

QUICK REFERENCE GUIDE

Updated February 20, 2024

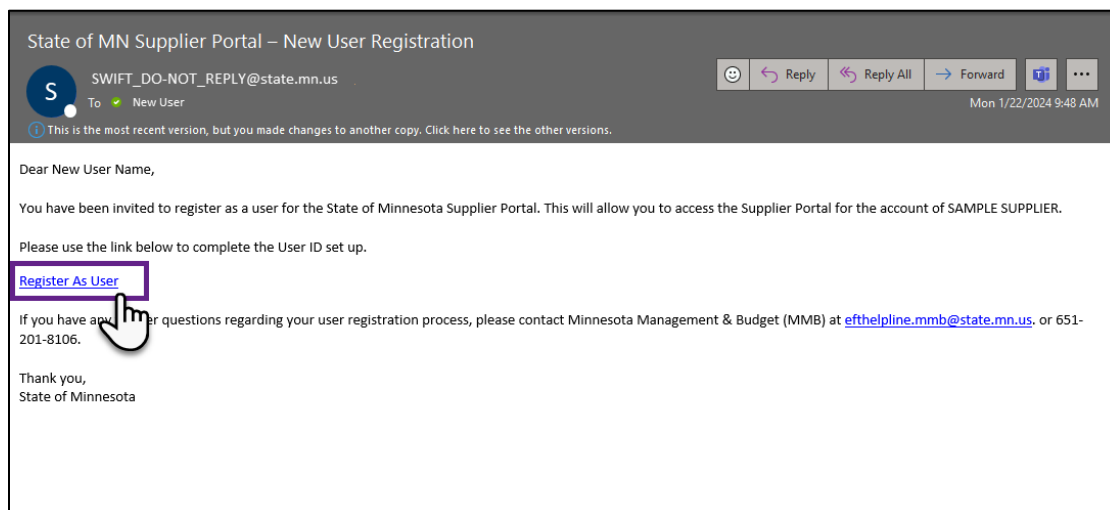
SWIFT Supplier Portal Multi Factor Authentication

This overview contains information about Multi-factor Authentication you will see on the SWIFT Supplier Portal. Multi-factor Authentication (MFA) is an authentication method that requires bidders and suppliers to provide two verification factors to gain access to the State of Minnesota Supplier Portal.

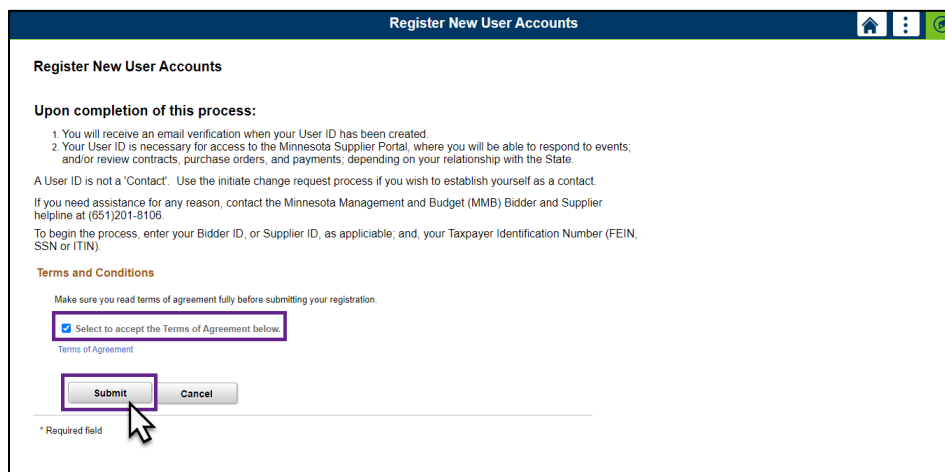
Supplier Portal Login

For new users, you will be sent an invite email.

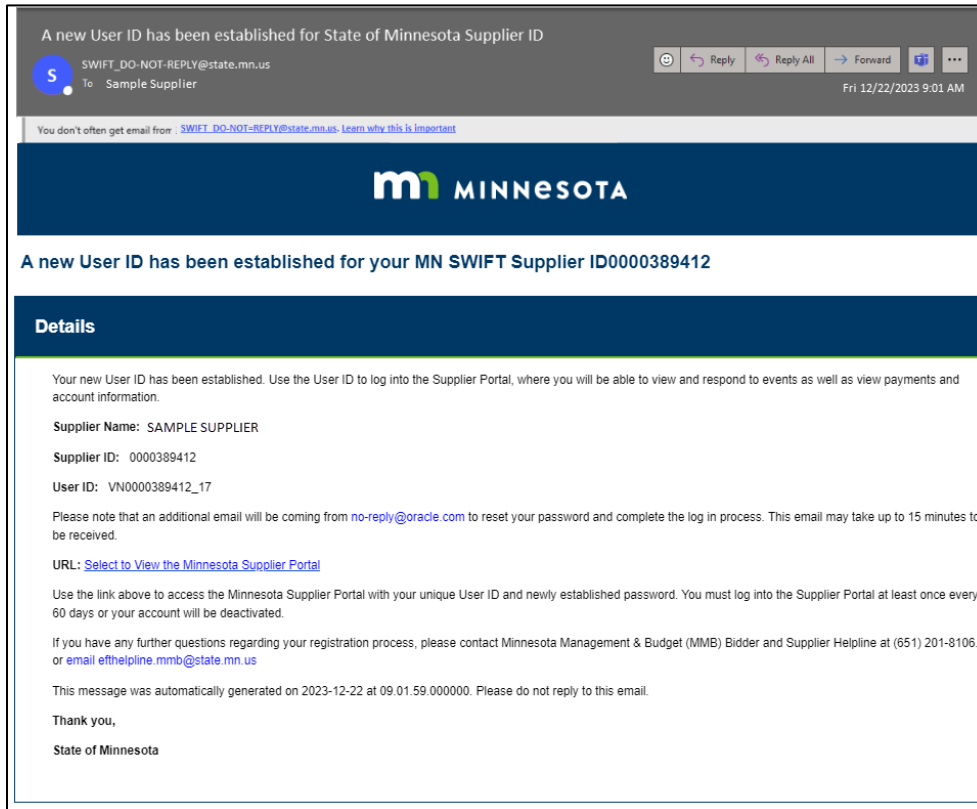
1. Select the link in the email, “**Register as User**”.



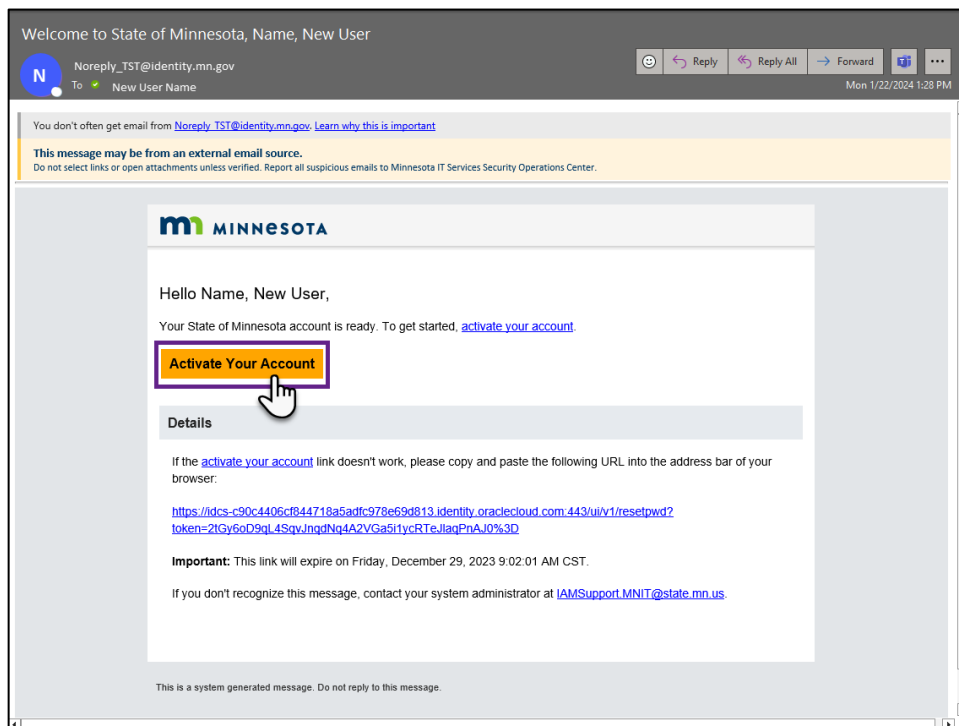
2. Agree to the *Terms of Agreement* and select **Submit**.



3. You will now receive an email from SWIFT_DO-NOT-REPLY@state.mn.us with your USER ID. This ID is what you will use to log into the State of Minnesota Supplier Portal.



4. You will also receive an email form Oracle. This email provides the link to activate your account.



5. Select the “**Activate your Account**” link in the Oracle email.
6. Create a password for your account by entering it into the New Password field.

m MINNESOTA
State of Minnesota
VN0000389412_17

Reset your password
Set a password for your user account.

New Password

Confirm New Password

Reset Password

Password Requirements Below:

m MINNESOTA
State of Minnesota
VN0000389412_17

Reset your password
Set a password for your user account.

New Password

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- The password must have at least 10 characters.
- The password cannot exceed 40 characters.
- The password cannot contain any character repeated more than 2 times.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 2 unique characters.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- The password must have at least 1 alphabetic characters.
- The password must have at least 1 special characters.
- Cannot repeat last 24 passwords

Confirm New Password

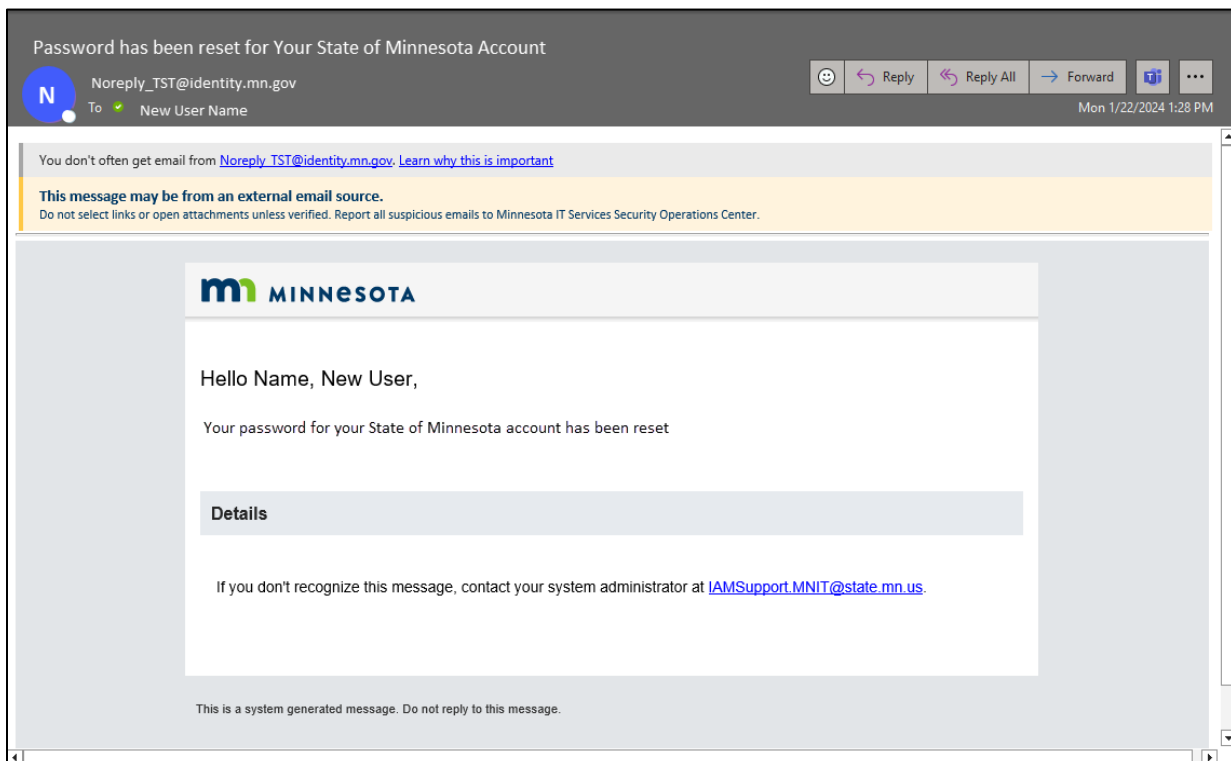
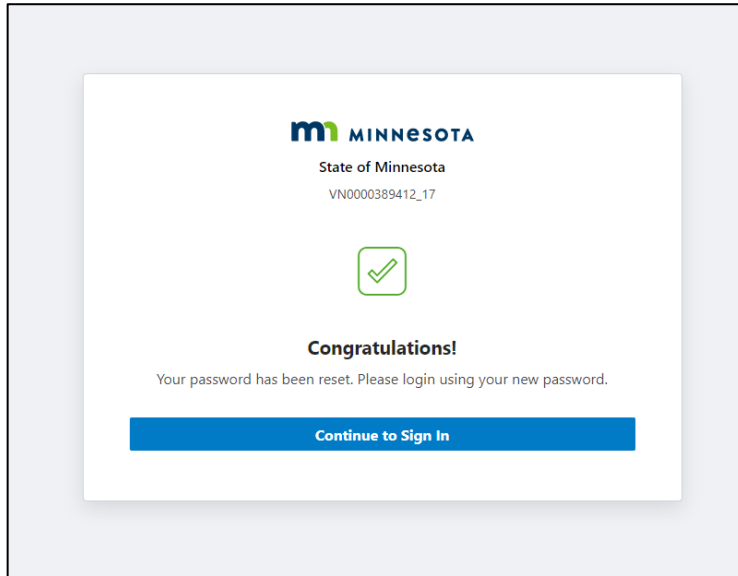
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Reset Password

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Once your password is reset, you will receive a congratulations message and an email from Oracle.

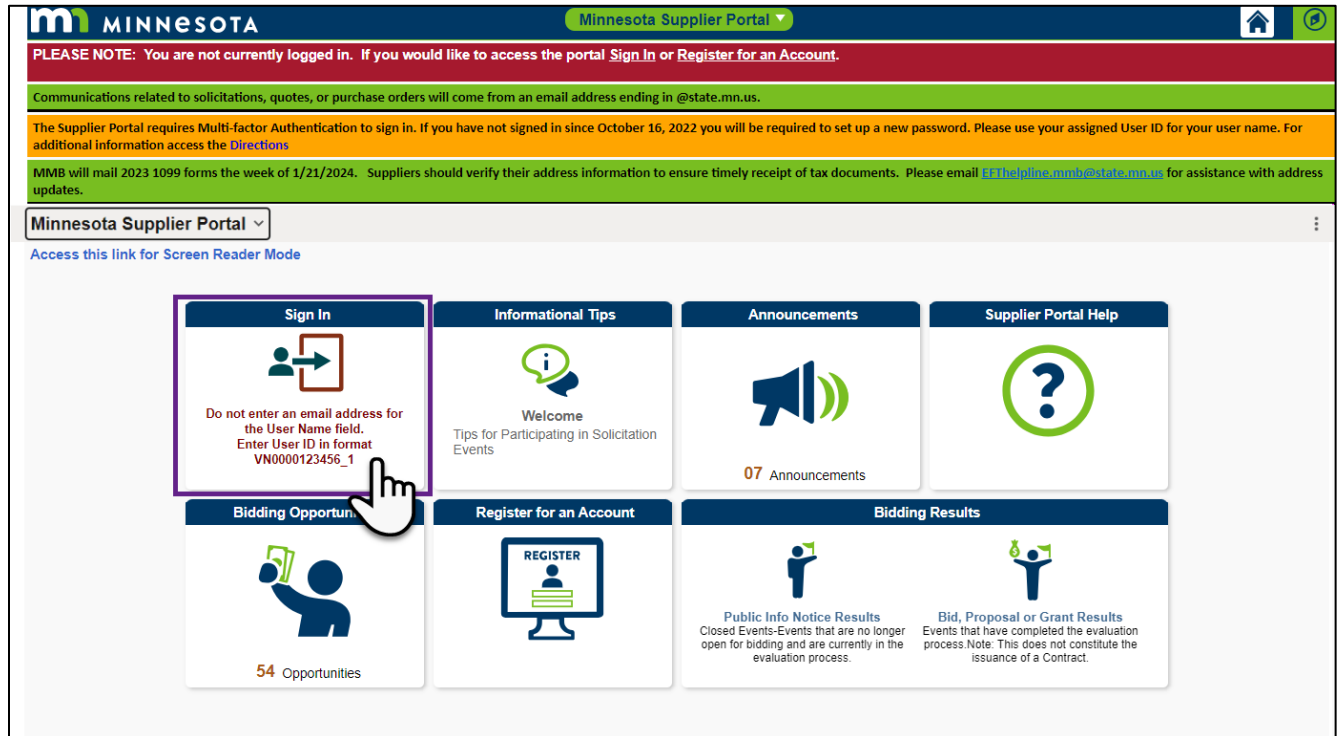
NOTE: This is not the last step to registering. Continue below.



- You will now need to navigate to the State of Minnesota Supplier Portal: <http://mn.gov/supplier>

NOTE: If you are an existing user and have not set up MFA, START HERE.

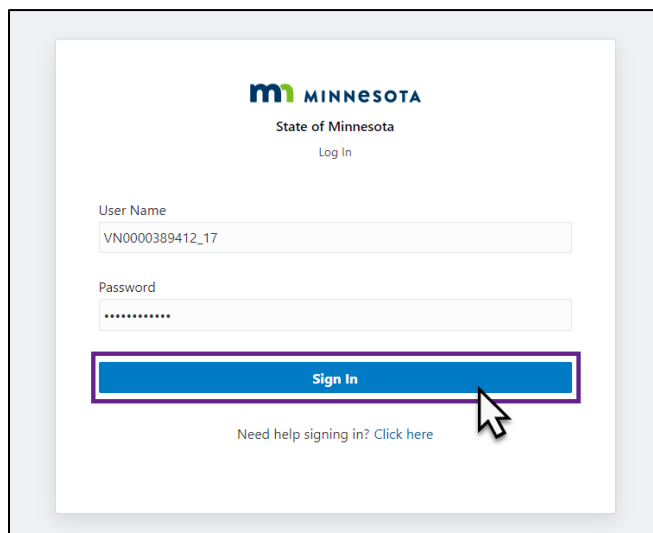
- Select the **Sign In** tile.



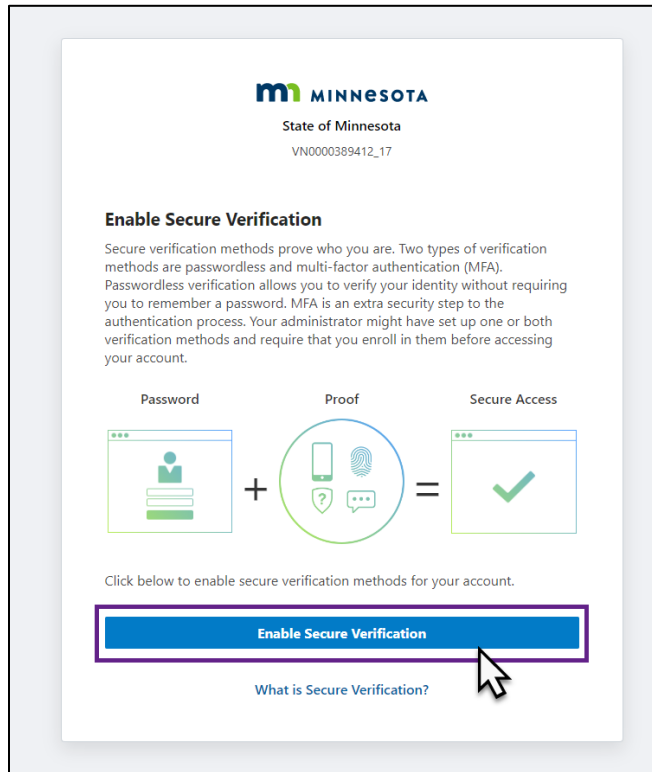
10. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**

*If you do not know your User ID, please reach out to efthelpline.mmb@state.mn.us.

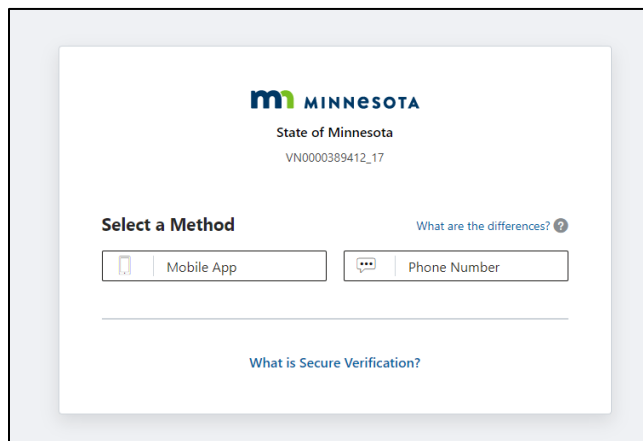
NOTE: If you forgot your password or haven't set up a new password since October 16, 2022, click "Need Help Signing In" to reset your password.



11. **Select** the Enable Secure Verification button.



12. Select a Method for authentication. The two choices are Mobile App or Phone Number.



- a. If **Phone Number** is selected, select the Country Code (*United States +1*), and enter your 10-digit mobile number.
 - i. Select “Text me” if you would like to receive a text message with a passcode. Next, enter the passcode on the screen. *Note: This option will not work if a landline phone number is entered.*
 - ii. Select “Call Me” if you would like to receive a phone call with a passcode. Enter the passcode on the screen.

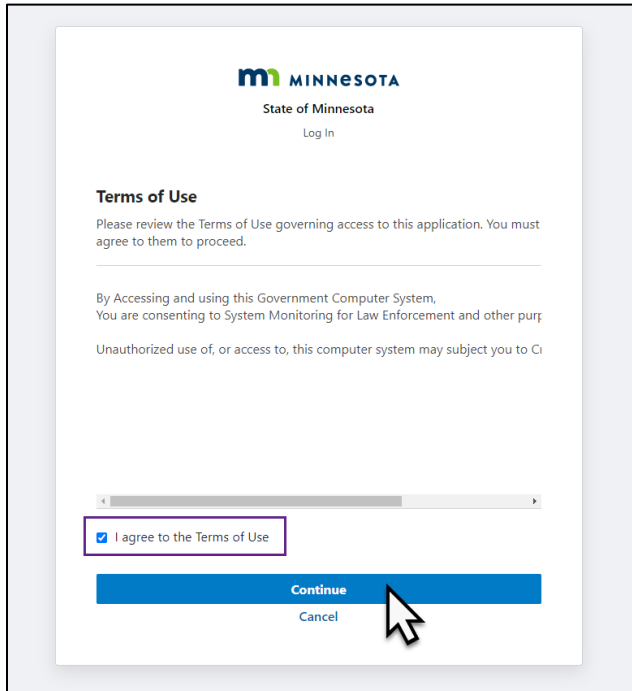
NOTE: A text message comes from 22884 and the phone call comes from 720-893-0033.

The screenshot shows the login interface for the State of Minnesota. At the top, the logo for 'm MINNESOTA' is displayed, along with the text 'State of Minnesota' and the identifier 'VN0000389412_17'. Below this, there is a 'Select a Method' section with two options: 'Mobile App' and 'Phone Number'. The 'Phone Number' option is selected and highlighted in blue. A link 'What are the differences?' is visible next to the selection options. Below the selection, the 'Enter Your Phone Number' section is shown. It includes a note: 'A passcode will be sent to your phone number.' There is a 'Country Code' dropdown menu set to 'United States +1'. The 'Phone Number' field contains '1234567890' and has a note below it: 'Standard rates may apply.' Below the phone number, there is a prompt 'Enter the passcode below.' and a 'Passcode' input field containing '171458'. A 'Resend Passcode' link is located below the passcode field. At the bottom of this section is a large blue button labeled 'Verify Passcode', which is being clicked by a mouse cursor. A link 'What is Secure Verification?' is at the very bottom of the page.

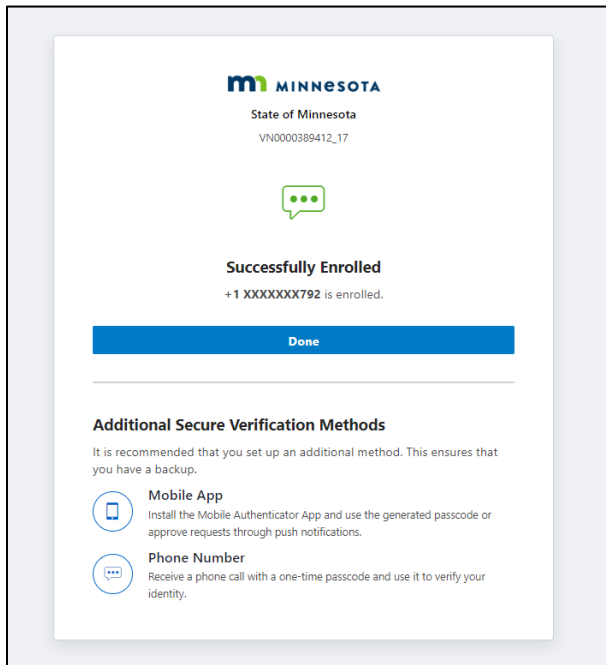
- b. If **Mobile App** is selected, you will be taken to a new screen. Download the Oracle Mobile Authenticator App from the app store or select “Offline Mode or Use Another Authenticator App” checkbox to use an existing app on your phone. Enter the code created by the app then click Verify.

The screenshot shows the login interface for the State of Minnesota, similar to the previous one. The 'Mobile App' option is selected and highlighted in blue. Below the selection, the 'Download and Configure the Mobile App' section is shown. It includes two numbered instructions: '1. Download the Oracle Mobile Authenticator App from the app store.' and '2. Open the App, tap Add Account, and then scan the QR code below.' Below the instructions, there is a checkbox labeled 'Offline Mode or Use Another Authenticator App'. A large QR code is displayed in the center of the page. Below the QR code, there is a link 'Can't Scan QR code? Configure the App using this URL'. At the bottom of the page is a link 'What is Secure Verification?'.

13. Accept the Terms of Use. Click in the **Check Box** and **Continue**.



14. You are successfully enrolled in the Multi-factor Authentication process for the Minnesota Supplier Portal.



NOTE: The State of Minnesota will not use this information to access private data.

Need Help?

Trouble Logging in?

Please be sure to use your correct User ID to log in (VN000xxxxxxx_x).

NOTE: Do not use your name or email for the User ID.

Do not copy and paste your password. It must be typed in.

NOTE: Too many tries can lead to your User Account being locked. Your account will automatically unlock after 30 minutes.

NOTE: System-generated emails are from no-reply@oracle.com and swift_do-not-reply@state.mn.us.

Trouble with the Website?

If you are having issues with your browser, try clearing your Cache/Cookies.

Phone Number Corrections

If you need assistance updating or changing your phone number that is used for Multi-factor Authentication, please contact the EFT Helpline.

For assistance, contact the EFT Helpline: Efthelpline.MMB@state.mn.us, or by phone at 651-201-8106

EFT Helpline Hours: M – F, 8:00 am to 4:00 pm

You may also access the *Supplier Reference Guides* list, which is available on the **Supplier Portal Help** tile. This list provides links to reference guides to help use the site. Select a guide to open it in another browser tab.

