# Max LeadManager

Login & Two-Factor Authentication
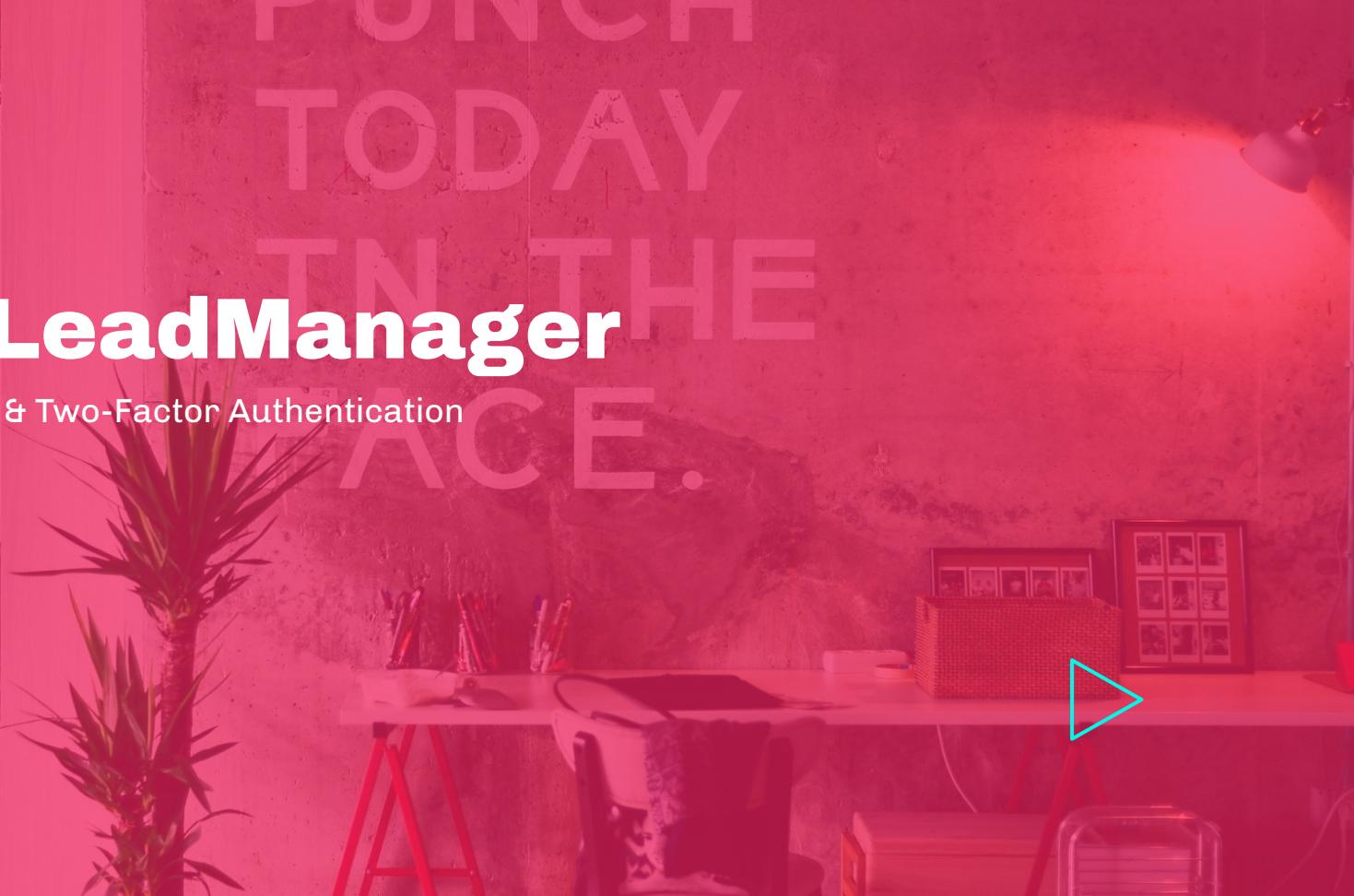
Login

Login to Max LeadManager

You can login to Max LeadManager (MLM) in two different ways:

with the use of **single sign-on** (Google or Microsoft) or with your **username and password**, which may require you to use two factor authentication.

This guide will explain these methods.

G Sign in with Google

Sign in with Microsoft

OR

USER NAME

demo@maxlead.com ✳

PASSWORD

•••••••••• ✳

☐ REMEMBER ME

Log in

Forgot your password?

❓ How to login
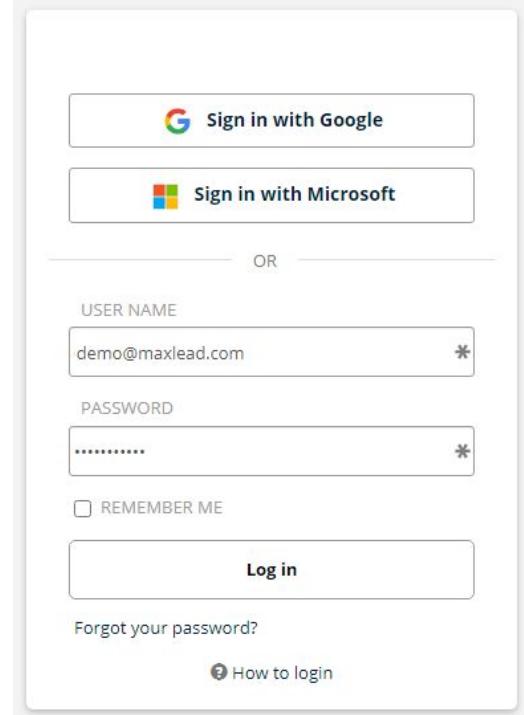
Single Sign-On

Username & password

Single Sign-On

Single Sign-on with Google or Microsoft

The fastest and easiest way to login is to use the single sign-on method. If the email address you use to login with in MLM has a Google or Microsoft account, you can click on "Sign in with Google" or "Sign in with Microsoft". Select the email address that is associated with your MLM account. You don't need to read further instructions in this guide.

However, if the email address is not associated with an MLM account, you will not be able to login. Follow the instructions in this guide to set-up two-factor authentication.

G Sign in with Google

Sign in with Microsoft

2FA

Two-Factor Authentication

If you do not have a Google or Microsoft account, you will have to login with your MLM username and password. It is possible that your MLM is configured to use two factor authentication. This is done for the safety of your account.

When you have not yet installed the two factor authentication, you will have to set it up first. After you fill in your username and password, you will get a warning with a button saying "Press to continue to enable this now". Click "**Continue**" to start the setup process..

For this method, you will need an authenticator app. You can find these in your phone's application store. There are many authenticator apps, but a few of the most used ones are **Google Authenticator**, **Microsoft Authenticator**, **LastPass** and **DUO**.

🔒 **TWO-FACTOR AUTHENTICATION**

1. Use an authenticator app to add (+) the code below.

2. Scan the QR code below, or enter the key manually.

Key:
CFI7 RSDP UFBJ 4DJ2 A3P2 LZR3 6CW4

3. Type the 6-digit code from the authenticator app to verify your configuration.

[Verify]

Login

Single
Sign-on

2FA

2FA set-up

No Phone

Reconfigure
2FA

2FA set-up

Configuring your Authenticator App

Once you have downloaded one of the authentication apps, there will be an option to "add a new application". You can choose to **scan a QR code** or **enter an activation code**.

- **Scan a QR code**. Click on "Scan a QR code" ("Use a QR code" in DUO) and allow the app access to your camera if requested. Scan the QR code on the MLM page. After that, you will get a code on your authenticator app. Fill in this code on the MLM page. Your account is now connected to your authenticator app.
- **Enter an activation code**. Instead of scanning the QR code, you can enter the activation code shown on the MLM page ("Enter a setup key" in Google Authenticator, "Sign in" in Microsoft, "Use an activation code" in DUO). After this, you will also get a code on the authenticator app.

You only have to do this process once. The next time you login, simply open your authenticator app, which will provide you with a code to fill in on the MLM login page. Note that these codes are only valid for a short period of time and will automatically be regenerated in your authenticator app.
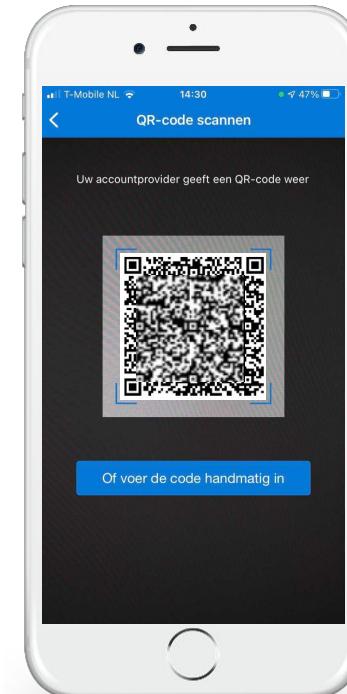
No phone

No Access to your phone

If you do not have access to your phone when logging in to MLM, click on "**No access to your authenticator?**".

The administrator of your MLM system will be notified by email to send you a recovery code.

Your administrator will contact you to verify if you have requested a recovery code. They will send you the recovery code via email. You can then use this code to login to MLM.

🔒 **TWO-FACTOR AUTHENTICATION**

Open the two-factor authentication app on your device to view your authentication code and enter it here.

Submit

No access to your authenticator?

Your administrator is notified.
Enter the recovery code sent to you.

ENTER CODE

Submit

Maxlead

Login

Single
Sign-on

2FA

2FA set-up

No Phone

Reconfigure
2FA

Reconfigure 2FA

New phone or configure 2FA later

When you are logged in, it is possible to manually (re)configure the 2FA authentication from the **My profile** page.

This may be useful when you have a new phone and/or want to configure 2FA for another authenticator app. In that case you will find a button "Reconfigure" (upper right image) on the **My profile** page.

It can also happen that you did log in via SSO but not yet with 2FA. In that case you will find an "Enable" button (lower left image) on the **My profile** page.

Here you can (re)configure your 2FA as explained.

MY PROFILE   ✕ Close

Email address	demo@maxlead.com
First name	Coen
Last name	Demo
Nick name	Coen Demo
Mobile	+31612345678
User role	MaxLead Support
Member of	Team Demo MaxLeadManager

SECURITY

Last login   15-03-2022 13:55

Two step authentication   🔒 Reconfigure
currently turned on

MY PROFILE

Email address

First name

Last name

Nick name

Mobile

User role

Member of

SECURITY

Last login

2-Factor Authentication ⓘ   🔒 Enable