

Quick Reference Guide

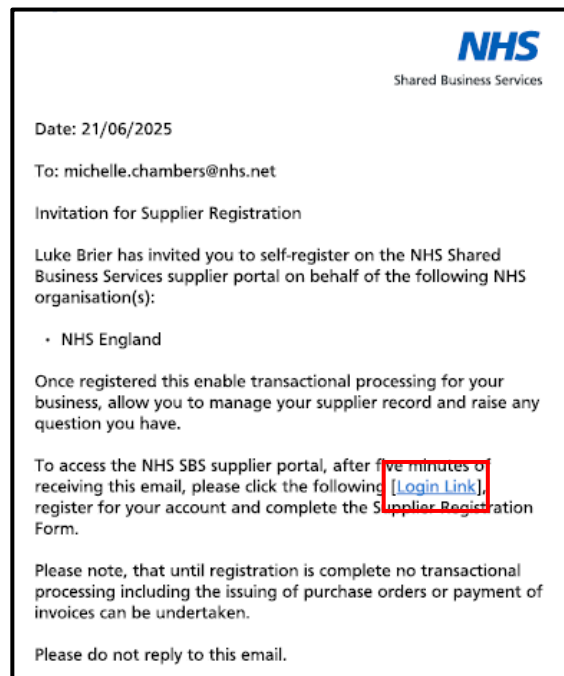
ISFE2 Multifactor Authentication (MFA) Set-up and Quick Reference Guide – For Suppliers

This Quick Reference Guide will take you through the login process using multifactor authentication, MFA, including how to install the **Authenticator App**.

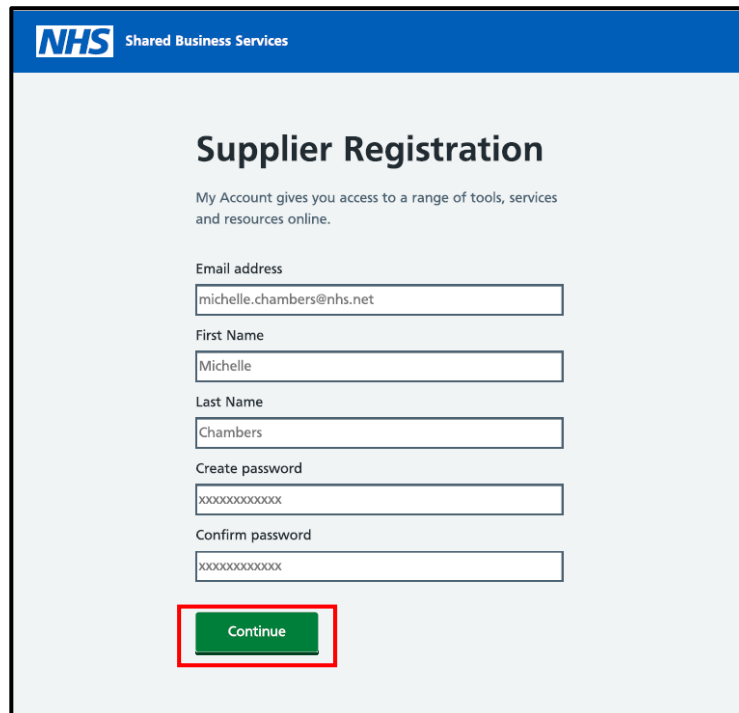
Prerequisites

Please have your work laptop and smart device ready before you follow the steps in this guide.

You will receive this email containing the **Login link** to complete the supplier registration, as highlighted below:

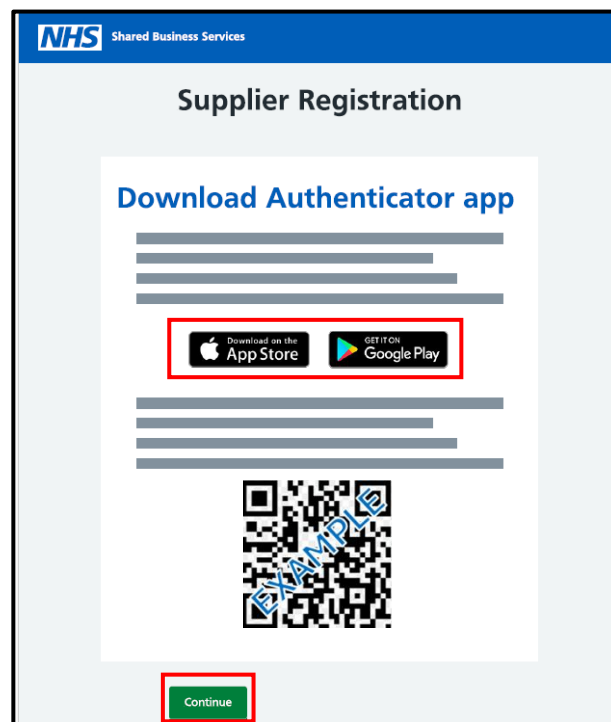


Once you have clicked on the login link you will see the page below. Once the details have been completed click on the **Continue** button, as shown below:



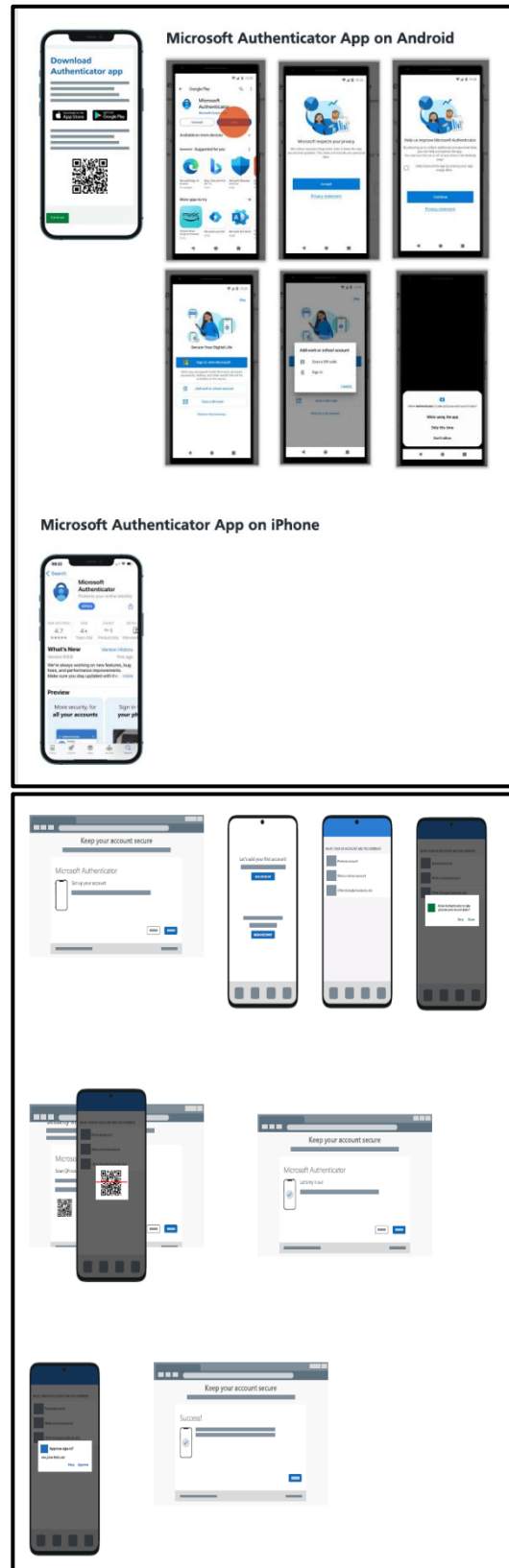
The image shows a web form titled "Supplier Registration" under the NHS Shared Business Services header. The form includes fields for Email address (michelle.chambers@nhs.net), First Name (Michelle), Last Name (Chambers), Create password (xxxxxxxxxxxx), and Confirm password (xxxxxxxxxxxx). A green "Continue" button is highlighted with a red box.

You will then be taken to the following page where you can scan the QR code and download the multi-authenticator app on your smart device via **Google Play** or **App Store**.

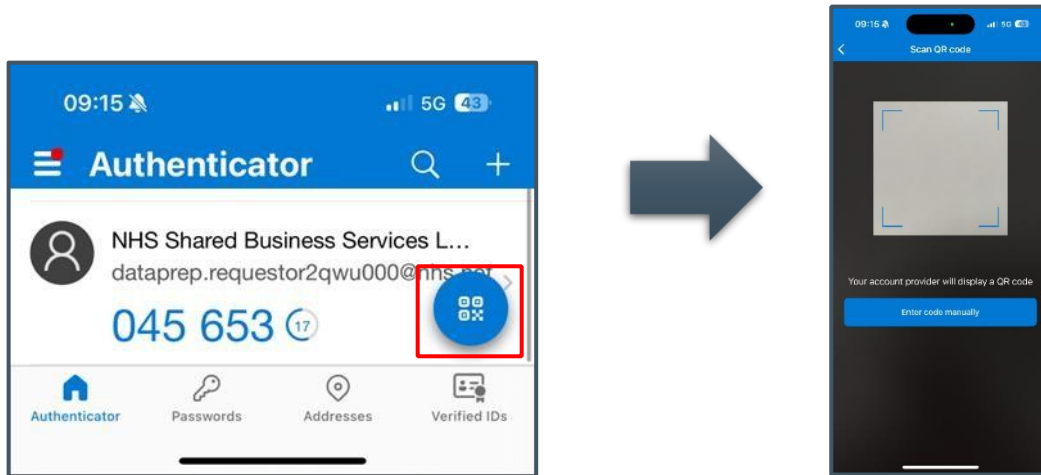


The image shows a web page titled "Supplier Registration" under the NHS Shared Business Services header. It features a section titled "Download Authenticator app" with placeholder text and a QR code. Below the QR code is a green "Continue" button highlighted with a red box. The QR code is labeled "EXAMPLE".

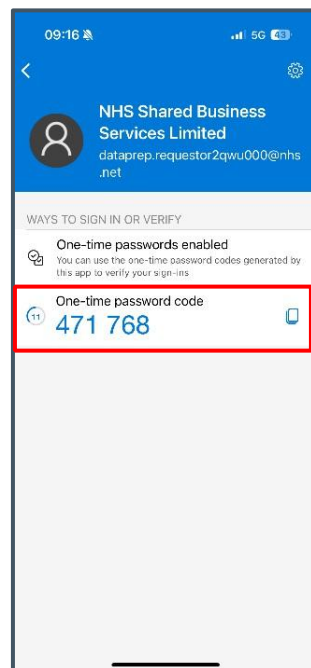
Below you can see how the Authenticator apps appear in the **Google Play** and **App Store**.



Once you have installed the **Authenticator App** on your smart device, open the app and select the QR code icon to access the QR code scanner, as shown in the screenshots below:

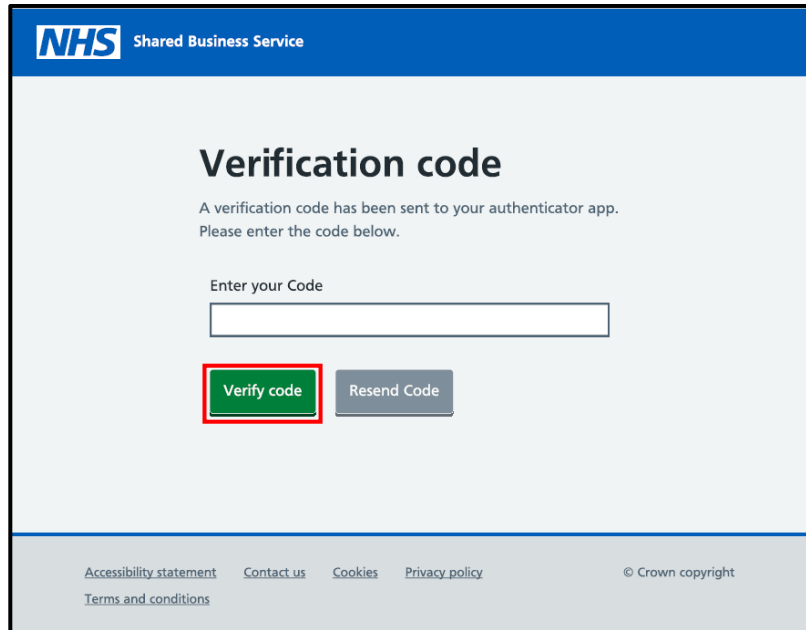


On your smart device, type in your credentials in the **Authenticator App** to generate a **One Time Passcode**, as shown in the screenshot below:



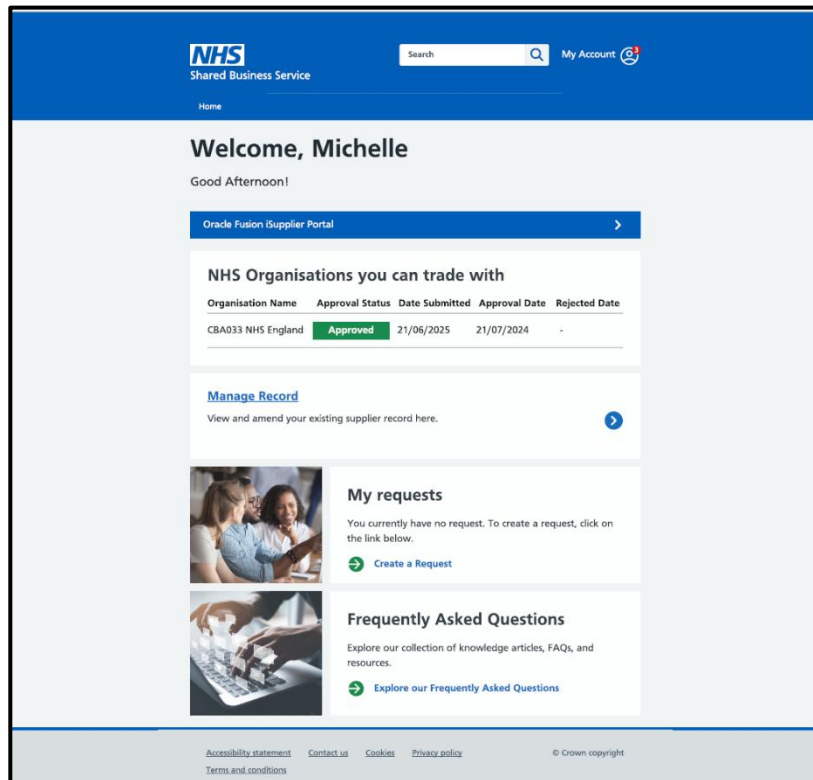
On your screen, type in the **One Time Passcode** on the **Login** screen, then click **Verify Code**, as shown in the screenshot below:

Note: You will be required to use a One Time Passcode every time you log in, therefore do not delete the application.



The screenshot shows the 'Verification code' screen of the NHS Shared Business Service. At the top is the NHS logo and the text 'Shared Business Service'. The main heading is 'Verification code'. Below it, a message states: 'A verification code has been sent to your authenticator app. Please enter the code below.' There is a text input field labeled 'Enter your Code'. Below the input field are two buttons: 'Verify code' (highlighted with a red box) and 'Resend Code'. At the bottom, there are links for 'Accessibility statement', 'Contact us', 'Cookies', 'Privacy policy', and 'Terms and conditions', along with the copyright notice '© Crown copyright'.

Once the code has been verified, you will be logged in and will see the screen shown below:



The screenshot shows the home screen of the NHS Shared Business Service after login. The top navigation bar includes the NHS logo, 'Shared Business Service', a search bar, and a 'My Account' link with a user icon. Below the navigation bar is a 'Home' link. The main content area starts with a 'Welcome, Michelle' greeting and 'Good Afternoon!'. A section titled 'Oracle Fusion (Supplier Portal)' has a right-pointing arrow. Below this is a table titled 'NHS Organisations you can trade with'. The table has columns: 'Organisation Name', 'Approval Status', 'Date Submitted', 'Approval Date', and 'Rejected Date'. One row is visible: 'CBA033 NHS England' with status 'Approved', '21/06/2025', '21/07/2024', and a dash. Below the table is a 'Manage Record' link and a description: 'View and amend your existing supplier record here.' with a right-pointing arrow. There are two more sections: 'My requests' with a description 'You currently have no request. To create a request, click on the link below.' and a 'Create a Request' button; and 'Frequently Asked Questions' with a description 'Explore our collection of knowledge articles, FAQs, and resources.' and an 'Explore our Frequently Asked Questions' button. At the bottom, there are links for 'Accessibility statement', 'Contact us', 'Cookies', 'Privacy policy', and 'Terms and conditions', along with the copyright notice '© Crown copyright'.

This completes the process.