## **INSTRUCTIONS – DUO Installation:**

- Install DUO Security app on your mobile phone first
- Click on link in the enrollment email to enroll your phone
- A webpage will load with the following:



- If you already have the duo app, click "I have Duo Mobile" and your app will register for Freeborn
- If you don't have the app, click "download on App Store"
- Once the app is downloaded, go back to the webpage above and now click "I have Duo Mobile"
- The Duo app will launch and automatically register for Freeborn (You don't click "+" in the app to register the Freeborn account).

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If you do not have a smartphone, let us know. You can enroll a regular cell phone (SMS text messages + calls) or landline (calls) for two-factor authentication.

## **INSTRUCTIONS – DUO Best Practice:**

## **USING THE APP on an iPhone (Best Practice):**

- Turn on notifications for Duo Security. In Settings, go to Notifications and then click on Duo Mobile (turn on the 3 setting below):

Notifications	Duo Mobile		
Allow Notifications			
ALERTS			
9:41			
Lock Screen	Notification Center	Banners	
0		0	
Banner Sty	<b>vle</b> Ter	Temporary >	

- When accessing our platform from our website, select "Send Me a Push":



- On your phone, click on the Duo notification (or open the Duo Security App) and click "APPROVE":

11:42	Login Req Protected by Duo	uest ⊧Security	••
F	reeborn & Pe	Peters LLP	
	Microsoft Robrie	n	
	63.210.97 Chicago, IL	.91 ., US	
	O 11:42:11 AM September 30	1 CDT 0, 2019	
ARR	20V8		

- Android phones should have similar workflow.