Generating One-Time Code as Admin
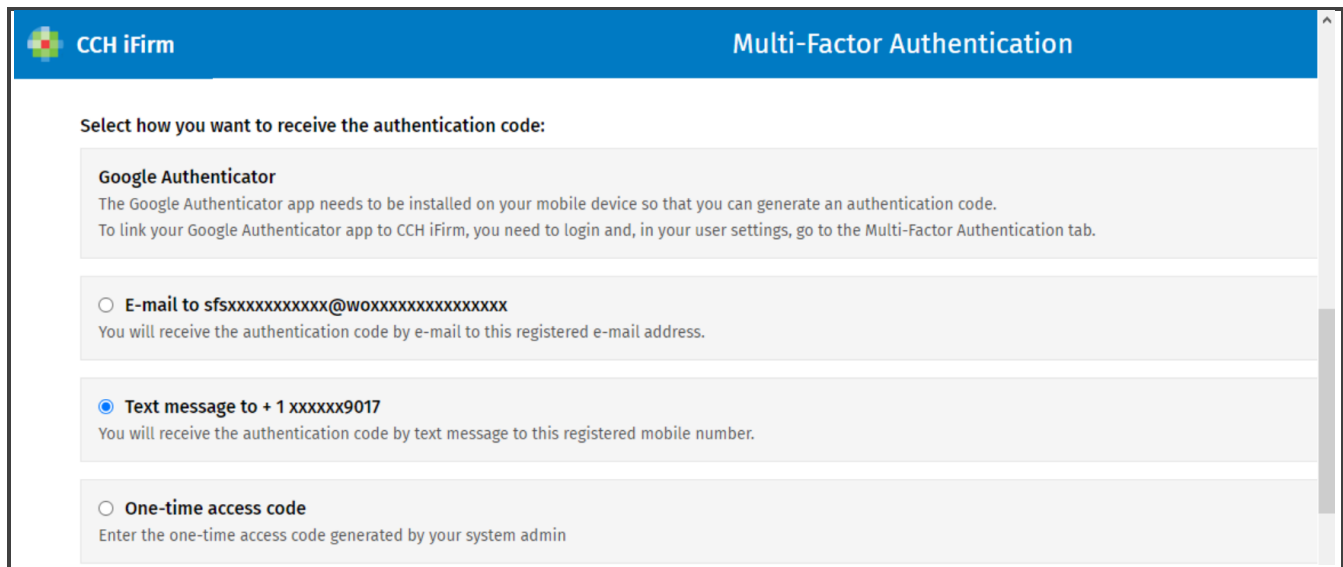
When a user logs in they have four options for Multi-Factor Authentication. These include:

- **Google Authenticator** – The Google Authenticator app needs to be installed on your mobile device so that you can generate an authentication code. To link your Google Authenticator app to CCH iFirm , you need to Login and in your user settings, go to the Multi-Factor Authentication tab.

- **Email to** – You will receive the authentication code by e-mail to this registered e-mail address.

- **Text message** – You will receive the authentication code by text message to this registered mobile number.

- **One-Time access code** – Enter the one-time access code generated by your system admin.

Here we will cover how to generate the One-Time access code as the Admin User.

1. From the Admin Home page, click **Create Users**.

ℹ️ Any user who has been assigned the *Generate One-Time MFA Code* security role can generate the One-Time code for other users from the User Manager.

2. From the User Manager page, select that user that requires the one-time access code.

3. CCH iFirm displays the Edit User page. Click the **Create a one-time MFA access code** button.

ⓘ Note that the Create a one-time MFA access code button is not visible on sites with MFA disabled.

4. CCH iFirm displays the one-time access code for the selected user. Provide the code to the user immediately, as it is only valid for 20 minutes. Click **OK**.

One-time access code ✕

The one-time MFA access code for Georgia is 233172. This code is valid for 20 minutes.

Ok