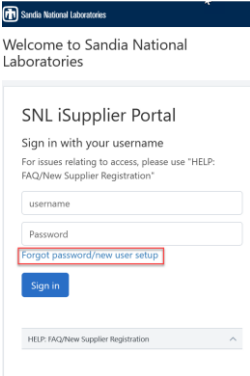
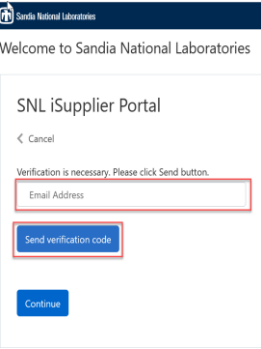
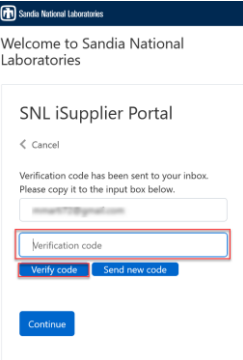
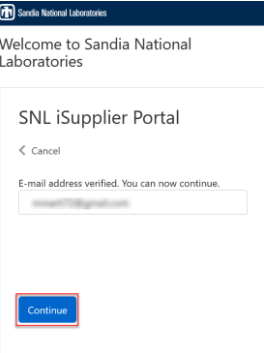
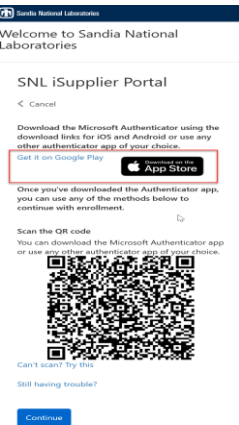
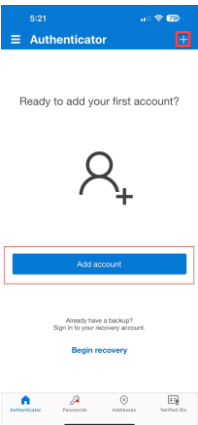
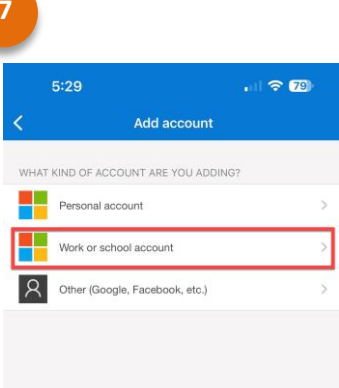
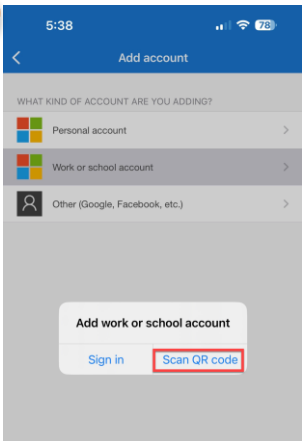


# How to Register and Use the Microsoft (MS) Authenticator App for Multi-Factor Authentication (MFA) Logins

## Register the MS Authenticator app

To use MS Authenticator as a verification method for MFA logins, register the app to connect it to your iSupplier Account.

When you log in for the first time to the MFA login page, follow these onscreen instructions. On your computer, navigate to the [iSupplier MFA login page](#).

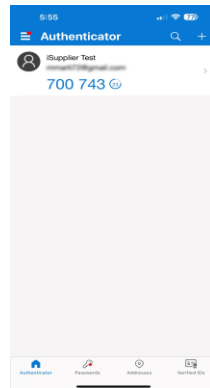
<p><b>1</b></p>  <p>On the SNL iSupplier Portal login page, click the forgot password/new user setup link.</p>	<p><b>2</b></p>  <p>You must validate your email address. Enter the email address associated to your account(s) and click the <b>Send verification code</b> button.</p>	<p><b>3</b></p>  <p>You will receive an email from Microsoft on behalf of iSupplier with a <b>verification code</b>. Enter the verification code in the textbox and click the <b>Verify code</b> button.</p>	<p><b>4</b></p>  <p>Your email address will be verified. Click the <b>Continue</b> button.</p> <p><b>TIP:</b> If you email address can't be verified, ensure you are using the same email address used to register with iSupplier.</p>
<p><b>5</b></p>  <p>Download the MS Authenticator app to your mobile device. MS Authenticator is available from the Apple App Store or Google Play.</p>	<p><b>6</b></p>  <p>On your mobile device, open the MS Authenticator app and select <b>Add account</b> (button or + sign).</p>	<p><b>7</b></p>  <p>Select <b>Work or school account</b> as the type of account.</p>	<p><b>8</b></p>  <p>Select <b>Scan QR code</b> and allow the app to use your camera.</p>

9



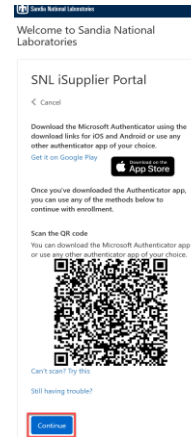
Use the MS Authenticator app to scan the QR barcode that is displayed on your computer from Step 5.

10



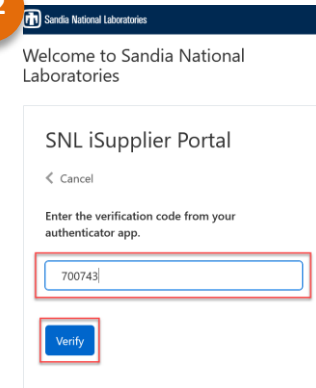
The MS Authenticator app is connected to your iSupplier account. The app automatically starts generating time-based one-time passcodes.

11



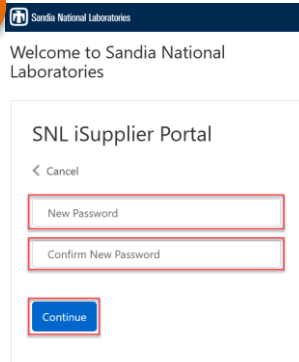
On your computer, click the **Continue** button.

12



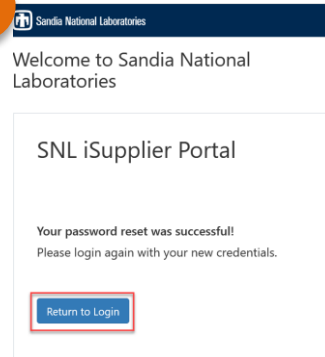
On your computer, enter the code generated by the MS Authenticator app in the Verification Code field, then click **Verify**.

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Next you will create a new password for your iSupplier account. Click **Continue** to save the new password.

14



Click **Return to Login** to complete the MS Authenticator registration process.

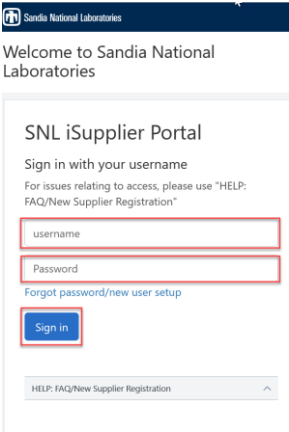
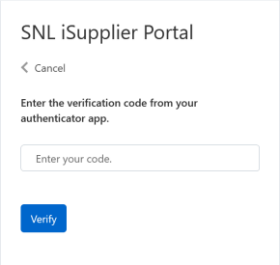
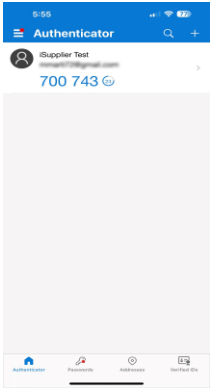
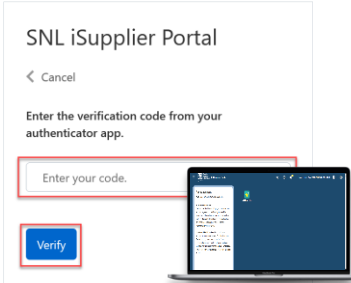
15



And that's it! You've successfully connected your MS Authenticator app to your iSupplier Portal account, and you finish logging in.

## Log in with the MS Authenticator app

To use the MS Authenticator app to verify your identity for MFA logins:

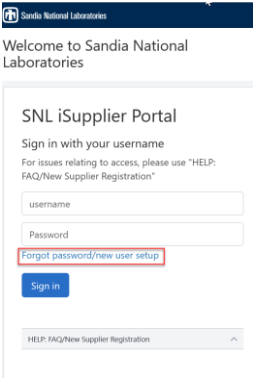
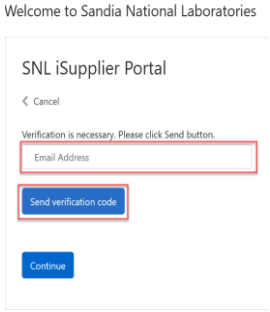
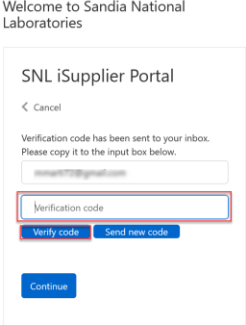
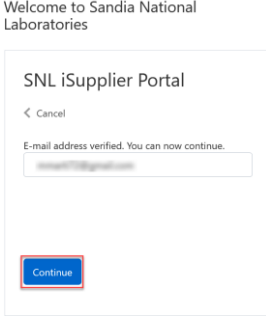
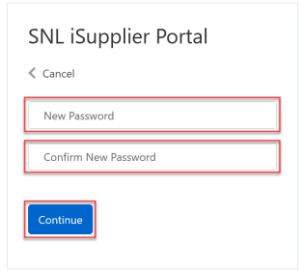
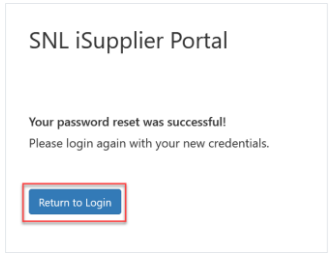

<p><b>1</b></p>  <p>On the iSupplier login screen, enter your username and password, as usual.</p>	<p><b>2</b></p>  <p>You're prompted to enter a code from your MS Authenticator app to verify your identity.</p>	<p><b>3</b></p>  <p>On your mobile device, open your MS Authenticator app to get a time-based one-time passcode.</p>	<p><b>4</b></p>  <p>On your computer, enter the code generated by the MS Authenticator app, then click <b>Verify</b>. You've logged in to iSupplier with MFA.</p>
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## How to get help

- Visit the [iSupplier FAQ](#) page
- Contact [iSupplier Support](#)

## Reset Password

You may run into a scenario where you've forgotten your password. You can reset your password at any time.

<p><b>1</b></p>  <p>On the SNL iSupplier Portal login page, click the <b>Forgot password/new user setup</b> link.</p>	<p><b>2</b></p>  <p>You must validate your email address. Enter the email address associated to your account(s) and click the <b>Send verification code</b> button.</p>	<p><b>3</b></p>  <p>You will receive an email from Microsoft on behalf of iSupplier with a <b>verification code</b>. Enter the verification code in the textbox and click the <b>Verify code</b> button.</p>	<p><b>4</b></p>  <p>Your email address will be verified. Click the <b>Continue</b> button.</p> <p><b>TIP:</b> If your email address can't be verified, ensure you are using the same email address used to register with iSupplier.</p>
<p><b>5</b></p>  <p>Next you will create a new password for your iSupplier account. Click <b>Continue</b> to save the new password.</p>	<p><b>6</b></p>  <p>Click <b>Return to Login</b> to login with your updated password.</p>	<p><b>7</b></p>  <p>And that's it! You've successfully updated the password to your iSupplier Portal account, and you finish logging in.</p>	

## How to get help

- Visit the [iSupplier FAQ](#) page
- Contact [iSupplier Support](#)