

Multifactor Authentication & Password Reset Guide

Manage File Transfer (MFT)

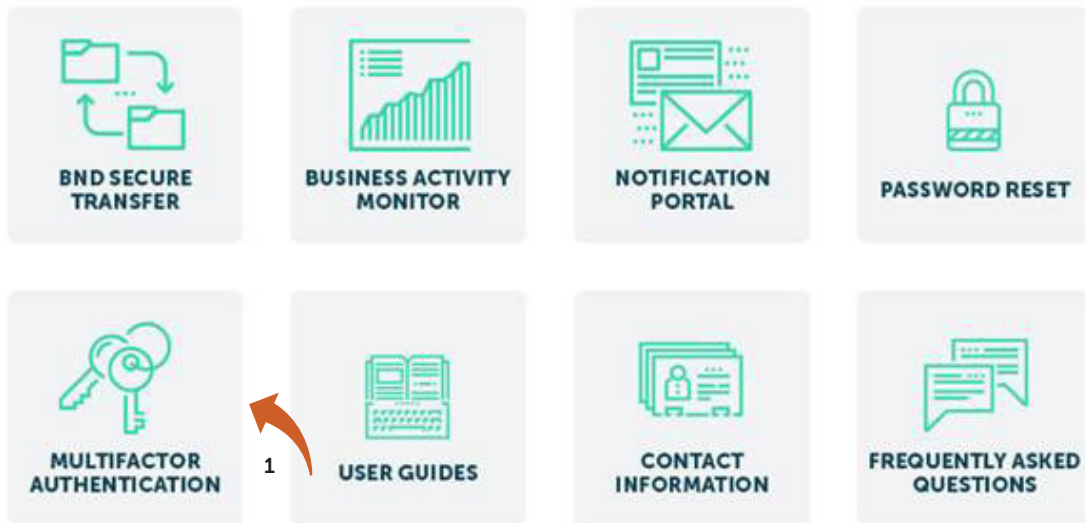
Revised September 2021

Multifactor Authentication

Topic	Page
Multifactor Authentication	5
Password	9
Password reset after lockout	10
Change existing password	14

Multifactor Authentication

1. Click on **Multifactor Authentication**.



2. Enter **Username** and **Password**.
3. Click **OK**.

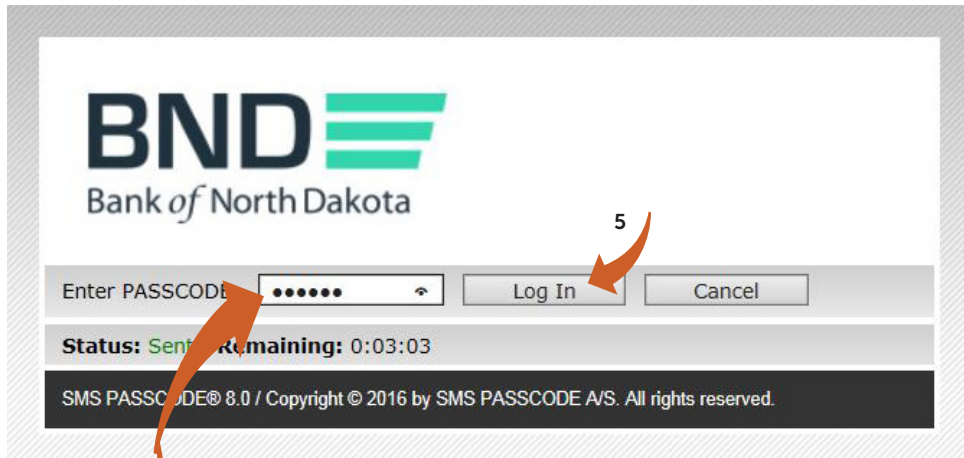
An email, phone or text notification will be sent to you with a temporary passcode.



4. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the one-time passcode before it expires.

5. Click **Log In**.



4

Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

All Others: 800.472.2166

Best regards

Bank of North Dakota

Multi-factor Authentication (MFA)



6. Verify the **primary phone number**.

You have the option to add a **secondary (mobile) phone number**.

7. Enter **Personal Passcode**, which is used in case you lock your account due to multiple incorrect password entry attempts. Please keep in a secure place. It is case sensitive, must NOT contain any spaces or special characters, and must have a minimum length of six characters.

8. If you would like to change the method for receiving the one-time passcode which is required each time you log in to the BND Secure Transfer System portal, uncheck the **Controlled by administrator and choose method**.

9. Click **Save**.

The account will be automatically deleted after 180 days of inactivity.

The screenshot displays the BND Self-service Website account settings page. The header includes the BND logo and 'Self-service Website'. Below the header, the user's name 'Test Example' is shown. The main content area is divided into several sections, each with a label, a form field, and a description:

- Usernames:** A field containing 'ndgov\testample' with a user icon. Description: 'The usernames assigned to your account.'
- Primary phone number:** A field containing '7013285698' with a phone icon. Description: 'The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.'
- Secondary phone number:** An empty field with a phone icon. Description: 'The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in fallover scenarios.'
- Email:** A field with an '@' icon. Description: 'The email address assigned to you. You may receive one-time passcode messages or notifications on this email address.'
- Personal Passcode:** A field labeled 'Set to:' containing '*****' with a user icon. Description: 'A secret Personal Passcode of own choice. If allowed to, this passcode can be used in case of emergency for logging in or for resetting your Windows password.'
- Dispatch Policy:** A dropdown menu showing options: 'Controlled by administrator' (checked), '1 - Default Email', '2 - Phone Voice Message', '3 - Mobile Text Message', and 'Default Dispatch Policy'. Description: 'The Dispatch Policy that will be used for transmitting one-time passcode messages or notifications to you.'

At the bottom right, there are two buttons: 'Reset' and 'Save'. A red arrow points to the 'Save' button.

10. Verify you receive this message: Changes have been saved.


11. Close the screen.


BND
Bank of North Dakota


Self-service Website

Mickey Mouse

Changes have been saved. ×

10 Usernames  ndgov\mickey123 The usernames assigned to your account.

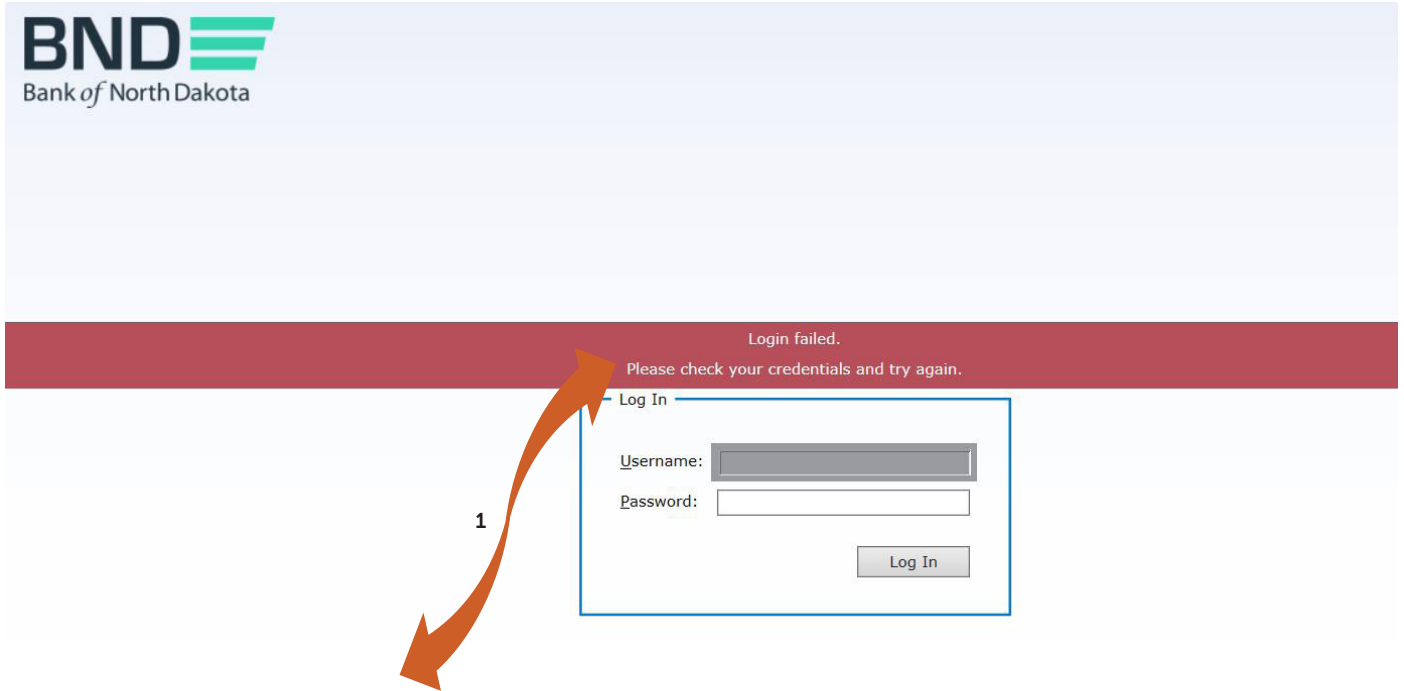
Primary phone number  701-328-5600 The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.

Secondary phone number  701-555-5555 The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.

Password

Password reset after lockout

1. After three attempts, the account will be locked and you will receive the following email.



Subject: ALERT!! Your BND Secure Transfer account has been locked out!

Your BND Secure Transfer user account has been locked out.
You will need your Personal Passcode to reset your password which can be done here: <https://mfapasswordreset.bndsecuretransfer.nd.gov>

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Cash Letters: 701.328.5645
ACH: 701.328.5644
ACH (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Bank of North Dakota



2. Click **Password Reset**.



3. Enter **Username**.

A screenshot of the "Password Reset 8.0" website. The page features the BND logo at the top, followed by the title "Password Reset 8.0" and a welcome message: "Welcome to the Password Reset Website. This website will guide you through the process of resetting your password." Below this is a "Username" label and a text input field with a person icon on the left. An orange arrow labeled "3" points to the input field. A "Next" button is located to the right of the field. At the bottom, there is a copyright notice: "Copyright © 2016 by SMS PASSCODE A/S. All rights reserved."

4. Enter **Personal Passcode** (this was created in the initial setup and is case sensitive).
5. Click **Next**.

An email, phone or text notification will be sent to you with a temporary passcode.

BND
Bank of North Dakota

Password Reset 8.0

Please authenticate using your personal passcode.

Username

Personal passcode

Cancel Next

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

6. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the passcode before it expires.

7. Click **Next**.

BND
Bank of North Dakota

Password Reset 8.0

Please authenticate using the one-time passcode sent to you.

Username

Passcode

Status: Sent
Remaining: 00:03:10

Cancel Next

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

All Others: 800.472.2166

Best regards

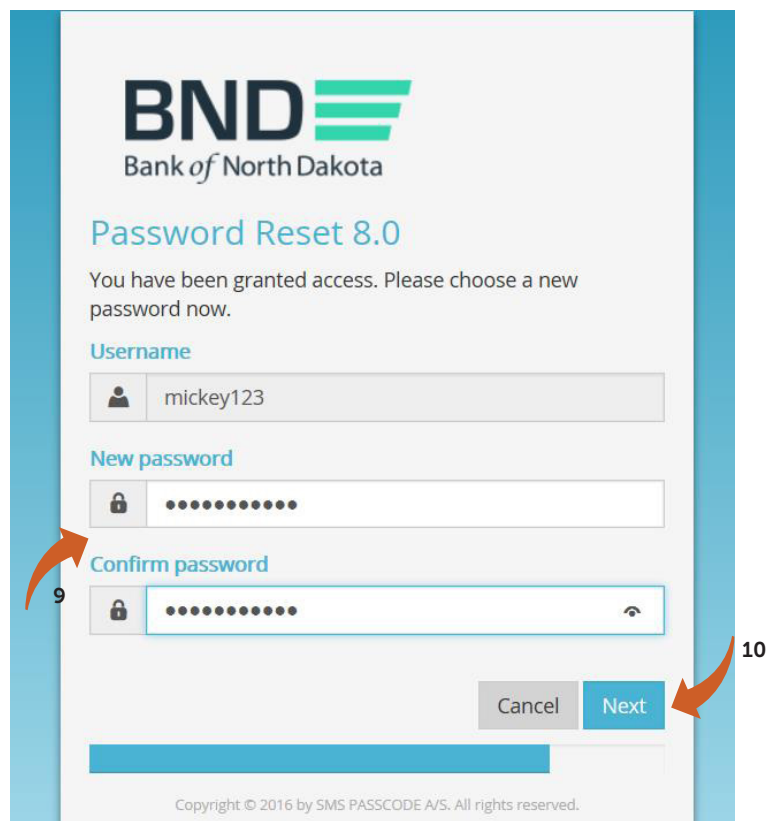
Bank of North Dakota

Multi-factor Authentication (MFA)

BND
Bank of North Dakota

9. Create and confirm new **Password**.
 - Minimum length of 15 characters
 - May not contain the user first name, last name or User Login ID
 - Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character

10. Click **Next**.



BND
Bank of North Dakota

Password Reset 8.0

You have been granted access. Please choose a new password now.

Username

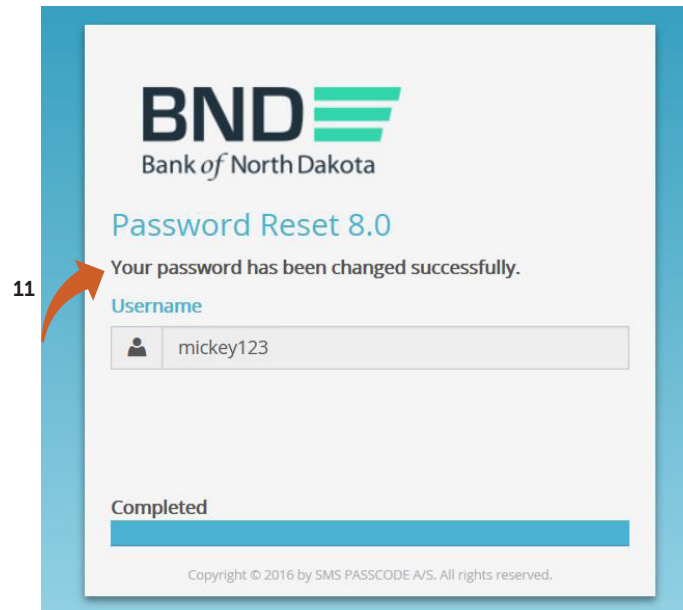
New password

Confirm password

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

11. You have successfully changed the password.

12. Close the screen.



Change existing password

1. Click on **Password Reset**.



2. Enter **Username**.

A screenshot of the "Password Reset 8.0" website. The page has a white background with a blue border. At the top is the BND logo and "Bank of North Dakota". Below that is the title "Password Reset 8.0" and a welcome message: "Welcome to the Password Reset Website. This website will guide you through the process of resetting your password." There is a "Username" label above a text input field. An orange arrow labeled "2" points to the input field. To the right of the input field is a blue "Next" button. At the bottom, there is a copyright notice: "Copyright © 2016 by SMS PASSCODE A/S. All rights reserved."

3. Enter Existing Password.
4. Click Next.

An email, phone or text notification will be sent to you with a temporary passcode.

BND
Bank of North Dakota

Password Reset 8.0

Please authenticate using your existing password.

Username

Existing password

[I have forgotten my password.](#)

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

5. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the passcode before it expires.

6. Click **Next**.

BND
Bank of North Dakota

Password Reset 8.0

Please authenticate using the one-time passcode sent to you.

Username
mickey123

Passcode
••••••

Status: Sent
Remaining: 00:03:06

Cancel Next

Copyright © 2016 by SMS PASSCODE A/S. All rights reserved.

From: bndsmsnoreply@nd.gov
Date: September 14, 2021 at 9:52:13 AM CDT
To:
Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645
ACH: 701.328.5644
ACH (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

BND
Bank of North Dakota

7. Create and confirm new **Password**.
 - Minimum length of 15 characters
 - May not contain the user first name, last name or User Login ID
 - Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character

8. Click **Next**.

BND
Bank of North Dakota

Password Reset 8.0

You have been granted access. Please choose a new password now.

Username

New password

Confirm password

7

8

11. You have successfully changed the password.

12. Close the screen.

