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**External Vendor Access**

Vendors.terracat.co.nz

1. Go to [vendors.terracat.co.nz](http://www.vendors.terracat.co.nz) (not www.vendors.terracat.co.nz)
2. You should then be asked to sign into your Microsoft Account (here is where you will need to put in your company email address and password)
3. It will then pop up saying that more info is required.
4. Click **next** then you will be required to set up MFA (2 Step Verification). This will take you through steps on how to do that.

Graphical user interface, application

Description automatically generated

Once MFA is all set up, you should land at this page below

1. Select **detect receiver** (or if it isn’t installed already then it will give you the option to download it instead)

A screenshot of a computer

Description automatically generated with medium confidence

1. Once that is complete and you land at this page (or the Citrix homepage) click **desktops**
2. Double click on **Vendor Desktop** (in there you will find everything you need)

Graphical user interface, application

Description automatically generated

Let us know if you have any issues 😊