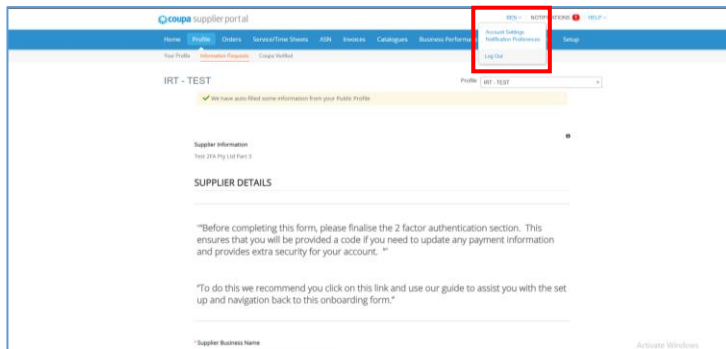


SETTING UP YOUR 2 FACTOR AUTHENTICATION (2FA) IN THE COUPA SUPPLIER PORTAL (CSP)

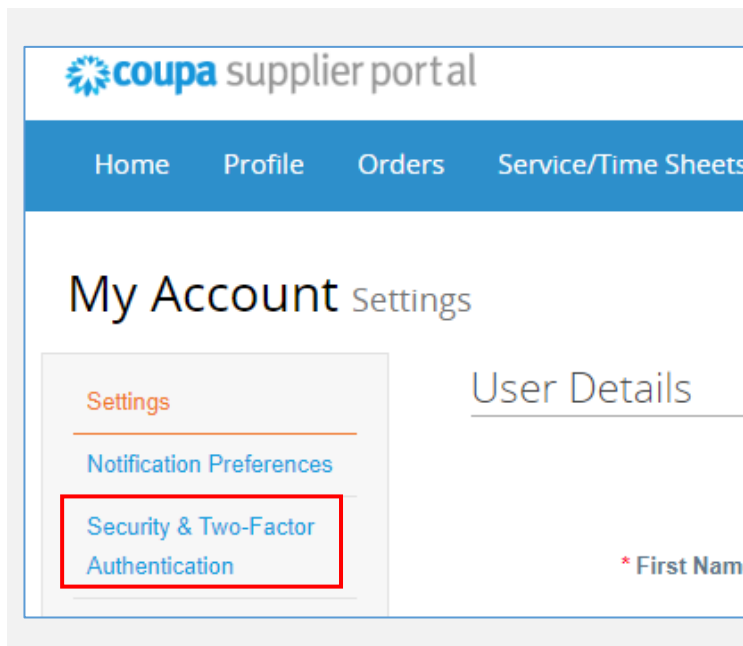
(Increase the zoom to view the screenshots clearly.)



Step 1

Select the drop down box beside your name located at the top right hand side of your CSP.

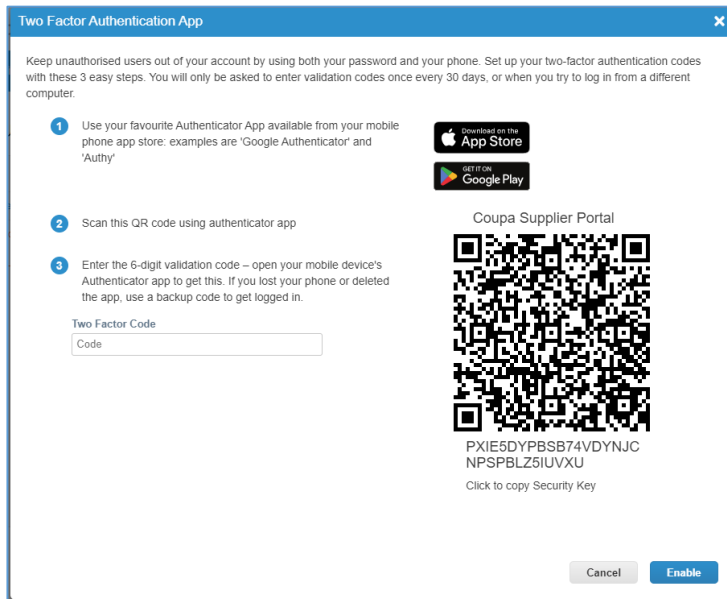
Then select the option “Account Settings”.



Step 2

In the “My Account” settings page select the “Security & Two-Factor Authentication” option.

Continue to the next step ...

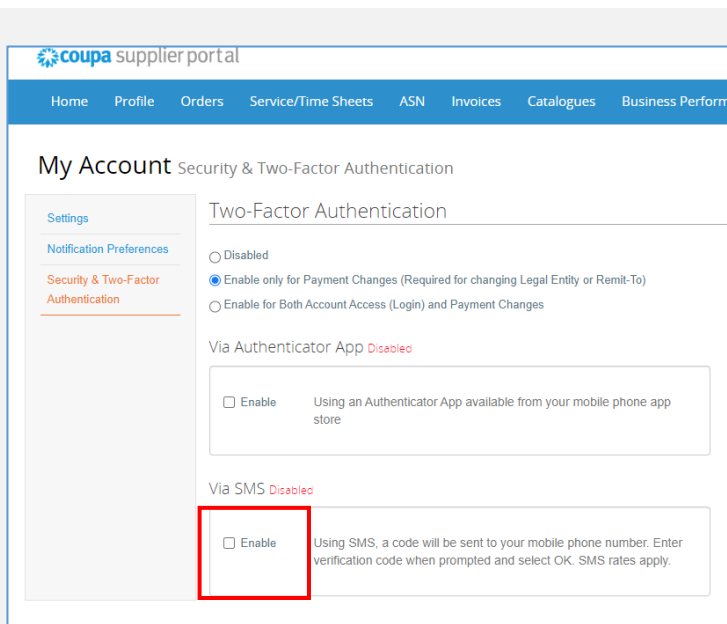


Step 3

You can continue the process from this screen if you have or want to use an authentication app.

Just follow the steps provided to complete the process and enable the 2FA.

If you prefer to receive a code via text message, select cancel, and move to Step 4.



Step 4

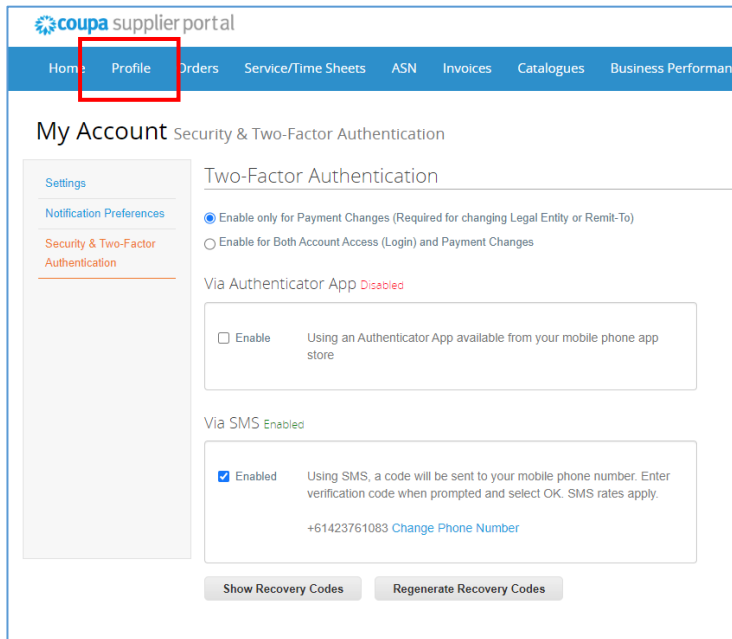
If you prefer to receive your 2FA code via text, select the tick box in the “Via SMS” box.

Once selected you will need to enter your mobile phone number and select “Next”.

You will then receive a code to enter to finalise this option.

You can print or download the backup codes and store in a safe place if required.

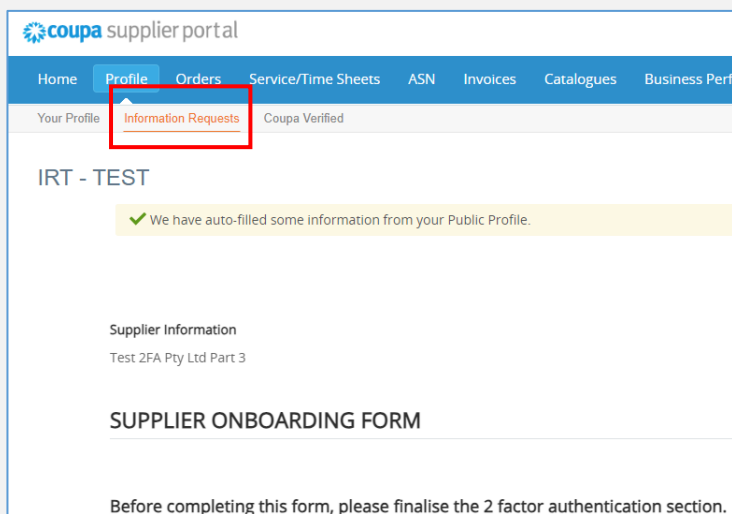
Continue to the next step ...



Step 5

If you are on-boarding as a new supplier to IRT, you will need to navigate back to the IRT supplier on-boarding form.

To do this, select the “Profile Tab”.



Step 6

From the profile tab, select the “Information Requests” option.

You will now be back at the on-boarding form where you can continue completing IRT’s on-boarding requirements.