# Manage My Devices Quick Guide

In order to use the Manage My Devices function of the Access Boston portal you need to have registered your account and set up multi-factor authentication.

1. Click on the **'Manage My Device(s)' link** in the Account Tools section

2. A **new tab** will open in your web browser for the PingID app and show you the **My Devices screen**. It is always a good idea to have more than one device registered (in case your phone dies, you lose it, etc.)
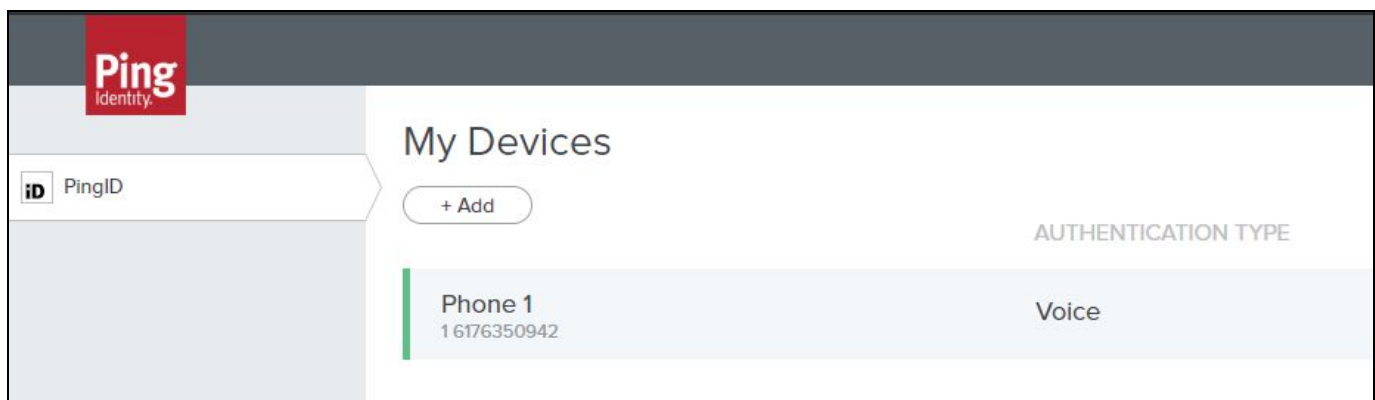
3. Click the +Add button

You will have five options - let's review those:

PingID Mobile App

(available on many City-issued mobile phones!) Download and open the app on your mobile device, hold it up to synch with the QR Code displayed to pair the app with your Access Boston account.

SMS

Add another phone number which you can use to get a text with a security code
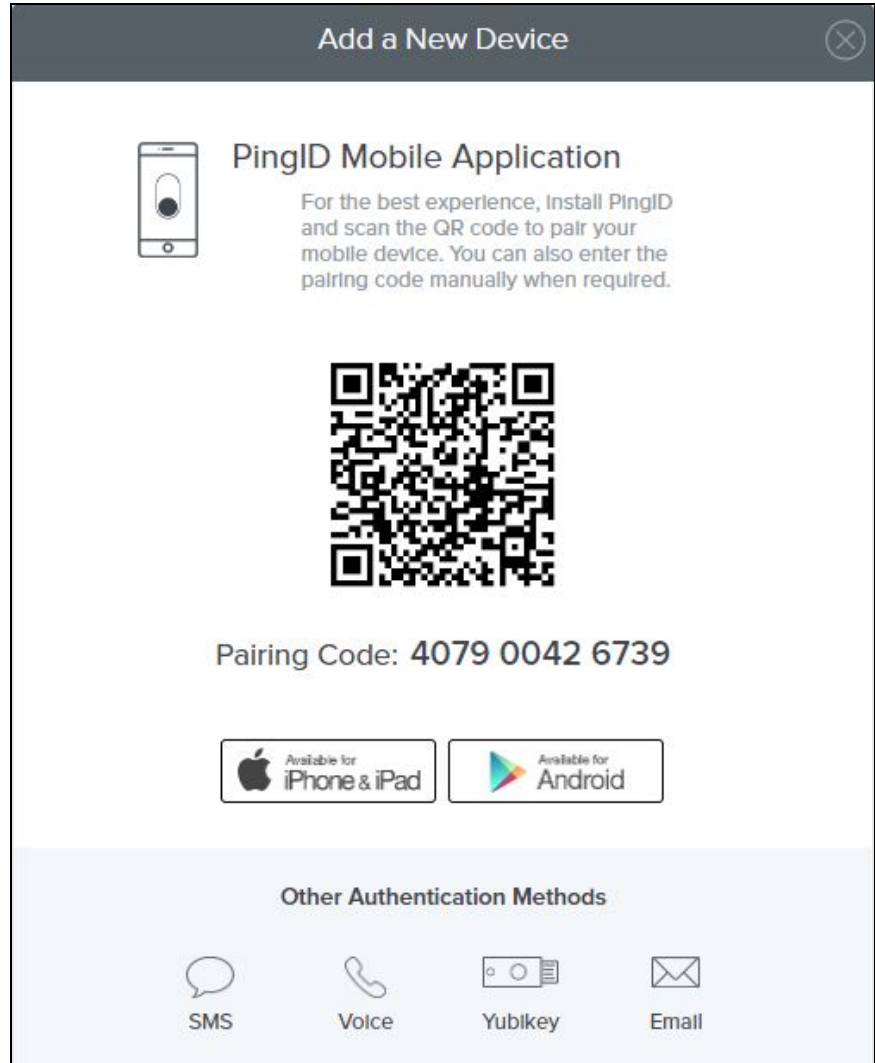
Voice

Add another phone number which you can use to get a phone call with a security code

Yubikey

Insert the security token into a USB port on your device and press the gold button.

Email

Add a personal email address to which a security code can be sent. **Note: do not enter a City-issued email address** because if you need to use the Forgot Password option your code will be sent to an email account you cannot access!

Add a New Device

PingID Mobile Application
For the best experience, install PingID and scan the QR code to pair your mobile device. You can also enter the pairing code manually when required.

Pairing Code: **4079 0042 6739**

Available for iPhone & iPad

Available for Android

Other Authentication Methods

SMS   Voice   Yubikey   Email

4. Whichever you choose, you will **enter the phone/email** or **pair the app/device**, then a security code will be sent to it/generated.

5. Enter the new security code and click the Verify button. Now you have two devices showing on your My Devices page. On the right hand side you can choose which one you want to be the Primary one (where security codes are sent as the first option).
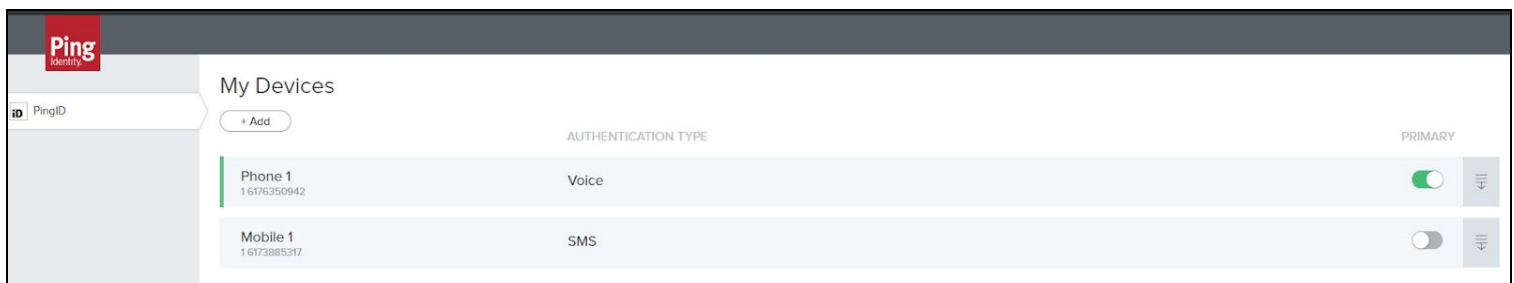
6. When you are done, **close the Ping tab** on your browser and go back to the Access Boston Portal.

PingID App Options

Whenever you open the PingID app it will generate a new six digit code that you can use with your paired accounts.

If you click on the settings (gear) in the upper right corner, you can also set up Swipe settings. If you 'Enable Swipe' a big red button appears on your phone when you have to use PingID. So instead of entering a code, you just swipe that button instead.

You can add other accounts by clicking the plus (+) sign.