

## Multi Factor Authentication Guide

1. Complete Hotel User Account Request Form and return back to your Maritz housing team member.
2. An email will be sent to the email address on file to create a password. Please note the email might land in a spam/junk box from “donotreply@maritzsecuremit.com”. If you do not receive an email, please hit the “Forgot Password” button on the login page.

### SECUREMIT LOGIN

## Forget Your Password?

Portal Login

Enter your email address below, and we'll send a link that contains instructions for resetting your password.

**Email**

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3. After clicking “Submit” you will receive an email to reset the password on your account.

- Once your account has been created, enter the username/email address and password and follow the steps to add a two factor authentication.

## SECUREMIT LOGIN

### Login

#### Portal Login

**NOTICE:** We have completed a system upgrade to improve security. Two factor authentication is now required to enter the portal. All active accounts will have received an email with further instructions. If you are new to our portal or did not receive the email, click [two factor authentication guide](#) for details.

**UserName or Email**

**Password**

Login

[Forgot Password?](#)

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5. It is required to add in a cell phone number so a text message will be sent to the number on the account. After the code is added, hit create which will trigger a code to be sent to your cell phone.

## SECUREMIT LOGIN

### Create Multi-Factor Account

In order to provide additional security, a cell phone number is required to be added to your account. A text message will be sent to your phone number as part of this registration process.

#### Account Details

**Email**

@maritz.com

**Cell Phone Number**

**CountryCode**

United States of America (+1) ▼

Create

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6. Input the code sent to your cell phone to verify your account.

## SECUREMIT LOGIN

### Multi-Factor Token

Input Your Multi-Factor Token

**Email**

  

**Cell Phone**

  

**Delivery Method**

  

**Code**

  

[Verify](#)

