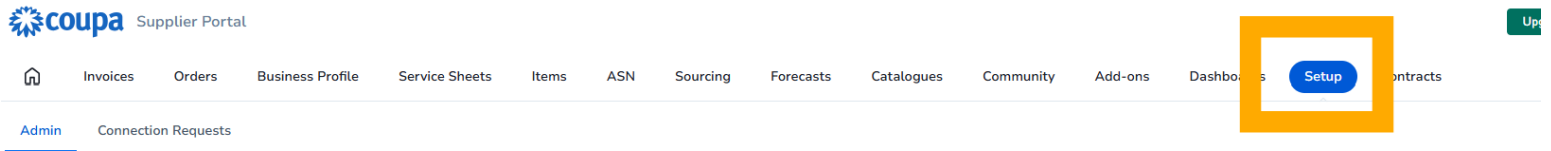


# Invite New Users to your Existing Coupa Account

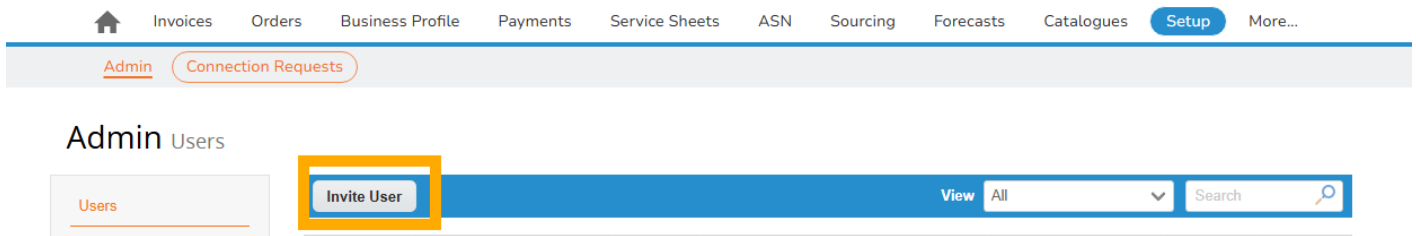
## About this Guide

This guide is intended to show suppliers how to add your colleagues to the Coupa Supplier Portal. Please see the following steps below.

1. Log in to the Coupa Supplier Portal (CSP). On the main menu, click on the **Setup** tab.



2. Select the **Users** option from the menu bar, click **Invite User**.



3. If you have your multiple authentication option turned on, please enter the 6-digit code sent to the phone number provided when you created your account or use the authenticator app.

4. Under Customers, click on the check box located to the right of “Flynn Group – [Company Name]”
- 5.) Enter the First Name, Last Name, and email address of employee you wish give a Coupa account to.
6. Hit Send invitation

\*Note if you are not able to scroll down to click the Sent Invitation button, please zoom out on your browser of choice