

# HALL CHADWICK

## OUR SIMPLE TWO-STEP AUTHENTICATION

**Improving your security to keep your personal information secure.**

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Due to changes in ATO requirements, increasing online record keeping, transacting and mobility of data, upcoming changes will be occurring to your accounting systems such as **Xero** and **MYOB Live**.

Currently, Hall Chadwick as your approved advisor, use a centralised login to access your online records. From **26<sup>th</sup> March**, all users will be required an individual and secure login. This will be required as all users will have to regularly confirm their details through “2 step authentication” that will be private to the user. For further detail about the process of “2 step authentication”, please see bottom of this email.

This may mean that multiple Hall Chadwick employees may access your files at any time. To simplify the impact on you, we recommend that you first allow the current centralised log in the ability to add other users. We will use this centralised log in to manage all other users and will be under the control of Hall Chadwick managers.

## TWO STEP AUTHENTICATION

- Two-step authentication combines something you know - your **email address** and **Xero password** - with something you have - an authentication code created by an app on your mobile device.
- You'll need an authentication code each time you sign in, although you can set an option to use one code for **30 days**.
- If you don't have access to your mobile device, you can still log in using backup security questions.
- When a user sets up two-step authentication, it applies to that user's login only, and on any device the user logs into Xero on.



For enquiries about this process, please contact your Hall Chadwick team.

[Anita Chand](#)  
[Chantelle Rossiter](#)  
[Julie Doyle](#)  
[Kieran Bowden](#)  
[Leigh Drummond](#)