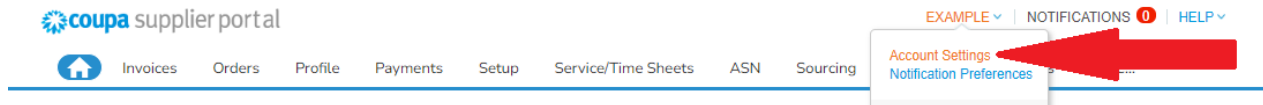## Establish Multifactor Authentication via Authenticator App on Desktop

1.) Log into the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, 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"
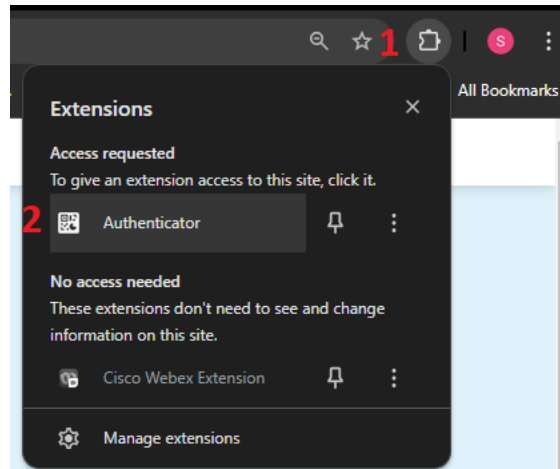3.) Add the relevant extension to your browser:
   a. Google Chrome extension authenticator
   b. Microsoft Edge extension authenticator
   c. Microsoft Edge extension authenticator
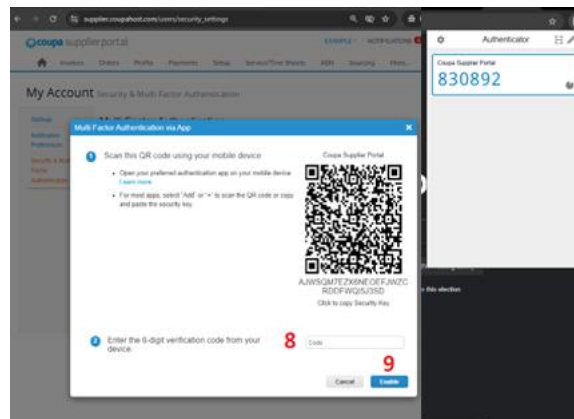4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
5.) Copy the Security Key password shown **underneath** the QR code
6.) How to get the authentication cod in the authenticator extension:
   a. Click the extension icon then "Authenticator"
   b. Click the pencil icon
   c. Click on the "+" icon located to the right of "Authenticator"
   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 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 labeled "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 bottom right

2.) Click on the circle located to the right of "Via Text Message"

3.) Complete the prompts provided in descending order, once completed click enable

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

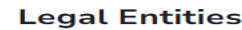5.) Click the "X" in the top right corner of "Save Your Back Up Codes"

Establishing you Legal Entity

1. Click the word Business Profile on the top banner

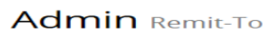   **Business Profile**

2. Click on the Legal Entity option

   a) 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

   b) Hit the blue Ok button

   c) Click the Create located underneath Legal Entities

   Business Profile   Legal Entities
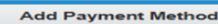
   Legal Entities

   Create

3. Create Legal Entity – Complete the prompts provided and click the blue Save button

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

5. Click the Add Payment Method Button

   Admin Remit-To
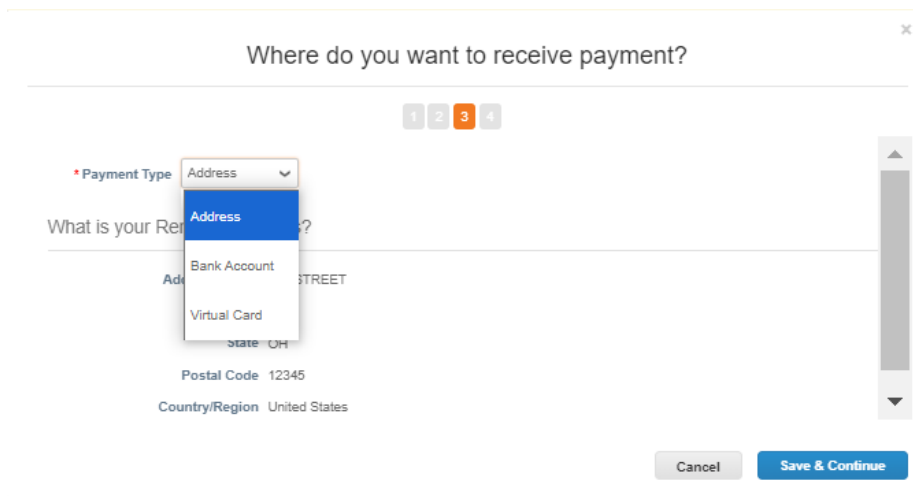
   Users   Add Payment Method

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

7. Add a new Payment Method?

   a) For your preferred payment type, click on the drop down located to the right of payment, click on your preferred payment method and fill out the prompts provided. For check, select Address, ACH select Bank Account, and credit card select Virtual Card. Hit Save and Continue when complete.

      1) Note, for Bank account method if you do you do not know your banks wire or SWIFT/BIC code please click the check box "My Bank does have a BIC code" to continue without error.

   Where do you want to receive payment?

   1 2 **3** 4

   * Payment Type   Address

   Address

   What is your Re...

   Bank Account

   Ad...   STREET

   Virtual Card

   State OH

   Postal Code 12345

   Country/Region United States

   Cancel   Save & Continue

8. Click the blue Next button

9. Click the blue Done button

10. Setup Complete - click the blue Add Now button