

# **GML Security Update Manual Multi Factor Authentication (MFA)**

Step-by-Step Instructions for Setting up MFA for  
**GMLTrack**.



# **GMLTrack**

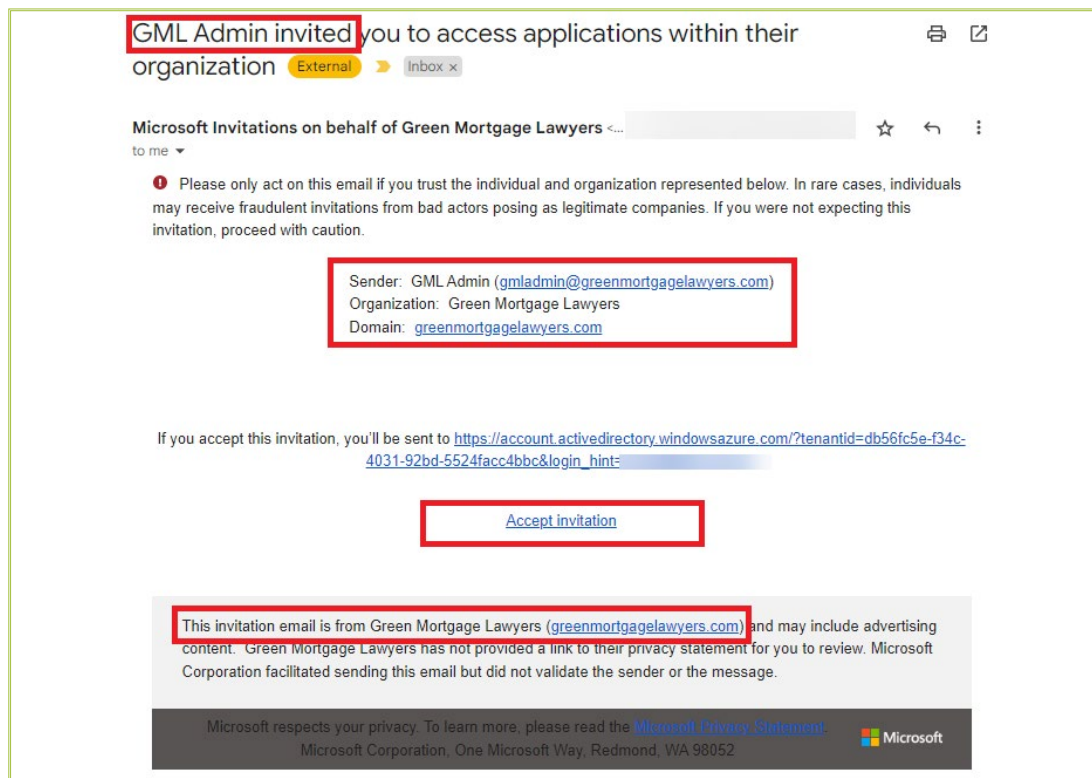
# STEP 01 RECEIVE AND ACCEPT YOUR EMAIL INVITATION

The **Green Mortgage Lawyers GMLTrack** uses **Multi-Factor Authentication (MFA)** for improved security. This change enhances protection against potential cybersecurity threats.

## Check the Invitation Email:



1. Look for an invitation email from **Green Mortgage Lawyers** in your inbox.
2. Ensure the sender is **Green Mortgage Lawyers**
3. Pay particular attention to the sender and the customised message, shown below. **Compare to the example provided in below screenshot.**



- ✓ Click on the **Accept Invitation link** in the email to start the invitation acceptance process.

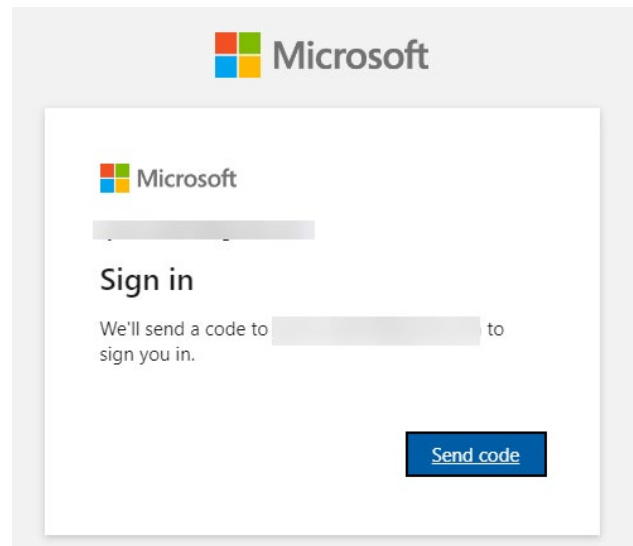
# STEP 02

## FOLLOW INVITATION ACCEPTANCE PROCESS

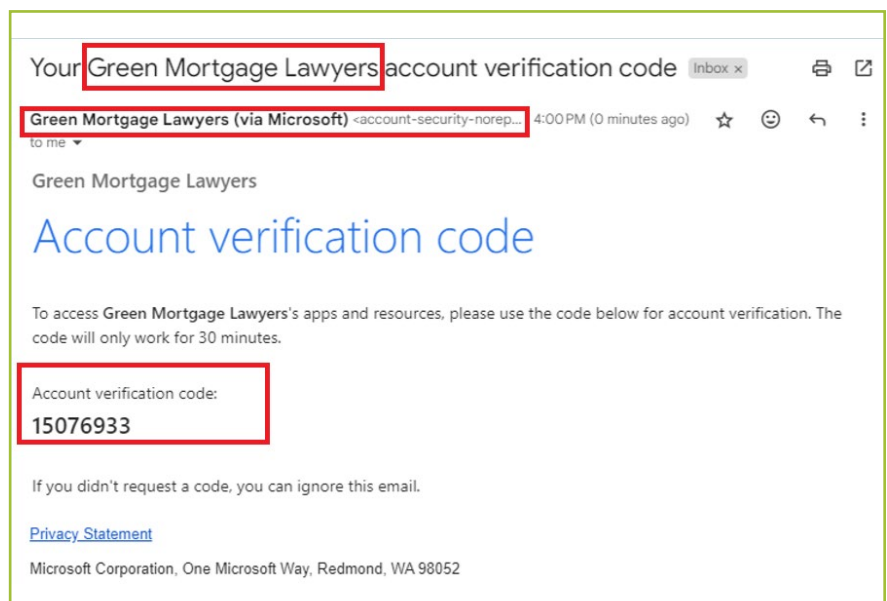
- ✔ Follow the invitation acceptance process prompts to complete MFA set up process. This process may differ from the screenshots below due to user's organization IT system.

**If you have NO PRIOR Microsoft Identity the process will be similar to the following:**

1

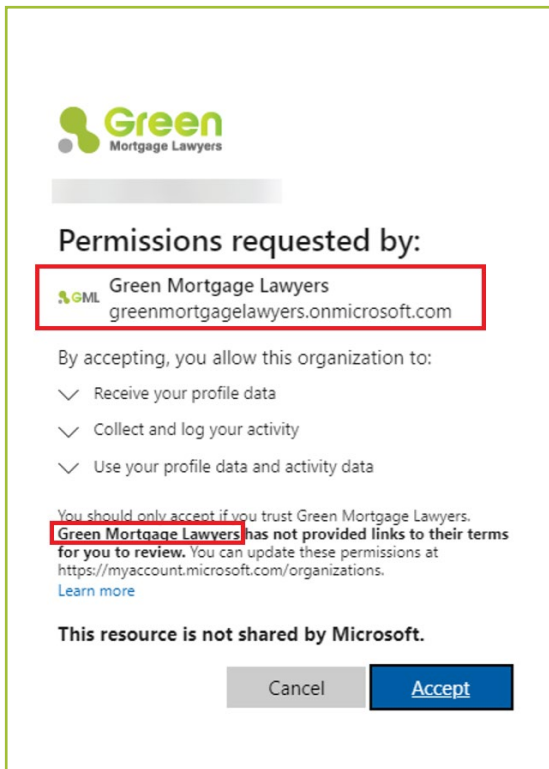


2



# FOLLOW INVITATION ACCEPTANCE PROCESS

3



**Green Mortgage Lawyers**

Permissions requested by:

**Green Mortgage Lawyers**  
greenmortgagelawyers.onmicrosoft.com

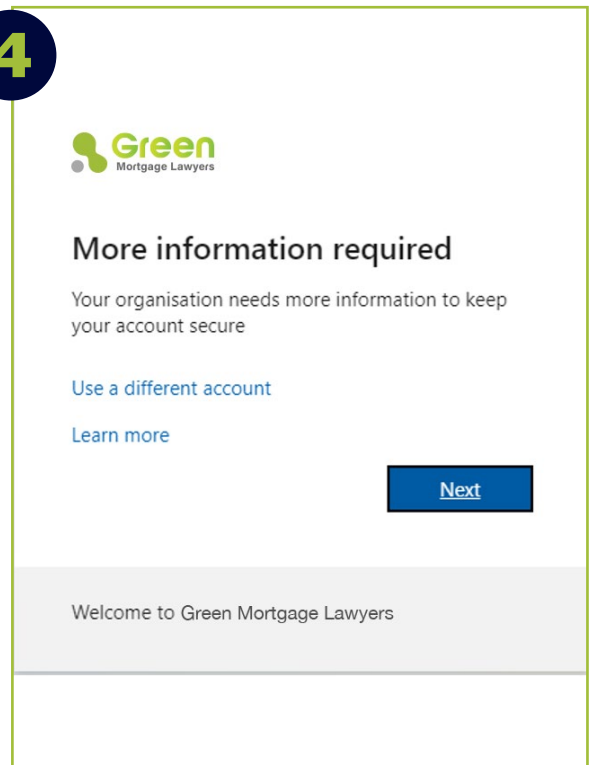
By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Green Mortgage Lawyers.  
**Green Mortgage Lawyers** has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>.  
[Learn more](#)

**This resource is not shared by Microsoft.**

4



**Green Mortgage Lawyers**

### More information required

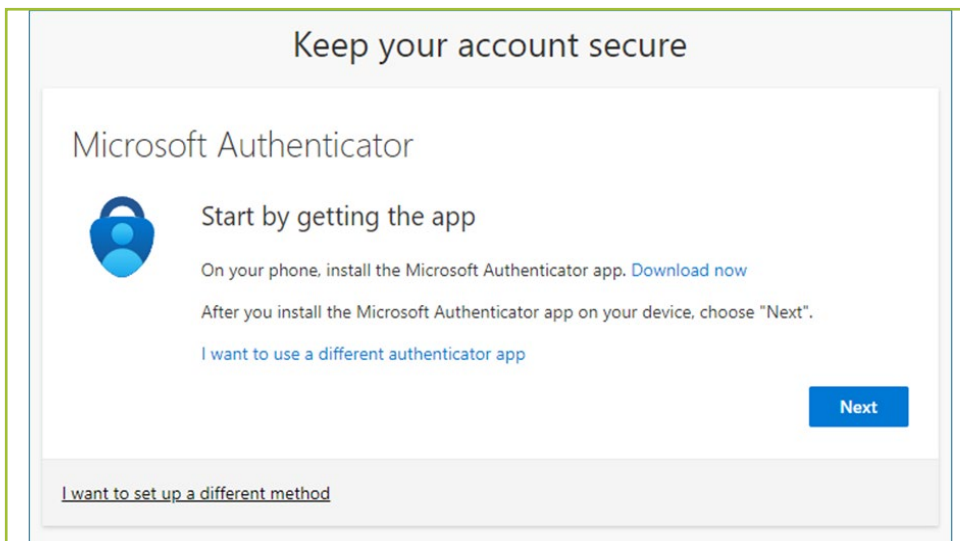
Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)


Welcome to Green Mortgage Lawyers

5



### Keep your account secure

#### Microsoft Authenticator

 Start by getting the app

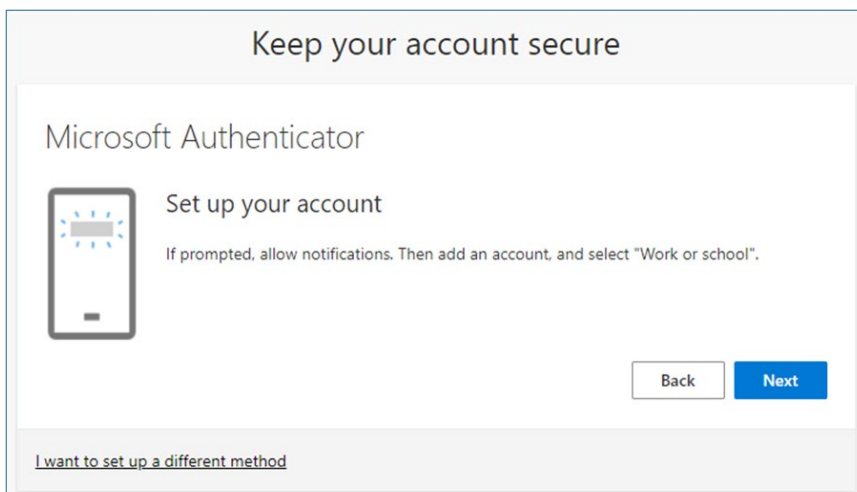
On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)


[I want to set up a different method](#)

6



### Keep your account secure

#### Microsoft Authenticator

 Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[I want to set up a different method](#)

# FOLLOW INVITATION ACCEPTANCE PROCESS


Keep your account secure

### Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)


[I want to set up a different method](#)

7

Keep your account secure

### Microsoft Authenticator

Let's try it out



Approve the notification we're sending to your app by entering the number shown below.

**28**

[Back](#) [Next](#)

[I want to set up a different method](#)


8

Keep your account secure

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

 Microsoft Authenticator

[Done](#)

9

**FOLLOW INVITATION  
ACCEPTANCE PROCESS**



**If you already HAVE an existing Microsoft Identity the process will be more streamlined:**

**1**

Green Mortgage Lawyers

### Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

**2**

Green Mortgage Lawyers

### Enter password

[Forgotten my password](#)

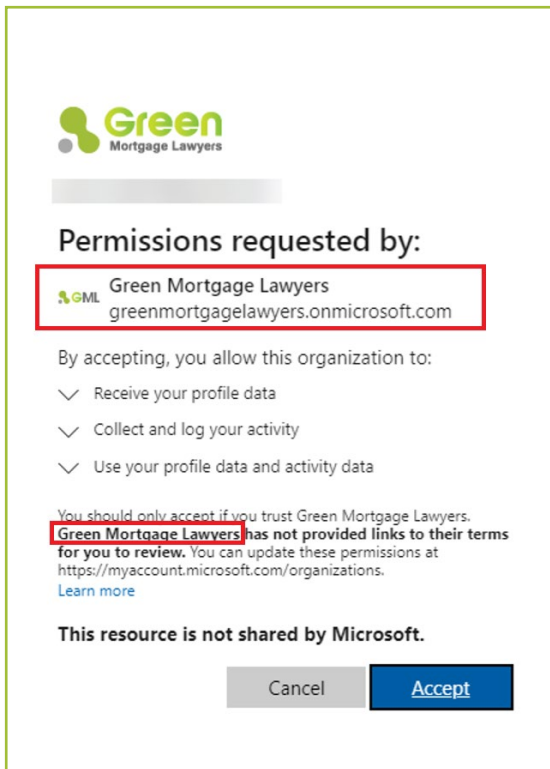
[Sign in with another account](#)

[Sign in](#)

Welcome to Green Mortgage Lawyers

# FOLLOW INVITATION ACCEPTANCE PROCESS

3



**Green Mortgage Lawyers**

Permissions requested by:

**Green Mortgage Lawyers**  
greenmortgagelawyers.onmicrosoft.com

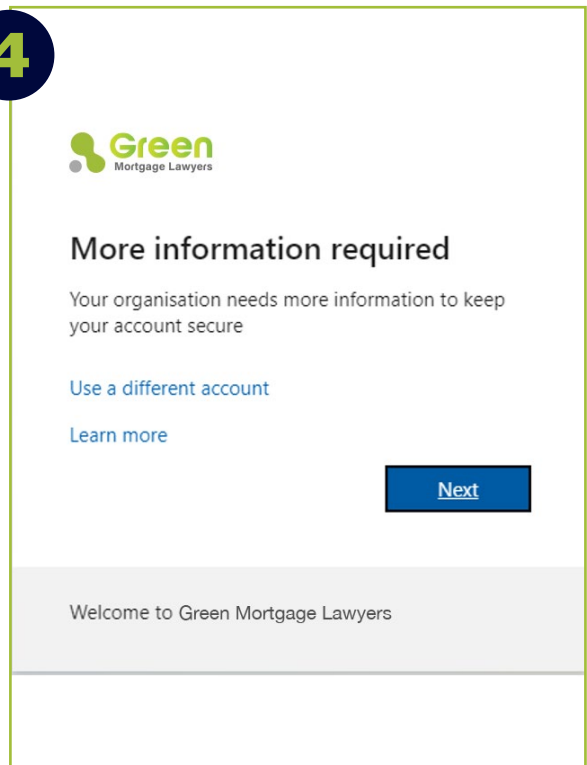
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[Learn more](#)

**This resource is not shared by Microsoft.**

4



**Green Mortgage Lawyers**

### More information required

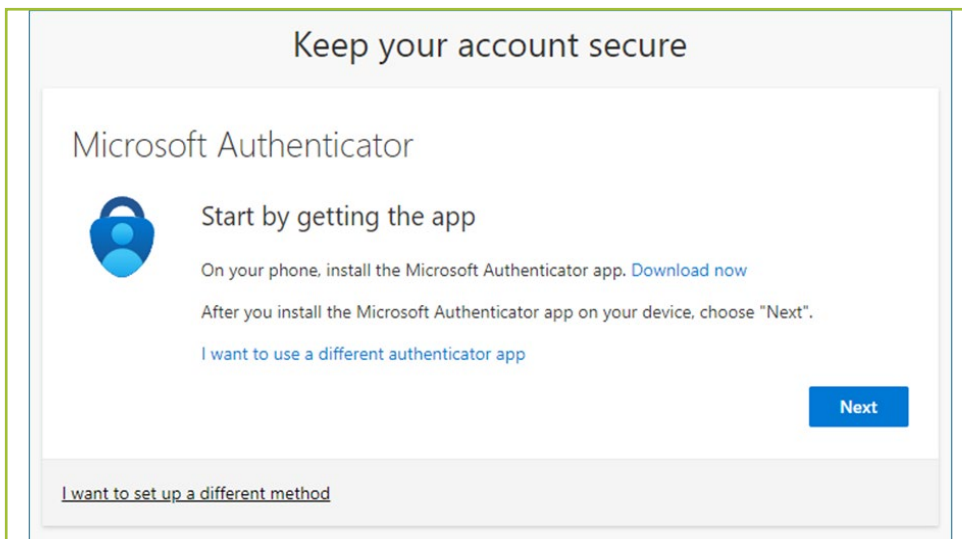
Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)


Welcome to Green Mortgage Lawyers

5



### Keep your account secure

#### Microsoft Authenticator

 Start by getting the app

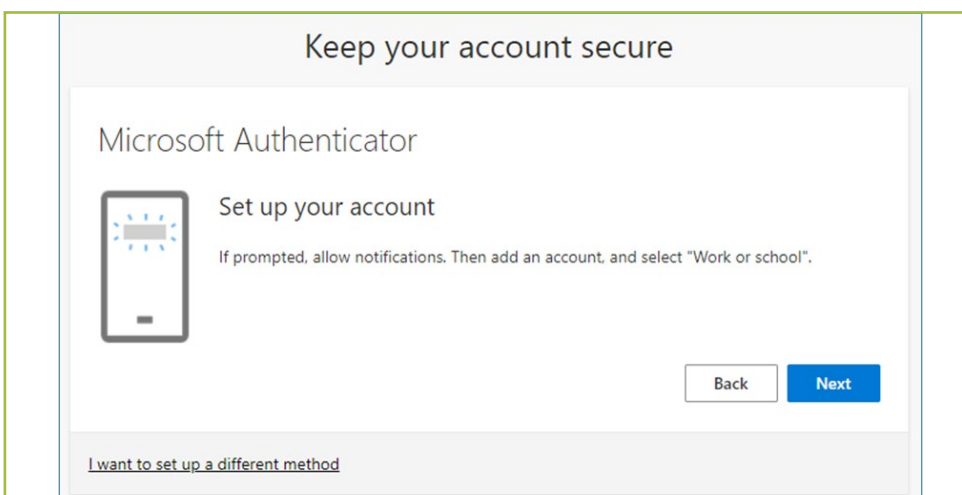
On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)


[I want to set up a different method](#)

6



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#### Microsoft Authenticator

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[I want to set up a different method](#)

# FOLLOW INVITATION ACCEPTANCE PROCESS


Keep your account secure

### Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)


[I want to set up a different method](#)

7

Keep your account secure

### Microsoft Authenticator

Let's try it out



Approve the notification we're sending to your app by entering the number shown below.

28

[Back](#) [Next](#)

[I want to set up a different method](#)


8

Keep your account secure

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

 Microsoft Authenticator


[Done](#)

9

# STEP 03

## SET UP MICROSOFT AUTHENTICATOR APPLICATION

- ✔ **You will need Microsoft Authenticator on your mobile device** as your second factor authentication. You can get the App from the Google Play Store or from the Apple App Store. Make sure you select this App to install:



**Microsoft Authenticator**  
Use Microsoft Authenticator for easy, secure sign-ins for all your online accounts using multi-factor authentication, passwordless, or password autofill...

- ✔ You can choose different MFA authentication methods. **Follow these instructions to set up your preferred method:**

01

### – MICROSOFT AUTHENTICATOR APP SETUP:

- ✔ Click the “Next” button to set up the Microsoft Authenticator Application as your authentication method.

If you prefer to use your mobile phone or landline phone for authentication, skip to Step 6.



02


### – ALTERNATIVE PHONE AUTHENTICATION:

- ✔ To set up Microsoft Authenticator App as an authentication method, you must **first download and install the Microsoft Authenticator App** downloaded to your mobile phone.

## Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

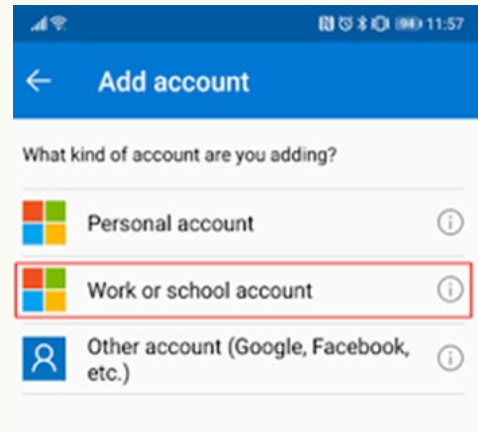
[I want to set up a different method](#)

# STEP 04

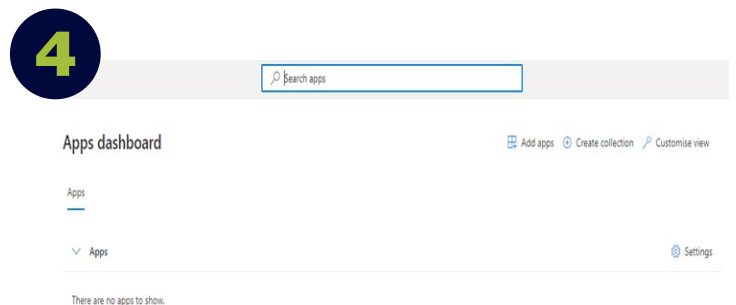
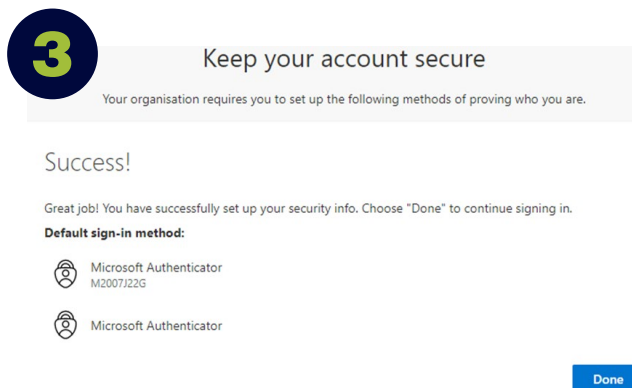
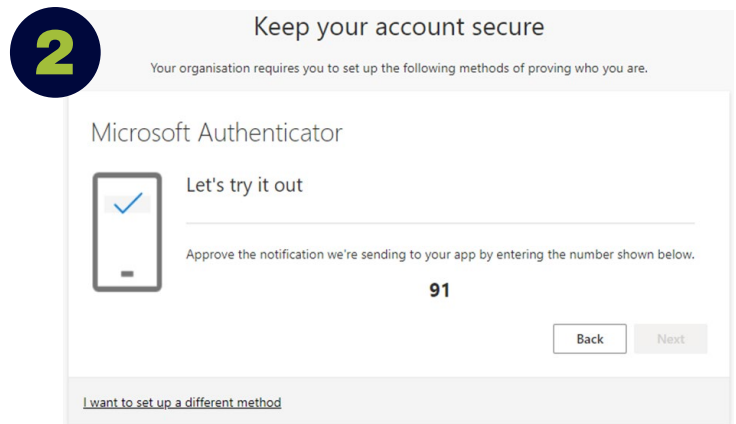
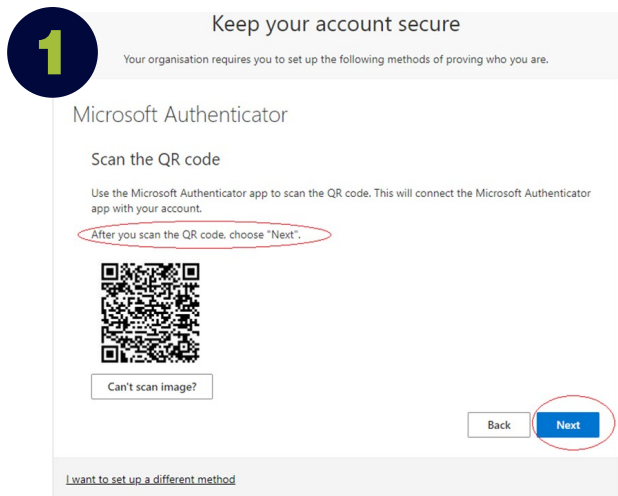
## ADD ACCOUNT TO MICROSOFT AUTHENTICATOR APP

✔ **Open the Microsoft Authenticator App on your mobile phone.**

- Select < **Add Account** > from the < **Customize and Control** > icon in the upper-right.
- Then select < **Work or School Account** >.



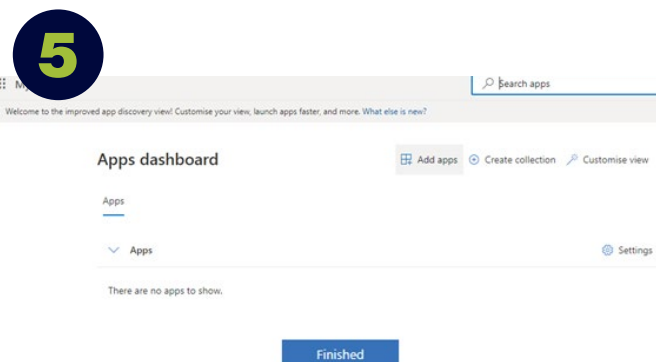
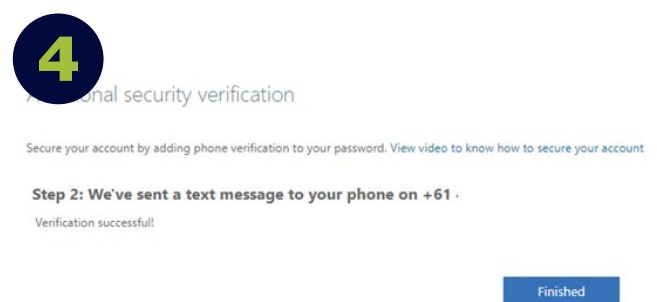
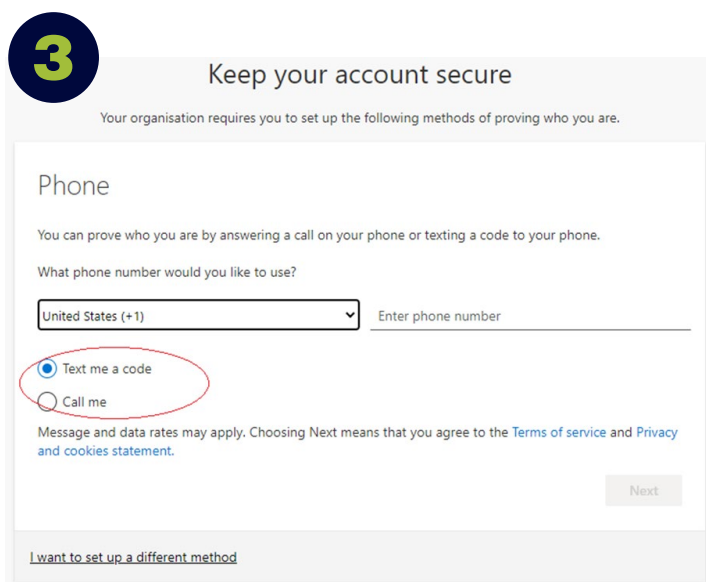
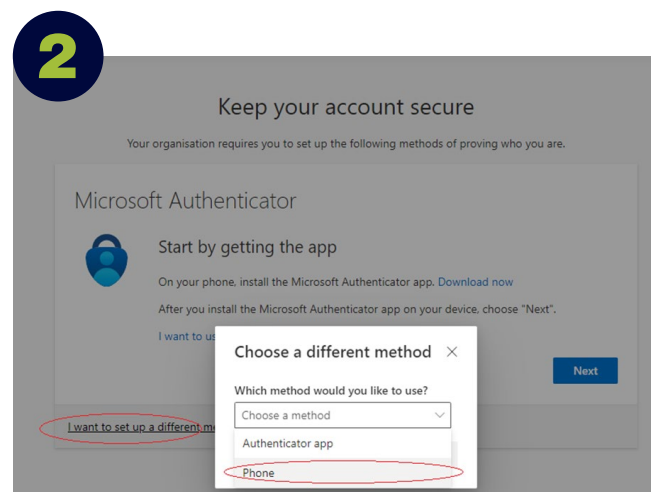
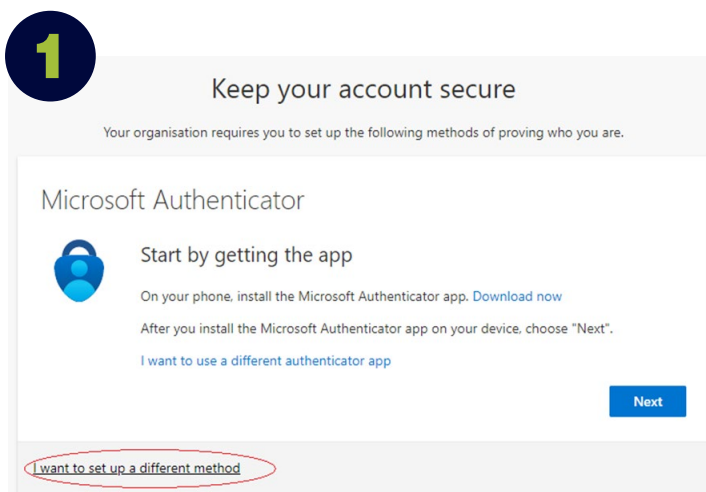
✔ **Next, scan the barcode to set up the authentication method.**



# STEP 05

## SET UP MICROSOFT AUTHENTICATOR APP

- ✔ Choose the option **“I want to set up a different method”** if you prefer to use your mobile phone or landline phone as your authentication method.



# STEP 06

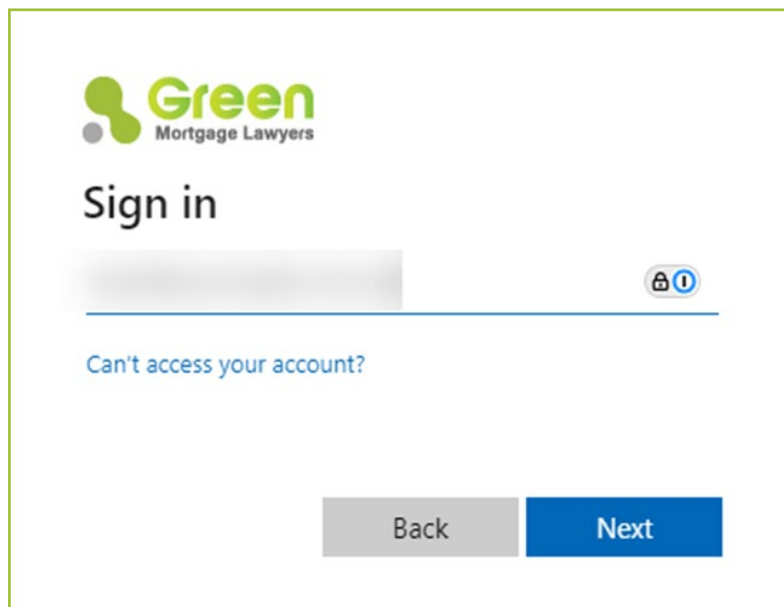
## ACCESS NEW GMLTrack MFA PRODUCTION SITE

- ✓ After you complete the **GMLTrack MFA invitation acceptance process** in the previous steps, you can **access the new GMLTrack MFA Production site below**.  
<https://gmltrack.greenmortgagelawyers.com/>

# STEP 07

## LOG INTO SITE VIA MFA

Log in to the site via MFA by clicking on the link “Sign in with GMLTrack”.  
You’ll need to accept the terms below before continuing the first time you log in.



The screenshot shows the sign-in page for Green Mortgage Lawyers. At the top left is the Green Mortgage Lawyers logo. Below it is the text "Sign in". There is a password input field with a lock icon and an eye icon to its right. Below the input field is a blue link that says "Can't access your account?". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.



### Enter password

[Forgotten my password](#)


[Sign in with another account](#)

**Sign in**

Welcome to Green Mortgage Lawyers



### Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

**87**

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

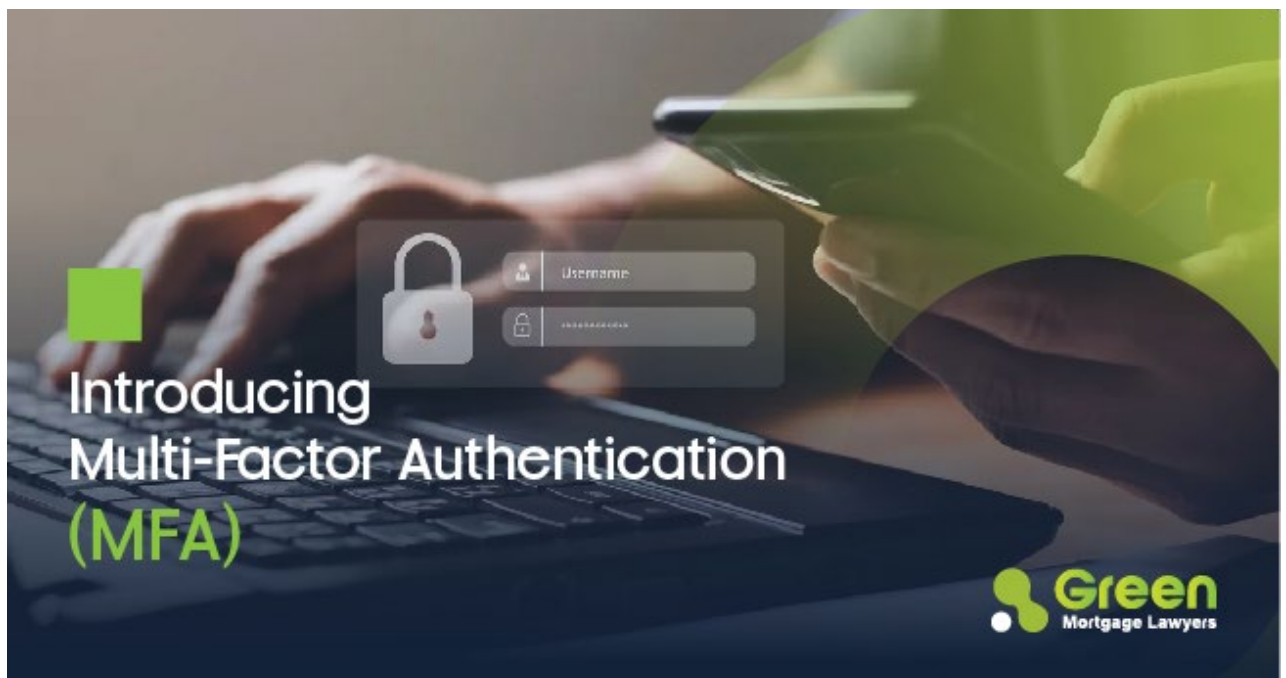
[More information](#)

## YOU'RE NOW READY TO USE THE GMLTRACK MFA **APPLICATION SITE**

- ☑ You're now ready to use the **GMLTrack MFA** application site for your everyday work.



Please note that **you will no longer be able to use** the existing GPSL application site at the following link: <https://gpslending.gadens.com/>



For any assistance with the **GMLTrack** application, you can contact the GPS Support team at [support@greenmortgagelawyers.com](mailto:support@greenmortgagelawyers.com)