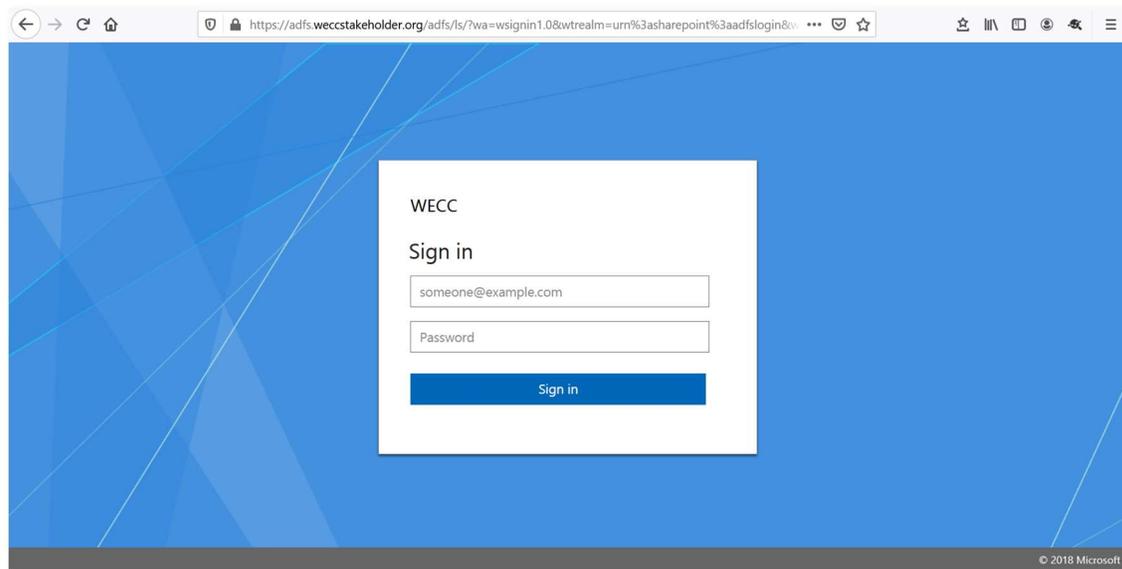


Multi-Factor Authentication (MFA)

Western Electricity Coordinating Council (WECC) takes the protection of sensitive, confidential and Critical Energy Infrastructure Information (CEII) very seriously and will begin requiring all account holders with access to restricted information to use multi-factor authentication (MFA). The following instructions are intended to be a step-by-step guide to set up MFA.

Setup

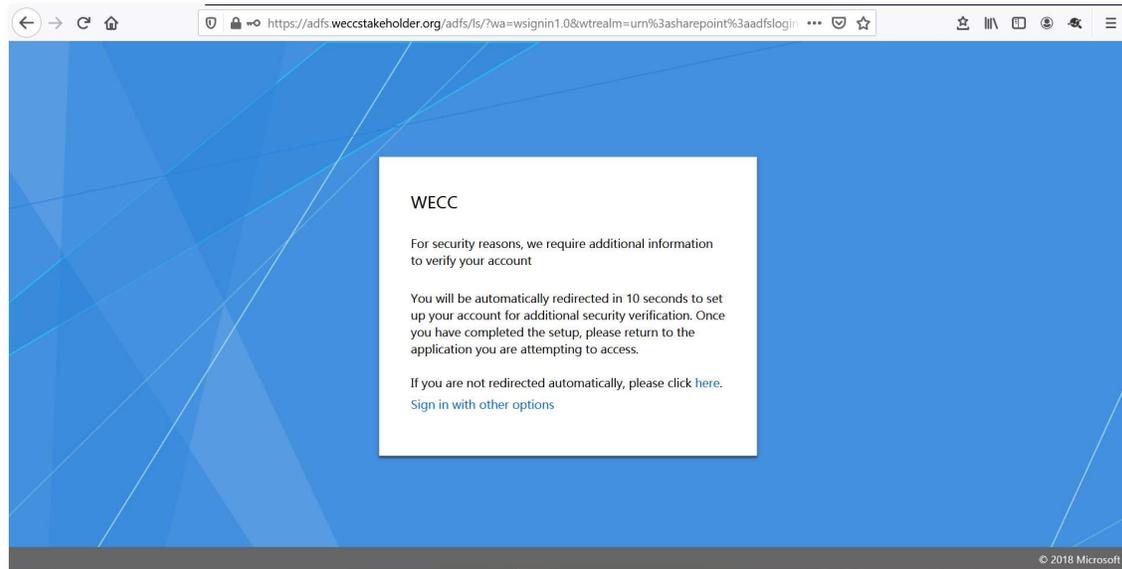
- 1) Go to www.wecc.org.
- 2) Click the "LOGIN" button in the upper right-hand corner of the page.
- 3) Click the "SIGN IN" button.



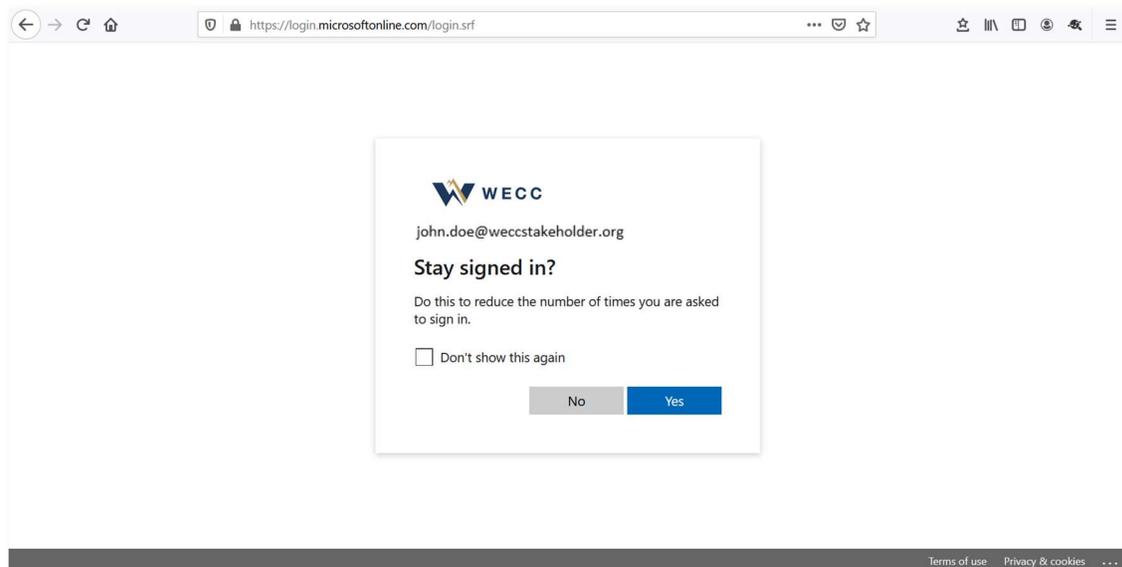
NOTE: You will be redirected to a sign in page within the weccstakeholder.org domain. This domain is registered to and operated by WECC and plays a key role in providing authentication to the WECC website.

- 4) Enter the email address and password that you have used in the past to sign in to the WECC website and click "Sign in".

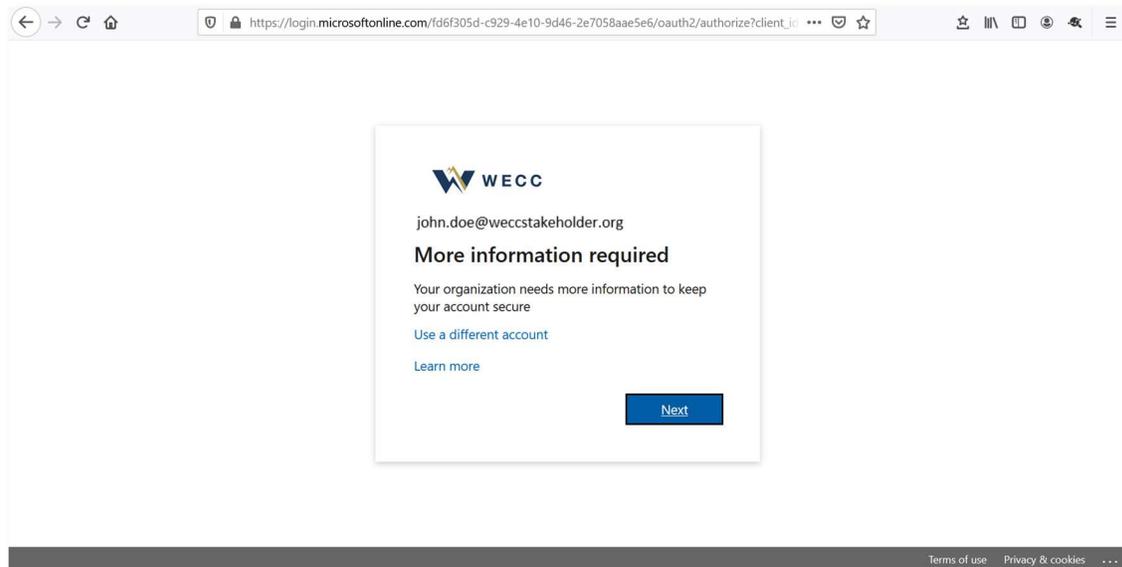
5) The following message will be displayed.



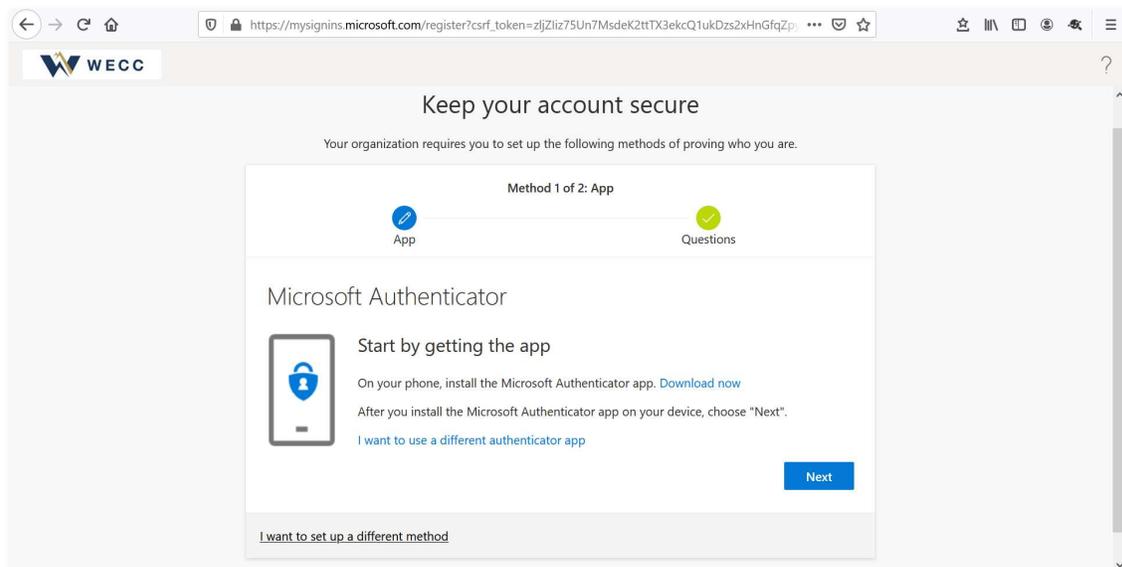
6) You will now be redirected to a microsoftonline.com page in which your email address will be displayed as your email prefix but with the @weccstakeholder.org domain suffix. This is normal and only used for MFA enrollment purposes. For example, if your email address that you use to sign in to the WECC website is john.doe@powercompany.org it will be displayed as john.doe@weccstakeholder.org.



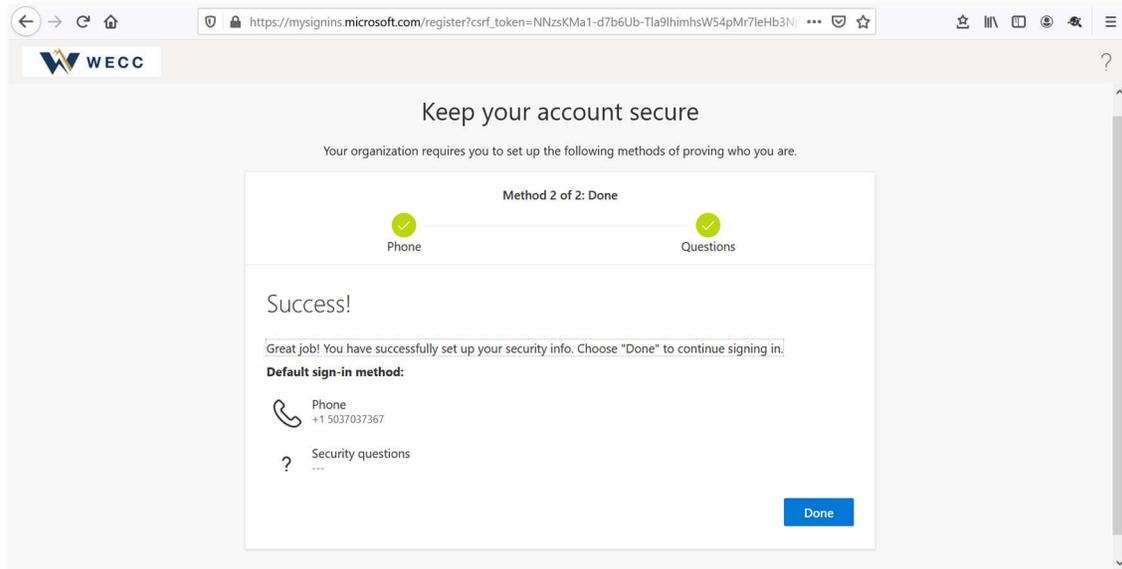
- 7) Click "Yes" to continue.
- 8) A message will be displayed stating that more information is required, click "Next".



- 9) You will now be tasked with setting up two methods of authentication. A primary method and a backup method. Available methods of authentication include an authenticator app (Microsoft or other), phone (mobile or office) and security questions. NOTE: Security questions can only be used as a part of the self-service password reset process, not as a backup authentication method.



- 10) Follow the on-screen instructions to set up each method. If you want to choose a method other than the default, click “I want to set up a different method” in the lower left-hand corner of the page.
- 11) Once you have two methods set up, click “Done”.



- 12) Once setup is complete, you will be brought to the following page. You may now close this browser window and go to www.wecc.org to login. After entering your username and password, you will be prompted to authenticate using your primary MFA method.

