

## ! IMPORTANT!

- Update any previous bookmarks to the DIFS Supplier Portal login page with this **new URL**:  
<https://idcs-a76148c789944e5e9e08fd4f676a113e.identity.oraclecloud.com/ui/v1/myconsole>
- **DO NOT use your existing/old password the first time you setup MFA.** Click on the 'Forgot Password' link to begin the MFA setup.
- Have the following ready before setting up MFA:
  - Email address registered with your DIFS supplier profile and access to that email account.
  - Cell phone you will use to receive one-time passcodes for authentication.

### START BY RESETTING YOUR PASSWORD

1. Enter your **email address**.
2. Click **Forgot Password** link.
3. Enter your **email address**.
4. Click **Next**. **DO NOT** click Return to Sign in.
5. Go to your **email** and click **Password Reset**.
6. Create a **New Password**.
7. Retype the new password to **Confirm**.
8. Click **Reset Password** button.
9. Click **Continue to Sign in**.

The screenshots show the Oracle Cloud login page where the user enters their email (1), clicks 'Forgot Password?' (2), re-enters the email (3), and clicks 'Next' (4). The next screen shows a 'Password Reset Notification Sent' email with a 'Return to Sign In' button circled in red. The user then receives an email to 'Please Reset Your Password' and clicks 'Password Reset' (5). The 'Reset your password' screen shows the user creating a new password (6) and confirming it (7), then clicking 'Reset Password' (8). Finally, the user clicks 'Continue to Sign In' (9) on the 'Congratulations!' screen.

### ENROLL YOUR CELL NUMBER

1. Enter your **email address**.
  2. Enter new password.
  3. Click **Sign In** button.
  4. Click **Enable Secure Verification**.
  5. Select **Phone Number** method.
  6. Select **Country Code** of 'United States' from the dropdown menu.
  7. Enter your **phone number**.
  8. Click **Text Me**.
  9. Enter the **one-time passcode**.
  10. Click **Verify Passcode**.
  11. Click **Done**.
- Retrieve the one-time passcode sent to your phone.

The screenshots show the Oracle Cloud login page where the user enters their email (1) and password (2), then clicks 'Sign In' (3). On the 'Password + Proof = Secure Access' screen, the user clicks 'Enable Secure Verification' (4). The 'Select a Method' screen shows 'Phone Number' selected (5). The 'Enter Your Phone Number' screen shows the user selecting 'United States +1' (6) and entering '2027654368' (7), then clicking 'Text Me' (8). The 'Enter the passcode below' screen shows the user entering '987654' (9) and clicking 'Verify Passcode' (10). The final screen shows 'Successfully Enrolled' with 'Done' (11).

### SIGN IN WITH CELL NUMBER

1. Enter your **email address**.
2. Enter new password.
3. Click **Sign In** button.
- Go to your phone; retrieve the **one-time passcode** from your messages.
4. Enter one-time passcode in the **Passcode** field.
5. Click **Verify**.
6. Click **Oracle Fusion Applications** to continue to the supplier portal landing page.

The screenshots show the Oracle Cloud login page where the user enters their email (1) and password (2), then clicks 'Sign In' (3). The 'Mobile Number Verification' screen shows the user entering the passcode (4) and clicking 'Verify' (5). The final screen shows the 'My Apps' page with 'Oracle Fusion Applications' selected (6).