Setting up two-factor sign-in

Updated 12 March 2026 · 4 min read

Before you start

Two-factor sign-in asks for a six-digit code from your phone *after* your password. Even if someone learns your password, they can't open your account without that code. You need:

- An **authenticator app** on your phone, such as the one that comes with your password manager
- About five minutes, and your phone within reach
- Owner or Admin access, if you also want to require it for your whole workspace

Turn on two-factor sign-in

1. Open **Account settings** and choose **Security**.
2. Under *Two-factor sign-in*, select **Set up** and pick **Authenticator app**.
3. Add Plotline to your authenticator app:
   - Scan the QR code on the screen, or
   - Choose "Enter a setup key" and type the key shown under the code.
4. Type the six-digit code your app shows into the `Verification code` box and select **Confirm**.
5. Save your recovery codes somewhere safe. You'll see them only once.

Note: Codes change every 30 seconds. If Plotline says a code is wrong, check that your phone's clock is set automatically.

Turn it on from the command line

If you manage accounts with the Plotline CLI, one command starts the same setup:

```shell
plotline auth 2fa enable --method app
plotline auth 2fa status
```

The first command prints a setup key. The second shows `enabled` once you've confirmed a code.

Recovery codes

Each account gets ten single-use recovery codes. A recovery code works in place of the six-digit code, so keep them where you'd keep a spare key.

> *Treat recovery codes like passwords. Anyone who has one can sign in as you.*

Require it for your workspace

Owners and Admins can make two-factor sign-in mandatory. Members who haven't set it up are asked to do so the next time they sign in, and they can't open any project until they have.

To turn it on, open **Workspace settings**, choose **Security** and switch on **Require two-factor sign-in**. You can set a grace period of 0, 7 or 30 days.

Guests are not affected, because they sign in with a one-time link rather than a password.

If something goes wrong

Find what you see in the first column. If nothing here matches, write to help@example.com and tell us which step failed.

What you see	Likely cause	What to do
"That code didn't work"	The phone's clock is off, or the code expired	Turn on automatic time, then enter the next code
No QR code appears	The page was blocked from loading images	Use the setup key instead
You lost your phone	The authenticator app is gone	Sign in with a recovery code, then set up a new device
No codes left	All ten were used	Ask a workspace Owner to reset your two-factor sign-in