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Powering K-C's digital future

How to Manage Multi-Factor Authentication (for Suppliers)

*For the best learning experience, please click the **Editing** button and select **Open in Desktop** to view this document in your desktop application of Microsoft Word. Viewing this document in SharePoint or in-browser may distort the placement of images and text.*

This icon indicates there are further policy or business process details relating to a step. Click on the provided link(s) placed throughout the QRC for more information.

Your screen in the Coupa Supply Portal (CSP) may differ slightly from this training, but the steps to complete the activity will be the same.

Purpose

This Quick Reference Card (QRC) explains the processes for suppliers to enable multi-factor authentication for additional security in accessing data in the Coupa Supplier Portal.

Manage Multi-Factor Authentication

To enable multi-factor authentication, click the Security & Multi Factor Authentication link on the My Account page.

When you enable multi-factor authentication, you can choose from the following options:

- **For Payment Changes (Required for Changing Legal Entity or Remit-To)**: Multi-factor authentication is required when creating or editing legal entities, remit-to, and bank account information.
- **For Both Account Access (Login) and Payment Changes**: Multi-factor authentication is required when logging in to the CSP. You don't have to reauthenticate when working with financial data because you already authenticated when logging in.

Depending on how you want to receive the verification codes, select one of the following options and set your preference as the default:

- **Via Authenticator App** to use an authenticator app available from the app store on your mobile phone or through an Internet Browser Add-on (Microsoft Edge).
- **Via Text Message** to use a code sent by text message to your phone number.

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Via Authenticator App

On Mobile:

For installing and using Google Authenticator, follow the on-screen instructions.
1. Download and install an authentication app from the Google Play store or the Apple app store.
2. Scan the QR code or copy the security key to use it as the CSP authentication code.

Print your backup codes or email them to yourself before you click **OK**. If you ever lose your device, you need these to regain access to your CSP account.

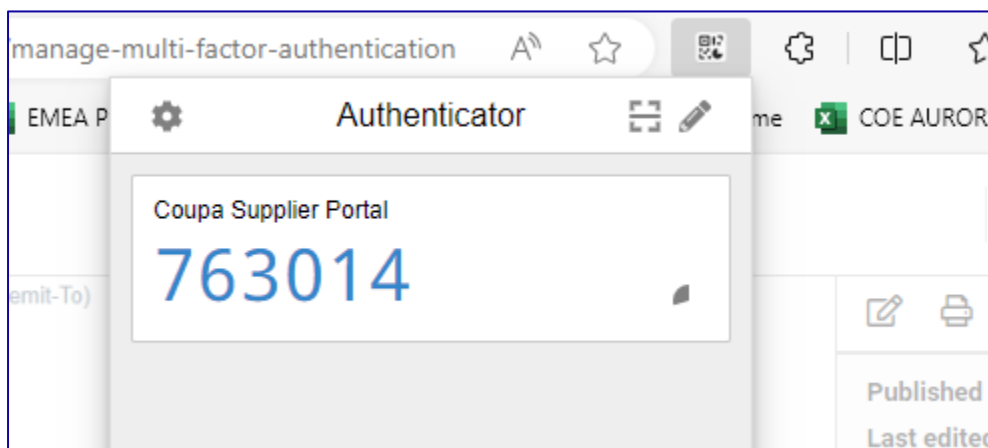When you enable multi-factor authentication, you get an email notification of the change.

On Browser:

To install an authenticator app on Microsoft Edge, go to Microsoft Edge Add-ons - authenticator and install 'Authenticator: 2FA Client'.
1. Add the extension to your browser.
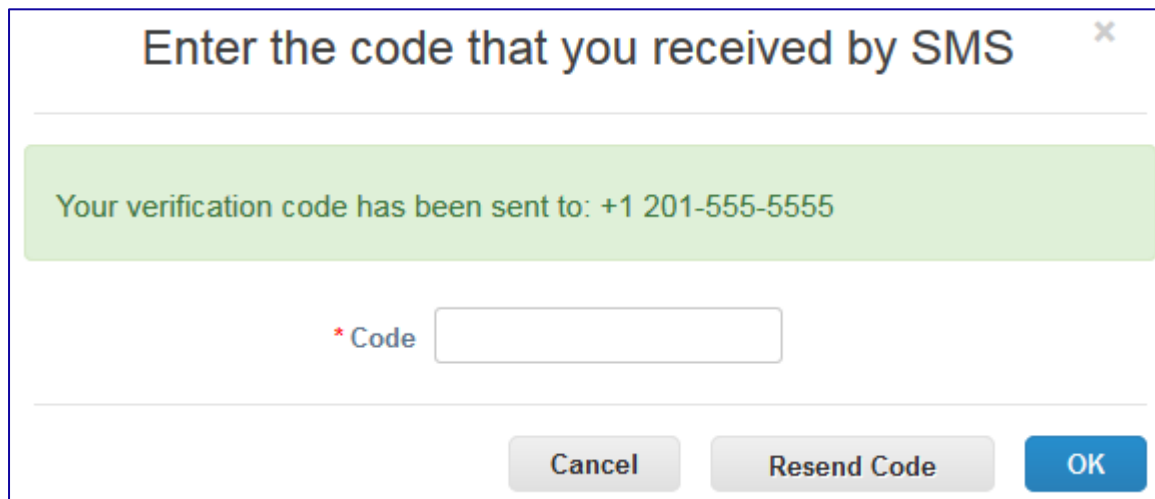2. It will appear under the Extensions icon in the upper right corner of the browser.
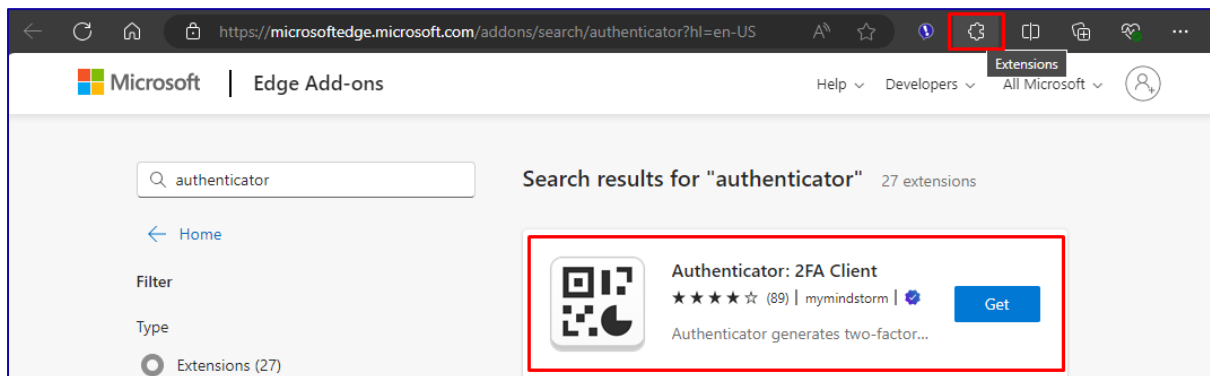
3. In the authenticator, either scan the QR code or manually enter the 6-digit key to set up the verification for the Coupa Supplier Portal.

Via Text Message

For the text message, enter the verification code in the pop-up window.

Additional Resources

- [How to Navigate and Use the Coupa Supplier Portal – Quick Reference Card](#)
- [How to Respond to Risk Action Plans for Suppliers – Quick Reference Card](#)
- [Kimberly-Clark Supplier Link](#)
- [For Suppliers | Coupa](#)