TWO-FACTOR AUTHENTICATION IN COUPA SUPPLIER PORTAL

Coupa Supplier Portal (CSP) – User Guide

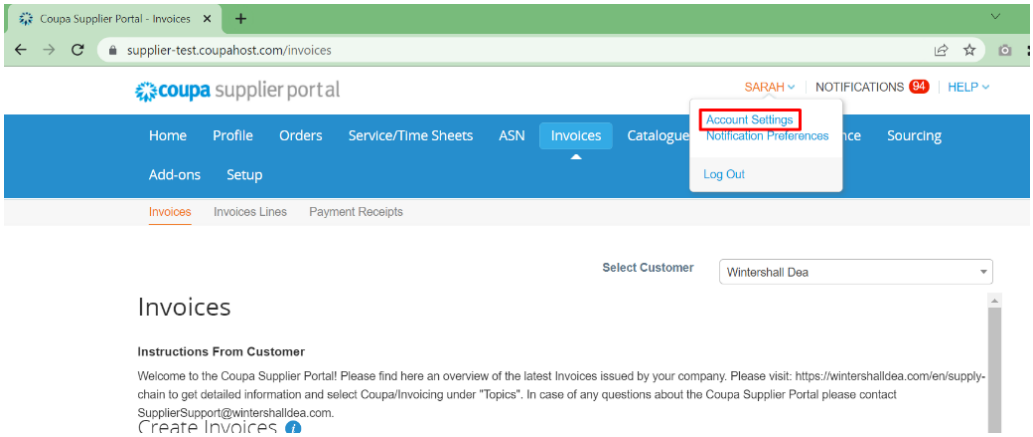
Version 1.0 (August 2023)

1. General Information

To ensure that your data is secure, Coupa has implemented **two-factor authentication (2FA)** for all sensitive data.

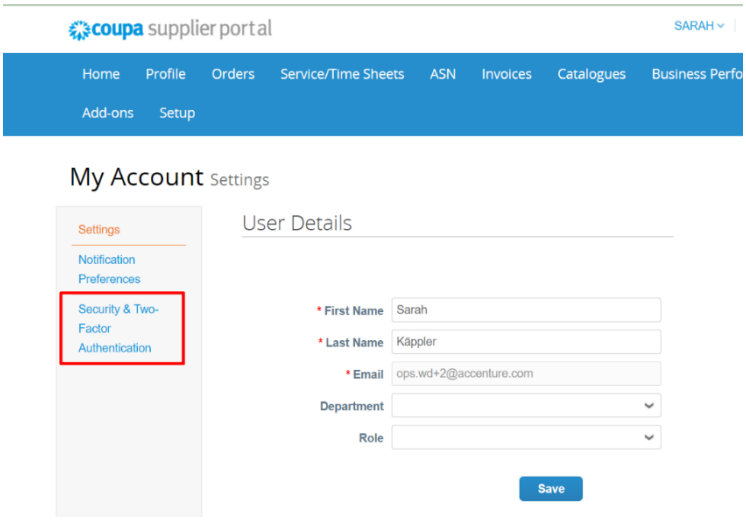
To increase the security of your payment settings in Coupa, two-factor authentication is mandatory for sensitive payment accounts and/or sensitive account updates, such as changes to your legal entity, remittance and bank account information.

Log in to your CSP account and select **"Account Settings"** from the drop-down menu of your username:

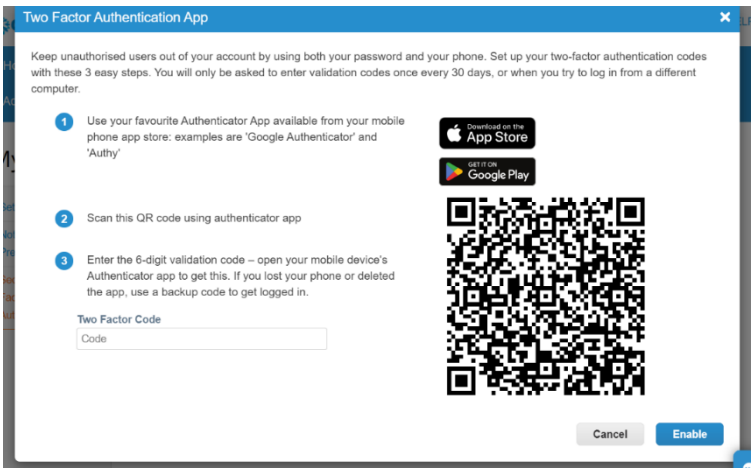


2. Set up the Two-Factor Authentication

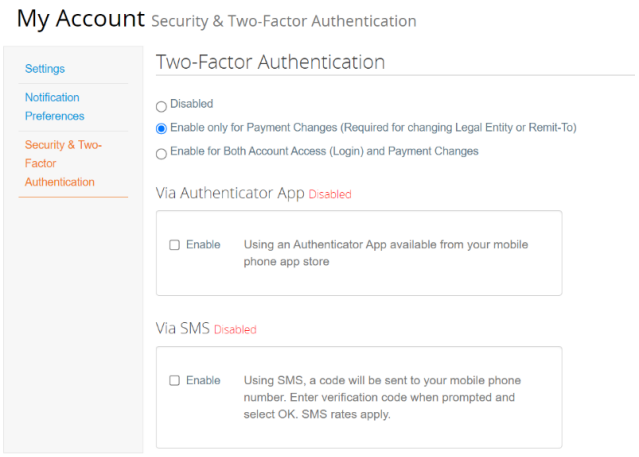
From **"My Account"**, on the left hand side click on **"Security & Two-Factor Authentication"**.



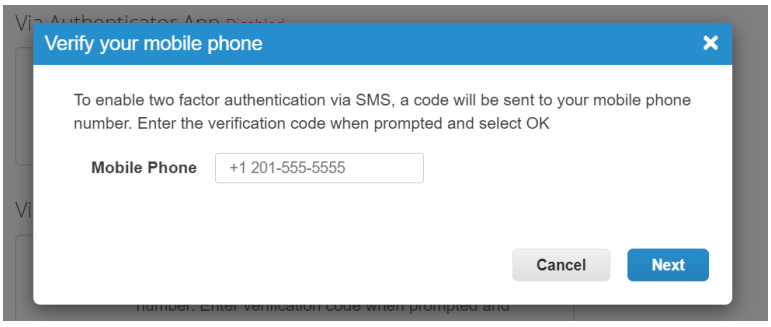
A pop-up window is displayed informing you in which way the "two-factor authentication" can be performed. Either by app via Google Authenticator or by SMS to a mobile phone.



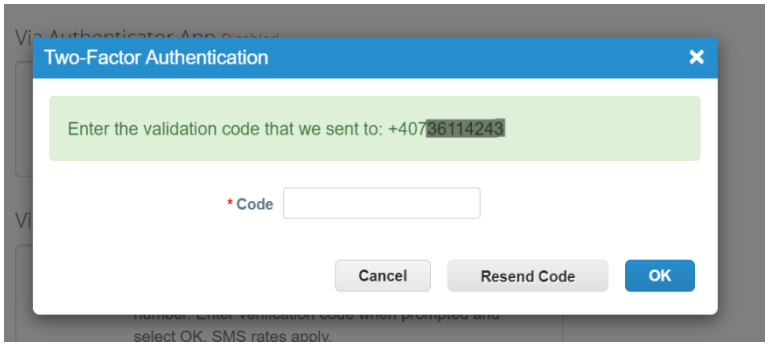
For each option you want to use as an authentication method, check the box next to Enable and Coupa will walk you through the steps to enable it. First decide when you want two factor authentication to apply, and then check the box to run the app or SMS.



For **SMS authentication**, a phone number verification pop up will be displayed.

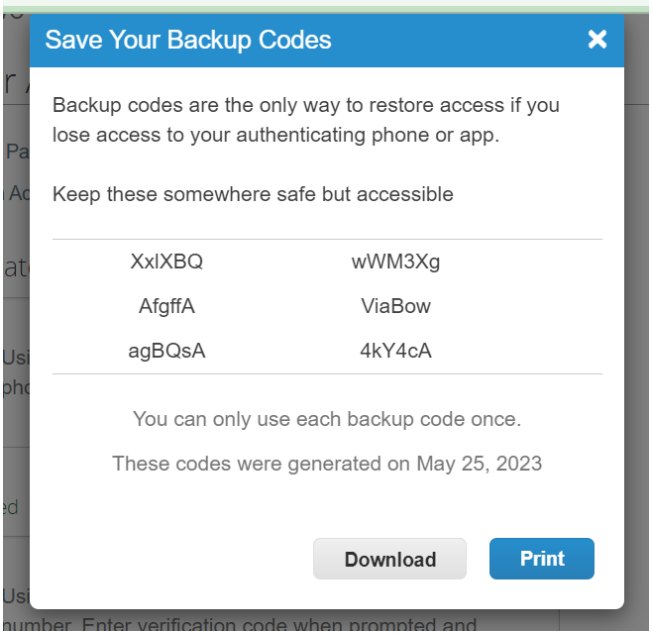
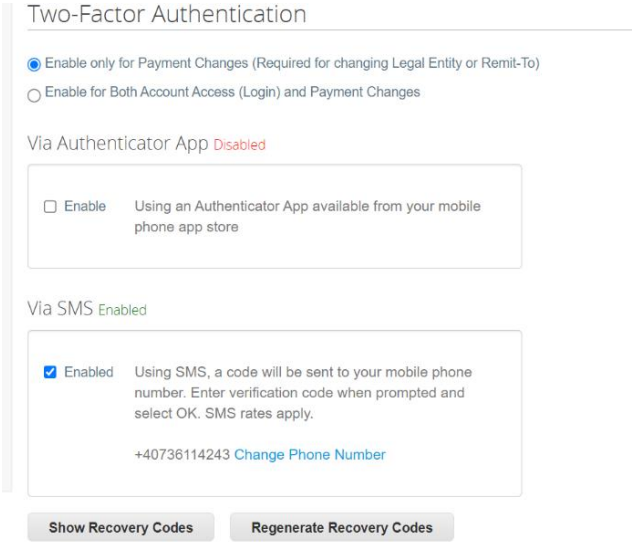


A verification Code will be sent on the phone number added.



Enter the Code and click on **"OK"**.

Backup Codes will be provided for you to save, select **Print** or **Download**. Recovery codes will be downloaded and the 2FA will be active.



A confirmation email will be sent once successfully enabled.