

INSTRUCTIONS FOR AUTHY FOR PC/MAC

Authy offers a Chrome browser extension you will need to download to your secure, personal computer. You should only use this option if the computer cannot be accessed by other users.

- The extension download can be found at <https://authy.com/download>. Click on the icon under “Use Authy in your Chrome browser”.

Authy

APP FEATURES ▾ 2FA GUIDES HELP BLOG DEVELOPERS ▾ DOWNLOAD

Download Authy

Mobile

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Download on the App Store

Get started with Authy

United States (+1)

Mobile Number

SUBMIT

Chrome

Use Authy in your Chrome browser

available in the chrome web store

Authy Powered by Twilio

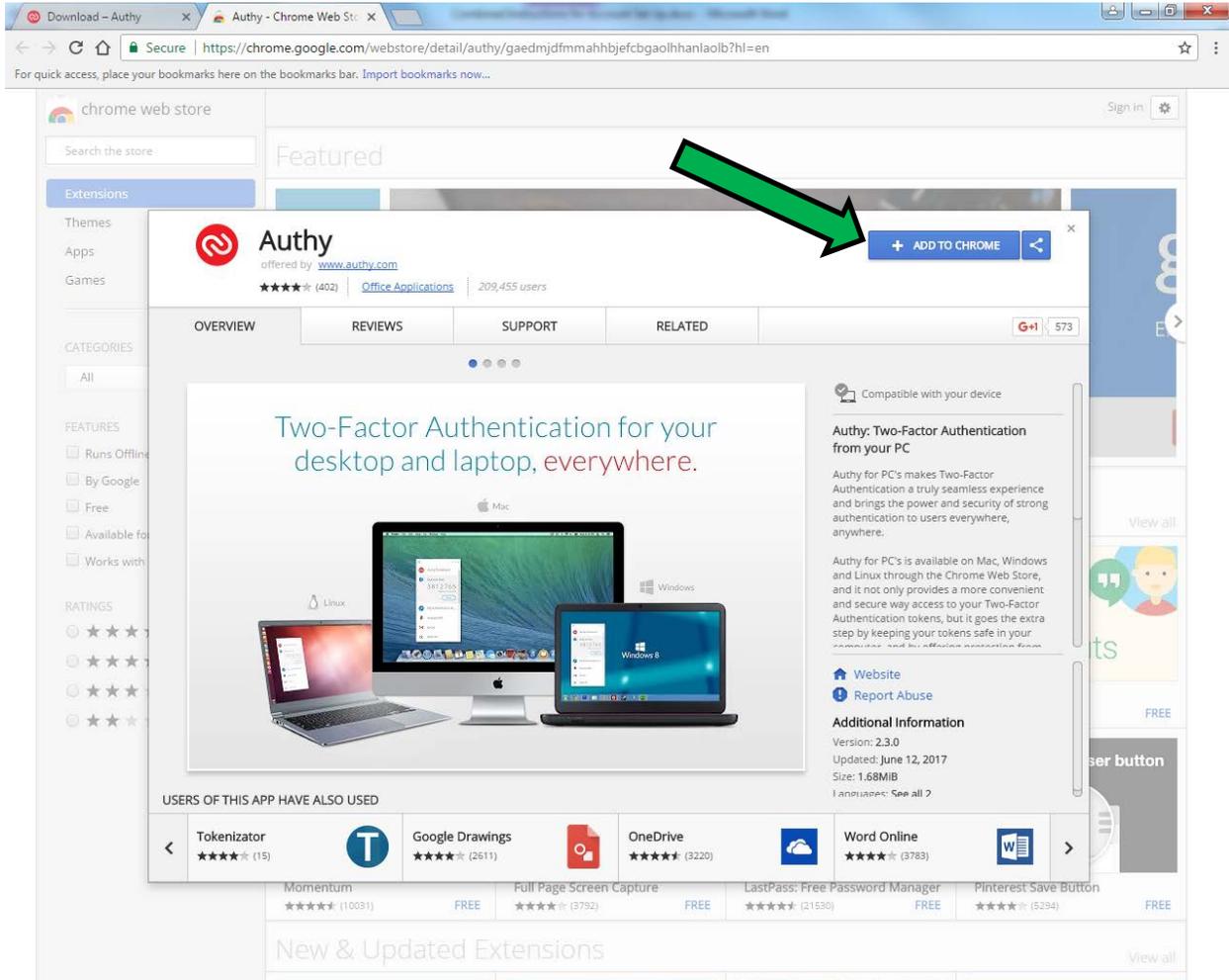
Build 2FA into your applications with Twilio APIs.

TALK TO SALES

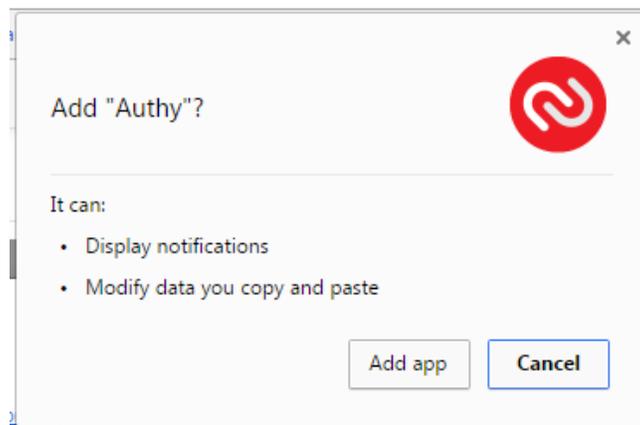
[Learn more about 2FA API](#)

[Access the Dashboard](#)

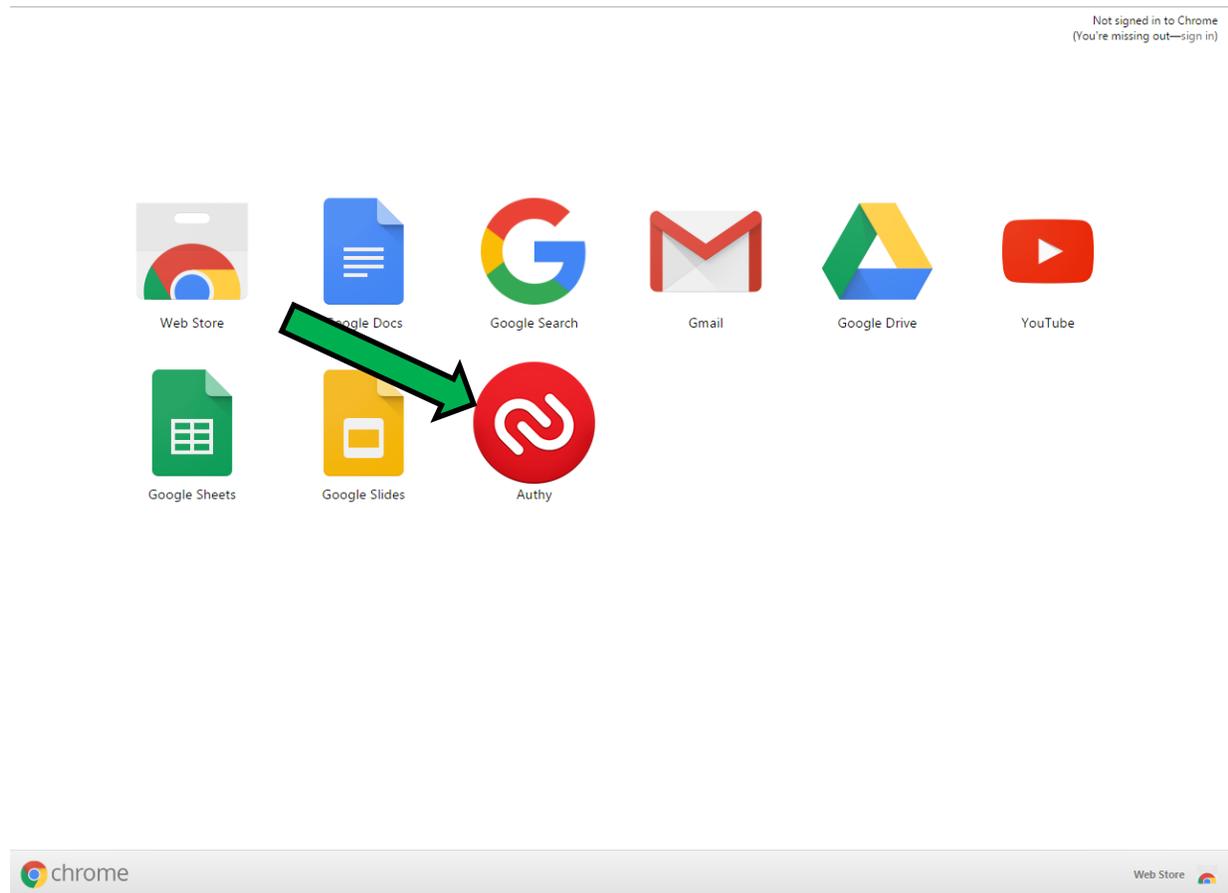
- On the following screen, click the “Add To Chrome” button.



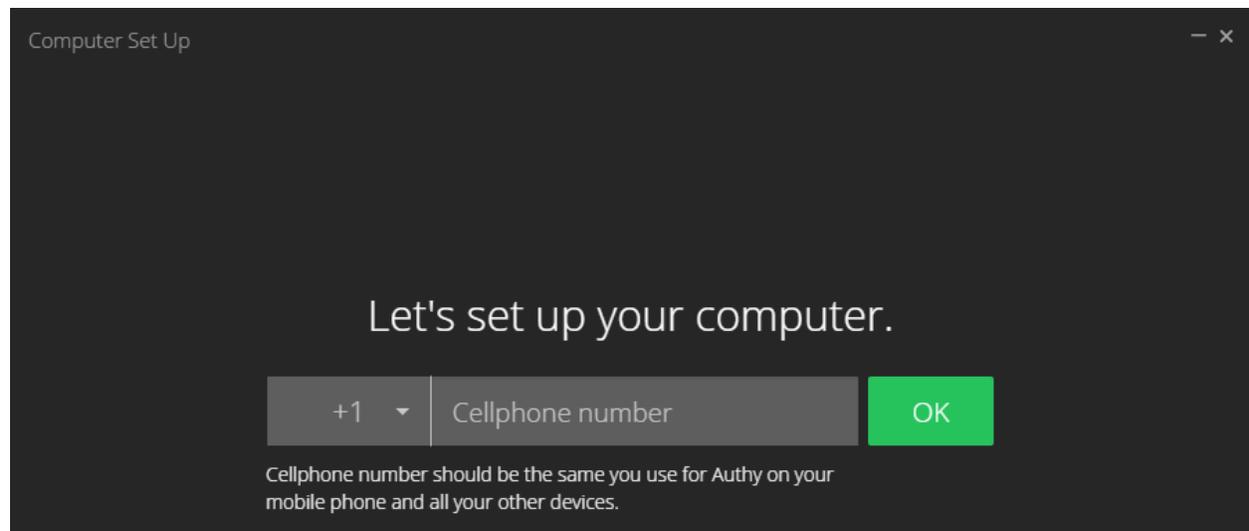
- In the pop-up box that appears, click the “Add app” button.



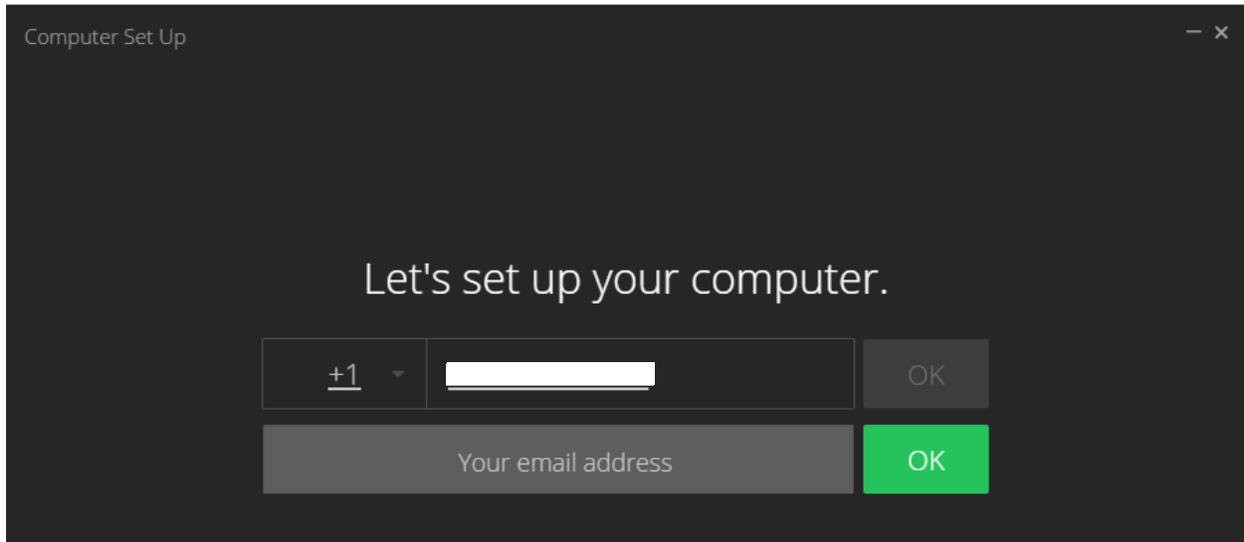
- On the next screen, click the Authy icon.



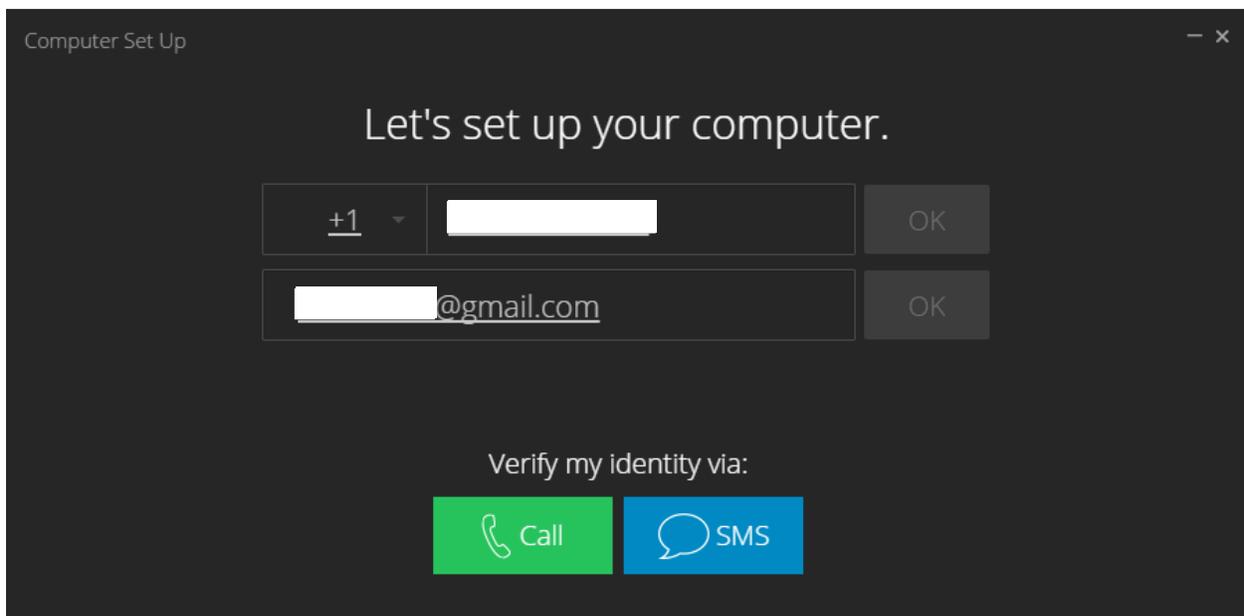
- A pop-up box will appear entitled “Computer Set Up”. Enter your cellphone number and click the “OK” button. (If you do not have a cellphone number, you may enter a landline phone number instead.)



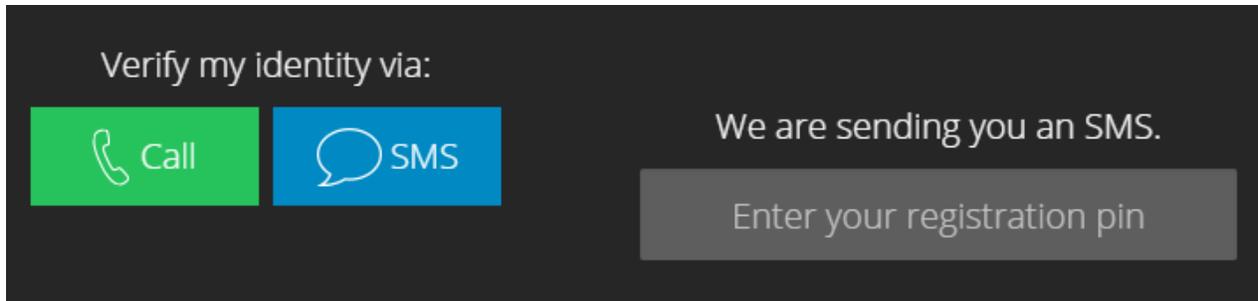
- The pop-up box will appear again with a new field added. Enter your email address and click the “OK” button.



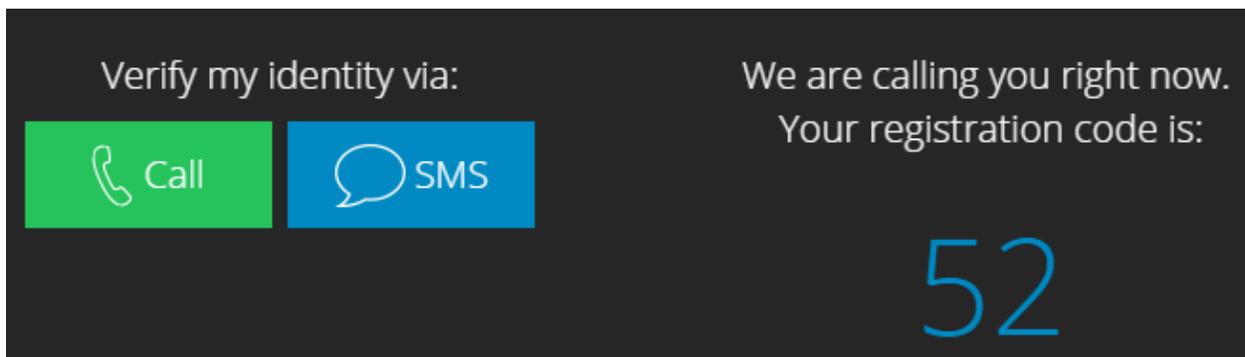
- The pop-up box will now display your contact information. Select a method by which to verify your account. Click the “SMS” message if you want to receive a registration code via text message. Click the “Call” button if you want to receive a registration code via phone call. If you are using a landline telephone, be sure to select “Call”.



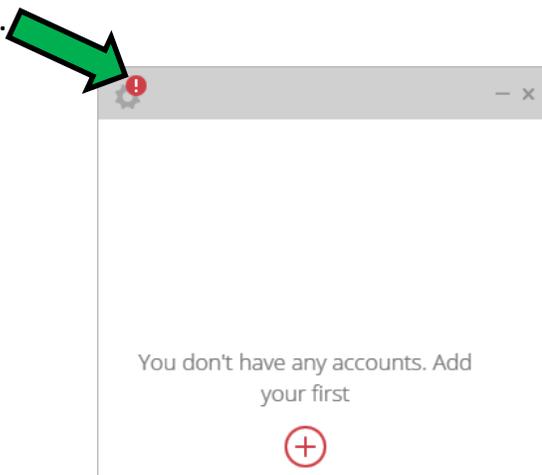
- If you selected to receive a registration code via SMS (text), the following screen will appear. Enter the code received on your cellphone in the “Enter your registration pin” field.



- If you selected to receive a registration code via Call (phone), the following screen will appear. Enter your registration code when prompted by the automated telephone call.



- Once you have entered your registration code, the “Computer Set Up” box will vanish and a new pop-up box will appear. Click on the  icon in the upper left-hand corner.



- An Account Set Up box will appear. Enter a password in the “Master password” field and click Set. The Account Set Up box will reappear and require you to re-enter your password. Once you have re-entered your password, click Save. Once the Account Set Up box reappears, click “Add Authenticator Account”.

Account External Accounts Devices — ×

Cellphone number [Edit](#)

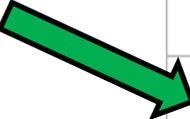
Email [Edit](#)

Authy ID

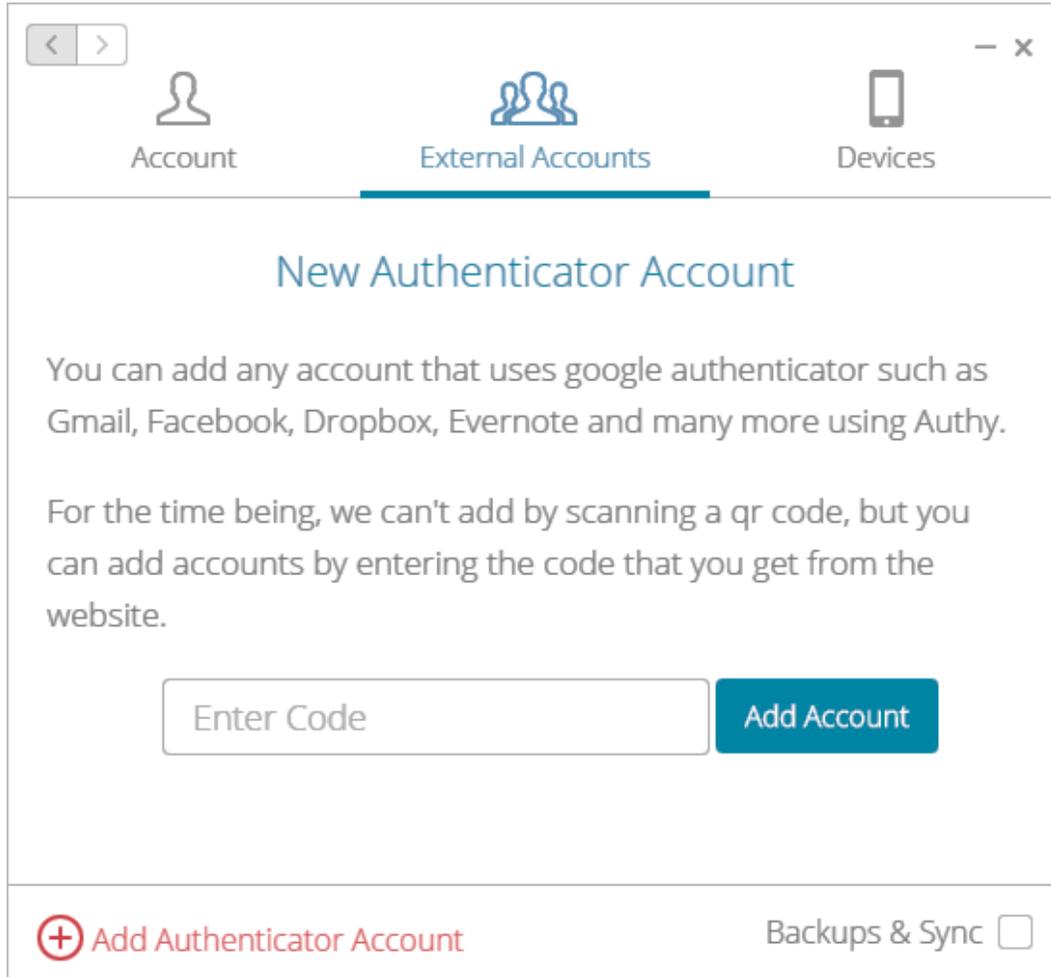
Master password [Set](#)

You don't have a password yet. It's important to set one to keep your accounts safe on your desktop.

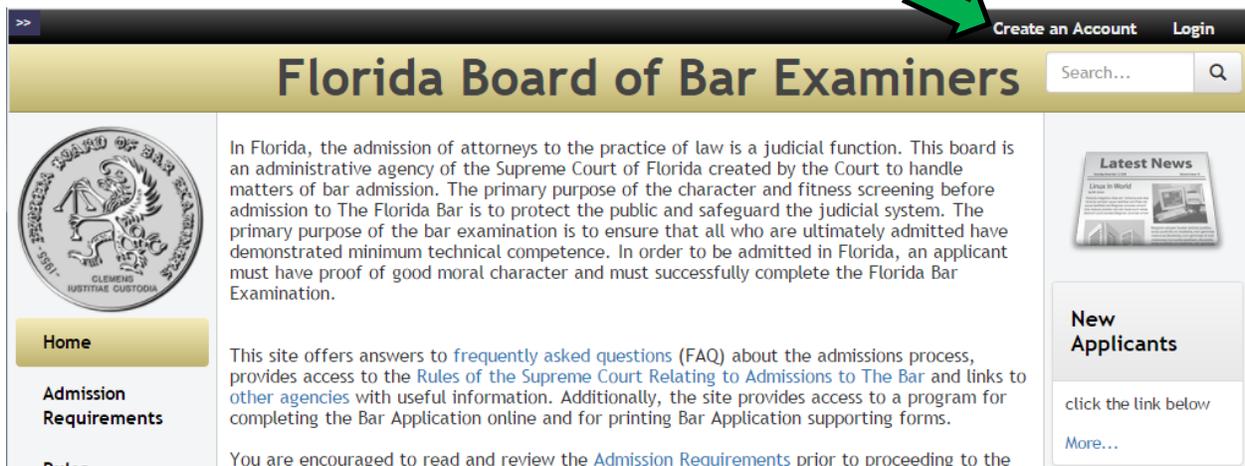
 For extra security and convenience install our Chrome Extension. It protects you against phishing attacks and lets you access your tokens faster.
[Install extension](#)

 [+ Add Authenticator Account](#) Backups & Sync

- The following box will appear.



- Without closing the “New Authenticator Account” box, open a separate tab in Google Chrome. Access the Florida Board of Bar Examiners website and click the “Create an Account” link located in the upper right-hand corner.



- As directed, select the appropriate checklist for your current status.

Who Needs to Create an Account

Please review the appropriate checklist and select the "Create an Account" link within the checklist when instructed.

- Register as a First or Second Year Student**
File the Student Registration by the earliest deadline under [rule 2-23.1\(a\)](#) to qualify for the lowest fee; students filing for the first time in the second year of law school must pay the full registration fee of \$400. Special Note: Student Registration provides both the Certified Legal Internship (CLI) clearance requirement, and preliminary processing for admission to The Florida Bar.
- Register for Certified Legal Internship (CLI) Clearance only**
If you plan to take the Florida Bar Examination in the future, do not use this checklist. If you do not plan to take the Florida Bar Examination in the future, then use this checklist to file a CLI Only Registration within 250 days from entry into law school to receive registrant clearance for the lowest fee.
- File a Bar Application** (Student Registration not previously filed, first time taker of the examination)
The Bar Application is required both to initiate the background investigation and to receive a ticket of admission into the General Bar Examination. Completed Bar Applications with the appropriate fee must be postmarked by the November 15 (for the February Examination) or May 1 (for the July Examination) filing deadline to avoid late filing fees. See [Florida Bar Examination Information](#) for more information about the General Bar Examination and the MPRE. Though you can wait until the filing deadlines to submit your application, the sooner you initiate the process, the sooner the investigation can begin and the better the chance that the investigation will be complete at the time the examination results are released.
- File an Updated Bar Application** (Prior Bar Application now obsolete)
For those applicants whose prior application became stale pursuant to [rule 2-29\(a\)](#), was terminated pursuant to [rule 3-14.6\(a\)](#), or was denied under [rule 3-23.6\(d\)](#), a new Bar Application must be filed.

- After reviewing the checklist, and once you have read the Introduction to Online Bar Application in Step 3 of the checklist, click on the "Create an Account" link.

STEP 3 - COMPLETE THE APPLICATION ONLINE

When you have gathered the information above, you are ready to complete the online Bar Application. A high-speed Internet connection is recommended.

- Read the [Introduction to the Online Bar Application](#).
- Create an Account.** If you are unable to complete the online application within six months from the date you create your account, your account and all of the information you have entered will be deleted; you will have to start over by creating a new account.
- [Log in](#) to access the Main Menu of the Bar Application. It is best to answer the items in order.

- Enter the required information and click the “Submit” button.

Home Login

Florida Board of Bar Examiners

Procedure for Creating An Account
Fields preceded with an * are required

- Your Username must be an email address. It will be used to uniquely identify you. It must not have more than 50 characters.
- Your Password can be any combination of letters, numbers and symbols. It is case-sensitive and must contain at least six characters, but not more than twenty. To further secure your personal information, we encourage you to use a Password that is not easily guessed (i.e., don't use your name or birthday).
- Be sure to store your Username and Password in a secure, accessible place. Your information is securely maintained in this program and accessible only by you until you complete and finally print your Bar Application.
- The Board of Bar Examiners will not access any information, including your Password or Username, while you are completing the online Bar Application.
- After you enter all information and click the "Submit" button, a pop-up box will appear which will require you to enter a Two Factor Authentication token. You should have the Two Factor Authentication app set up on your smart device and have your smart device on hand before clicking "Submit." If you need assistance with Two Factor Authentication, refer back to Step 3 of the checklist.
- After you have registered your account and logged in, click on the "Profile" link at the top-right corner of your screen, where you will find a button that says "Scratch Codes." Click this button to see a list of scratch codes that can be used in the event you lose the smart device that is linked to your account for Two Factor Authentication. Be sure to store these codes in a secure, accessible place.

Title

*First Name

Middle Name

*Last Name

Suffix

*Mobile Phone

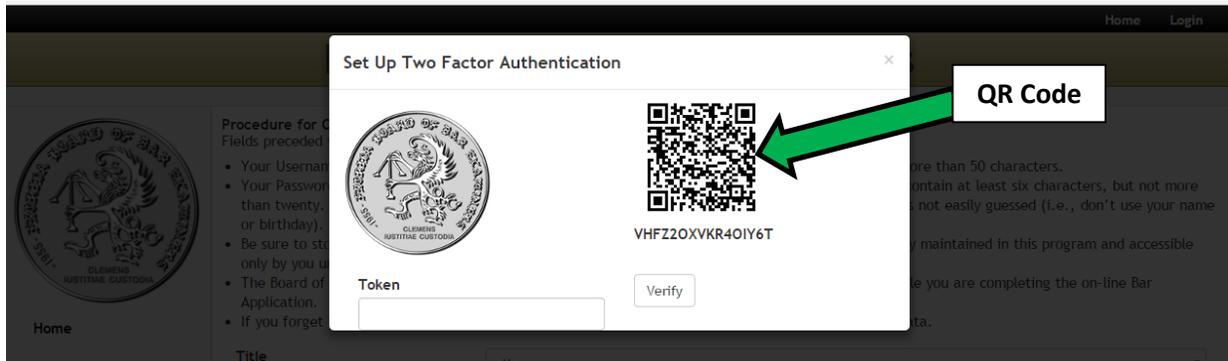
*Username

*Password

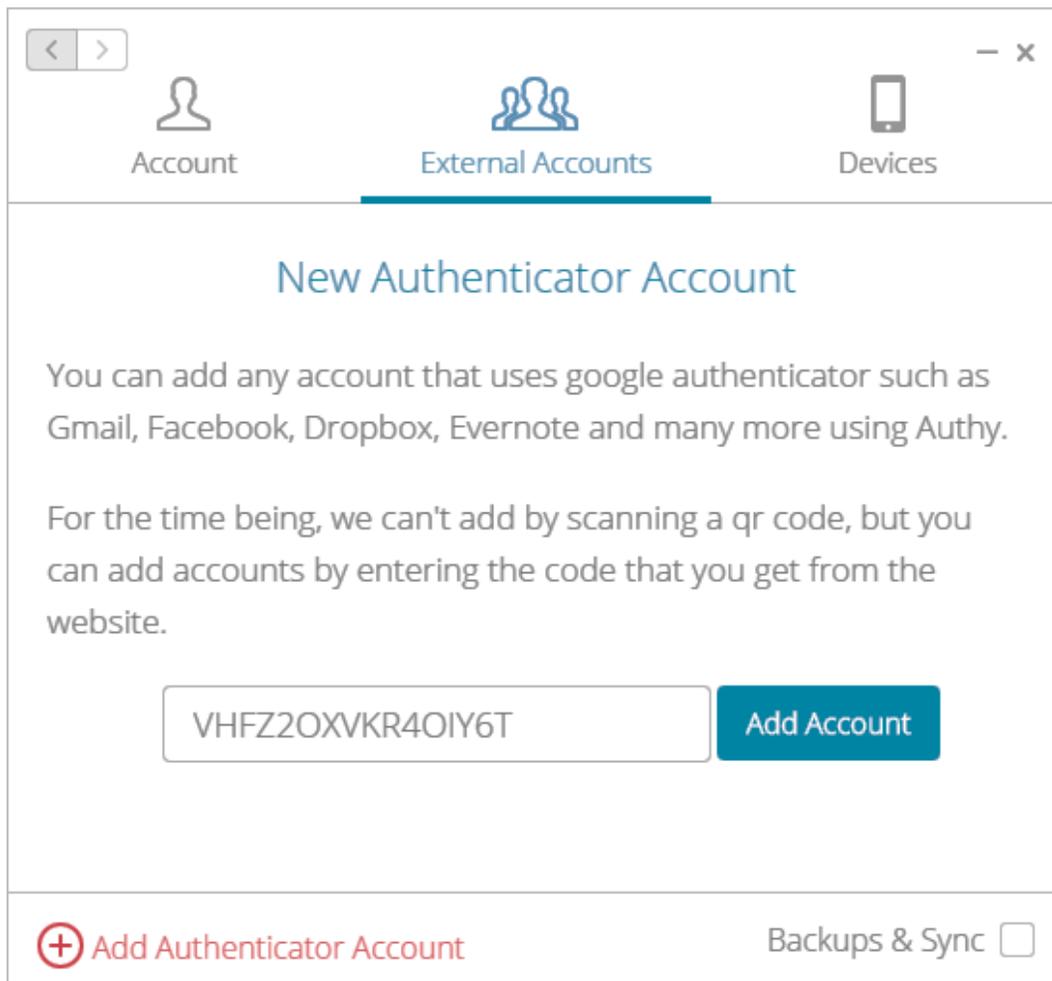
**Confirm Password

Submit Cancel

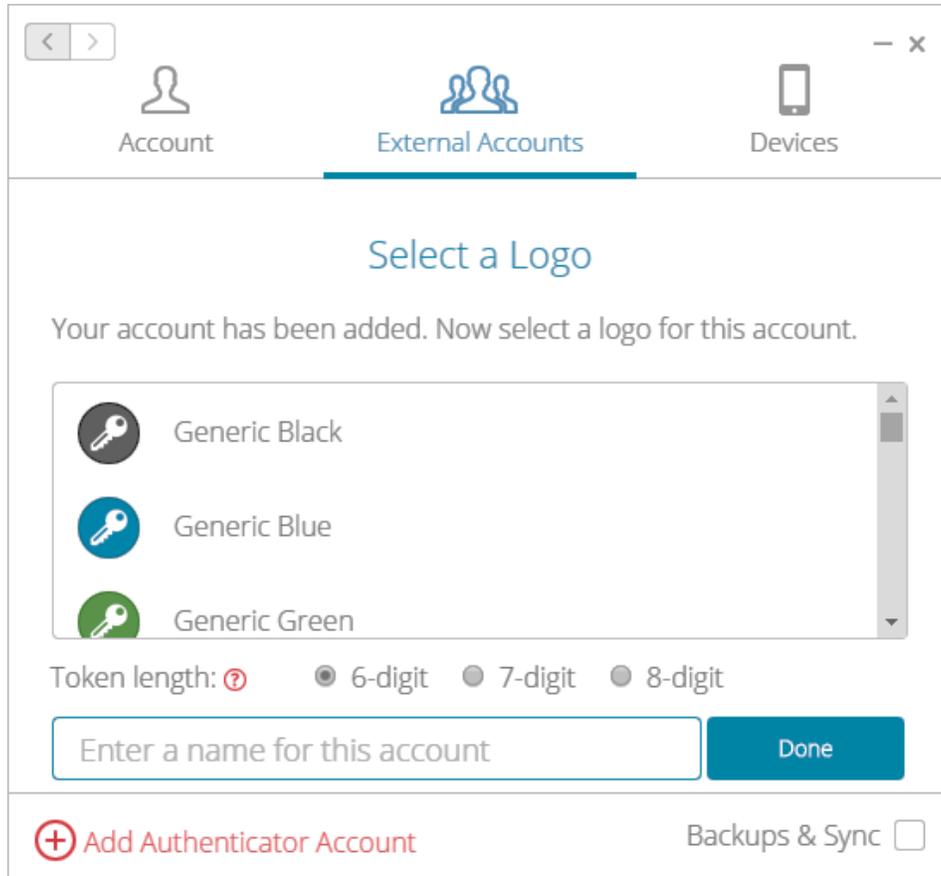
- A pop-up box will appear entitled “Set Up Two Factor Authentication”.



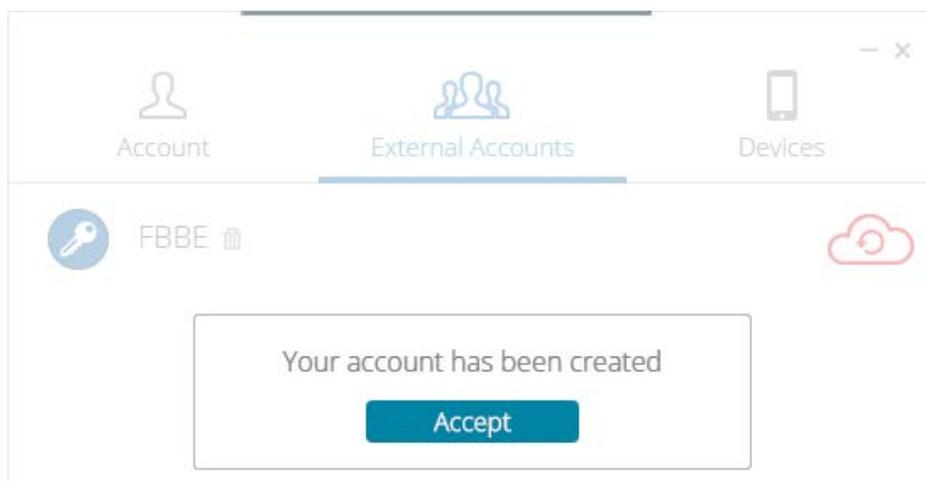
- Copy the alphanumeric code found directly under the QR Code (and directly above the “Verify” button). Without closing the Florida Board of Bar Examiners website, re-open the “New Authenticator Account” box in Authy. Enter the alphanumeric code from the “Set Up Two Factor Authentication” box into the “Enter Code” field and click the “Add Account” button.



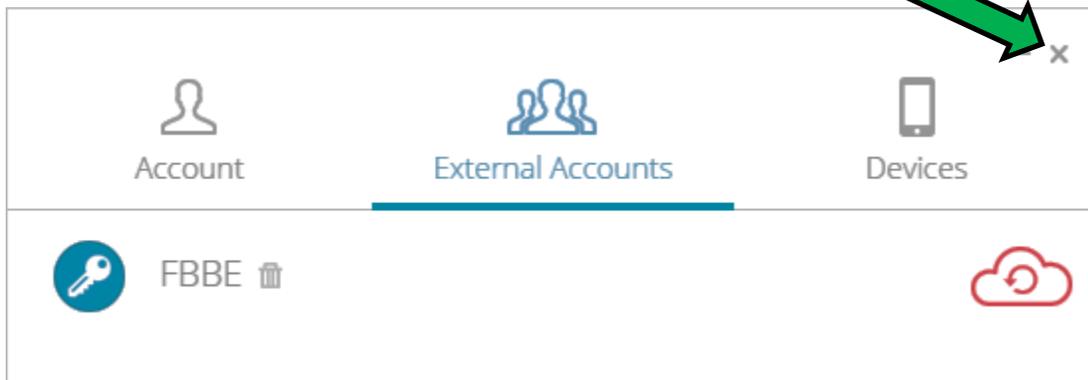
- A pop-up box will appear entitled “Select a Logo”. Select the logo you want to associate with your Florida Board of Bar Examiners account. Specify a 6-digit token length, enter a name for the account, and click the “Done” button.



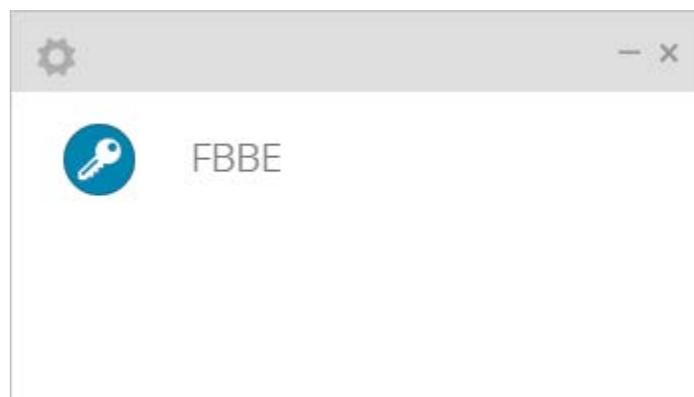
- A pop-up box will appear indicating that your account has been created. Click the “Accept” button.



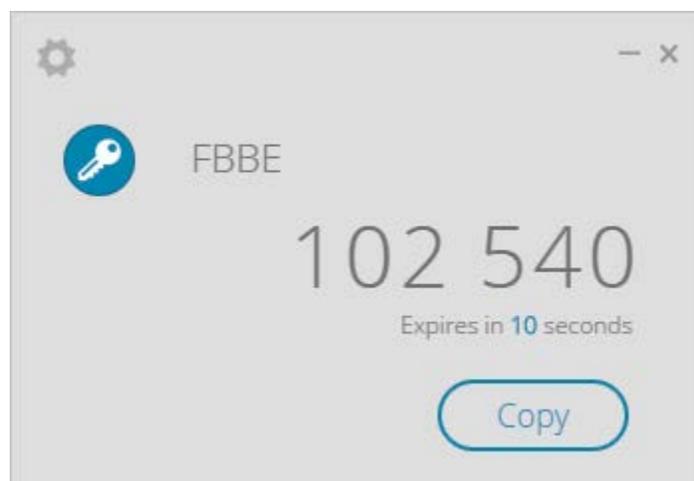
- The following screen will appear. Click the “X” located in the upper right-hand corner.



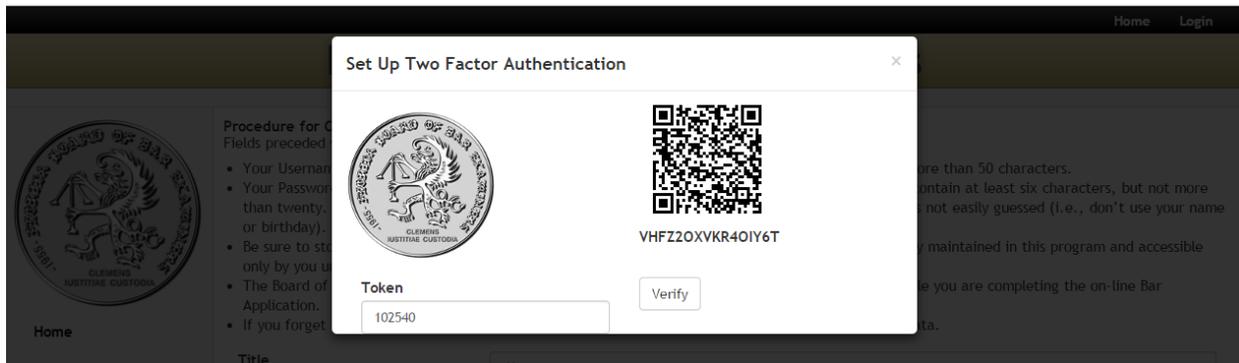
- A new pop-up box will appear that lists your account name.



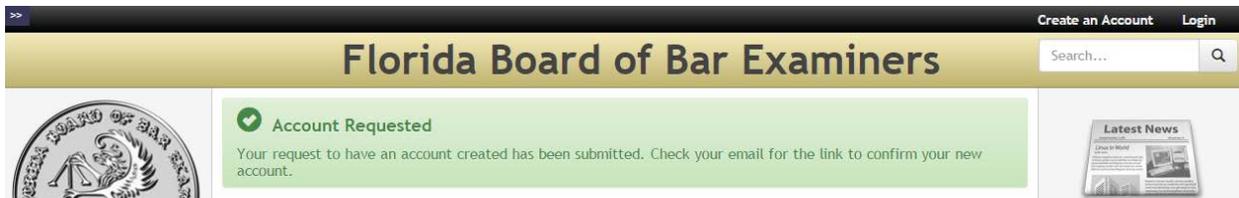
- Click on the account name and a six-digit token will appear.



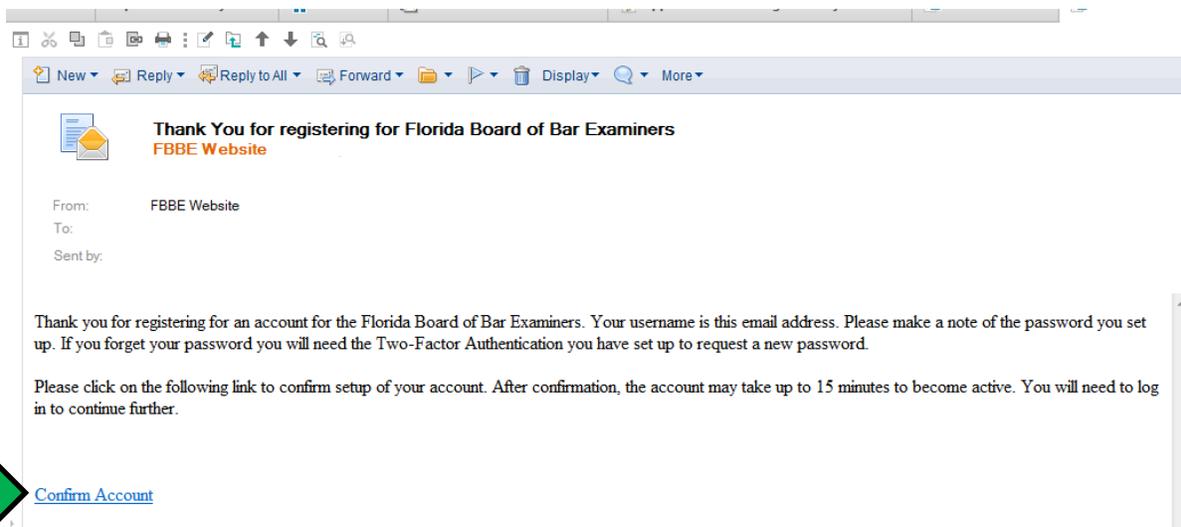
- Without closing this box, re-open the Florida Board of Bar Examiners tab to access the “Set Up Two Factor Authentication” box. Enter the six-digit token generated by Authy in the “Token” field of the “Set Up Two Factor Authentication” box and click the “Verify” button. (You will only have 30 seconds to enter the token. If you were unable to enter the token within the time allotted, a new code will be generated by Authy for your use.)



- On the Florida Board of Bar Examiners site, a pop-up message will appear indicating that you have been sent an email with a confirmation link.



- Open the email and click the “Confirm Account” link.



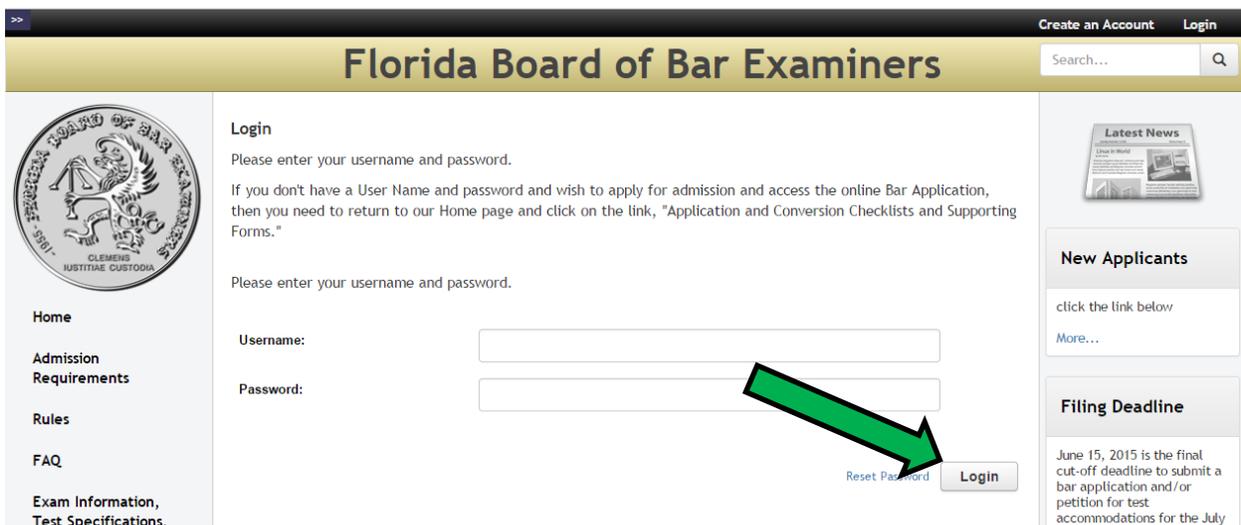
- A pop-up message will appear indicating that your account has been confirmed.



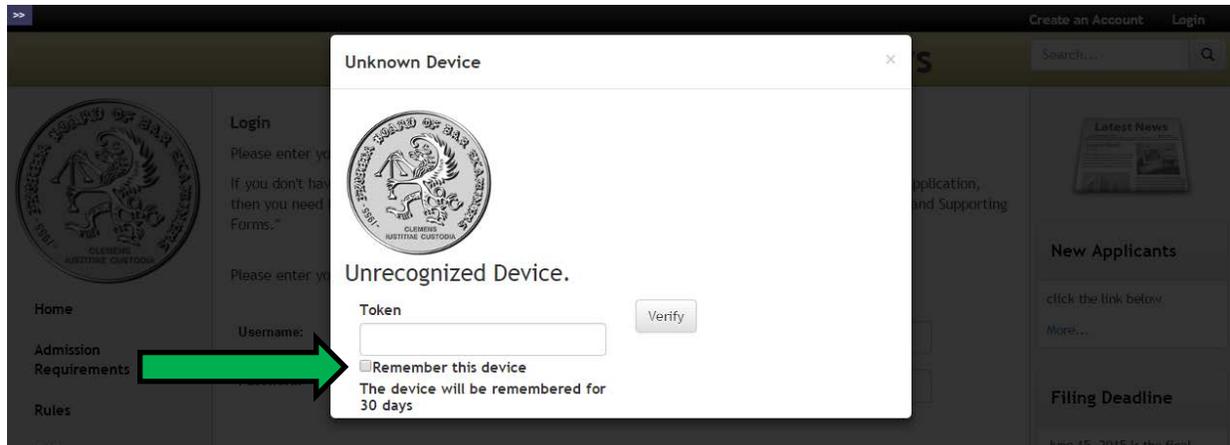
- On the Florida Board of Bar Examiners website, click the “Login” link in the upper right-hand corner.



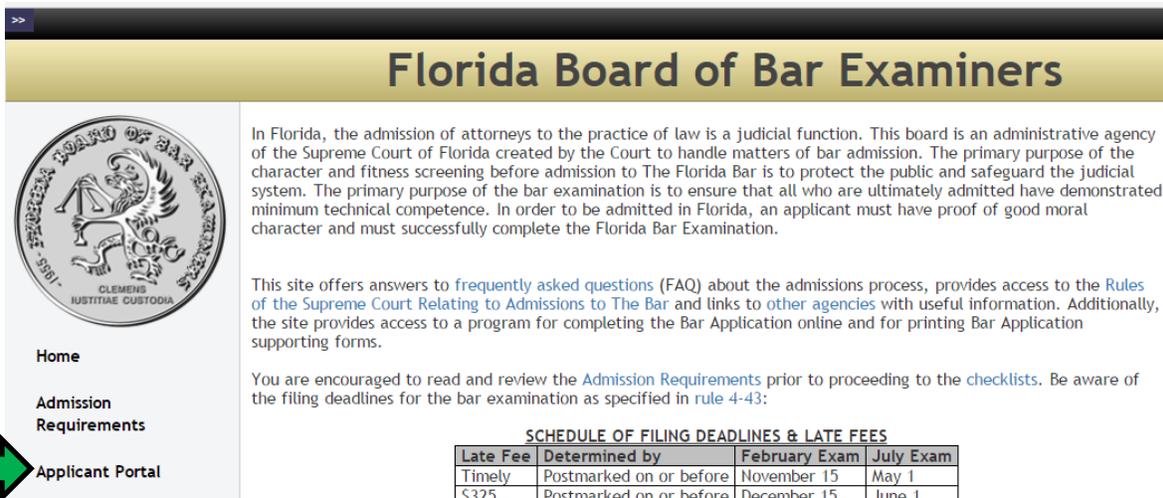
- Enter your username and password, and then click the “Login” button.



- A pop-up box will appear that requires you to enter a token generated by Authy. Without closing this box, re-open the Authy tab to access the verification codes generated for your account. Enter the new six-digit token generated by Authy in the “Token” field and click the “Verify” button. If you do not want to enter tokens each time you login to your account, check the “Remember this device” box. After 30 days, the token will expire and you will need to generate a new token in order to login.

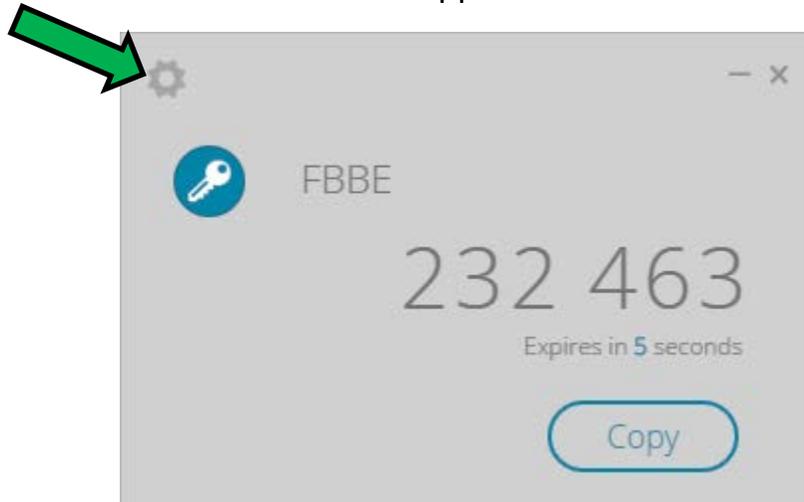


- You can now access the Applicant Portal to begin working on your Bar Application.

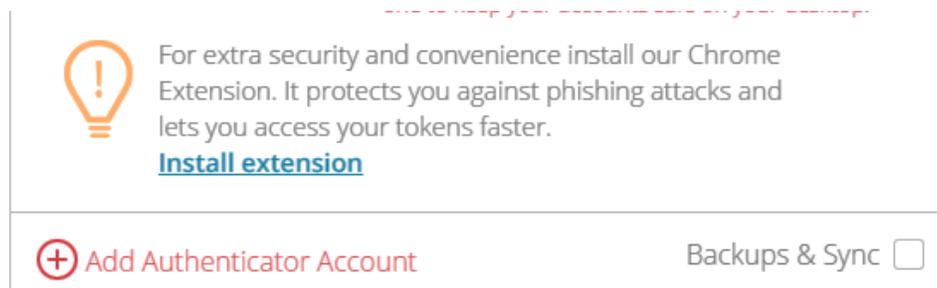


In order to easily access your Authy account later, you can download an extension so that Authy is readily available each time you open Google Chrome.

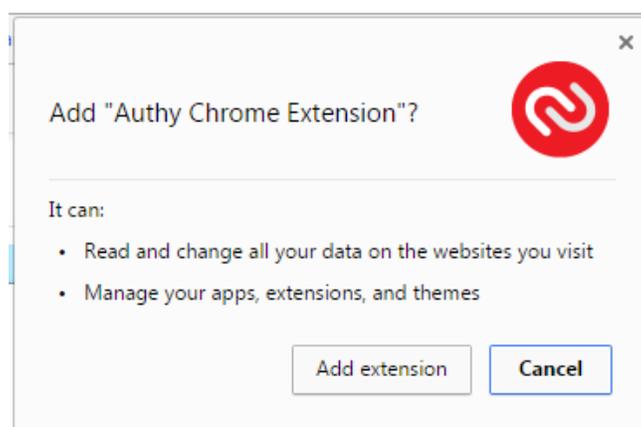
- Click on the  icon located in the upper left-hand corner.



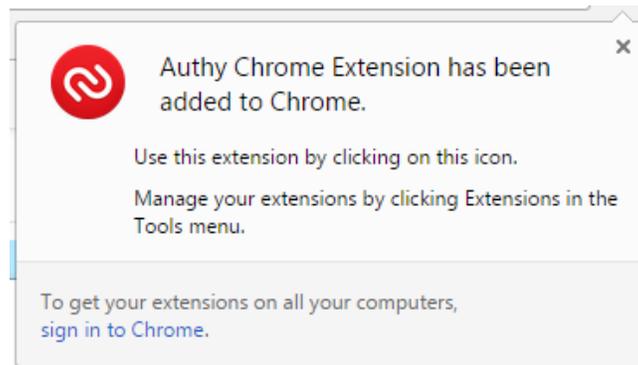
- Your Account page will appear. In the lower half of the box, click on the “Install extension” link.



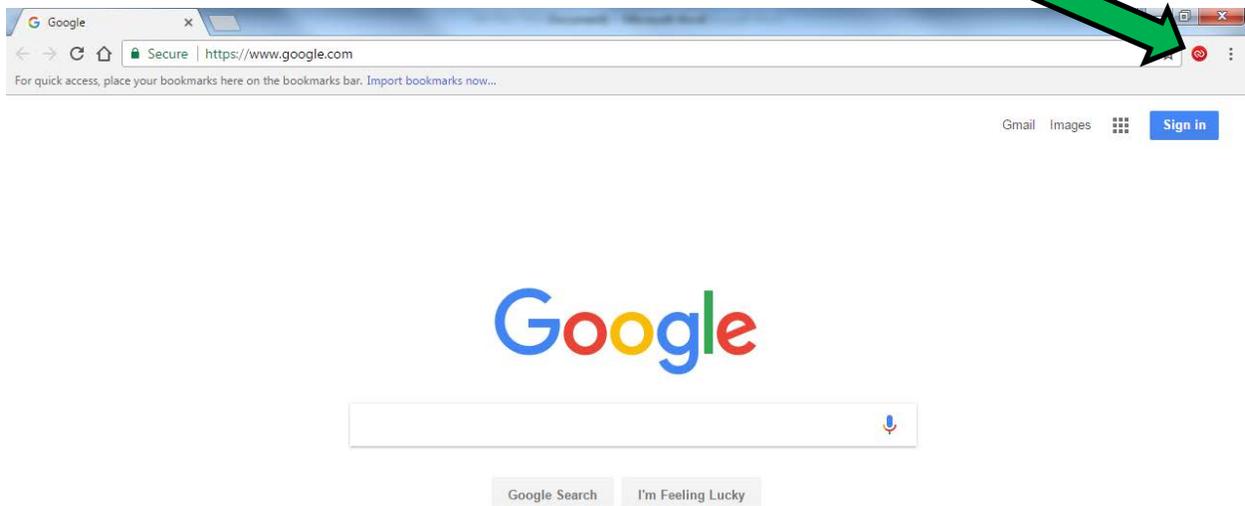
- In the pop-up box that appears, click the “Add extension” button.



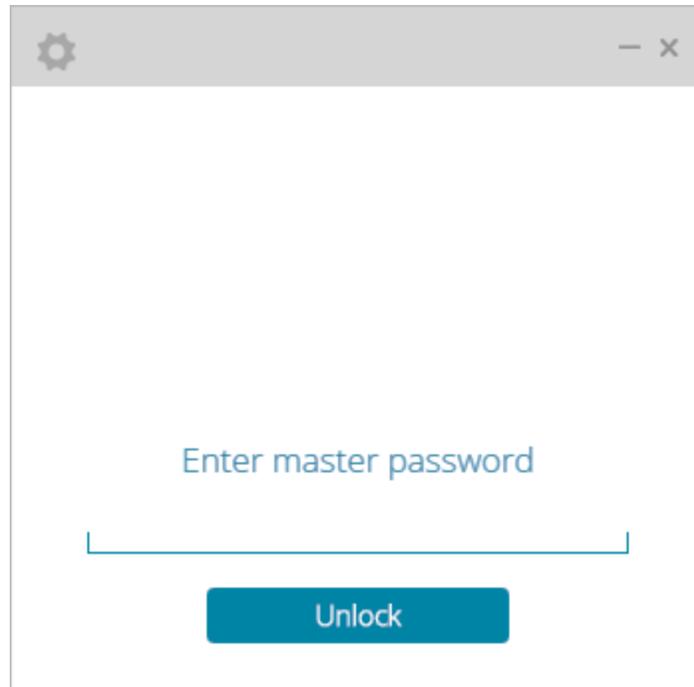
- A new pop-up box will appear that confirms the Authy Chrome Extension has been added.



- Whenever you need to access Authy in the future, just open Google Chrome and click on the Authy icon that has been added to the toolbar.



- When you click on the Authy icon, the following pop-up box will appear. Enter the master password that you entered when you created your account and click the “Unlock” button.

A screenshot of a mobile application's unlock screen. The screen is white with a grey header bar at the top. On the left side of the header bar is a gear icon, and on the right side are minus and close (X) icons. In the center of the screen, the text "Enter master password" is displayed in a blue font. Below this text is a blue horizontal line representing a password input field. At the bottom center of the screen is a blue rectangular button with the word "Unlock" written in white text.

You will need to use the Authy account associated with your online Bar Application again in the future in order to verify your account with Two Factor Authentication (i.e.: to reset your password). So please ensure you remember any master password needed for your Authy account.