

## How to setup 2FA Application for PC.

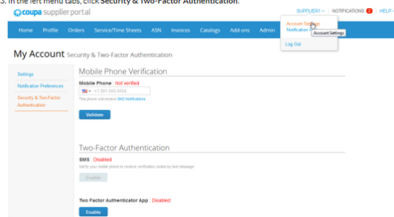
1. Login to the Coupa Supplier Portal.
2. Follow the steps to enable Two-Factor Authenticator App.
- 3.

### Enabling Two-Factor Authentication

Note: Your customers can require you to use two-factor authentication to log in to the CSP and access their data, in which case you have to enable it.

Make sure you have your mobile device with you before enabling two-factor authentication.

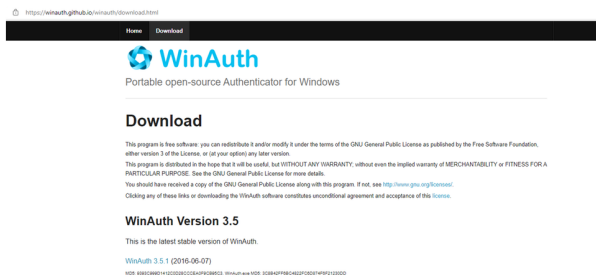
1. Sign into your Coupa Supplier Portal account at <https://supplier.coupacloud.com>.
2. From your name at the top right, click Account Settings.
3. In the left menu tabs, click Security & Two-Factor Authentication.



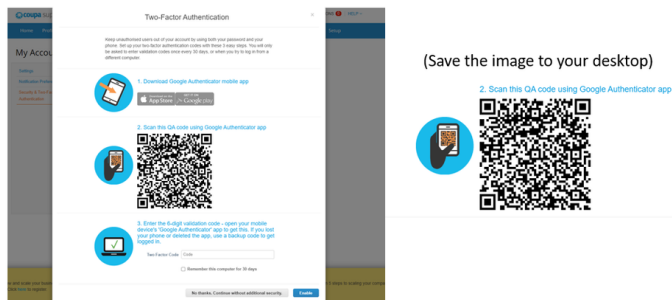
4. Enter and validate your phone number to receive SMS notifications or verification codes through SMS.

5. Under Two-Factor Authentication, click Enable for SMS or Two Factor Authenticator App depending on how you want to receive the verification codes.

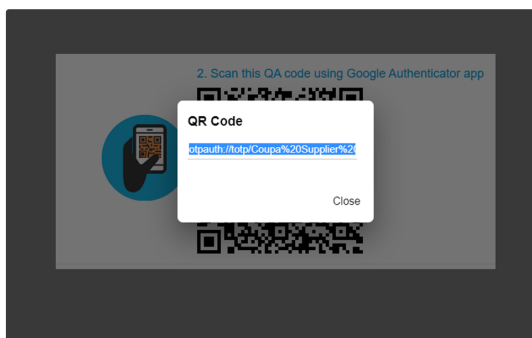
4. Download and open WinAuth App on your PC: <https://winauth.github.io/winauth/download.html>
- 5.



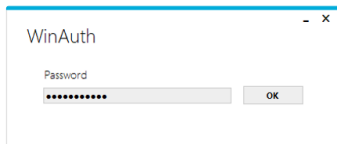
6. From the Coupa Supplier Portal, take a snippet of the QR Code and Save Image.
- 7.



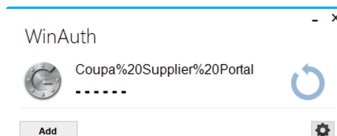
8. Use this link to scan the QR Code Image you have just saved: <https://qrcodescan.in/>
9. Copy the QR Code generated from the scanner.
- 10.



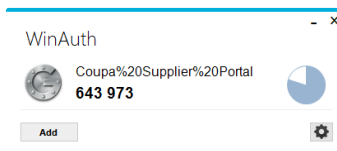
11. Enter the code in WinAuth.
12. Create a password for WinAuth (remember this password for future logins).
- 13.



14. Click the Circular Arrow to generate a timed, Two-Factor Authentication Code.
- 15.



16. Enter the 6-digit validation code generated from WinAuth, into Coupa.
- 17.



18. Generate a new 6-digit code via the app for each new login.