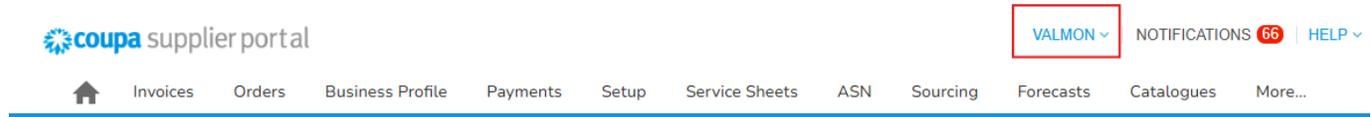
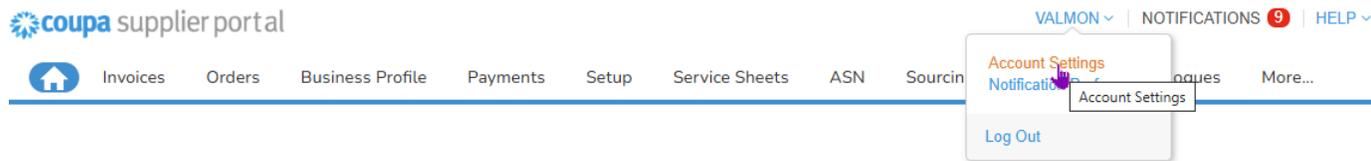


Multi Factor Authentication Job aid : (Please access Coupa to start and you must be an administrator)

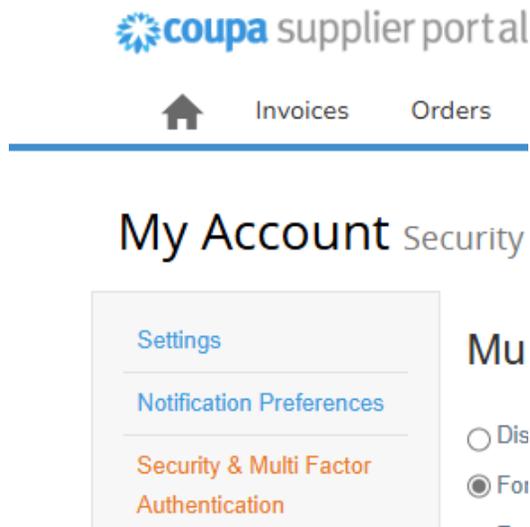
1. Click on **your account Name**.



2. Click on **Account Settings**.



3. Click on **Security & Multi Factor Authentication**.



4. We recommend **closing this window** and using a phone number for simplicity.

Multi-Factor Authentication via App ✕

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



XS7VDGELLLSBFYT2HNKZC
FZAIJWBFTJS

Click to copy Security Key

2 Enter the 6-digit verification code from your device.

Cancel Enable

5. Click on **By Text Message**.

Multi Factor Authentication

- Disabled
- For Payment Changes (Required for changing Legal Entity or Remit-to)
- For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

By Text Message

Use a code sent by text message to your phone number.

Default

6. Enter your cell number to secure your account by keeping 1.

Check the **I'm not a robot box**.

Click on **Send Code**.

Multi-Factor Authentication via SMS ✕

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply).

2 Confirm Recaptcha

3 Enter the 6-digit verification code sent to your phone.

Phone Number
▼ +1

Je ne suis pas un robot 
reCAPTCHA
Confidentialité - Modalités

Send Code

Cancel Enable

7. Enter your 6-digit code in the box:

3 Enter the 6-digit verification code sent to your phone.

Cancel Enable

Do not print the recovery codes, the file does not print well.

Click on download and from this step you can add them to your files and or print them.

You can now access the legal entity if not completed.