CHECKLIST · SCAMS & SECURITY

How to set up two-factor authentication across your business accounts

Published 28 September 2026. Read the full story, sources and any updates at digitaladvisors.com.au/journal/two-factor-authentication-business-accounts/

- [ ] **List the accounts that matter.** Email, accounting software, Google Business Profile, Facebook and Instagram, with who holds admin access to each.
- [ ] **Check Microsoft 365 security defaults.** In the Entra admin center under Properties, confirm security defaults are enabled, or that Conditional Access policies replace them.
- [ ] **Turn on 2-Step Verification in Google Workspace.** Allow it, let staff enrol, then set enforcement to On with a new user enrollment period.
- [ ] **Move staff off text-message codes.** Have each person install an authenticator app and make it their main method, keeping SMS only as a backup.
- [ ] **Require 2FA in your Meta business portfolio.** Whoever has full control goes to Meta Business Suite > Settings > Business portfolio info > Business options and sets Two-factor authentication to Everyone.
- [ ] **Give every Xero user their own login.** Xero says each person you invite needs their own login and MFA, so stop sharing one login.
- [ ] **Add a second method for each person.** A backup phone number, security key or second device, so one lost phone doesn't lock them out.
- [ ] **Print backup codes for the owner's Google and Facebook accounts.** Keep them somewhere safe, and make a new set if they run out or may have been seen by someone else.

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- [ ] **Make sure there are two admins.** Two people who can reset a locked-out user in Microsoft 365 or Google Workspace.

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