



## **2-Step Phone Authentication User Guide – March 2015**

Experian® in partnership with our clients, manages extremely sensitive information requiring the strongest controls to ensure security, confidentiality and integrity.

This user guide provides information on:

- Why 2-Step Phone Authentication is necessary
- What is 2-Step Phone Authentication
- How to add 2-Step Phone Authentication to your profile through the **Experian Web Access Control System (EWACS)**.

### **Why 2-Step Phone Authentication is necessary**

Clients are recommended to use 2-Step Phone Authentication to ensure access to Experian sites are occurring from valid individuals. This is an added safeguard in the event that a user account credentials are compromised. This ensures that access to your company's Experian accounts occurs only from authorized and authenticated individuals.

### **What is 2-Step Phone Authentication?**

2-Step Phone Authentication provides identity verification, via a secondary communication channel (e.g. phone call or SMS message) separate from the primary channel (e.g. Internet Web Page).

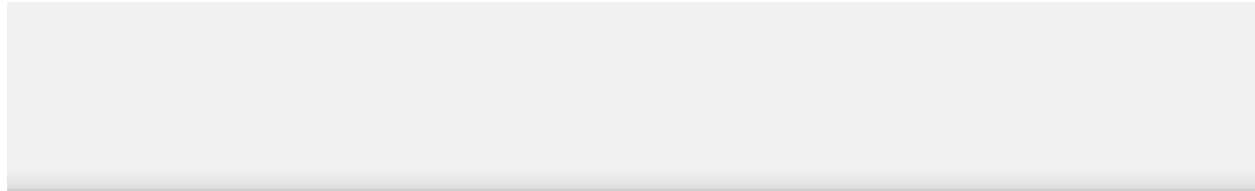
### **How to add 2-Step Phone Authentication to your profile**

2-Step Phone Authentication SMS and phone options have already been enabled for your company in **Experian Web Access Control System (EWACS)**, which allows all users under that company to add 2-Step Phone Authentication contacts to their profile.

## Steps to add 2-Step Phone Authentication contacts to user profile

**Step 1:** Login to EWACS at <https://ss6.experian.com/ewacs/login.jsp>

**NOTE:** Use same User ID and Password as the one you use on Experian Access



### Experian Web Access Control System

User ID:

Password:


- » [Forgot Password?](#)
- » [Retrieve Account ID](#)
- » [User Re-Register](#)

[Privacy](#) [Legal terms](#)

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**Step 2:** Browse to the update user profile. The section to add 2-Step Phone Authentication contacts will be visible.



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**Please update your account information**

User ID dheeraj.test1  
Email   
Confirm Email

**Current Password (required)**

Current Password

**New Password**

New Password   
Confirm New Password

New password  
- must be a minimum of 8 characters  
- must contain combination of upper and lowercase letters  
- must contain a numeric character

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**For 2-Step Phone Authentication**

Using 2-step authentication helps protect your account by requiring more than just a password to login. When you sign in with 2-step authentication, you will verify your identity using both a password and a code that you receive on your phone.

Note: Changes in phone contacts will be saved only when update profile button is clicked.

Country Code	Contact Number	Contact Label	
<input type="text" value="+1 (USA)"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

---

**In case you forget your credentials...**

Question 1

Answer

Question 2

Answer

Question 3

Answer

Question 4

Answer

Question 5

Answer

---

**Terms and conditions**

a) I Agree NOT to disclose my password or shared secret to any other person.

b) I Agree NOT to order credit reports or other data from Experian's site except in the performance of your official duties for your company.

c) I agree that I will only use this website, and information obtained from this website, in accordance with the terms and conditions of the contract between my organization and Experian.

d) I Agree NOT to attempt to test the limits of access to the Experian information provided, or execute or use any function which is not directly related to the performance of my specific job function.


e) I Agree to inform my security designate when my job function no longer requires access to Experian's systems.

f) I Understand that I am responsible for transactions which take place under the user id I am issued and understand that accounts may be monitored by Experian.

g) I have read, and understood the cookies information [link](#) and understand that this site and other Experian sites use cookies.

I have read, understood, and agree to the terms and conditions above.

**Step 3:** Select the country code, enter the contact number and contact label and click on add. User can add up to 5 contact numbers and there is an option to edit or delete contacts.



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**Please update your account information**

User ID

Email

Confirm Email

---

**Current Password (required)**

Current Password

---

**New Password**

New Password

Confirm New Password

**New password**

- must be a minimum of 8 characters
- must contain combination of upper and lowercase letters
- must contain a numeric character

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Note: Changes in phone contacts will be saved only when update profile button is clicked.

Country Code

Contact Number

Contact Label

+1 (USA) ▼

Add

Contact List			
Country Code	Contact Number	Contact Label	
+1	112-233-4455	Test	
+1	112-323-1332	Test1	

---

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I have read, understood, and agree to the terms and conditions above.

**Step 4:** Changes in the 2-Step Phone Authentication contact list are not saved until you accept terms and conditions and click on update profile at the bottom of the page.



**Please update your account information**

User ID dheeraj.test1  
Email   
Confirm Email

**Current Password (required)**

Current Password

**New Password**

New Password   
Confirm New Password

New password  
- must be a minimum of 8 characters  
- must contain combination of upper and lowercase letters  
- must contain a numeric character

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Contact List			
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## **Support**

For additional support setting up 2-Step Phone Authentication, please contact the Experian Technical Support Center at 800.854.7201.