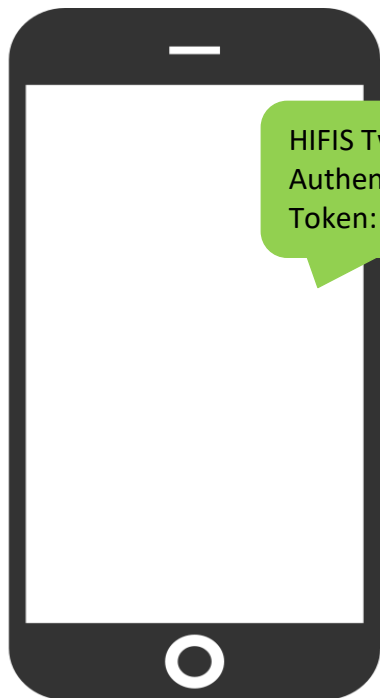



How To Access HIFIS with Text Messaging

The Two Factor Authentication helps to keep your HIFIS account secure by validating two indicators of your identity. First, the system validates with your HIFIS username and password. Second, the system validates your identity using your cell phone. This is very similar to what you may be using to access other secure websites such as banking, email and social media.

POLICY: Each user will have an individual HIFIS username and password that may not be shared with anyone for any purpose.

1. Open a browser and navigate to <https://HIFIS.simcoe.ca> log-in screen.
2. Enter your username into the **User Name** field.
3. Enter your password into the **Password** field.
4. Select the **Service Provider** from the drop-down list.

NOTE: If nothing appears in the Service Provider drop-down list, click the **Refresh** button .

NOTE: Once you have successfully entered your HIFIS username, a one-time verification code will be sent to your mobile device via text messaging.

5. Enter the verification code you received via text into the **Security Token** field.
6. Click **Log In** button.