

1. Configure Brainloop Authenticator or other authenticator apps

The Brainloop Authenticator app provides users of Brainloop MeetingSuite and Brainloop apps with security codes for authentication purposes. These security codes are personal, time-based one-time passwords (TOTP). Once activated in the application settings, the security codes can be used as second factor authentication, confirming the identity of users and further protecting access to their organizations.

Brainloop Authenticator can be used on Apple or Android devices. Once installed and paired, Brainloop Authenticator displays a single unique TOTP security code every 30 seconds, each code being valid only until the next code is displayed. If you select an organization in which multi-factor authentication has been activated, you need to enter a security code for access. Brainloop Authenticator provides an automatic confirmation feature. This means that, rather than entering the code manually, you only need to select **Confirm** on your device for authentication.

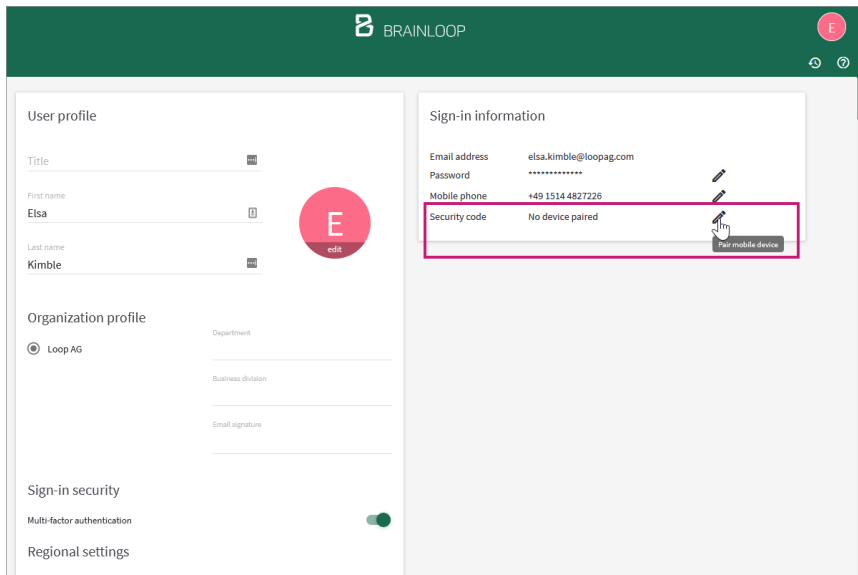
Alternatively, users may use another authenticator app for two-factor authentication. A variety of authenticator apps that comply with the TOTP protocol can generate the security code required for verifying your identity in the two-factor authentication process.

Steps required for using an authenticator app for two-factor authentication:

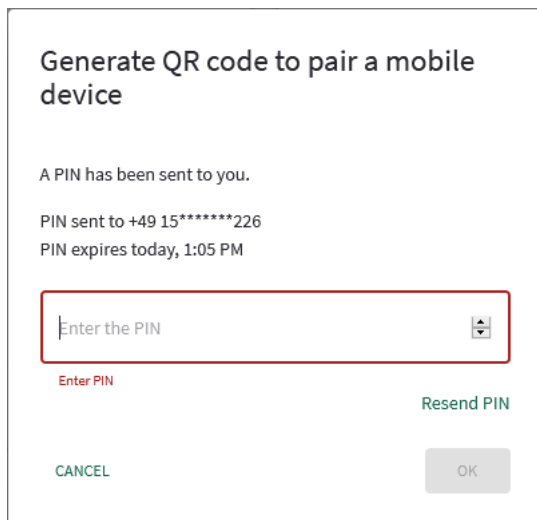
- > Download the authenticator app (Brainloop or other) from the Apple App store or from Google Play store.
- > Install the authenticator app on your Apple or Android device.
- > Pair the authenticator app to your Brainloop product.

1.1 PAIR YOUR DEVICE TO BRAINLOOP AUTHENTICATOR OR ANOTHER AUTHENTICATOR APP

1. Download the authenticator app to your mobile device and install it.
2. Sign into My data room and Team data room and select your **Profile** icon.
3. Select **My profile** from the menu options to display the **My profile** dialog. Go to the **Sign-in information** section on the right.



4. Select the **Edit** icon next to the **Security code** field to start pairing your device.
5. In the **Enter the PIN** field, enter the PIN code you received via SMS or email, and select **OK**.



A QR code is displayed on your computer screen.

6. **For third-party authenticator apps:** Follow the instructions shown in the authenticator app to pair the app to your device.

Or

For Brainloop Authenticator: On your Apple or Android device, open the Brainloop Authenticator app and select the **Plus** sign to activate the camera.

7. If the mobile device asks for access to the device's camera, select **OK**, since the camera is required to read the QR code.
8. Position the camera so that the QR code displayed on your computer appears on the screen of the mobile device. This scans the QR code.
As soon as the QR code has been identified, the Brainloop Authenticator app displays a security code on your mobile device and a **Confirm** option.

Note: The device's screen displays a six-digit security code that changes every 30 seconds. Just below the **Authenticator** header is a progress bar. As the seconds pass, the green bar moves from left to right, indicating approximately how many seconds of the 30 seconds remain. When the 30 seconds are almost gone, the progress bar turns pink and, finally after 30 seconds, a new security code displays.

9. If you are online and connected to a mobile phone service provider or using WiFi, select **Confirm** on the device's screen to enable security code authentication.

If you are offline and not connected to a mobile phone service provider or using WiFi, enter the security code in the **Enter security code** field in the **Mobile Device Pairing for Security Code Authentication** dialog shown in Brainloop Secure Dataroom on your computer screen and select **OK**.

The text **Device paired** is displayed in the **Profile and Settings** dialog.

You can now use the Brainloop Authenticator app for two-factor authentication.

10. Select the company logo to return to the main interface.

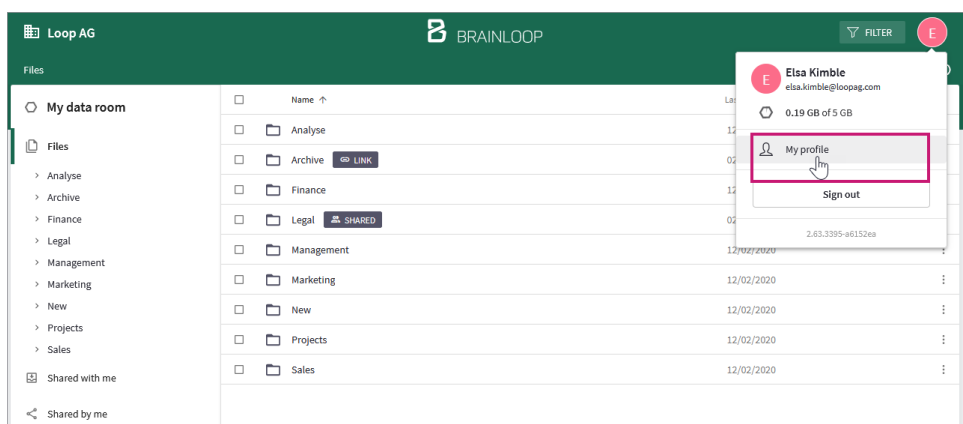
1.2 UNPAIR AN AUTHENTICATOR APP FROM THE USER ACCOUNT OF MY DATA ROOM AND TEAM DATA ROOM

If you have paired an authenticator app to your account and want to migrate to the new Brainloop Authenticator or another authenticator app, you first need to remove the pairing of the previous authenticator app between your user profile and the app.

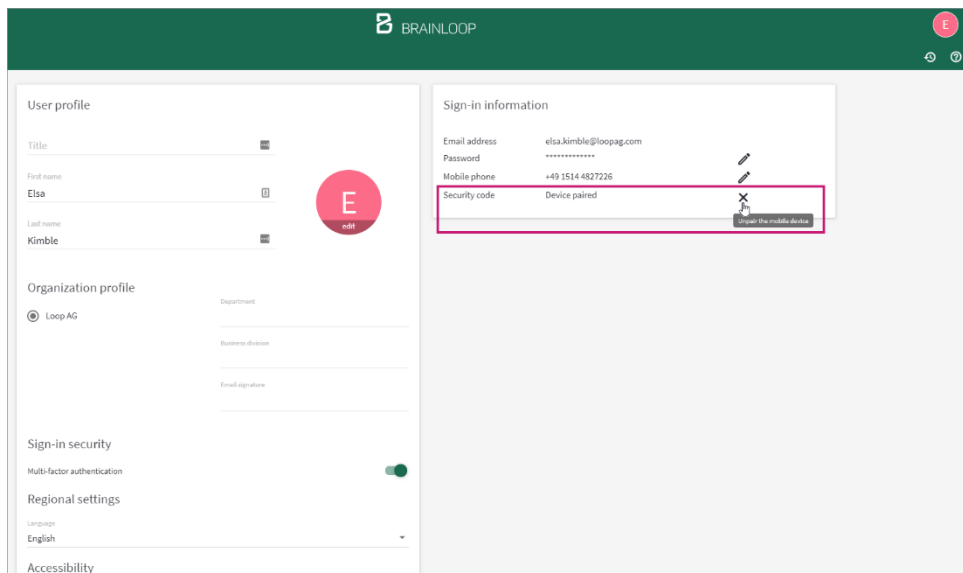
You can unpair your mobile device (tablet or smartphone) from your My data room and Team data room account at any time. This will disable the security code feature used to verify your identity when you sign in to your Brainloop account.

To unpair your mobile device:

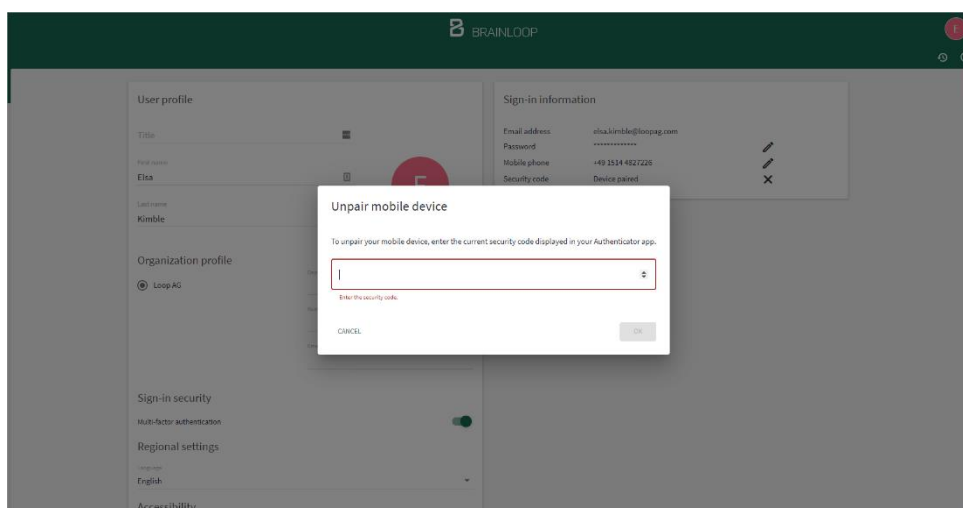
1. Sign into My data room and Team data room and select your **Profile** icon.
2. Select **My profile** from the menu options to display the **My profile** dialog.



3. In the **My profile** dialog, go to the **Sign-in information** section on the right.
4. Select the **X** icon to the right of **Device paired**.





5. In the **Unpair Mobile Device** dialog, you must enter a valid security code for confirmation. To do so, open the authenticator app on your mobile device and **manually** enter the security code provided by the app.



6. Select the company logo to return to the main interface.
7. Sign out of Brainloop.

You are now ready to pair your account to a new authenticator app.

Please note that **you must sign out** of Brainloop and back in again in order to pair your account to an authenticator app again.

Please note that the entry of a paired account in the authenticator app is not removed automatically when you unpair the account. Please remove the entry manually. In Brainloop Authenticator, you can manually remove accounts by selecting the **Edit** button  and then the **Delete**  button.