

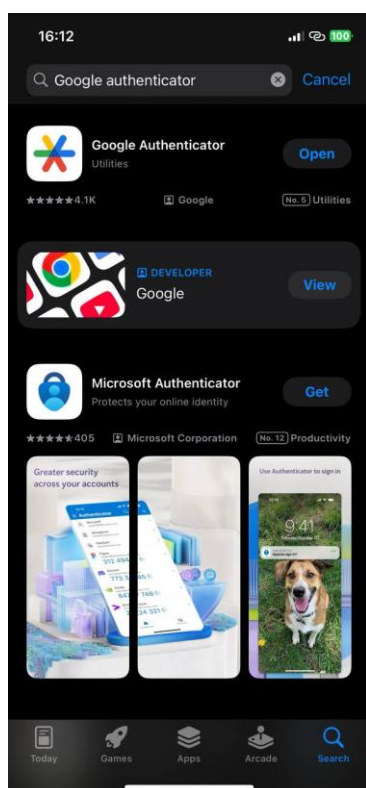
TOTP Setup Instructions for Telebank Business

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  (fig.1.1) or **Microsoft Authenticator**  (fig.1.2)



(fig.1.1)



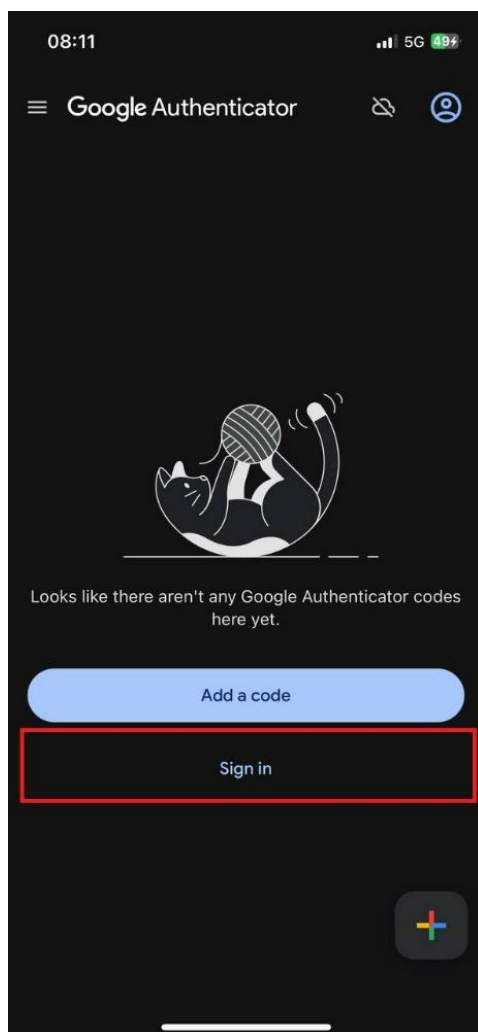
(fig.1.2)

1.2. Logging in to Authenticator (fig. 1.3.)

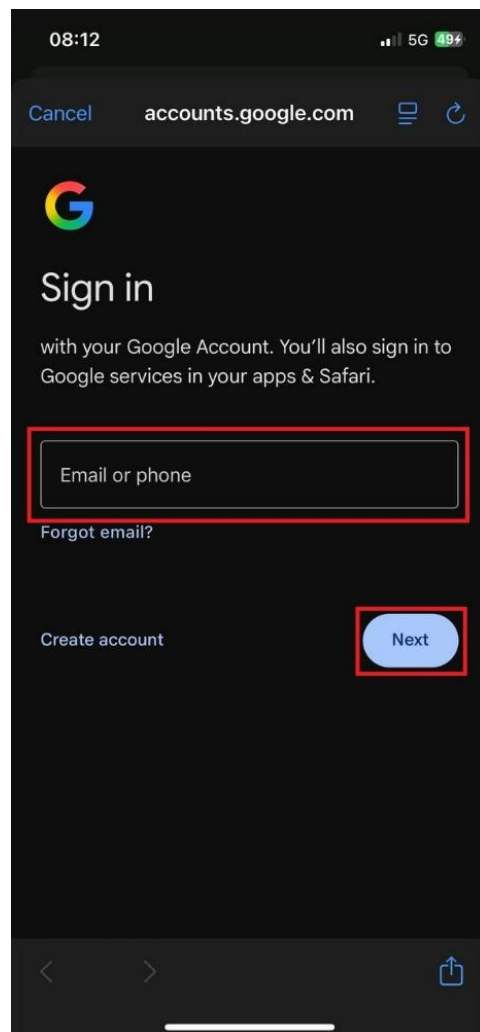
For convenience and data synchronization, you can sign in to Authenticator using your personal or corporate account by entering your email address, or continue without signing in.

1.2.1. To sign in to Authenticator using your account, follow these steps:

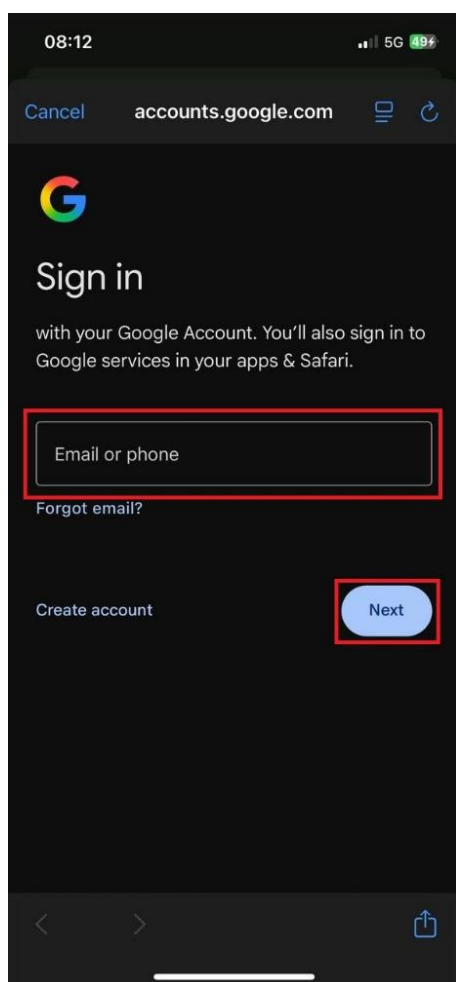
- a. Click the **Sign in** button (Fig. 1.3.).
- b. Enter your email address (personal or corporate) and tap the **Next** button (fig. 1.4.).
- c. Enter the password for the email address provided and tap the **Next** button (fig. 1.5.).
- d. The Authenticator home screen will be displayed (fig. 1.6.).



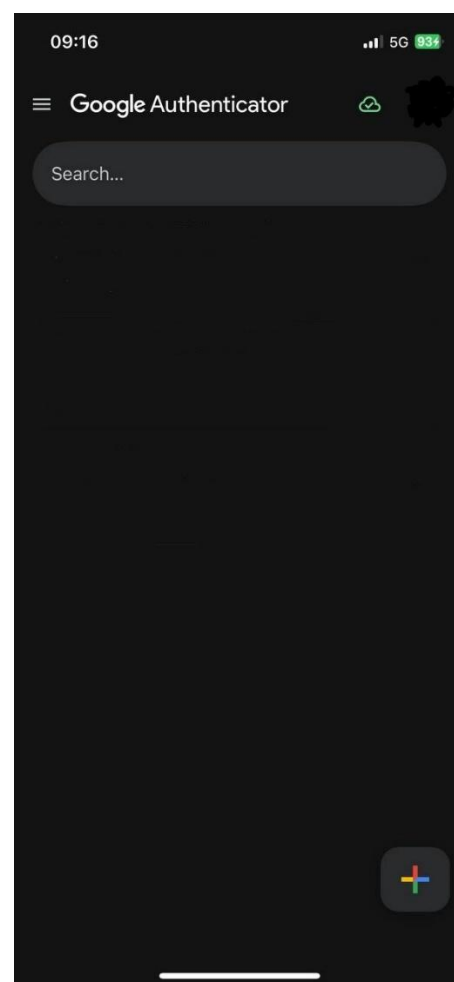
(fig.1.3.)



(fig.1.4.)



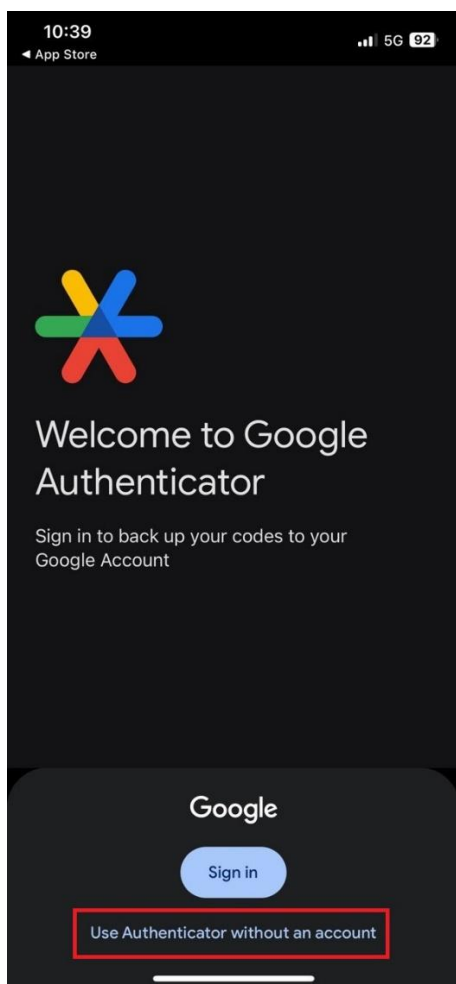
(fig.1.5.)



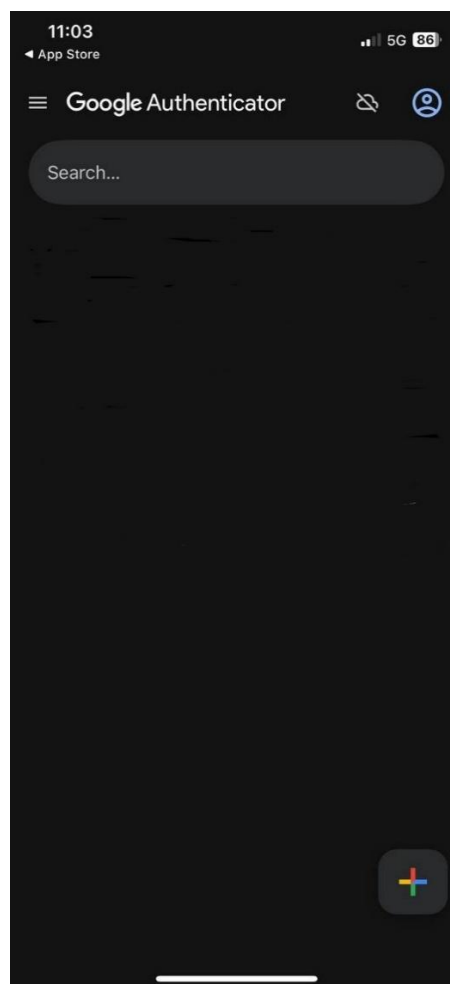
(fig.1.6.)

1.2.2. To use the Authenticator without an account, follow these steps:

- a. Click the **Use Authenticator without an account** button (Fig. 1.7);
- b. The Authenticator main screen will be displayed (Fig. 1.8).



(fig.1.7.)



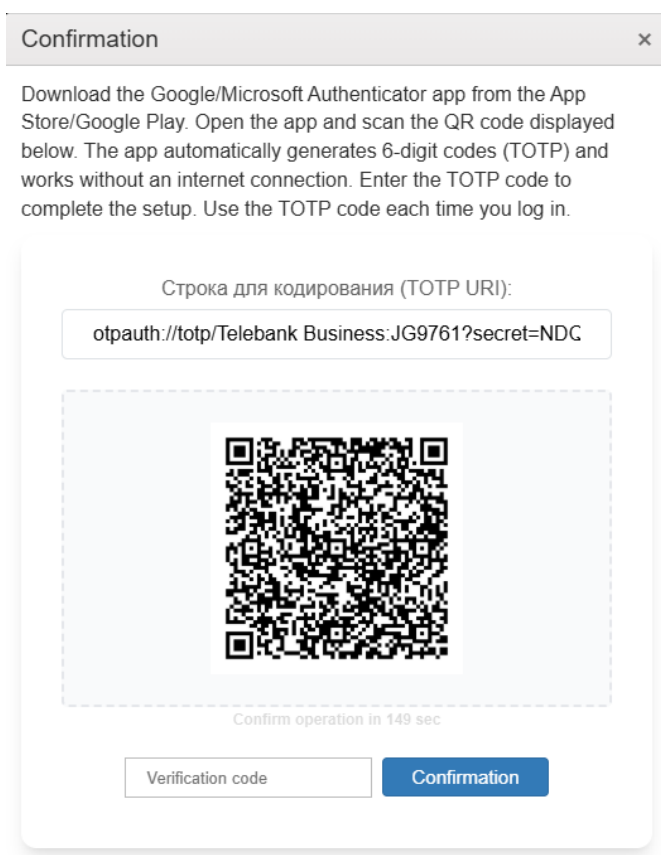
(fig.1.8.)

Step 2. Log in to Telebank Business

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

Step 3. Scan the QR code

A **QR code** will appear on your computer screen. (fig.3.1.)



(fig.3.1.)

3.1. Open the **Google Authenticator** app (fig. 3.2) or the installed **Microsoft Authenticator** app (fig. 3.3) on your phone.

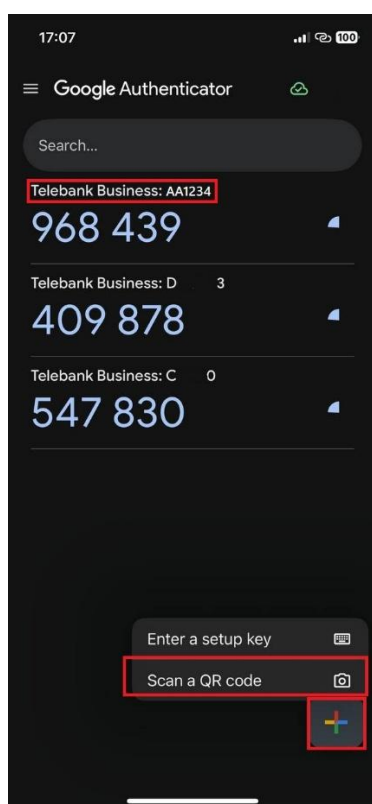
3.2. Tap “Scan a QR code” (Fig. 3.2, highlighted with a red box).

3.3. Point your phone’s camera at the QR code displayed on the computer screen.

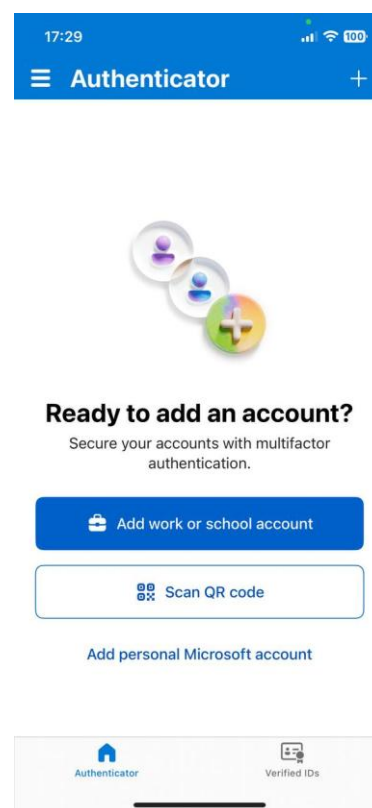
3.4. After scanning the QR code, the account for which the authenticator has been configured will be displayed in the app (e.g., Telebank Business: AA1234, highlighted in red), along with the OTP code (Fig. 3.2).

3.5. If you use this Authenticator to log in to multiple systems, you can add an account name to easily identify which system a specific code is associated with. Tap the button  to add the required account, in this case Telebank Business.

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



(fig.3.2.)



(fig.3.3)

Step 4. Enter the code

4.1. After scanning the QR code, the mobile application will display a **6-digit code**. Please make sure that the code is entered in the required field below.

4.2. Enter this code in Telebank Business, in the “**Verification Code**” field (fig. 4.1).

Verification code	Confirmation
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(fig.4.1.)

Then click “**Confirmation**” (Fig. 4.1).

If you have entered the code correctly, the configuration is complete.

Step 5. Logging in to Telebank Business after TOTP 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.