



**XL Insurance**

**AXA XL Design Professional**

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# **EDGE User Guide: How to activate Multi-Factor Authentication**

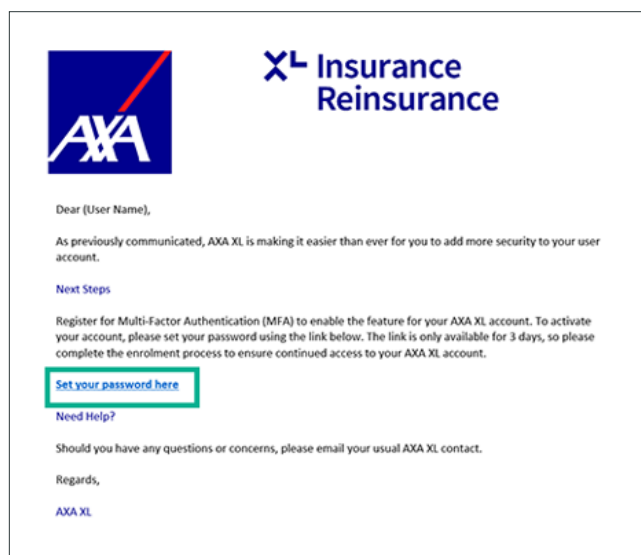


**Enrolling in MFA is simple. After receiving an email invitation, the user clicks on a link, creates a new password, and completes a onetime MFA enrollment. Then, they use MFA in conjunction with the new password to access the EDGE going forward. Should you need any assistance setting up MFA or accessing the EDGE, email our support team for assistance at [edge@axaxl.com](mailto:edge@axaxl.com).**

### Step 1

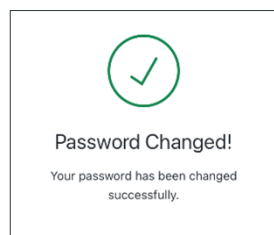
You will receive an email from AXA XL via [authzero@axaxl.com](mailto:authzero@axaxl.com) that enables you to set up Multi-Factor Authentication (MFA).

**Note:** The link in the email is valid for only 3 days. You will need to request a new email via [edge@axaxl.com](mailto:edge@axaxl.com) if you do not complete the process in that time period.



### Step 2

Click the **Set your password here** link in the email. This will open a new screen which will ask the user to create a new password. Enter the new password into the box titled **New password** and in the **Re-enter new password** box. Then click **Reset password**.

The image shows a 'Change Your Password' form. It has two input fields: 'New password' and 'Re-enter new password'. Below these fields, there is a section titled 'Your password must contain:' with a list of requirements: 'At least 10 characters', 'At least 3 of the following: Lower case letters (a-z), Upper case letters (A-Z), Numbers (0-9), Special characters (e.g. !@#\$%^&\* )', and 'No more than 2 identical characters in a row'. At the bottom of the form is a blue button labeled 'Reset password'.

### Step 3

Launch the EDGE by clicking on the following link: [www.axaxl.com/dp/edge](http://www.axaxl.com/dp/edge).

**Note:** You may access the EDGE via the above link going forward.

### Step 4

On the Welcome screen, enter the **Email address** associated with the MFA invitation and click **Continue**. On the next screen, enter the **password** that you created in Step 2 and click **Continue**.

**Note:** the bottom option to “**Continue with AXA XL Azure AD**” is only for AXA XL employees.

The image shows a 'Welcome' screen. It has the AXA XL logo at the top. Below the logo, it says 'Welcome' and 'Log in to AXA XL to continue to EDGE LMS.' There is a text box labeled 'Email address' with a green border. Below the text box is a blue button labeled 'Continue'. Below the button is a horizontal line with the word 'OR' in the center. Below the line is a button with the AXA XL logo and the text 'Continue with AXAXL Azure AD'.

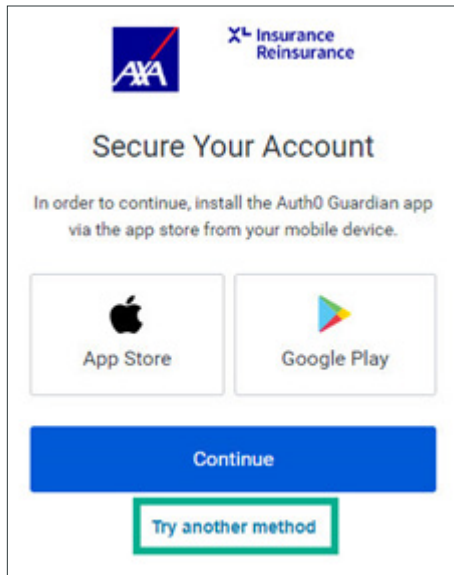
## Step 5

You may choose between 2 options for providing MFA:

1. Have an SMS text code sent to your mobile number
2. Via the Auth0 Guardian app installed onto your mobile device

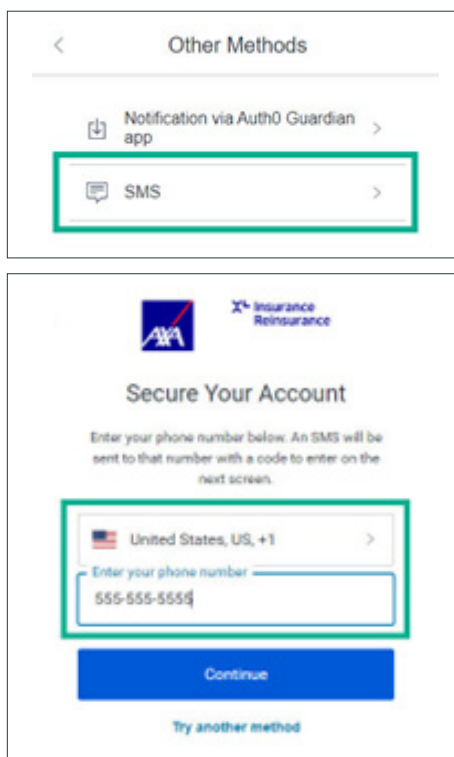
**Note:** Option 1 is recommended for the quickest authentication, and the remaining steps below pertain to that method.

During the first-time login, you'll need to click **Try another method**.



## Step 6

Select **"SMS"**. On the following screen, select the country code, enter your mobile telephone number including area code, and then click **"Continue"**.

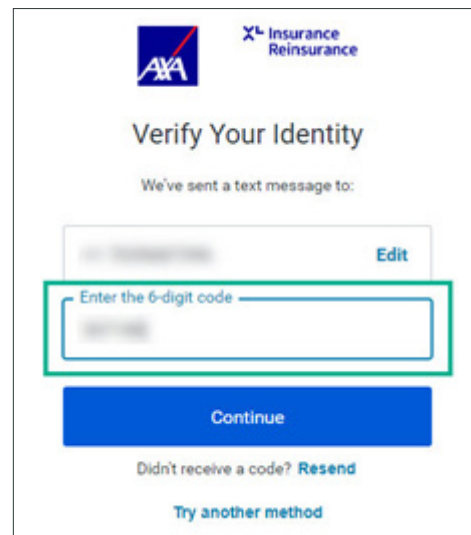
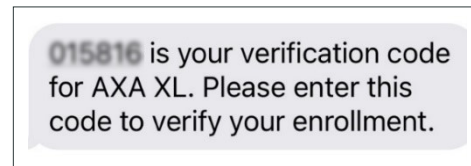


## Step 7

You will receive an SMS text message containing a unique six-digit code at the mobile number you provided.

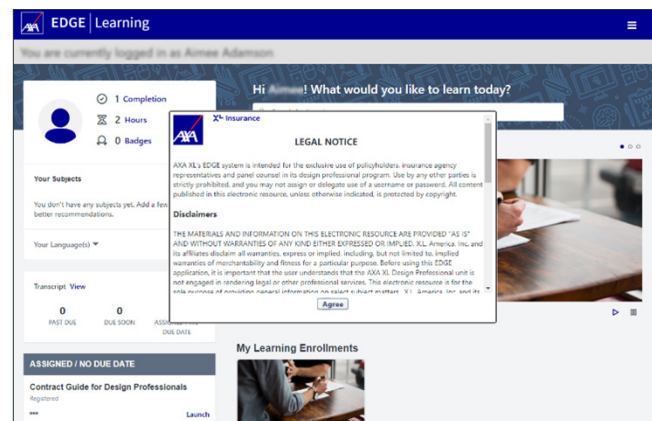
The access screen will change on your computer.

Enter the SMS code into the field and click **"Continue"**.



## Step 8

After clicking the "Continue" button, the MFA setup will be complete. Your computer screen will be redirected to the EDGE learner home page.



**Note:** The next time you access the EDGE, you will be asked to enter your email and new password, and an MFA code will be sent to your phone by SMS.