COINS MFA Instructions

Manage MFA Setup

Step 1: User will have to download Microsoft Authenticator application from cellular device. (Download from App Store).



Step 2: User will open the Authenticator app and select the plus sign to add account.

Step 3: User will select the kind of account they are adding.



Step 4: Microsoft Authenticator will ask you to Scan QR code.



Step 5: User will log in to COINS as usual using user ID / password. A second screen will be displayed prompting user to Scan QR code to register device.

Authentication	
Login ID	Password
chilliard	
I agree to the user	agreement below.
Login	
Earoot your password?	Click here to register

Welcome	_	_	_		
To the online enrollment application for the Acci The COINS application is for those Grantee/Part in the ASPE Health Benefit Plan.	ident and Sickness Program for E ticipant organizations that need t	ixchanges (ASPE). to enroll their U.S. Department	of State, Bureau of Educational a	and Cultural Affairs (ECA) exchange Participants	
	MFA Registration				
	This application uses two factor Authenticator) from your device to proceed.	authenication. Download an a 's app store. Scan this QR cod	uthenticator (Microsoft e using your authentication app		
	Device Name	PIN	Register Device		
If you are unable to log in to the COINS site, please select the Forget Password link located below the user agreement checkbox. Once you receive the email with the temporary password, please log into COINS with the new password. You will need to change the temporary password before continuing to COINS. Rease follow the on-screen instructions.					
COINS Security Statement and Usage Notice					
WARNINGWARNING**					

Step 6: Once device is set up user will have to add device name and enter pin number that is populated from the Microsoft Authenticator app to register device. After that information is entered log in is complete.

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Ř	MetroStar Systems Inc chilliard@metrostarsystems.com	>
Ă	US Department of State HilliardC@state.gov	>
8	Stripe Stripe 929 238 @	>
8	coins chilliard 921 018 @	>

Manage MFA Login

Every subsequent log on. User will log in as usual using user ID / password. A second screen will be displayed prompting for the PIN. The user should open Microsoft Authenticator app on their phone and enter the PIN displayed into COINS. The log in process is complete.

Welcome To the online enrollment application for the Accid	lent and Sickness Program for E	xchanges (ASPE).		
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	Authentication			
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	I agree to the user agreem	ent below.		
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