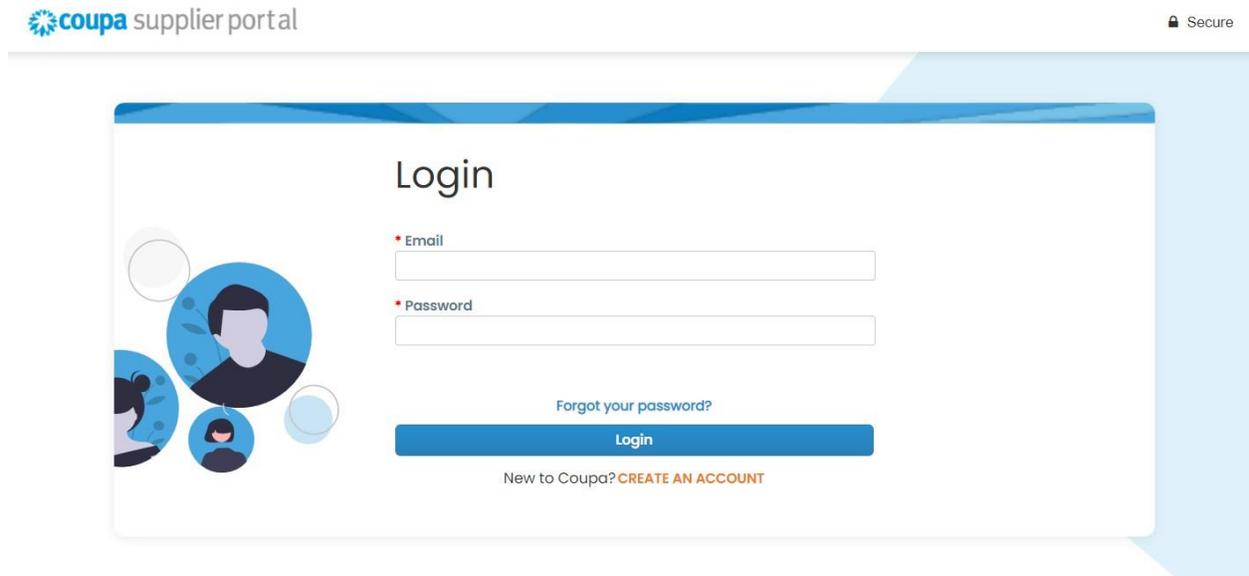




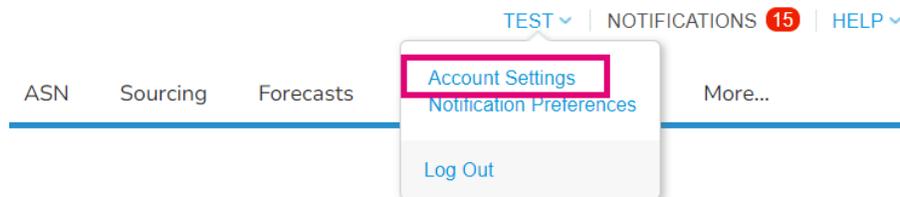
# Set UP Multi-Factor Authentication How to Guide

This article provides instructions on how to set up Multi-Factor Authentication (MFA) in Coupa.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**.



2. Click on **Account Settings** under your name.



3. Click on **Security & Multi Factor Authentication**.

# My Account Security & Multi Factor Authentication

- Settings
- Notification Preferences
- 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

There are 2 options for Multi Factor Authentication:

### Via Authenticator App:

4. Click on **Via Authenticator App**.

#### 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

**Note:** A QR code will be displayed on your screen.

5. Leave this QR code on your screen.

**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.



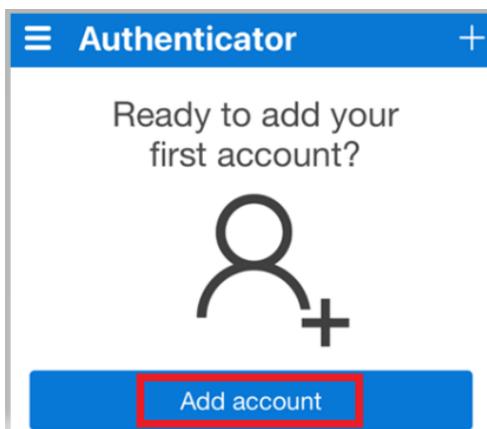
**2** Enter the 6-digit verification code from your device.

Cancel

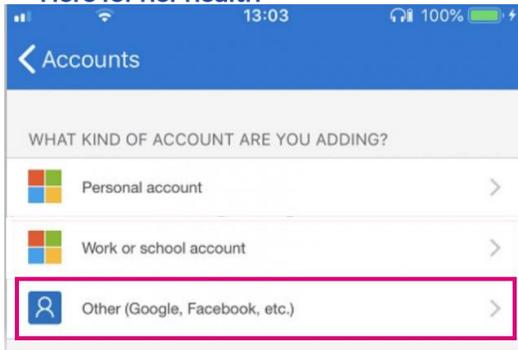
Enable

**6.** Download an Authenticator App, MFA in Coupa typically uses an Authenticator App like **Microsoft Authenticator**.

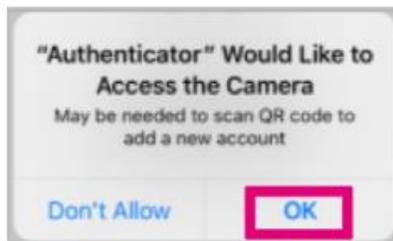
**7.** Now that the authenticator app is installed, click on **Add Account**.



**8.** Click on **Other**.

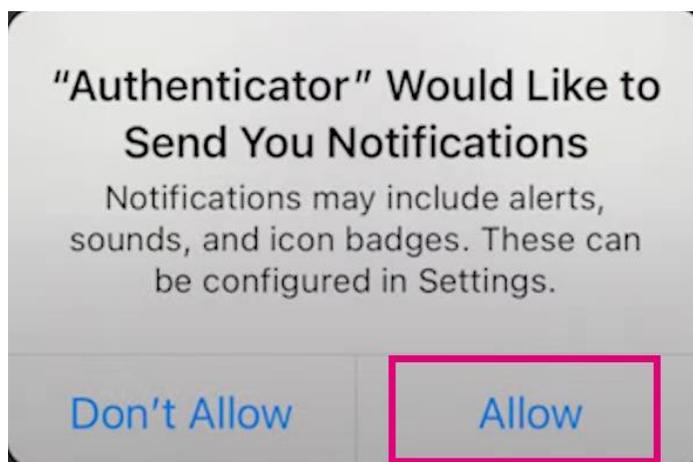


9. Click **OK** to allow the Authenticator app to use your camera.



**Note:** Your app will now open your camera.

10. Center the provided square with the **QR code** currently displayed on your computer.
11. Choose an option when prompted with "Authenticator" Would Like to Send You Notifications.



12. Once it's done, copy the code provided in the application and write it in the code field and click **Enable**

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.



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

Cancel **Enable**

**13.** Save the recovery codes to restore access if you lose access to your authenticating device or app.

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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