

How to Use Authenticator Authentication

July 31, 2024

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Introduction

■ What is Authenticator Authentication?

This is a two-factor authentication using OTP (One-Time Password), which is used to generate and authenticate a one-time password that expires in a short period of time.

It is characterized by its ability to prevent unauthorized access to your account.

※ Screens may vary depending on iPhone and Android models and versions.
Please be understanding of this.

■ Changing the default authentication method

Starting September 1, 2024, you must authenticate using the Authenticator. However, if the administrator has set up another authentication method, that method will be used.

An application for using the Authenticator must be installed on the smart phone in advance.

Preparation and authentication settings

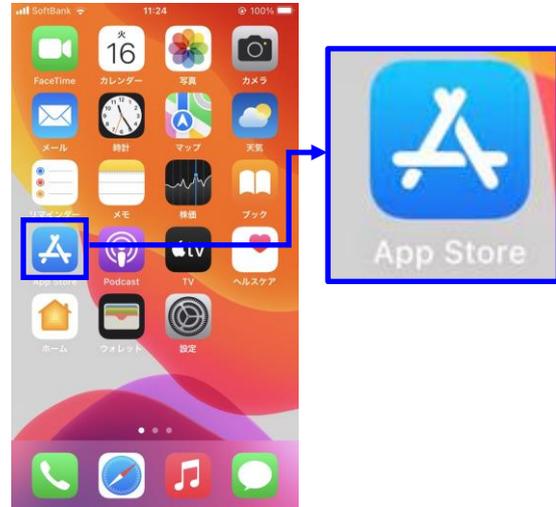
■ Preparation for Authenticator authentication



How to install the Authenticator App (for iPhone)

- ① Start "App Store".

(Screens may vary depending on the model and settings.)

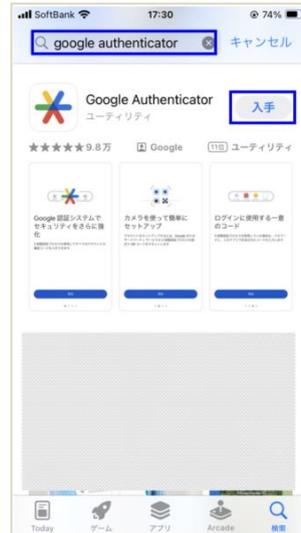


If you do not see "App Store" in the menu, select "Settings" on the screen and look for "App Store" in the list of programs.

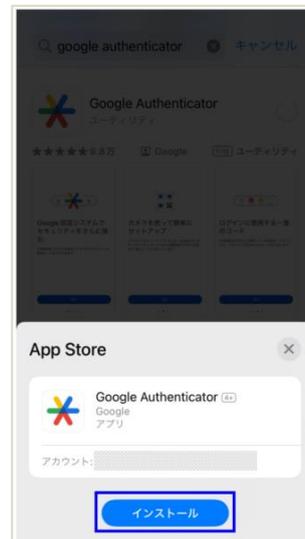
* Scroll the screen and look for "App Store".



- ② Enter "google authenticator" in the search bar for search. If "Google Authenticator" appears in the search results, select "Get it".



- ③ Select "Install".



- ④ When installation is complete, "Open" will be displayed. Please select it.



- ⑤ When the "Further enhance security with Google Authentication System" screen appears, the installation is complete.



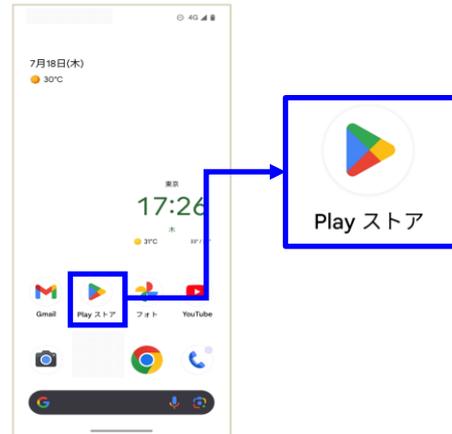
- ⑥ When the installation ⑤ is completed, the "Authenticator" icon will appear on the home screen.
(Screens may vary depending on the model and settings.)



 **How to install the Authenticator App (for Android)**

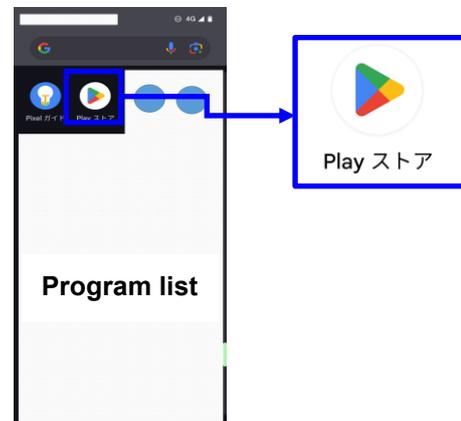
- ① Start "Play Store".

(Screens may vary depending on the model and settings.)



If you do not see "Play Store" in the menu, place your finger on the bottom of the screen and move the screen up to find "Play Store" in the list of programs. Find "Play Store" in the list of programs.

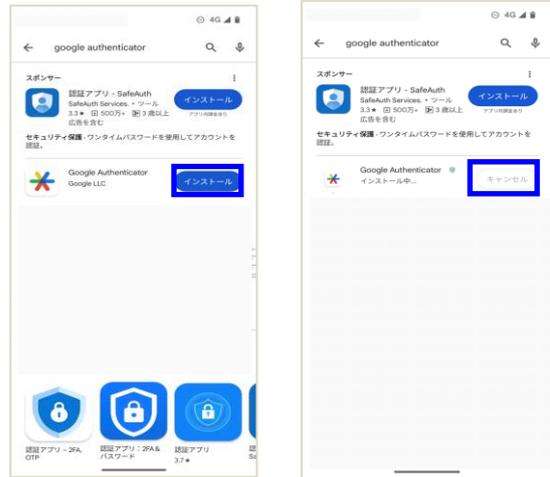
(Screens may vary depending on the model.)



- ② Enter "google authenticator" in the search bar for search.



③ Select "Install".



④ When installation is complete, "Open" will be displayed. Please select it.

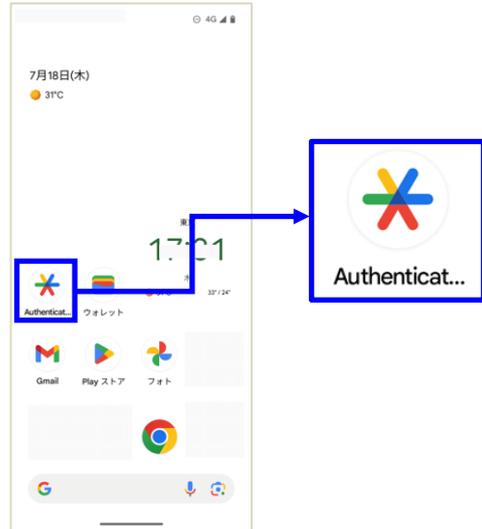


⑤ When the "Further enhance security with Google Authentication System" screen appears, the installation is complete.



- ⑥ When the installation ⑤ is completed, the "Authenticator" icon will appear on the home screen.

(Screens may vary depending on the model and settings.)



■ Authenticator authentication settings

Authenticator authentication How to log in for the first time

- ① Enter your "Login ID" and "Password" to login.



- ② The authentication setting screen appears. A QR code or secret key for setting up authentication for app authentication will appear on the screen.



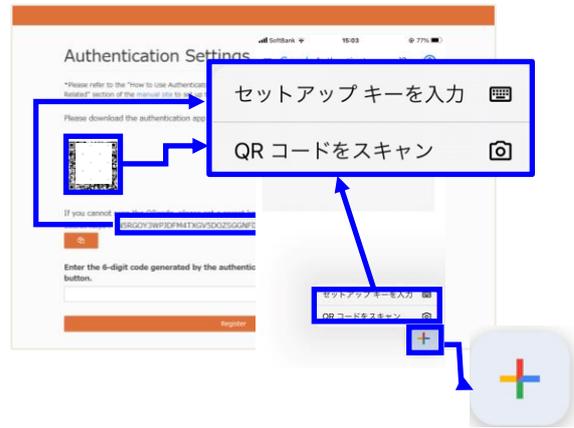
- ③ Start the authentication app "Authenticator" installed on your smartphone.

(Screens may vary depending on the model and settings.)



- ④ Select either "Scan the QR code" or "Enter setup key" displayed in "Authenticator" to use "Authenticator authentication".
 Select the "+" button in the lower right corner to display.

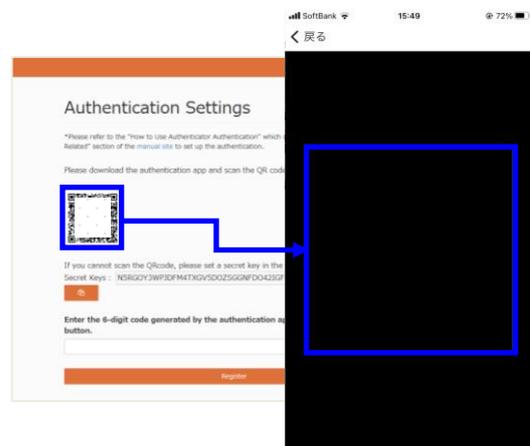
- Scan the QR code
- Enter the setup key (secret key)



□ **When selecting "Scan the QR code"**

Read the QR code displayed on the screen with the camera.

(Place the camera on the QR code to read it.)



□ **When selecting "Enter the setup key"**

Enter the secret key shown on the screen in the "Key" field.

Account name: **eNEN**

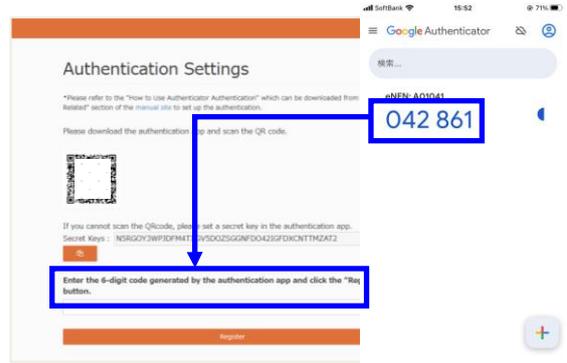
Key: **Secret Key**

Key type: **Time-based**

Enter the above, and then select "Add" button.

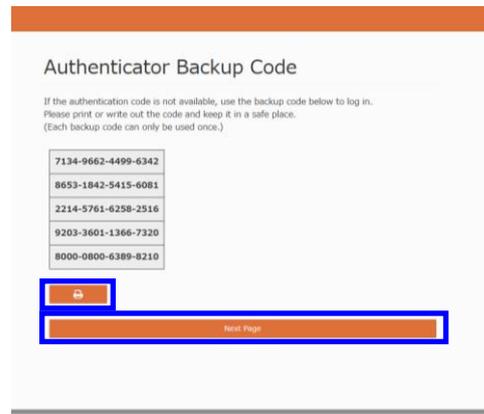


- ⑤ A 6-digit authentication code will be generated in the "Authenticator" of your smart phone. Enter the generated authentication code into the authentication settings screen and click the "Register" button.



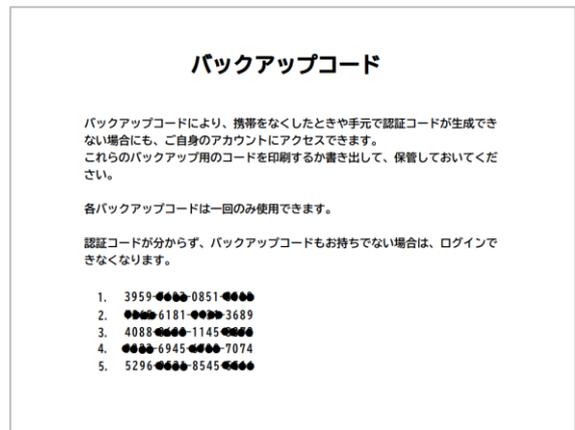
- ⑥ A backup code will be issued and displayed. After keeping the backup code, click the "Next Page" button.

- ☞ If you do not have the smart phone with the authentication app set up at hand, you can use the backup code to log in.
- ☞ Click on the "Printer" button to output the backup code to a PDF file.

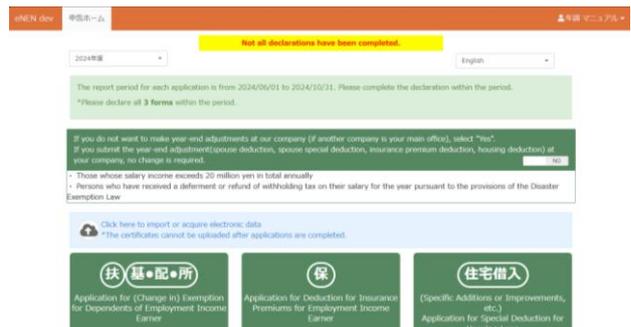


Print the PDF file

You can print out the contents displayed in ⑥ in PDF format. Please keep it in a safe place.



- ⑦ The home screen for filling an income tax return is displayed when the authentication code is matched.



Performing Authenticator authentication

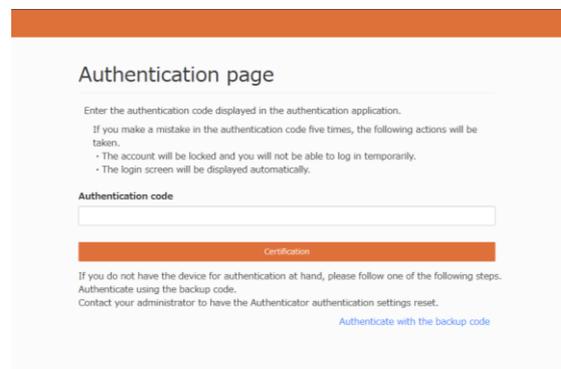


Authenticator authentication How to log in

- ① Enter your "Login ID" and "Password" to login.



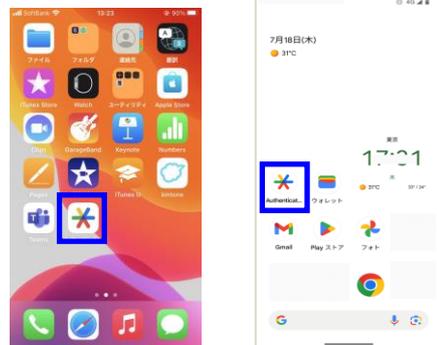
- ② The Authenticator authentication screen appears.



- ③ Start "Authenticator".

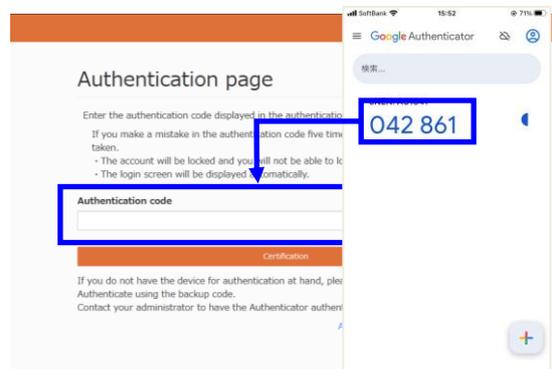
(Screens may vary depending on the model and settings.)

 Whenever you authenticate with Authenticator, you will need the "Authentication code generated by the Authenticator on your smart phone in ③". Please do not forget to activate it.

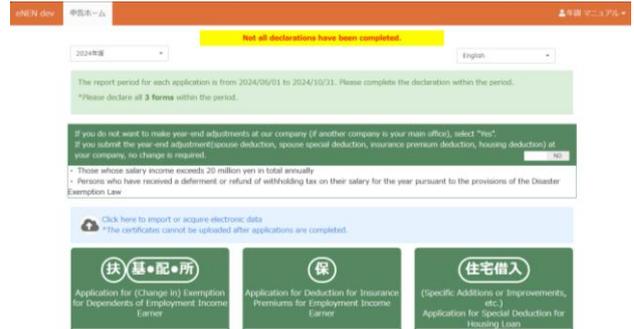


- ④ Enter the authentication code generated by the "Authenticator" and click the "Certification" button.

 **If you make a mistake in entering the authentication code five times, you will not be able to log in. Please wait 30 minutes and try it again, starting from the input of "Login ID" and "Password".**



- ⑤ The home screen for filling an income tax return is displayed when the authentication code is matched.



Authenticate with backup code

Even if you do not have the smart phone with the authentication app set up at hand, you can use the backup code to log in.

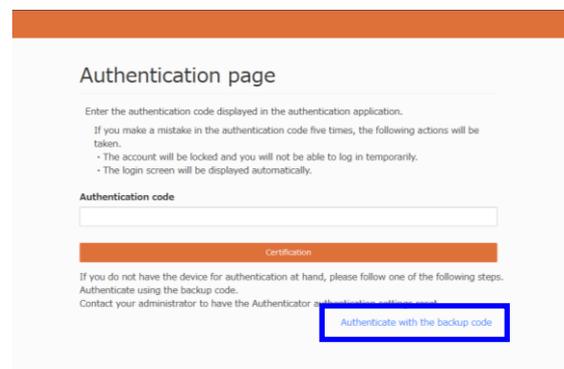


Login procedure with backup code

- ① Enter your "Login ID" and "Password" to login.



- ② The Authenticator authentication screen appears. Click on "Authenticate with the backup code" at the bottom of the screen.

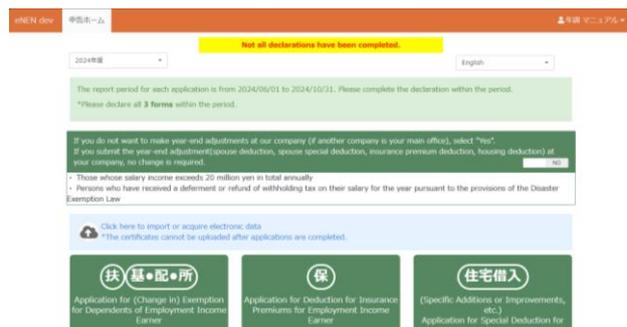


- ③ A dialog box for entering a backup code will appear. Enter the kept backup code and click the "Certification" button.

⚠ The same backup code cannot be used twice.



- ④ The home screen for filling an income tax return is displayed when the backup code is matched.

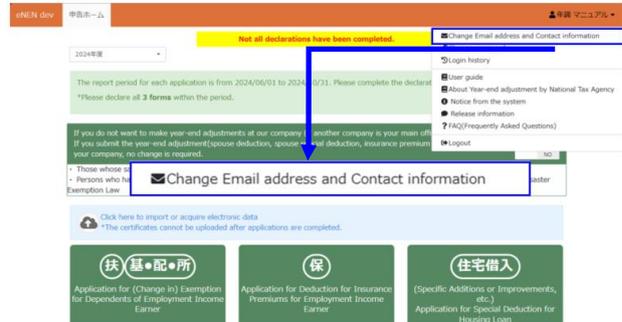


Authentication settings by changing email address and contact information

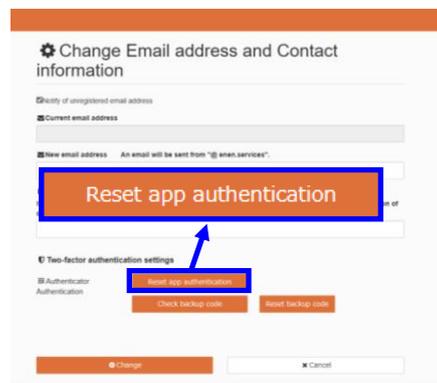
■ Reset authentication setting for the Authenticator authentication app

If you renew a smart phone that has been used for Authenticator authentication, the authentication settings must be reset and reconfigured again.

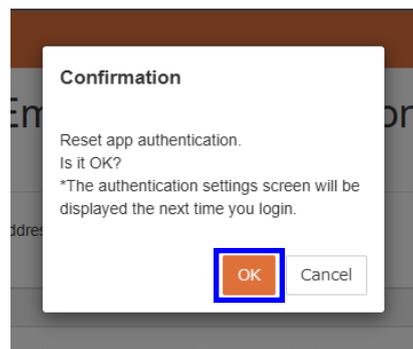
- ① After logging in, display the "Change Email address and Contact information" screen.



- ② Click the "Reset app authentication" button.

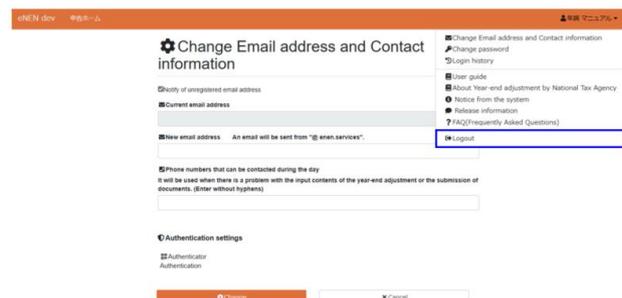


- ③ A "Confirm" dialog box will appear. Click "OK" to reset the authentication setting.



- ④ After logout, please login again to display the authentication setting screen appears.

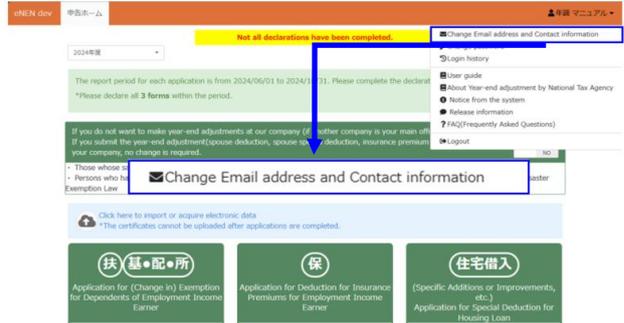
Refer to "Authentication settings of the Authenticator How to log in for the first time" to perform the authentication settings of the "Authenticator" again.



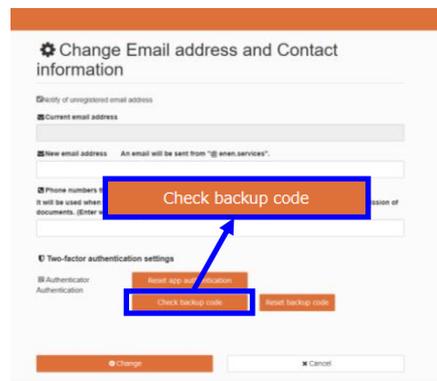
■ Check the backup code of the Authenticator authentication

You can check the usage status of the backup code.

- ① After logging in, display the "Change Email address and Contact information" screen.



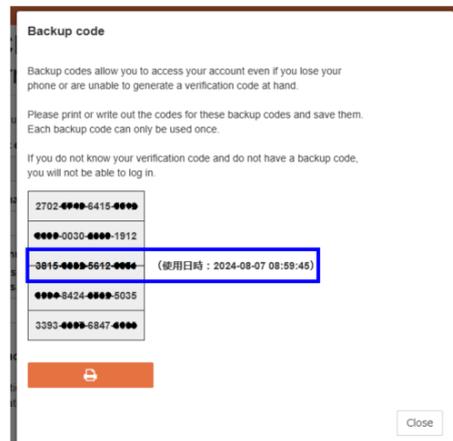
- ② Click the "Check backup code" button.



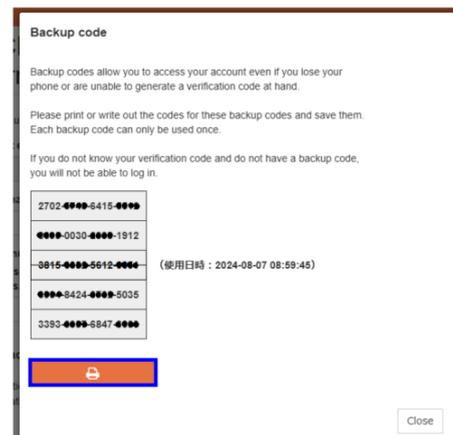
- ③ The currently issued backup code will be displayed.

Used backup codes are marked with a cancellation line and the date and time of use.

- Use the backup code you are keeping.
- The used backup code cannot be used again.
- Backup codes shall be used in cases where an authentication code cannot be generated, such as when the user forgets to have his/her smart phone.



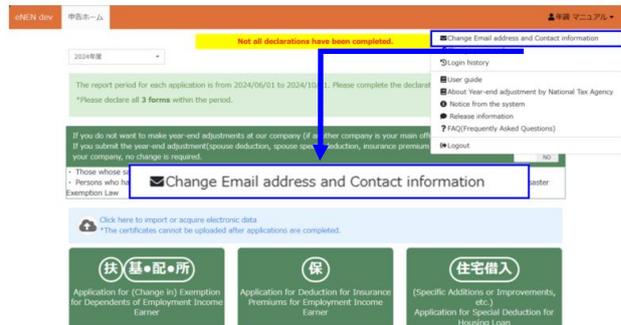
- ④ To keep the up-to-date backup code, click on the "Printer" button to save the file in PDF format.



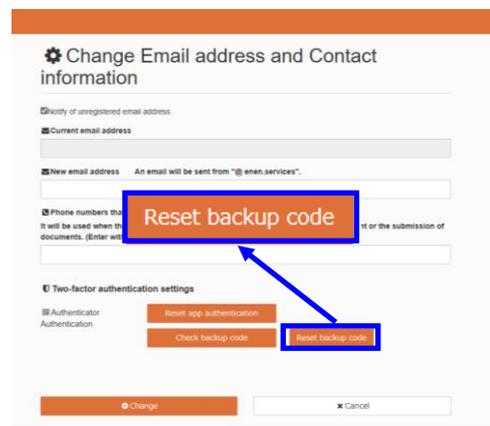
■ Reset the backup code of the Authenticator authentication

In the event that "you have used up your backup code" or "lost the PDF document containing your backup code", you can reset a backup code.

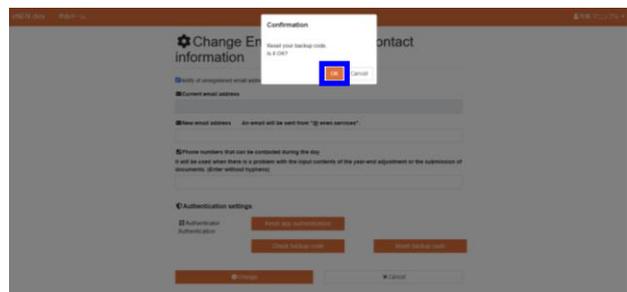
- ① After logging in, display the "Change Email address and Contact information" screen.



- ② Click the "Reset backup code" button.



- ③ By clicking "OK" in the confirmation dialog, the backup code will be reset.



- ④ A new backup code will be issued.

⚠ If a new backup code is issued, the former backup code cannot be used.

