

Instructions for Accessing Your Supplier Account

Before You Begin

- ## Step 1: Open the Welcome Email and Sign In

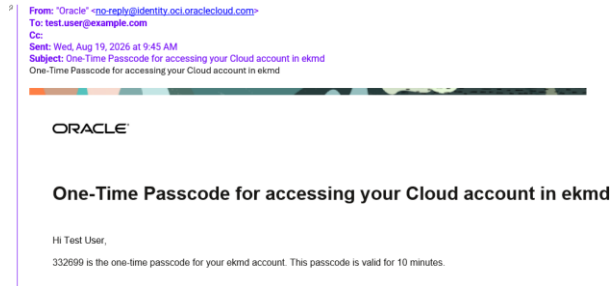
2. Enter your username and temporary password.

4. Choose Email as your secure verification method when prompted.

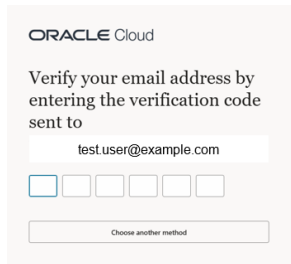
The image shows the Oracle Cloud logo at the top. Below it, the text "Select a secure verification method." is displayed. Underneath this text is a form with a dropdown menu currently showing "Email". Below the form is the question "What is secure verification?" followed by a horizontal line. At the bottom, there is another form with a dropdown menu showing "Mobile App".

Step 2: Receive and Enter Your Verification Code

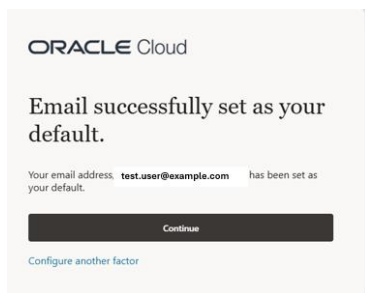
5. Check your registered email address for the verification code sent by Oracle after signing in.
6. Open your email inbox and locate the message containing the verification code.



7. Check your Junk or Spam folder if you do not see the message in your inbox.
8. Enter the verification code exactly as it appears in the email.



9. Confirm that the code is accepted and access to the Supplier Portal is granted.



Signing in After Initial Setup

10. Enter your Oracle Supplier Portal username and password.
11. Retrieve the verification code sent to your registered email address.
12. Enter the verification code when prompted.

Troubleshooting

Use the table below if you experience issues with the email verification code.	
Issue	What to Do
Verification code not received	Check the registered email inbox, Junk or Spam folder. Wait a few minutes and request a new code if available.
Verification code expired	Return to the sign-in page and request a new verification code.
Verification code does not work	Enter the newest code exactly as shown in the email. Do not use an older code if multiple emails were received.
Email address is incorrect or no longer available	Contact your Voya Supplier Portal support contact to update the registered email address.