

How To Add YubiKey One-Time Password Multi-Factor Authentication

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Click on the **down arrow** at the top right of the page, then click on **User Profile**.

In the left-hand side menu, select **Security**. In the **YubiKey One-Time Password** section of the page, click **Update**.

While your YubiKey is plugged into your computer, press your YubiKey to generate a one-time password. This password will be automatically filled into the field.

Click **Add YubiKey** on the pop-up window to confirm.

You will see that the status has changed from **Inactive** to **Active**, and it will show the date/time when the authentication method was added.

Adding YubiKey Authentication to your Qualpay user requires you to use your YubiKey to create a one-time password in addition to your user login and login password when you log into the Qualpay site. How often you are required to enter the authentication code at login can be changed on the user profile **Security** page.
