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:

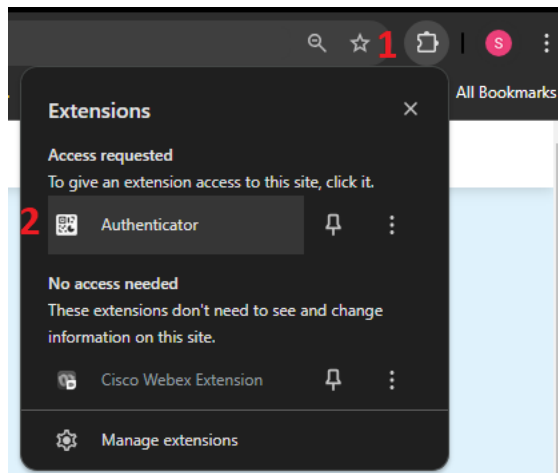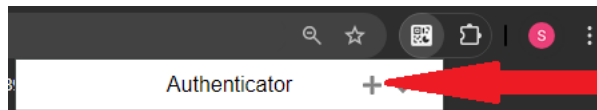## Establish Multifactor Authentication via Authenticator App on Google Chrome

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.
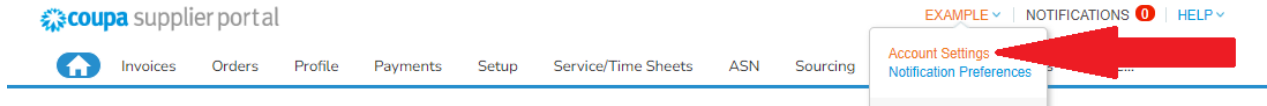
2.) Select the third option on the left side under My Account labeled "Security & Multi Factor Authenticator"
3.) Add the relevant extension to your browser:
   a. Google Chrome extension authenticator
4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
5.) Copy the Security Key password shown **underneath** the QR code
6.) How to enter the information into the chrome extension:
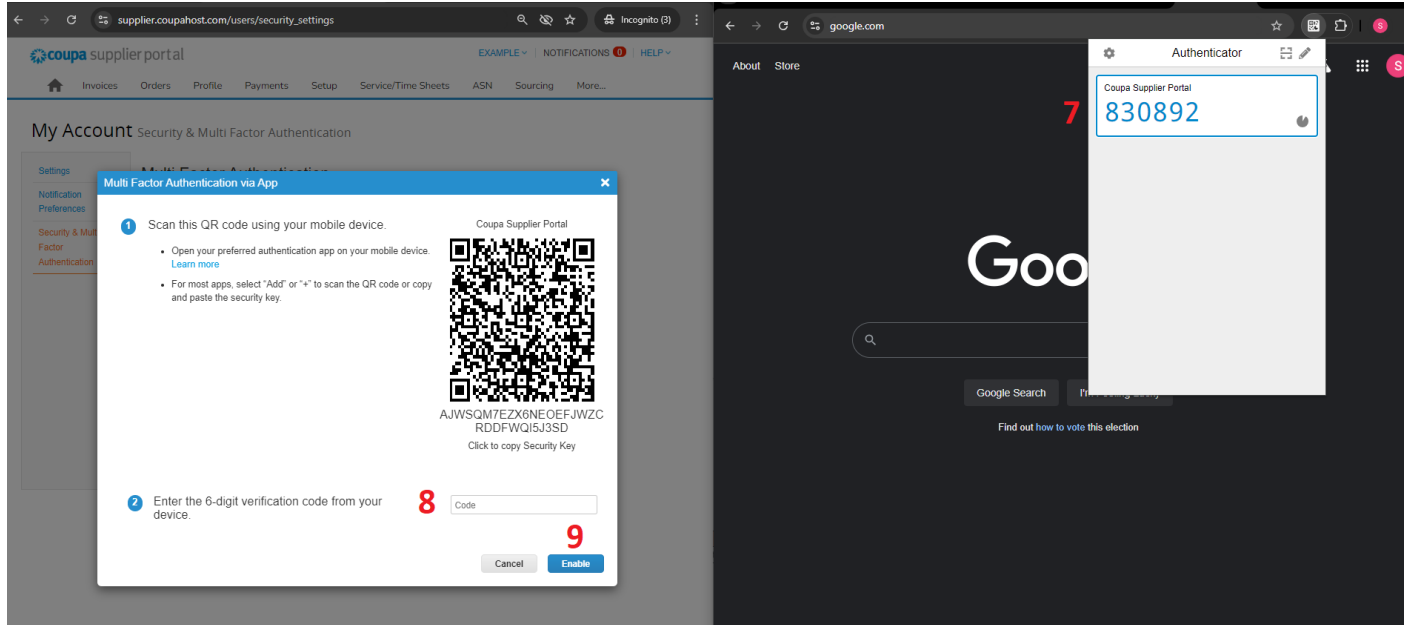   a. Click the extension icon then Authenticator

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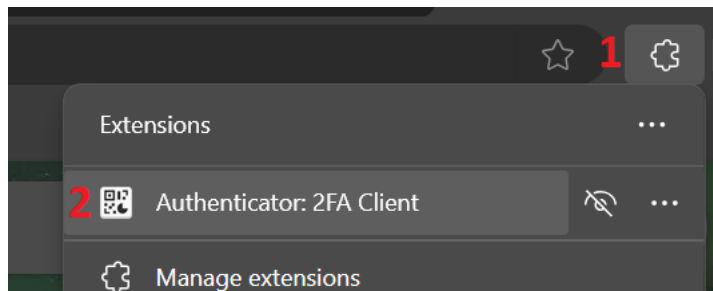
7.) In your browser with the Authenticator App, copy of the 6 digit code

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.
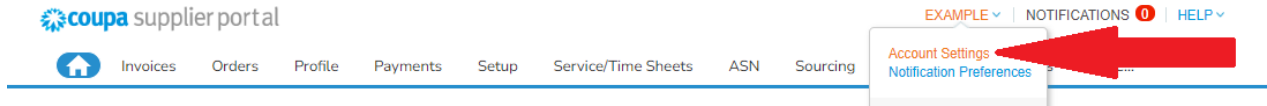
2.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"
3.) Add the relevant extension to your browser:
   a. Microsoft Edge extension authenticator
4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
5.) Copy the Security Key password 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
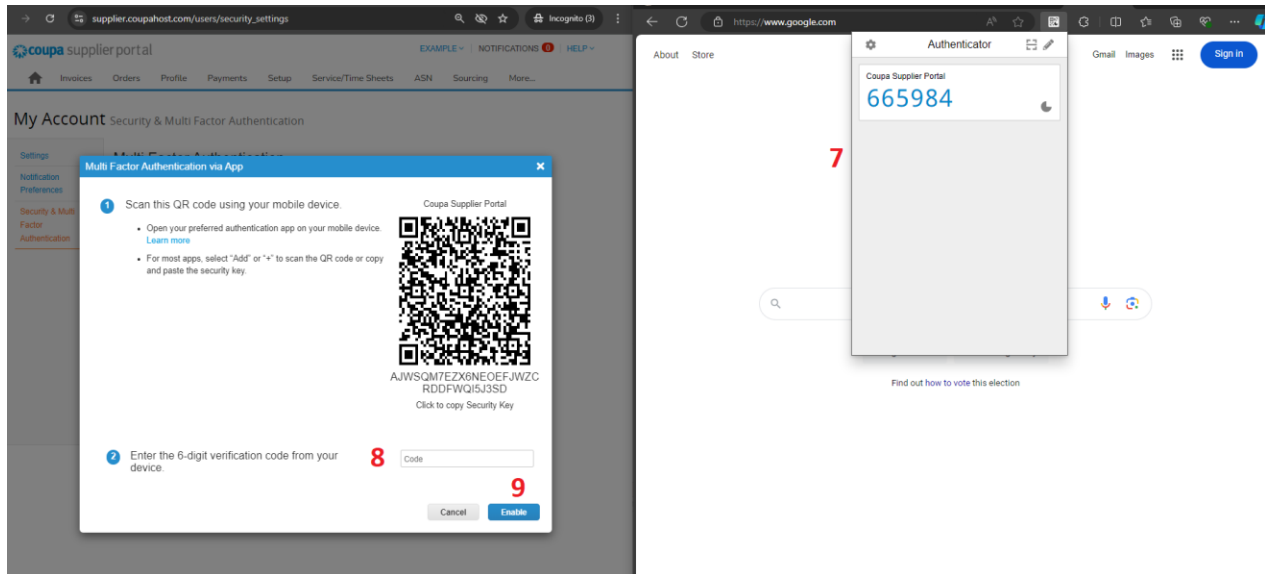

   d. Click on "Manual Entry" option
   e. Under Issuer: Type in "Coupa Supplier Portal"
   f. Under Secret, Paste you Special Key
   g. Hit Ok
      i. Note, a new 6-digit code will now appear every 30 seconds
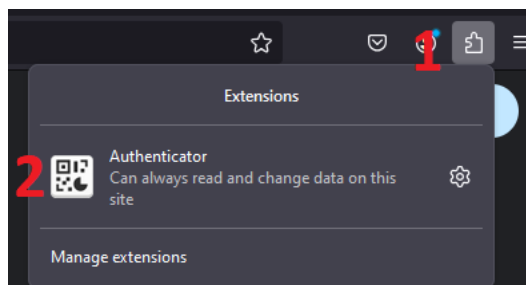
7.) In your browser with the Authenticator App, copy of the 6 digit code

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"

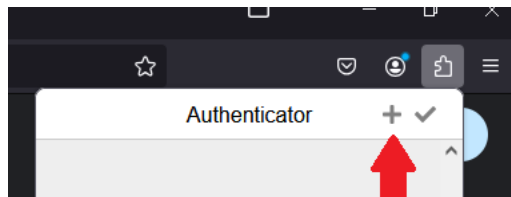## Establish Multifactor Authentication via Authenticator App on FireFox

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.
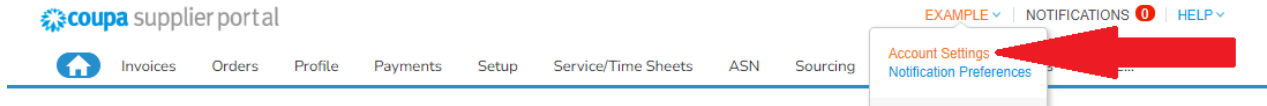
2.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"

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:
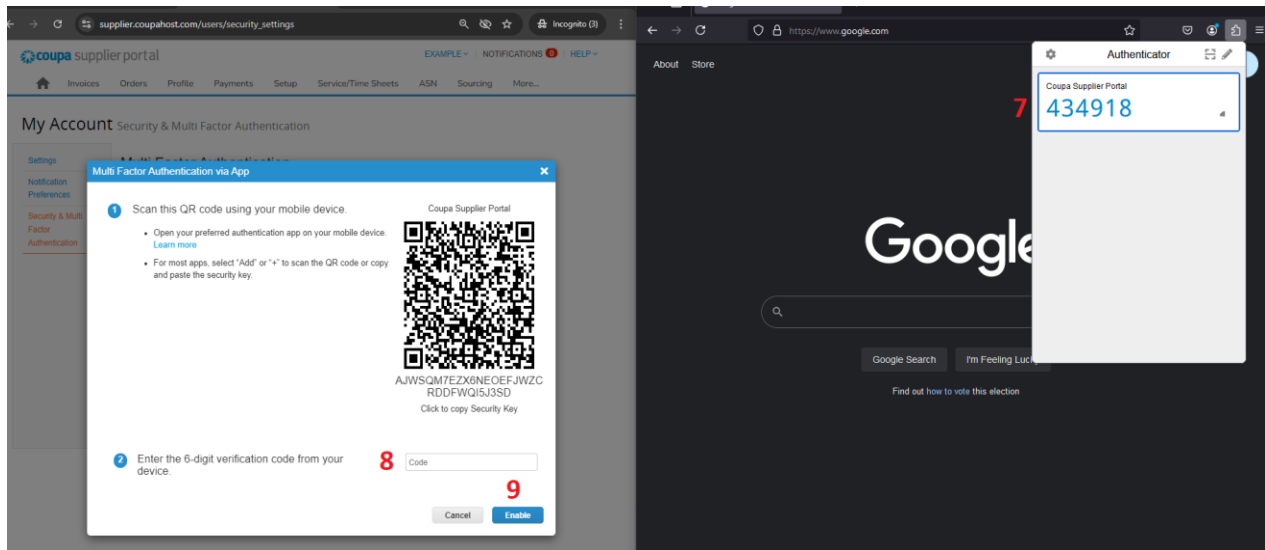
a. click the extension icon then Authenticator

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"

My Account Security & Multi Factor Authentication

Multi Factor Authentication

- 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

Via Text Message
Use a code sent via text message to your phone number.
- Default

Recent Login Activity

10/02/24 (02:12 PM) - Chrome - Windows - 4.35.118.166
10/02/24 (02:08 PM) - Chrome - Windows - 4.35.118.166

Multi Factor Authentication via SMS ✕

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

3 **Phone Number**
+1 1234567891

2 Confirm Recaptcha

4 ☐ I'm not a robot — reCAPTCHA Privacy - Terms

5 Send Code

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

7 Cancel | Enable

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"
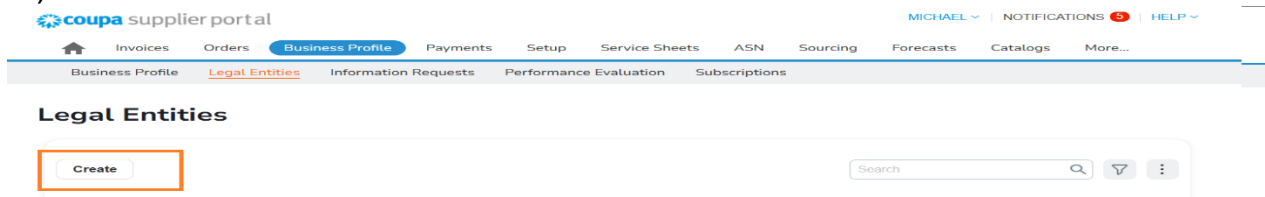
Set Up Legal Entity (Returning Coupa User)

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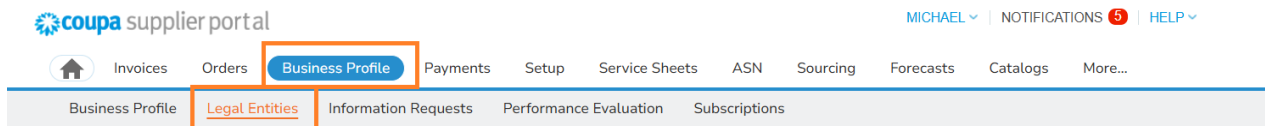
2.) A pop up will appear labeled "Multi Factor Authentication", enter the six code that was sent to your cell phone or authenticator app/extension in the box provided

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

Set Up Payment Method (Returning Coupa User)

1.) Click the word Business Profile then click on Payment Methods
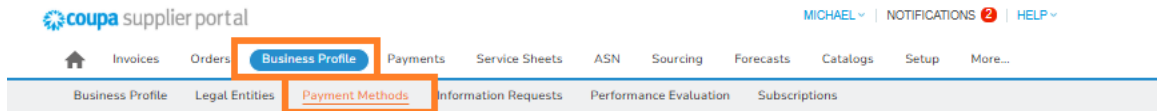
2.) Click on Payment Methods
3.) If you have your multiple authentication created, please enter the 6- digit code sent to the Authenticator App/phone number provided when you created your account or use the authenticator app and click ok.
4.) Select the option under Payment Methods
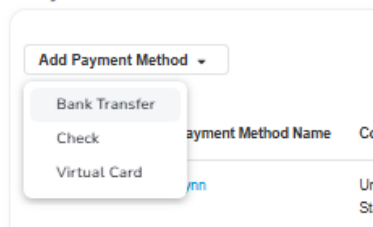
   a.
   b. Select the Legal Entity, enter in Payment Method Name such as "Payment For Flynn"

      i. For **Bank Transfer (ACH)**
1. Enter the payment method name such as "Flynn ACH" enter provide the below information:
2. State where bank is located
3. Beneficiary Name
4. Bank Name
5. Account Number
6. Confirm Account Number
7. ACH Routing Number
8. Click Save and Next

      ii. For **Check**
1. Enter the payment method name such as "Flynn Check" enter provide the below information:
2. Street address
3. City
4. State
5. Zip Code
6. Click Save and Next

    c. For **Virtual Card (Credit Card)**
- i.   Enter the payment method name such as "Flynn Credit Card"
- ii. Enter remittance email address under Email address
- iii. Click Save and Next
- iv.

5.) Click the check box for Flynn Group

| Search | 🔍 |

Customer	💳 Payment for flynn
Flynn Group - John Ellis	☐
Flynn Group - EMAIL TEST	☑

    a.

6.) Click Save on the bottom right and click close.

Setup Complete

1.) click the blue Add Now button.