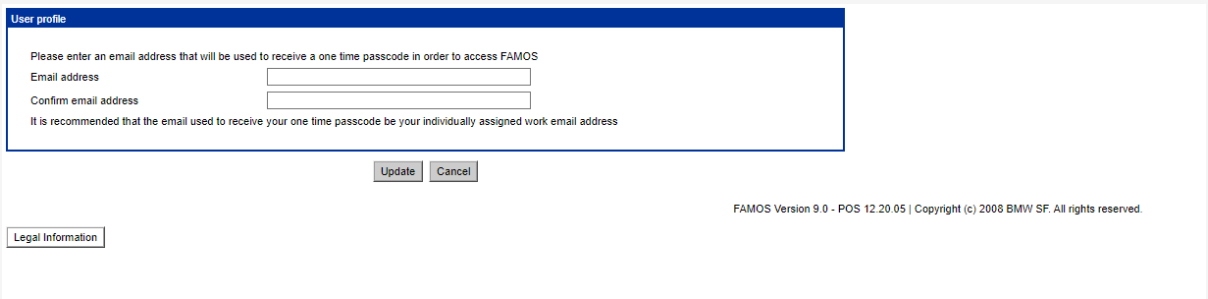# FAMOS Two-Factor Authentication (2FA).

2FA Guide.

This document provides a step-by-step guide on how to use the new two factor authentication (2FA) in FAMOS.

1. Please Log-in to FAMOS with your usual log on credentials

2. At first log in post 2FA introduction, you will be required to enter the email address that you will receive the one-time passcode for all future logins.

Please note that this step is only required for your <u>first log-in</u>. We recommend that you use your private office email and not to use any shared group emails. FAMOS will not prompt you to enter your email address in subsequent log-ins.

3. Upon entering and confirming your email you will receive an email as shown below almost immediately containing the one-time passcode (OTP)
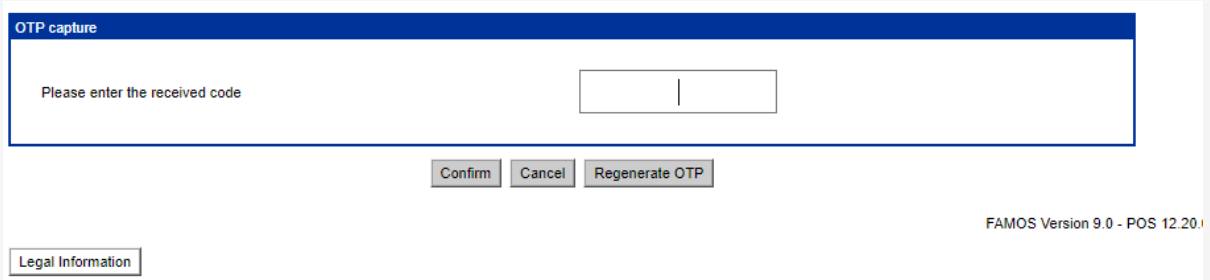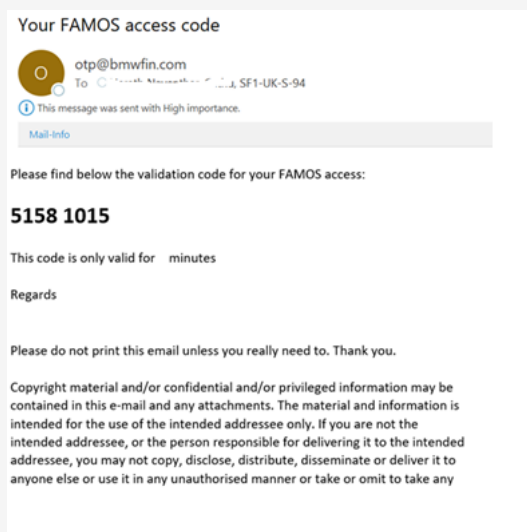

This email will also let you know validity period of the OTP code which will be 15 minutes.

4.   Enter the OTP code received in the email in OTP capture screen

Upon entering the correct OTP, you will now be successfully logged into FAMOS.

You will notice that there is a New tab added named 'Profile' as shown below where you will now have the ability to change the OTP email address should there be a need to do so in the future.
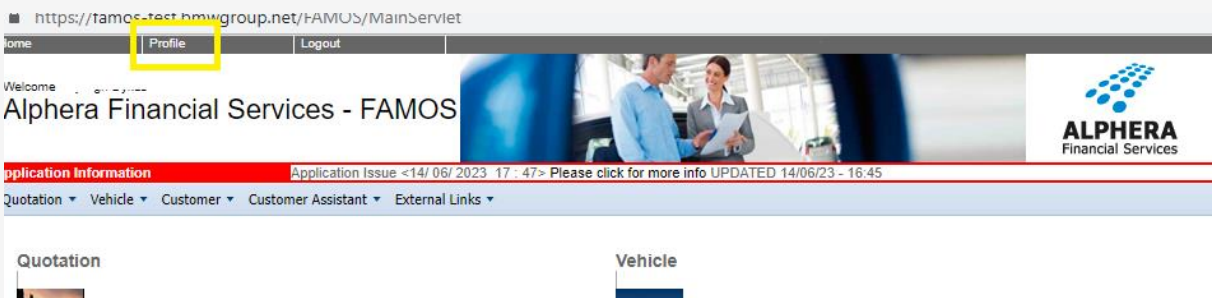
If you have entered an incorrect email address by mistake, please email the retail IT team retailit@bmw.co.uk with the information as provided below who will reset the process for you so you can re-enter your email address to receive the OTP.

Subject: OTP email reset

- Name: < Provide users full name >

- FAMOS Log in ID: < Prove the log in ID you use to access FAMOS>

- Partner number: <Provide partner number>