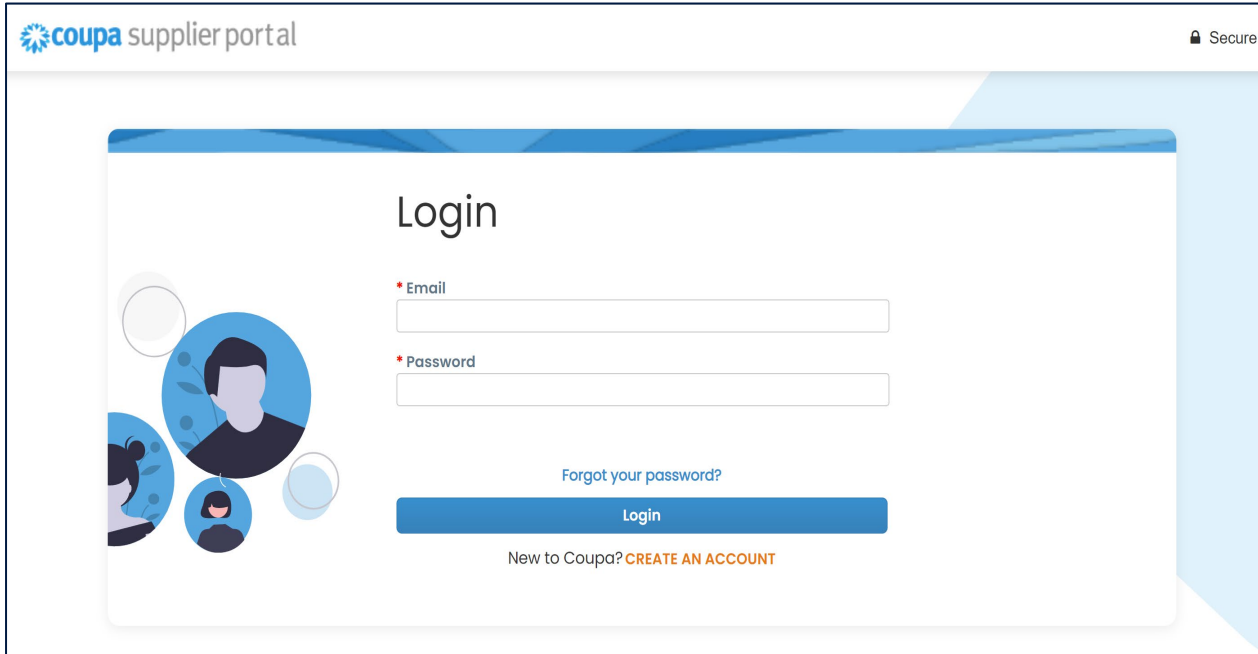


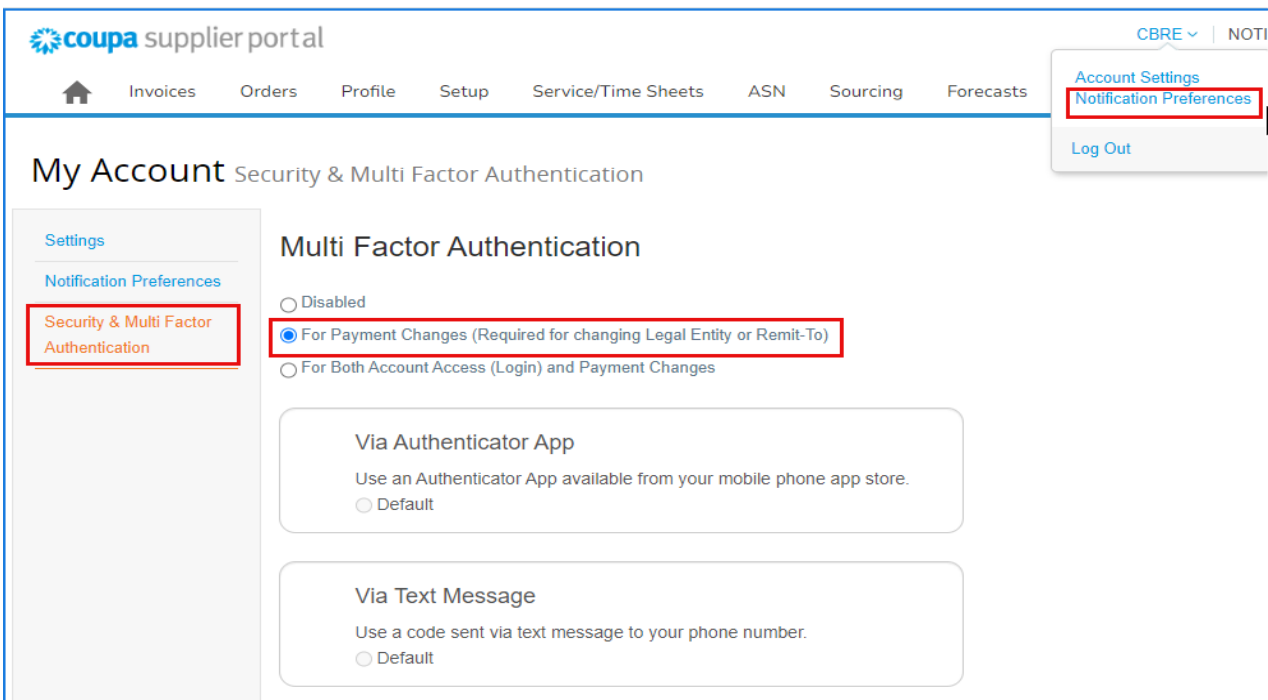
## Setting up Two-Factor Authentication

The steps below will outline how to enable or disable two-factor authentication in Coupa Supplier Portal.

1. Log into your Coupa Supplier Portal <http://supplier.coupahost.com/>.



2. On the My Account page, click on the **Security and Two-Factor Authentication** link to enable or disable two-factor authentication.



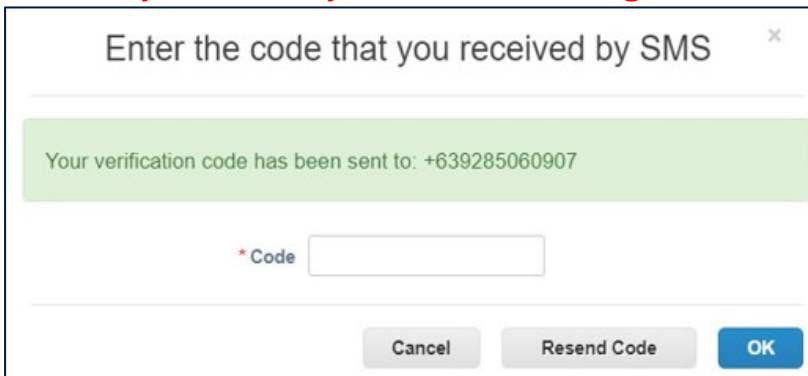
3. Click on Enable for SMS or for Two Factor Authenticator App depending on how you want to receive the verification code.



The screenshot shows a 'Two-Factor Authentication' setup window. It includes an introductory paragraph, three numbered steps: 1. Download Google Authenticator mobile app (with App Store and Google Play links), 2. Scan this QR code using Google Authenticator app (with a QR code), and 3. Enter the 6-digit validation code (with a text input field and a 'Remember this computer for 30 days' checkbox). At the bottom, there is a link 'No thanks. Continue without additional security.' and an 'Enable' button.

4. For SMS, enter the verification code in the pop-up window. After successful validation, you will receive the verification codes in text messages. For installing and using Google Authenticator, follow the on-screen instructions.

**NOTE: Print your backup codes or email them to yourself before you click OK. If you ever lose your device, you need these to regain access to your CSP account.**



The screenshot shows a pop-up window titled 'Enter the code that you received by SMS'. It displays a green message: 'Your verification code has been sent to: +639285060907'. Below this is a text input field labeled '\* Code'. At the bottom, there are three buttons: 'Cancel', 'Resend Code', and 'OK'.

- To disable Two-Factor Authentication, click Disable for SMS or for Two Factor Authenticator App. In the appearing window, enter your CSP password and click Disable Two-Factor Authentication. You will be notified of a two-factor authentication change via email.

**NOTE:** If the option to disable is not shown, your company is linked to a customer that requires two-factor authentication.



For more information or assistance, reach out to your Procurement Buyer Team.

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GWS EMEA	<a href="mailto:GWSEMEAsupplychainbuyer@cbre.com">GWSEMEAsupplychainbuyer@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a>
GWS US & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
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