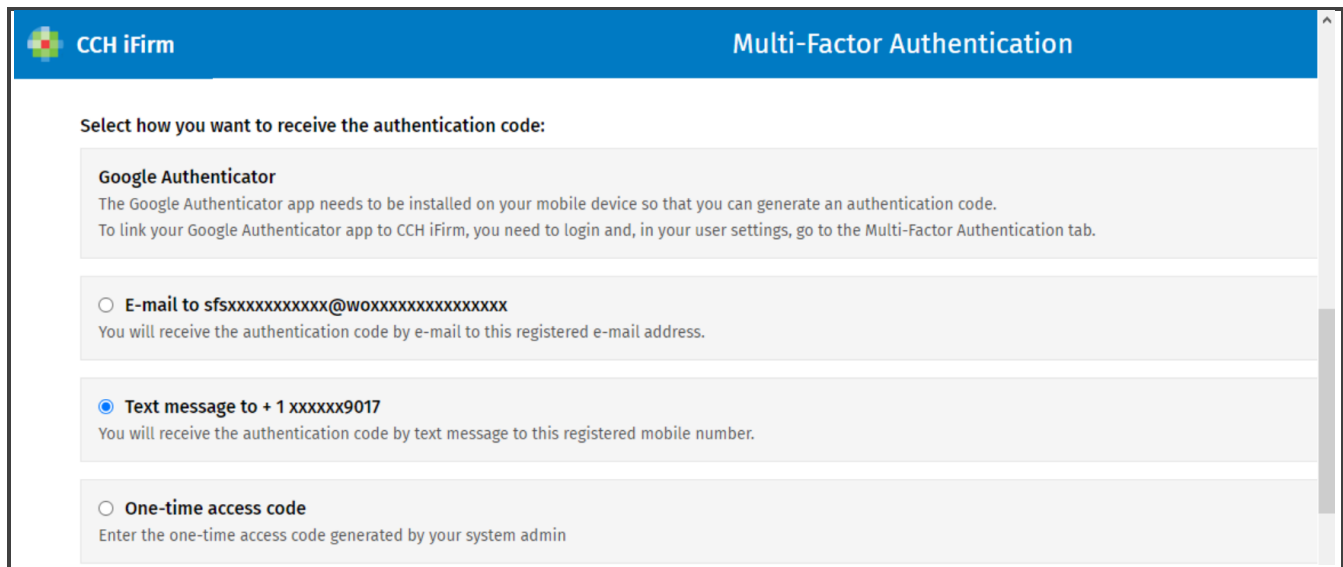


CCH iFirm Learning Portal

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.



The screenshot shows the 'CCH iFirm' logo on the left and 'Multi-Factor Authentication' on the right of a blue header. Below the header, the text 'Select how you want to receive the authentication code:' is followed by four options, each in a light gray box. The first option is 'Google Authenticator' with a description. The second option is 'E-mail to sfsxxxxxxxxxx@woxxxxxxxxxxxxxx' with a description. The third option is 'Text message to +1 xxxxxx9017' with a description and a blue radio button. The fourth option is 'One-time access code' with a description and a gray radio button.

CCH iFirm Multi-Factor Authentication

Select how you want to receive the authentication code:

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.

☐ **E-mail to sfsxxxxxxxxxx@woxxxxxxxxxxxxxx**
You will receive the authentication code by e-mail to this registered e-mail address.

☒ **Text message to +1 xxxxxx9017**
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**.

Admin Home

Below is a guide to the main steps required to get started with CCH iFirm.

Basic Setup

- 1. Setup Firm Details**
Edit the firm details which are used throughout CCH iFirm, including contact information and financial year.
[Setup Firm Details](#)
- 2. Create Users**
Create accounts and login information for all users from within your firm, including preferences and security access.
[Create Users](#)
- 3. Setup Clients**

i 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.

User Manager

[+ Add User](#) [Manage Profiles](#)

[All](#) [Active](#) [Inactive](#)

<input type="checkbox"/>	User	First Name	Last Name	Time Entry mode
<input type="checkbox"/>	Admin	Administrator		Units
<input type="checkbox"/>	Maria	Maria	Rangel	Actual Time
<input type="checkbox"/>	Megan	Megan	Caldwell	Actual Time
<input type="checkbox"/>	Smith	Georgia	Smith	Actual Time
<input type="checkbox"/>	UserMaria	General	User	Units

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

Edit User - [Redacted]

[Login As User](#) [Reset Password](#) [Create a one-time MFA access code](#)

[Details](#) [Profile](#) [Security](#)

User Name

 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**.

