

QRG - Multifactor Authentication (MFA)

What is MFA? MFA is a security setting that uses a secondary sign-in to confirm a user's identity.

Starting Mon., 1/20, Belk is implementing MFA with all store associates to strengthen Belk's security. If a store associate wishes to connect to Workday, Reflexis, or email while they are not on the Store network, they will be required to authenticate using MFA.

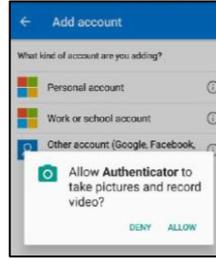
If you choose to download the Microsoft Authenticator Application, follow steps below:
From your mobile device:

1. Install the Microsoft Authenticator App: Use QR codes or sources listed below:
Apple users "App Store"; Android users "Google Play App"; Windows Phone "Microsoft Store"
1. Once installed, open the application and click through the information screens until you reach the Accounts screen.
2. Tap the "Work or school account"
3. Tap "Allow" when the popup (pictured) appears.
4. The app will open a window to scan a QR code

**iPhone (Apple App Store) –
Scan with iPhone Camera**



**Android (Google Play Store) –
Scan with Google Lens**



If you do not wish to download the application, follow steps below:

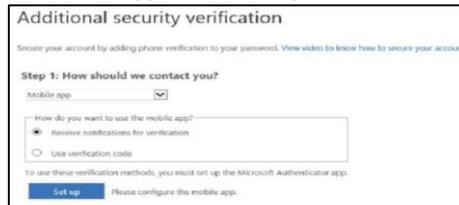
From your computer:

1. Visit <https://aka.ms/MFASetup>
2. Sign in with your Belk email address and password
3. Click "Set it up now"
4. How should we contact you?



- If you choose not to install the application, select either authentication phone or office phone. Office number format in the user's AD record: +1 7044267891x1234

- If you chose to install the application, select Mobile app from the dropdown

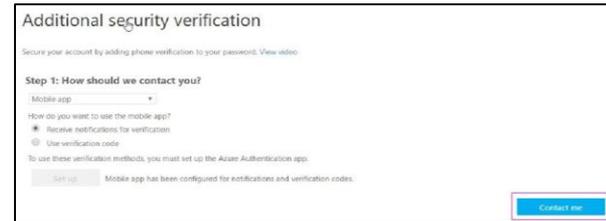


- Select "Receive notifications for verification" Click "Set up"

5. Open the Microsoft Authenticator app
6. Select skip if you are asked to sync a device
7. Click on "Add account" button
8. Tap the +> Work or school account
9. Use your phone and scan the QR square in your computer screen
10. Your account will be automatically added to the app, displaying a six-digit code

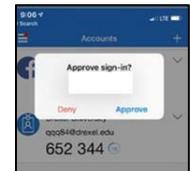
Confirm activation status on your computer:

1. Switch back to your computer and click "Done"
2. Wait for the Checking activation status text to finish configuring your phone
3. When it is complete, you will be able to click the Contact me button, on the right Note:
If configuration fails, delete and retry previous steps.



Approve sign in on your phone:

1. You will see a notification for a new sign-in on your phone.
2. Go to the Microsoft Authenticator app
3. Tap "Approve"



Non-exempt Belk associates must ensure that all time worked for Belk is recorded and paid, including when work is performed using personal electronic devices. Non-exempt Belk associates should not perform any work for Belk, including work on personal devices, off the clock. Associates also must follow the policy at their worksite regarding making personal calls, posts, and texts while on the clock.