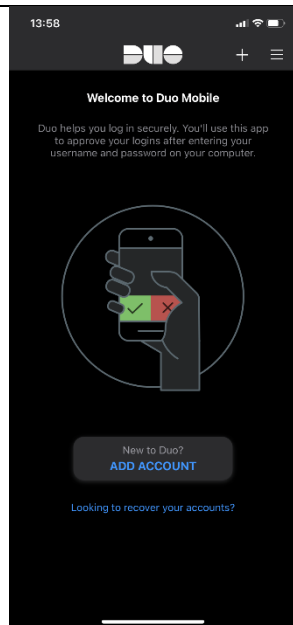


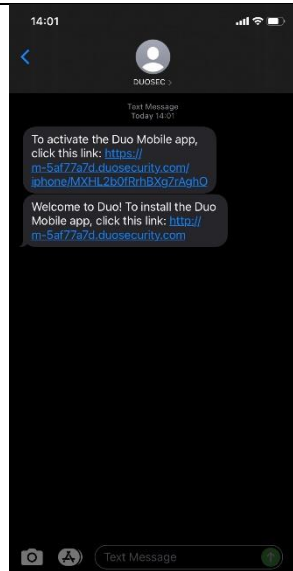
DUO Security Enrolment

We also use a 2-factor authentication system called DUO. Allowing you to confirm your identity via an App on your phone prior to accessing OneWelbeck systems, please follow the steps below.

DUO Mobile

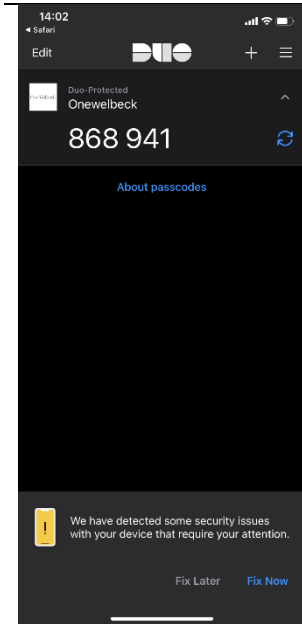


1. Please download the Duo mobile app via one of the following links:
 - a. <https://apps.apple.com/us/app/duo-mobile/id422663827> (Apple)
 - b. <https://play.google.com/store/apps/details?id=com.duosecurity.duomobile&hl=en> (Android)
2. Once you have downloaded the app, tap on it.
3. Please phone IT Support at 02077515599, they will send over a SMS (see below) that will allow you to activate/add your Duo account.



4. Please click on the first link to activate the DUO Mobile app.

5. Click on the second to download the DUO mobile app if you have not done it yet.



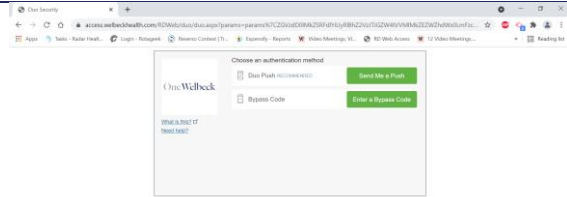
6. In the app, you will see now an item has been added which will be your new Duo account.

This will be called DUO-PROTECTED, you will see OneWelbeck listed with a 6-digit number which periodically changes. Don't worry, this is part of the process, and you won't need to type in this number in the future as your phone and your Welbeck account is now linked.

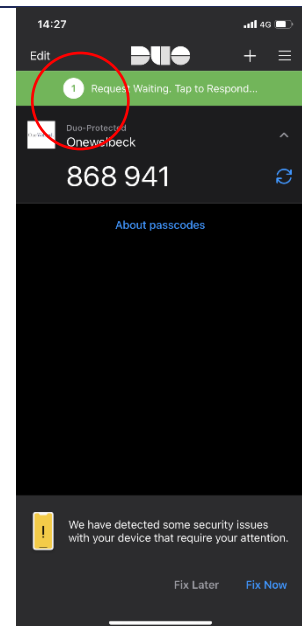
7. You may also see a message at the bottom of the app that mentions that your device may require some attention. This tends to be things like installing newer updates for your phone, setting up backups and so on.

If you do not wish to do that straight away, you can click on Fix Later

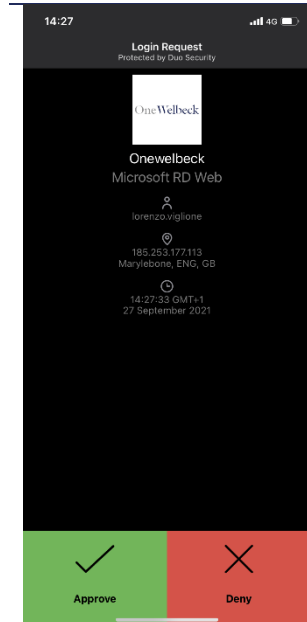
Using DUO Mobile



1. Every time you would like to log in remotely click on "Send Me a Push" and check your DUO mobile app, you should receive a notification (see below)



2. Tap on the notification and a new page will pop up (see below)



3. Please click on “Approve” in doing so you will gain remote access.