

## Quick Reference Guide

### Two-step verification

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To keep the user accounts of suppliers more secure and minimize fraud risk for our customers, JAGGAER will activate **two-step verification for the authentication** of supplier users.

Following this, supplier users will authenticate using two steps:

- Step 1: provide e-mail address and password.
- Step 2: provide a one-time password that is generated automatically and sent to their e- mail address.

The **activation** of two-step verification (also known as 2-factor or multi-factor authentication) will be done automatically by JAGGAER. Any supplier questions related to this upgrade should be directed to Jaggaer.

Link to Jaggaer document that explains the two-step verification: [Supplier-IDM-Document-2023.pdf \(jaggaer.com\)](#)

Link to log Jaggaer support question:  
[Supplier Support Information | JAGGAER](#)

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