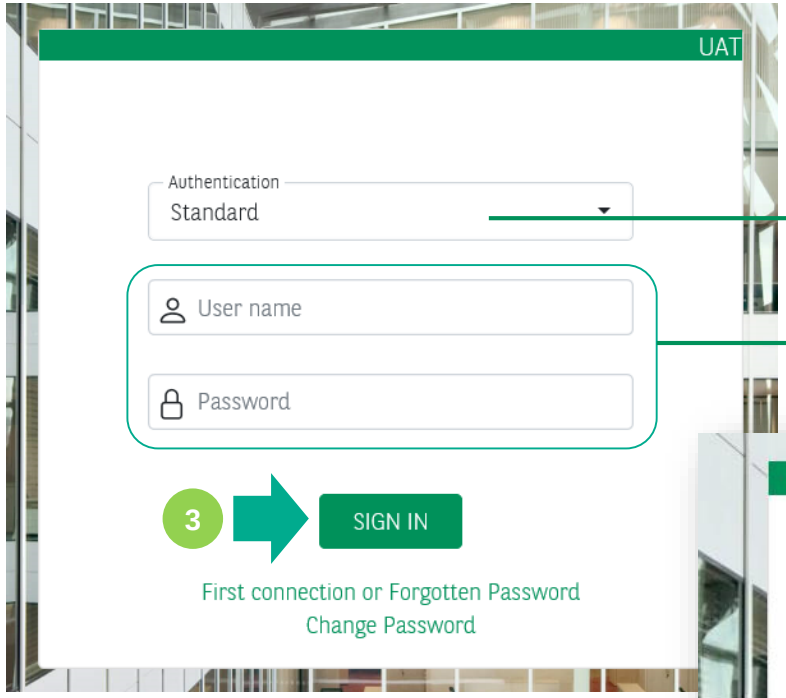


5. Place the phone in front of your monitor so the QR code is scanned. Once registered, the application on your phone will display a 6-digit code.



6. **Input the 6-digit code** in the Token section and click on **Submit**

TWO FACTOR AUTHENTICATOR (2FA) – One-time password use



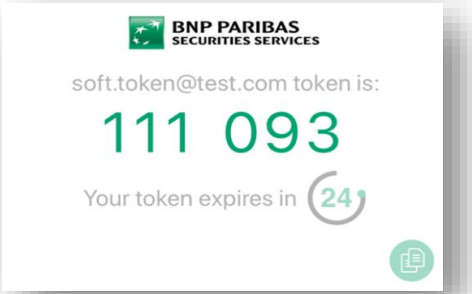
For all subsequent logins you will need to open the authenticator application on your smartphone or desktop and follow these steps:

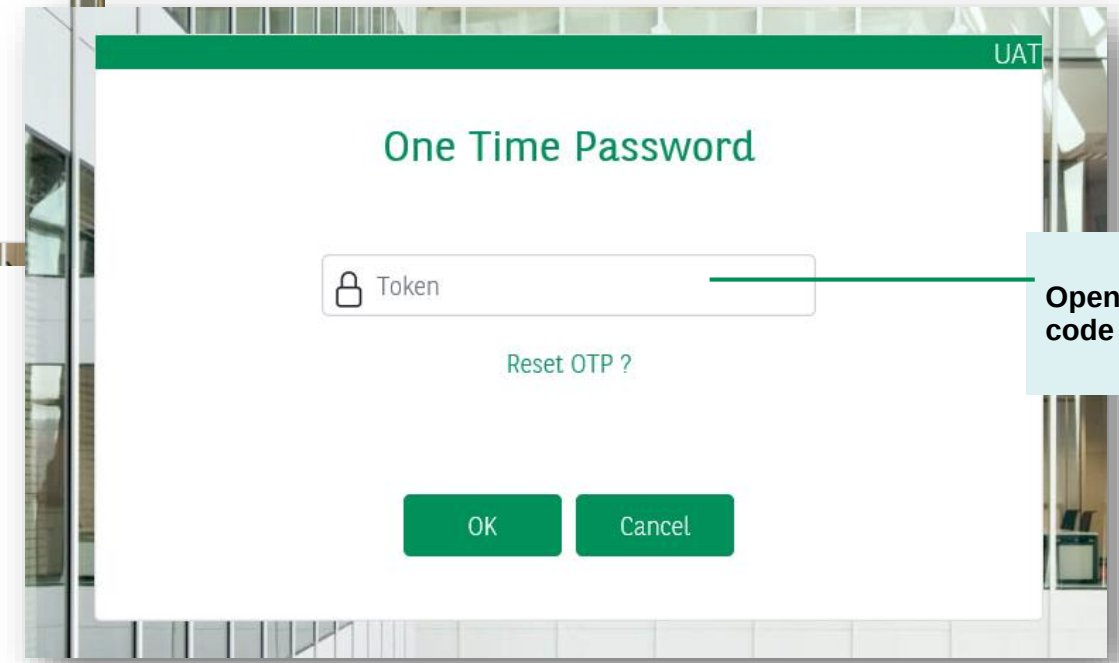
1

Select **Standard** in the authentication method

2

Input the **User ID and Password** provided in the First Authentication email sent by BNP Paribas.





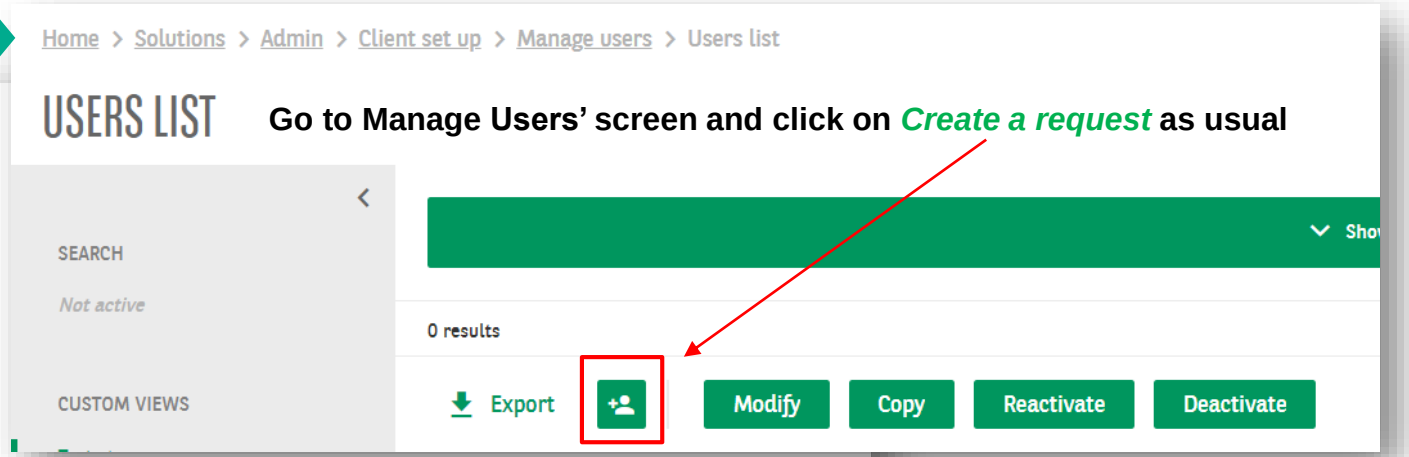
4

Open your authenticator app, input the 6 digits code in the Token field and click on **Submit**

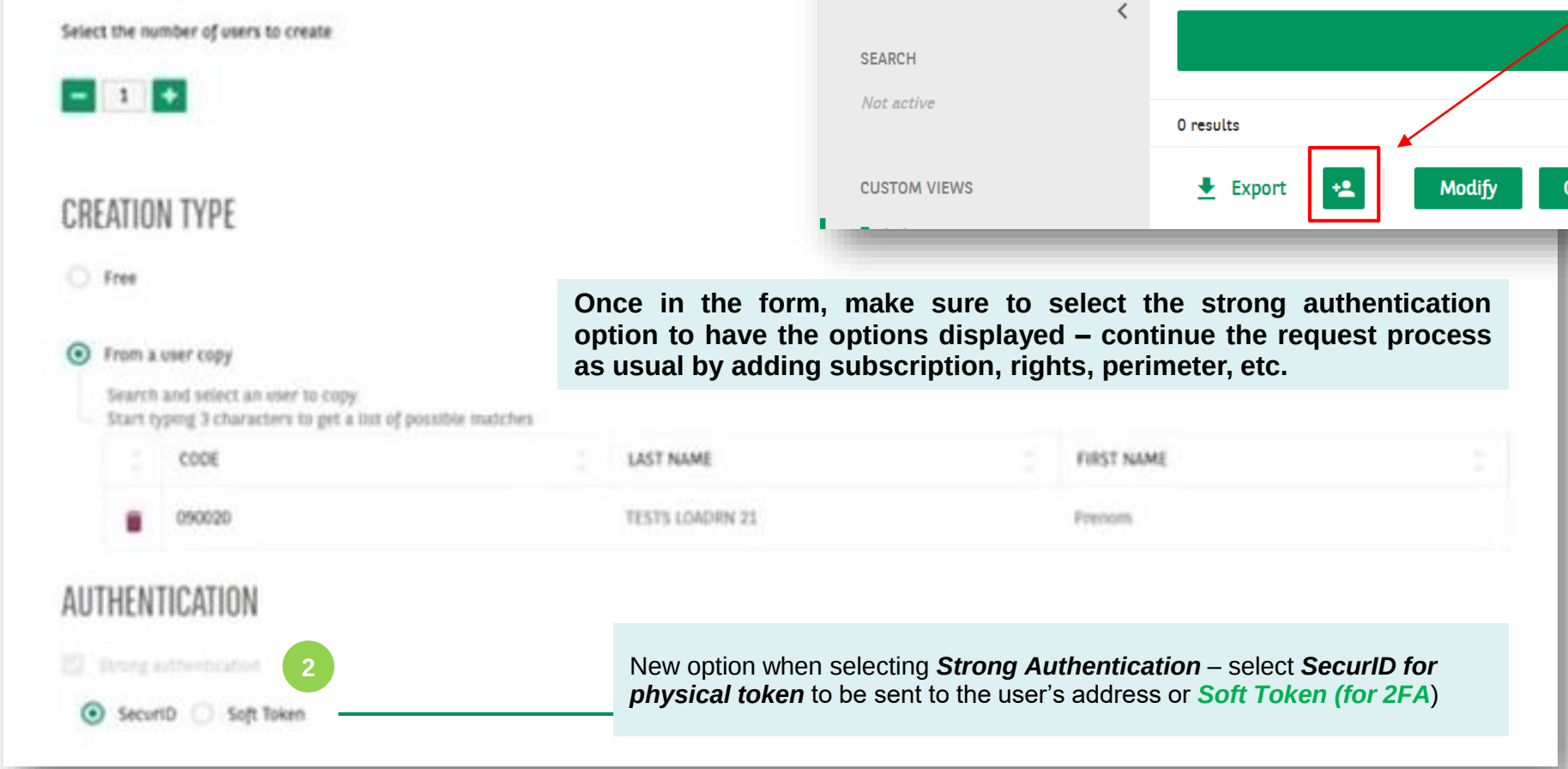
HOW TO REQUEST 2FA FOR YOUR NEW USERS?

Reminder: please make sure you have validated with your IT security services that you are authorised to use authentication applications on your devices.

1



Go to Manage Users' screen and click on *Create a request* as usual



Once in the form, make sure to select the strong authentication option to have the options displayed – continue the request process as usual by adding subscription, rights, perimeter, etc.

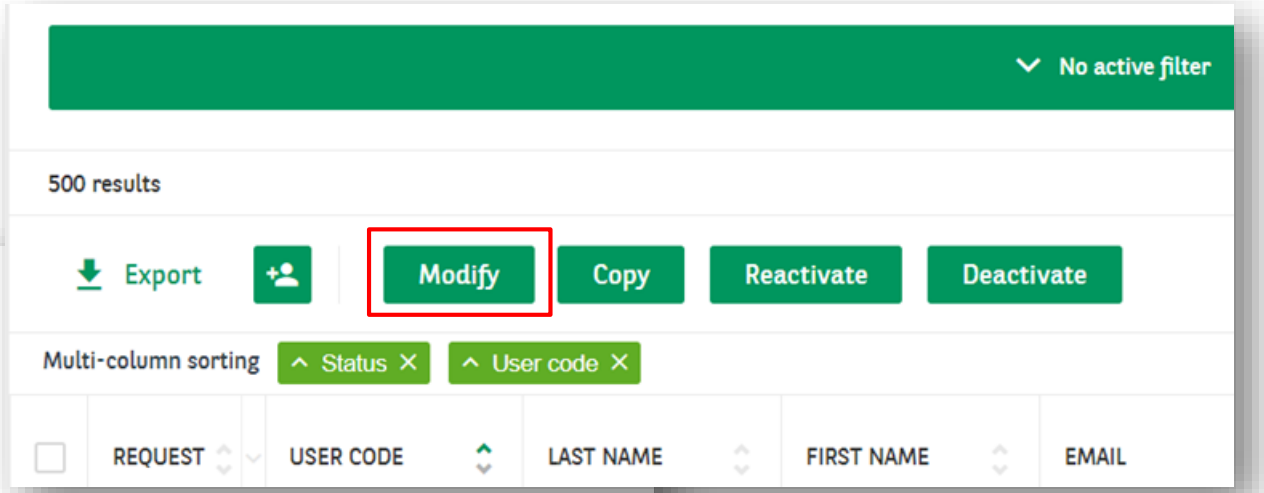
2

New option when selecting ***Strong Authentication*** – select ***SecurID for physical token*** to be sent to the user's address or ***Soft Token (for 2FA***)

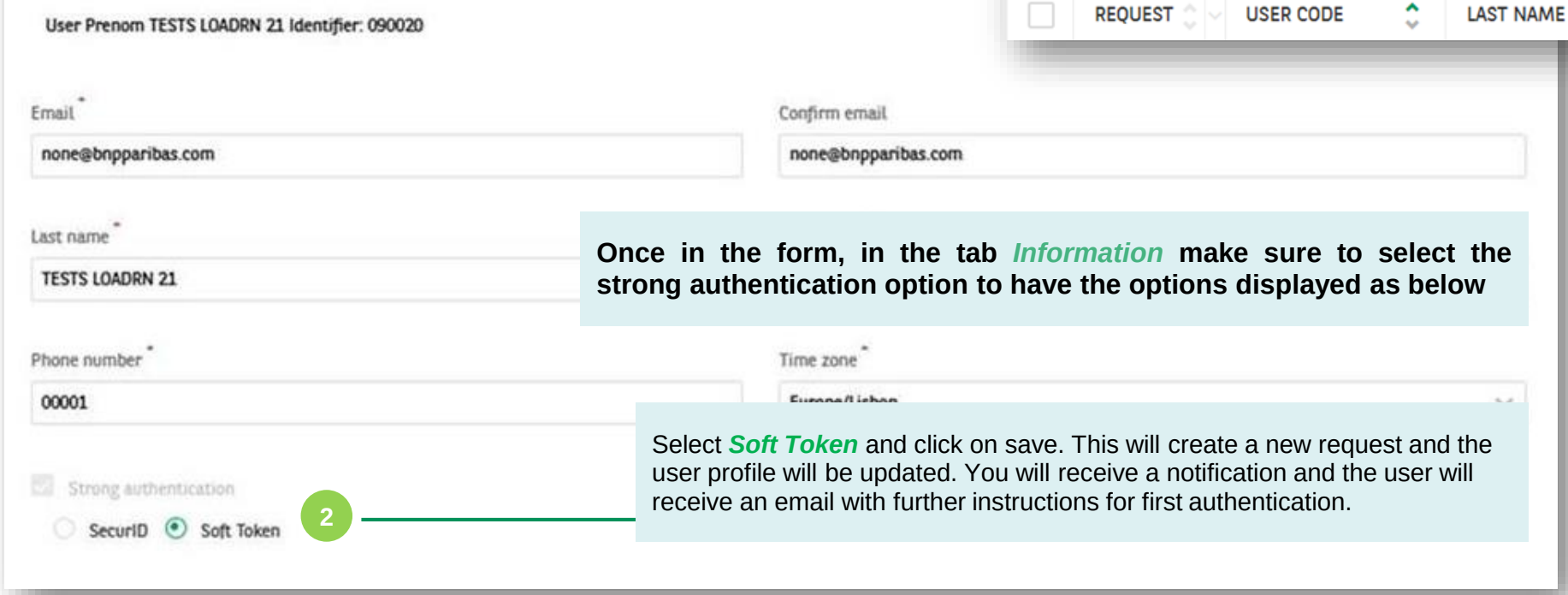
HOW TO REQUEST 2FA FOR EXISTING USERS?

Go to Manage users screen, look for the user and click on *Modify* as usual

1



Reminder: please make sure you have validated with your IT security services that you are authorised to use authentication applications on your devices.



Once in the form, in the tab *Information* make sure to select the strong authentication option to have the options displayed as below

2

Select ***Soft Token*** and click on save. This will create a new request and the user profile will be updated. You will receive a notification and the user will receive an email with further instructions for first authentication.

YOUR CONTACTS FOR MORE INFORMATION

Neolink Support EMEA (UK/Germany/Channel Islands)
bp2s_neolinksupport_emea@bnpparibas.com
+44 (0) 207 410 1026 (English)
+49 (0) 69 1520 5751 (German)

Neolink Support Luxembourg
neolink_support_lux@bnpparibas.com
+352 2696 2500

Neolink Support Spain
bp2s_neolink_spain@bnpparibas.com
+34 91762 5149 / +34 91762 5242 / +34 91762 5133

Neolink Support Italy
bp2s_neolink_italy@bnpparibas.com
+39 02 7247 4254 / +39 02 7247 4135

Neolink Support France
neolink.support.fr@bnpparibas.com
+39 02 7247 4254 / +39 02 7247 4135

Neolink Support Americas
bp2s_neolink_americas@bnpparibas.com
US: +1 201-850-5060
LatAM: +571 651 6440

Neolink Support Asia
bp2s_neolinksupport_asia@bnpparibas.com
+91 44 71 1234 56

Neolink Support Australia and New Zealand
bp2s_neolink_ausnz@bnpparibas.com
Australia: +61 2 8116 0500
New Zealand: +64 4 439 2198