



ENB Oracle Supplier Portal: Activating and Logging in to Your Enbridge Okta Account

Learning Guide
June 2022

Contents

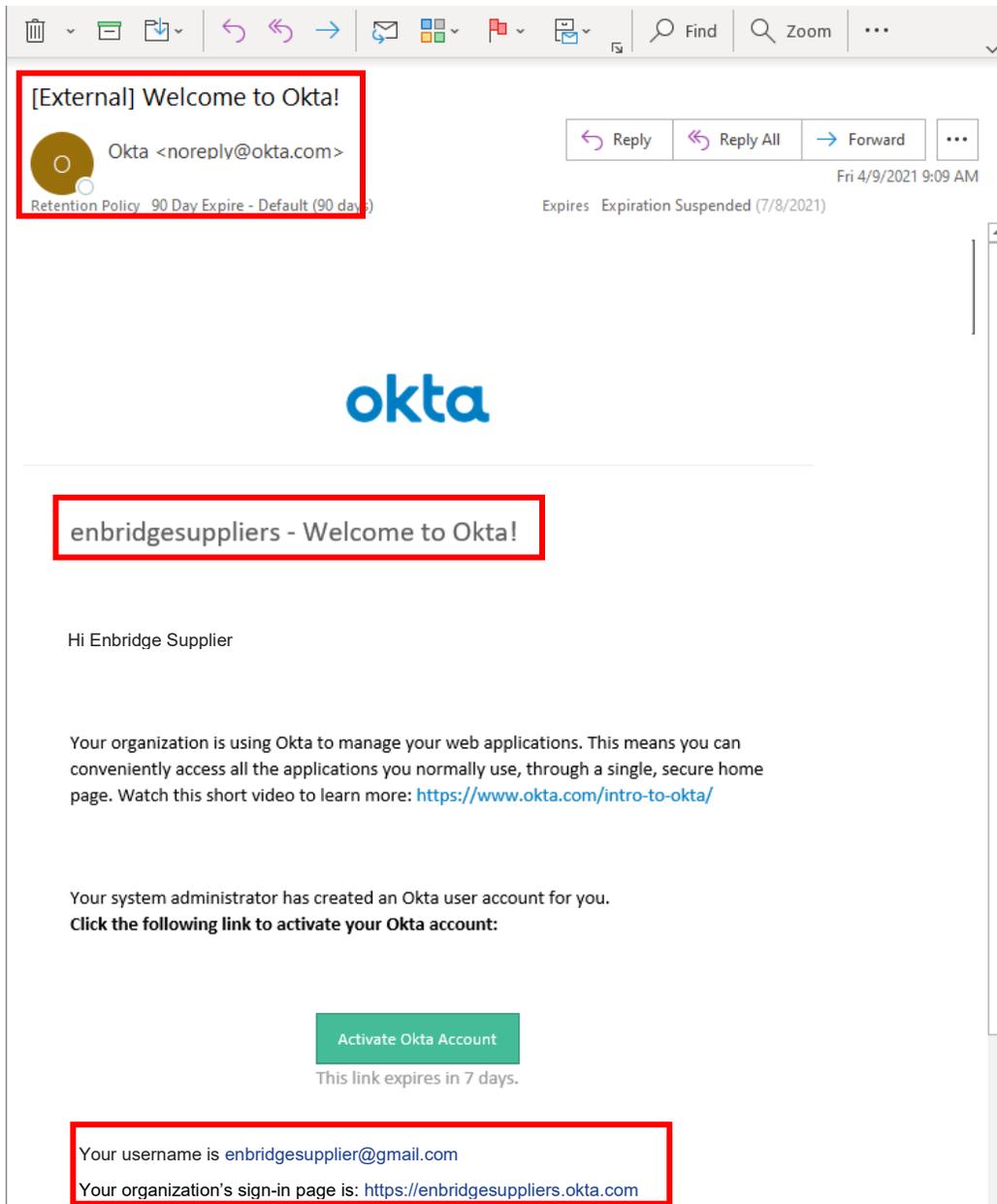
Activating and Logging in to Okta	3
Okta Welcome Email	3
Create Your Okta Account.....	4
Choose a Multi-Factor Authentication (MFA) Method	6
Logging in to Okta and Oracle Cloud Supplier Portal for the First Time	7
Logging in to Okta and Oracle Cloud Supplier Portal	12

Activating and Logging in to Okta

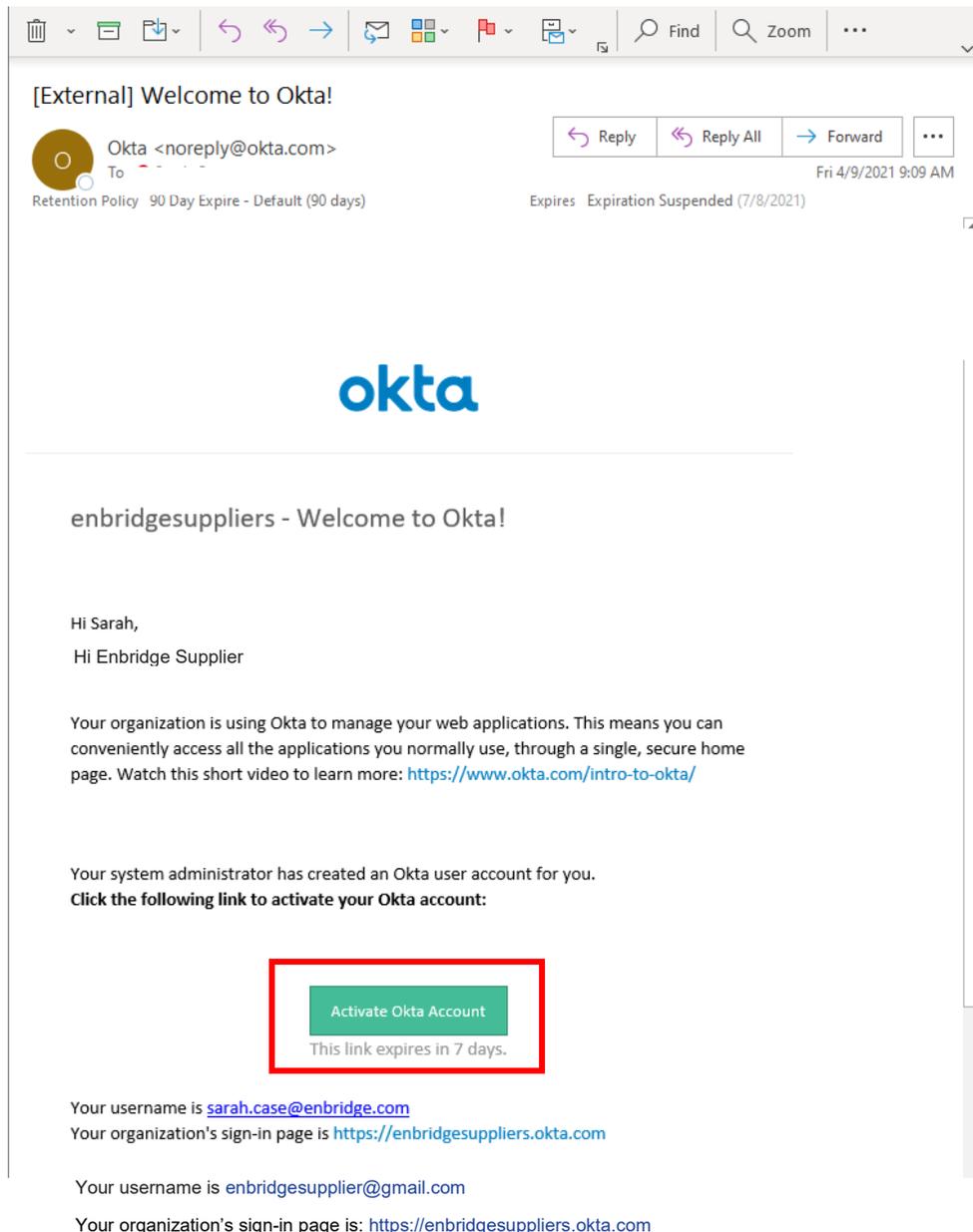
Purpose	This learning guide provides details of how to activate and login to your Enbridge Okta user account to access the Oracle Supplier Portal
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Okta Welcome Email

1. Enbridge will create an **Okta** user account when they create your **Oracle Supplier Portal** account.
2. You will receive **Welcome** email from **okta.com**. The email will display your username and the sign-in page: <https://enbridgesuppliers.okta.com>



3. Click on the **Activate Okta Account** link in the email. *Note: you have 7 days from the time you receive the email to activate your **Okta** account.*



Create Your Okta Account

4. Create your **Okta** account by creating a new **password**. The password requirements are:
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username
 - Your password cannot be any of your last 4 passwords

Welcome to enbridgesuppliers,
Create your enbridgesuppliers account

 Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your usemame
- Your password cannot be any of your last 4 passwords

Repeat new password

 Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

5. Choose a **Forgot Password Question** and **Answer**.

Welcome to enbridgesuppliers,
Create your enbridgesuppliers account

 Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your usemame
- Your password cannot be any of your last 4 passwords

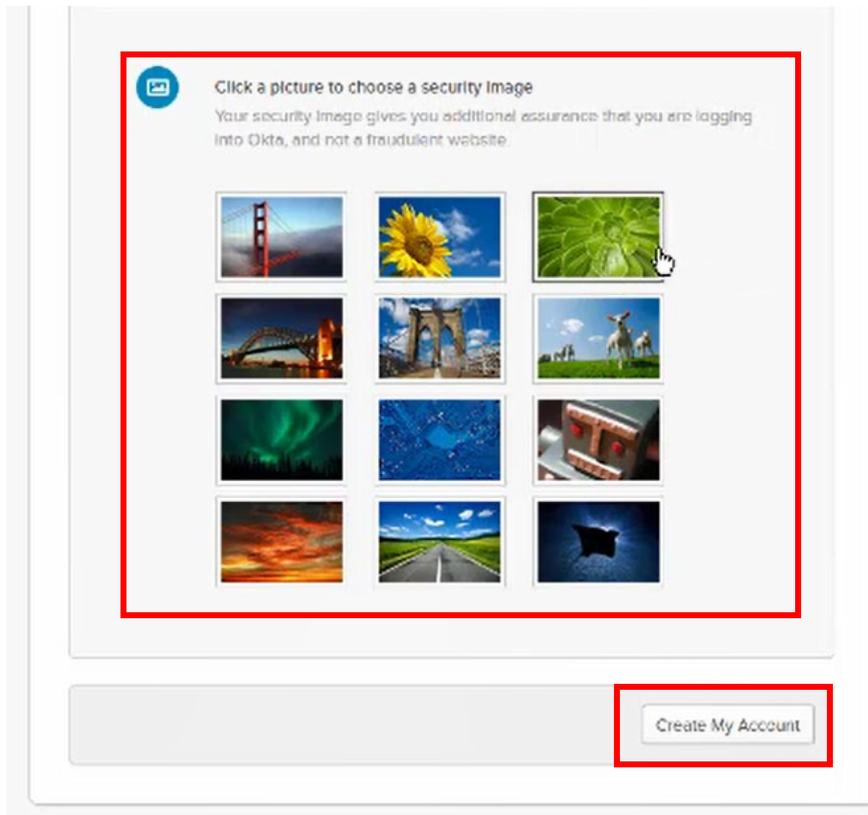
Repeat new password

 Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

6. Select a **Security Image** picture and click **Create My Account**.

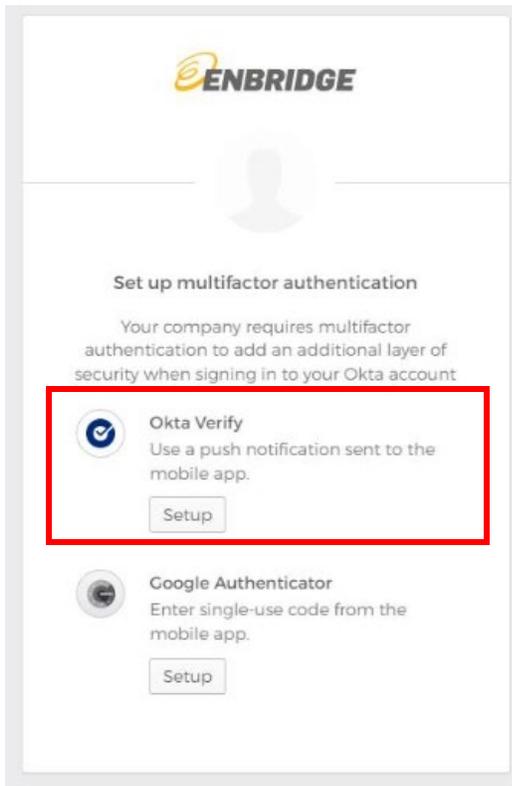


Choose a Multi-Factor Authentication (MFA) Method

7. Okta uses a Multi-Factor Authentication method, which requires a user to provide two or more verification factors. This method is more secure than standard usernames and passwords.

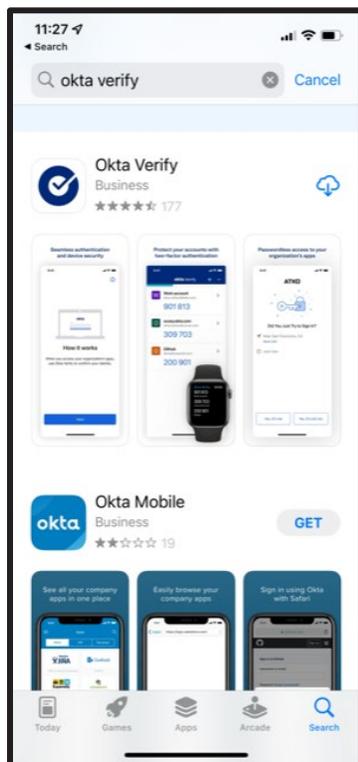
Select your **MFA method** by clicking the **Setup** button. **Okta Verify** is the recommended method, but Google Authenticator can also be used. If you **cannot** download an app to your mobile device, please contact the **Enbridge Supplier Portal Support Center** at supplierportal@enbridge.com.

For additional support on MFA, visit the Okta support page:
https://support.okta.com/help/s/end-user-adoption-toolkit/setting-up-mfa-for-end-users?language=en_US

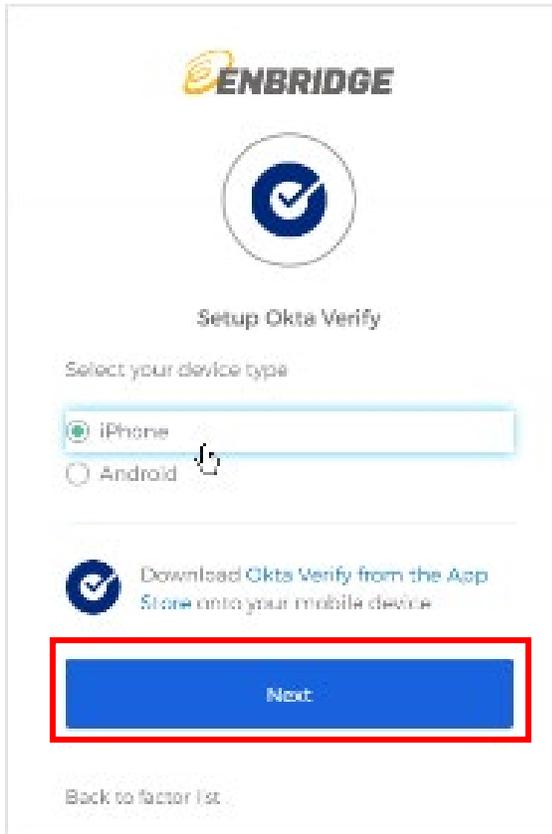


Setting Up Your Okta Verify Application

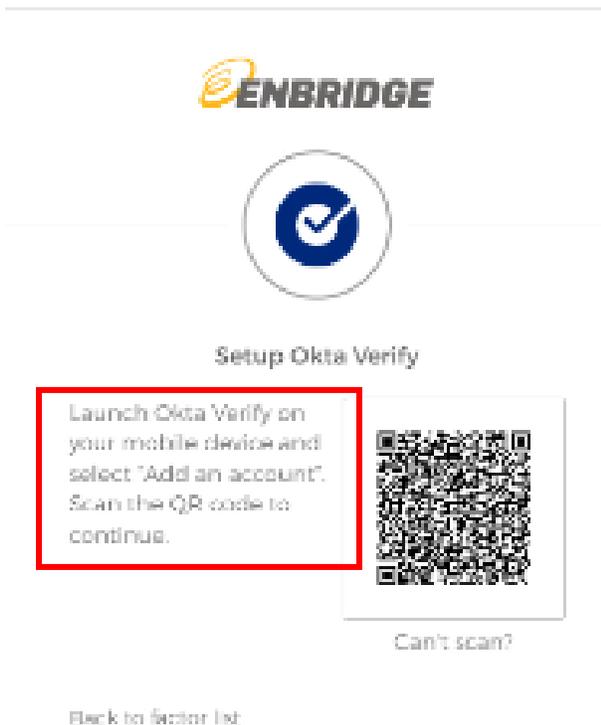
8. You will need to download the **Okta Verify** application to your mobile device through your phone's app store.



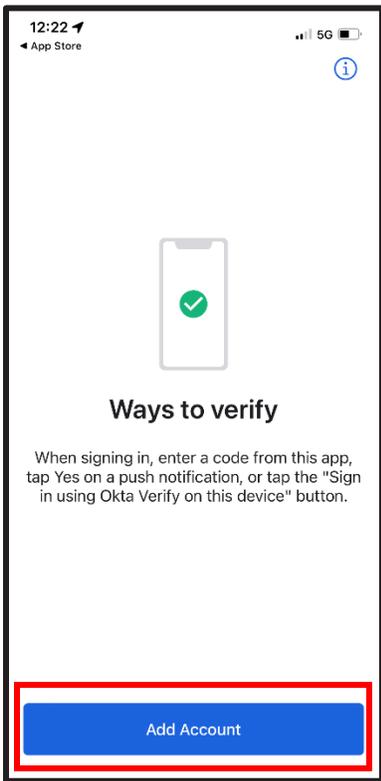
9. From the **Okta** login page, select your device type and click **Next**.



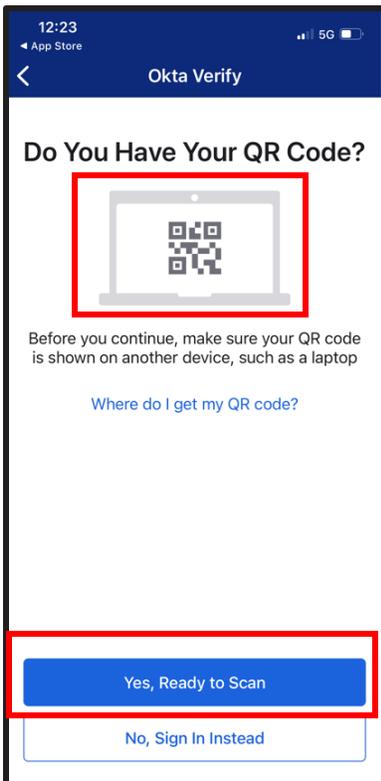
10. You will be prompted to launch **Okta Verify** on your mobile device.



11. On your mobile device click **Add Account**.

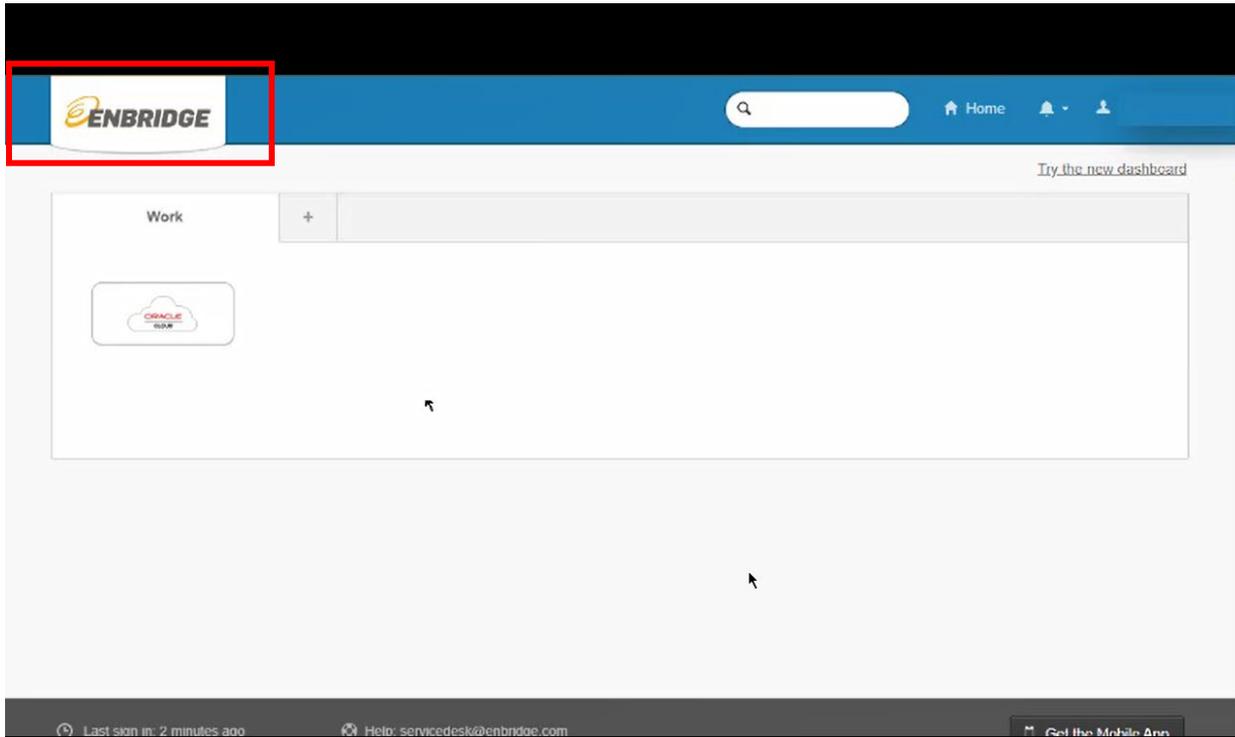


12. Your device will prompt you to scan the QR code from your computer. Scan the QR code from your **Okta** login page (see **Step 10**).

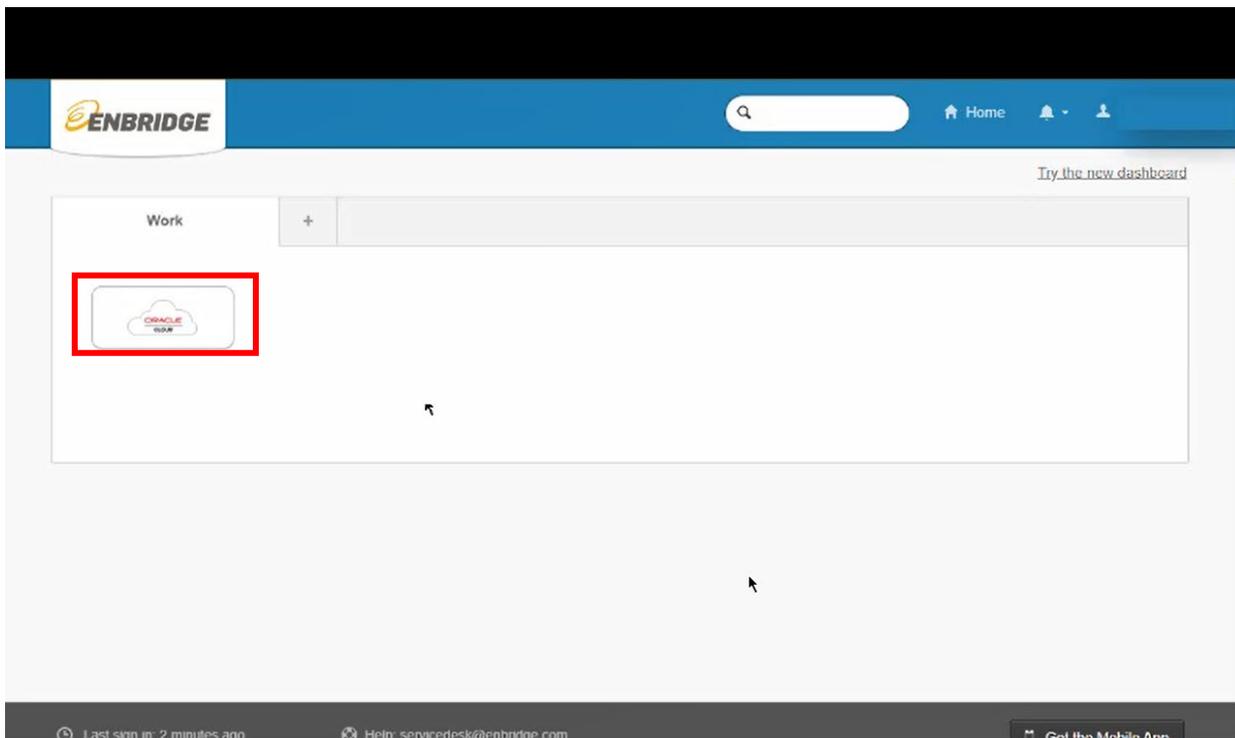


Logging in to Okta and Oracle Cloud Supplier Portal for the First Time

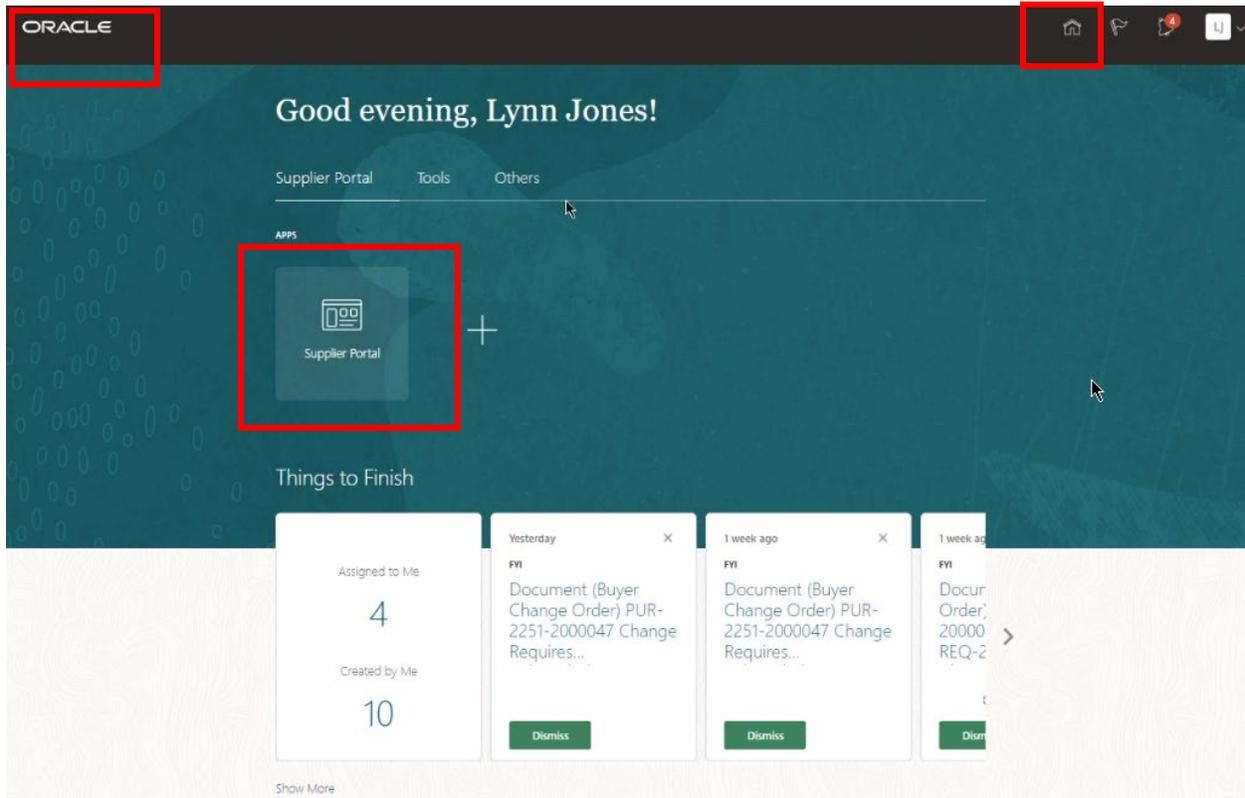
13. You will be directed to the **Enbridge Okta Supplier Dashboard** page.



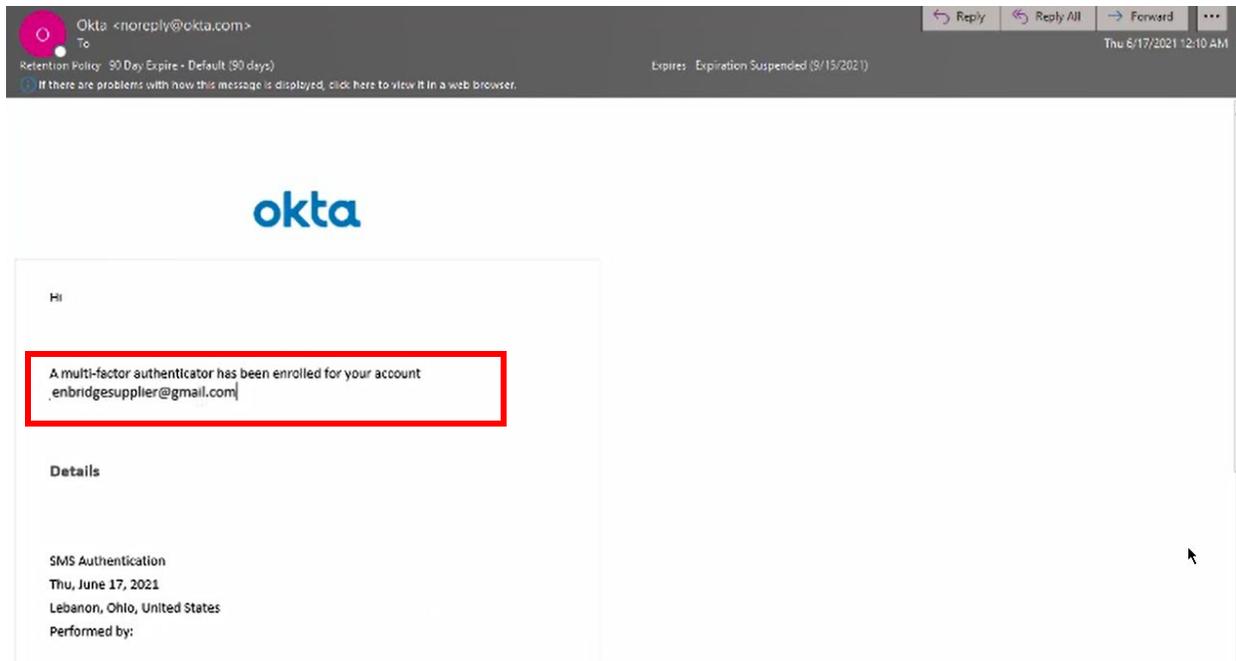
14. Click on the **Oracle Cloud** icon.



15. You will be directed to the **Oracle Cloud Supplier Portal Home Page**.

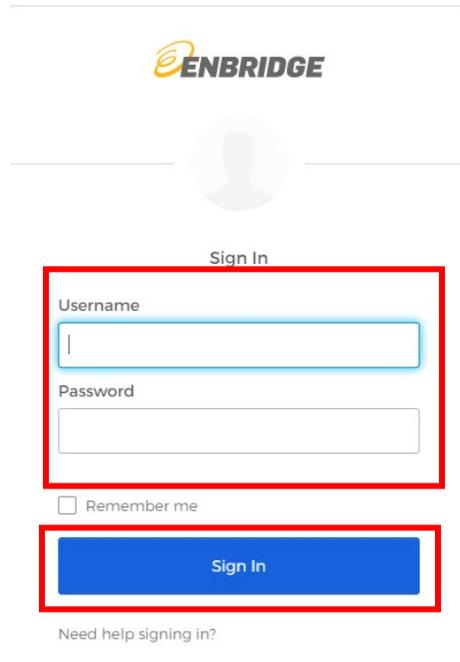


16. You will receive a confirmation email from **okta.com** confirming that a multi-factor authenticator has been enrolled for your account.



Logging in to Okta and Oracle Cloud Supplier Portal

17. To begin a new session in the **Oracle Cloud Supplier Portal**, navigate to the **Enbridge Okta login page** provided in your Welcome email (see **Step 2**) or click on the link: <https://enbridgesuppliers.okta.com>
18. **Sign In** using the **Username** and **Password** you used to create your **Okta** account.



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Sign In

Username

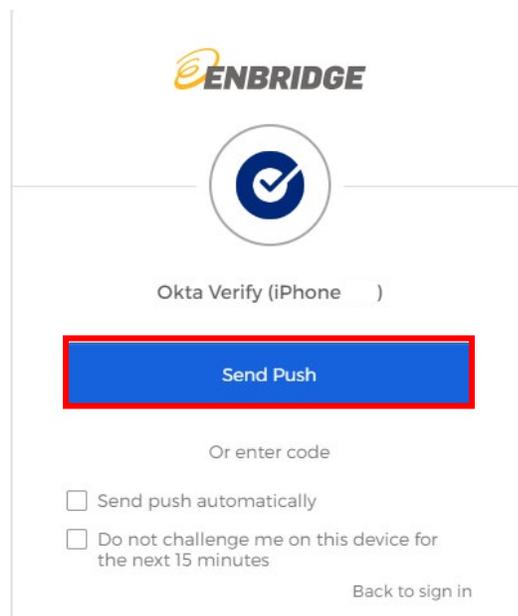
Password

Remember me

Sign In

[Need help signing in?](#)

19. Send a login notification to your mobile device by clicking the **Send Push** button.



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Okta Verify (iPhone)

Send Push

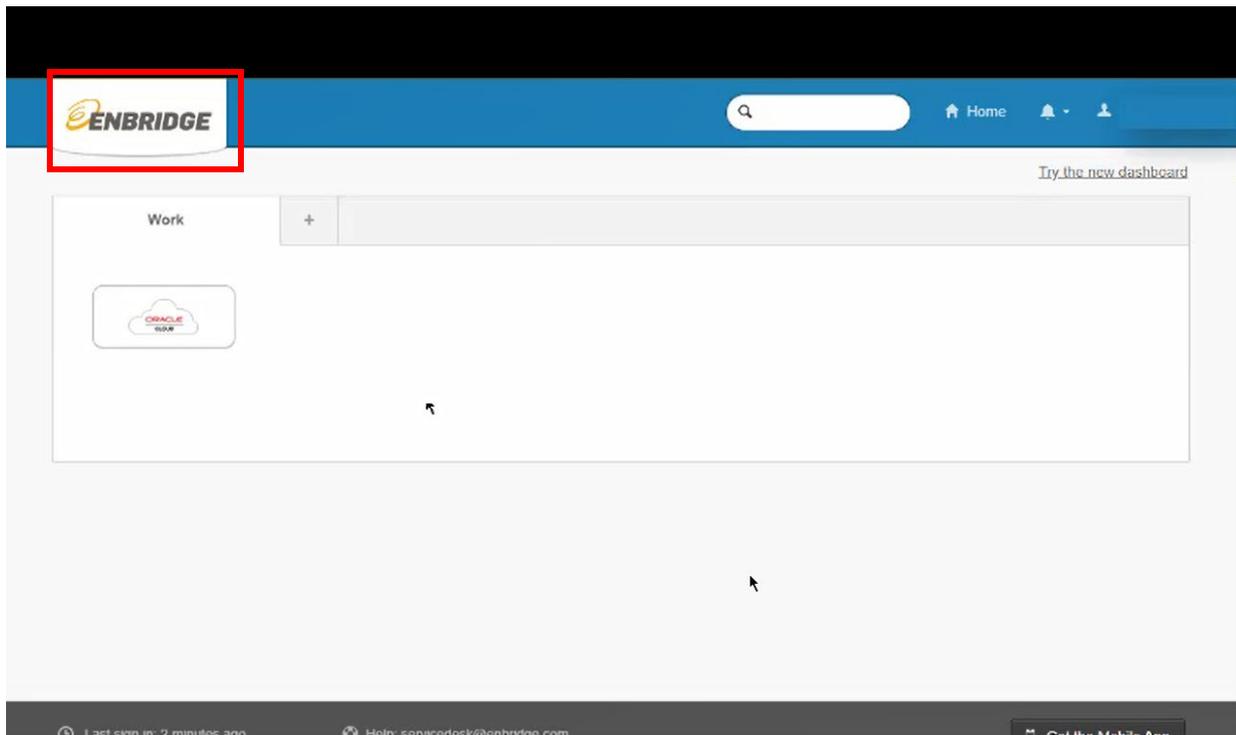
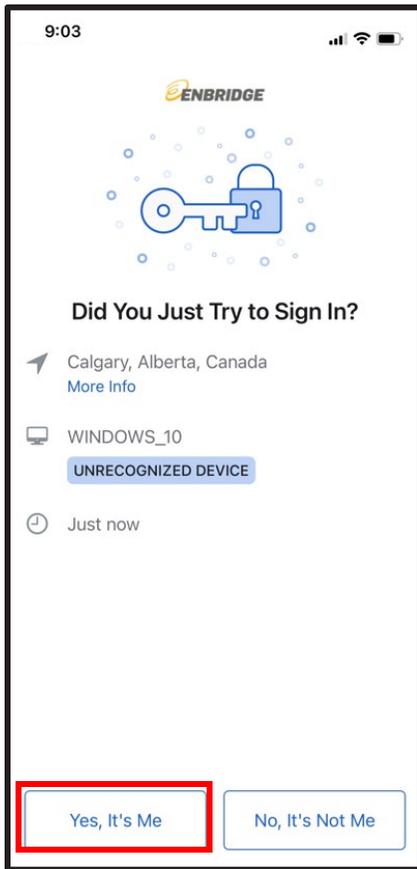
Or enter code

Send push automatically

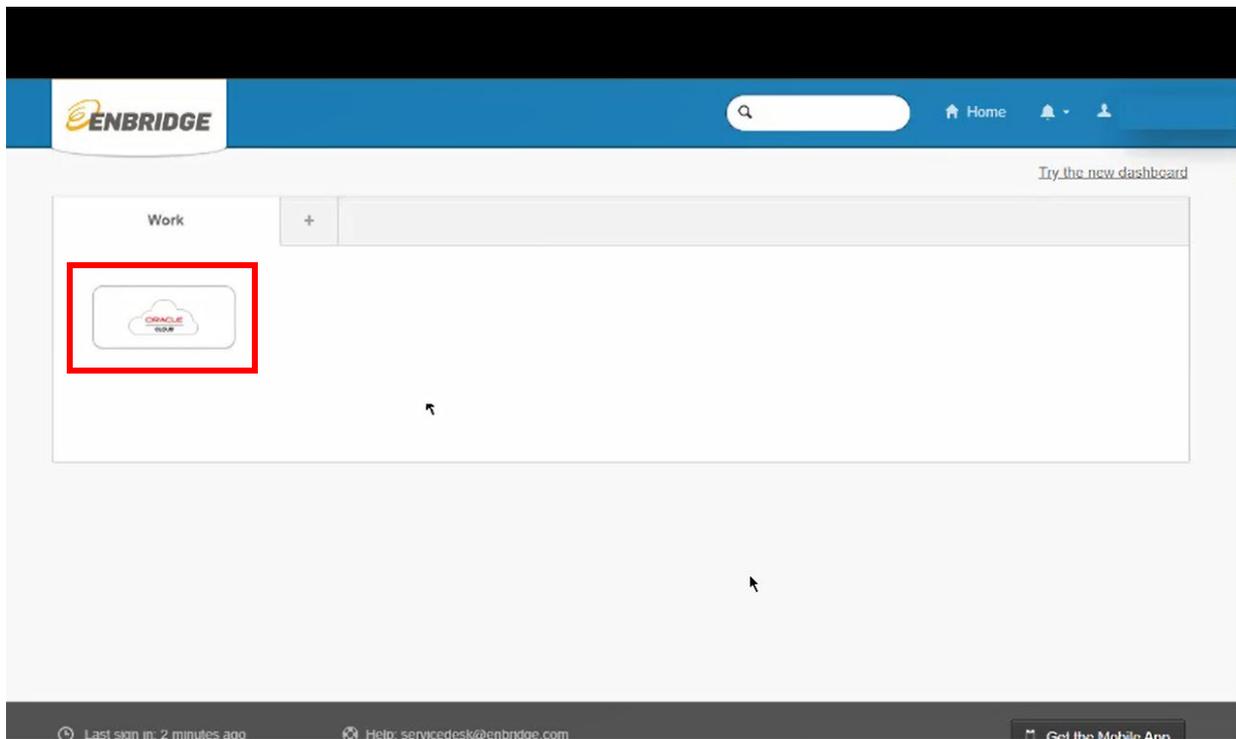
Do not challenge me on this device for the next 15 minutes

[Back to sign in](#)

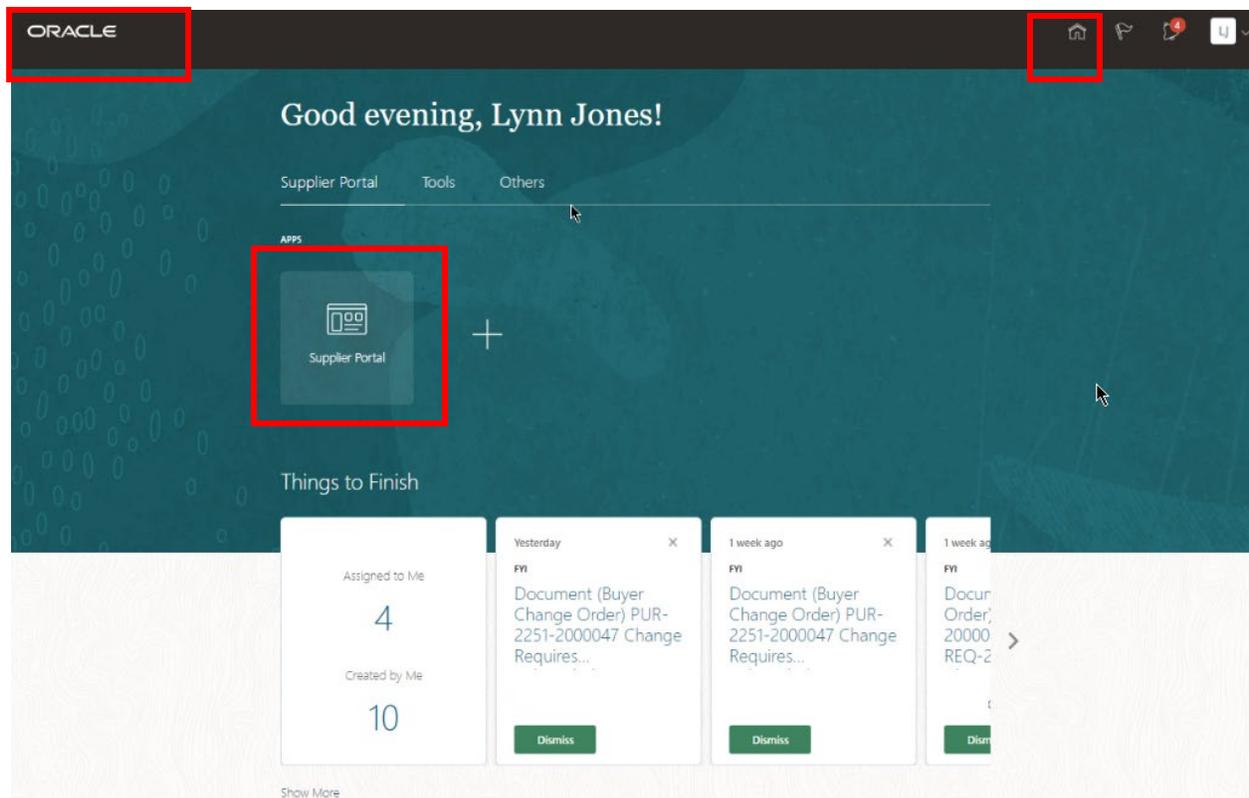
20. Accept the Push notification on your mobile device to be directed to **Enbridge Okta Supplier Dashboard** page on your computer.



21. Click on the **Oracle Cloud** icon.



22. You will be directed to the **Oracle Cloud Supplier Portal Home Page**.



23. You can now begin transacting in the **Oracle Supplier Portal**.