

How to Set up Two-Factor \leftarrow

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Please Note: Two-Factor Authentication is a mandatory requirement by Coupa.

Two-Factor Authentication for financial data

To help ensure that only authorized users add or edit financial data in the CSP, Coupa has introduced two-factor authentication when adding and editing legal entity or remit-to records.

Suppliers can go to My Account > Security and Two-Factor Authentication to enable two-factor authentication for payment changes only or for login and payment changes.

If you Don't have a Mobile Phone or Tablet: see slide 9





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If you're setting up new or amending

Two-Factor Authentication can be found by going to your name at the top right-hand side.

Click on your name and a pop up will appear, select Account settings

My Account Settings will open

Select Security & Two-Factor Authentication

My Account Se	ttings		
Settings	User Details		
Notification Preferences			
Security & Two-Factor Authentication	* First Name	Simon	
	* Last Name	Hunt	
	* Email	testsuppliersh@gmail.com	
	Department	~	
	Role	~	
	Change Passwor	Save	
	Current Password Password		
	* Password Confirmation	Use at least 8 characters and include a number and a letter.	
		Save	

NOTIFICATIONS (3)

HELP ~

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Once you have selected Security & Two-Factor Authentication, the Two Factor Authentication App page opens.

If you have or want to set up the Authentication App on your mobile phone, please follow the instructions

(you have to have the app open before you can scan the QR code)

If you don't want to use the App and want to use SMS click the cancel button.

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Keep unauthorised users out of your account by using both your password and your phone. Set up your two-factor authentication codes with these 3 easy steps. You will only be asked to enter validation codes once every 30 days, or when you try to log in from a different computer.

Use your favourite Authenticator App available from your mobile phone app store: examples are 'Google Authenticator' and 'Authy'



Enter the 6-digit validation code – open your mobile device's Authenticator app to get this. If you lost your phone or deleted the app, use a backup code to get logged in.

Two Factor Code

Code





Coupa Supplier Portal



Click to copy Security Key

ancel Enable



You now have the option to set up SMS

Select the option you want for Two-Factor Authentication (Recommended is Enable only for payment

changes (Required for Legal Entity or Remit-To)

Tick enable box for SMS

My Account Security & Two-Factor Authentication

Settings	Two-Factor Authentication		
Notification Preferences	Enable only for	Payment Changes (Required for changing Legal Entity or Remit-To)	
Security & Two-Factor Authentication	C Enable for Both	Account Access (Login) and Payment Changes	
	Via Authenticator App Enabled		
	Enabled	Using an Authenticator App available from your mobile phone app store Change Authentication App	
	Via SMS Disable	ed	
	Enable	Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.	
	Show Recover	ry Codes Regenerate Recovery Codes	



A pop up box will appear asking for your mobile number

Enter you mobile phone number remembering to start with +44 if your in the UK

Click Next

o-Factor Authentication

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nable on	Verify your mobile p	hone			×
nable for Authe) Enable	To enable two facto number. Enter the v Mobile Phone	r authentication via SMS erification code when pro +1 201-555-5555	, a code will be sent to ompted and select OK	your mobile phone	24 2
SMS D	isabled		Ca	ncel Next	



You should have received a Text message with a code

Enter the code in the box

Click ok

o-Fac	tor Authentication		
isabled	Two-Factor Authentication		×
nable for Authe	Enter the validation code that we sent to:		
) Enable	* Code		
	Cancel	Resend Code	ОК
SMS Dis	isabled		



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You will have this Pop-up save your Backup Codes

You can use one of the options to save it somewhere safe

Once done close it by using the cross in the top right-hand corner

Your My Account Security & Two-Factor Authentication is now set up

Click the Home Button in the big blue bar to return to the Home screen



Save Your Backup Codes

Backup codes are the only way to restore access if you lose access to your authenticating phone or app.

Keep these somewhere safe but accessible

gSpDgg	8cwKDg
a696MA	DiUIAA
aJiARA	Gx0vbQ

You can only use each backup code once.

These codes were generated on August 07, 2023

Download

Print

If you Don't have a Mobile Phone or Tablet:

You can enable multi factor authentication through an authenticator app by using a browser extension listed below,

- 1. Add the relevant extension to your browser:
- 2. Google Chrome extension <u>authenticator</u>. For more information, see <u>Install Google Authenticator</u>.
- 3. Mozilla Firefox extension authenticator
- 4. Microsoft Edge extension <u>authenticator</u>
- 5. Add the <u>authenticator</u> to your browser.
- 6. Scan the QR code or copy the security key from the CSP page to the authenticator extension.

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7. Enter the Two Factor Code

Two Factor Code
Code

Keep unauthorised users out of your account by with these 3 easy steps. You will only be asked to computer.	using both your password and your pho o enter validation codes once every 30 c	ne. Set up your two-factor authentication c lays, or when you try to log in from a differe	odes ent
 Use your favourite Authenticator App phone app store: examples are 'Goog 'Authy' 	available from your mobile gle Authenticator' and	Nownload on the App Store Boogle Play	
2 Scan this QR code using authenticato	or app	Coupa Supplier Portal	
Enter the 6-digit validation code – ope Authenticator app to get this. If you lo the app, use a backup code to get log	en your mobile device's st your phone or deleted gged in.		
Two Factor Code	2		
	Г	UJOMFGASSIZ5MOD6GS HM27H3PYGCFPVO Click to copy Security Key	
	L	Click to copy occurry Key	
		Cancel	nable

Two Factor Authentication App



