

# FlexMLS Two-Step Verification

Two-step verification adds an extra layer of security to your FlexMLS login by requiring you to enter a security code when you log in. Enabling two-step verification also allows you to be logged in on multiple devices without ending other FlexMLS sessions.

Two-step verification works by sending you a code when you try to log in to FlexMLS. This code can be received via an authenticator app, a text message, or a phone call.

## Enable Two-Step Verification

1. Click **My Profile** under Preferences on the FlexMLS menu.
2. Click **Security**.
3. In the Two-Step Verification section of the page, click the **Enable link**. A page describing two-step verification will be displayed. Watch the video to learn more or click **Get Started**.

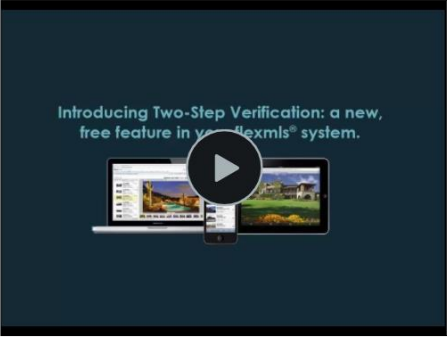
✕ Cancel

### Enable Two-Step Verification

Two-step verification adds an extra layer of protection to your account. Additionally, enabling two-step verification allows you to access FlexMLS from multiple devices (up to 3) concurrently — which means you can switch seamlessly between your computer, tablet, or smartphone without having to re-log in, saving you valuable time.

With two-step verification, you'll need to enter both your password and a security code (generated by either a mobile authenticator app or sent to your mobile phone via text message) whenever you sign in to the FlexMLS website or link a new device.

**Watch the video to see how it works**



**Get Started**

4. Enter your password to confirm your identity. Click **Next**.

✕ Cancel

### Enable Two-Step Verification

For your security, please enter your password for account **met.angela**

**Next**

5. Choose how you want to receive your security code; your options are:
- Use a mobile app.
  - Use text message.
  - Call your phone instead.

If you have a smartphone and want to use an app to receive security codes, click the **Use a mobile app** button. If you prefer to receive text messages instead, click the **Use text message** button. If you do not have a smartphone or cannot receive text messages, click the **Call my phone instead** link to receive security codes via voice call. After you make your selection, click the **Next** button.

✕ Cancel

### Enable Two-Step Verification

How would you like to receive your security codes?

**Use a mobile app**

Security codes will be generated by an authenticator app

**Use text message**

Security codes will be sent to your mobile phone

OR

I don't have a smart phone and/or can't receive text messages, please [call my phone instead](#)

**Next**

6. Finish setting up two-step verification using the method you selected.
- **Mobile App** - If you selected **Use a mobile app**, click on the type of device (iPhone, Android, Blackberry, or Windows Phone). Follow the instructions on the page to install and set up the app on your device, then click **Next**. The examples that follow uses Android and iPhone. If there is only one image, it is the same for both platforms.

✕ Cancel

### Enable Two-Step Verification

An authenticator app lets you generate security codes on your phone without needing to receive text messages.

Setting up your authenticator app is easy. To begin, select your mobile platform:


iPhone (iOS) Android Blackberry Windows Phone

**Step 1: Download**

Simply open the **Google Play Store** on your Android phone, search for "Google Authenticator," and install.

**Step 2: Configure your Google Authenticator**

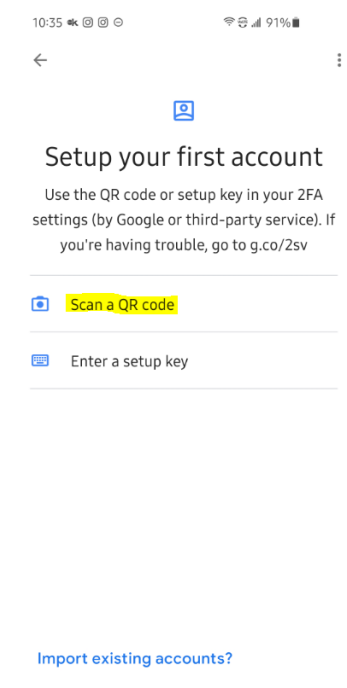
1. Open Google Authenticator
2. Add a new time-based token by tapping **Menu**, then select **Set up account**
3. Tap the **Scan a Barcode** and use your app to scan the barcode below to add a code generator for Flexmls.



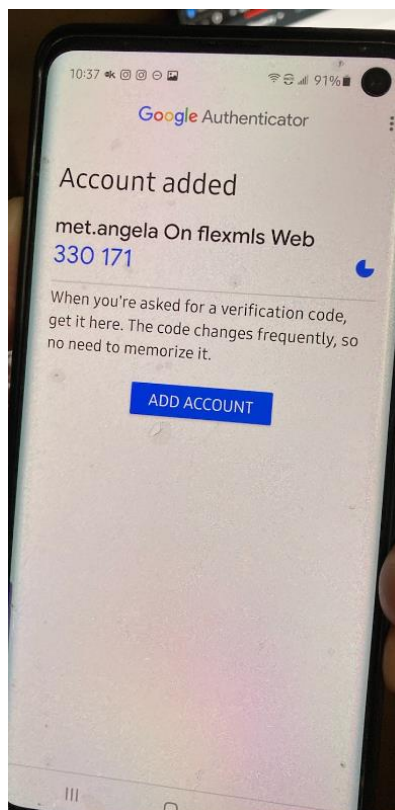
**Next**

Back

Once Google Authenticator has been installed from Google Play Store or Apps, open the app to set up your account and scan the QR Code in the FlexMLS screen



After scanning the code successfully, you will receive a screen verifying your account has been added and a code to enter. In the FlexMLS screen with the QR Code that you scanned, click the **Next** button.



In the next screen, enter the code provided to you by the Google Authenticator app and click the **Next** button.

[✕ Cancel](#)

### Enable Two-Step Verification

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Enter the security code generated by your mobile authenticator app to make sure it's configured correctly.

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After clicking the **Enable two-step verification** button, you will receive a screen confirming the process was successful; at this screen, click the **Done** button. You will return to the Security screen in FlexMLS where you will save your setting by clicking the **Save** button.

## Security

### Superuser Account Settings

Username	met.angela <a href="#">Select a different user</a>
Password	<a href="#">Change Password</a>
Force Two-Step	<input checked="" type="checkbox"/> On <input type="checkbox"/> Off If ON, the member can not disable two-step
Two-Step Verification	<input checked="" type="checkbox"/> Enabled <input type="checkbox"/> Disable
	Code Delivery <input type="text" value="Authenticator App"/>
	Maximum Simultaneous Sessions <input type="text" value="5"/>
	Idle Timeout <input type="text" value="720"/>
	Current Code 153310 Updating in 26
	Secret Key prvpbnx4t5k67dcn <a href="#">Reset</a> The secret key is like a password, only give it to the member
	QR Code



- **Text Message** - If you selected **Use text message**, select your country code, and then enter the mobile number you want to use. Click **Next**. You will receive a text message with a 6-digit security code. Enter the security code in FlexMLS and click **Next**.

✕ Cancel

### Enable Two-Step Verification

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We just sent a security code to +1 (415) 555-1234. Please enter it below to verify your phone number.

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On the following page, you will receive verification of the mobile phone number the codes will be sent to; click **Enable two-step verification**.

✕ Cancel

### Enable Two-Step Verification

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Your security codes will be sent by text message

Mobile Phone Number +1 (415) 555-1234

*As a last resort, you can also contact your MLS Administrator to help you access your account.*

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After clicking the **Enable two-step verification** button, you will receive a screen confirming the process was successful; at this screen, click the **Done** button. You will return to the Security screen in FlexMLS where you will save your setting by clicking the **Save** button.

## Security

### Superuser Account Settings

Username	met.angela	<a href="#">Select a different user</a>
Password	<a href="#">Change Password</a>	
Force Two-Step	On	Off
	If ON, the member can not disable two-step	
Two-Step Verification	Enabled	<a href="#">Disable</a>
Code Delivery	<input type="text" value="Text Message"/>	
Phone Number	<input type="text" value="United Stat..."/>	<input type="text" value="4143509412"/>
Maximum Simultaneous Sessions	<input type="text" value="5"/>	
Idle Timeout	<input type="text" value="720"/>	
Current Code	884943 Updating in 12	
Secret Key	uiunjxsrhb5dr67x <a href="#">Reset</a>	
	The secret key is like a password, only give it to the member	
	<a href="#">Save</a>	

### Web Sessions and Devices

These are the web browsers currently logged into the met.angela account.

Browsers and Devices	Registered	Most recent activity
Chrome 91.0.4472.124 on Windows 10 <a href="#">Rename</a>	07/13/2021 10:14:02	07/13/2021 10:14:02 <b>Current Session</b>

- **Phone Call** - If you selected **Call my phone instead**, select your country code and then enter in the telephone number you want to use. Click **Next**. You will immediately receive a voice call (from Fargo, ND) with a 6-digit security code; it will repeat the 6-digit code twice and then hang up. Enter the security code in FlexMLS and click **Next**. On the next page, click **Enable two-step verification**.

[✕ Cancel](#)

### Enable Two-Step Verification

Your security codes will be sent by voice calls

Phone Number

As a last resort, you can also contact your MLS Administrator to help you access your account

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[Enable two-step verification](#)

After clicking the **Enable two-step verification** button, you will receive a screen confirming the process was successful; at this screen, click the **Done** button.

[✕ Cancel](#)

## Enable Two-Step Verification

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**Congratulations! You've successfully enabled two-step verification!**

From now on, when you sign into Flexmls or link a new device, you'll need to enter a security code from your phone.

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[Done](#)

You will return to the Security screen in FlexMLS where you will save your setting by clicking the **Save** button.

## Security

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### Superuser Account Settings

Username	met.angela	<a href="#">Select a different user</a>
Password	<a href="#">Change Password</a>	
Force Two-Step	<input checked="" type="checkbox"/> On	<input type="checkbox"/> Off
	If ON, the member can not disable two-step	
Two-Step Verification	<input checked="" type="checkbox"/> Enabled	<input type="checkbox"/> Disable
	Code Delivery	<input type="text" value="Voice Calls"/>
	Phone Number	<input type="text" value="United Stat..."/> <input type="text" value="4147217911"/>
	Maximum Simultaneous Sessions	<input type="text" value="5"/>
	Idle Timeout	<input type="text" value="720"/>
	Current Code	379452 Updating in 19
	Secret Key	p2vr7q523v3di7xx <a href="#">Reset</a>
		The secret key is like a password, only give it to the member

[Save](#)

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### Web Sessions and Devices

These are the web browsers currently logged into the met.angela account.

Browsers and Devices	Registered	Most recent activity
Chrome 91.0.4472.124 on Windows 10	<a href="#">Rename</a> 07/13/2021 10:54:02	07/13/2021 09:54:02 <b>Current Session</b>
IE 11.0 on Windows 7	<a href="#">Rename</a> 02/19/2015 12:42:27	02/19/2015 11:42:27 <b>✕ End Session</b>

## Logging into FlexMLS

After you enable two-step verification, the next time you attempt to log in to FlexMLS, you will be sent a verification code via the method you selected. You will be required to enter the verification code to log in.

The code resets every 30 seconds. If you are not able to enter it quickly enough, you can click **Send me a new code** to get another code. Click **Remember this browser for 30 days** to temporarily not require a code when you log in on the same browser and computer. In 30 days, you will be required to enter a code again to verify your identity.

**NOTE:** The **Remember this browser for 30 days** check box is tracked via browser cookies. Clearing cookies from your browser will cause you to be prompted for a code again, even if 30 days have not passed.