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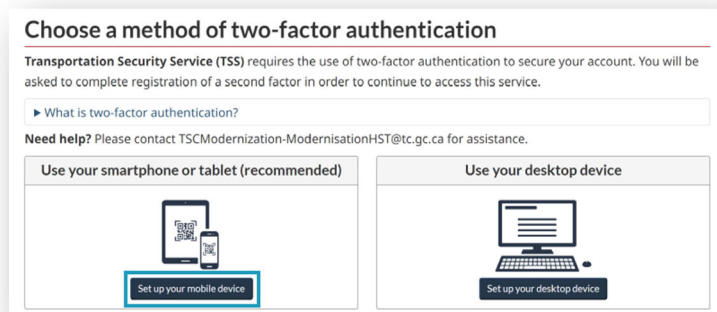
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How to set-up your 2-factor authenticator?

To access your TSS account, you must add a 2-factor authenticator to protect your account. Note that no personal information is shared between the third-party application and the Government of Canada.

A. How to set-up your 2-factor authenticator on a mobile device (smartphone or tablet)

Click “Set up your mobile device”.



Read the terms and conditions and click “I accept”.



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On this page you'll find information on:

- How to prepare your mobile device.
- How to install a 2-factor app on your mobile device. Choose one in the “*Example apps*” list such as Microsoft Authenticator, Google Authenticator, Cisco Duo, etc.
- Or, add a 2-factor account if you already have an application.

When you're done, click "Continue".

Prepare your mobile device

You can use an app on your mobile device (smartphone or tablet) as a second factor.

▼ Example apps for two-factor authentication

There are several apps that provide this service, such as Google Authenticator and Microsoft Authenticator. Whichever app you choose, ensure that it comes from a reputable vendor.

How to install an app

Always download an app from a trusted source to reduce the risk of installing a malicious app onto your device. Trusted sources include the Apple App Store, Google Play Store, and the Microsoft Store.

▼ To install an authenticator app on your mobile device

1. Open the App Store on your device and search for "Authenticator".
2. Choose the authenticator app that you wish to use.
3. Install your chosen app.

Ensure that you regularly apply security updates to your device.

Already have an authenticator app installed?

Open the authenticator app on your device and prepare to add your two-factor account:

1. On most apps, you tap on a plus (+) sign to add a new account.
2. Select the option to scan a bar code or QR code. If you are on a mobile device now and cannot scan a bar code or QR code, select the option to manually enter a pin or secret key.

Once you are ready, continue to the next page.

Need assistance in preparing your device? Please contact TSCModernization-ModernisationHST@tc.gc.ca for support.

Continue

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Register your device by using your authenticator application:

1. Point your device's camera at the QR code or fill in your *Secret key* in your authenticator app.
2. Fill in the one-time password code that will be displayed on your phone screen into the "Authentication code" box. Note that the code changes every 30 seconds.
3. Click "Continue".

Government of Canada / Gouvernement du Canada

Two-factor authentication

Register your device

Register your one-time passcode device as follows:

1. Point your device's camera at the image below. Your authenticator app automatically scans the code and adds your account.

Are you currently signing up from your mobile device?
You can copy the secret key below and paste it into your authenticator app instead.

Secret key

Copy secret key

2. Once the two-factor account has been added into your mobile app, a six-digit code will appear. Enter this authenticator code below and select **Continue**.

* Authenticator code (Required field)

Continue

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Save your recovery codes:

Caution: If you lose or damage your smartphone, tablet, or desktop, or reinstall your authenticator app, then you can recover access to your account using a recovery code. Without a recovery code, you could permanently lose access to your 2-factor account. In the wrong hands, codes could be misused to compromise your account. You're responsible for keeping them.

1. Print the page or copy your recovery codes and keep them in a safe place.
2. Check the box to confirm you securely recorded and stored your recovery codes.
3. Click "Continue"

Two-factor authentication

Recovery codes

You must record these recovery codes to protect your two-factor account. Keep them somewhere safe and accessible only to you.

Your recovery codes are:

Recovery codes for Transport Canada issued on: Wednesday, June 7, 2023 at 08:53:08 EDT

Note: Recovery codes are **case sensitive**.

Write these codes down, or print this page using the button below, then store them in a secure location!

1.

▶ Why do I need recovery codes?

▶ Have you just used an old recovery code?

⚠ Do not share or lose your recovery codes!

Without a recovery code, you could permanently lose access to your two-factor account. In the wrong hands, codes could be misused to compromise your account. You are responsible for their safekeeping.

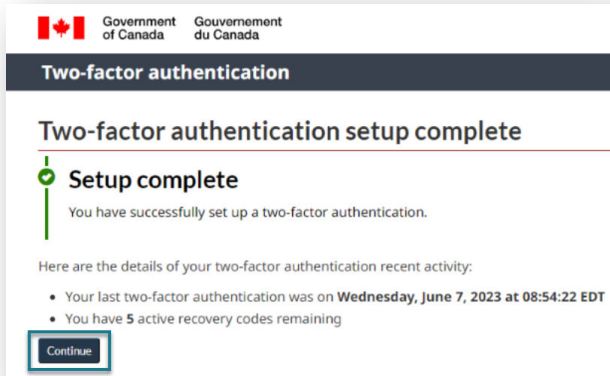
Have you securely recorded these codes?

2. Yes, I have securely recorded and stored these codes.

3.

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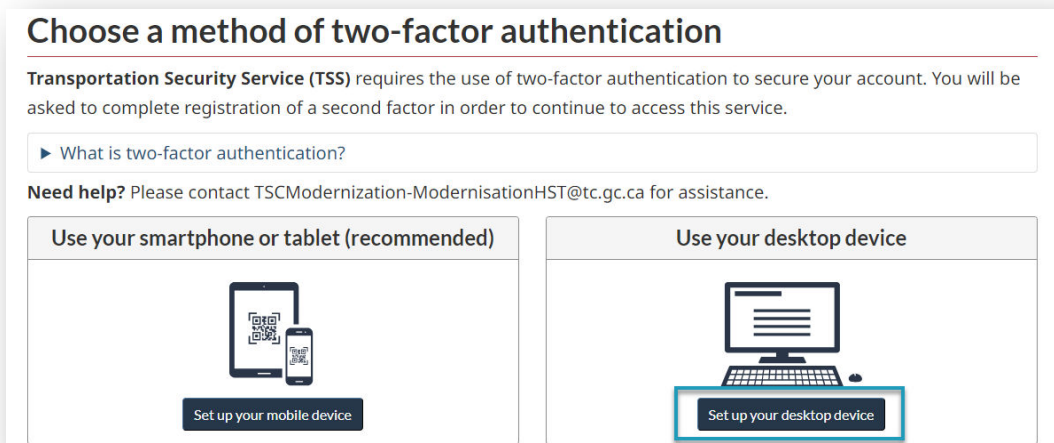
Click “Continue” to complete your two-factor authentication setup.



You are now directed to the last step: How to fill in your invitation code? (See p.11)

B. How to set-up your 2-factor authenticator on a desktop (PC or laptop)

Click “Set up your desktop device”.



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Read the terms and conditions and click “I accept”.

Terms and conditions of use

The Government of Canada and Shared Services Canada are committed to providing measures that respect and value your privacy and security. The collection, use and disclosure of any personal information as it applies to your two-factor credentials is governed by the [Privacy Act](#) and our [Privacy Policy](#).

In return for the Government of Canada providing you with a two-factor credential, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your two-factor credential. If you suspect that others have obtained access or that your credential has been compromised, you are responsible for revoking your access to the service and then re-registering with a new two-factor credential.
- You understand and accept that the Government of Canada can revoke your two-factor credential for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the two-factor authentication service. More details can be found in our [Disclaimers](#).

Choose the **I accept** button to accept the Privacy statement, as well as the Terms and Conditions, as stated above.
Choose the **I decline** button to end this process and cancel the two-factor credential sign-up.

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On this page you'll find information on:

- How to prepare your desktop device.
- How to install a 2-factor app on your desktop device. Choose one that comes from a reputable vendor like Microsoft Authenticator, Google Authenticator, Cisco Duo, etc.
- Add a 2-factor account if you already have an application.

When you're done, click "Continue".

Prepare your desktop device

You can use an app on your desktop device (laptop or computer) as a second factor.

▼ Example apps for two-factor authentication

There are several apps that provide this service. Whichever app you choose, ensure that it comes from a reputable vendor.

How to install an app

Always download an app from a trusted source to reduce the risk of installing a malicious app onto your computer. Trusted sources include the App Store on your computer or the app vendor's official website.

▼ To install an authenticator app on your desktop device

1. Open the App Store on your device and search for "Authenticator", or visit your preferred vendor's website.
2. Install or download your chosen app.

Ensure that you regularly apply security updates to your computer.

Already have an authenticator app installed?

Open the authenticator app on your device and prepare to add your two-factor account. On most apps, you tap on a plus (+) sign to add a new account. You will be presented a field to enter a secret key.

Once you are ready, continue to the next page.

Need assistance in preparing your device? Please contact TSCModernization-ModernisationHST@tc.gc.ca for support.

Continue

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Last update: February 27, 2024
Version: 1.1

Register your device by using your authenticator application:

1. Copy and paste your *Secret key* numbers in your desktop authenticator app.
2. Fill in the one-time password code that will be displayed on your computer screen into the "Authentication code" box. Note that the code changes every 30 seconds.
3. Click "Continue".

Register your device

Register your one-time passcode device as follows:

1. Open your preferred desktop authenticator app.
2. Enter the secret key value shown in the box below into your desktop authenticator app.

Secret key

3. Give the secret key a name you can remember. You can include the identifier **46ZS**. This identifier will be displayed to help you find this secret when you login.
4. Once the two-factor account has been added into you desktop app, a six-digit code will appear. Enter this authenticator code below and select **Continue**.

*** Authenticator code (46ZS) (Required field)**

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Save your recovery codes:

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1. Print the page or copy your recovery codes and keep them in a safe place.
2. Check the box to confirm you securely recorded and stored your recovery codes.
3. Click "Continue".

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Two-factor authentication

Recovery codes

You must record these recovery codes to protect your two-factor account. Keep them somewhere safe and accessible only to you.

Your recovery codes are:

Recovery codes for Transport Canada issued on: Wednesday, June 7, 2023 at 08:53:08 EDT

Note: Recovery codes are **case sensitive**.

Write these codes down, or print this page using the button below, then store them in a secure location!

1.

▶ Why do I need recovery codes?

▶ Have you just used an old recovery code?

Do not share or lose your recovery codes!

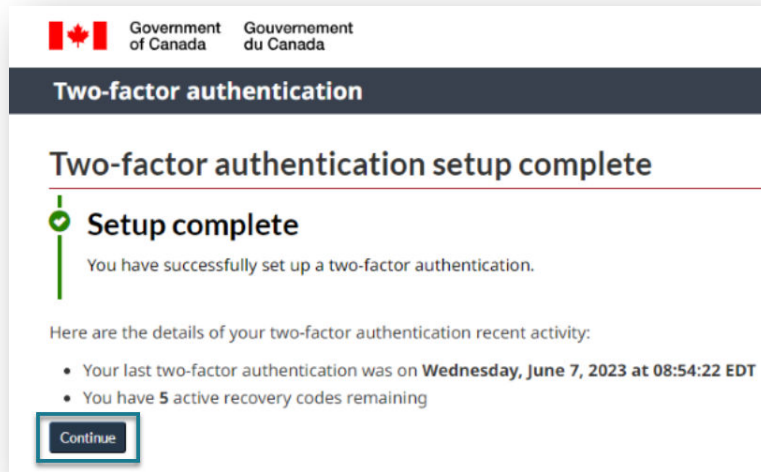
Without a recovery code, you could permanently lose access to your two-factor account. In the wrong hands, codes could be misused to compromise your account. You are responsible for their safekeeping

Have you securely recorded these codes?

2. Yes, I have securely recorded and stored these codes.
3.

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Click “Continue” to complete your two-factor authentication setup.



You are now directed to the last step: Fill in your invitation code.

How to enter your invitation code?

To complete your TSS account creation and start your application:

1. Copy the invitation code that you’ve received in your “Transportation Security Services account initiation” email and paste it in the box
2. Click on “Register”

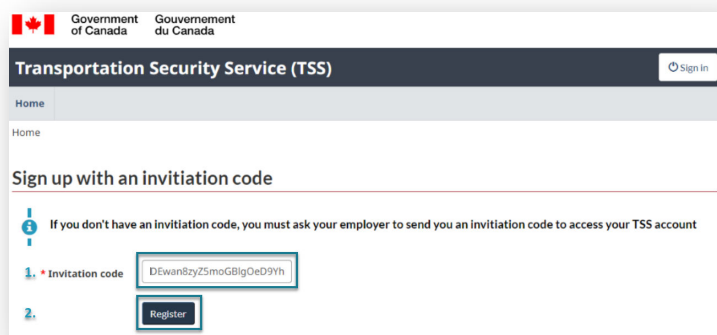


Figure 1 Sign up with an invitation code screen

Congratulations, you’ve completed the 3 registration steps! You are now logged in your TSS account.

Click on “My TSC application” tile to start your application.

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Get help with 2-factor authentication

If you are having difficulties configuring the 2-factor authenticator, please send an e-mail to TSSModernization-ModernisationSST@tc.gc.ca with the following information:

- A detailed description of the problem.
- Screenshots to illustrate the situation.

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