CFA Society Hong Kong

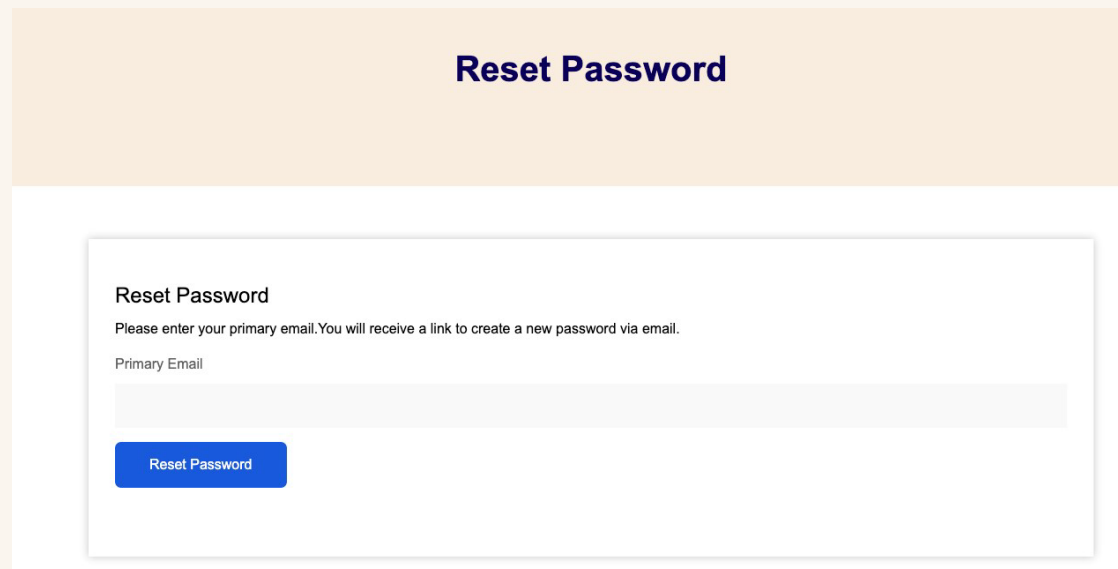# Easy Steps to Setup Your Society Member Account

1. <u>For First-time Users</u>

2. <u>Enhanced Security with Two Factor Authentication (2FA)</u>

3. <u>Enable Receiving 2FA Code via Mobile</u> *New!*

For First-time Users

You will have a few steps to setup your Society Member Account.

Step 1 : Click here to set up your new password.

Step 2 : Enter your primary email address (either the email for logging in to your CFA Institute account, or the email address used for your associate member / student associate application), then press the "**Reset Password**" button.
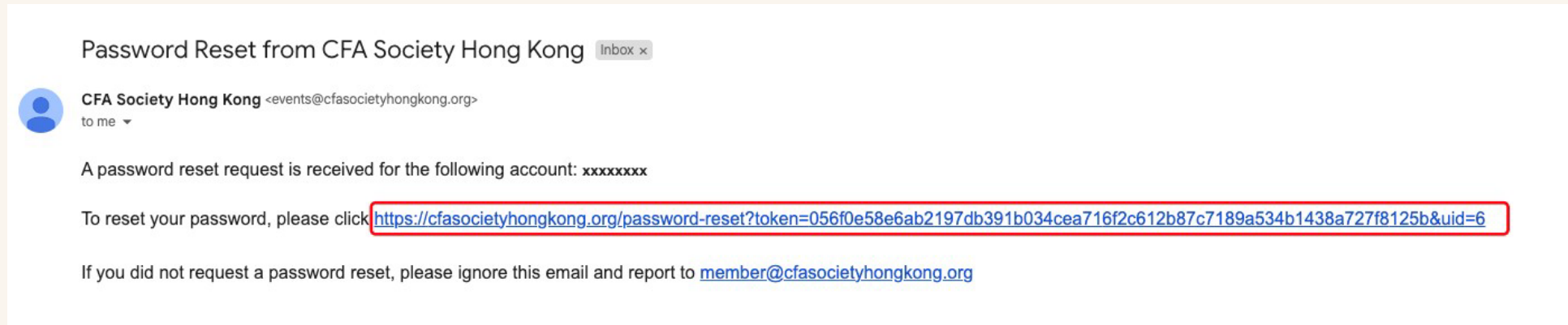
Reset Password

Reset Password

Please enter your primary email.You will receive a link to create a new password via email.

Primary Email

[   ]

Reset Password

For First-time Users (cont'd)

Step 3 : You will receive an email with the subject "Password Reset from CFA Society Hong Kong" containing a password reset link. Click the link in the email to reset your password.

Password Reset from CFA Society Hong Kong   Inbox ×

CFA Society Hong Kong <events@cfasocietyhongkong.org>
to me ▾

A password reset request is received for the following account: xxxxxxxx

To reset your password, please click https://cfasocietyhongkong.org/password-reset?token=056f0e58e6ab2197db391b034cea716f2c612b87c7189a534b1438a727f8125b&uid=6

If you did not request a password reset, please ignore this email and report to member@cfasocietyhongkong.org

For First-time Users (cont'd)

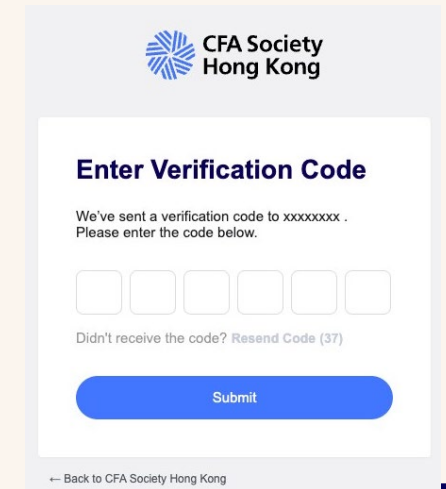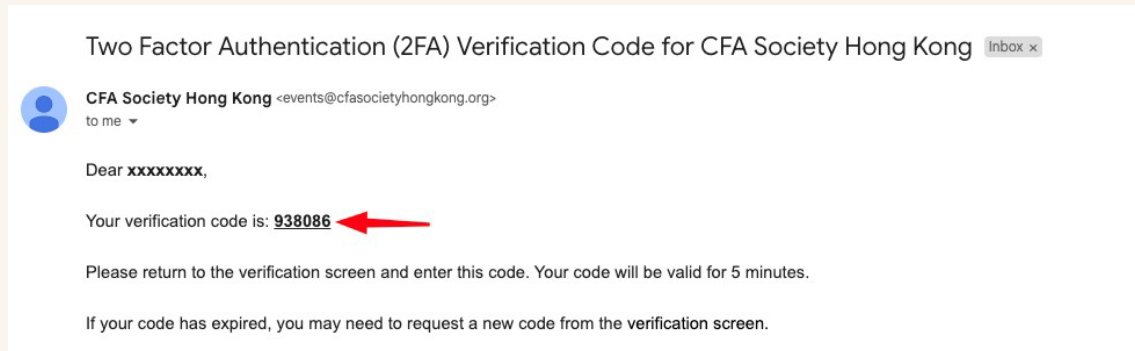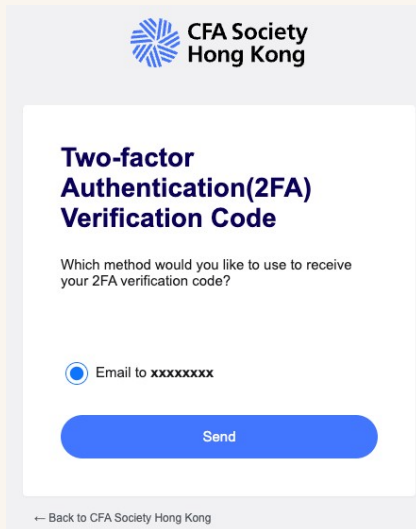**Step 4 :** Enter your new password, click "**Reset Password**". The setup is almost done!

Enhanced Security with Two Factor Authentication (2FA)

To further strengthen the security, 2FA is required to complete the login.

Step 1 : Click "Send" to instruct the 2FA code sending. The default option is by email.

Step 2 : The 2FA code will be sent to your primary email address. The code will be valid for 5 minutes.

If you don't see the email in your inbox, you may check the junk/spam folder.

Step 3 : Enter the verification code then "Submit". You will be redirect to the last page you visit before login!
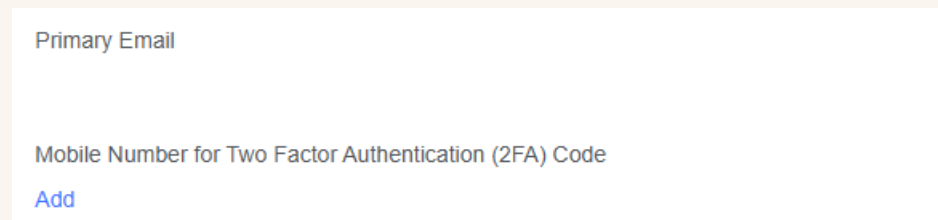
Enable Receiving 2FA Code via Mobile *New!*

We have enhanced our 2FA system to offer you the option to receive authentication codes via your mobile device, in addition to email.

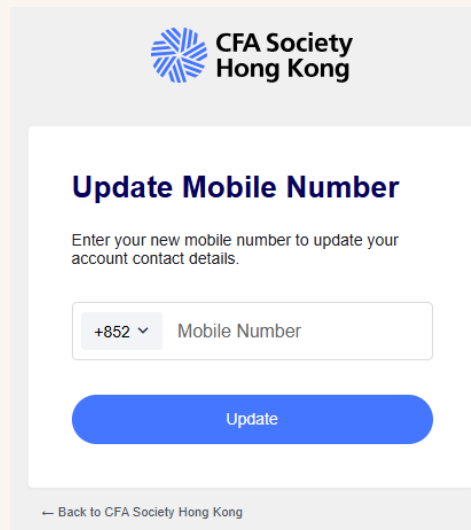**Step 1 :** When you successfully access your Society member account, go to "**My Profile**"
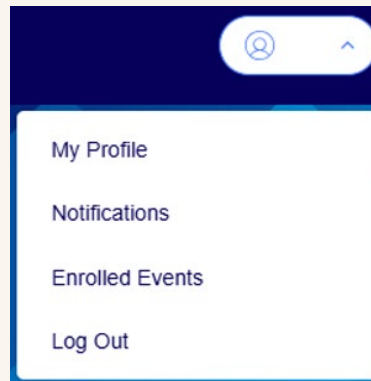
Step 2 : Click "Add" under "Mobile Number for Two Factor Authentication (2FA) Code"

Enable Receiving 2FA Code via Mobile (cont'd)

Step 3 : Enter your mobile number and "**Update**".
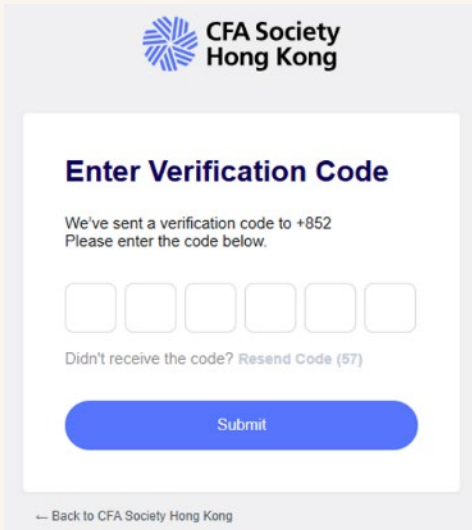
Step 4 : A SMS will be sent to the entered number from **#CFAHK** – "Your one-time verification code for website member login is xxxxxx."
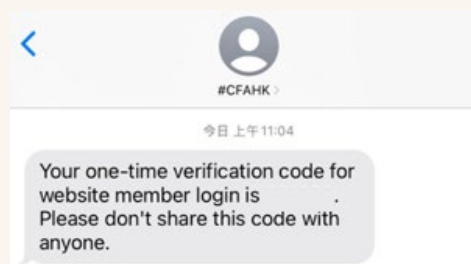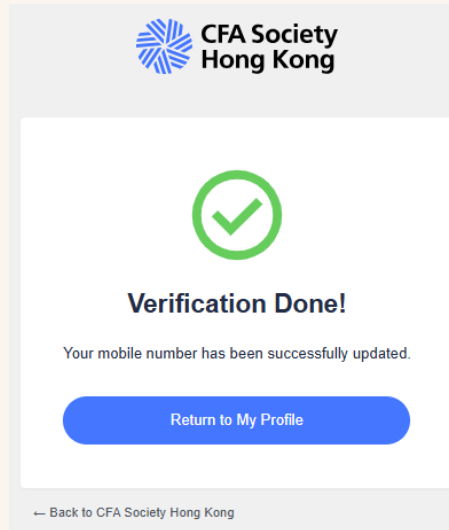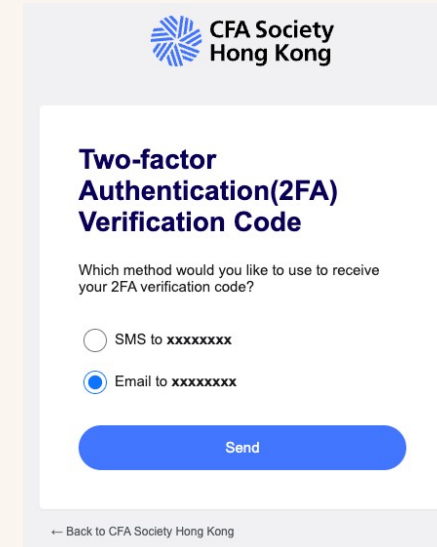
Enable Receiving 2FA Code via Mobile (cont'd)

Step 5 : Enter the verification code then **"Submit"**

Step 6 : Verification is done! You have enabled the option to receive 2FA code via mobile.

Step 7 : At your next time login, you will see the options "SMS to" or "Email to".

For questions, please feel free to reach out at member@cfasocietyhongkong.org or 2521 2543.

Thank you!