

Supplier Portal Access Instructions

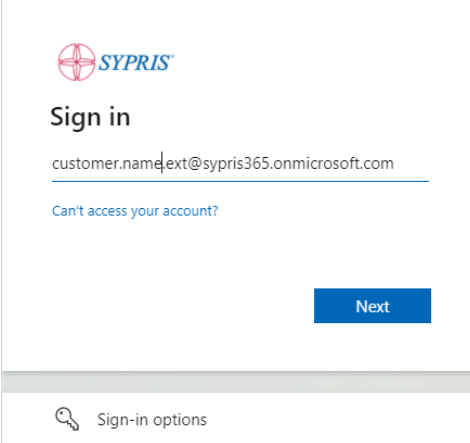
Hello. If you are reading this, you should have received an email from our Portal Administrator with a link to our portal along with a username and password. Please refer to that email and click the following link for access.

<https://sypris365.sharepoint.us/sites/SupplierPortalAccess>

Next, enter your email address and then your Sypris-issued password.

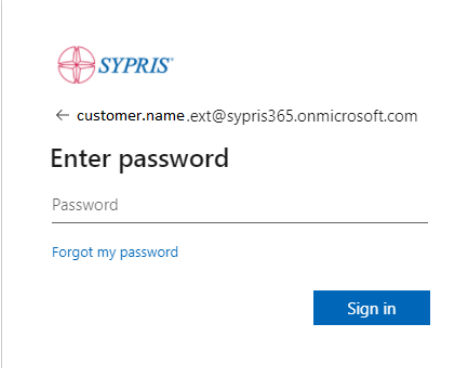
If you have a Microsoft 365 account, you may have to copy/paste the URL in your browser into an Incognito (or in Private) tab in order to get the login window to come up. To perform this, refer to your browser's setting option.

Enter in your Sypris-issued email address. Click Next.



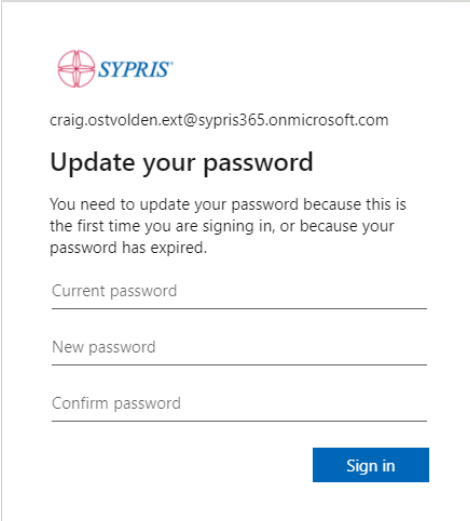
The image shows the Sypris 'Sign in' screen. At the top is the Sypris logo, which consists of a red circle with a white cross inside, followed by the word 'SYPRIS' in blue. Below the logo is the text 'Sign in'. Underneath is a text input field containing the email address 'customer.name.ext@sypris365.onmicrosoft.com'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'. At the very bottom, there is a section titled 'Sign-in options' with a magnifying glass icon.

Please enter your Sypris-issued password. This password is case-sensitive. Click Sign In when you are ready.



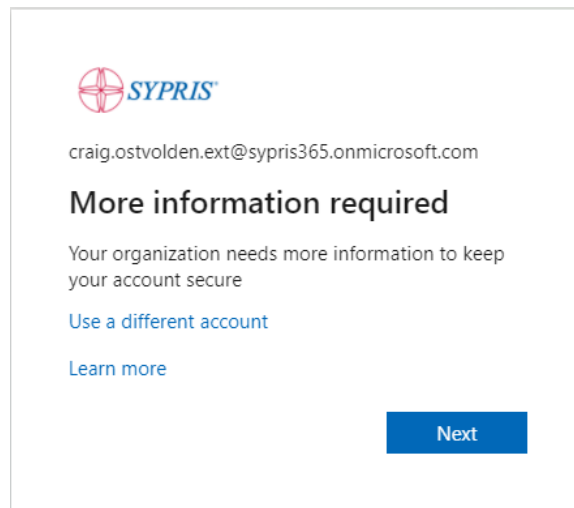
The image shows the Sypris 'Enter password' screen. At the top is the Sypris logo. Below it is a back arrow icon followed by the email address 'customer.name.ext@sypris365.onmicrosoft.com'. The main heading is 'Enter password'. Below this is a text input field labeled 'Password'. Underneath the input field is a blue link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

You may be prompted to update your password on the first login. If so, type in your password again, then create a new password and type that in first, then click Sign in.



The image shows the Sypris 'Update your password' screen. At the top is the Sypris logo. Below it is the email address 'craig.ostvolden.ext@sypris365.onmicrosoft.com'. The main heading is 'Update your password'. Below this is a paragraph of text: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' Below the text are three text input fields labeled 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue button labeled 'Sign in'.

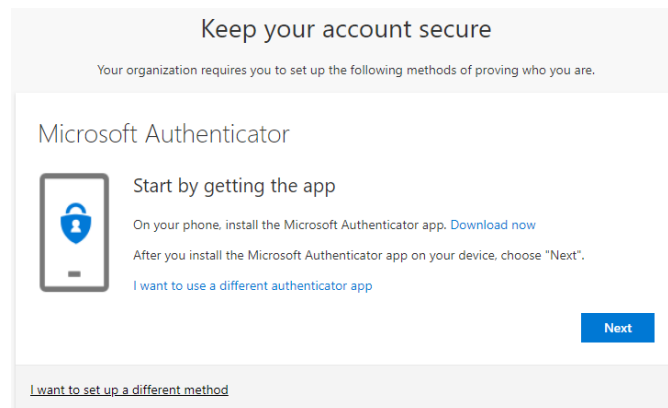
You will then be prompted for more information. Click Next.



The screenshot shows a Microsoft account security page. At the top is the SYPRIS logo, which consists of a red cross-like icon and the word "SYPRIS" in blue. Below the logo is the email address "craig.ostvolden.ext@sypris365.onmicrosoft.com". The main heading is "More information required" in bold. Below this, it says "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more", both in blue. At the bottom right is a blue button labeled "Next".

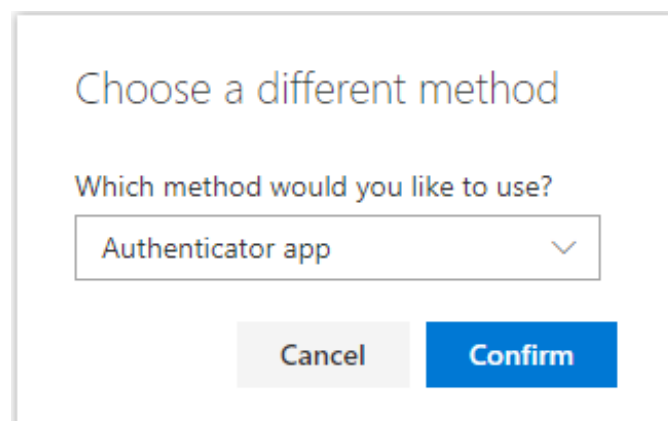
In the next window, you will start the process of keeping your account secure.

Microsoft Authenticator is a great, secure app for using two-factor authentication. If you prefer not to install an app your smart phone, you can click "I want to set up a different method", for more options.

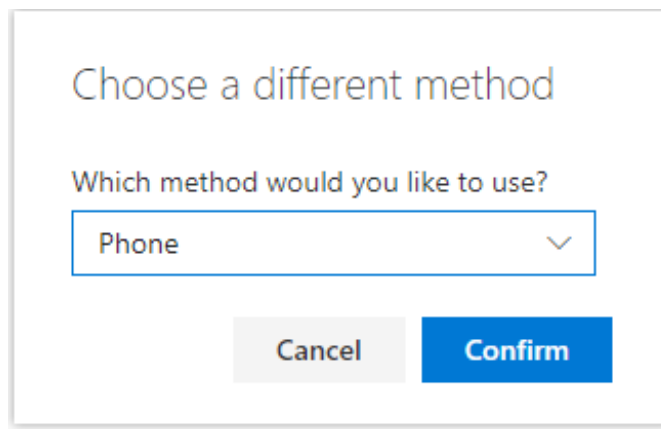


The screenshot shows a page titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." The main heading is "Microsoft Authenticator". On the left is an icon of a smartphone with a blue shield and a white keyhole. To the right of the icon, it says "Start by getting the app". Below this, it says "On your phone, install the Microsoft Authenticator app. [Download now](#)". Then it says "After you install the Microsoft Authenticator app on your device, choose 'Next'." Below that is a link "I want to use a different authenticator app" in blue. At the bottom right is a blue button labeled "Next". At the bottom left is a link "I want to set up a different method" in blue.

You have two choices. You can choose the Authenticator App, or Phone for the second way of verifying that this account belongs to you. If you have decided to use the Authenticator app, go to the App Store if you are an iPhone user and search and install the Microsoft Authenticator App or go to the Google Play Store and download if you have an Android or other similar operating system.



The screenshot shows a dialog box titled "Choose a different method". Below the title, it says "Which method would you like to use?". There is a dropdown menu with "Authenticator app" selected and a downward arrow. At the bottom are two buttons: "Cancel" and "Confirm".



Choose a different method

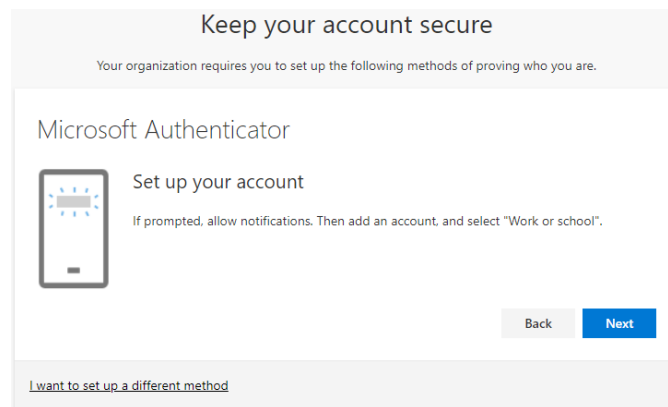
Which method would you like to use?

Phone

Cancel Confirm

Once you have decided which one you want to use, click Confirm.

To set up your account with the Authenticator App, click Next.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

[I want to set up a different method](#)

Now open the Microsoft Authenticator app on your phone.

Click the Plus sign in the upper right hand corner.

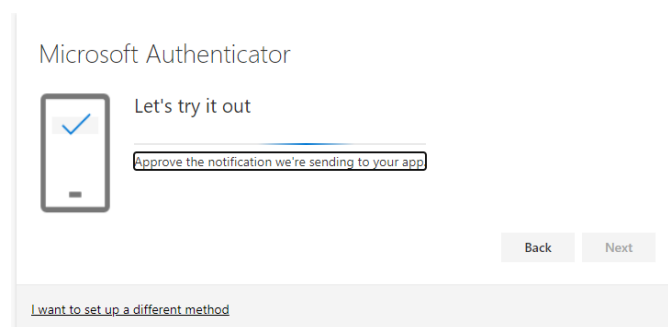
Select Work or school account. Select Scan QR code.

You may be prompted to give the app access to your camera on your phone. You will need to do this to scan the QR Code on your computer.

Hold your camera up to the QR code and it will add the Sypris Solutions option to your Microsoft Authenticator App.

Now, on your PC/Laptop, click the Next button on the page where it is displaying the QR Code.

On your phone, you should see the pop-up windows that says "Approve sign-in?" Sypris Solutions. Deny or Approve. Select the Approve option on your phone now.



Microsoft Authenticator

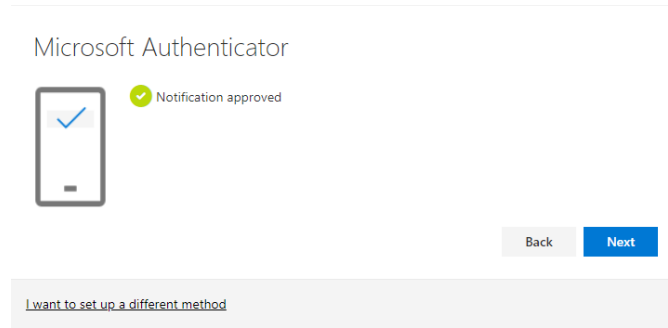
Let's try it out

Approve the notification we're sending to your app

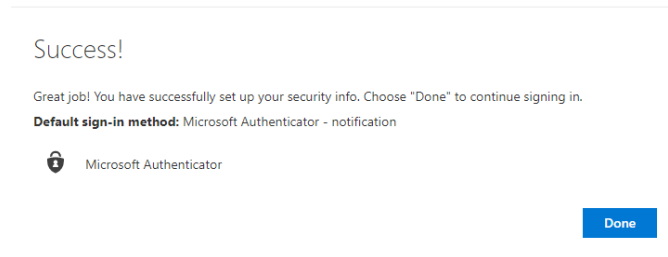
Back Next

[I want to set up a different method](#)

If successful, the notification will be approved and you will see this screen. If so, click Next.



Click Done.



You will be prompted asking if you want to "Stay signed in?" To keep your and Sypris Electronics information secure, please check the box "Don't show this again". Then click No.

You should now have access to the files that have been shared with you. If you have any issues at all, please do not hesitate to contact the Help Desk at helpdesk.tampa@sypris.com for assistance.