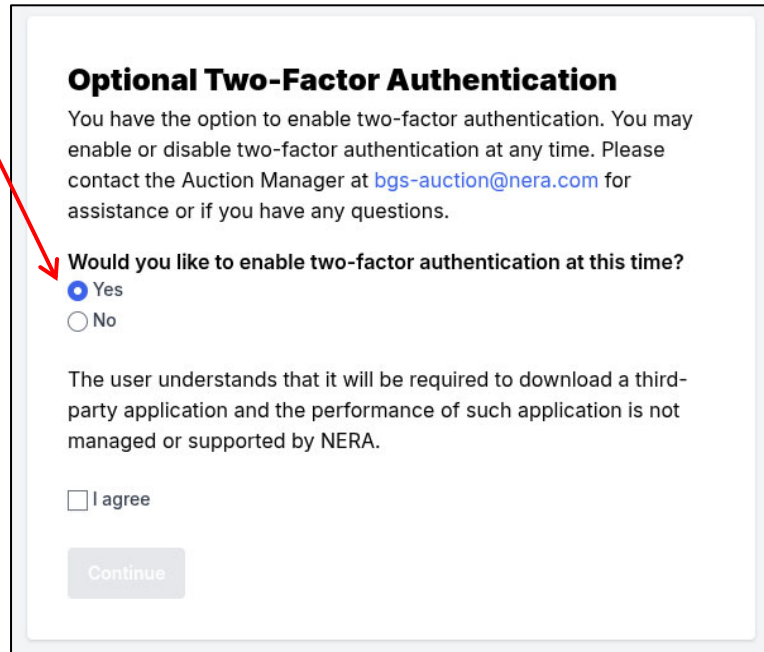


A. Electing to Enable Two-Factor Authentication

Please follow these instructions if you elect to enable two-factor authentication.

1. Select “Yes” to designate that you would like to enable two-factor authentication.



Optional Two-Factor Authentication

You have the option to enable two-factor authentication. You may enable or disable two-factor authentication at any time. Please contact the Auction Manager at bgs-auction@nera.com for assistance or if you have any questions.

Would you like to enable two-factor authentication at this time?

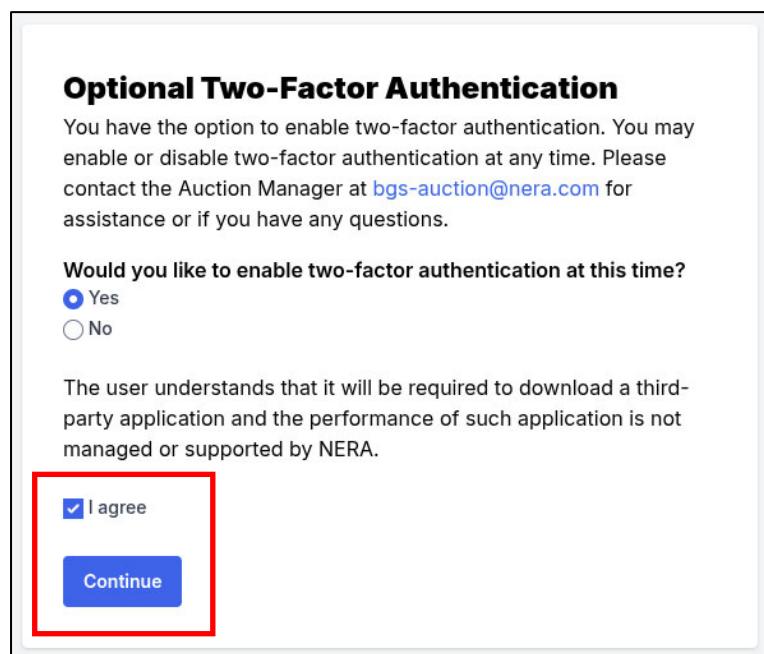
☒ Yes
☐ No

The user understands that it will be required to download a third-party application and the performance of such application is not managed or supported by NERA.

☐ I agree

Continue

2. Click the “I agree” checkbox to acknowledge the waiver regarding the use of a third-party application (for purposes of receiving the time-sensitive code) then click “Continue”.



Optional Two-Factor Authentication

You have the option to enable two-factor authentication. You may enable or disable two-factor authentication at any time. Please contact the Auction Manager at bgs-auction@nera.com for assistance or if you have any questions.

Would you like to enable two-factor authentication at this time?

☒ Yes
☐ No

The user understands that it will be required to download a third-party application and the performance of such application is not managed or supported by NERA.

☒ I agree

Continue

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Two-Factor Authentication Instructions

- Follow the steps to complete the set-up of two-factor authentication. This includes installing an authentication app such as Okta Verify and following the steps required for set-up. Rename the account within the authentication app to “BGS Auctions – Application Website” so you can track which time-sensitive code is applicable to the online application forms. Enter the time-sensitive code from the app and click “Verify”.

Please scan the barcode below using your authentication app.

The steps below are applicable if you are using the Okta Verify App as your authentication app. Please follow the steps required by your authentication app to set up two-factor authentication.

1. Install Okta Verify.
2. Follow the prompts in the Okta Verify app to add an account and complete set-up.

Please contact the Auction Manager at bgs-auction@nera.com for assistance or if you have any questions.

NOTE: Do not scan the barcode in this guide. This screenshot is illustrative only.



Enter the time-sensitive code from the application.

After scanning the barcode image, the app will display a code that you can enter below.

[Cancel](#) [Verify](#)

- You will now have access to the online application forms. A confirmation banner will appear at the top of the screen notifying you that you have successfully enabled two-factor authentication.

[i](#) Two-factor authentication was enabled successfully.

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NERA

BGS Auctions – Application Website

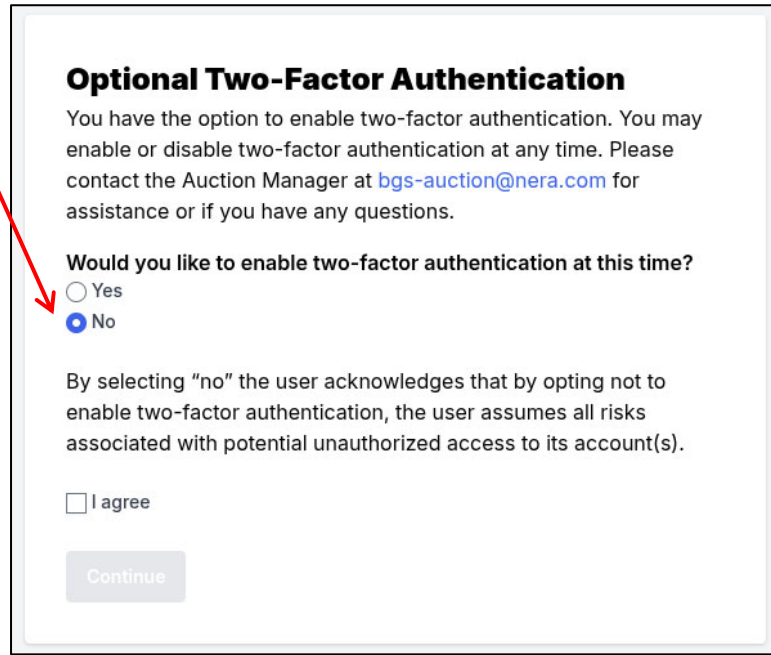
You are logged in as [Click on the Edit button to access the online qualification form.](#)

Part 1 Application Form [Edit](#)

B. Electing NOT to Enable Two-Factor Authentication

Please follow these instructions if you elect not to enable two-factor authentication.

1. Select “No” to designate that you would not like to enable two-factor authentication.



Optional Two-Factor Authentication

You have the option to enable two-factor authentication. You may enable or disable two-factor authentication at any time. Please contact the Auction Manager at bgs-auction@nera.com for assistance or if you have any questions.

Would you like to enable two-factor authentication at this time?

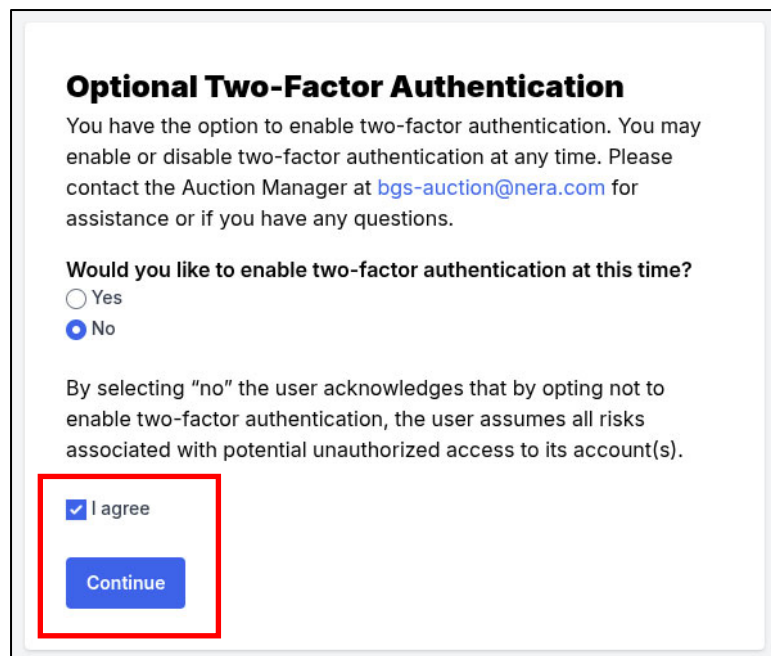
☐ Yes
☒ No

By selecting “no” the user acknowledges that by opting not to enable two-factor authentication, the user assumes all risks associated with potential unauthorized access to its account(s).

☐ I agree

Continue

2. Click the “I agree” checkbox to acknowledge the waiver regarding opting out of two-factor authentication then click “Continue”.



Optional Two-Factor Authentication

You have the option to enable two-factor authentication. You may enable or disable two-factor authentication at any time. Please contact the Auction Manager at bgs-auction@nera.com for assistance or if you have any questions.

Would you like to enable two-factor authentication at this time?

☐ Yes
☒ No

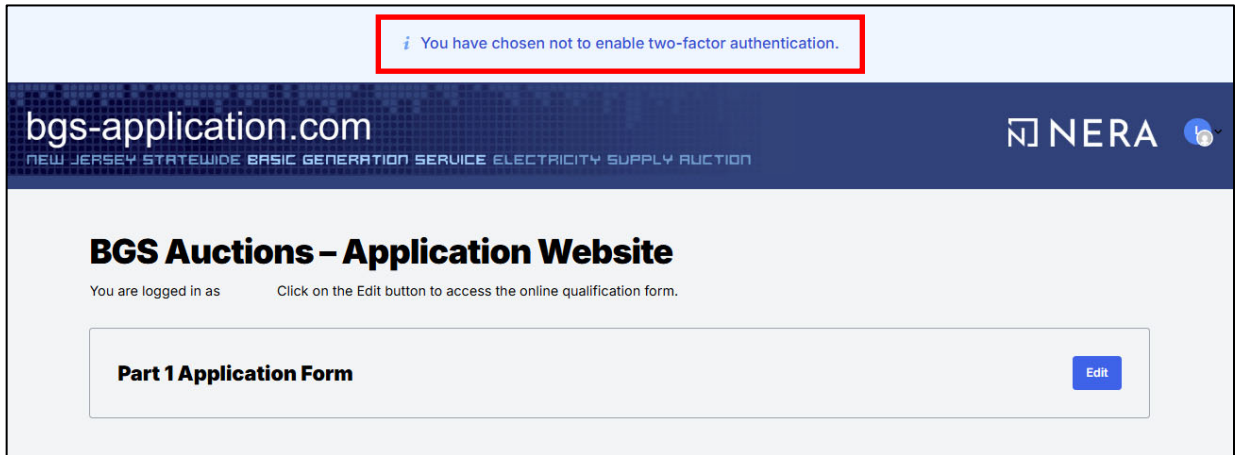
By selecting “no” the user acknowledges that by opting not to enable two-factor authentication, the user assumes all risks associated with potential unauthorized access to its account(s).

☒ I agree

Continue

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Two-Factor Authentication Instructions

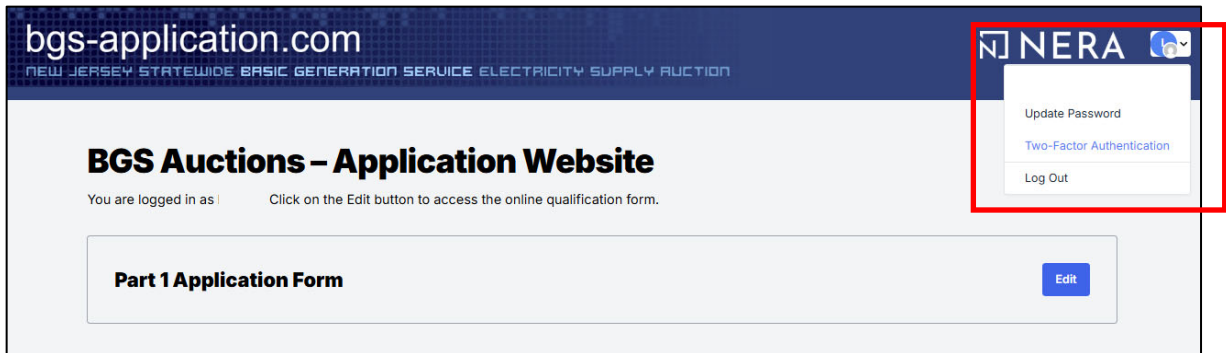
3. You will now have access to the online application forms. A confirmation banner will appear at the top of the screen notifying you that you have chosen not to enable two-factor authentication.



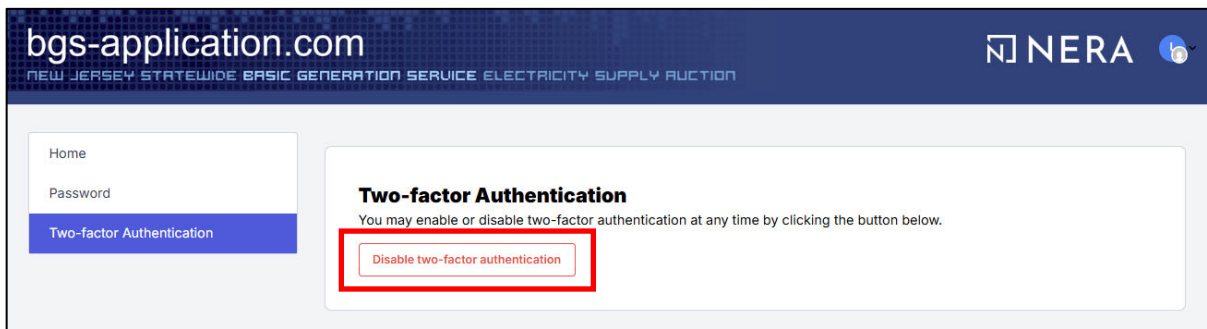
C. Enable or Disable Two-Factor Authentication at Any Time

You may enable or disable two-factor authentication at any time by following these instructions.

1. After logging in to the BGS application website (<https://www.bgs-application.com>), click the user icon in the upper right-hand side of the webpage. A drop-down menu will appear. Click the “Two-Factor Authentication” option.



2. If you currently have two-factor authentication enabled, you may opt-out by clicking the “Disable two-factor authentication” button. In the pop-up that appears next, confirm you would like to disable two-factor authentication. Note that you may be required to follow the steps provided in Instructions B of this guide to complete the process of opting-out of two-factor authentication.



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Two-Factor Authentication Instructions

3. If you currently have two-factor authentication disabled, you may opt-in by clicking the “Enable two-factor authentication” button and following the steps provided in Instructions A of this guide.

