How to Set up Two-Factor Authentication

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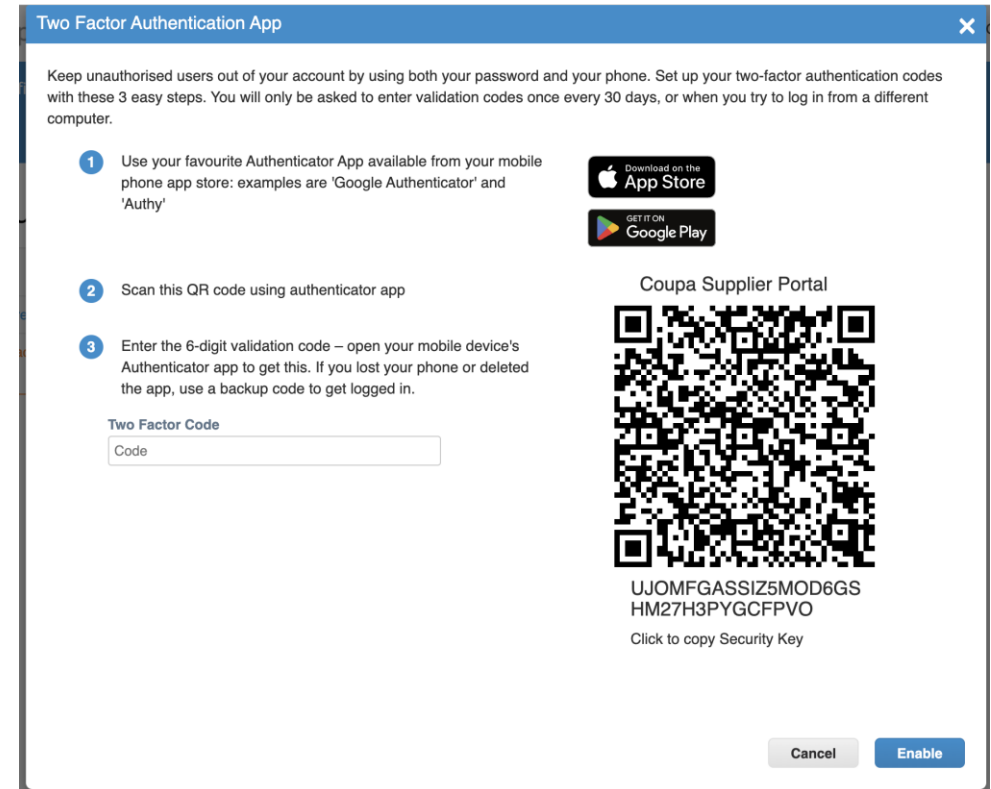
Please Note: Two-Factor Authentication is a mandatory requirement by Coupa.

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

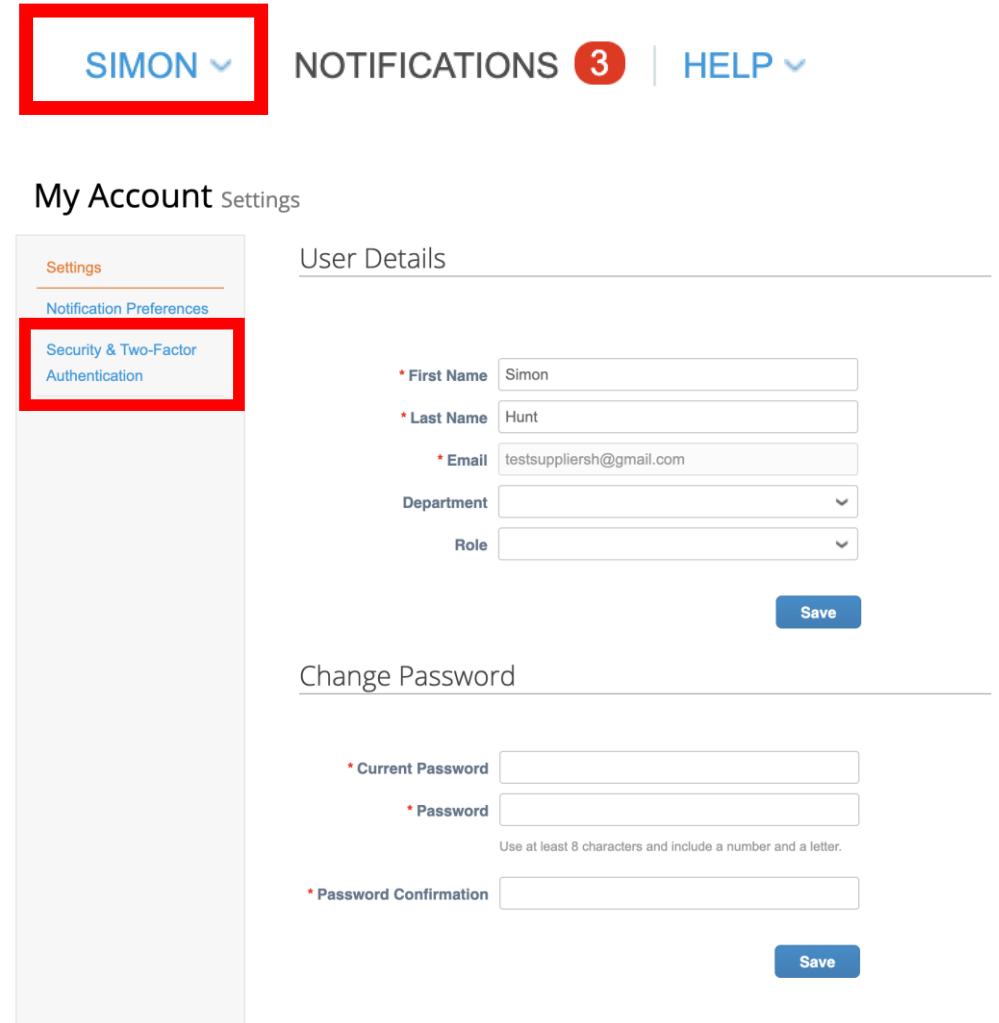# Setting up Two-Factor Authentication

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

Setting up Two-Factor Authentication

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.

Two Factor Authentication App

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.

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

2 Scan this QR code using authenticator app

3 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

MQW5BFFHJLF4GCQGP
UFUGM7W5LS4R6P6

Click to copy Security Key

Cancel   Enable

Setting up Two-Factor Authentication

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

Notification Preferences

Security & Two-Factor Authentication

Two-Factor Authentication

⦿ Enable only for Payment Changes (Required for changing Legal Entity or Remit-To)

○ 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 Disabled

☐ Enable   Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.
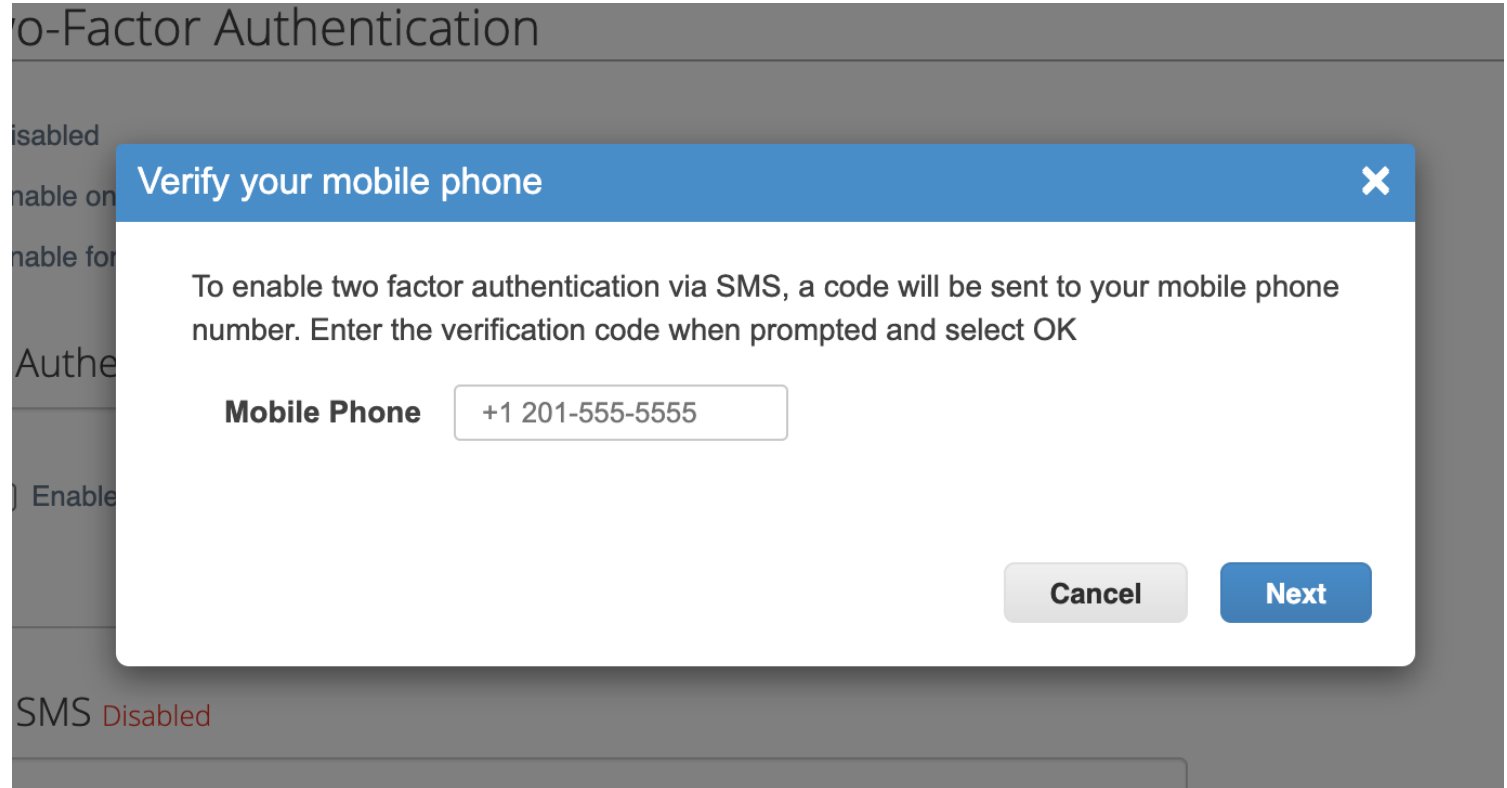
Show Recovery Codes   **Regenerate Recovery Codes**

Setting up Two-Factor Authentication

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
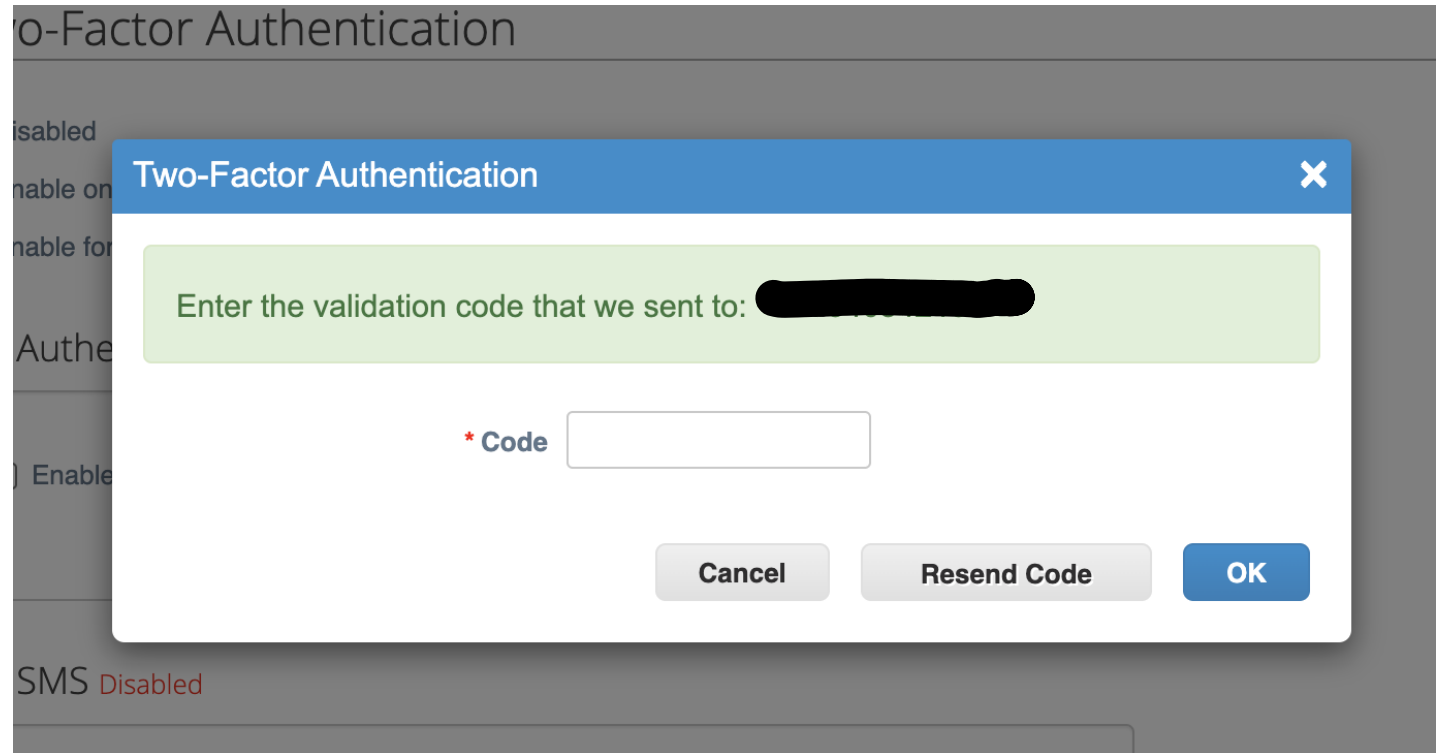
Click Next

Setting up Two-Factor Authentication

You should have received a Text message with a code

Enter the code in the box

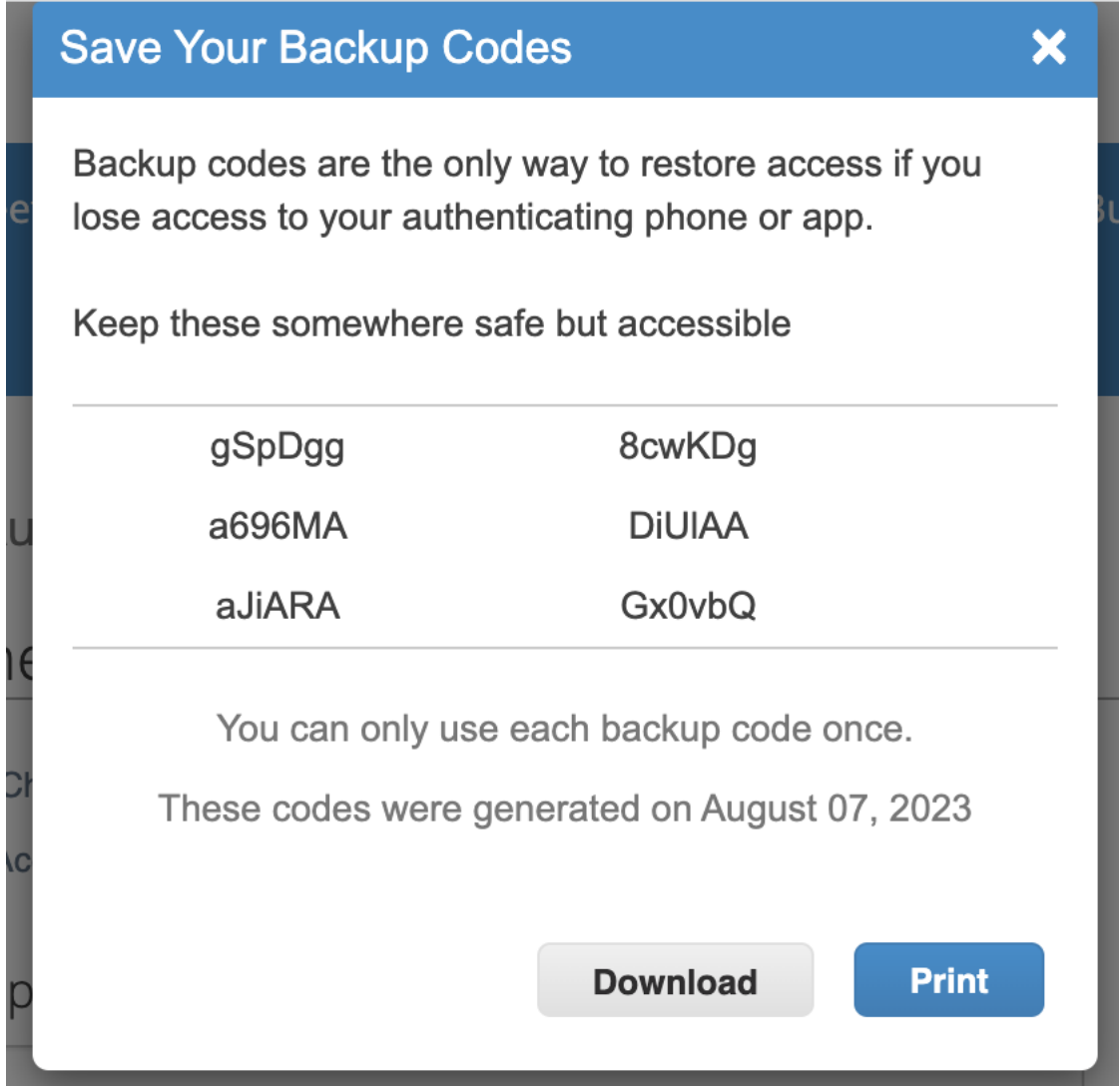Click ok

Setting up Two-Factor Authentication

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

Home

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	DiUlAA
aJiARA	Gx0vbQ

You can only use each backup code once.

These codes were generated on August 07, 2023

Download   Print

Setting up Two-Factor Authentication

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 authenticator. For more information, see Install Google Authenticator.
3. **Mozilla Firefox** extension authenticator
4. **Microsoft Edge** extension authenticator
5. Add the authenticator to your browser.
6. Scan the QR code or copy the security key from the CSP page to the authenticator extension.
7. Enter the Two Factor Code

Two Factor Code

Code

End