

Update your User Account via New Account Creation Process (to Azure)

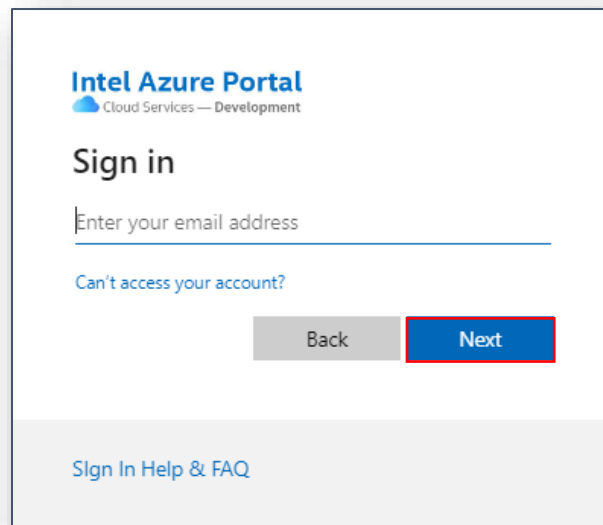
Step-by-step Instructions

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”.

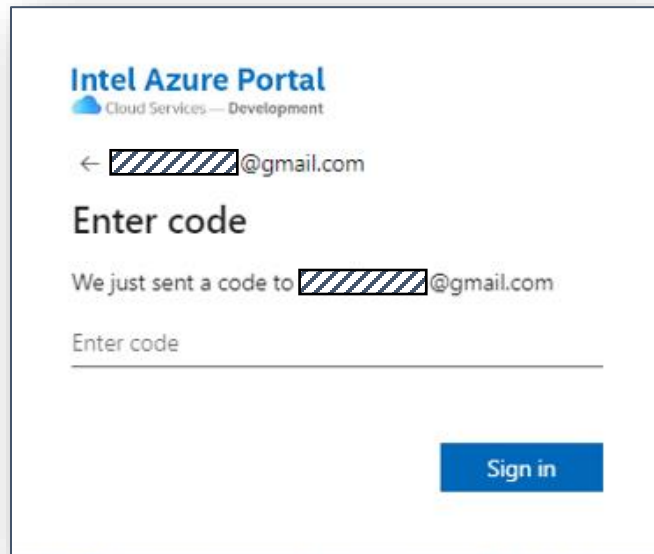
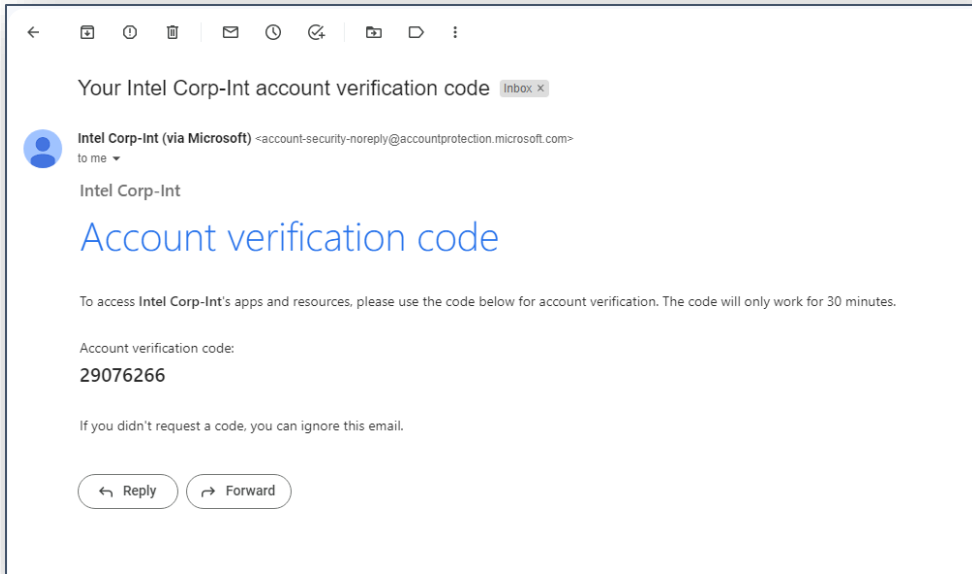
Please note below:

- 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., firstname.lastname@infoabc.xyz). Suppliers with an Intel Contingent Worker user profile must no longer use their Intel email for logging into supplier.intel.com (e.g., firstnameX.lastname@intel.com)

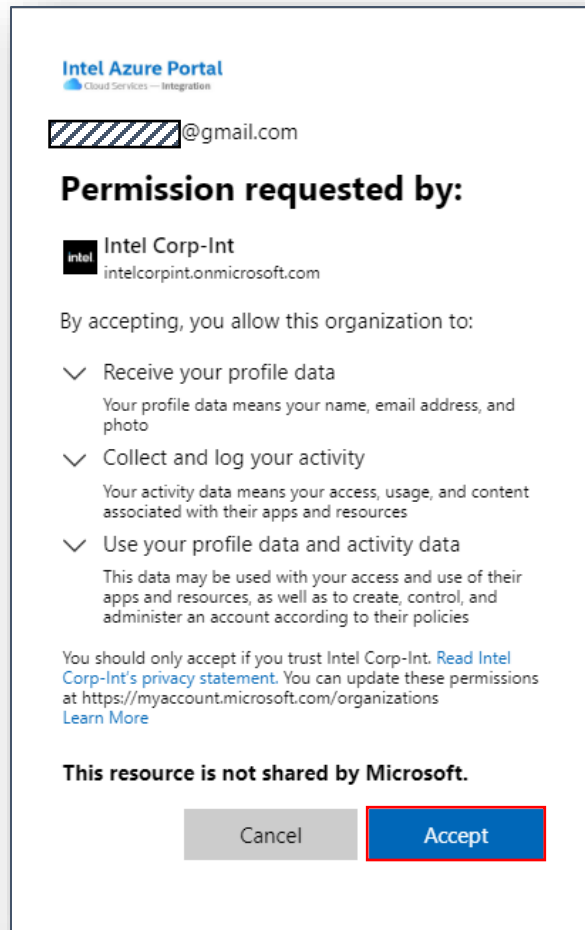


The screenshot shows the 'Intel Azure Portal' sign-in page. At the top, it says 'Intel Azure Portal' with a sub-header 'Cloud Services — Development'. Below that is the heading 'Sign in'. There is a text input field with the placeholder text 'Enter your email address'. Underneath the input field is a link that says 'Can't access your account?'. At the bottom of the form area are two buttons: a grey 'Back' button and a blue 'Next' button. At the very bottom of the page, there is a link for 'Sign In Help & FAQ'.

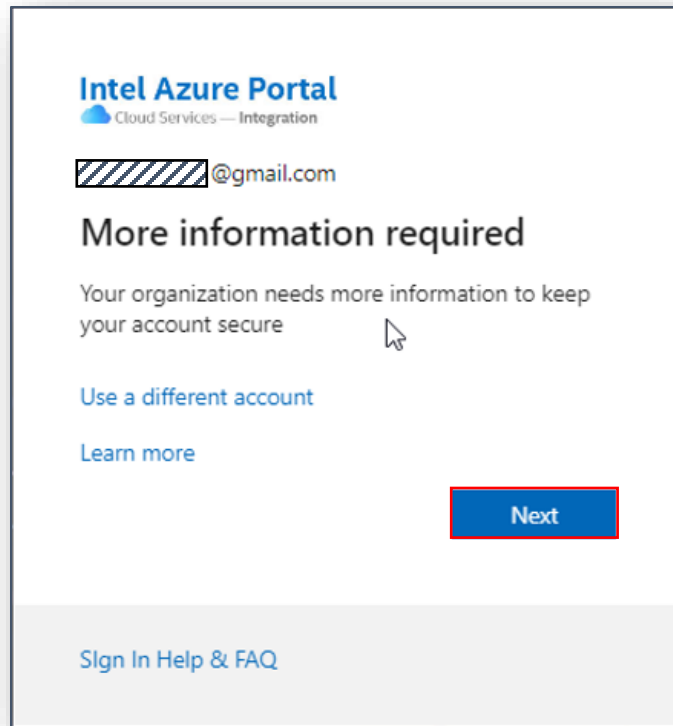
Step #3: Azure will send the user a unique one-time passcode to the email provided; Copy-paste the one-time passcode to continue with the setup process.



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



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

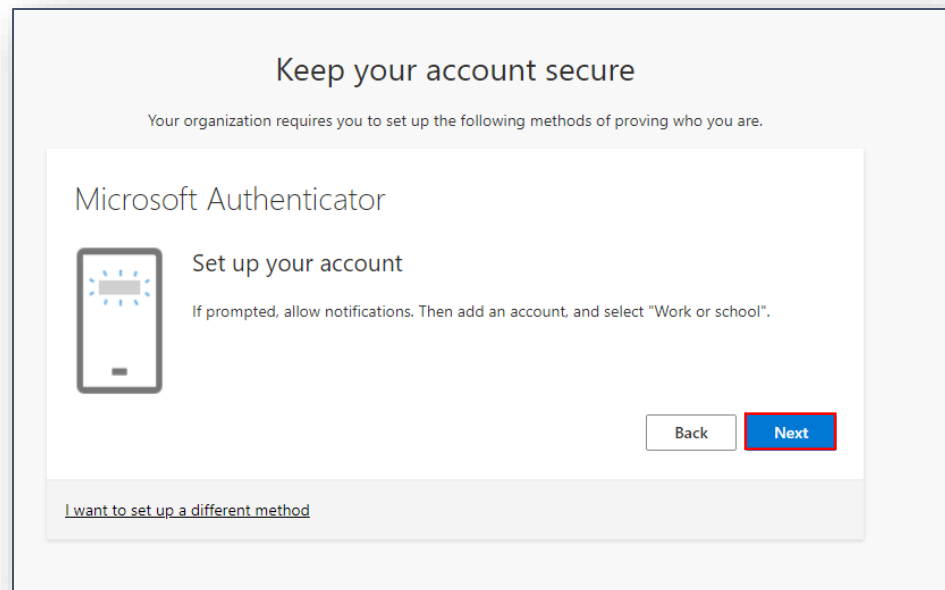
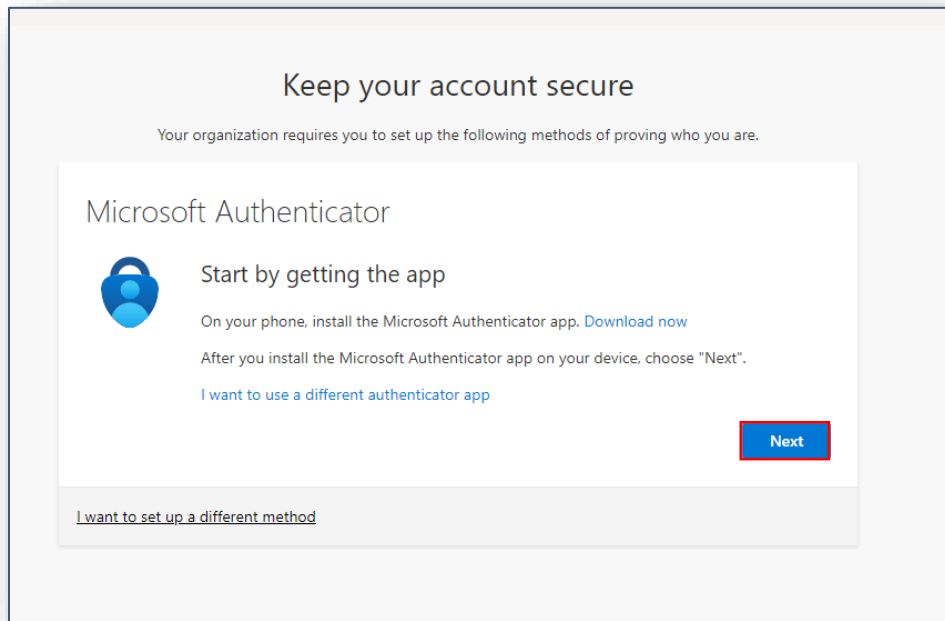


After clicking “Next,” you will start the process to set up your new multifactor authentication (MFA). There are four options available to complete the MFA set up process; instructions for each option follow below.

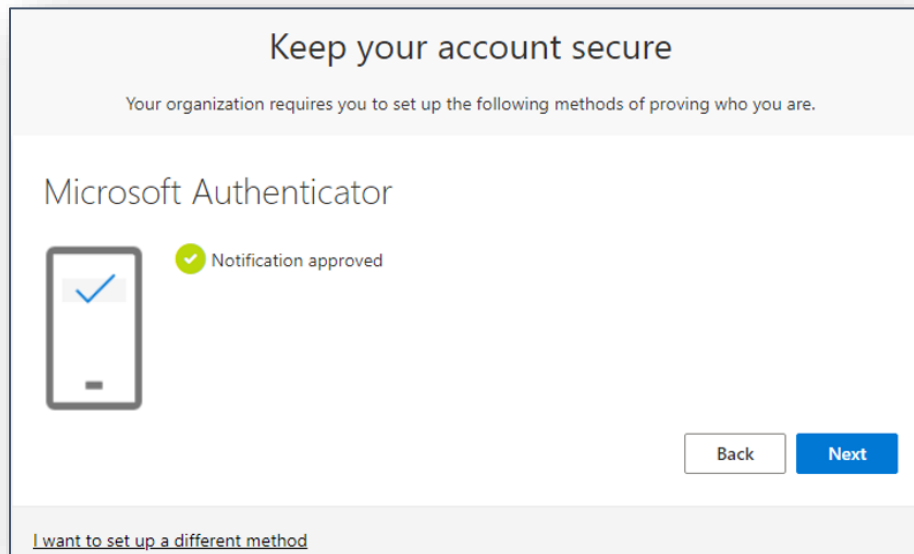
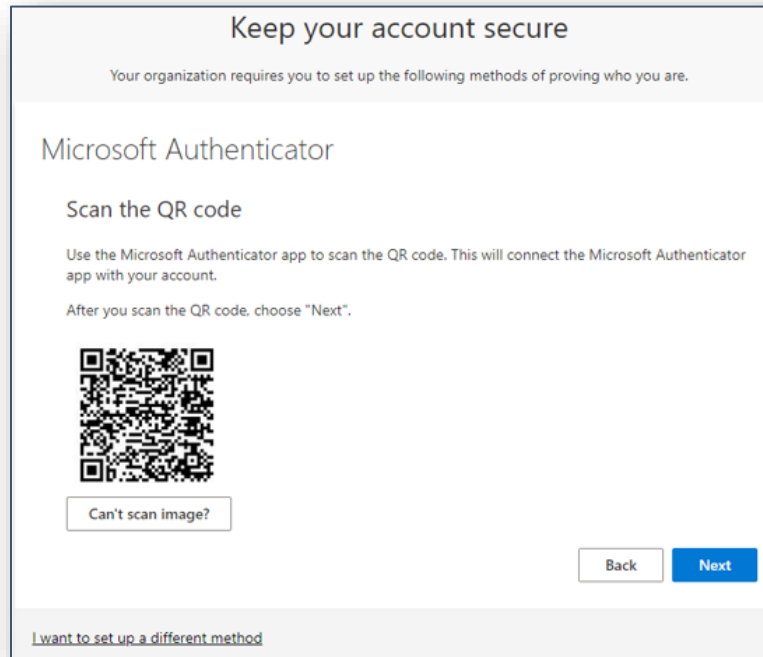
- **Option #1 - Authenticate using an MFA application installed on a mobile device:** By default, the system will prompt you to download and use the Microsoft Authenticator application. Alternatively, you may select ‘I want to use a different authenticator app’ if you prefer to use a different MFA application 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:

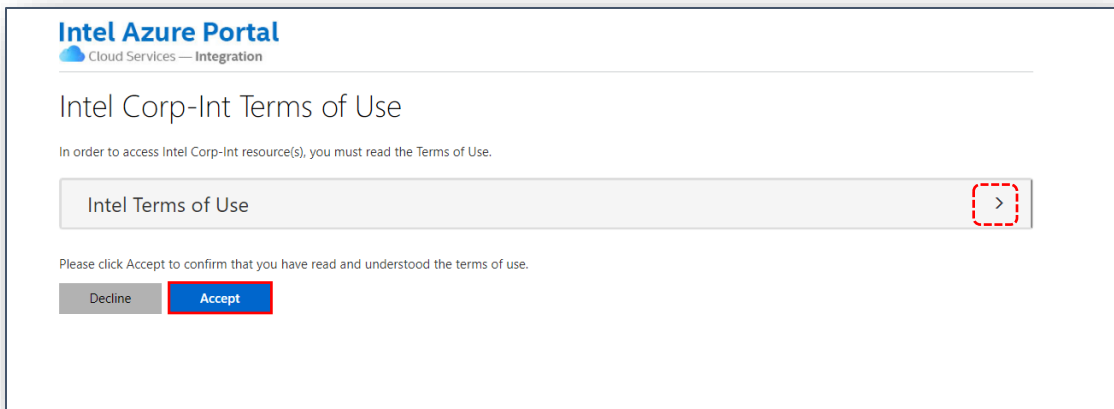
Option #1, Step 1: Start by following the screen prompts to install the authenticator application from your device's app store.



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.



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.



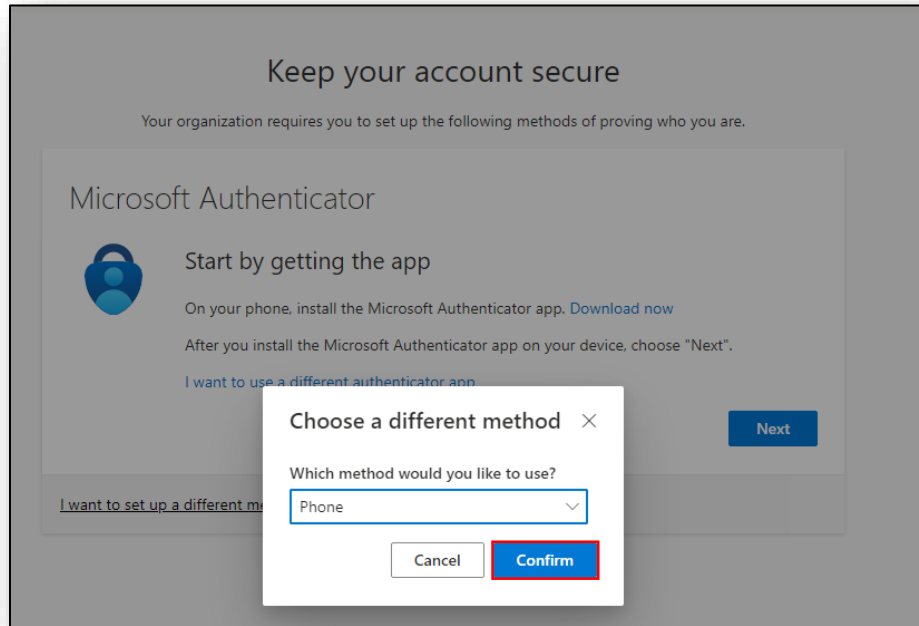
Option #1, Step 4: Review and accept the Intel Terms of Use to complete the setup process. (Note: You must click the arrow symbol to open and review the Intel Terms of Use first before the “Accept” button will be enabled.)

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

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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".



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 proving 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?

Enter phone number

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I 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.

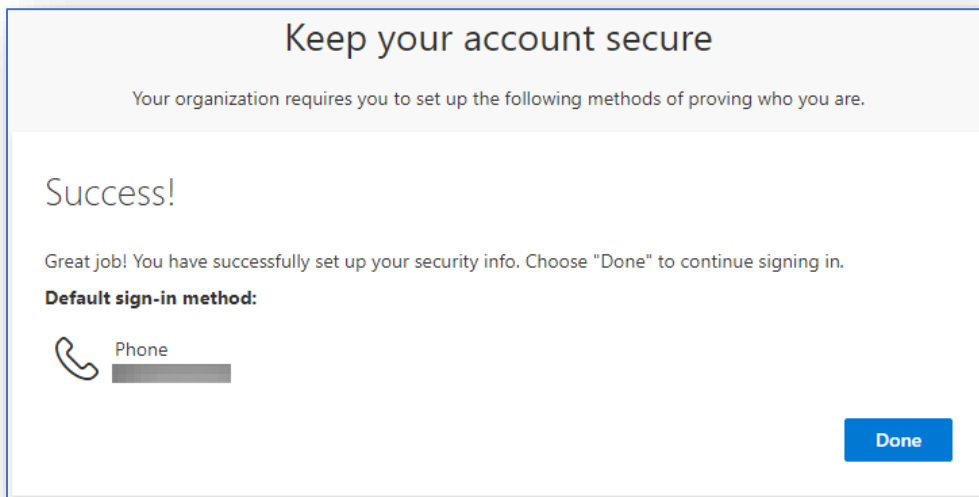
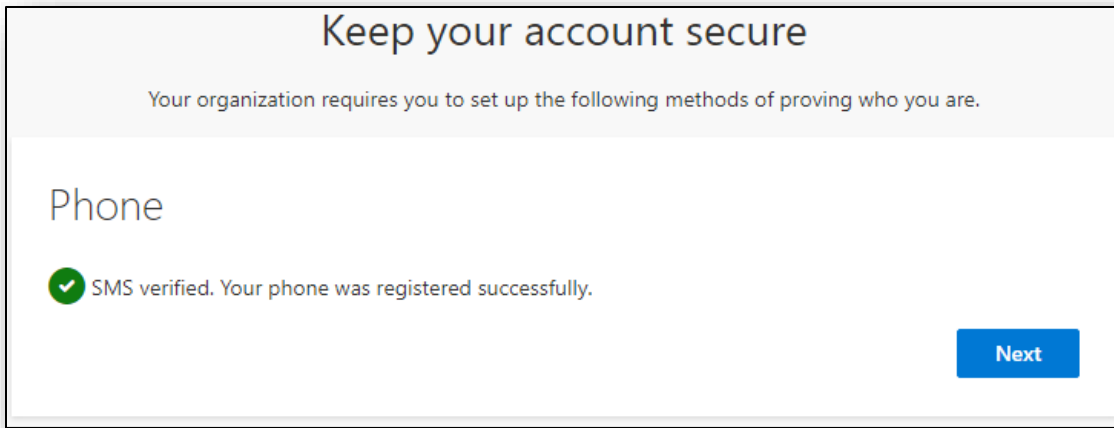
Phone

We just sent a 6 digit code to +[REDACTED]. Enter the code below.

[Resend code](#)

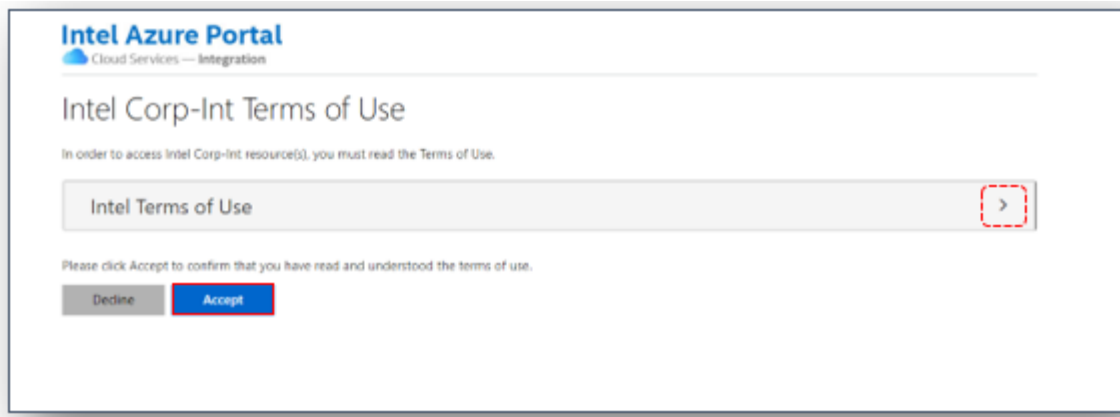
Back Next

[I want to set up a different method](#)



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.)

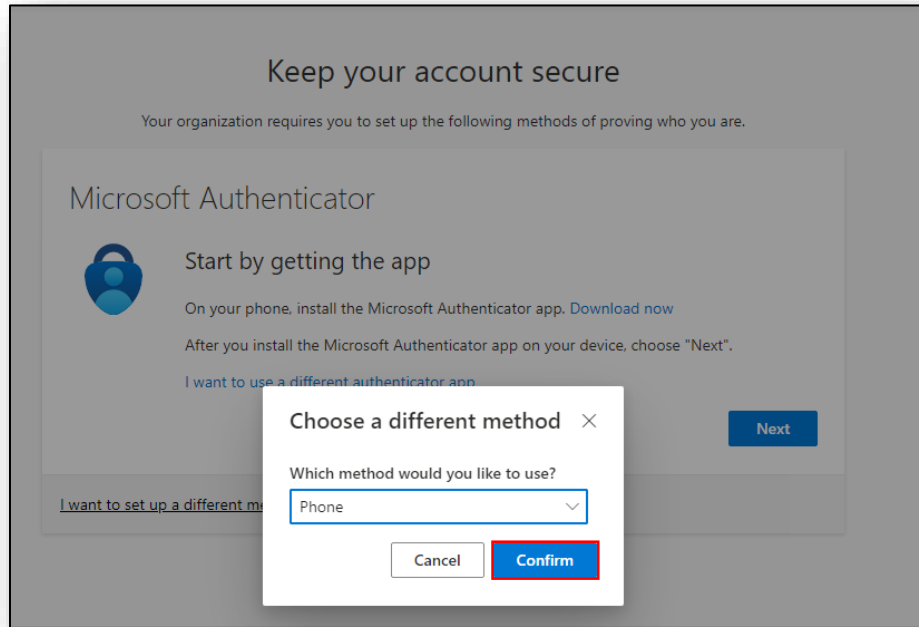


The MFA setup process is now complete! Sign into your account on supplier.intel.com to validate there are no issues accessing your Intel applications.

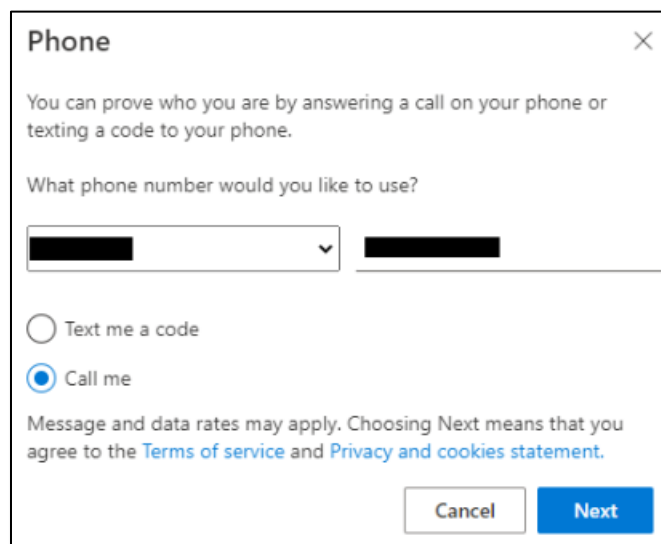
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Authenticate using a voice call on a mobile phone or land line (without an authenticator app)

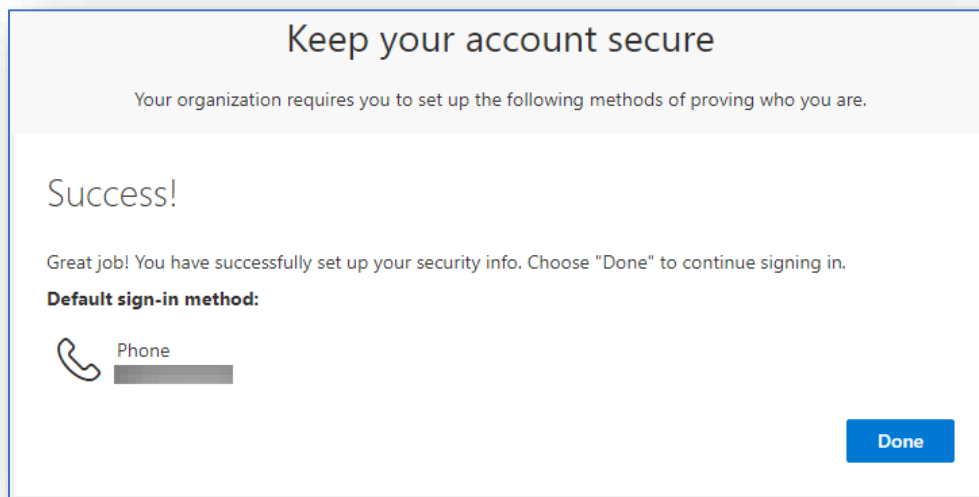
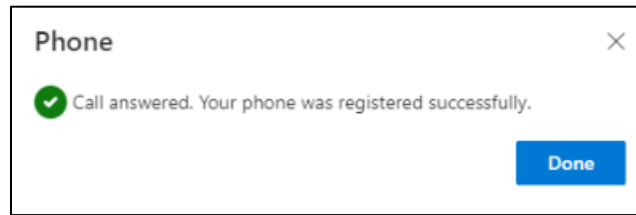
Option #3, Step 1: Setting up multi-factor authentication via phone (without an authenticator app):
After selecting "Phone" from the dropdown menu, click "Confirm".



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)

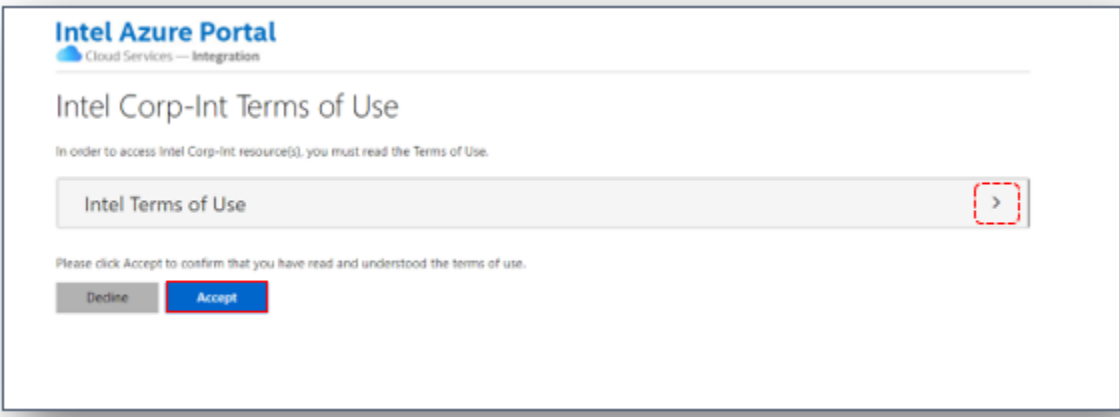


Option #3, Step 3: Microsoft will make a call to the phone number you listed, answer the phone call and press # key to Verify and click "Done".



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.)



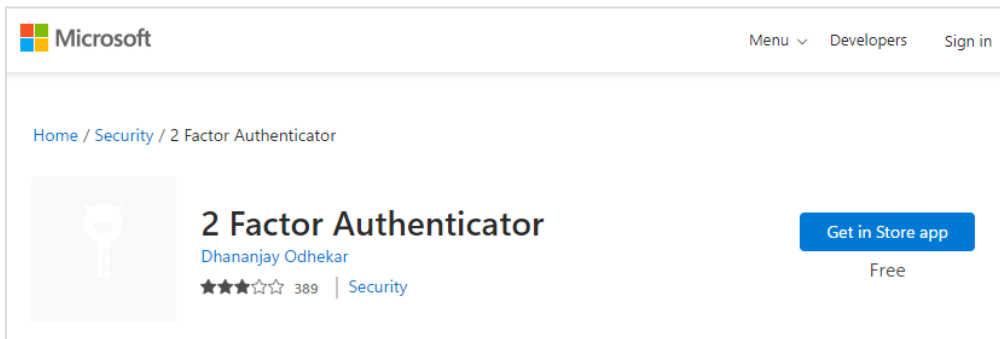
The MFA setup process is now complete! Sign into your account on supplier.intel.com to validate there are no issues accessing your Intel applications.

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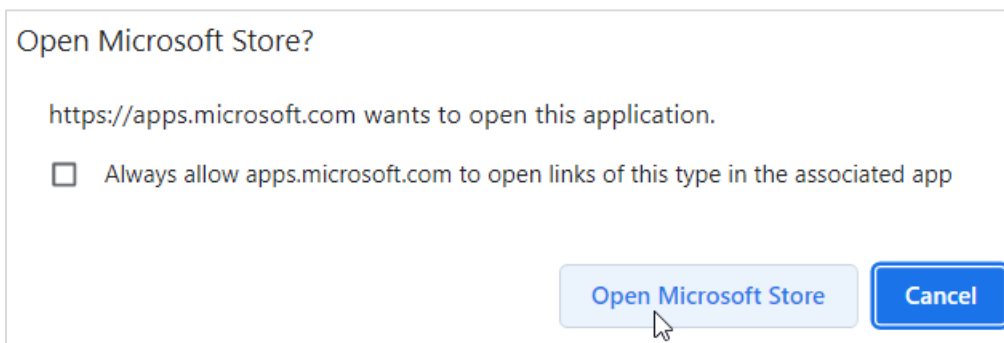
Authenticate using 2 Factor Authentication app installed to your desktop or laptop

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

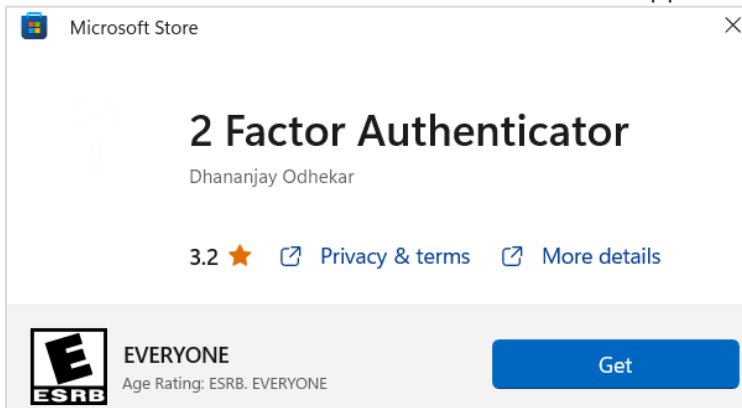
1. [Download the 2 Factor Authenticator application](#) from the Microsoft Store.
2. Click on Get in Store app to open Microsoft Store.



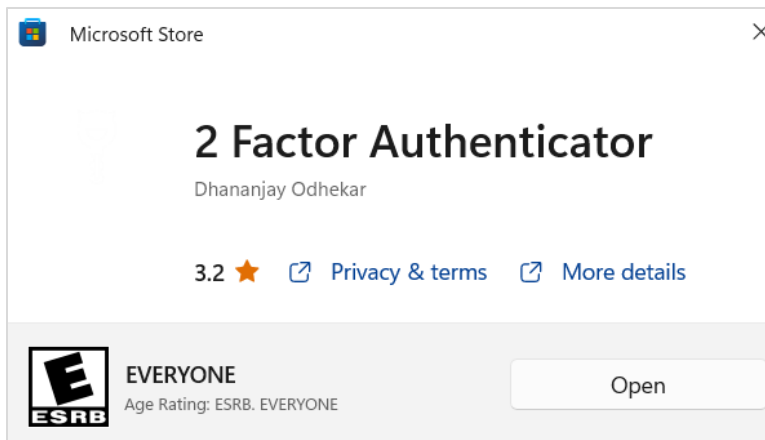
3. Click Open Microsoft Store to continue (If prompted)



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

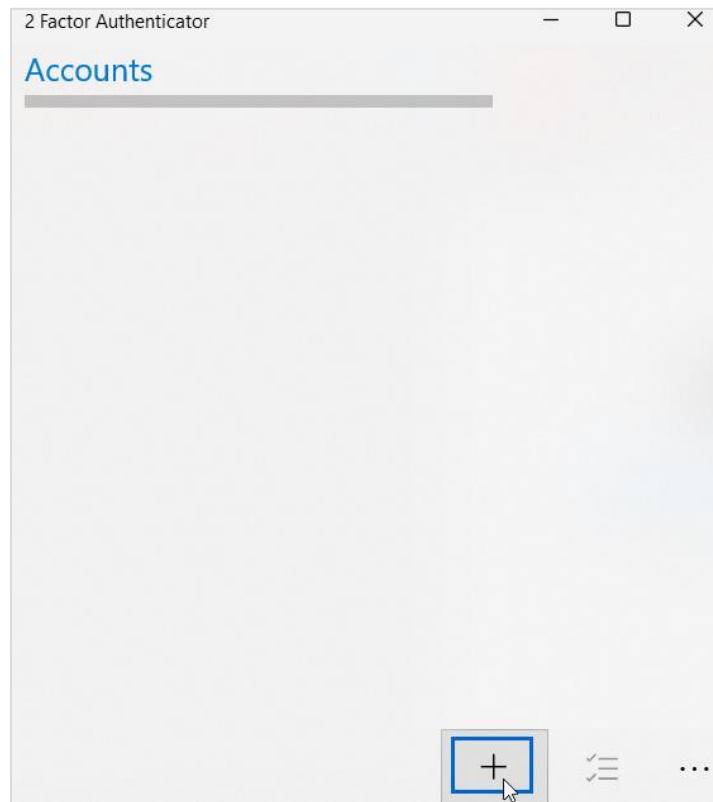


5. Click Open to launch the application.

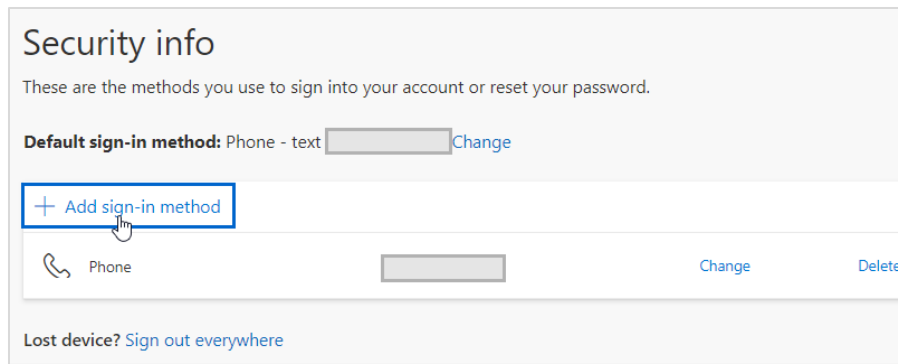


Option #4, Step 2: Add this application as an authentication method in your Azure MFA profile using the following steps:

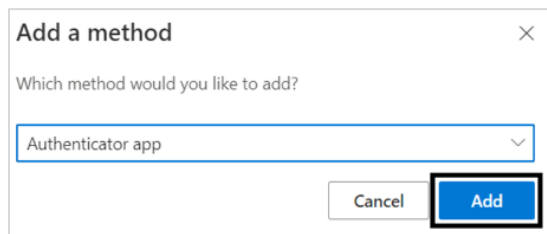
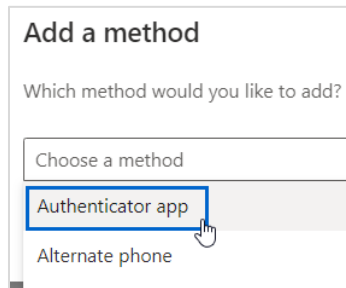
1. Click the plus (+) sign at the bottom of the Accounts window.



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



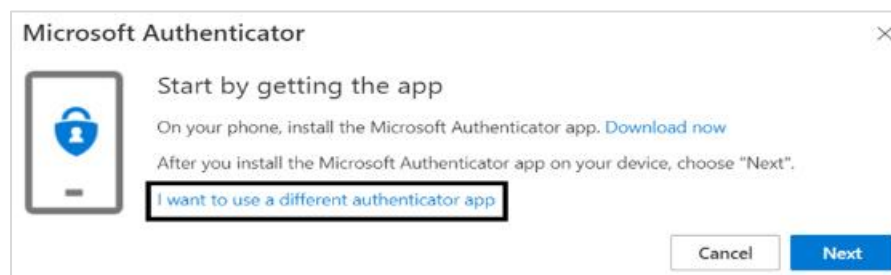
- Select Authenticator app. Click Add, then proceed to step 4.



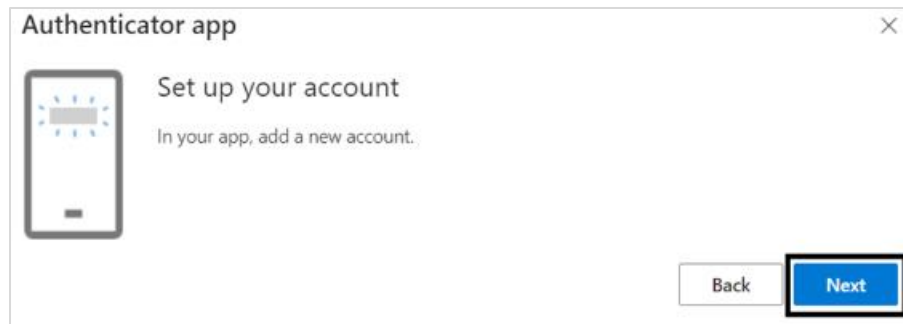
3. If you have not already registered with Azure MFA:

- [Visit your Azure MFA Security Info profile](#), 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.
- Click Next to continue registration.

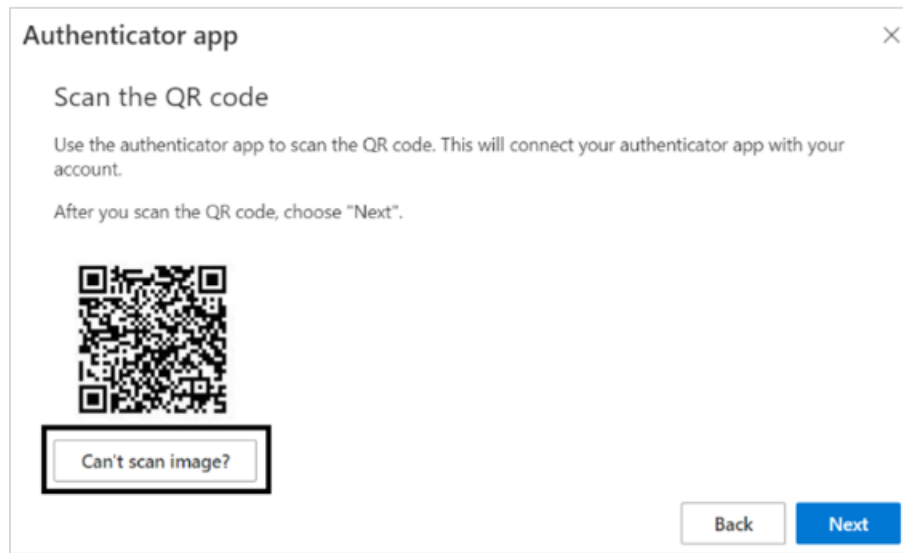
4. Select I want to use a different authenticator app.



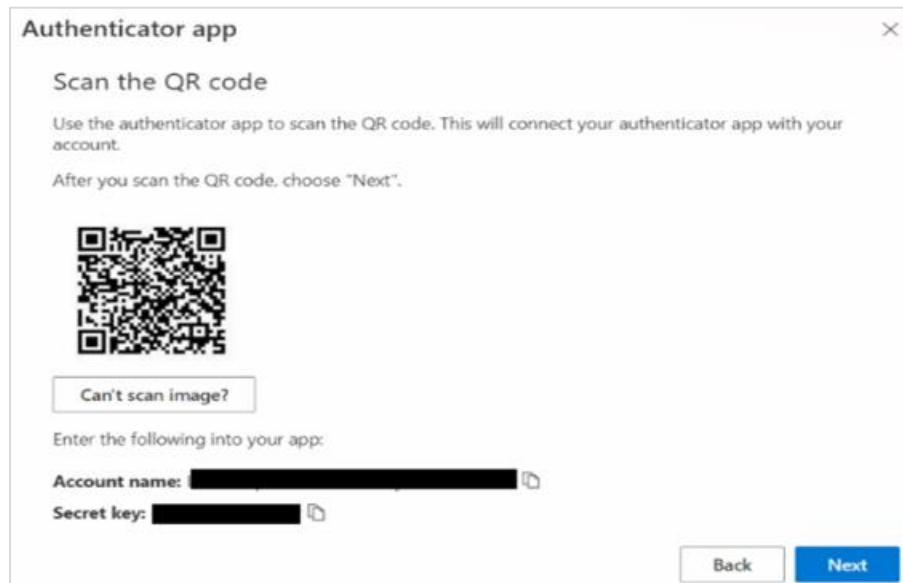
5. Click Next to begin connecting your Azure MFA account to your 2 Factor Authenticator Windows application.



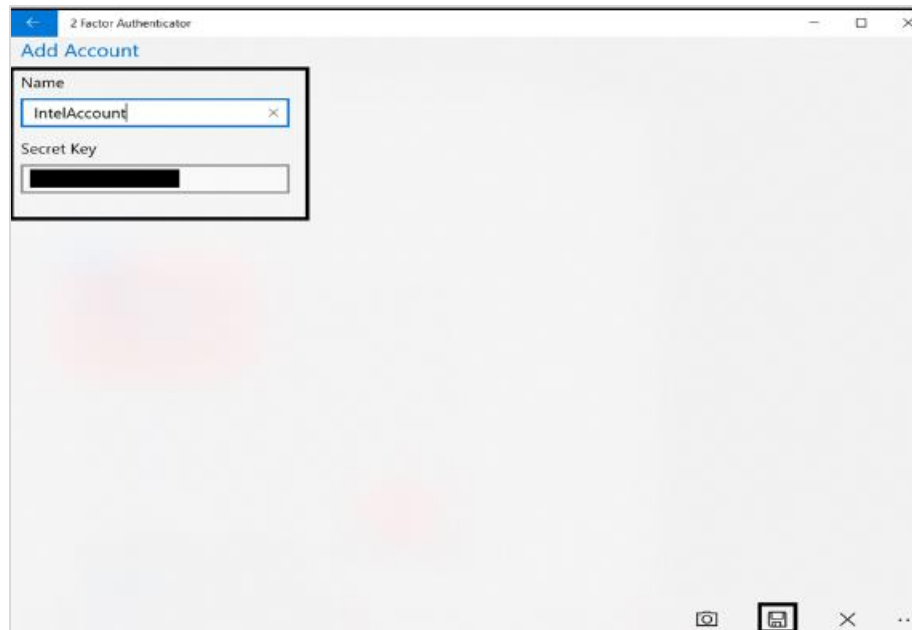
6. To get the account details to click on "Can't scan image?"



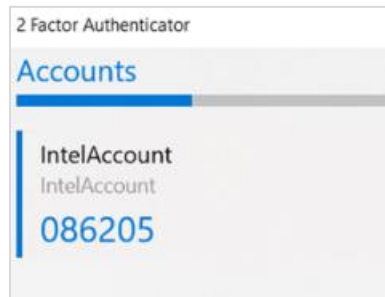
7. The information shown under the QR code below will appear:



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.

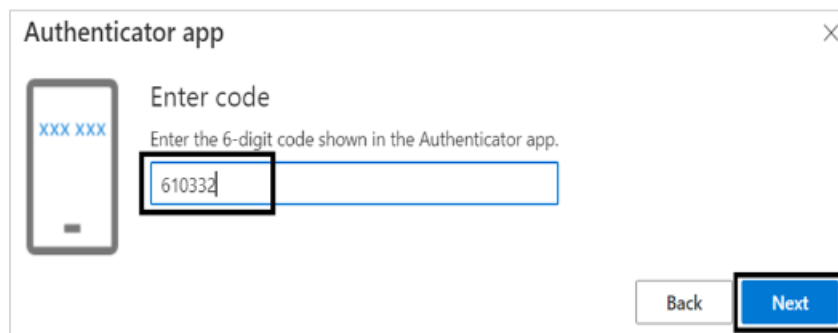


9. Your Azure MFA account will be added to the 2 Factor Authenticator application.



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."



4. The Supplier Portal Home page appears.

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

[Additional Information](#)

For further assistance call Intel Support - phone numbers available here:

<https://www.intel.com/content/www/us/en/supplier/resources/self-help/contact-us.html>.

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