Enable Multifactor and Create a Legal Entity

About this Guide

This guide is intended to show suppliers enable their multifactor authenticator and create their legal entity to begin invoicing Flynn in Coupa.

This guide contains the following sections:

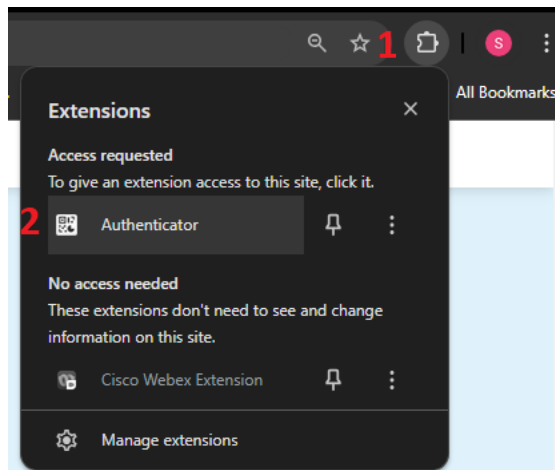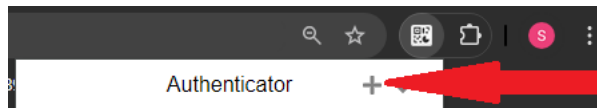## Establish Multifactor Authentication via Authenticator App on Google Chrome

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
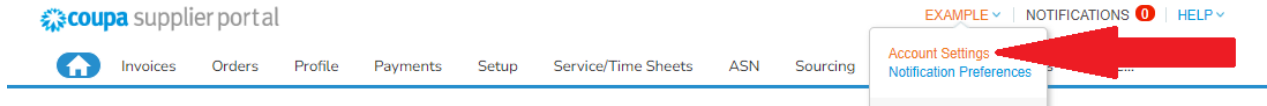
2.) Select the third option on the left side under My Account labeled "Security & Multi Factor Authenticator"
3.) Add the relevant extension to your browser:
   a. Google Chrome extension authenticator
4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
5.) Copy the Security Key password shown **underneath** the QR code
6.) How to enter the information into the chrome extension:
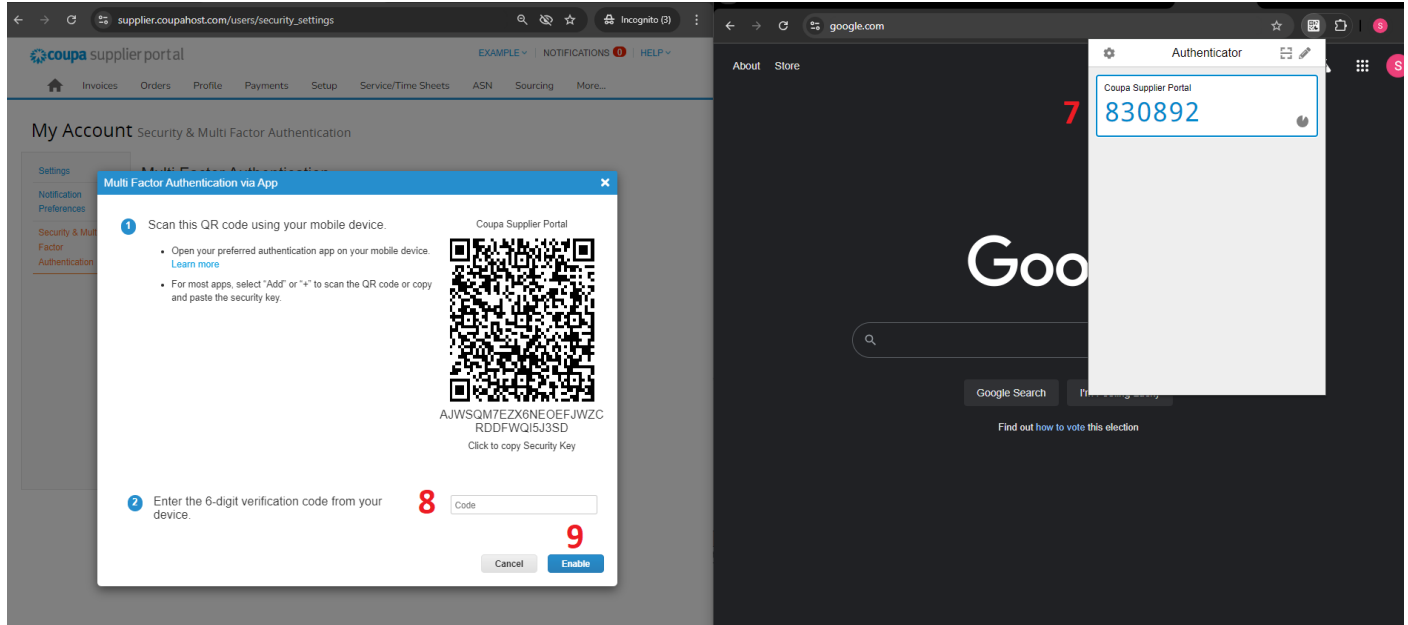   a. Click the extension icon then Authenticator

   b. Click the pencil icon
   c. Click on the "+" icon

   d. Click on "Manual Entry" option
   e. Under Issuer: Type in "Coupa Supplier Portal"
   f. Under Secret, Paste you Special Key
   g. Hit Ok
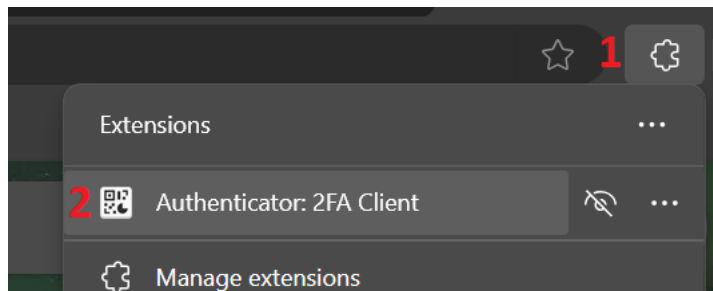   i. Note, a new 6-digit code will now appear every 30 seconds

7.) In your browser with the Authenticator App, copy of the 6 digit code

8.) In Coupa, paste the 6 digit code in the text box to the right of step 2

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

Establish Multifactor Authentication via Authenticator App on Microsoft Edge

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
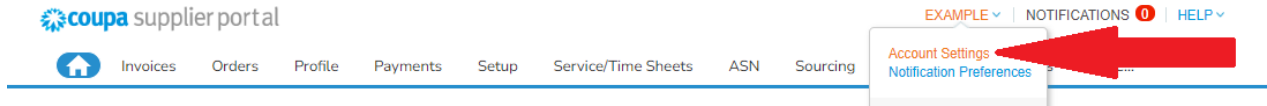
2.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"

3.) Add the relevant extension to your browser:

    a. Microsoft Edge extension authenticator

4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear

5.) Copy the Security Key password shown **underneath** the QR code

6.) How to enter the information into the extension:

    a. click the extension icon then Authenticator

    b. Click the pencil icon

    c. Click on the "+" icon

    d. Click on "Manual Entry" option
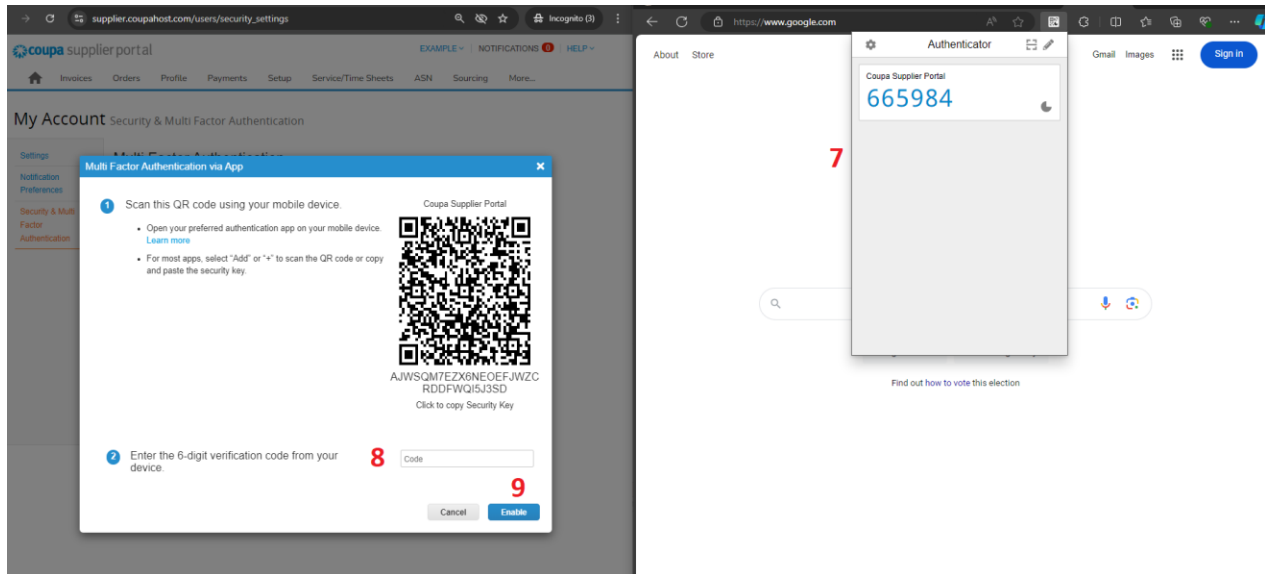
    e. Under Issuer: Type in "Coupa Supplier Portal"

    f. Under Secret, Paste you Special Key

    g. Hit Ok

        i. Note, a new 6-digit code will now appear every 30 seconds
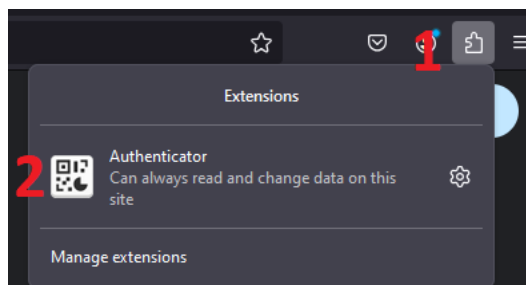
7.) In your browser with the Authenticator App, copy of the 6 digit code

8.) In Coupa, paste the 6 digit code in the text box to the right of step 2

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

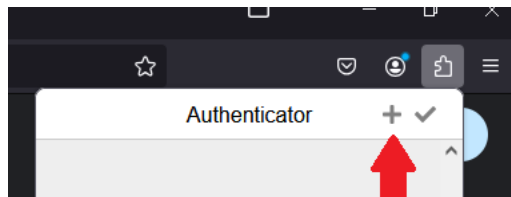## Establish Multifactor Authentication via Authenticator App on FireFox

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
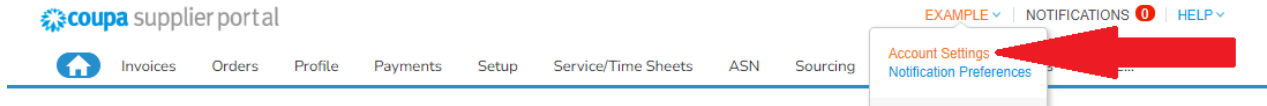
2.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"

3.) Add the relevant extension to your browser:

a. Mozilla Firefox extension authenticator

4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear

5.) Copy the Security Key password shown **underneath** the QR code

6.) How to enter the information into the extension:
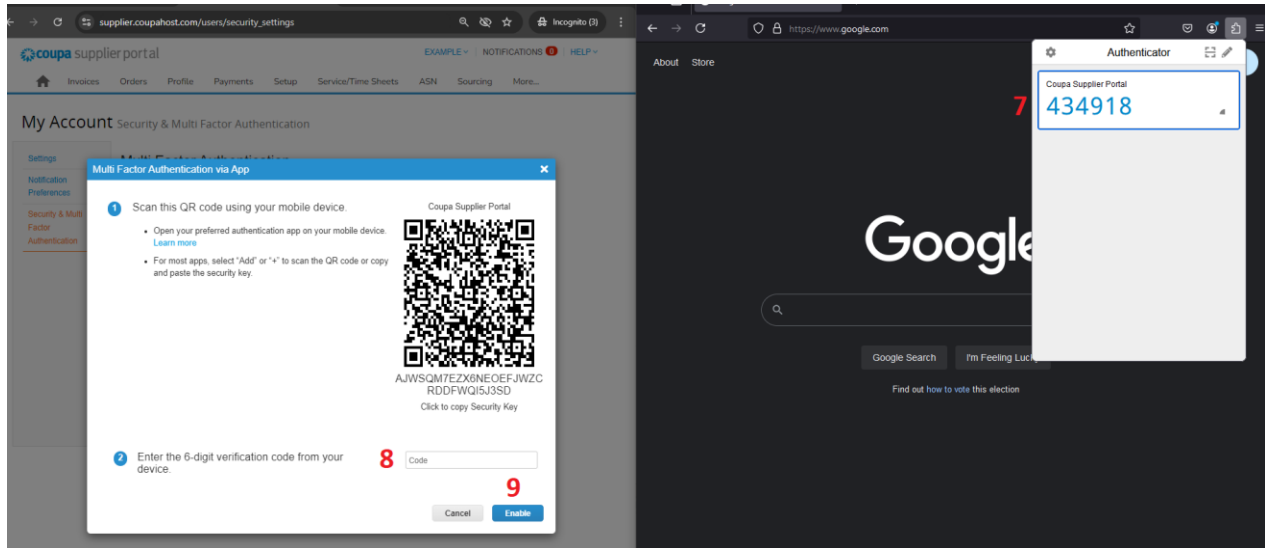
a. click the extension icon then Authenticator

b. Click the pencil icon

c. Click on the "+" icon

d. Click on "Manual Entry" option

e. Under Issuer: Type in "Coupa Supplier Portal"

f. Under Secret, Paste you Special Key

g. Hit Ok

      i. Note, a new 6-digit code will now appear every 30 seconds

7.) In your browser with the Authenticator App, copy of the 6 digit code

8.) In Coupa, paste the 6 digit code in the text box to the right of step 2

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

Establish Multifactor Authentication via SMS

1.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear, click on the cancel button in the button right.
2.) Click on the Circle located to the right of "Via Text Message"

3.) Enter you phone number into the box provided, DO NOT REMOVE THE +1
4.) Click and complete the reCAPTCHA
5.) Click "Send Code"
6.) Enter the 6-digit code that was sent to you phone
7.) Click Enable
8.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.
9.) Click the "X" in the top right corner of "Save Your Back Up Codes"

Create your Legal Entity

1.)Click the word Business Profile then click on Legal Entities
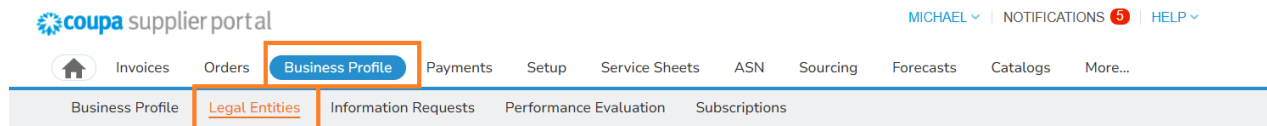
2.) A pop up will appear labeled "Multi Factor Authentication", enter the six code that was sent to your cell phone or authenticator app/extension in the box provided

3.) Hit the blue Ok button

4.) Click the Create Button

5.)Enter your business's legal name in the box underneath Legal Entity Name

6.)Click on the drop-down box located underneath County/Region, scroll down and click on United States

7.)Under Tax Registration, below County/Region, scroll down and click on United States then below Tax ID enter the business's EIN or SSN

8.)Under Address Line 1, enter the street address of business

9.)Under City, enter the city business is in

10.)Under State, from the drop down select the state the business is in

11.)Under Postal Code, enter the postal code the business is in

12.)Ensure Ship From Address check box is clicked

13.)Click Save

14.) A pop up message will appear where you now enter your payment information, please click on the continue button

Business Legal Entity successfully created. Next, you must add payment info or a remittance address required for invoicing. Go to Setup > Payment Methods and click "Add Payment Method" to complete this.

Close   Continue

Add Payment Method

1.) Click on the Add Payment Method Button

Admin Remit-To

Users   Add Payment Method

2.) Select the Legal Entity you just create by from the options in the drop down menu next to Legal Entity and click next

Add Payment Method

Legal Entity   TEST

Invoice From Address   test
cleveland, OH, 44131
United States

Next

Add a new Payment Method

1.) For **check payment**, click on the drop down located next to Payment type and click on **Address**. If Remit Address is correct click on the blue Save and Continue button.

Add a new Payment Method

* Payment Type	Address ⌄
	Address
	Bank Account
	Virtual Card

'hat is your Re[mit]?

* Address Line	➕
* City	
State	Select an Option ▾
* Postal Code	
* Country/Region	United States ⌄

Recommended

If you receive payments to a different location to where your business is registered, add the address here.

'hat is your Remit-To Integration Code? (optional) ⓘ   ›

'hich customers can use this account?

☑ All

☑ Flynn Group - John Ellis 🖭

☑ Flynn Group - EMAIL TEST 🖭

Cancel   **Save & Continue**

2.) For **ACH payment**, click on the drop down located next to Payment type and click on **Bank Account**. Enter the state where your bank is located, Bank's name, account number, confirm account number, ACH routing number. If you do not have access to your bank's Wire/SWIFT information, please click on the check box labeled "My bank does not have a BIC code. Once the information has been filled out, click on the blue Save and Continue button

3.) For payment via **virtual credit card**, click on the drop down located next to Payment type and click on **Virtual Card**. Enter a remit email address in the box located the right of Email Address. If your company processes credit card automatically, please click the appropriate check box. Once the information has been filled out, click on the blue Save and Continue button.

4.) click the blue Next button.

5.) click the blue Done button.

Setup Complete

1.) click the blue Add Now button.