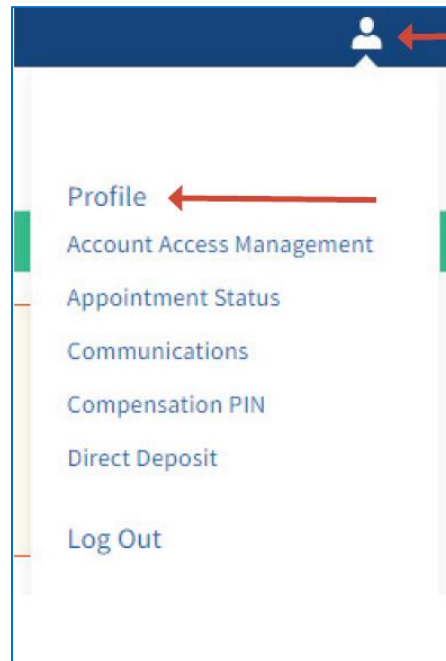
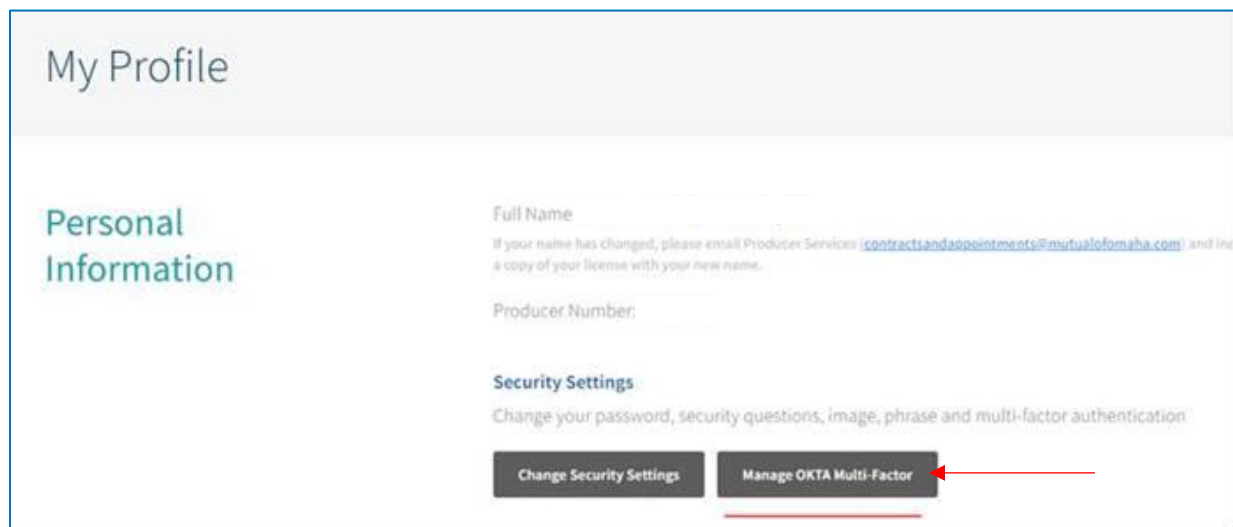


Managing Your OKTA Multi-Factor Authorization Methods:

Log into your Sales Professional Access (SPA) account, as you normally would. Once you are on your SPA home page, click the person in the top, right hand corner. Then select “Profile” from the drop down.

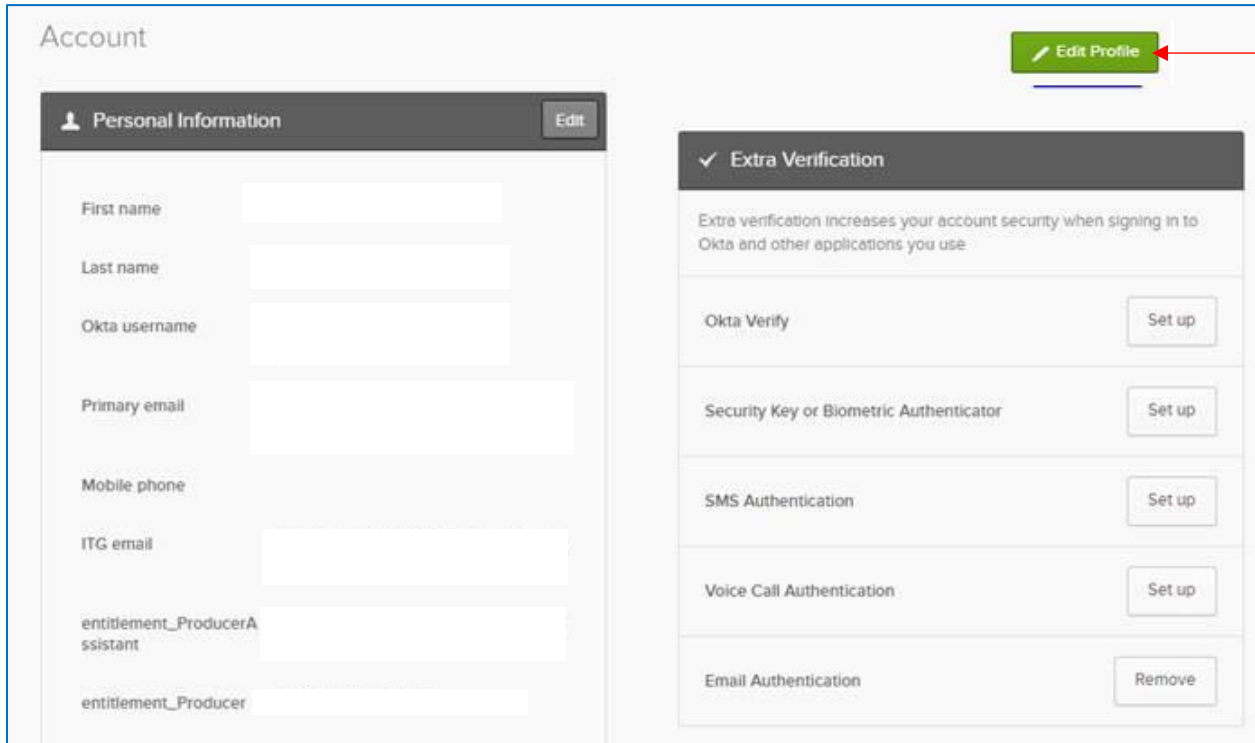


You will then have the option to click the box “Manage OKTA Multi-Factor” linking you to the Okta Dashboard, where you can edit and update your information, as well as manage your Okta MFA methods.



Managing Your OKTA Multi-Factor Authorization Methods:

Once you have clicked the “Manage OKTA Multi-Factor” button, you will see the following screen. Here you can select the green “Edit Profile” button and manage your profile, as well as your MFA methods.



The screenshot displays the Okta Account management interface. At the top left, the word "Account" is visible. In the top right corner, there is a green button labeled "Edit Profile" with a pencil icon, which is highlighted by a red arrow. Below the header, the interface is divided into two main sections. The left section, titled "Personal Information" with a user icon and an "Edit" button, contains several input fields: "First name", "Last name", "Okta username", "Primary email", "Mobile phone", "ITG email", "entitlement_ProducerAssistant", and "entitlement_Producer". The right section, titled "Extra Verification" with a checkmark icon, includes a descriptive text: "Extra verification increases your account security when signing in to Okta and other applications you use". Below this, there are five rows of authentication methods, each with a "Set up" button except for the last one which has a "Remove" button: "Okta Verify", "Security Key or Biometric Authenticator", "SMS Authentication", "Voice Call Authentication", and "Email Authentication".