Two-step sign-in

With two-step sign-in on, signing in also asks for a code from an app on your phone, so a stolen password is not enough.

Steps

1. Install an authenticator app on your phone, such as Google Authenticator, Microsoft Authenticator or 1Password.
2. Press your initials at the top right, open Your profile, and press Turn on two-step sign-in.
3. Scan the square with the app, or type in the key shown under it. Then type the six digits the app shows, and press Turn it on.
4. Keep your backup codes somewhere safe. Each one works once, for the day your phone is lost.

Good to know

On the live HQ, two-step sign-in is required for everybody.

Lost your phone? Sign in with a backup code, then press Make new backup codes. Or ask your company's owner to turn your two-step sign-in off, and set it up again on the new phone.

Your profile also lists your recent sign-ins, so you can see whether anybody else got in.