



# HOW TO ACCESS MYBBDVAULT



myBBDVault is your one-stop shop for exchanging files and records at any time, 24/7 with the team at Business by Design.

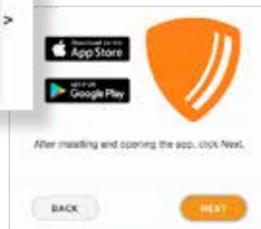
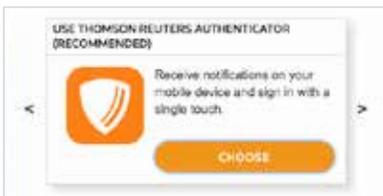
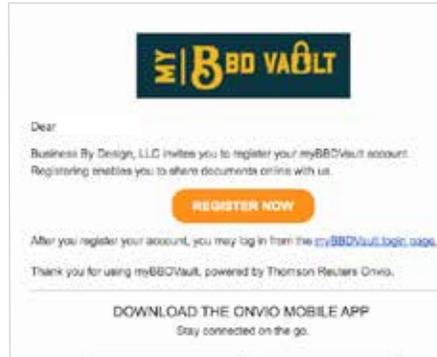
## REGISTER YOUR MYBBDVAULT ACCOUNT

Open your myBBDVault registration email and

- Click on the REGISTER NOW button
- Enter your name and choose a password
- Click REGISTER ME button on the lower left



Sign into your account using your email address and new password



### MULTI-FACTOR AUTHENTICATION (MFA)

When prompted to set up MFA

- Click SET UP NOW button
- Choose an authenticator app. The Thomson Reuters Authenticator is recommended
- Your computer will tell you to open the app on your mobile device and point your device at the QR code on your screen. Your mobile device will ask you if the app can have access to your camera. Click YES and then scan the code
- After you scan the QR code, type in the code generated by your app

## ACCESSING YOUR MYBBDVAULT

- You can access your account by going to our website: myBBD.com
- At our home page, on the right side, look for the myBBDVault Online Login as seen here
- Enter your Username and Password when prompted
- The first time you access your myBBDVault you will be asked to enter a code generated by your authenticator app

