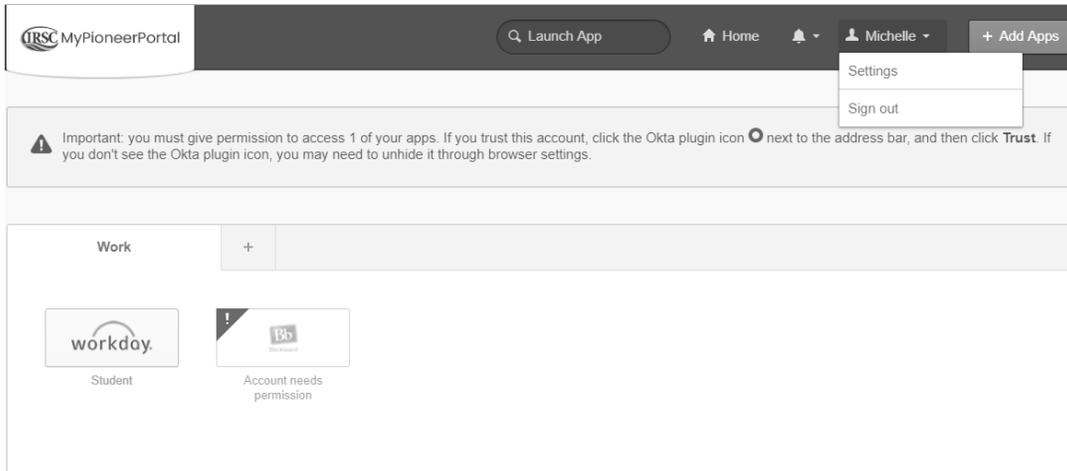


## Update Verification Method on My Pioneer Portal

1. Log in to My Pioneer Portal.
2. Click the drop-down next to your name.
3. Select **Settings**.



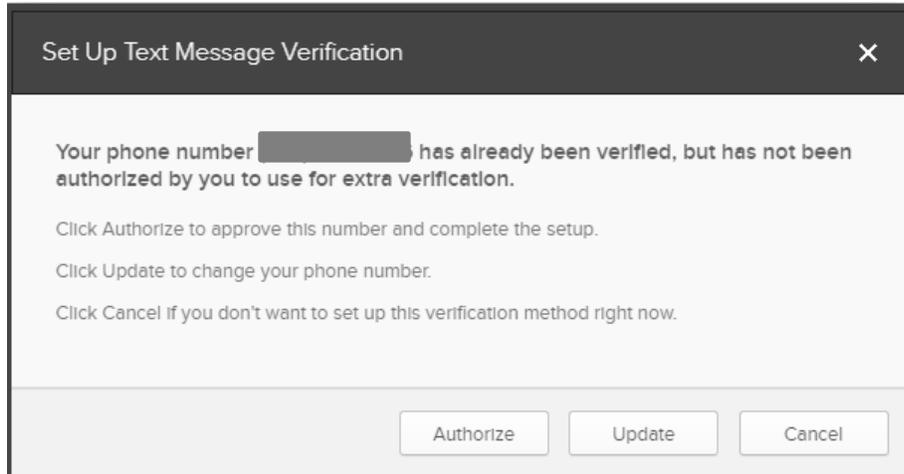
4. Scroll down to **Extra Verification**.

A screenshot of the 'Extra Verification' settings page. The page has a dark header with a checkmark and the text 'Extra Verification'. Below the header is a descriptive paragraph: 'Extra verification increases your account security when signing in to Okta and other applications you use.' The page is divided into sections: 'Required' and 'Optional'. Under 'Required', there is a 'Text Message Code' option with a 'Reset' button. Under 'Optional', there are two options: 'Okta Verify Mobile App' with a 'Setup' button, and 'Security Question' with a 'Setup' button.

5. Verification can be set up to use a Security Question or Text Message. The Security Question option is the quickest.
6. Click **Setup** next to Security Question to set up a security question.
7. Select a Question, type the answer in the Answer box, and click **Save**.

A screenshot of a dialog box titled 'Setup your security question'. The dialog box has a close button (X) in the top right corner. The main text reads: 'Pick a security question with an answer that only you would know. You'll be asked to answer your security question when you sign in to Okta from an unrecognized computer.' Below this text, there is a 'Security Question' section with a dropdown menu showing 'What is the food you least liked as a child?'. Below the dropdown is an 'Answer' section with a text input field. At the bottom right of the dialog box is a 'Save' button.

8. You can also click **Setup** next to Text Message Code to set up verification by text.



9. Click **Authorize** to set up Text Message Verification.

10. Once you have set up additional verification methods, you can change the method used on MyPioneerPortal by using the drop-down button next to the authentication method.

