



iSupplier Portal MFA Help Guide

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Sandia iSupplier Portal Resources:

[iSupplier FAQ Page](#) - [iSupplier Support Contact](#) - [Manage Your iSupplier Account](#)

How to Register the Microsoft Authenticator App for Multi-Factor Authentication (MFA) Login

To use the Microsoft Authenticator app as a verification method for iSupplier MFA Logins, install and register the app to connect it to your Sandia iSupplier Account.

- 1 Navigate to the SNL iSupplier Portal login page, supplierportal.sandia.gov.

- Then click the **Forgot password/new user setup** link.

- 2 Before proceeding, you must validate your account's email address.

- Enter the **email address** associated with your account(s).
- Then click the **Send verification code** button.

SNL iSupplier Portal

< Cancel

Verification is necessary. Please click Send button.

Your **email address** here

Send verification code

Continue

- 3 You will receive an email from Microsoft on behalf of Sandia iSupplier Portal.

- Enter the verification code you received in the **Verification Code** field.
- Then click the **Verify Code** button.

SNL iSupplier Portal

< Cancel

Verification code has been sent to your inbox. Please copy it to the input box below.

user@email.com

Enter the verification code you received via email here

Verify code

Send new code

Continue

- 4 If your account is active and your information was entered correctly, your email address will be verified.

- Click the **Continue** button.

SNL iSupplier Portal

< Cancel

E-mail address verified. You can now continue.

user@email.com

Continue

Note: If "An account could not be found for the provided user ID" is displayed after clicking continue, ensure you are entering the email associated with your account or your account may be inactive.

If you need assistance contact supreg@sandia.gov.

- 5** The next page will display a QR Code, leave this page open and continue to the next step.

SNL iSupplier Portal

< Cancel

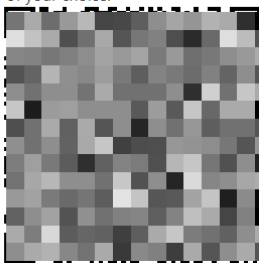
Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

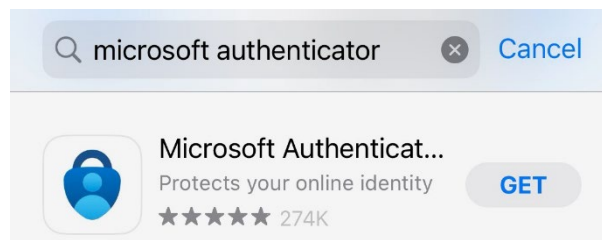
You can download the Microsoft Authenticator app or use any other authenticator app of your choice.



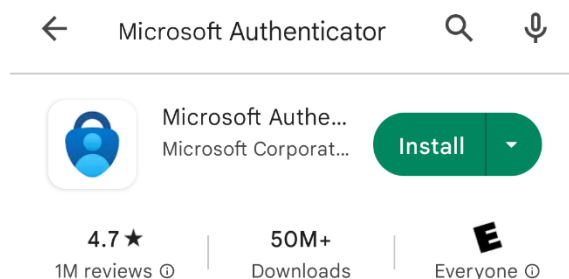
- 6** Install the Microsoft Authenticator app on your mobile device.

- Microsoft Authenticator is an **entirely free** mobile app from Microsoft that can be obtained from the **App Store** (on Apple devices) or the **Google Play Store** (on Android devices).

Apple App Store:



Google Play Store:



- 7** After the Microsoft Authenticator App is installed:
- On your mobile device, open the Microsoft Authenticator app and proceed through any initiation screens to reach the app's home page.
 - On the app's home page, **click the + button** in the top right of the screen.



Ready to add your first account?

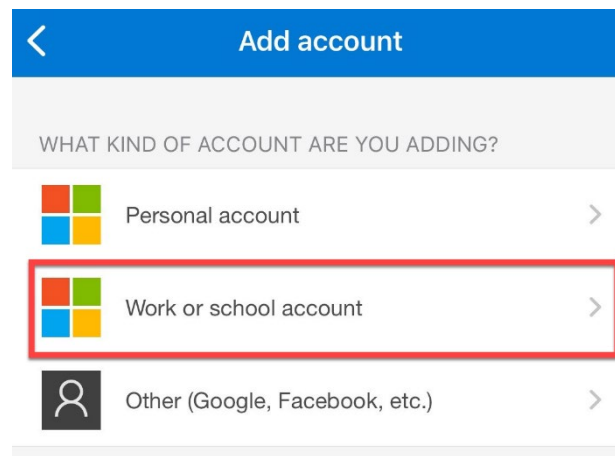
Any Microsoft account or other type of account you add will appear here.

Add account

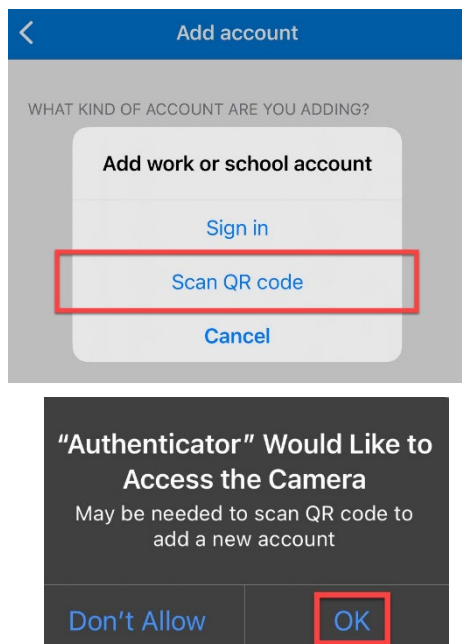
Note:

Your Authenticator app may have some differences from the example.

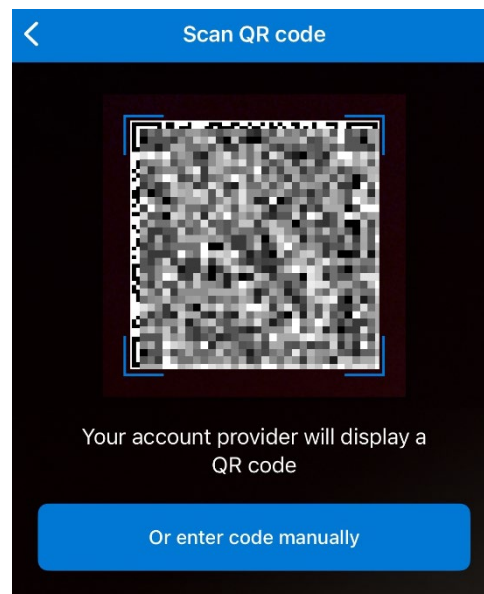
- 8** On the Add account screen, select the **Work or school account** option.



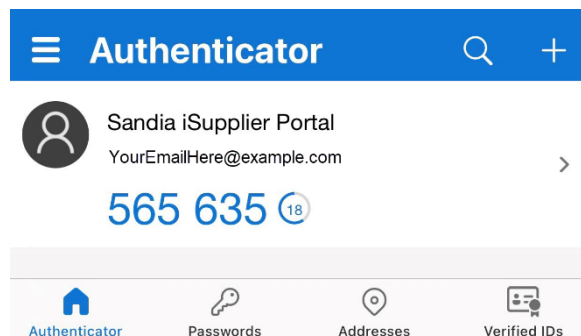
- 9 In the pop-up window:
- Click the **Scan QR Code** button.
 - If prompted **allow** the Authenticator app to use your camera.



- 10 Using the Microsoft Authenticator app, **scan the QR code** that is displayed on **your** computer screen (QR code page from step 5).

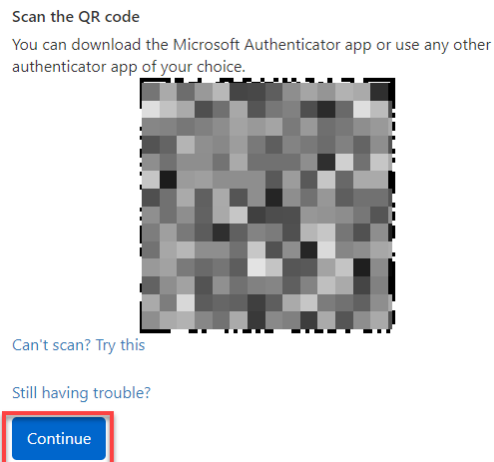


- 11 After scanning your QR code, you will be taken back to the Microsoft Authenticator app's home page with a new account entry shown. **Leave the Microsoft Authenticator app open and continue to the next step.**

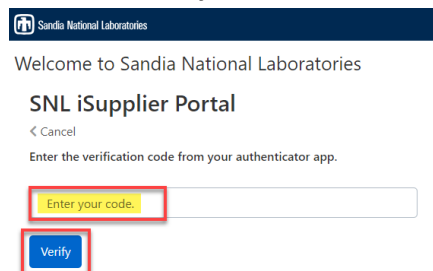


Note: The Microsoft Authenticator app will automatically generate time-based one-time verification codes.

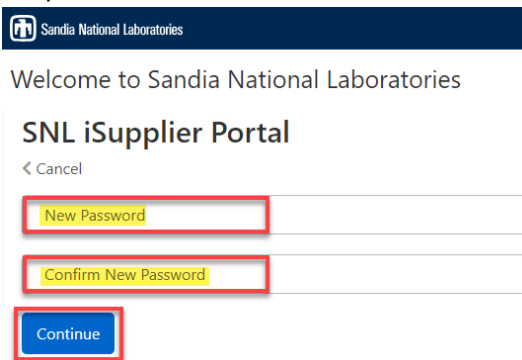
- 12 On your computer, click the **Continue** button on the QR code page.



- 13 On your computer:
- Enter the Sandia iSupplier Portal verification code that is generated by the Microsoft Authenticator app in the **Verification Code** field.
 - Then click the **Verify** button.



- 14 **Create and enter a new password** for your account.
- Afterwards click the **Continue** button to save your new password.



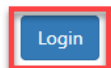
- 15 Click the **Login** button to complete the new user setup process and login to your iSupplier account.



Welcome to Sandia National Laboratories SNL iSupplier Portal

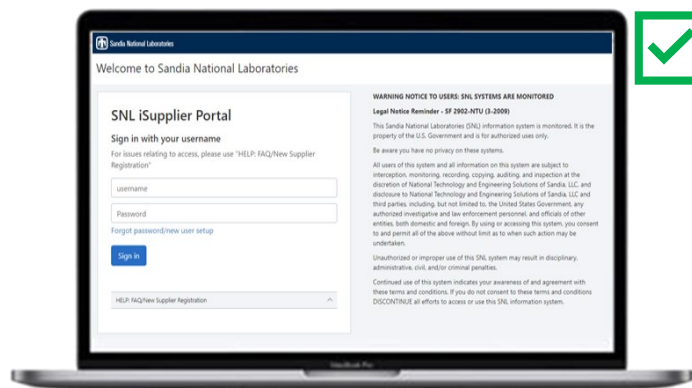
Your password reset was successful!

Please login again with your new credentials.



- 16 That's it! You've successfully connected your Microsoft Authenticator app to your iSupplier Account and you are ready to login.

See the next page ([page 6](#)) to view step-by-step instructions on how to login.



Sandia iSupplier Portal Resources:

[iSupplier FAQ Page](#) - [iSupplier Support Contact](#) - [Manage Your iSupplier Account](#)

Use the below instructions to login to your iSupplier account using the Microsoft Authenticator App.

If you have not installed and registered your Microsoft Authenticator app, follow the instructions on [pages 2 - 4](#) of this help guide.

- After navigating to the [iSupplier MFA Login Page](#):
 - Enter your **username*** and **password**, then click **Login**.

Sandia National Laboratories

Welcome to Sandia National Laboratories

SNL iSupplier Portal

Sign in with your username

For issues relating to access, please use "HELP: FAQ/New Supplier Registration"

username

Password

[Forgot password/new user setup](#)

Sign in

[HELP: FAQ/New Supplier Registration](#)

***Note:** Ensure you are entering the correct username for your account. Your username may not be the same as your email address.

- Next, you will be asked to enter the six-digit verification code from your Microsoft Authenticator app.
 - Open the Microsoft Authenticator app on your mobile device** and locate the entry for your Sandia iSupplier Portal account.

Authenticator

Sandia iSupplier Portal

YourEmailHere@example.com

565 635 18

Authenticator Passwords Addresses Verified IDs

Note: Your Microsoft Authenticator app may look slightly different if you are using an Android device.

The verification code generated by the Microsoft Authenticator app changes every 30 seconds. Ensure the code you enter on your computer matches what is currently displayed in your app.

- On your computer, **enter the six-digit code from your Microsoft Authenticator app** and press the **Verify** button.

Sandia National Laboratories

Welcome to Sandia National Laboratories

SNL iSupplier Portal

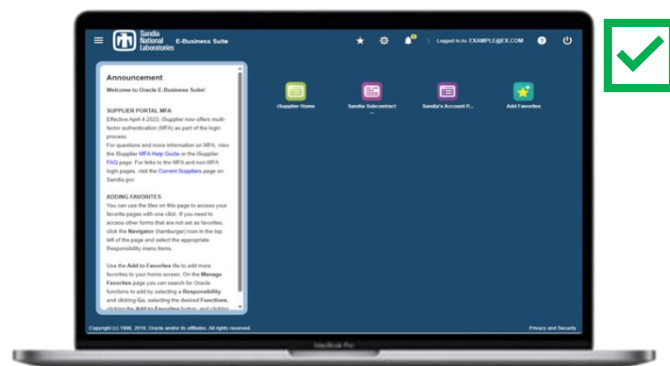
[Cancel](#)

Enter the verification code from your authenticator app.

Enter your code.

Verify

- After the verification code is successfully verified, you will be logged into your account with multi-factor authentication.

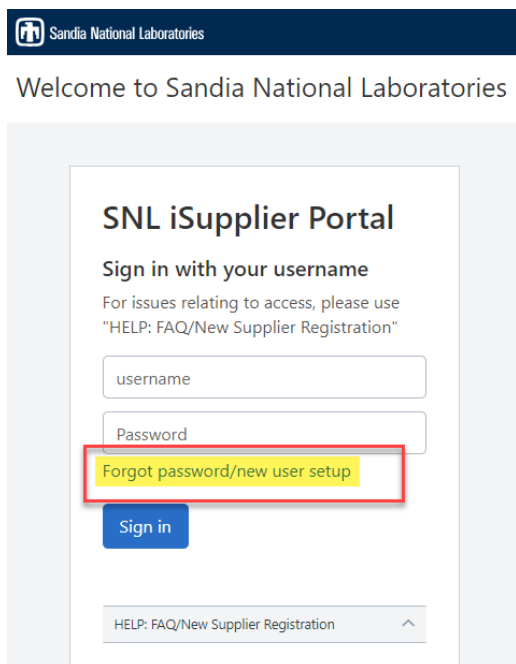


Sandia iSupplier Portal Resources:

[iSupplier FAQ Page](#) - [iSupplier Support Contact](#) - [Manage Your iSupplier Account](#)

Use the below instructions to reset your iSupplier Portal password.

- 1 Navigate to the [iSupplier MFA Login Page](#):
- Then click the **Forgot password/new user setup** link.



- 2 Before proceeding, you must validate your account's email address.

- Enter the **email address** associated with your account(s).
- Then click the **Send verification code** button.

SNL iSupplier Portal

< Cancel

Verification is necessary. Please click Send button.

Your **email address** here

Send verification code

Continue

- 3 You will receive an email from Microsoft on behalf of Sandia iSupplier Portal containing a verification code.
- Enter the verification code you received into the **Verification Code** field.
 - Then click the **Verify Code** button.

SNL iSupplier Portal

< Cancel

Verification code has been sent to your inbox. Please copy it to the input box below.

user@email.com

Enter the verification code you received via email here

Verify code

Send new code

Continue

- 4 If your account is active and your information was entered correctly, your email address will be verified.
- Click the **Continue** button.

SNL iSupplier Portal

< Cancel

E-mail address verified. You can now continue.

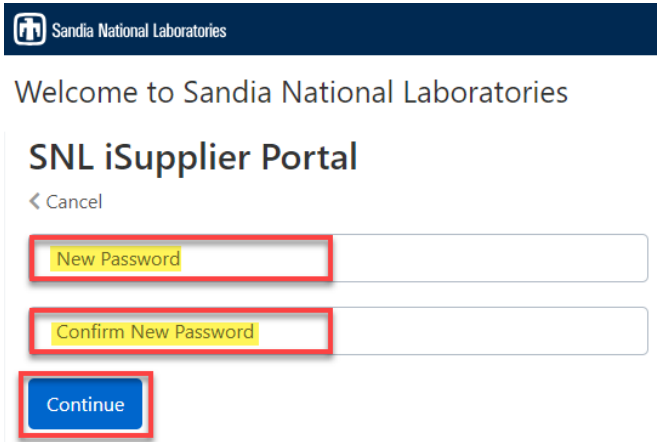
user@email.com

Continue

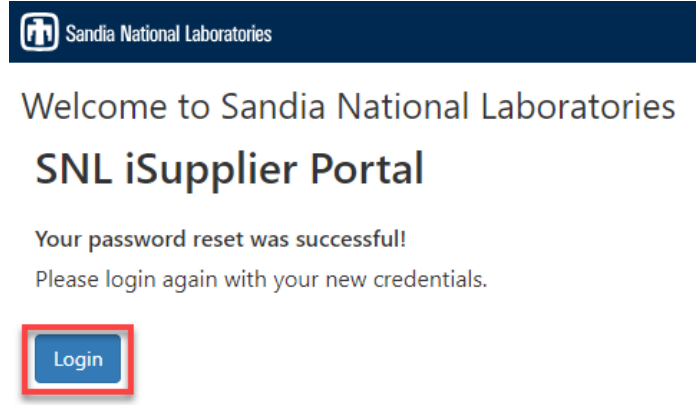
Note: If “An account could not be found for the provided user ID” is displayed after clicking continue, ensure you are entering the email associated with your account or your account may be inactive.

If you need assistance contact supreg@sandia.gov.

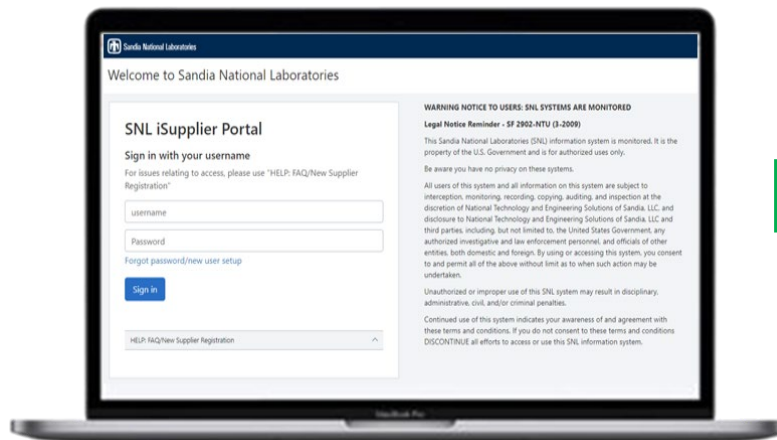
- 5 Create and enter a new password** for your account.
- Afterwards, click the **Continue** button to save your new password.



- 6** You will receive a message that your password reset was successful. Click the **Login** button to return to the home page to login.



- 7** That's it! You've successfully reset your password and are ready to login.



Sandia iSupplier Portal Resources:

[iSupplier FAQ Page](#) - [iSupplier Support Contact](#) - [Manage Your iSupplier Account](#)