

SWIFT Supplier Portal Multi Factor Authentication

This overview contains information about changes you will see from the SWIFT Supplier Portal – Multi-factor Authentication implementation on October 16, 2022. Multi-factor Authentication (MFA) is an authentication method that requires bidders and suppliers to provide two verification factors to gain access to the State of Minnesota Supplier Portal.

Supplier Portal Login

For existing users, the first time you sign-in you will be taken to the IDCS login screen for authentication.

1. Navigate to Minnesota Supplier Portal: mn.gov/supplier
2. Click the Sign In tile

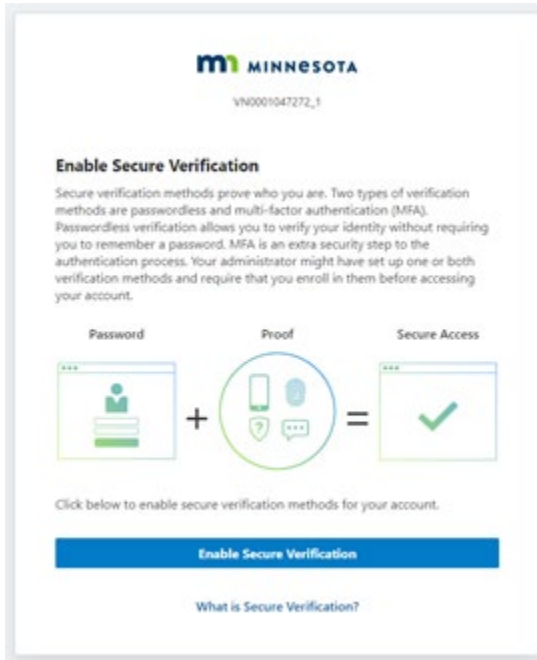


3. Enter your User ID and Password

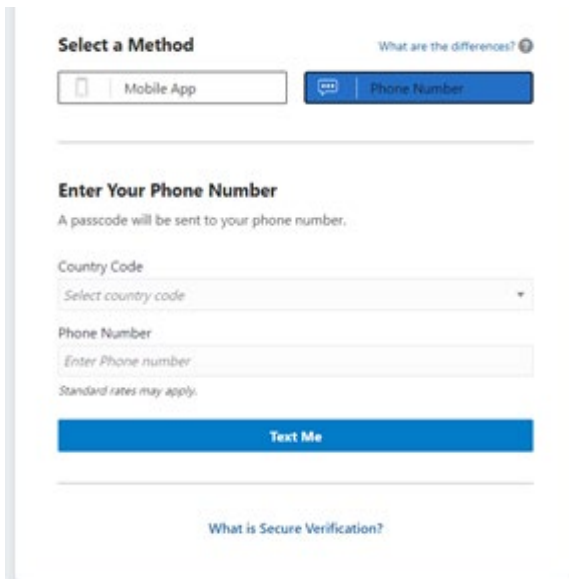
A screenshot of the Minnesota State of Minnesota Log In form. At the top is the "m MINNESOTA" logo and "State of Minnesota Log In". Below are two input fields: "User Name" with the value "VN0000123456_1" and "Password" with masked characters ".....". A blue "Sign In" button is at the bottom. Below the button are links for "Need help signing in? Click here" and "Cookie Preferences".

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4. Click the Enable Secure Verification button



5. Select a Method for authentication. The two choices are Mobile App or Phone Number.



- a. If Phone Number is selected, enter your 10 digit mobile number. You will receive a text message with a passcode, enter the passcode on the screen.

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Enter Your Phone Number
A passcode will be sent to your phone number.

Country Code
United States +1

Phone Number
6515009870
Standard rates may apply.

Enter the passcode below.

Passcode
380734

[Resend Passcode](#)

Verify Passcode

[What is Secure Verification?](#)

- b. If Mobile App is selected, you will be taken to a new screen. Download the Oracle Mobile Authenticator App from the app store or select “Offline Mode or Use Another Authenticator App” checkbox to use an existing app on your phone. Enter the code created by the app then click Verify.

Download and Configure the Mobile App

1. Download the **Oracle Mobile Authenticator App** from the app store. 📱 📲
2. Open the App, tap **Add Account**, and then scan the QR code below.

Offline Mode or Use Another Authenticator App ⓘ

[Can't Scan QR code?
Enter key manually](#)

3. Enter the passcode generated by the App.

Verify

6. You are successfully enrolled in the Multi-factor Authentication process for the Minnesota Supplier Portal.

For new users, please refer to our training guide for registration:

<https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-request-user-id-and-password.pdf>

Forgotten Password

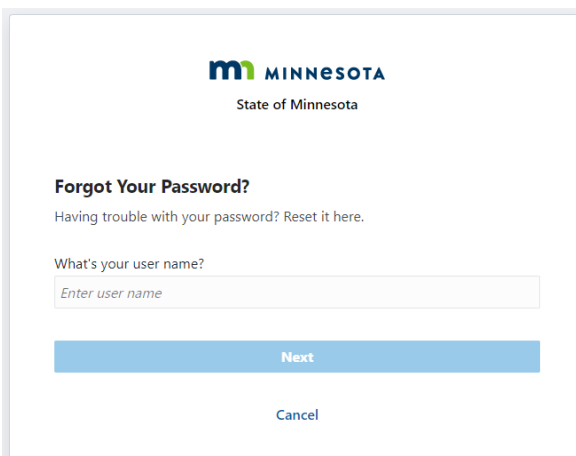
1. Click the Sign In tile



2. Select the Click here link on the bottom of the page

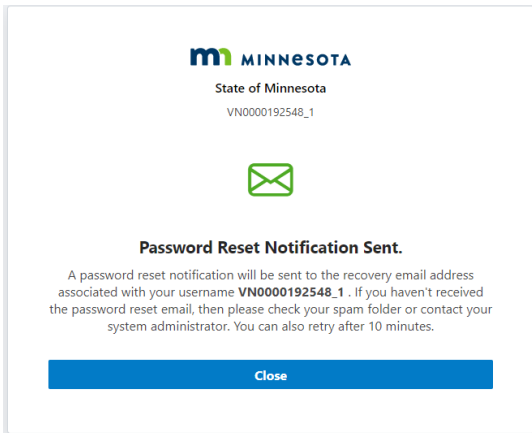
The image shows the Minnesota State of Minnesota Log In page. At the top is the "m MINNESOTA" logo and "State of Minnesota" text. Below that is a "Log In" link. There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A blue "Sign In" button is below the fields. At the bottom, there is a link "Need help signing in" followed by a red-bordered "Click here" link, and a "Cookie Preferences" link.

3. Enter your User Name, then click Next

The image shows the "Forgot Your Password?" page. It features the "m MINNESOTA" logo and "State of Minnesota" text. The heading "Forgot Your Password?" is followed by the text "Having trouble with your password? Reset it here." Below this is a question "What's your user name?" and an input field with a placeholder "Enter user name". A blue "Next" button is below the input field, and a "Cancel" link is at the bottom.

4. A Password Reset Notification email will be sent to the email address on file.

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5. Follow the prompts in the email to reset your password

Need Help?

For assistance contact the Vendor Payments Help Desk: Efthelpline.MMB@state.mn.us