

Adding Multiple Devices to Ping ID

Account Settings

Change your username

Create a personalized username between 7 - 50 characters.

Change your security questions

The security questions will help us identify you if you ever forget your username or password.

Manage Staff IDs

Create and manage already set up Staff IDs for your account

Change your site settings

Update your default site, if applicable.

Change your password

Update your password to something you can easily remember. Passwords must be between 6 - 15 characters.

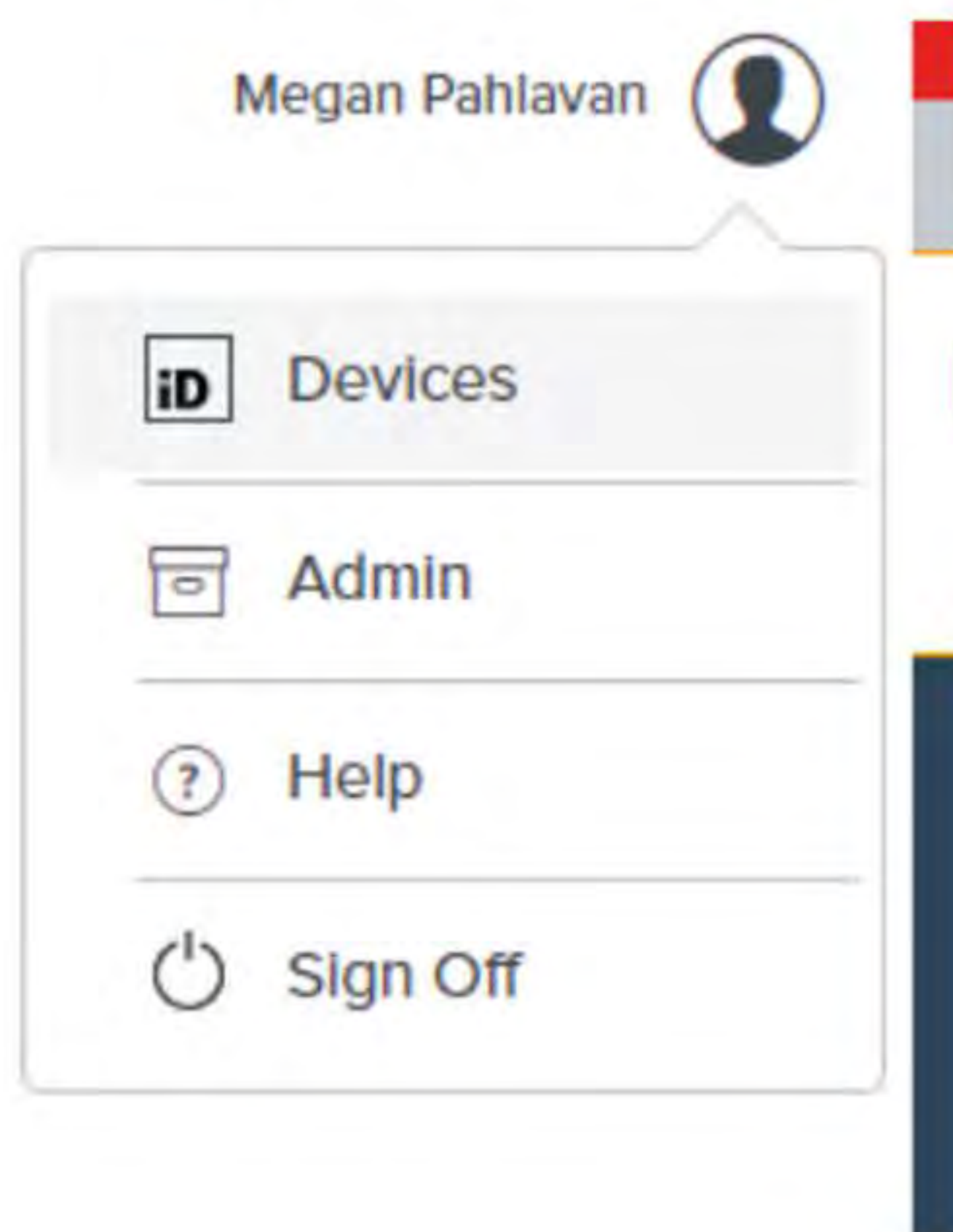
Communication Preferences

Customize your communication settings. Update and manage your email addresses and phone numbers used to receive notifications on pending business, licensing and any alternate forms of communication.

Change your 2-step authentication

Setup or edit your PingID settings and add/delete devices for your 2- step multi factor authentication.

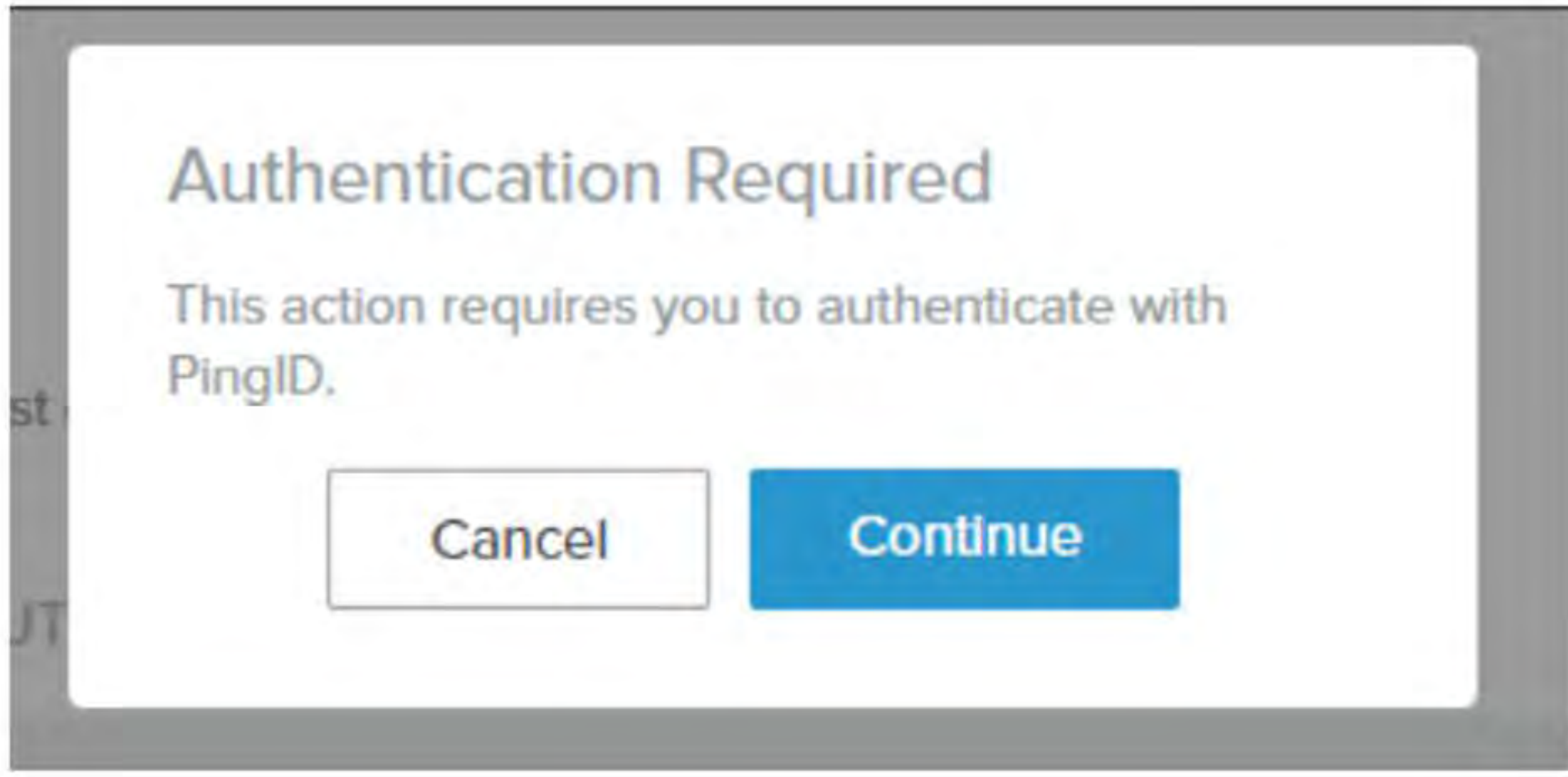
In the top right hand corner of your screen select your name and click devices.



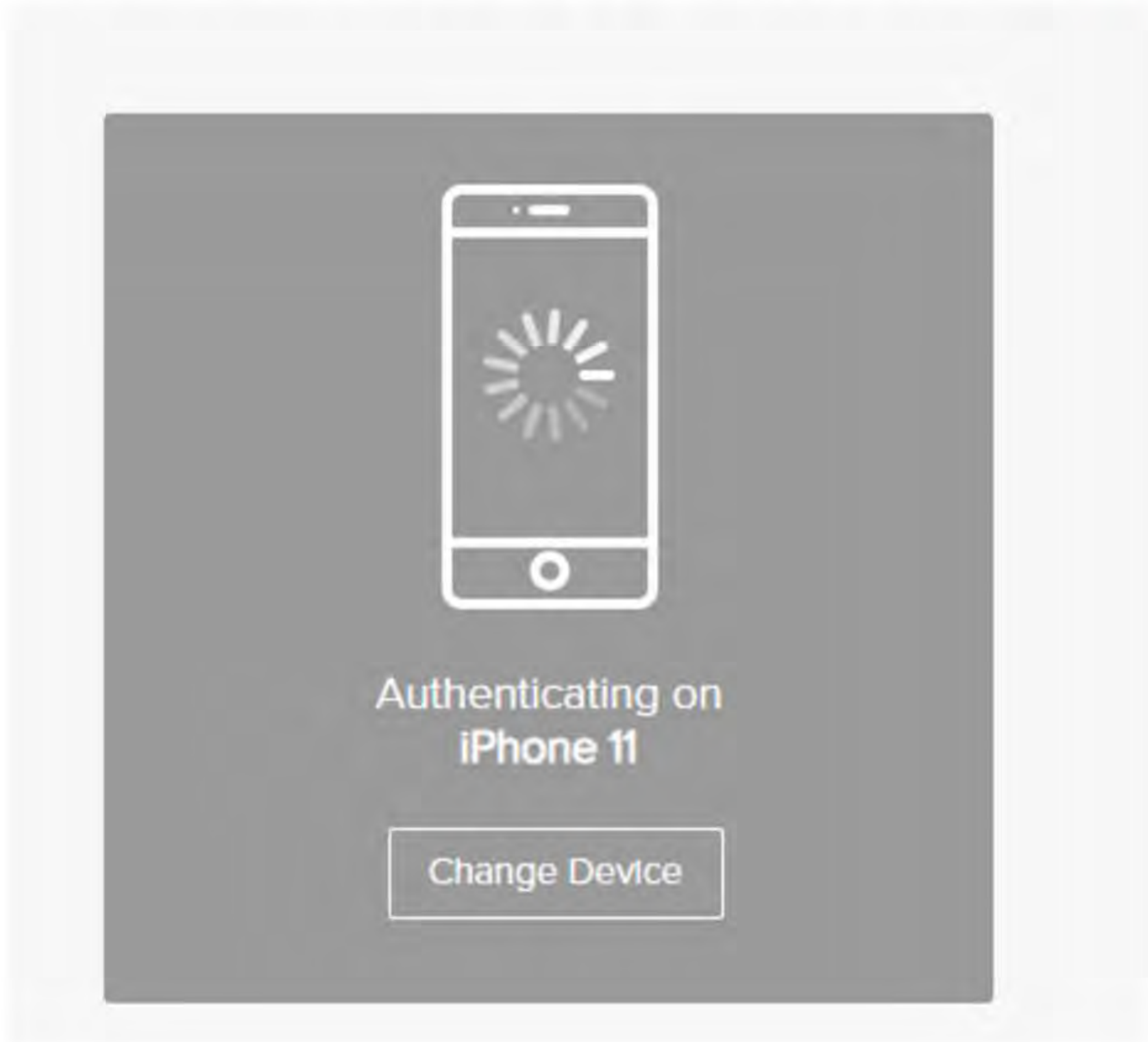
Click +Add button to add a device



You will then need to authenticate your identity with the current device that you have.

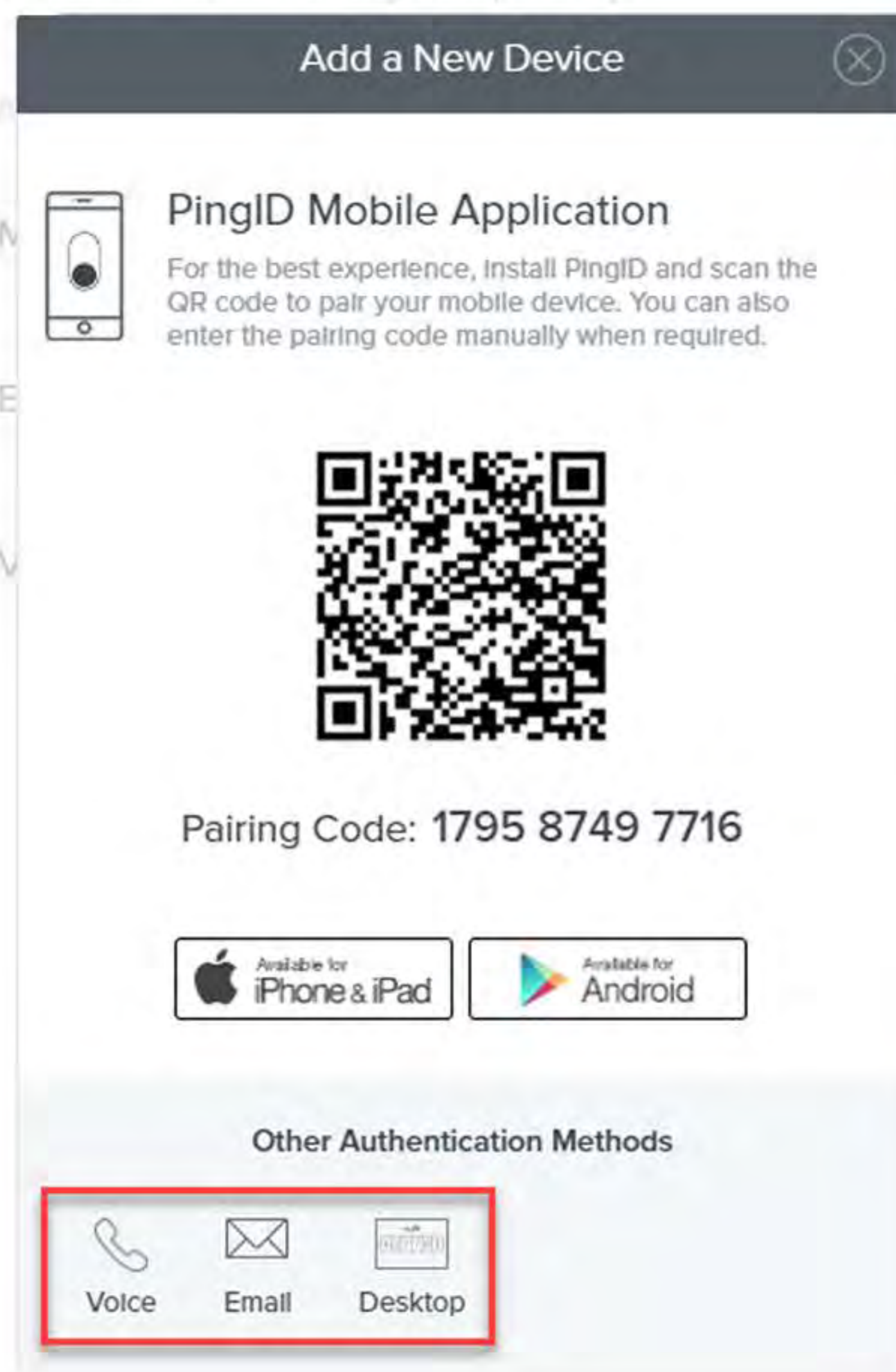


Authentication will be sent. If you currently have voice or email setup you will receive a box to enter the code.

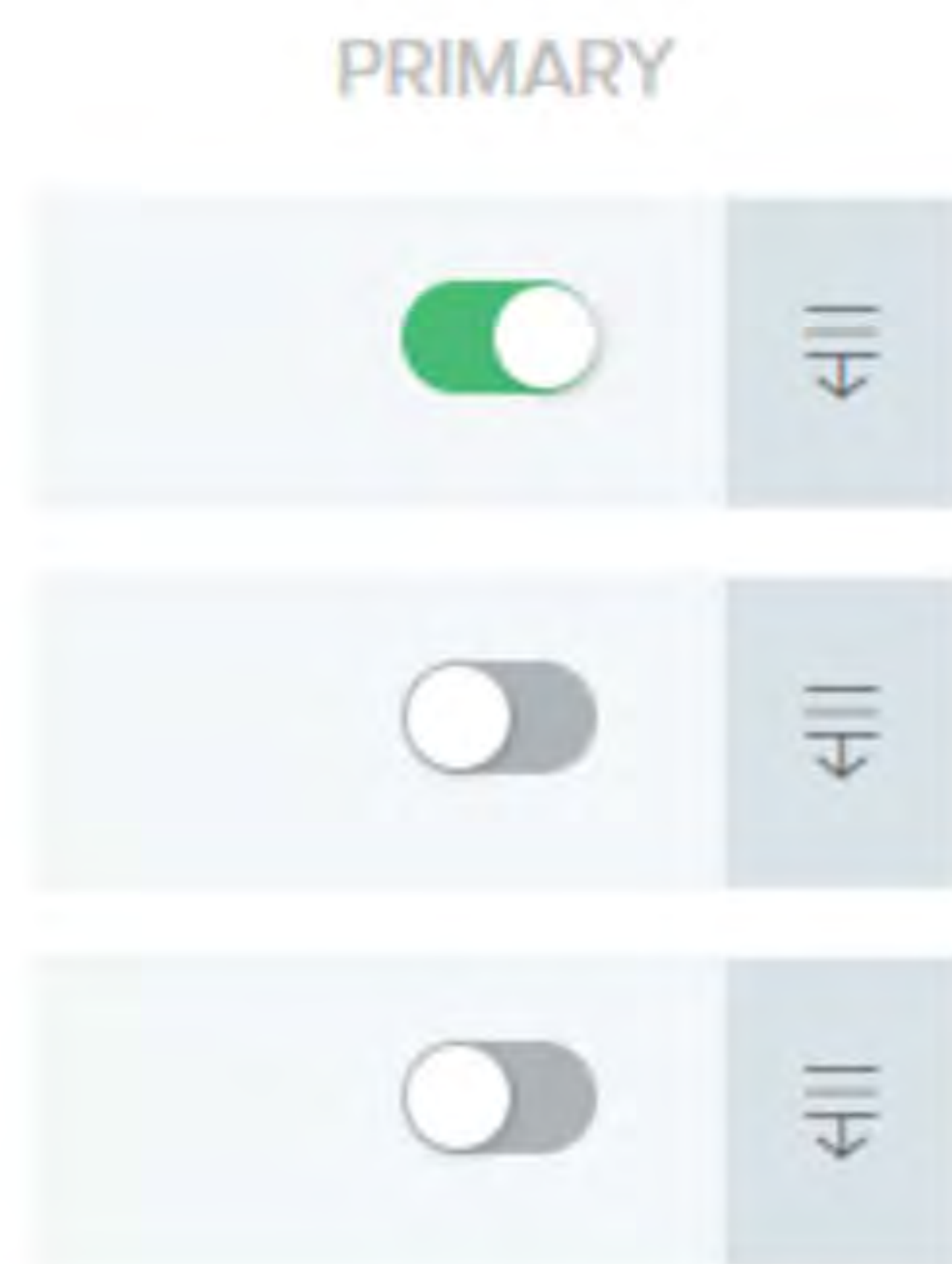


After you have authenticated successfully you will then receive the following screen to begin setup of another phone, email or voice.

The first device will always be primary.



After your new device is added you do have the option to choose your primary.



Once you have completed these steps, it is okay to close the page.