

## 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.

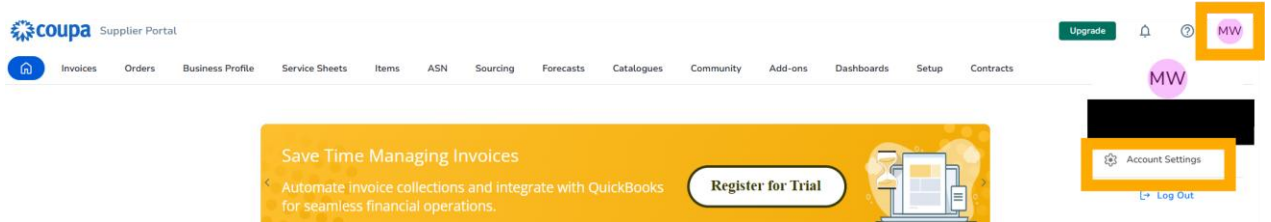
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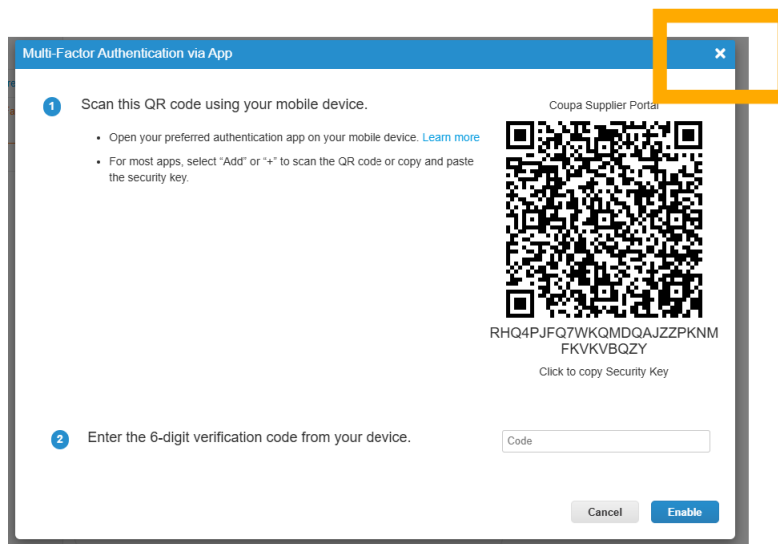
## Access Multifactor in Coupa Account

1.) Click on your initials in the top right corner, then click on Account Settings



2.) Click on Security & Multifactor Authentication


- a. You will first be prompted to complete the authentication via the App, if this is **not** your preferred method, click the X button located in the top right corner

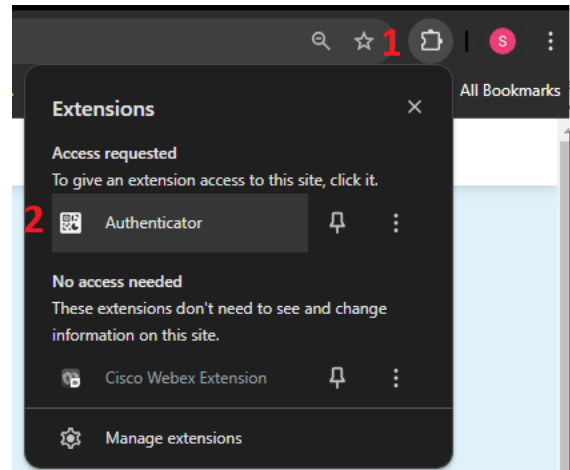


3.) You will have three options

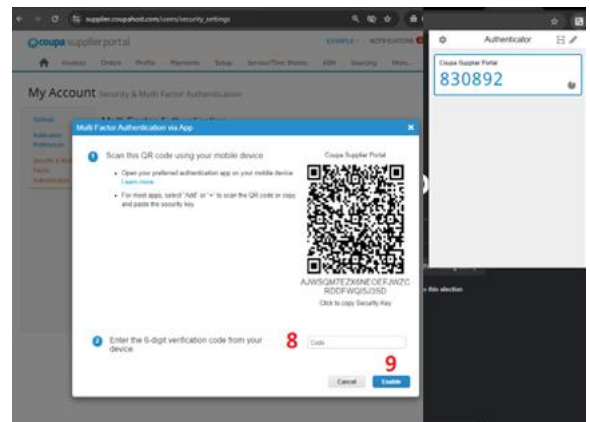
- a. [Authenticator App](#)
- b. [Text Message](#)
- c. [Passkey](#)

## Establish Multifactor Authentication via Authenticator App on Desktop

- 1.) Add the relevant extension to your browser:
  - a. Google Chrome extension [authenticator](#)
  - b. Microsoft Edge extension [authenticator](#)
  - c. Microsoft Edge extension [authenticator](#)
- 2.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear
- 3.) Copy the Security Key password shown **underneath** the QR code
- 4.) How to get the authentication code 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 your Special Key
  - g. Hit Ok
  - i. Note, a new 6-digit code will now appear every 30 seconds



- 5.) In your browser with the Authenticator App, copy the 6-digit code
- 6.) In Coupa, paste the 6-digit code in the text box to the right of step 2
- 7.) Click Enable
- 8.) A pop-up labeled “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”
- 10.) Continue on [page 8](#)



## Establish Multifactor Authentication via Text Message (SMS)

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

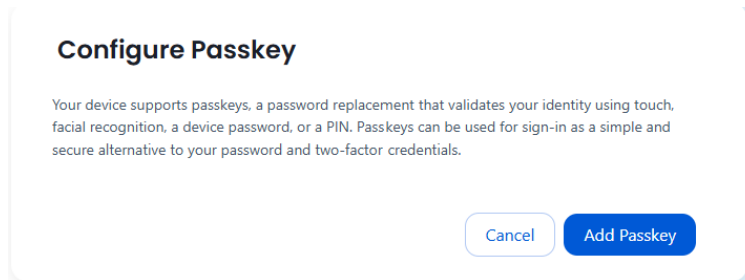
2.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference

3.) Click *I copied and saved the recovery codes* and click Continue or Click Download and Continue

4.) Continue on [page 8](#)

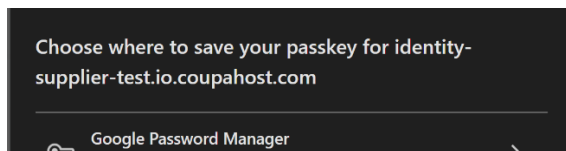
## Establish Multifactor Authentication via Passkey on Desktop

1.) Click on the Add Passkey button



2.) Based on browser you will be asked to save one of two ways:

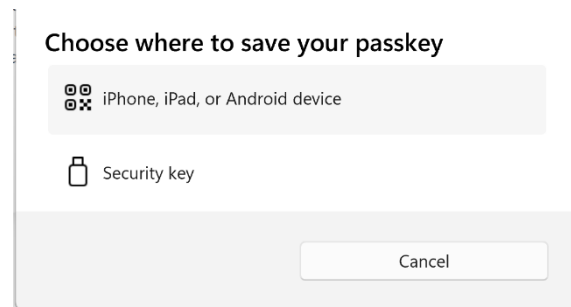
a. Browser manager (**Chrome only**)



i. On Chrome:

- A. Click Google Password Manager
- B. You will be asked Create a passkey to sign in to identify-supplier-coupa.com and hit create
- C. You will be asked to create a PIN with either 6 numbers or 4 or more letters and numbers
- D. Hit confirm

b. Use a phone, table, or security key (**other browser types**)



- i. iPhone, iPad, or Android Device
  - A. You will asked to scan QR code with phone or tablet
  - B. You will be asked use sign in using FaceID, fingerprint, or PIN code

3.) Once completed your screen will look like the below



Device connected!  
Continue on your device

4.) Continue on [page 8](#)

## Set Up Legal Entity (Returning Coupa User)

- 1.) Click the word Business Profile
- 2.) Opt in or opt out of sharing data with Coupa community and hit Save
- 3.) Click Legal Entities and click the Create Button
- 4.) Enter your business's legal name in the box underneath Legal Entity Name
- 5.) Click on the drop-down box located underneath Country/Region, scroll down and click on United States
- 6.) Under Tax Registration, below Country/Region, scroll down and click on United States then below Tax ID enter the business's EIN or SSN
- 7.) Under Address Line 1, enter the street address of business
- 8.) Under City, enter the city business is in
- 9.) Under State, from the drop down select the state the business is in
- 10.) Under Postal Code, enter the postal code the business is in
- 11.) Ensure Ship From Address check box is clicked
- 12.) Click Save
- 13.) A pop up message will appear where you now enter your payment information, please click on the close button
- 14.) Continue to [page 7](#) if you would like payment via ACH or credit card

The screenshots show the Coupa Supplier Portal interface. The first screenshot shows the 'Business Profile' tab selected in the top navigation bar. The second screenshot shows the 'Legal Entities' section with the 'Create' button highlighted. The third screenshot shows the 'Create Legal Entity' form with the following fields filled: Legal Entity Name: TEST; Country/Region: United States; Tax Registrations: Country/Region: United States; Invoice From Address: Country/Region: United States, Address Line 1: [empty], Address Line 2: [empty], City: [empty], State: [empty], Postal Code: [empty], Invoice From Code: [empty], Preferred Language: English (US); Ship From Address: Same as Invoice From Address (checked).

## Set Up ACH or Credit Card Payment Method (Returning Coupa User)

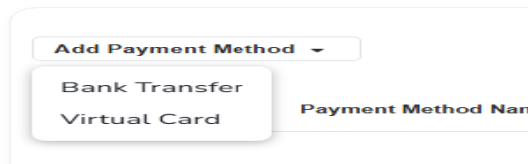
1.) Click the word Business Profile then click on Payment Methods



2.) Click on Payment Methods

3.) Select the option under Payment Methods

### Payment Methods



a.

b. Select the Legal Entity, enter in Payment Method Name such as “Payment For Flynn”

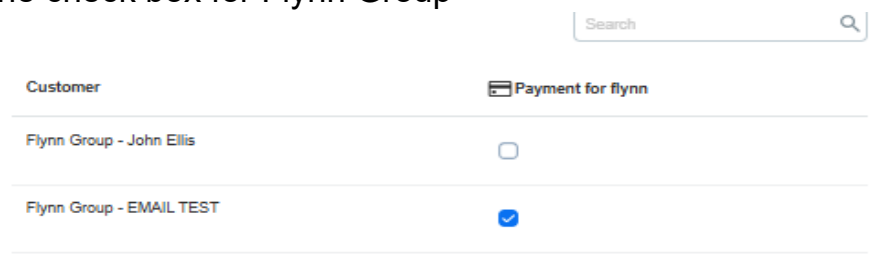
i. For **Bank Transfer (ACH)**

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

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

4.) Click the check box for Flynn Group



a.

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