



Set up Okta Verify mobile app

Follow the steps below to set up the Okta Verify mobile app. Okta Verify is the preferred method to authenticate your identity when signing in to HR Online tools (e.g., Time Tracker, Your Benefits, and Jobs) when using Teamworks at Home.

1. Using your personal computer (not your Wells Fargo laptop), access the Wells Fargo Okta Portal through your web browser at <https://wellsfargo.okta.com/> or by selecting the HR Online tool you would like to access located on Teamworks at Home.
2. To log in to Okta:
 - **Username** = Wells Fargo email address
 - **Password** = Wells Fargo AD-ENT password

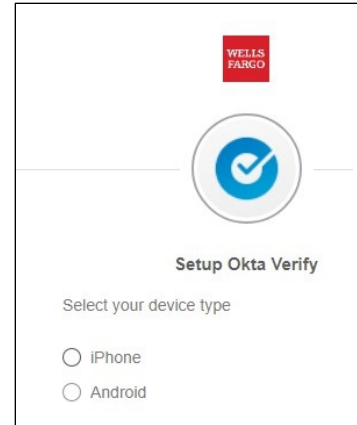
The screenshot shows the Okta Sign In page. At the top left is the Wells Fargo logo. Below it is the text "Sign In". There are two input fields: "Username" with a subtext "UserPrincipalName Attribute in Active Directory" and "Password". Below the fields is a blue "Sign In" button.

3. After logging into Okta, you will see the multifactor enrollment screen on your personal computer.
4. Click **Setup** under **Okta Verify**.

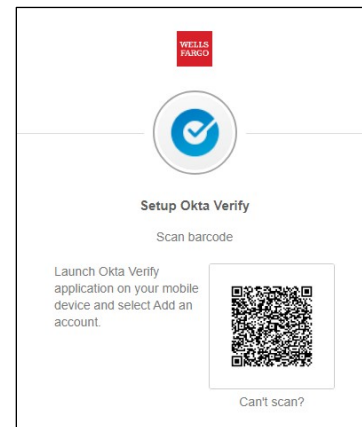
Note: When using your personal computer or phone to authenticate into Okta Verify, RSA SecurID is also an option. If you have an RSA hard token or mobile app, you can use this.

The screenshot shows the "Set up multifactor authentication" screen. It has a heading "Set up multifactor authentication" and a subtext "Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account". There are two options: "Okta Verify" with a subtext "Use a push notification sent to the mobile app." and "RSA SecurID" with a subtext "Enter a single-use code from a hardware token." Each option has a "Setup" button.

5. Using your personal computer, select your **device type**.



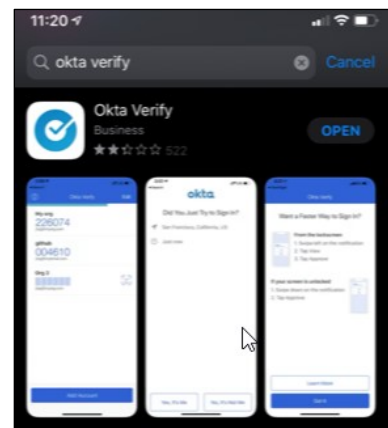
The Setup Okta Verify screen will appear with a **QR code** to scan. You will need your mobile device to complete the process.



6. Using your mobile device, install the Okta Verify app from your phone's app store.

Note: The app name is Okta Verify, **not** Okta Mobile.

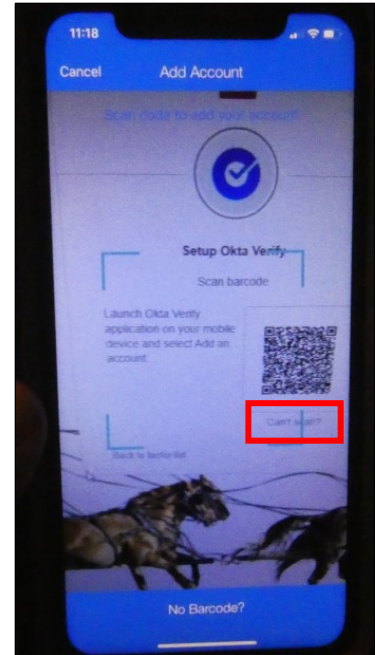
Once downloaded, open the Okta Verify app and click **Add Account** at the bottom of the screen.



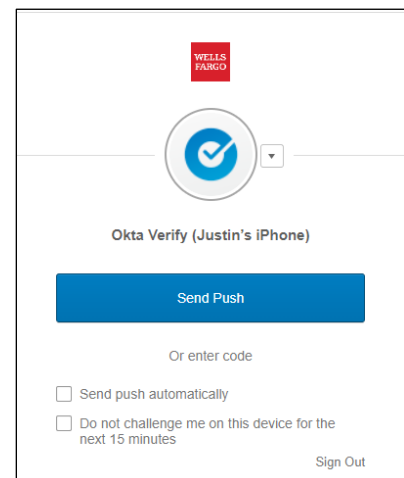
7. Clicking “Add Account” will automatically access the camera on your mobile device, which you will use to scan the QR code on your personal computer.

The completed scan will automatically create an account profile in the Okta Verify app.

Note: If you don't have a personal computer, click the “**can't scan?**” link below the QR code (see red box on image) to obtain a code through SMS. You will need to provide a cell phone number where you want to receive the SMS and you may incur charges for receiving the SMS depending on your cellular plan. Once received, enter the numeric code displayed in the SMS to enroll in Okta Verify.

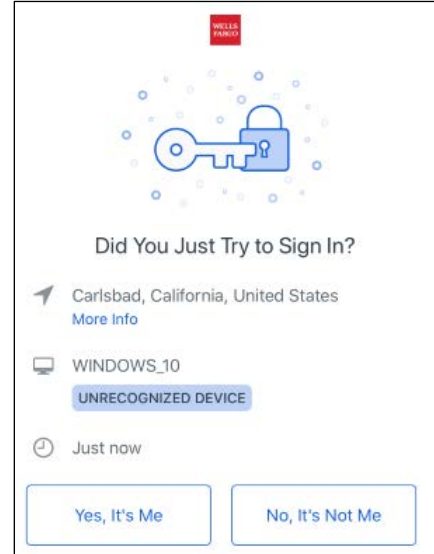


8. Your screen will now give you the option to choose to “Send Push Or Enter code.”
 - Continue to step 9 if you click “Send Push.”
 - Move to steps 10 and 11 if you click “Or Enter Code.”

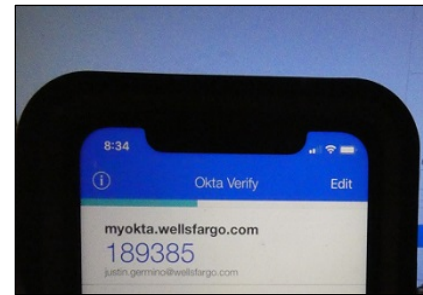


9. If you click “Sent Push,” then a notification will appear on your phone that shows an attempt to sign in to Okta. Click “Yes, It’s Me” and you will be authenticated.

You are now authenticated and Okta Verify is installed and configured successfully. You may now use Okta Verify to complete multifactor authentication when accessing desired HR Online tools.



10. If you clicked “Or Enter Code” in the previous step, your mobile device will display a **temporary one-time passcode** in the Okta Verify mobile app that you will need for the next step.



11. Enter the **six-digit passcode** from your mobile device into the Okta Verify application screen on your personal computer. Click **Verify**.

Note: After idling for 15 minutes, you’ll be prompted to confirm that you’re still using Okta Verify. If desired, check the box next to “Do not challenge me on this device for the next 15 minutes.”

You are now authenticated and Okta Verify is installed and configured successfully. You may now access desired HR Online tools.

