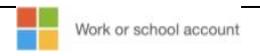
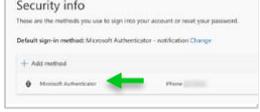


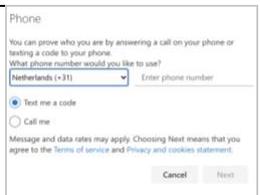
Quick Start: Registration for Global MFA

Mobile app with push notification

To complete the steps below you will need your smartphone and a computer or laptop.

Step	Action	
1	On your smartphone, download the Microsoft Authenticator app (in App Store or Google Play). Do not start the app yet. If you have already installed this app, go directly to step 2.	
2	On your computer or laptop, make sure you are connected to the company (Ahold Delhaize) network , either directly (when you are in the office) or by setting up a VPN connection (when you work from home).	
3	Open Google Chrome on your computer and go to https://aka.ms/mysecurityinfo	
4	If you don't see the screens "Pick an account" (step 4A) or "Sign in" (step 3B), please go directly to Step 5 . A) If you see "Pick an account", click "Use another account" and go to step 4B. If you don't see this screen, go directly to step 4B. B) If you see "Sign in", enter your Username followed by @us.royalahold.net (e.g. nvxxx11@us.royalahold.net). Then click Next .	 
5	Click +Add method in the Microsoft "My sign-ins" screen.	
6	Select "Authenticator app" and click Add .	
7	Click Next on the two screens that appear on your computer (the first screen is shown on the right). After that, a new screen will appear showing a QR code, which you will need for step 10.	
8	Now on your smartphone, open the Microsoft Authenticator app. If you have just installed the app, click Skip in all the screens that appear in the app to go through to the account overview. <i>*Note: Do not select the "enable mobile log-in" option, this option is currently not available.</i>	
9	Add an account – select top right + -symbol, then select Work or school account .	
10	Use the Microsoft Authenticator app and have the camera of your phone ready to scan the QR code from your computer screen and click Next . <i>*Note: scanning might take a couple of seconds to complete.</i>	
11	Select Approve in the Microsoft Authenticator app on your smartphone and click Next on your computer screen. To check if your MFA registration has been successfully completed, you can see that your MFA method has been added to the Microsoft "My sign-ins" screen. Please note: your registration has not yet been completed.	

To complete your registration, follow the four steps on the next page. After this you are registered for an additional MFA method that you can use as a backup (e.g. in case you have a new phone, or you can't use your Authenticator app).

<p>12 Repeat step 4 above by clicking +Add method. Then select “Phone” and click Add.</p>	 <p>The screenshot shows a dialog box titled "Add a method". It contains a dropdown menu with "Phone" selected. Below the dropdown are "Cancel" and "Add" buttons.</p>
<p>13 Select your country or region from the drop-down menu and enter your mobile phone number. Then select “Text me a code” and click Next.</p>	 <p>The screenshot shows a "Phone" registration screen. It includes a dropdown for country/region (set to "Netherlands (+31)"), a field for "Enter phone number", and radio buttons for "Text me a code" (selected) and "Call me". There is also a "Message and data rates may apply" warning and "Cancel" and "Next" buttons.</p>
<p>14 A text message (SMS) from Microsoft will now be sent to your mobile phone. Enter the verification code from the text message in the field on your computer screen and click Next.</p>	 <p>The screenshot shows a "Phone" verification screen. It says "We just sent a 6 digit code to +31 655514810. Enter the code below." There is an input field for "Enter code", a "Resend code" link, and "Back" and "Next" buttons.</p>
<p>15 You have now successfully completed your MFA registration. You can close your registration by clicking Done.</p>	 <p>The screenshot shows a "Phone" completion screen with a green checkmark and the message "SMS verified. Your phone was registered successfully." There is a "Done" button.</p>