2ND GENERATION OF TWO-FACTOR AUTHENTICATION (2FA)

FOR NASDAQ WEB SYSTEMS
Q-PORT, CMS WEB, TRACK, NFM

ENROLLMENT GUIDE

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REVISION HISTORY

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REGARDING THIS DOCUMENT

Purpose
The purpose of this document is to guide the users of the Nasdaq Web Systems (Q-Port, CMS Web, TRACK and NFM) through the 2FA enrollment process.

Audience
This document has been written for users of Nasdaq Web Systems (CMS Web, TRACK, NFM, Q-Port).

References
More information regarding 2FA can be found on 2FA webpage.

Support
technicalsupport@nasdaq.com, +46 8 405 6280
1. **PRE-REGISTRATION E-MAIL (NEW 2FA ACCOUNTS ONLY)**

Once a new user account in any of the Nasdaq Web Systems (Q-Port, CMS Web, TRACK or NFM) has been pre-registered, an e-mail containing a registration link will be sent to the e-mail address specified for the account in question.

Click on the link provided in order to proceed to the **Service Center for 2-Factor Authentication (2FA)** portal. Note! The registration link is valid during seven (7) days and can be used only once.

![Figure 1 – Pre-registration e-mail](image)

2. **SERVICE CENTER**

For new 2FA users, Two-Factor Authentication (2FA) Service Center page contains an overview of the 2FA enrollment process. Click on the onboarding bar at the bottom of the page in order to proceed to the enrollment process.

Users previously enrolled to SafeNet MobilePASS can enroll to alternative methods from the bar on the left side of the page.

![Figure 2 – Service Center before enrollment start](image)
3. **ENROLLMENT PROCEDURE**

In order to complete the enrollment to 2FA, please complete each of the steps presented in ch. 3.1 – 3.3.

### 3.1. Contact Information

Contact Information view shows your 2FA Username, your name (i.e. name of the owner of the account), and the e-mail address associated with the account. Add your cell phone or desk phone number (or both) and press **Save**.

![Contact Information view](image)

**Figure 3 – Contact Information view**
3.2. 2FA Password

In order to set a new 2FA password, press Set Password.

![2FA Password view](image)

Figure 4 – 2FA Password view

Note! Your new 2FA password should be at least eight (8) characters, and contain at least one upper case letter (A-Z), one lower case letter (a-z) and one decimal digit (0-9). Re-type the password in the Confirm password field, then press Save.

3.3. Second Authentication Factors

On Second Authentication Factors page, you should choose second factor(s) that you want to enroll to. Simply click on the link for the chosen method in order to proceed.
The recommended second factor provided is:

- **Voice PIN**: At login, you will receive a phone call asking you to enter your Personal Identification Number (PIN), followed by a hash (#). Suitable for mobile phones and telephones with buttons.
3.4. Validate the 2FA enrollment (optional step)

Once the enrollment steps specified in 3.1 – 3.3 have been completed, you can validate the enrolled 2FA method. Press **Validate Enrollment** on the chosen method view. If this method is preferred for future logins, you can opt for it on this page.

![Figure 7a – Validate the 2FA enrollment](image)

Once the enrollment to the selected 2FA method has been completed, you can proceed with the login to your web application by clicking **Applications** on the bar on the left side of the page.

![Figure 7b – Validate the 2FA enrollment](image)
4. SUPPORT

If you have any questions or feedback regarding this document, please contact technicalsupport@nasdaq.com.