## Update your User Account via New Account Creation Process (to Azure) Step-by-step Instructions

Step #1: At supplier.intel.com, click "Supplier Log in & Support" and then "Supplier Sign In."

Step #2: Insert your individual email used for logging on the supplier portal, click "Next". Please note below:

- Group or shared email accounts are not permitted. All users must have an individual email address associated with the new Azure account.
- During the setup, be sure to sign in with your individual company email address (e.g., <u>firstname.lastname@infoabc.xyz</u>). Suppliers with an Intel Contingent Worker user profile must no longer use their Intel email for logging into supplier.intel.com (e.g., <u>firstnameX.lastname@intel.com</u>)

Intel Azure Po Cloud Services — Develo	<b>rtal</b>		
Sign in			
Enter your email add	dress		
Can't access your accou	unt?		
	Back	Next	
Sign in Help & FAQ			

Step #3: Azure will send the user a unique one-time passcode to the email provided; Copy-paste the one-time passcode to continue with the setup process.

4	
	Your Intel Corp-Int account verification code Intex ×
	Intel Corp-Int (via Microsoft) <account-security-noreply@accountprotection.microsoft.com> to me 💌</account-security-noreply@accountprotection.microsoft.com>
	Intel Corp-Int
	Account verification code
	To access Intel Corp-Int's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.
	Account verification code:
	29076266
	If you didn't request a code, you can ignore this email.
	G Reply Forward

Cloud Services — Development	
Enter code	
We just sent a code to	@gmail.com
Enter code	
	Sign in

Step #4: The system will request permission for more information about the user, click "Accept".

Inte	el Azure Portal oud Services — Integration
	@gmail.com
Pe	ermission requested by:
intel	Intel Corp-Int intelcorpint.onmicrosoft.com
By a	accepting, you allow this organization to:
$\sim$	Receive your profile data
	Your profile data means your name, email address, and photo
$\sim$	Collect and log your activity
	Your activity data means your access, usage, and content associated with their apps and resources
$\sim$	Use your profile data and activity data
	This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies
You Corp at h Lear	should only accept if you trust Intel Corp-Int. Read Intel o-Int's privacy statement. You can update these permissions ttps://myaccount.microsoft.com/organizations n More
Thi	s resource is not shared by Microsoft.
	Cancel Accept

Step #5: Set up the Multi-factor Authentication (MFA). Azure will start the process by requesting additional information; click "Next."

Cloud Services Integration
@gmail.com
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next
Sign in Help & FAQ

After clicking "Next," you will start the process to set up your new multifactor authentication (MFA). There are four options available to complete the MFA set up process; instructions for each option follow below.

- Option #1 Authenticate using an MFA application installed on a mobile device: By default, the system will prompt you to download and use the Microsoft Authenticator application. Alternatively, you may select 'I want to use a different authenticator app' if you prefer to use a different MFA application to complete the set-up process (e.g., Google Authenticator).
- Option #2 Authenticate using a one-time passcode on a mobile phone: Click "I want to set up a different method" at the bottom of the window; this will prompt you to enter your mobile phone number and then receive a one-time passcode sent via text for verification. (Please reference page #7 below to continue following these instructions).
- Option #3 Authenticate using a voice call on a mobile phone or land line: Click "I want to set up a different method" at the bottom of the window; this will prompt you to enter your mobile phone number and then receive a phone call for verification.
- Option #4 Authenticate using 2 Factor Authentication app installed to your desktop or laptop: you can download and use the Microsoft 2 Factor Authentication application.

### Authenticate using an MFA application installed on your mobile device:

Option #1, Step 1: Start by following the screen prompts to install the authenticator application from your device's app store.

	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are
Micro	soft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Next
l want to se	t up a different method

You	Keep your account secure
Microso	oft Authenticator         Set up your account         If prompted, allow notifications. Then add an account, and select "Work or school".         Back       Next
<u>l want to set u</u>	a different method

Option #1, Step 2: Once you have downloaded and installed the MFA application on your phone, you will then need to scan the QR code shown in the window.

Keep your accoun	it secure
Your organization requires you to set up the following	methods of proving who you are.
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. The app with your account.	his will connect the Microsoft Authenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
	Back Next
vant to set up a different method	

Keep your account secure Your organization requires you to set up the following methods of proving who you are.		
Microsoft Authenticator Notification approved          Back       Next		
Lwant to set up a different method		

Option #1, Step 3: Once the MFA application is set up and verified you will then be prompted to complete the full sign in process. Azure will request you to enter your username and a passcode generated by the MFA application before proceeding to the final step of the setup process.

Cloud Services — Integration	
Intel Corp-Int Terms of Use	
In order to access Intel Corp-Int resource(s), you must read the Terms of Use.	
Intel Terms of Use	$\bigcirc$
Please click Accept to confirm that you have read and understood the terms of use.           Decline         Accept	

Option #1, Step 4: Review and accept the Intel Terms of Use to complete the setup process. (Note: You must click the arrow symbol to open and review the Intel Terms of Use first before the "Accept" button will be enabled.)

The MFA setup process is now complete! Sign in to your account on <u>supplier.intel.com</u> to validate there are no issues accessing your Intel applications.

### Authenticate using a one-time passcode (without an authenticator app)

Option #2, Step 1: Setting up multi-factor authentication via phone (without an authenticator app): After selecting "Phone" from the dropdown menu, click "Confirm".

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	
Start by getting the app	
On your phone, install the Microsoft Authenticator app. Download now	
After you install the Microsoft Authenticator app on your device, choose "Next".	
I want to use a different authenticator app	
Choose a different method ×	
Which method would you like to use?	
I want to set up a different me Phone V	
Cancel Confirm	

Option #2, Step 2: Select your country code from the dropdown menu on the right, then enter a valid mobile phone number. (Note: the phone must be capable of receiving text messages.)

Keep your account secure	
Your organization requires you to set up the following methods of pro-	oving who you are.
Phone	
You can prove who you are by texting a code to your phone.	
What phone number would you like to use?	
United States (+1)	
• Text me a code	
Message and data rates may apply. Choosing Next means that you agree to the and cookies statement.	Terms of service and Privacy
	Next
want to set up a different method	

Option #2, Step 3: Enter the onetime passcode received via text message on your phone.

	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
Pho	ne
We just 	sent a 6 digit code to + . Enter the code below.
Resend	code
	Back Next
want to	set up a different method



Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. <b>Default sign-in method:</b>	
S Phone	
	Done

Option #2, Step 4: Once the MFA application is set up and verified you will then be prompted to complete the full sign in process. Azure will request to re-enter your username and a passcode generated by the MFA application before proceeding to the final step of the setup process.

Option #2, Step 5: Review and accept the Intel Terms of Use to complete the setup process. (Note: You must click the arrow symbol to open and review the Intel Terms of Use first before the "Accept" button will be enabled.)

Cloud Services Integration	
Intel Corp-Int Terms of Use	
In order to access intel Corg-Int resource(s), you must read the Terms of Use.	
Intel Terms of Use	$\rightarrow$
Please click Accept to confirm that you have read and understood the terms of use.	
Decline Accept	

The MFA setup process is now complete! Sign into your account on <u>supplier.intel.com</u> to validate there are no issues accessing your Intel applications.

#### Authenticate using a voice call on a mobile phone or land line (without an authenticator app)

Option #3, Step 1: Setting up multi-factor authentication via phone (without an authenticator app): After selecting "Phone" from the dropdown menu, click "Confirm".

	Keep your account secure
Ye	ir organization requires you to set up the following methods of proving who you are.
Micros	oft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator and Choose a different method × Next
I want to set i	Which method would you like to use?
	Cancel

Option #3, Step 2: Select your country code from the dropdown menu, enter a valid mobile or land phone number. Then select Call me and click "Next." (Note: Make sure you are not in a Teams call when following these steps)

Phone	$\times$
You can prove who you are by answering a call on your phone or texting a code to your phone.	
What phone number would you like to use?	
O Text me a code	
• Call me	
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.	I
Cancel Next	

Option #3, Step 3: Microsoft will make a call to the phone number you listed, answer the phone call and press **#** key to Verify and click "Done".



	Keep your account secure
Yo	ur organization requires you to set up the following methods of proving who you are.
Succes	s!
Great job! Yo <b>Default sign</b>	u have successfully set up your security info. Choose "Done" to continue signing in. - <b>in method:</b>
S Phor	ne de la constante de la consta
	Done

Option #3, Step 4: Once the MFA application is set up and verified you will then be prompted to complete the full sign in process. Azure will request to re-enter your username and a passcode generated by the MFA application before proceeding to the final step of the setup process.

Option #3, Step 5: Review and accept the Intel Terms of Use to complete the setup process. (Note: You must click the arrow symbol to open and review the Intel Terms of Use first before the "Accept" button will be enabled.)

Cloud Services — Integration	
Intel Corp-Int Terms of Use	
In order to access Intel Corp-Int resource(s), you must read the Terms of Use.	
Intel Terms of Use	
Please click Accept to confirm that you have read and understood the terms of use.	
Dedine Accept	

The MFA setup process is now complete! Sign into your account on <u>supplier.intel.com</u> to validate there are no issues accessing your Intel applications.

# Authenticate using 2 Factor Authentication app installed to your desktop or laptop

Option #4, Step 1: Setting up multi-factor authentication using a 2 Factor authentication application. This solution requires a Windows Desktop/Laptop.

- 1. <u>Download the 2 Factor Authenticator application</u> from the Microsoft Store.
- 2. Click on Get in Store app to open Microsoft Store.



3. Click Open Microsoft Store to continue (If prompted)

Open Microsoft Store?		
https://apps.microsoft.com wants to open th	nis application.	
Always allow apps.microsoft.com to open	links of this type in the associa	ated app
	Open Microsoft Store	Cancel

4. Click "Get to download the 2 Factor Authenticator application".



5. Click Open to launch the application.



Option #4, Step 2: Add this application as an authentication method in your Azure MFA profile using the following steps:

1. Click the plus (+) sign at the bottom of the Accounts window.

Pactor Authenticator	—		×
Accounts			
	+	) <u> </u>	

- 2. If already registered for Azure MFA: <u>Visit your Azure MFA Security Info profile</u>, sign in with your individual company email address (not Intel email) and password (not Intel password) and authenticate with your current MFA method.
  - Click Add sign-in method.

Security info		
These are the methods you use to sign into your account or reset your password.		
Default sign-in method: Phone - text Change		
+ Add sign-in method		
Cy Phone	Change	Delete
Lost device? Sign out everywhere		

• Select Authenticator app. Click Add, then proceed to step 4.

Add a method		
Which method would you like to add?		
Choose a method		
Authenticator app		
Alternate phone		
-		
Add a method		$\times$
Which method would you like to add?		
Authenticator app		$\sim$
	Cancel	Add

- 3. If you have not already registered with Azure MFA:
  - <u>Visit your Azure MFA Security Info profile</u>, and sign in with your individual company email address and password (not Intel email / password).
  - You will see this More information required prompt to begin registration.
  - o Click Next to continue registration.
- 4. Select I want to use a different authenticator app.

	Start by getting the app	
â	On your phone, install the Microsoft Authenticator app. Download now	
-	After you install the Microsoft Authenticator app on your device, choose "Next".	
	I want to use a different authenticator app	

5. Click Next to begin connecting your Azure MFA account to your 2 Factor Authenticator Windows application.

Authentie	cator app		×
	Set up your account		
1.1.1	In your app, add a new account.		
_			
		Back	Next

6. To get the account details to click on "Can't scan image?"

Authenticator app	$\times$
Scan the QR code	
Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.	
After you scan the QR code, choose "Next".	
Can't scan image?	
Back	ext

7. The information shown under the QR code below will appear:

uthenticator app	2
Scan the QR code	
Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.	
After you scan the QR code, choose "Next".	
Ellessorors	
Can't scan image?	
Enter the following into your app:	
Account name:	
Secret key:	

8. From the Windows desktop/laptop, 2 Factor Authenticator application, enter the account name and secret key (from the previous step). Click the "Save" icon.

2 Factor Authenticator		×
Add Account		
Name		
IntelAccount ×		
Secret Key		
L		

9. Your Azure MFA account will be added to the 2 Factor Authenticator application.

2 18	ctor Authe	nticat	or	
Ac	count	S		
	ntelAcc	ount		
li li	ntelAcco ntelAcco	unt		

Option #4, Step 3: Continue setup on your Azure MFA profile.

- 1. Click "Next."
- 2. Enter the code from your 2 Factor Authenticator application.
- 3. Click "Next."

Authentic	ator app		×
xxx xxx _	Enter code Enter the 6-digit code shown in the Authenticator app. 610332	Back	Next

4. The Supplier Portal Home page appears.

The MFA setup process is now complete! Sign in to your account on <u>supplier.intel.com</u> to validate there are no issues accessing your Intel applications.

#### Additional Information

For further assistance call Intel Support - phone numbers available here: <a href="https://www.intel.com/content/www/us/en/supplier/resources/self-help/contact-us.html">https://www.intel.com/content/www/us/en/supplier/resources/self-help/contact-us.html</a>.