

Instructions for Setting Up TOTP in Telebank Business

Step 1. Install the application on your phone

Open **App Store** (iPhone) or **Google Play** (Android) on your phone.

Search for and install one of the following applications:

Google Authenticator

or

Microsoft Authenticator

Step 2. Log in to Telebank Business

Log in to **Telebank Business** as usual, using your **username and password**.

Step 3. Scan the QR code

A **QR code** will appear on your computer screen.

1. Open the **Google Authenticator** or **Microsoft Authenticator** application on your phone.
2. Select the option to add a new account.
3. Tap **“Scan QR code”**.
4. Point your phone's camera at the QR code displayed on your computer screen.

Important:

The QR code is valid for only **3 minutes**. If the time has expired, you need to restart the setup process.

Step 4. Enter the code

After scanning the QR code, the application on your phone will display a **6-digit code**.

Enter this code in Telebank Business in the field:

“Verification code”

Then click:

“Confirm”.

If the code has been entered correctly, the setup is complete.

How do you log in to Telebank Business after setup?

Each time you log in:

- 1. Enter your username.**
- 2. Enter your password.**
- 3. Open the Authenticator application on your phone.**
- 4. Check the 6-digit code displayed in the application.**
- 5. Enter the code in Telebank Business.**

After the code is verified, you will have access to the system.

Important:

The code changes every **30 seconds**. If the code has changed, use the new code displayed in the application.

What should you do if you lose your phone?

If you have lost your phone or no longer have access to the Authenticator application, contact the **Bank's Contact Center at +373 22 500 200**.

A Bank operator will help you restore access.

After the setup has been reset, you will be able to log in to Telebank Business using your **code received by SMS** and set up the Authenticator application again on your new phone.