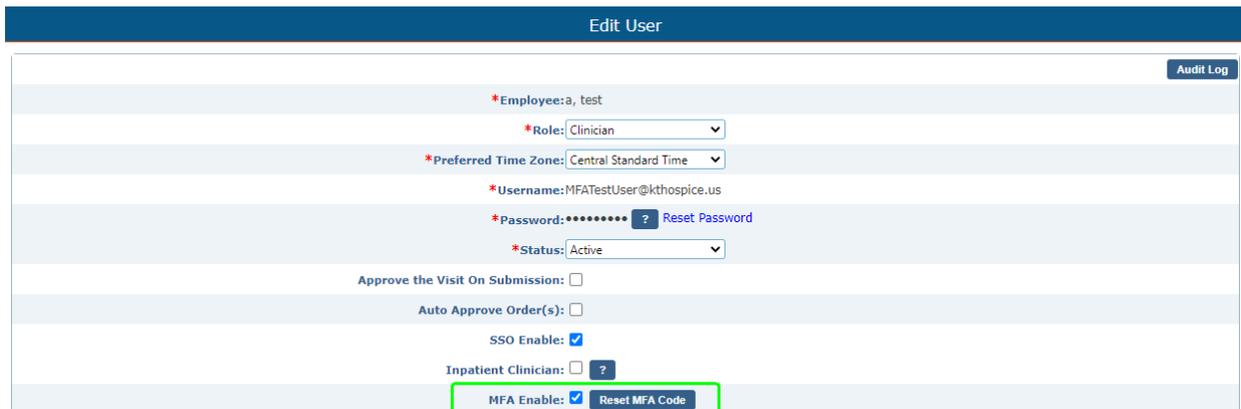


## MFA Configuration and Usage Documentation

**Multi Factor Authentication** functionality has been introduced in KanTime for 2nd part verification on logging to Kantime Hospice. Multi Factor authentication (MFA) is a security technology that requires multiple methods of authentication from independent categories of credentials to verify a user's identity for a login. This would help to create a layered defense that makes it more difficult for an unauthorized person to access Kantime Hospice.

Along with the Username and Password for the KanTime login, a software-based security token application generates a **single-use login PIN** from either **Google Authenticator** or any **3rd party application** which we need to provide if the technical details are provided.

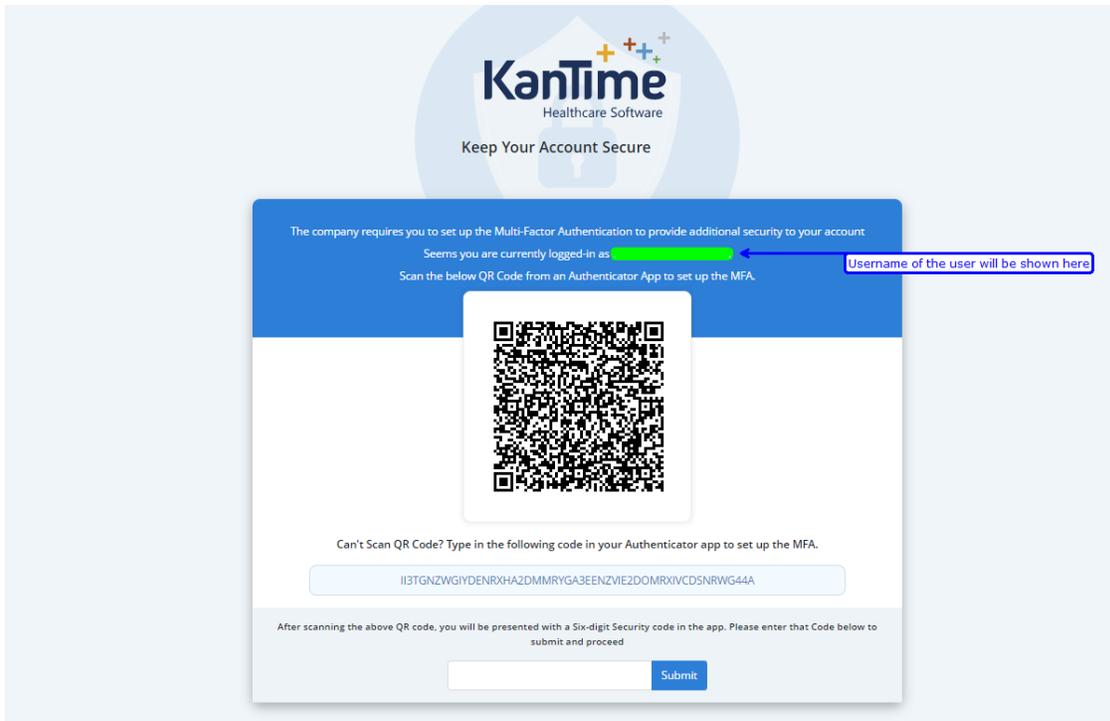
Once the MFA is enabled for an agency, the same can be enabled for the user from **Setup-> Users and roles -> Click on the appropriate username -> Check MFA checkbox for enabling MFA at user level for each user.**



The screenshot shows the 'Edit User' interface. At the top right is an 'Audit Log' button. The form fields are as follows:

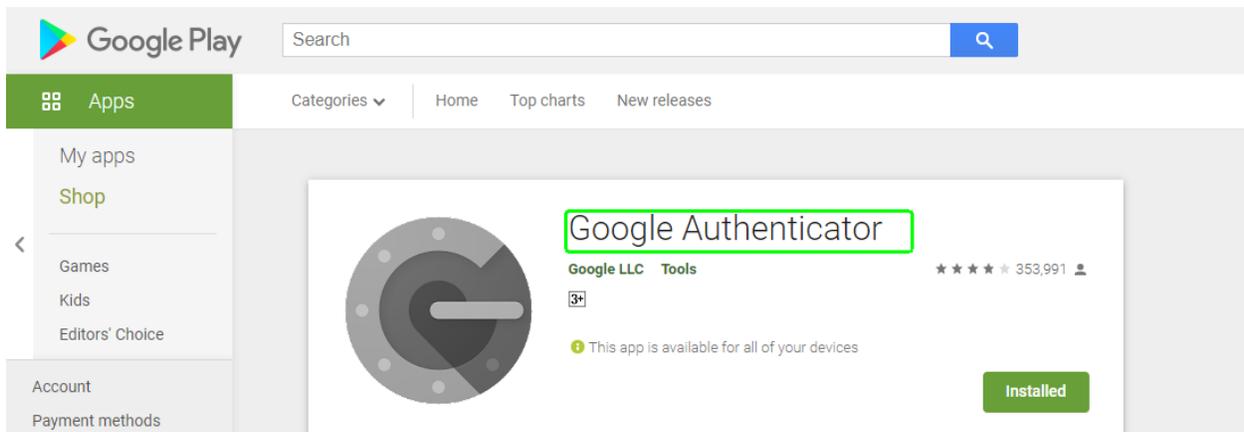
- \*Employee: a, test
- \*Role: Clinician (dropdown)
- \*Preferred Time Zone: Central Standard Time (dropdown)
- \*Username: MFATestUser@kthospice.us
- \*Password: [masked] ? Reset Password
- \*Status: Active (dropdown)
- Approve the Visit On Submission:
- Auto Approve Order(s):
- SSO Enable:
- Inpatient Clinician:  ?
- MFA Enable:  Reset MFA Code

If MFA is enabled for the user, then upon adding the username and password the system would redirect the user to MFA Access page where the QR code and a normal code would be displayed.



In order to proceed, user would have to download Google authenticator Application which would generate the code by scanning the QR code for accessing the Kantime Login.

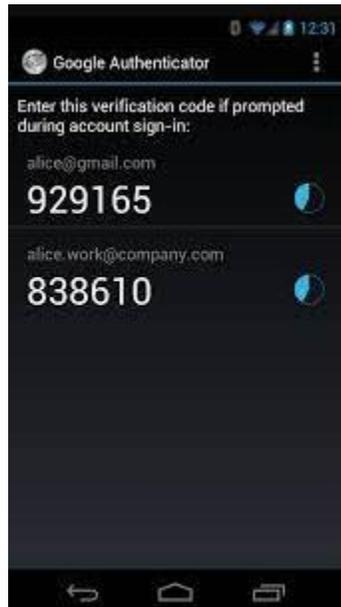
For Android/Apple users please navigate to the Play store/App store and download the Google Authenticator application.



Once the application is downloaded, navigate to the + symbol where the app would show the option to scan the **QR code** or enter a setup key. If **Scan a QR Code** is selected the application would open the QR code scanner through the device camera which can be used to scan the code shown by Kantime.

If the code is scanned successfully the details would be displayed along with a code in the Google authenticator application. Click on add account if the account needed to be added.

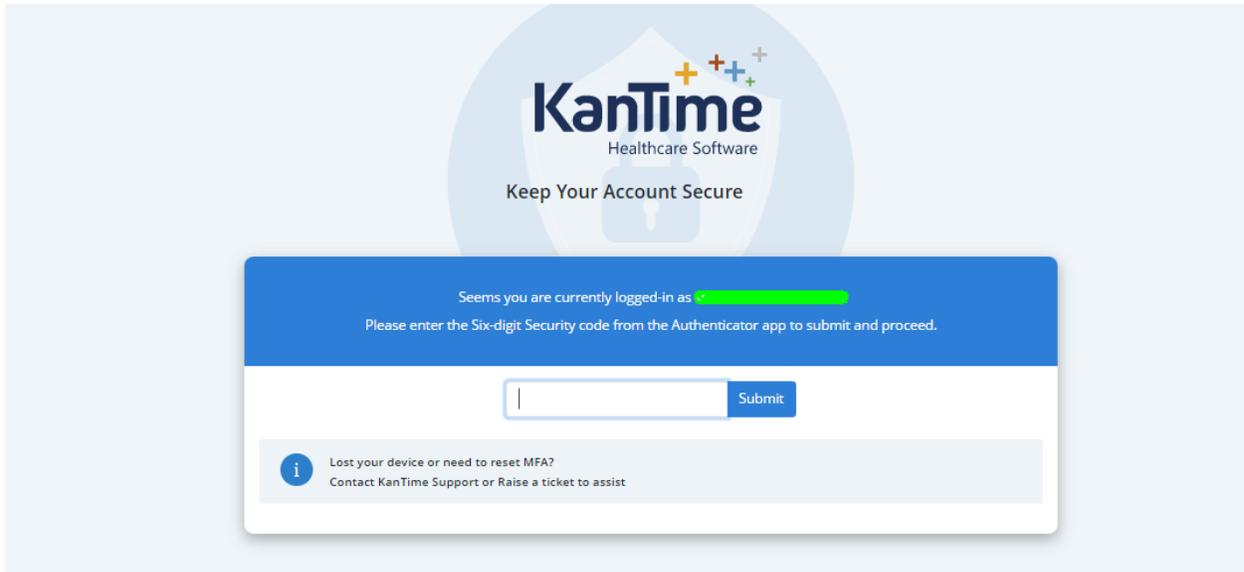
The code would be displayed and if added in the details section and submitted, the system would allow the user to proceed to Kantime Hospice.



After scanning the above QR code, you will be presented with a Six-digit Security code in the app. Please enter that Code below to submit and proceed

If the user is able to login to Kantime Hospice by scanning the MFA code for the first time then the QR code would not be displayed again. User would be having code in the authenticator app which would refresh continuously.

Users need to check the Google Authenticator and provide the code each time while logging into the system to access KanTime Hospice.



User can also reset the MFA and redo if there are any issues in the MFA which can be done from Users and Roles->Click on the appropriate username -> Edit User-> Reset MFA button next to enable MFA flag.

