

Contents

Introduction	2
Process	2
MFA registration instruction	3
Future logins into VAS after completing the initial MFA registration.....	5
FAQ.....	6

Introduction

Multi-Factor Authentication (MFA) is an authentication mechanism that requires the User to provide two verified credentials to access SCA systems. The additional credential verifications are used to correctly identify a User at sign-in to ensure security, and guard against unauthorized sign-in to network resources.

- Using MFA adds security to any system by creating an additional layer of protection before accessing any kind of information.
- The risk of an intruder accessing the system for critical information is greatly reduced as more protective layers are added.
- MFA allows SCA to remain in compliance with NYC City Government rules around security for IT systems. This will also address our IT Security audit recommendations and mitigate future audit findings, potential fines and security threats.

Based on the recent Mayoral mandate, SCA is requiring MFA when signing onto the Vendor Access System (VAS).

Process

Users sign-in to VAS with their current User ID and password as usual, but will then be asked to confirm their sign-in credentials by navigating through an additional MFA security verification sign-in method.

MFA provides the User with a choice of security verification sign-in methods to access the VAS:

- Security codes sent to a registered phone by text.
- Security codes sent to a registered phone by phone call.

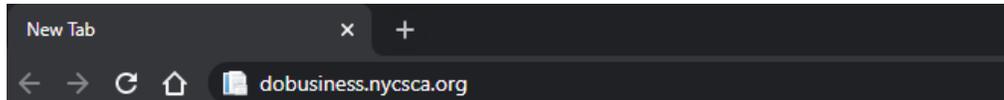
To be compliant with SCA MFA guidelines, Users must register their SCA account, and select a security verification sign-in method. Each User ID (email address) must be associated with one telephone number.

Registration only needs to be completed one time in order to be MFA compliant. After completing the initial registration process, however, Users will not have the ability to edit the associated telephone number. Users must submit a request through the SCA [VAS MFA Support Form](#) to change the associated MFA telephone number.

When accessing VAS, Users are asked to provide MFA verification every time they sign-in to VAS.

MFA registration instruction

1. Launch Google Chrome  browser.
2. Type in the following URL – dobusiness.nycsca.org



3. When the VAS login window appear, enter your VAS login ID/Email (ie, myemail@mycompany.com) and click the Login button.

Applicant Firm Login

Login ID / Email:

4. Enter your VAS password when the organization account sign in screen appear. Click the Sign in button.

Sign in with your organizational account

5. Upon successful Sign in, first time User will be prompted to enter a valid phone number to send a code via text or phone call for authentication.

Enter a number below that we can send a code via SMS or phone to authenticate you.

United States (+1) 

Note:

- Each User ID (email address) can only be associated with one valid Telephone Number.
- To update a Telephone Number, please go to <http://www.nycsca.org/> and click **Quicklinks** from the top menu and select **VAS MFA Support Form** to submit a request.
- If the Cancel button is selected, User's permission to access VAS will be denied.

6. Depending on the selected option, User must enter the Verification code received via text or phone call. Click the Verify Code button.

Enter a number below that we can send a code via SMS or phone to authenticate you.

United States (+1)

Enter your verification code below, or [send a new code](#)

Verification code 

7. After successful code verification, User will be directed to the VAS Home page.

Future logins into VAS after completing the initial MFA registration.

Use the same URL to sign-in to VAS (<https://dobusiness.nycsca.org/>). After entering in your VAS login and password, you will get a notification to enter the six digit code for authentication.



We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

XXX-XXX-4444
- Phone Number

[Send Code](#) [Call Me](#) [Cancel](#)

FAQ

1. If you need to change your Telephone Number associated with your MFA profile, please submit a request through the SCA [VAS MFA Support Form](#).
2. If you need any assistance with your MFA registration, please email the SCA IT Service Desk at ServiceDesk@nycsca.org.