



Unilever

UniOps

Capability. Technology. Experience.

Managing your sign in methods

There is a simple way to manage the methods you use to sign in to your Unilever account or reset your domain account password.

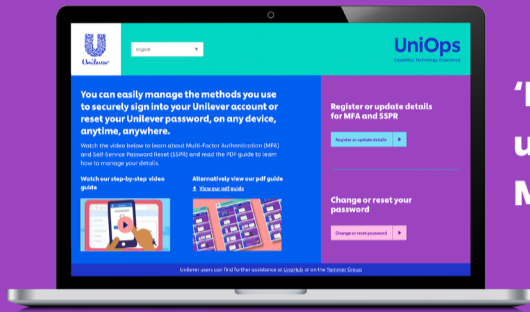
When registered onto these services you can access your account or reset your password on any device, anytime, anywhere.

Using the Microsoft Authenticator App



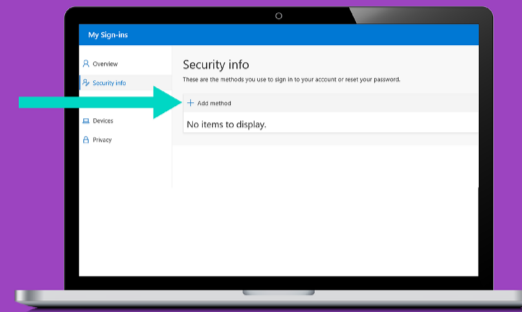
Download the free app to your mobile before starting this guide

1 Visit mypassword.unilever.com and select:



'Register or update details for MFA and SSPR'

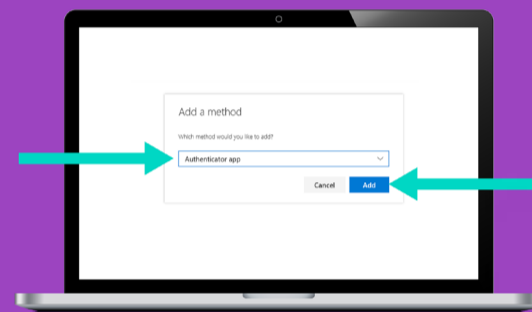
2 Click on the 'Add Method' option.



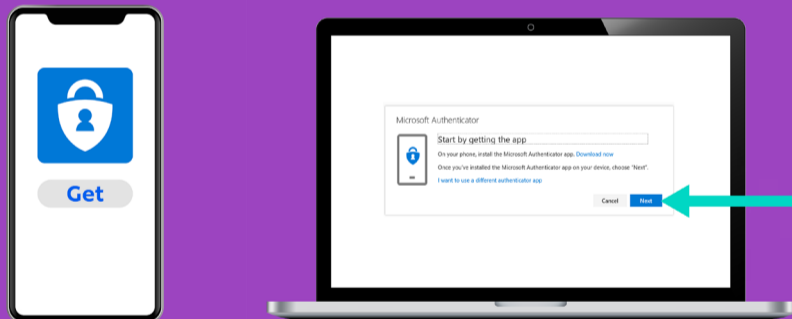
3 It is recommended to add two authentication methods, choose from:
 a) **Authenticator App*** and **Phone**
 b) **Two Phone Numbers**

* Authenticator App will work on both company and personal devices. Please note you are not expected to download the app onto your personal phone if you do not wish too. This guide provides alternative sign in options.

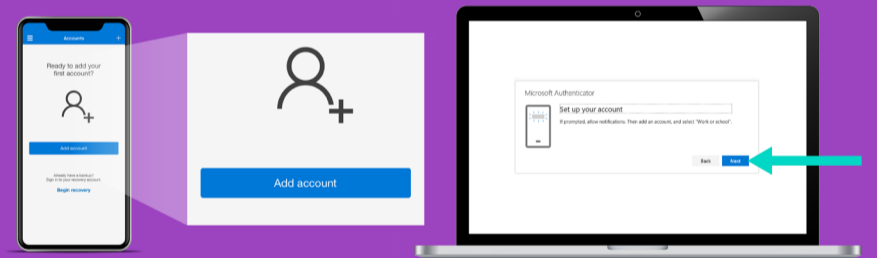
4 Select 'Authenticator App' in the drop down menu and click 'Add'.



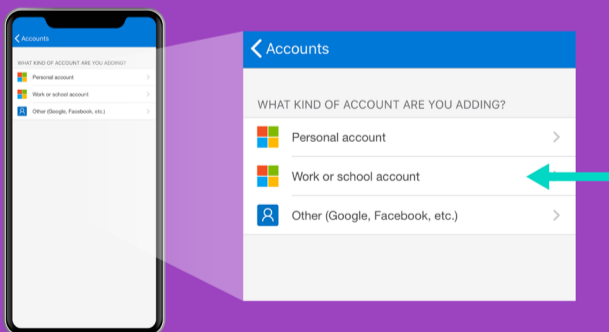
5 Download the Authenticator App to your mobile. Click 'Next' on your computer.



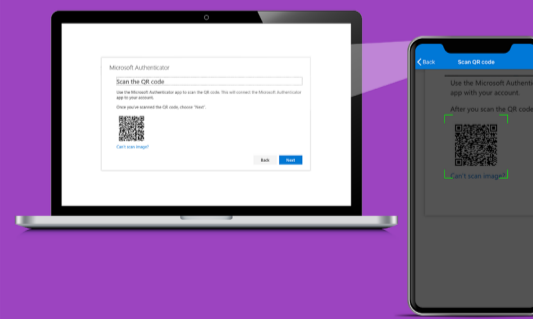
6 Open Authenticator App on your mobile, allow notifications, then tap 'Add Account' and click 'Next' on your computer to load the QR Code.



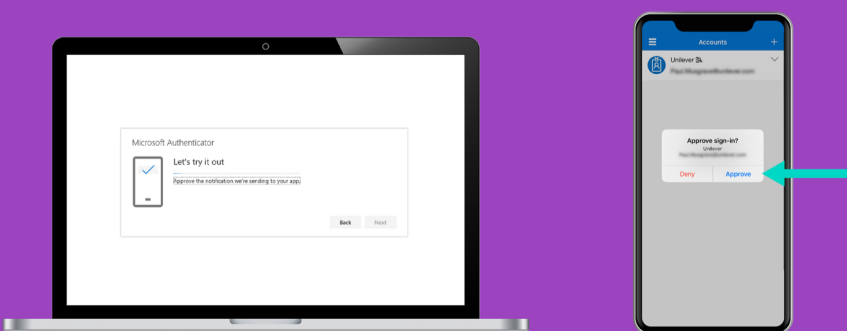
7 From the available options, select 'Work or school account' and allow camera access.



8 Scan the QR code on your computer screen and click next on your computer.



9 A test notification will be sent to your phone. When you receive it, tap 'Approve'.

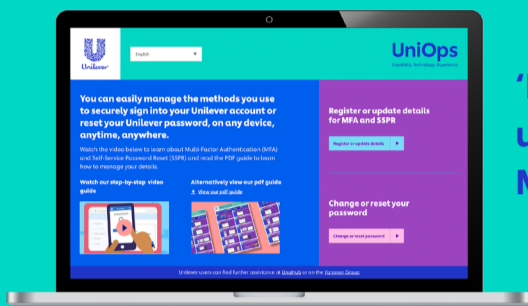


10 Nearly there!
 Keep reading to add Phone sign in methods.



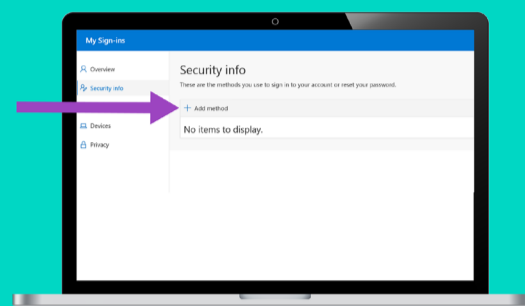
Using your phone

1 Visit mypassword.unilever.com and select:

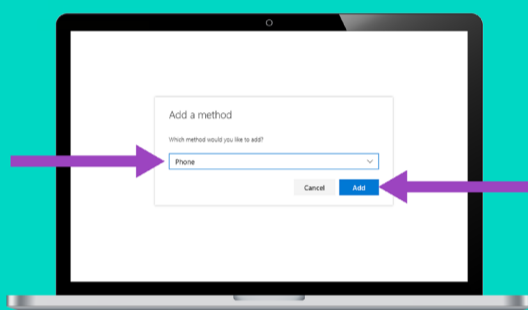


'Register or update details for MFA and SSPR'

2 Click on the **'Add Method'** option.



3 Select **'Phone'** in the drop down menu and click **'Add'**.



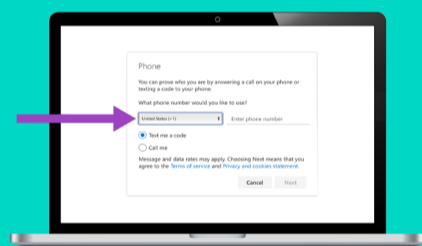
4 Remember it is recommended to add two authentication methods, choose from:
a) Authenticator App and Phone
b) Two Phone Numbers*

With **Phone** method you can choose to receive an **SMS** or **phone call** notification to complete sign in.

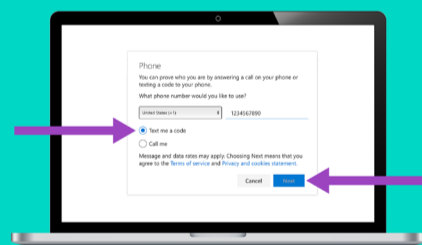
* To add a second phone number repeat this process and chose alternative phone.

Via SMS code

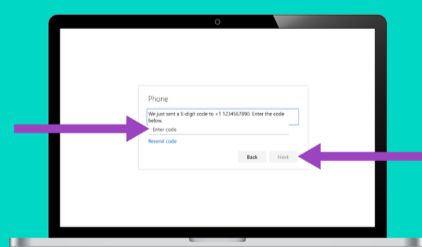
5 Select your international code and then enter the phone number you want to use.



6 Select **'Text me a code'** and click **'Next'**.

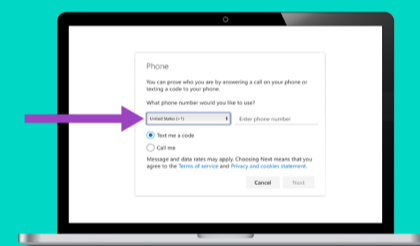


7 When you receive your code via SMS, enter it in to the text field and click **'Next'**.

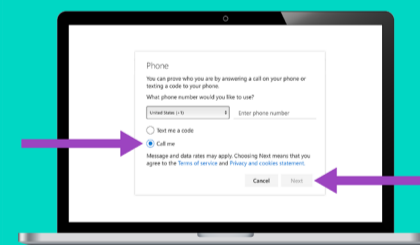


Via phone call

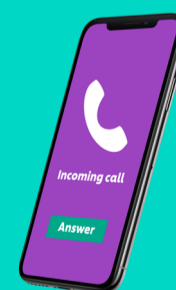
5 Select your international code and then enter the phone number you want to use.



6 Select **'Call me'** and click **'Next'**.



7 You will then receive a call on your phone. Answer this call and follow the steps.



8 You're done! Now you can enjoy the ease of authenticating your login from anywhere.

For more information just type **'MFA'** or **'SSPR'** into **Una**.

