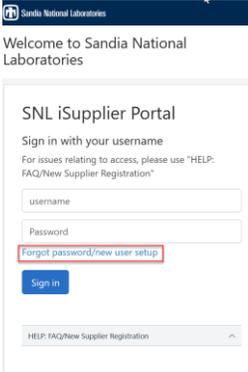
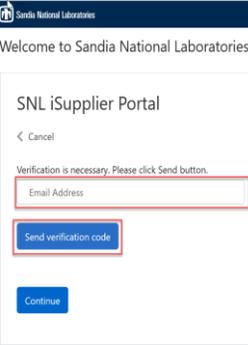
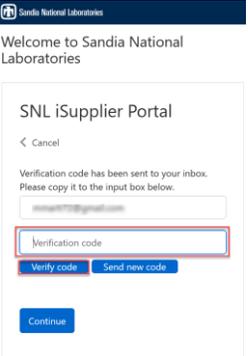
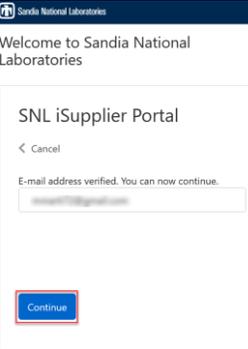
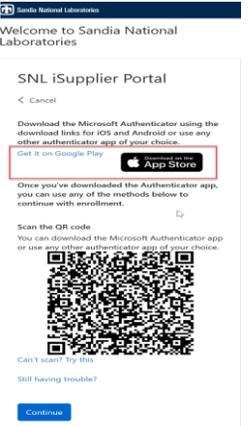
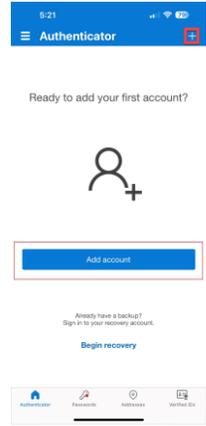
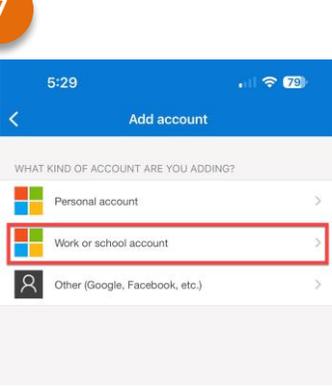
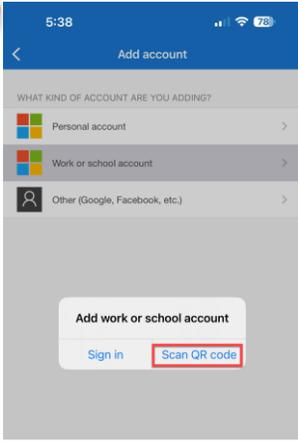


How to Register and Use the Microsoft (MS) Authenticator App for Multi-Factor Authentication (MFA) Logins

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](#).

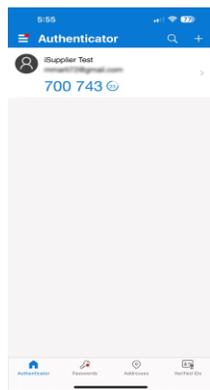
<p>1</p>  <p>Welcome to Sandia National Laboratories</p> <p>SNL iSupplier Portal</p> <p>Sign in with your username</p> <p>For issues relating to access, please use "HELP: FAQ/New Supplier Registration"</p> <p>username</p> <p>Password</p> <p>Forgot password/new user setup</p> <p>Sign in</p> <p>HELP: FAQ/New Supplier Registration</p> <p>On the SNL iSupplier Portal login page, click the forgot password/new user setup link.</p>	<p>2</p>  <p>Welcome to Sandia National Laboratories</p> <p>SNL iSupplier Portal</p> <p>< Cancel</p> <p>Verification is necessary. Please click Send button.</p> <p>Email Address</p> <p>Send verification code</p> <p>Continue</p> <p>You must validate your email address. Enter the email address associated to your account(s) and click the Send verification code button.</p>	<p>3</p>  <p>Welcome to Sandia National Laboratories</p> <p>SNL iSupplier Portal</p> <p>< Cancel</p> <p>Verification code has been sent to your inbox. Please copy it to the input box below.</p> <p>Verification code</p> <p>Verify code Send new code</p> <p>Continue</p> <p>You will receive an email from Microsoft on behalf of iSupplier with a verification code. Enter the verification code in the textbox and click the Verify code button.</p>	<p>4</p>  <p>Welcome to Sandia National Laboratories</p> <p>SNL iSupplier Portal</p> <p>< Cancel</p> <p>E-mail address verified. You can now continue.</p> <p>Continue</p> <p>Your email address will be verified. Click the Continue button.</p> <p>TIP: If you email address can't be verified, ensure you are using the same email address used to register with iSupplier.</p>
<p>5</p>  <p>Welcome to Sandia National Laboratories</p> <p>SNL iSupplier Portal</p> <p>< Cancel</p> <p>Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.</p> <p>Get it on Google Play App Store</p> <p>Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.</p> <p>Scan the QR code</p> <p>You can download the Microsoft Authenticator app or use any other authenticator app of your choice.</p>  <p>Can't scan? Try this</p> <p>Still having trouble?</p> <p>Continue</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>6</p>  <p>Authenticator</p> <p>Ready to add your first account?</p>  <p>Add account</p> <p>Already have a backup? Sign in to your recovery account.</p> <p>Begin recovery</p> <p>On your mobile device, open the MS Authenticator app and select Add account (button or + sign).</p>	<p>7</p>  <p>5:29</p> <p>Add account</p> <p>WHAT KIND OF ACCOUNT ARE YOU ADDING?</p> <p>Personal account</p> <p>Work or school account</p> <p>Other (Google, Facebook, etc.)</p> <p>Select Work or school account as the type of account.</p>	<p>8</p>  <p>5:38</p> <p>Add account</p> <p>WHAT KIND OF ACCOUNT ARE YOU ADDING?</p> <p>Personal account</p> <p>Work or school account</p> <p>Other (Google, Facebook, etc.)</p> <p>Add work or school account</p> <p>Sign in Scan QR code</p> <p>Select Scan QR code and allow the app to use your camera.</p>

9



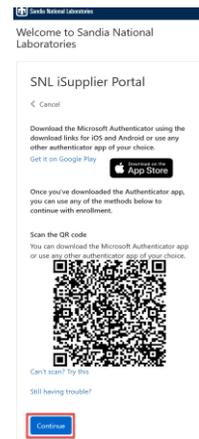
Use the MS Authenticator app to scan the QR barcode that is displayed on your computer from Step 5.

10



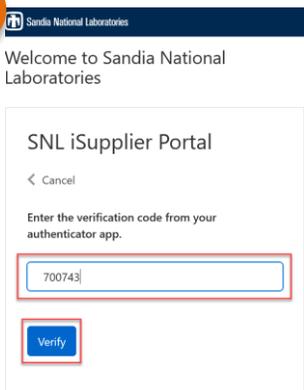
The MS Authenticator app is connected to your iSupplier account. The app automatically starts generating time-based one-time passcodes.

11



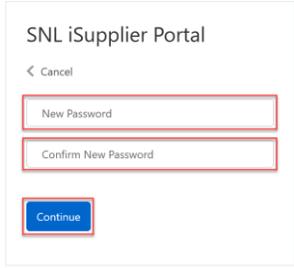
On your computer, click the **Continue** button.

12



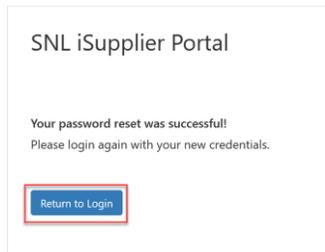
On your computer, enter the code generated by the MS Authenticator app in the Verification Code field, then click **Verify**.

13



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.

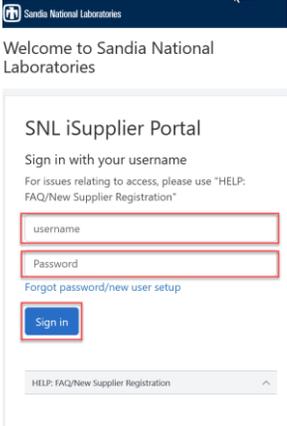
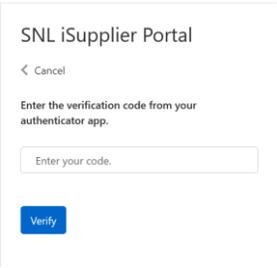
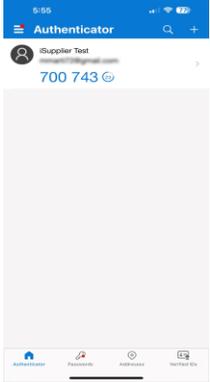
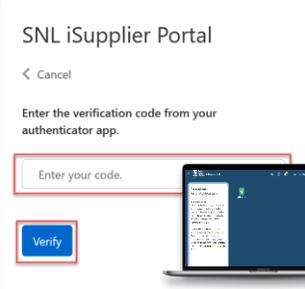
15



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:

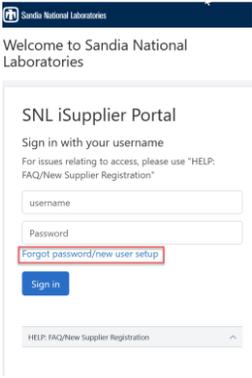
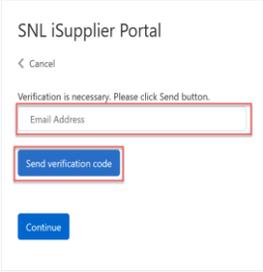
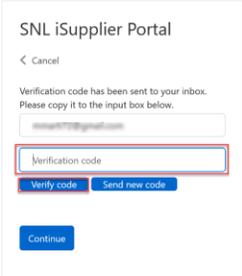
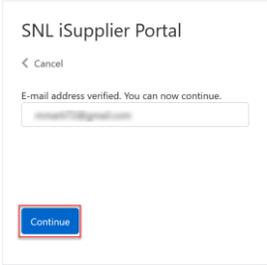
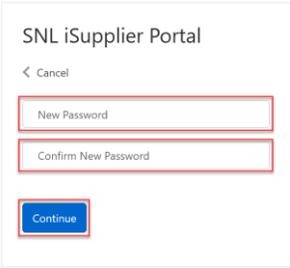
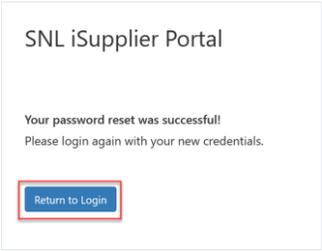
<p>1</p>  <p>On the iSupplier login screen, enter your username and password, as usual.</p>	<p>2</p>  <p>You're prompted to enter a code from your MS Authenticator app to verify your identity.</p>	<p>3</p>  <p>On your mobile device, open your MS Authenticator app to get a time-based one-time passcode.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

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