Set up your email for two-step sign-in

These instructions explain how to set up your Internet-connected device (smartphone, laptop, desktop, or tablet) so you can receive coded emails in your non-Council account to remotely and securely access your Met Council account.

The instructions continue from the initial multi-factor authentication (MFA) directions you followed to select your two verification options from the four available: authenticator mobile app, phone, email, and security questions. Be sure you read through this before you begin the setup steps.

1. If you have already selected Email as your first method (shown in the image at right), then click the "**Close**" button and go to Step 2. If you need to complete the Email setup or change your second method preference, go back to the main MFA Registration Instructions. When you're done, continue with Step 2 of these instructions.	
2. Now you will set up your email address. Click the "**Set up**" button under Email.	
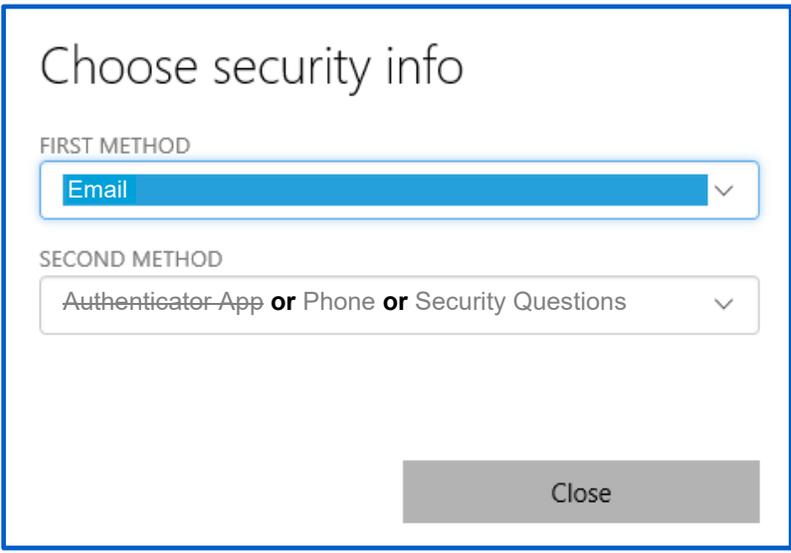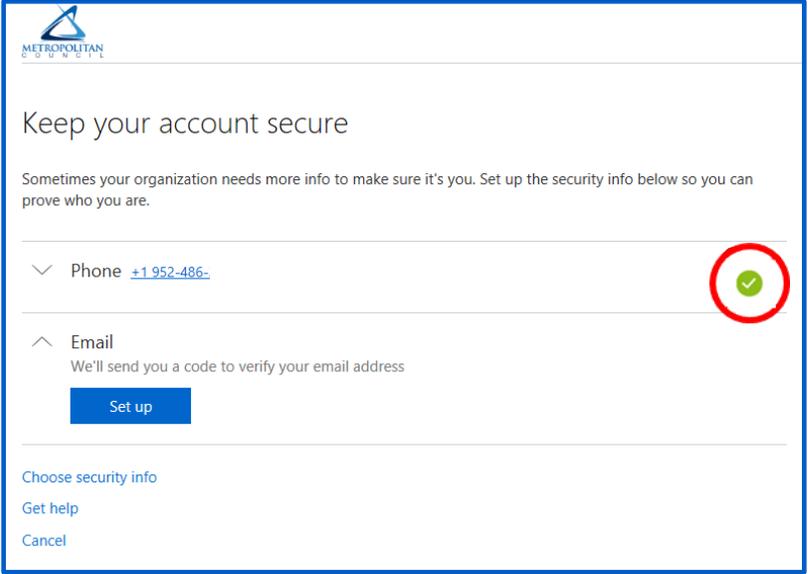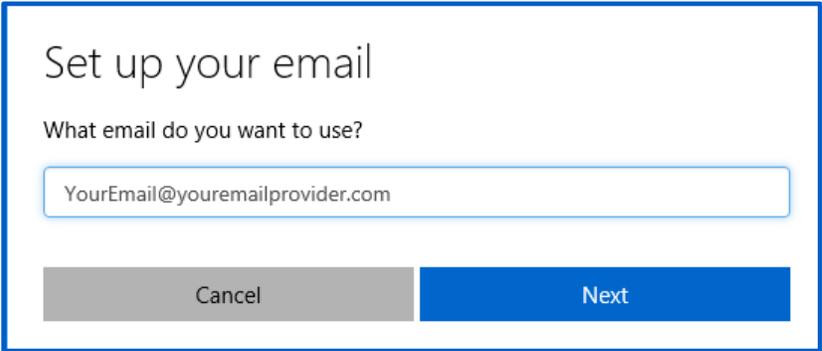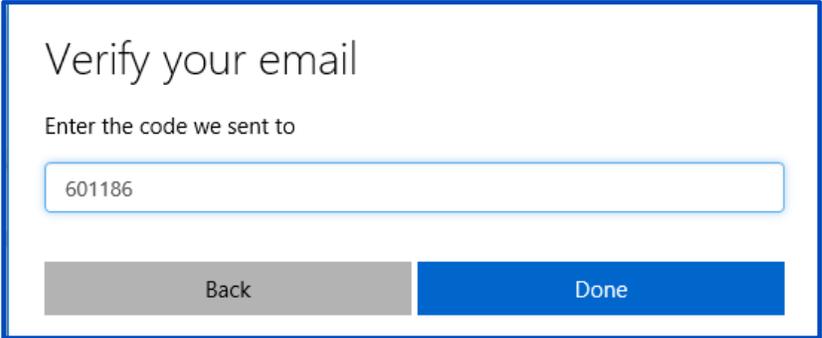
3. Key in the address of the email account you want to use. You cannot use a Met Council email account. Click "**Next**."	Set up your email What email do you want to use? YourEmail@youremailprovider.com Cancel Next
4. The system will send a six-character code to the email address you entered in Step 3. Key in this code, and then click "**Done**."	Verify your email Enter the code we sent to 601186 Back Done
5. Now click "**Done**" again. **Congratulations!** You have successfully set up your non-Council email account for more secure access to your Met Council account.	METROPOLITAN COUNCIL Keep your account secure Sometimes your organization needs more info to make sure it's you. Set up the security info below so you can prove who you are. Phone _1 952-486-_ ✓ Email j@gmail.com ✓ Done