

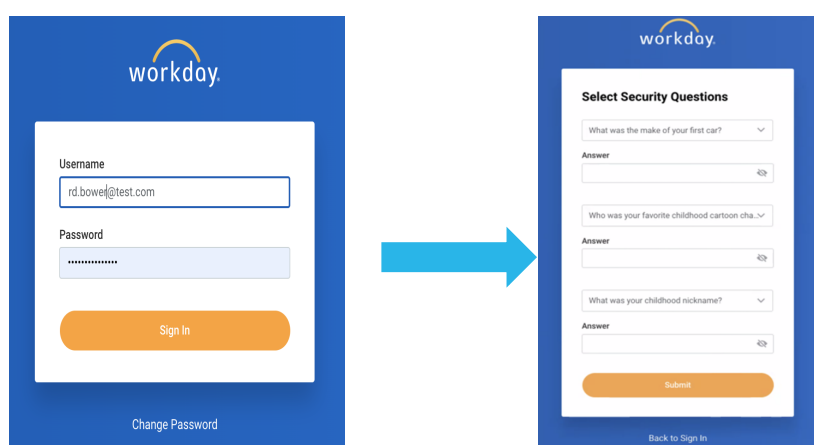
# HOW TO LOGIN INTO SNOWFLAKE SUPPLIER PORTAL

## Overview:

Each time you login into Snowflake Supplier Portal you will be asked to enter a 6-digit passcode. The 6-digit passcode is provided via an App on your mobile phone.

It helps you to place extra security for your Supplier portal account. MFA systems require two or more factors to verify a user's identity and grant them access to an account. MFA provides reliable assurance that an authorized user is who they say they are, thus minimizing the possibility of unauthorized access. For these reasons, MFA is much more effective at protecting systems compared to passwords.

To login, use your supplier portal credentials shared with you over the email and choose your security question and answers.

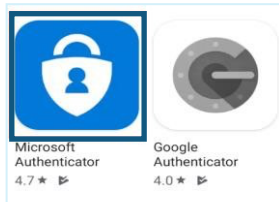


The diagram illustrates the login process flow. On the left is the 'workday.' login page with fields for 'Username' (containing 'rd.bowel@test.com') and 'Password' (masked with dots), a 'Sign In' button, and a 'Change Password' link. A large blue arrow points to the right, leading to the 'Select Security Questions' page. This second page has three dropdown questions: 'What was the make of your first car?', 'Who was your favorite childhood cartoon cha.', and 'What was your childhood nickname?'. Each question has an 'Answer' field and a 'Submit' button at the bottom. A 'Back to Sign In' link is also present.

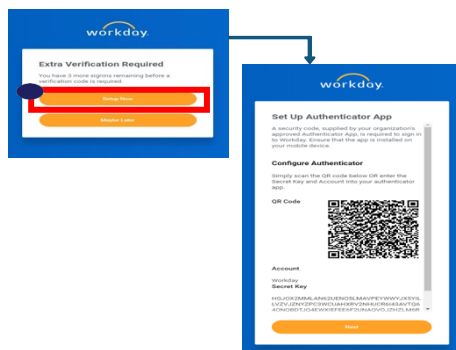
Once the Security questions are submitted, it will lead to setting up an extra verification (**Multi-Factor Authentication**) as below.

## Set up Multi-Factor Authentication:

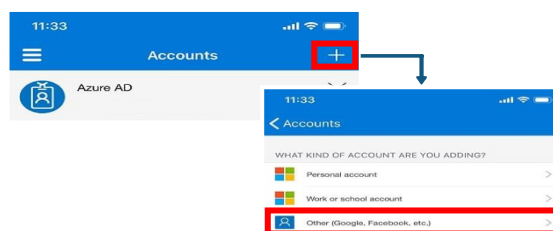
1. Download a Multi-Factor Authentication (MFA) application on your phone.
  - a. i.e. Microsoft Authenticator application, Google Authenticator application, or any other authentication application can be used.



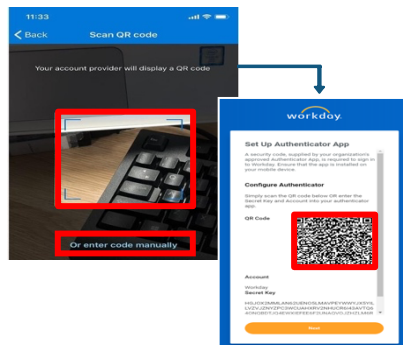
2. To log into Portal, you will be prompted to set up an MFA, select the Setup Now option. This will open the **Set-Up Authenticator App** window.



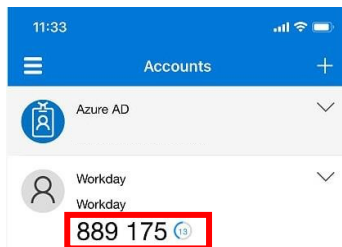
3. Open your Microsoft Multi-Factor Authentication application. Click on + to add an Account. This action will open the Accounts window. Click on Other.



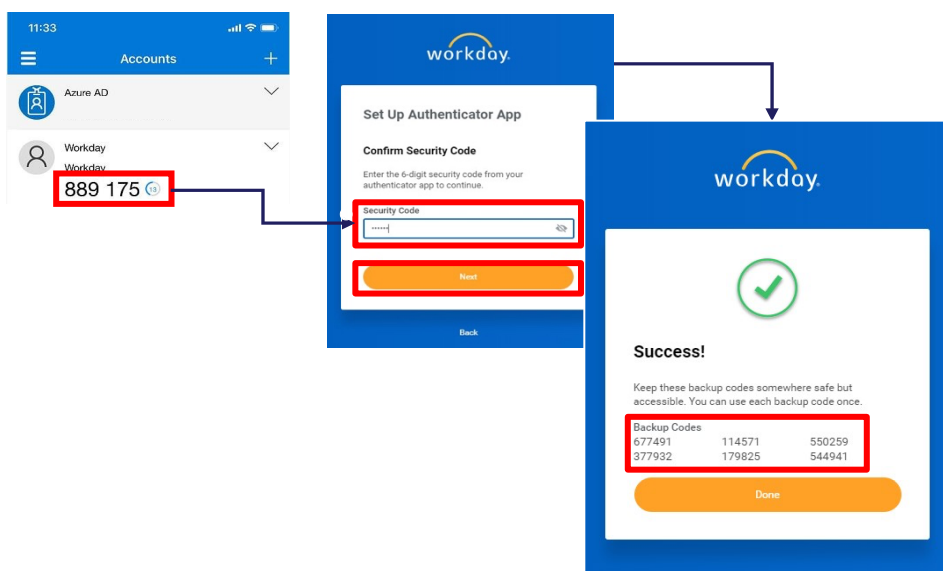
- This leads to a new window with a camera to pop up. Scan the QR Code on the Portal screen from your phone or manually enter the code.



- Open your Microsoft Multi-Factor Authentication application. You will now see a 6-digit code on the application window. This code will expire every few seconds.



- Enter the security code in your Multi-Factor Authentication Application onto the Workday Security Code Field and click Next. A new screen pops up with a set of Backup Codes, save these codes somewhere to be used in cases where your Multi-Factor Authentication Application is unavailable.



## Forgot Password:

If you forget your Supplier Portal password, you can reset it by clicking the **Forgot Password?** link.

### Steps:

1. Click **Forgot Password**.
2. Enter the username and the supplier contact email ID that you provided at the time of registration. Once added, click **Submit**.



The diagram illustrates the password reset process in the Workday Supplier Portal. It shows two screenshots connected by an arrow. The first screenshot is the login page, which has fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot Password?' and 'Change Password'. A red box highlights the 'Forgot Password?' link, with a circled '1' next to it. The second screenshot is the 'Forgot Password' form, which has fields for 'Username' and 'Email', a 'Submit' button, and a 'Back to Sign In' link. A red box highlights the form fields, with a circled '2' next to the 'Username' field and a circled '3' next to the 'Submit' button.

3. A password reset link will be sent to the email address. Use that link to reset your password.