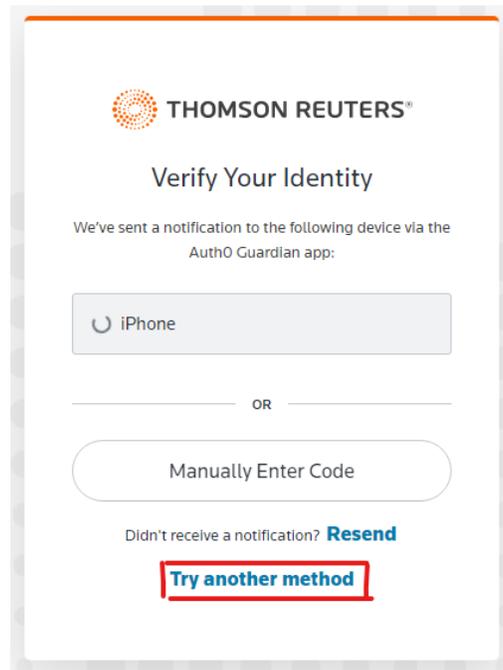


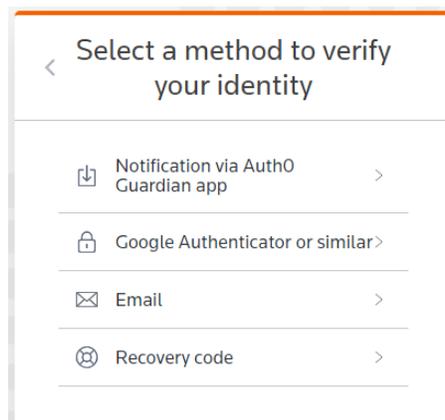
Adding a new Device to a Portal

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.



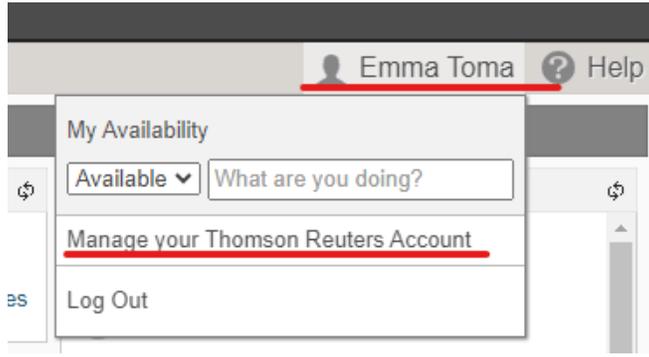
2. From the next screen you can select another method to verify your identity. You should have saved a recovery code when you created your account but you can also send a code to you email by clicking "Email".



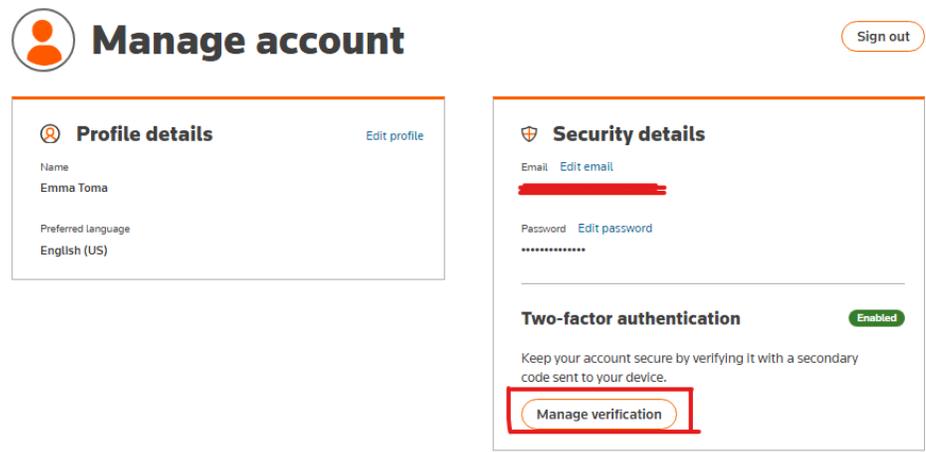
3. Go to your email and enter the code that you received.

Adding a new Device to a Portal

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"

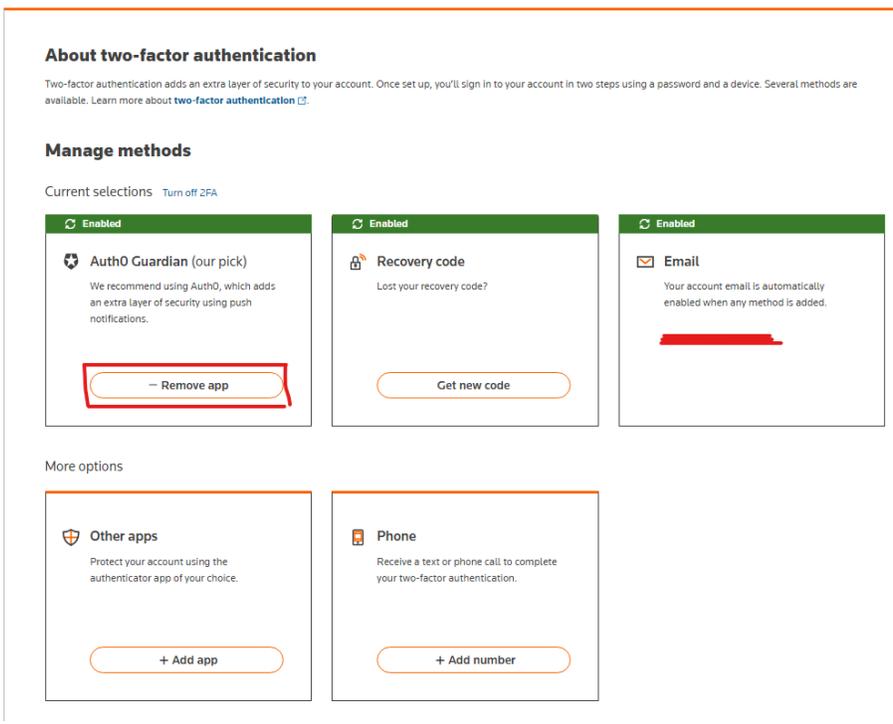


5. In the next screen click "Manage verification" shown below.



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



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.