

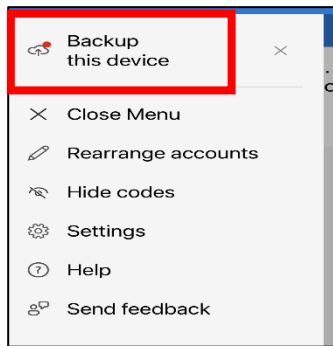
# Backing Up Your Authentication with Authy or Microsoft Authenticator

Once you have set up your authentication, you will need to back it up to prevent losing access to your account if you lose the authentication app for any reason (such as getting a new phone).

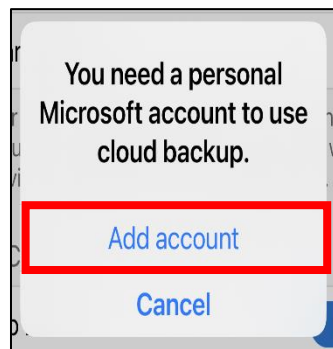


If you use Microsoft Authenticator...  
**\*\*you will need a personal Microsoft account to use this option**

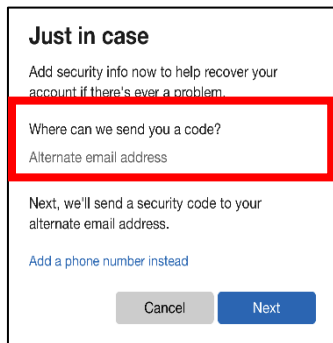
1.) In the app, click the menu ☰ in the top left and select "Backup this device".



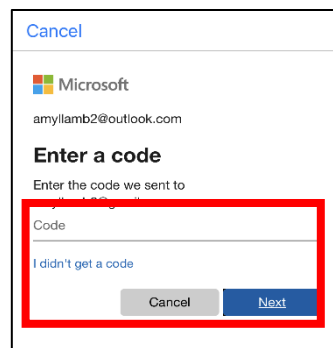
2.) Click "Add account".



3.) Enter your personal Microsoft info and go through the steps to get a security code sent.

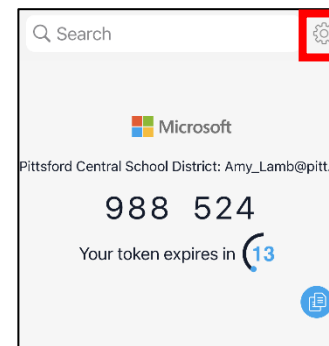


4.) Enter the code and click "Next".

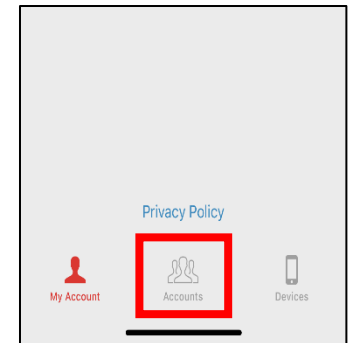


If you use Authy...

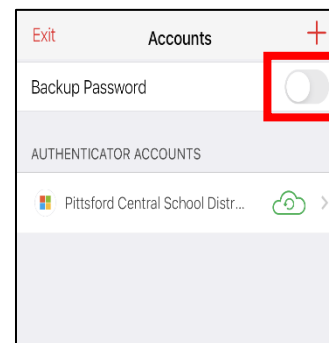
1.) In Authy, click the gear icon in the top right.



2.) At the bottom, click "Accounts".



3.) Toggle the switch next to "Backup Password".



4.) Enter a backup password, type it again to confirm, and click "Create Backup Key".

