Setting up your authenticator app

The portal uses multi-factor authentication (MFA). After your password, you'll enter a 6-digit code from an app on your phone. This guide shows how to set that up in Microsoft Authenticator or Google Authenticator. You only need one of them.

Tip: the app shows codes with a space in the middle (482 913). Always type them without the space (482913).

STEP 0

Before you start

You'll need your computer and your phone side by side.

1. On your computer, sign in to the portal with your username and password.
2. You'll see the **Set Up Authenticator App** screen with a QR code.
3. Keep that page open, then follow the steps for your app below. You'll come back to this screen to type in your first code.

Pick one app

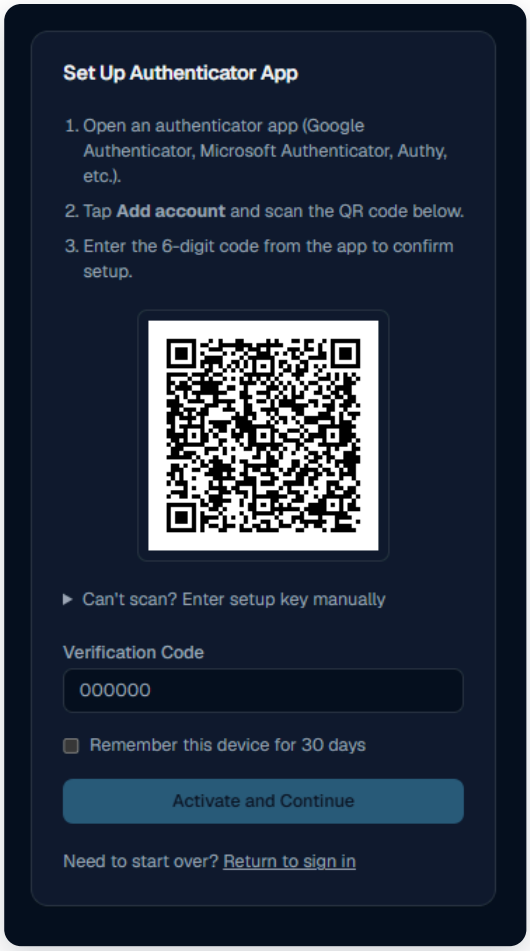
Both are free. If you already use one, stick with it.

Don't share the QR code

Anyone who scans it can generate your codes. Don't screenshot or email it.

“Remember this device”

Only check this box on your own computer. Leave it unchecked on shared or public computers.



The **Set Up Authenticator App** screen on the portal. Leave it open while you use your phone.

OPTION A

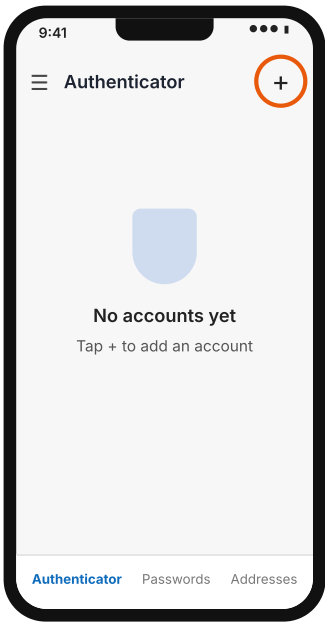
Microsoft Authenticator

Available for iPhone and Android.

1 Open Microsoft Authenticator and tap +

Install **Microsoft Authenticator** from the App Store (iPhone) or Google Play (Android) if you haven't already. Open it and tap the **+** at the top right.

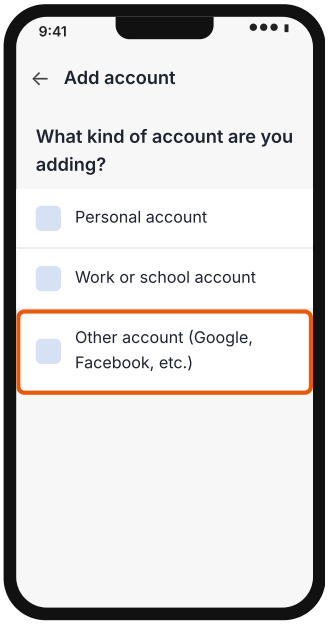
> First time opening the app? You can skip any sign-in prompts. You don't need a Microsoft account to use it for the portal.



Tap + to add an account

2 Choose “Other account”

Select **Other account (Google, Facebook, etc.)**. Do not pick Work or school account, even though the portal is for work.



Pick “Other account”

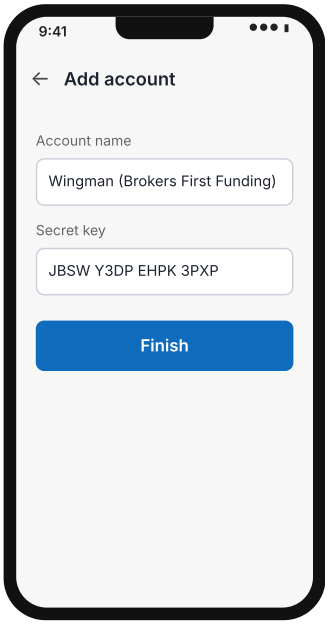
3 Scan the QR code

If asked, tap **Allow** so the app can use your camera. Point the camera at the QR code on the portal screen. It scans automatically.

> Can't scan? On the portal, click **Can't scan? Enter setup key manually** under the QR code to show your setup key. In the app, tap **Or enter code manually**, type **Wingman (Brokers First Funding)** as the account name, enter the setup key, and tap **Finish**.



Point the camera at the QR code

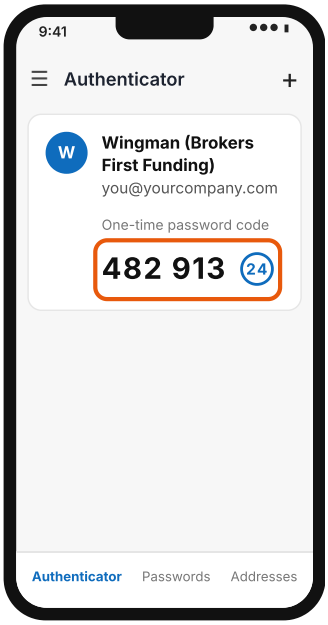


Manual entry option

4 Enter the code to finish

The account appears in the app. Tap it to see the 6-digit code. On the portal, type the code in the **Verification Code** box **without the space** and click **Activate and Continue**.

> Example: if the app shows **482 913**, type **482913**.



Your 6-digit code

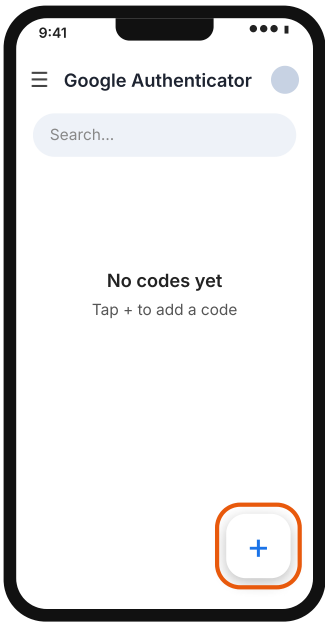
OPTION B

Google Authenticator

Available for iPhone and Android.

1 Open Google Authenticator and tap +

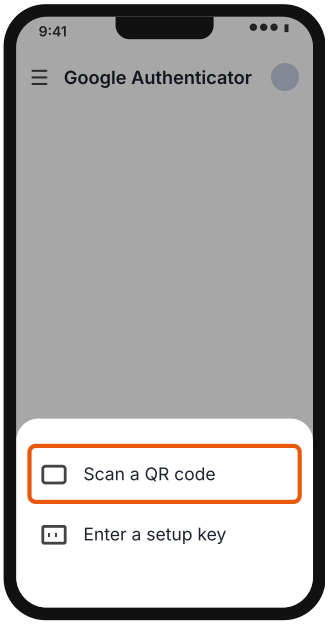
Install **Google Authenticator** from the App Store (iPhone) or Google Play (Android). Open it. If it asks you to sign in, you can sign in to back up your codes or choose to use it without an account. Then tap the **+** button at the bottom right.



Tap the + button

2 Choose “Scan a QR code”

Tap **Scan a QR code**. If asked, allow camera access.

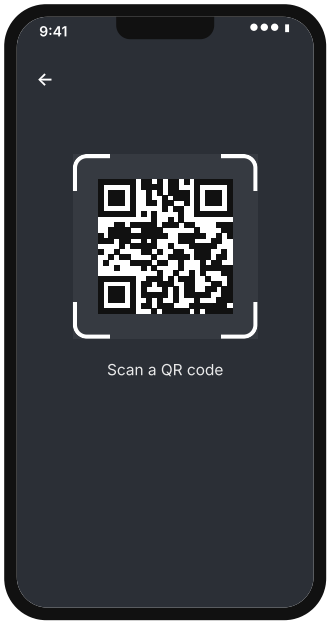


Pick “Scan a QR code”

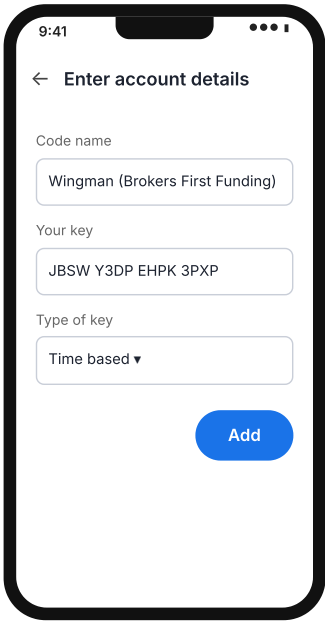
3 Scan the QR code

Point the camera at the QR code on the portal screen. It adds the account automatically.

> Can't scan? On the portal, click **Can't scan? Enter setup key manually** under the QR code to show your setup key. In the app, go back and tap **Enter a setup key**. Type **Wingman (Brokers First Funding)** as the code name, enter the setup key, keep **Time based** selected, and tap **Add**.



Point the camera at the QR code

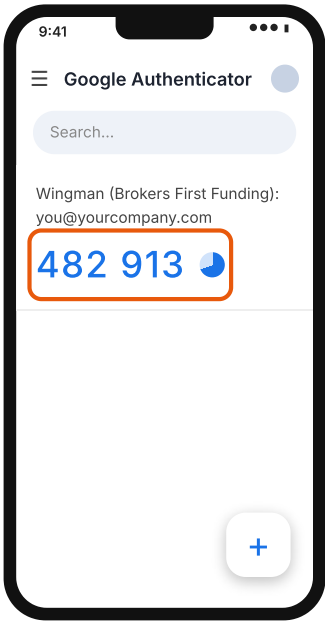


Manual entry option

4 Enter the code to finish

The new entry shows a 6-digit code. On the portal, type the code in the **Verification Code** box **without the space** and click **Activate and Continue**.

> Example: if the app shows **482 913**, type **482913**.



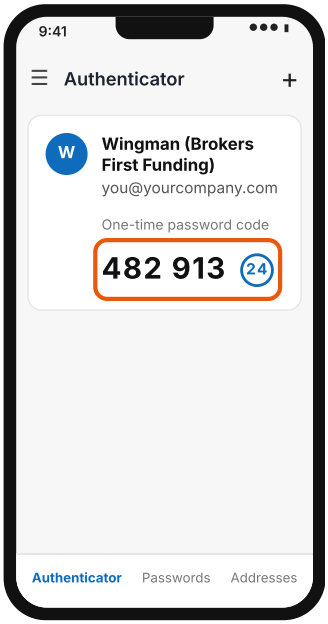
Your 6-digit code

EVERY TIME

Signing in after setup

Once your app is set up, signing in takes a few seconds.

1. Enter your username and password on the portal as usual.
2. Open your authenticator app and find the **Wingman (Brokers First Funding)** entry.
3. Type the 6-digit code in the **Verification Code** box, **without the space**, and click **Verify and Continue**.

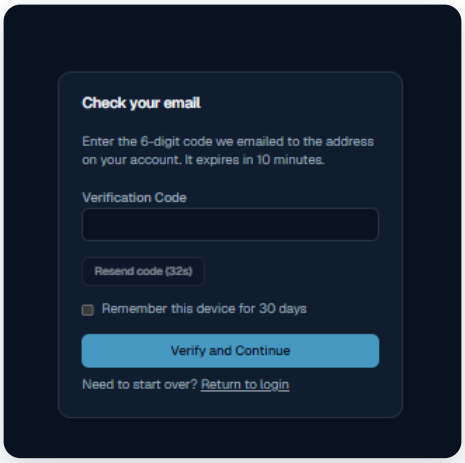


Open the app and read the code

YOUR APP SHOWS		TYPE IT AS
482 913	→	482913

Enter the code without the space. The app displays the code in two groups of three digits (like **482 913**). Type all six digits together (**482913**) in the **Verification Code** box.

Codes change every 30 seconds. If the timer is almost out, wait for the next code before typing it.



Type your 6-digit code (no space) in **Verification Code**, then click **Verify and Continue**.

HELP

Troubleshooting

The portal says my code is invalid

First, check that you typed the code **without the space** (482913, not 482 913). Then make sure you're using the code from the **Wingman (Brokers First Funding)** entry and entering it before it expires. If it keeps failing, your phone's clock may be off. Turn on automatic date and time in your phone's settings (iPhone: Settings > General > Date & Time; Android: Settings > System > Date & time). In Google Authenticator on Android you can also use Settings > Time correction for codes.

The camera won't scan the QR code

Allow camera access for the app in your phone settings, zoom your browser so the code is larger, or click **Can't scan? Enter setup key manually** on the portal and type the key into the app instead.

I got a new phone or deleted the app

Your codes don't move to a new phone automatically unless you turned on cloud backup in the app. Contact support to reset MFA on your account, then set it up again on the new phone.

I see more than one account in the app

That's normal if you use the app for other services. Use the entry labeled **Wingman (Brokers First Funding)** (or with your portal email address). If you added the portal twice, the newest one is the one that works.

Still stuck?

Contact your support team for help.

Phone screens are simplified illustrations; your app may look slightly different depending on the version and your phone.