**Two-Factor Authentication**

**Topic:** The following document will demonstrate how to enter two-factor information in ESSO and access judiciary applications.

**Summary:** Passcode information is sent to the email or mobile number provided in the 2 factor section in ESSO.

**This Guide is for:**
Attorneys to enter or update their two factor information and access the Attorney Registration application.

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**Login and choose two-factor authentication method**

1. Users should enter Attorney Bar ID and password at the Judiciary single sign-on.

2. A prompt to choose delivery method of code will display.
3. Click on the dropdown to display the option to select email.

4. Select SMS Text or Email.

5. Click **Confirm** and screen will prompt for passcode.

6. Check the mobile/email address you selected to retrieve the OTP code.

**If Email Option is chosen:**
You should check your email for an email from 2FA.mbx@njcourts.gov.

The Pin numbers you need to enter are to the RIGHT of the dash (-). In the example below the One-Time Passcode(OTP) is: `????-942????87` (The Bold numbers are the numbers your will add). Do not copy and paste the entire passcode.
If Text Message (SMS Option) is Chosen:
You should check your mobile device for a text message from “30890.” Unlike the email option, the Text Message (SMS Option) only gives you the numbers needed (without the dash).

7. Enter One-Time Passcode sent to method selected.

8. Click Login.

*Note: The system will prompt a user for the two-factor code if the last login occurred after more than 48 hours.*
9. The ESSO (Enterprise Single Sign On) portal homepage will display your Judiciary applications. This completes the login process to ESSO using two-factor authentication.