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".

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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.



 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.)







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.



 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.

Authe	ntication Settings
*Please refer t Related" sectio	t the "How to Use Authenticator Authentication" which can be downloaded from the "Login in of the manual site to set up the authentication.
Please down	load the authentication app and scan the QR code.
Eroinania If you canno	5
 Secret keys 	
Enter the 6-	digit code generated by the authentication app and click the "Register"

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

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



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セットアップ キーを入力

QR コードをスキャン

- Gelect 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

the camera.

• Enter the setup key (secret key)

□ When selecting "Scan the QR code"



Authentication Set

□ When selecting "Enter the setup key"

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

Read the QR code displayed on the screen with

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

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.

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	≡ Google A	uthenticator	8
Authentication Settings	検索		
"Please refer to the "How to Use Authenticator Authenticator" which can be downloaded from Related" section of the manual IBs to set up the authentication.	eNEN: A010	41	
Please download the authentication up and scan the QR code.	042	861	
If you cannot sam the Ofloade, place in all a server law in the authentication age. Server keys: InterconnentPortect instructional parameters and and a server law in the authentication age.			
Enter the 6-digit code generated by the authentication app and click the "Re button.	ч		
1			

- 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.

ase print or write out the ch backup code can only	not available, use the backup code below to log in. code and keep it in a safe place. be used once.)
7134-9662-4499-6342]
3653-1842-5415-6081	
2214-5761-6258-2516	-
203-3601-1366-7320	
3000-0800-6389-8210	-

Print the PDF file

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



バックアップコードにより、携帯をなくしたときや手元で認証コードが生成でき ない場合にも、ご自身のアカウントにアクセスできます。 これらのバックアップ用のコードを印刷するか書き出して、保管しておいてくだ さい。

各バックアップコードは一回のみ使用できます。

認証コードが分からず、バックアップコードもお持ちでない場合は、ログインで きなくなります。

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

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Performing Authenticator authentication

Authenticator authentication How to log in

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



② The Authenticator authentication screen appears.

Authentication page

Enter the authentication code displayed in the authentication application. If you make a mistake in the authentication code five times, the following actions will be taken. - The account will be locked and you will not be able to log in temporanily. - The login screen will be displayed automatically.

ntication code

interriteation cou

If you do not have the device for authentication at hand, please follow one of the following steps: Authenticate using the backup code. Contact your administrator to have the Authenticator authentication settings reset. Authenticate with the backup code

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.



- 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.

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2024年度	*						English	
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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.

Authentication page

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g steps
code

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.

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



2 Click the "Reset app authentication" button.

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Notify of unregistered	mail address	
Current email addre	8	
SNew email address	An email will be sent from "@ enen.services".	
Re	set app authentication	*
	r	
D Two-factor auther	tication settings	

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.

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Change Email address and Contact	PChange password
information	DLogin history
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documents. (Enter without hyphens)	South State of State
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■ Check the backup code of the Authenticator authentication

You can check the usage status of the backup code.

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

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② Click the "Check backup code" button.

Bhothy of unregistered	email address
Current email addre	8
Bliew email address	An email will be sent from "@ enen.services".
I Phone numbers t t will be used when documents. (Enter w	Check backup code
C Two-factor auther	elication settings

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.

- Solution 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.

Backup code				
Backup codes allow you to access your account even if you lose your phone or are unable to generate a verification code at hand.				
Please print or write out the codes for these backup codes and save them. Each backup code can only be used once.				
If you do not know your verification you will not be able to log in.	code and do not have a backup code,			
2702-4740-6415-4640				
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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.

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information Electry of unregistered email

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.



Change Email address and Contact information

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Change Email address and Contact

Reset backup code

An email will be se

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④ A new backup code will be issued.

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



Revision History

Date	Revised by	Content
July 31, 2024		First version (Tentative)