# PROVIDER PORTAL
CHANGE VERIFICATION METHOD

Please complete the following steps when in an incognito or private browser (Ctrl+Shift+N). This stops any potential conflicts between accounts.

Changing Your Multi Factor Authentication (MFA) Settings Password management is accessed via https://account.activedirectory.windowsazure.com
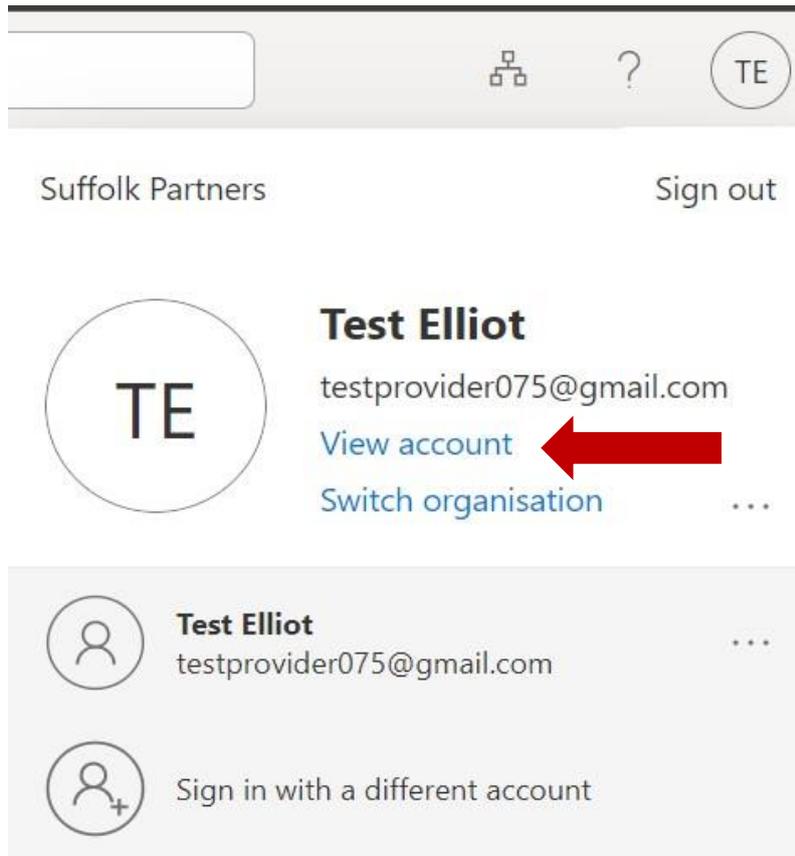
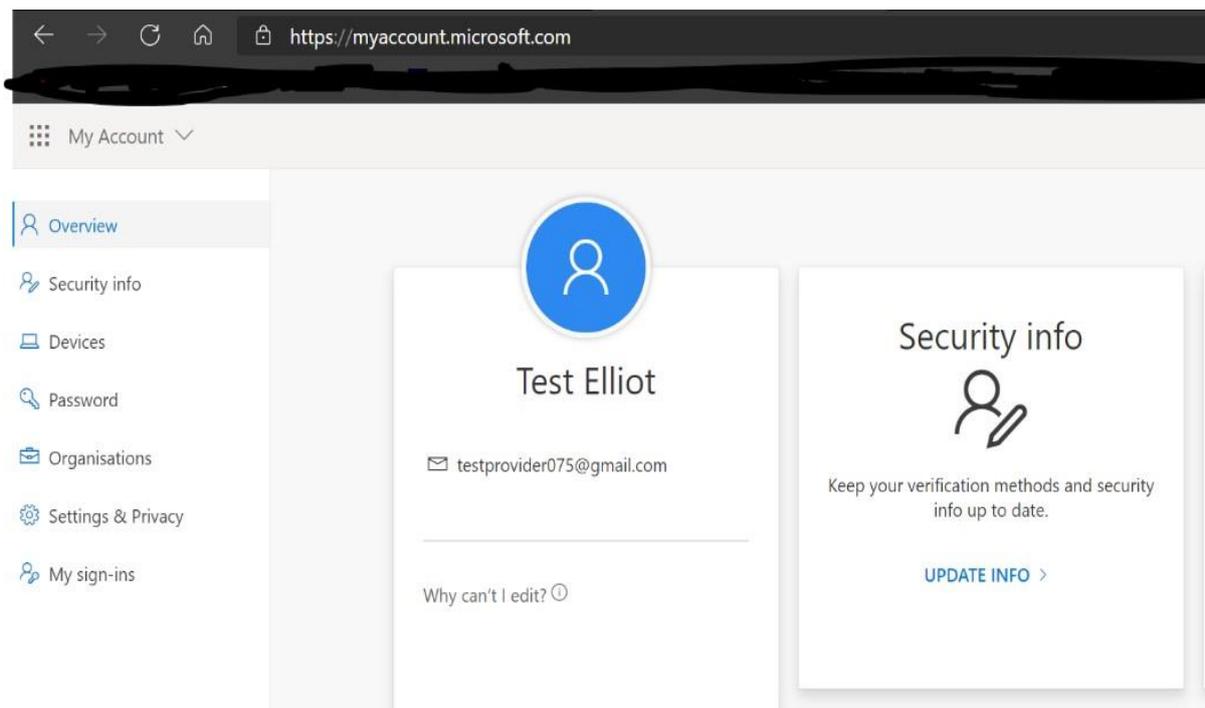1. Login and complete the authentication verification.
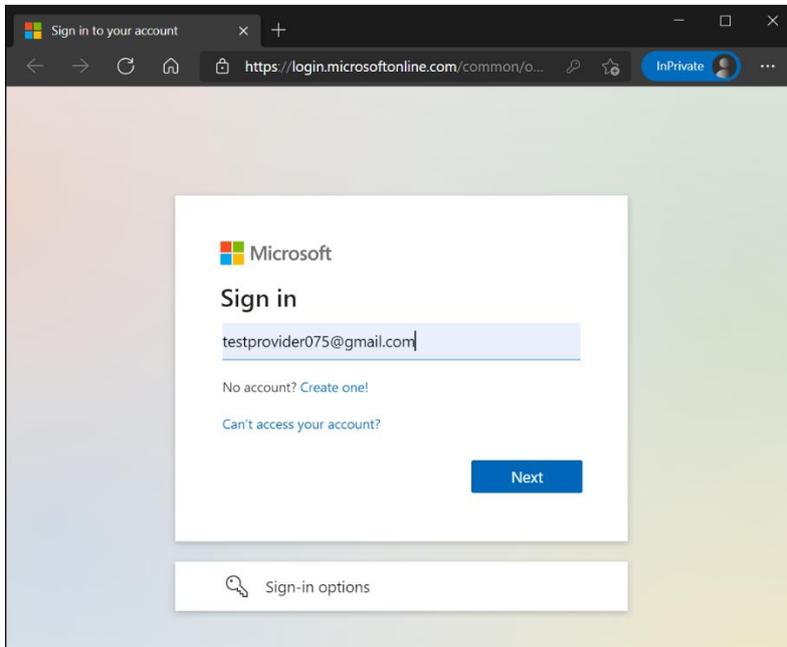
2. Click the circle in the top right of the screen with the account name's initials. (see red arrow)
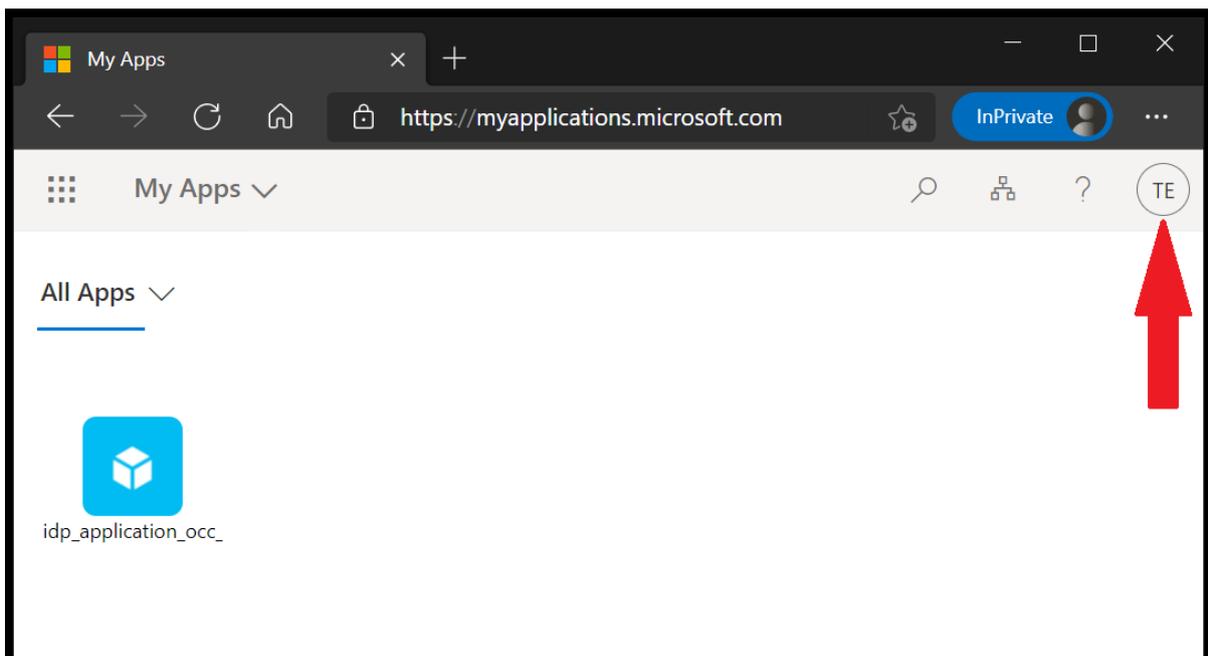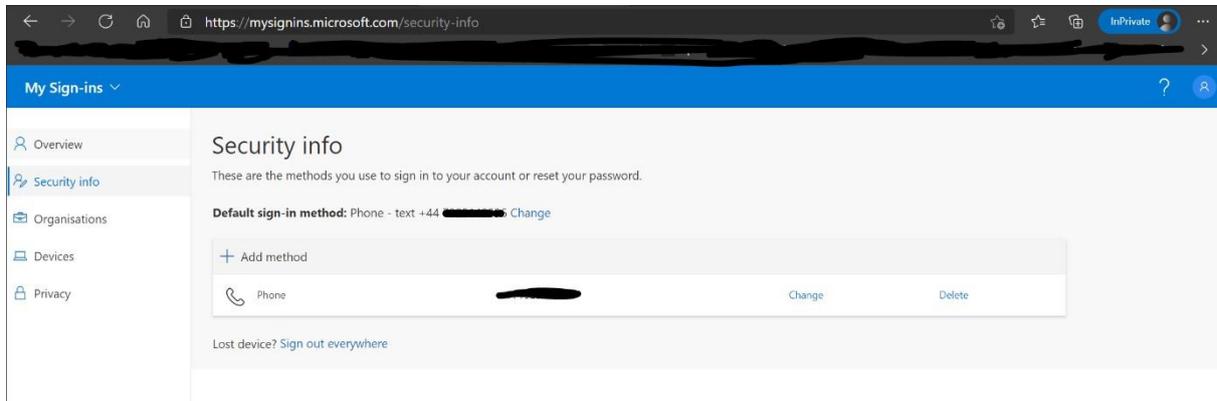
3. Select 'View account'.

4. Select 'Security info'.

5. Use this screen to change your existing security settings e.g. change of phone number, or add a second / back-up security authentication method, or change existing set-up e.g. change of phone number. You can also change your preferred security verification method.

6. Depending on the options you change, you may need to verify your new settings by text/phone call:

7. Once verified, your new method of verification will be active.

If you need further help, our contact details can be found below:

E: ACSContractshelpdesk@suffolk.gov.uk

T: 01473 264025