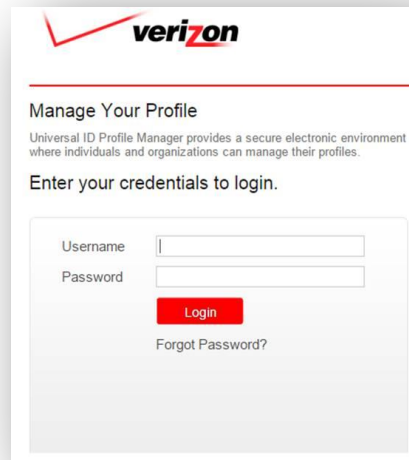


How to add or remove an One Time Passcode (OTP) method:

Step 1: Log into Verizon

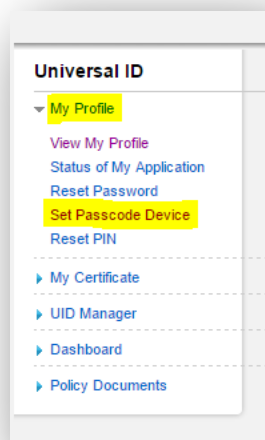
<https://universalid.verizon.com/uid/index.php/slogin/profile/ncrp>



The screenshot shows the Verizon Universal ID Profile Manager login page. At the top is the Verizon logo. Below it is the heading "Manage Your Profile" followed by a sub-heading "Universal ID Profile Manager provides a secure electronic environment where individuals and organizations can manage their profiles." The main instruction is "Enter your credentials to login." Below this are two input fields: "Username" and "Password". A red "Login" button is positioned below the password field. At the bottom of the form is a link for "Forgot Password?".

Step 2: View your OTP device

Select My Profile>Set Passcode Device:



Step 3 – Add (another) OTP method

Select the preferred method of OTP: (Any previous chosen methods will also be displayed.)

1. Text message – the OTP will be sent to a phone (or phones) as a text message
2. Voice call – the OTP will be given over a voice call
3. Hardware token – the OTP will be displayed on a fob. The fob must be purchased before choosing this method
4. Smart phones, tablets and other devices – the OPT will be displayed on an app that you download. A different code is displayed every 60 seconds.

For any method selected, follow the onscreen steps to verify the device and method. You must have the device to be activated with you at the time of activation as an activation code is sent to that device.

To add a new phone number to the list of available devices for the voice, text or app OTPs list go to My Profile>View My Profile>Edit and enter/change a number as appropriate.

IT IS HIGHLY RECOMMENDED THAT YOU HAVE MORE THAN ONE OTP METHOD. IT IS ALSO HIGHLY RECOMMENDED THAT YOU HAVE MORE THAN ONE DEVICE TO RECEIVE CODES. (i.e., You can use an old phone that is connected via wi-fi to receive a text.)

The screenshot displays the Verizon Universal ID interface for updating verified contacts. The main content area is titled "Update Verified Contacts" and includes a sub-section "Verify your contacts" with instructions: "Select the check box to verify the corresponding contact listed below. When you log into the system, you'll have the option to specify which one you want to use for authentication during that session." Below this, there are two sections: "Text Message:" and "Voice Call:". Each section contains a table of contacts with checkboxes for verification. The "Text Message:" section has one contact listed as "MOBILE" with a phone number starting with "+1" and a checked checkbox. The "Voice Call:" section also has one contact listed as "MOBILE" with a phone number starting with "+1" and a checked checkbox. At the bottom, there are expandable sections for "Hardware Token:" and "Smart Phones, Tablets and other Devices:". The left sidebar lists navigation options under "Universal ID" and "My Profile". The right sidebar includes "Related Links" (About Universal ID, About Verizon, Support), "Help Document" (View Help Document, Read through this document to see how to update your profile and the features offered by this tool), and "FAQ" (View FAQ Document, Frequently asked questions about Universal ID and Profile Manager). The Verizon logo is in the top left, and "kbrooms | Logout" is in the top right.

Step 4: Remove OTP method

Select the current OTP method you wish to remove, choose Delete or uncheck the box next to the appropriate OTP method. Remember to always leave at least one OTP method.

Universal ID | [kbrooms](#) | [Logout](#)

Universal ID

- My Profile
 - [View My Profile](#)
 - [Status of My Application](#)
 - [Reset Password](#)
 - [Set Passcode Device](#)
 - [Reset PIN](#)
- My Certificate
- UID Manager
- Dashboard
- Policy Documents

Update Verified Contacts

Universal ID | [Select To Learn More About Universal ID](#)

Verify your contacts

Text Message:

Select the checkbox to verify your phone. When you specify this number, you will receive a text message containing a 6-digit passcode that you will use to log onto the system. Standard text message rates may apply, depending on your wireless provider.

	MOBILE	+1 [REDACTED]	<input checked="" type="checkbox"/>
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Voice Call:

Select the check box to verify your phone for voice calls. When you specify this number, you will receive an automated voice message containing instructions on how to log onto the system.

	MOBILE	+1 [REDACTED]	<input checked="" type="checkbox"/>
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Hardware Token:

Smart Phones, Tablets and other Devices:

You can download an application for authentication on your Apple, Android, Blackberry or Windows Mobile devices, as well as your laptop or desktop system. Select Setup and follow the instructions to download and activate the app.

Select the **Add New Device** button to register your device with Universal ID.

Devices					
Device Type	Device Name	Save Device	Activation Code	Active	Delete Device
ANDROID	Kristie G3 Phone	Instructions	Get Activation Code		Delete

[Add New Device](#)

Related Links

- [About Universal ID](#)
- [About Verizon](#)
- [Support](#)

Help Document

- [View Help Document](#)
- Read through this document to see how to update your profile and the features offered by this tool.

FAQ

- [View FAQ Document](#)
- Frequently asked questions about Universal ID and Profile Manager.

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