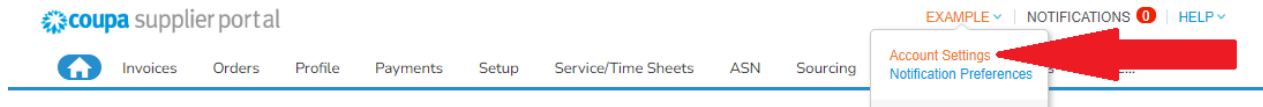


Establish Multifactor Authentication via Authenticator App on Desktop

- 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.



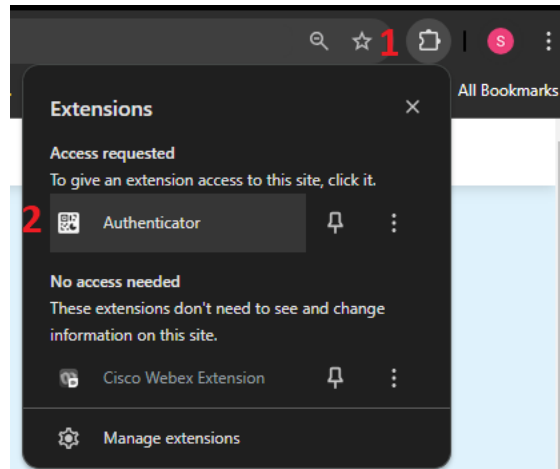
- 2.) Select the third option on the left side under My Account labeled “Security & Multi Factor Authenticator”
- 3.) Add the relevant extension to your browser:
 - a. Google Chrome extension [authenticator](#)
 - b. Microsoft Edge extension [authenticator](#)
 - c. Microsoft Edge extension [authenticator](#)

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

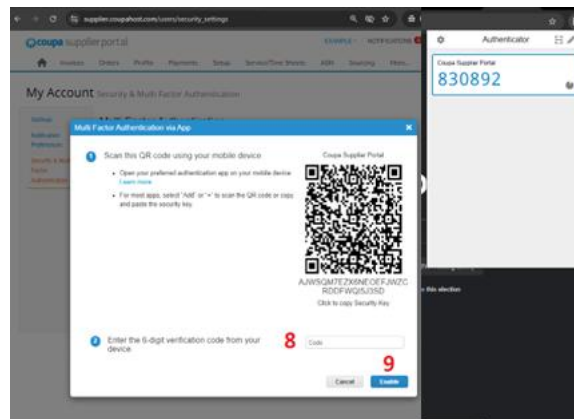
- 5.) Copy the Security Key password shown **underneath** the QR code

- 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

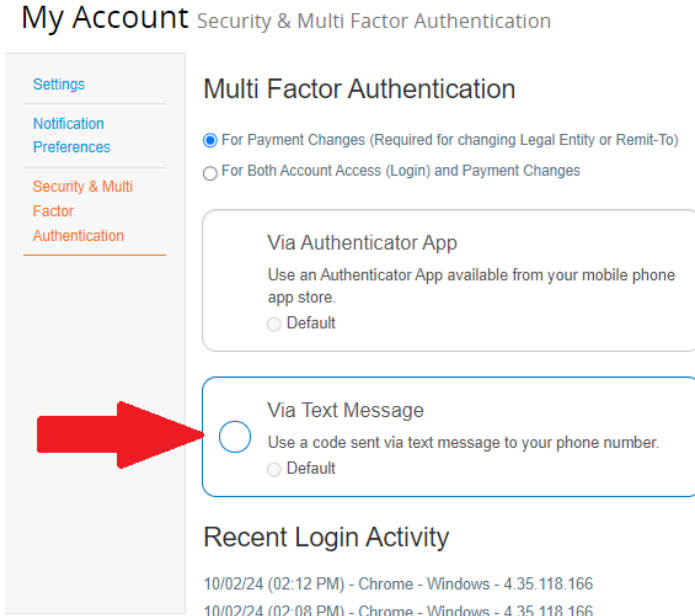


- 7.) In your browser with the Authenticator App, copy the 6-digit code
- 8.) In Coupa, paste the 6-digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop-up labeled “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference
- 11.) Click the “X” in the top right corner of “Save Your Back Up Codes”

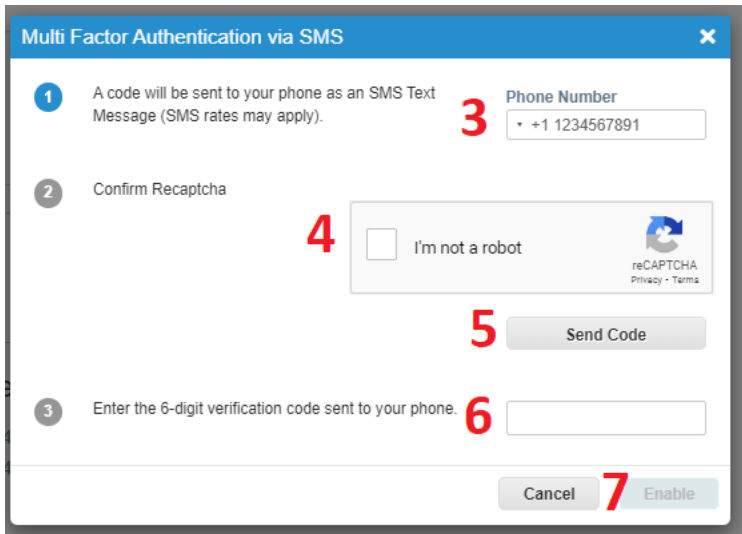


Establish Multifactor Authentication via SMS

- 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”

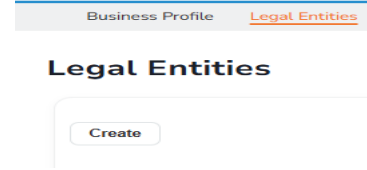
Establishing your Legal Entity and Payment Method

1. Click the word Business Profile on the top banner



2. Click on the Legal Entity option

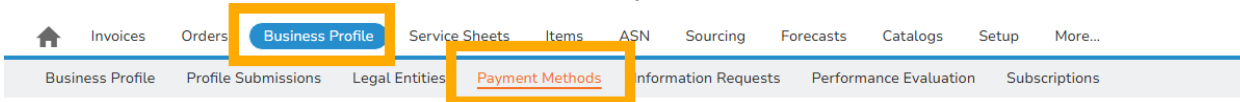
- a) A pop up will appear labeled “Multi Factor Authentication”, enter the six code that was sent to your cell phone or authenticator app/extension in the box provided
- b) Hit the blue Ok button
- c) Click the Create located underneath Legal Entities



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 word Business Profile then click on Payment Methods

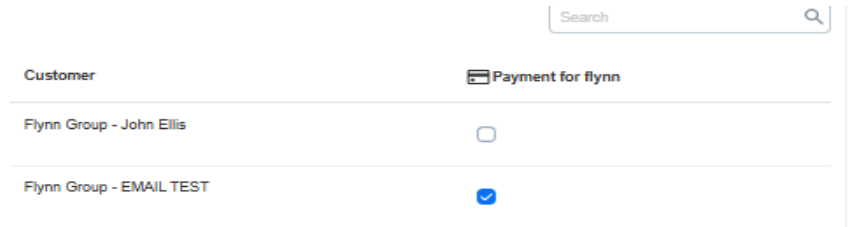


6. Select the option under Payment Methods

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

- a. For Bank Transfer (ACH)
 - i. Enter the payment method name such as “Flynn ACH” enter provide the below information:
 - ii. State where bank is located
 - iii. Beneficiary Name
 - iv. Bank Name
 - v. Account Number
 - vi. Confirm Account Number
 - vii. ACH Routing Number
 - viii. Click Save and Next
- b. 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

8. Click the check box for Flynn Group



9. Click Save on the bottom right and click close.