



Diocese of Fall River

Office of the Chancellor

Memorandum

Date: December 6, 2021

To: Clergy
From: Kevin Kiley
RE: QuickBooks Dual Factor Authentication

Cyberattacks are on the rise, and the Diocese of Fall River is not exempt to this trend. We have to take every precaution to defend against these attacks. One of the best ways to protect your QuickBooks Online Files is to use **Dual Factor Authentication (DFA)**.

If you are not familiar with DFA, DFA is an extra layer of security offered by most online service providers and is one of the most recommended protections by cybersecurity professionals. When DFA is activated, end-users are sent a security code from the provider (via text or e-mail). The end-user must enter this code (in addition to his or her password), to access your files. While this is a small inconvenience, it is enormously effective in preventing fraud. This extra layer of security prevents someone who may have gained access to a user's username and password from gaining access to your QuickBooks file.

Quickbooks DFA must be turned on at the individual user level. Below are the steps to turning on dual factor authentication.

1. Log into your QuickBooks Online Account
2. Click on your initial(s) at the top right corner of the screen
3. Click on **Manage Your Intuit Account** (this should open a new window)
4. Select **Sign in & Security** on the menu bar on the left of the screen
5. Make sure the phone number listed is the number you want to use for the dual factor authentication
6. Select **Two Step Verification** from the Sign in Info Menu
7. Select how you want to be contacted (*text message or phone call*)
8. Select **Turn On Two Step Verification**
9. You will be asked to enter your password to confirm the change
10. One you enter your password the dual factor authentication will be turned on. The next time you log into QuickBooks Online you will be asked to enter your dual authentication code which will automatically be sent to you via text or phone call.

If you have any questions about the process of turning on Dual Factor Authentication for QuickBooks online, please reach out to **Leslie Moujabber** (Chancery Finance Office) at 508-985-6509.