1. Go into your Portal Account **using a computer** [not the device you want to add because you are going to need that device later to scan a QR Code]

\*\*\*If you have trouble getting in because you cannot access the app on your old phone, click "Try another method" when the Thomson Reuters "Verify Your Identity" pops up. Continue with the steps below.

	THOMSON REUTERS®
	Verify Your Identity
We've sent	a notification to the following device via the AuthO Guardian app:
U iPh	one
	OR
	Manually Enter Code
Did	In't receive a notification? <b>Resend</b>
	Try another method

2. From the next screen you can select another method to verify your identity. You should have saved a recovery code when you created your account but you can also send a code to you email by clicking "Email".

<	Select a method to verify your identity				
	₽	Notification via Auth0 Guardian app	>		
	f	Google Authenticator or similar>			
	$\bowtie$	Email	>		
	0	Recovery code	>		

3. Go to your email and enter the code that you received.

4. Once logged into the Portal, click your name in the upper right hand corner of the screen. In the drop-down click "Manager your Thomson Reuters Account"



5. In the next screen click "Manage verification" shown below.

💄 Manage ad	count	Sign out
Profile details Name Emma Toma	Edit profile	Security details  Email Editemail
Preferred language English (US)		Password Edit password
		Two-factor authentication     Enabled       Keep your account secure by verifying it with a secondary code sent to your device.     Manage verification

6. From here you can change your two-factor methods.

7. If you previously used the Guardian app and got a new phone, you must click remove app

able. Learn more about two-factor authentication 2.	your account, once set up, you it sign in to your account in two a	cos asing a passivora and a device. Sere de metrous a	
anage methods			
rent selections Turn off 2FA			
🗘 Enabled	${\cal C}$ Enabled	C Enabled	
Auth0 Guardian (our pick)	음 Recovery code	🗹 Email	
We recommend using Auth0, which adds an extra layer of security using push notifications.	Lost your recovery code?	Your account email is automatically enabled when any method is added.	
- Remove app	Get new code		
re options	·		
Other apps	Phone		
Protect your account using the authenticator app of your choice.	Receive a text or phone call to complete your two-factor authentication.		

Adding a new Device to a Portal

8. After removing it you must select "Add app". From there you will continue and scan the QR code with the Guardian app as you did when you first signed up for it. This will connect your device to your account.