Manage Multi-Factor Authentication

Enable multi-factor authentication for additional security in Your **Coupa Supplier portal > Your name > Account Settings > My Account page.**

Click the **Security & Multi Factor Authentication** tab.

Follow the on-screen instructions to complete the process. **Set Your Verification Code Preference**

Select how you want to receive verification codes and set your default preference:

- **Via Text Message**: Receive a code sent by text message to your phone.

- **Via Authenticator App**: Use an authenticator app available in the app store on your mobile phone.

Multi-Factor Authentication Options

When you enable multi-factor authentication, you can choose one of the following:

- **For Payment Changes (Required for Changing Legal Entity or Remit-To)**: Multi-factor authentication is required when creating or editing legal entities, remit-to addresses, and bank account information.

- **For Both Account Access (Login) and Payment Changes**: Multi-factor authentication is required when logging in to the CSP. You will not need to reauthenticate when working with financial data because authentication occurs during login.

Text Messages

If you want to receive verification codes via text message (SMS):

1. Enter and validate your phone number under **My Account > Notification Preferences**.

2. When prompted, enter the verification code sent to your phone in the pop-up window.

3. Upon successful validation, you will begin receiving verification codes via text.

Enter the code that you received by SMS ✕

Your verification code has been sent to: +1 201-555-5555

* Code [   ]

Cancel   Resend Code   OK

Google Authenticator App

For installing and using Google Authenticator, follow the on-screen instructions.

1. Download and install an authentication app from the Google Play store or the Apple app store.

2. Scan the QR code or copy the security key to use it as the CSP authentication code.

Multi Factor Authentication App

Keep unauthorized users out of your account by using both your password and your phone. Setup your Multi Factor Authentication codes with these 3 easy steps. You will only be asked to enter validation codes once every 30 days, or when you try to login from a different computer.
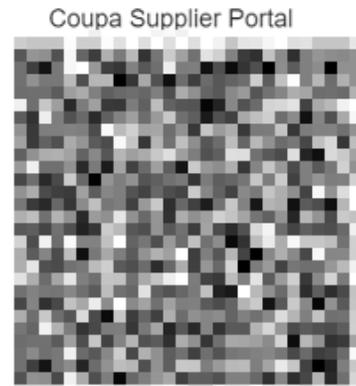
1. Use your favorite Authenticator App available from your mobile phone app store: Examples are "Google Authenticator" and "Authy"

2. Scan this QR code using your mobile device.

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

Multi Factor Authentication

Code

Coupa Supplier Portal

DQMIWIUJWCQ2S5QWY
NIJMPZATGMZMTDB

Click to copy Security Key

Cancel   Enable

Backup Codes

Print your backup codes or email them to yourself before clicking **OK**. These codes are essential if you lose access to your device.

- **Note:** Each recovery code can only be used once. If you need to use a recovery code, refresh your list by going to **Account Settings > Security & Multi-Factor Authentication** and clicking **Regenerate Recovery Codes** to generate a new list.

Notifications and Login Activity

- When you enable multi-factor authentication, you will receive an email notification confirming the change.

- At the bottom of the **Security & Multi-Factor Authentication** page, you can review your login activity.

Recent Login Activity

Your login history is listed in reverse chronological order under the **Recent Login Activity** section. It includes the following details:

- **Date and Time**

- **Browser**

- **Device**

- **IP Address**

- **Authentication Type** (if multi-factor authentication is enabled, this will specify either authenticator app or text message).