

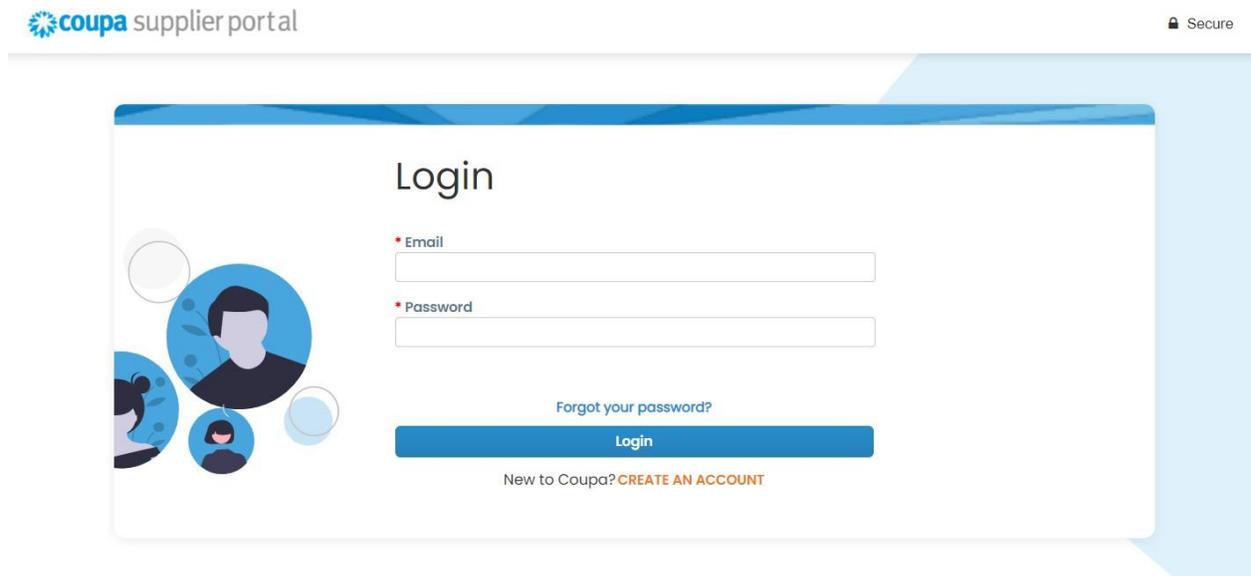


Cara Mengatur Otentikasi Multi-Faktor

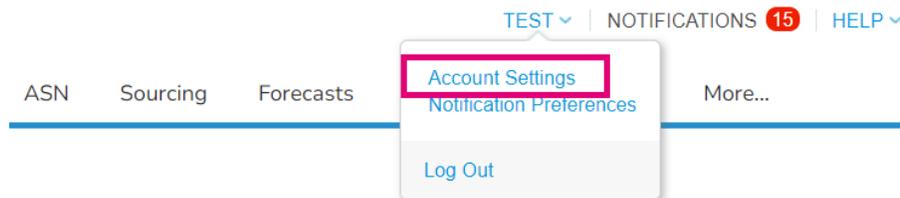
Panduan Proses

Artikel ini memberikan panduan untuk mengatur Otentikasi Multi-Faktor (MFA) di Coupa.

1. Masuk ke Portal Supplier Coupa dengan email dan kata sandi Anda.

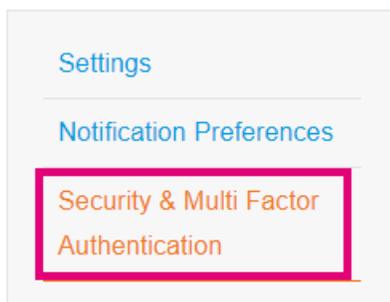


2. Klik **Pengaturan Akun**.



3. Klik **Keamanan & Otentikasi Multi-Faktor**.

My Account Security & Multi Factor Authentication



Multi Factor Authentication

- Disabled
- For Payment Changes (Required for changing Legal Entity or Remit-to)
- For Both Account Access (Login) and Payment Changes

Terdapat dua opsi untuk Otentikasi Multi-Faktor:

Melalui Aplikasi Otentikasi:

4. Klik Melalui Aplikasi Otentikasi.

Multi Factor Authentication

- Disabled
- For Payment Changes (Required for changing Legal Entity or Remit-to)
- For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

By Text Message

Use a code sent by text message to your phone number.

Default

Catatan: Kode QR akan muncul di layar Anda.

5. Biarkan kode QR tetap terlihat di layar Anda.

Multi-Factor Authentication via App ✕

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



LBXZFE7X6VQVJB3JWDBVL
JYVEVSGNCZN

[Click to copy Security Key](#)

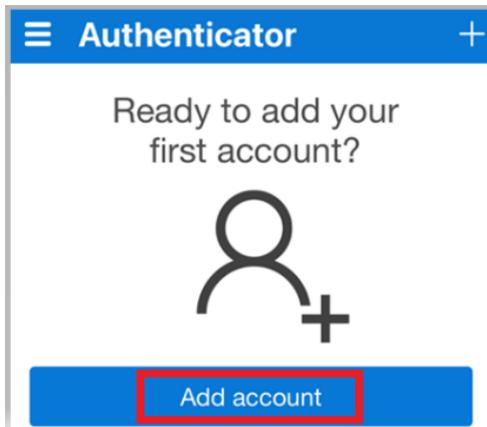
2 Enter the 6-digit verification code from your device.

Cancel Enable

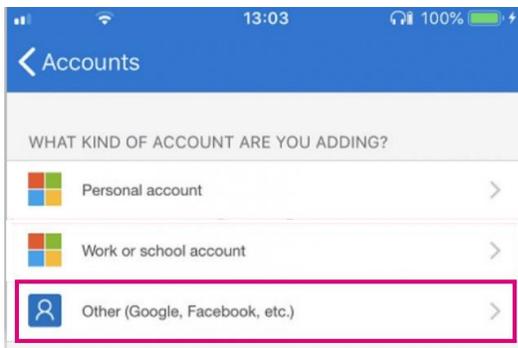
6. Unduh aplikasi otentikasi. Coupa biasanya menggunakan aplikasi seperti Microsoft Authenticator.

Setelah aplikasi diinstal:

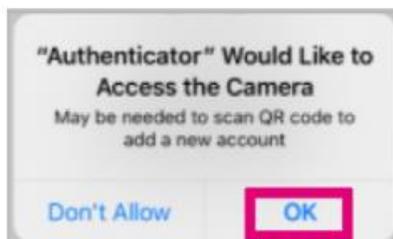
7. Klik **Tambahkan Akun**.



8. Pilih **Lainnya**.

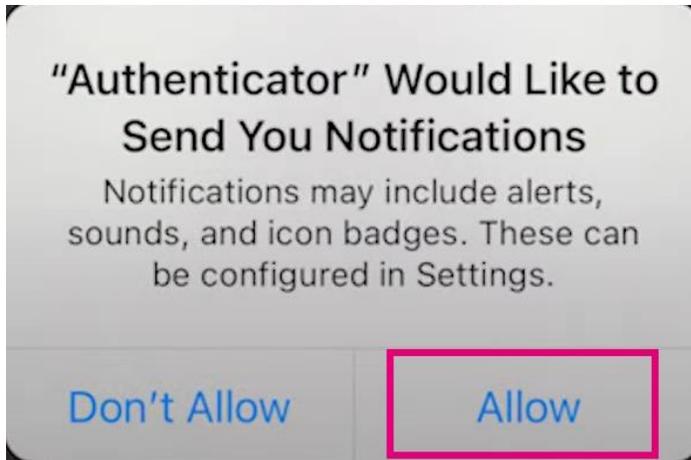


9. Klik **OK** untuk memberikan izin kepada aplikasi otentikasi untuk menggunakan kamera Anda.

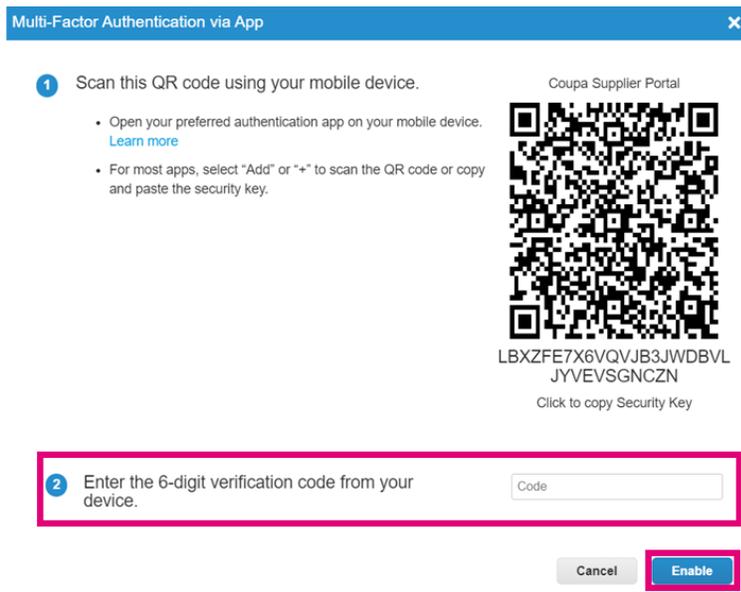


Catatan: Aplikasi akan membuka kamera Anda.

10. Posisikan bingkai di layar agar kode QR pada komputer Anda berada di tengah.
11. Ketuk **Izinkan** saat muncul pesan "Authenticator ingin mengirimkan notifikasi kepada Anda".



12. Setelah selesai, salin kode yang dihasilkan aplikasi, masukkan ke kolom kode, lalu klik **Aktifkan**.



13. Simpan kode pemulihan untuk memulihkan akses jika Anda kehilangan perangkat atau aplikasi otentikasi.

Save Your Backup Codes ✕

These codes were generated on November 06, 2024

Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

lqcwzQ	q7lb3Q
RuqLng	qUFzPg
BxSjXQ	Qh50DQ

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