

Portal Setup Instructions

Install the Thomson Reuters Authenticator App

On your mobile device:

Steps for Apple iOS devices

Video: [Installing Thomson Reuters Authenticator on Apple iOS devices](#) (approx. 2 minutes)

1. Tap the **App Store icon**.
2. Tap the Search button and enter "**Thomson Reuters Authenticator**" in the search bar.
3. Tap the **Get** button and follow the prompts to install it on your device.
4. Tap **Open** to launch the Authenticator app.
5. Tap **Allow** to enable notifications, which allows the Authenticator app to display sign-in requests on your device.

Steps for Android devices

Video: [Installing Thomson Reuters Authenticator on Android devices](#) (approx. 2 minutes)

1. Tap the Play Store icon in your app list.
2. Tap the search button and enter "**Thomson Reuters Authenticator**" in the search field.
3. Tap the Install button and follow the prompts to install it on your device.
4. Tap Open to launch the Authenticator app.

Setup Your Portal Login

On a computer:

1. Open a browser, and navigate to: <http://netlinksolution.com>
2. Enter the username associated with your account.
3. Enter your password. On your initial login, you will be prompted to create a unique password.
4. On the Multi-Factor Authentication tab:
 - a. Select the **Add Option**.
 - b. Enter the password associated with your Thomson Reuters ID in the Password field, and
 - c. Click the **Confirm Password** button to launch the setup wizard.
5. To pair a mobile device:
 - a. In the setup wizard:
 - i. select **Get Started**,
 - ii. When prompted to choose an MFA method, select: **Use Thomson Reuters Authenticator**
 - iii. Select **Next**
 - iv. Select **Next** again if you have already installed an MFA app on your mobile device.
 - v. The QR Code should appear on your computer screen.

Note:

Passwords must contain at least:

- 1 uppercase character,
- 1 lowercase character,
- 1 number, and
- 1 special character (such as @, #, or \$)

All passwords expire after 90 days.

On your mobile device:

6. Open the TR Authenticator app,
7. Scan the QR code:
 - a. Tap Settings > Scan QR Code (or the plus sign), (You may need to click on the gear icon to access Settings on your device.)
 - b. Point the camera at the QR code on the computer screen.
 - c. If you cannot scan the QR code, wait for the computer's setup wizard to time-out and it will give you a code that you can enter on your mobile device.
8. After successfully pairing your mobile device, you will be able to name your now-paired device. This is helpful if you pair multiple devices to your account.