



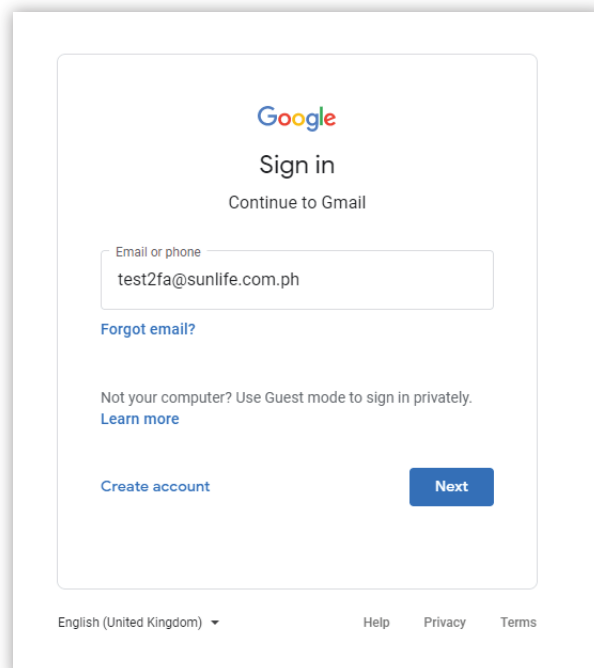
Step by Step to

Create Gmail Account



Step 1

User login page

Google

Sign in

Continue to Gmail

Email or phone

test2fa@sunlife.com.ph

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

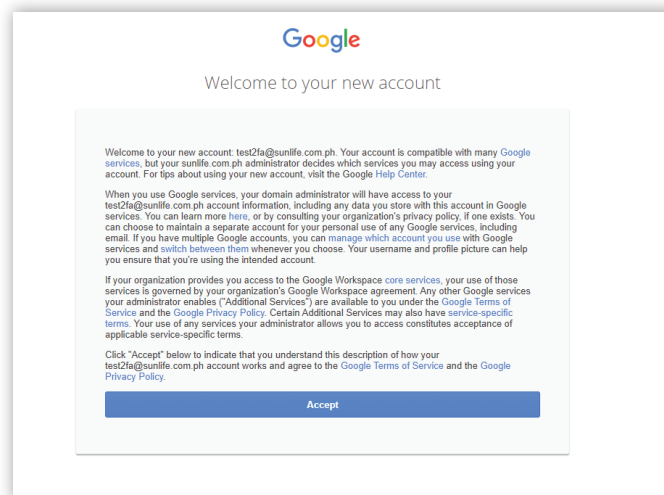
English (United Kingdom) ▼ Help Privacy Terms

Step 2

T&C page



Accept



Google

Welcome to your new account

Welcome to your new account: test2fa@sunlife.com.ph. Your account is compatible with many Google services, but your sunlife.com.ph administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test2fa@sunlife.com.ph account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

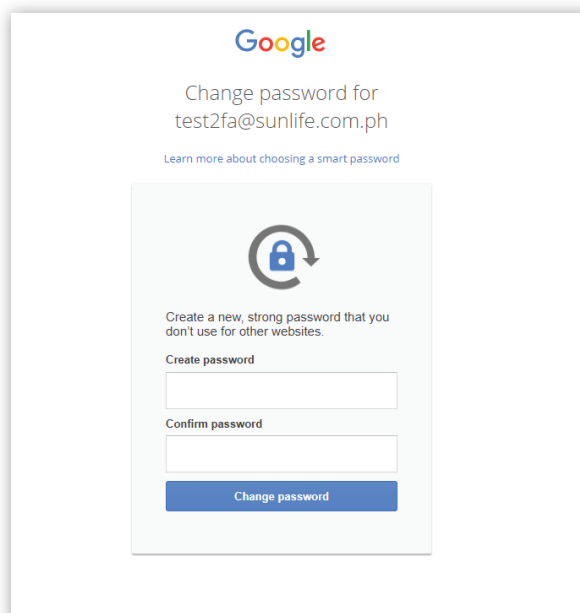
If your organization provides you access to the Google Workspace core services, your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test2fa@sunlife.com.ph account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

Step 3

Password change after first login



Google

Change password for test2fa@sunlife.com.ph

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

Confirm password

[Change password](#)

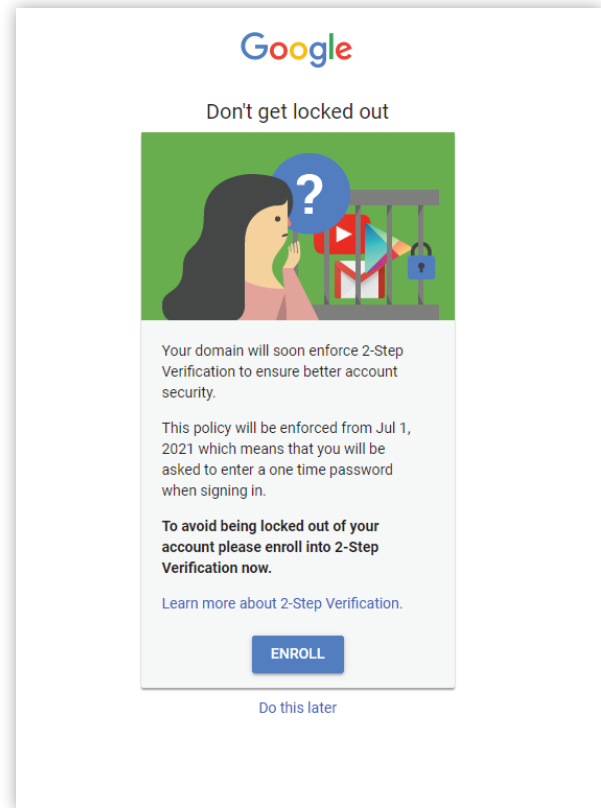


Step by Step to

Create Gmail Account



Step 4 2FA setup page

Google

Don't get locked out



Your domain will soon enforce 2-Step Verification to ensure better account security.

This policy will be enforced from Jul 1, 2021 which means that you will be asked to enter a one time password when signing in.

To avoid being locked out of your account please enroll into 2-Step Verification now.

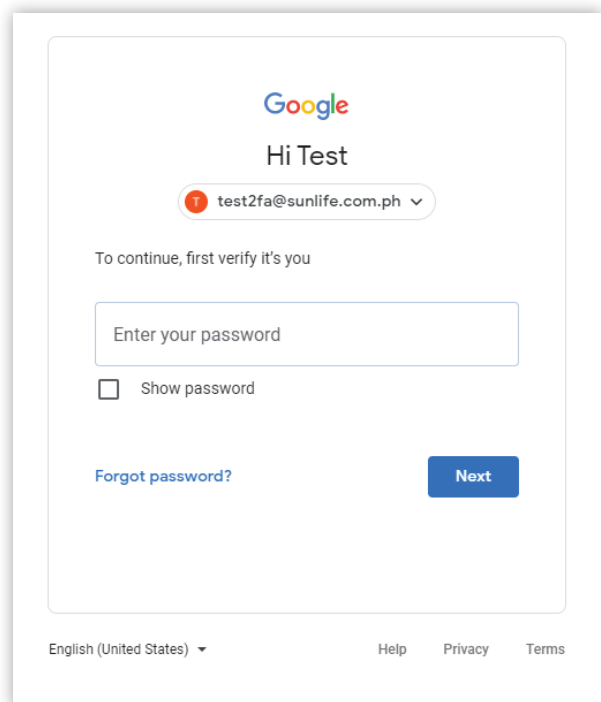
[Learn more about 2-Step Verification.](#)

ENROLL

[Do this later](#)

Step 5

It will ask you to re-login with new password

Google

Hi Test

[test2fa@sunlife.com.ph](#)

To continue, first verify it's you

Enter your password

☐ Show password

[Forgot password?](#) **Next**

English (United States) [Help](#) [Privacy](#) [Terms](#)

Step by Step to

Create Gmail Account



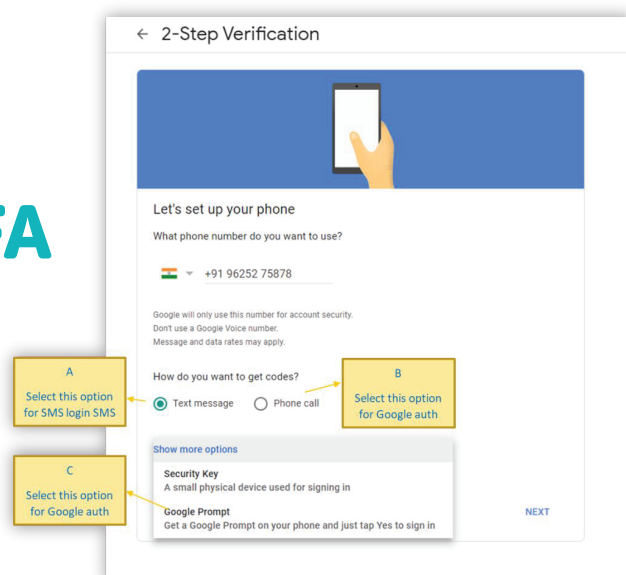
Step 6

After re-login there will be 3 options for 2FA

a) Via SMS

b) Via Phone call

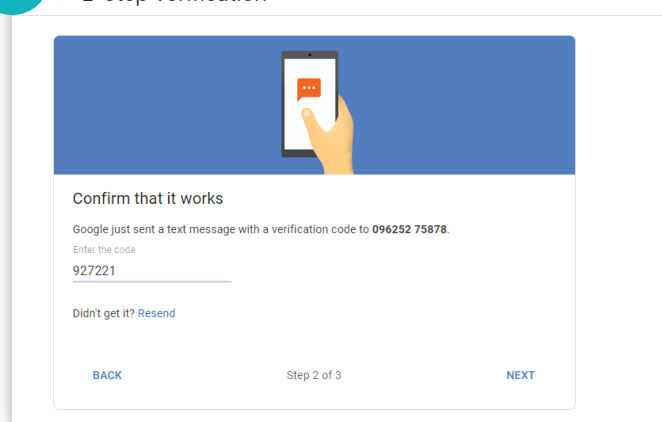
c) Via Google App authenticator



6a) Follow below step for SMS as 2FA option

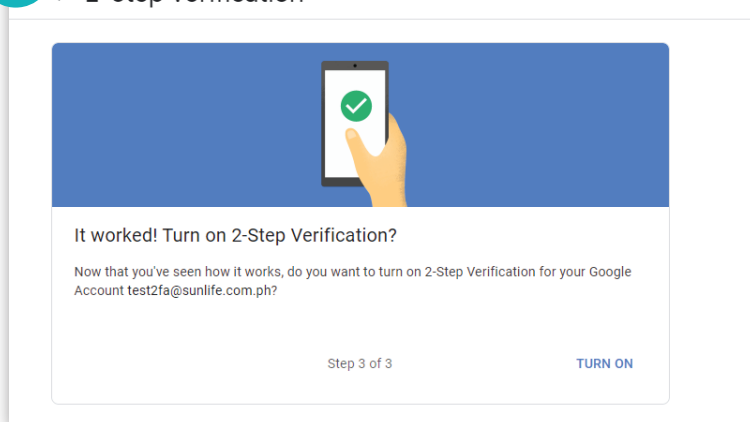
1

← 2-Step Verification



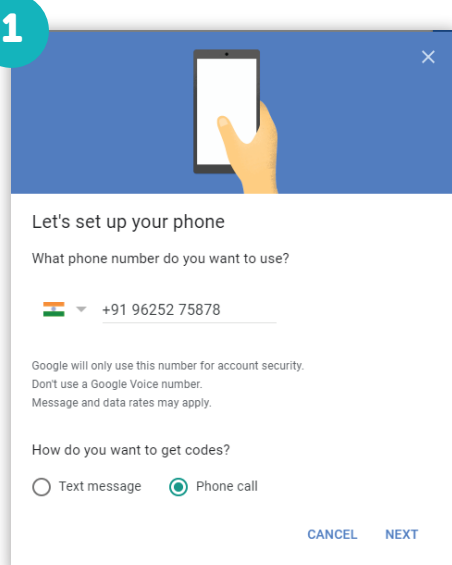
2

← 2-Step Verification

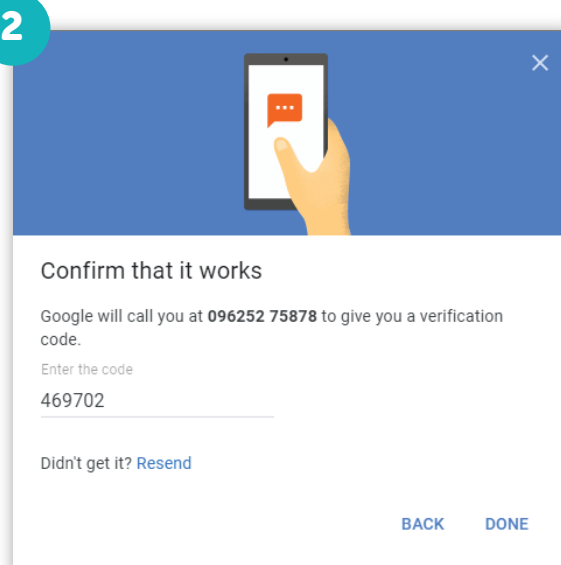


6b) Follow below step for Phone call as 2FA option

1



2



Step by Step to

Create Gmail Account



6c) Follow below step for **App Auth** as 2FA option

1



Get codes from the Authenticator app

Instead of waiting for text messages, get verification codes for free from the Authenticator app. It works even if your phone is offline.

What kind of phone do you have?

☒ Android

☐ iPhone

CANCEL NEXT

2



Set up Authenticator

- Get the Authenticator App from the [App Store](#).
- In the App select **Set up account**.
- Choose **Scan barcode**.

Loading QR code...

CANCEL NEXT

3



Set up Authenticator

- Get the Authenticator App from the [App Store](#).
- In the App select **Set up account**.
- Choose **Scan barcode**.



CAN'T SCAN IT?

CANCEL NEXT

4



Set up Authenticator

Enter the 6-digit code you see in the app.

Enter code

170931

CANCEL VERIFY

After this, it will ask every time dual factor auth.