

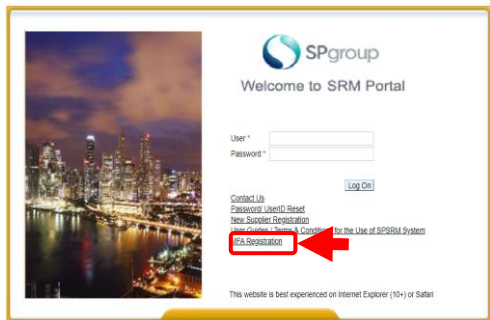
### What You Will Need:

- ✓ Your work computer
- ✓ Your smart mobile device
- ✓ Both with access to the network

- 1** Use your mobile device:
1. Scan the QR code
  2. Download and install the SAP AUTHENTICATOR App



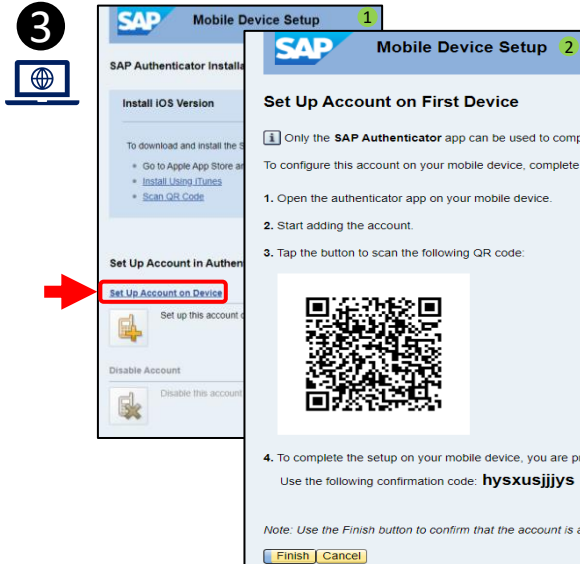
- 2** On your work computer:
1. Open internet browser and go to SPSRM URL - <https://srm.spgroup.com.sg>



1. Click "MFA Registration"
2. Log On using your SPSRM User ID and Password

**Steps to complete on your mobile device**

**Steps to complete on your work computer**



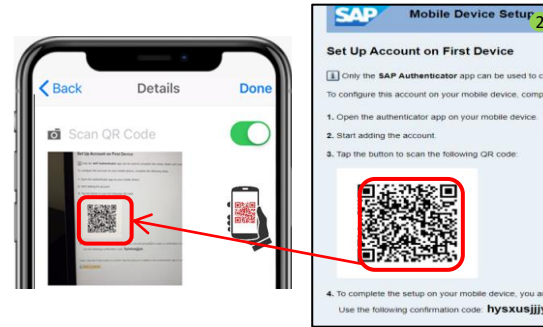
Click "Set Up Account on Device"  
**Do NOT close the browser yet!**

- 4** On your mobile device:
1. Open the SAP Authenticator App
  2. Tap "Start Setup"
  3. Default App password setting is ON <sup>A</sup>

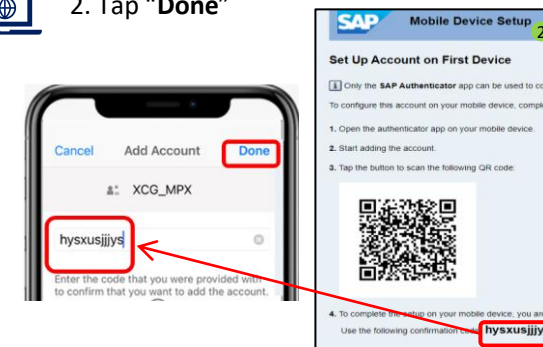


<sup>A</sup> If you don't want to set up a separate password for the App, Please refer to [MFA User Guide Section 5.2](#)

- 5**
1. Tap "Add Account" in the App
  2. Tap selector to ON to enable scan the QR code
  3. Tap "Done" to allow App to access the Camera
  4. Use your mobile device to scan the QR code displayed on your work computer (*the website you left open in Step 3*)



- 6** On your mobile device:
1. Enter the Confirmation Code displayed on your work computer (*the website you left open in Step 3*).
  2. Tap "Done"



- 7**
- 
- You should see a 6-Digit Passcode. This means the mobile device set up is complete.

- 8**
- 
- Click "Finish" Button on the work computer.

**You have completed the MFA registration process successfully now!**

**Have More Questions? View the detailed Multi Factor Authentication (MFA) User Guide from URL:**

<https://www.spgroup.com.sg/resources?page=1&category=Procurement>

### What You Will Need:

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Steps to complete on your mobile device



Steps to complete on your work computer

1

Use your mobile device:

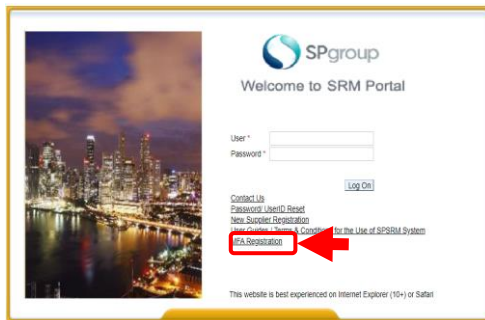
1. Scan the QR code
2. Download and install the SAP AUTHENTICATOR App



2

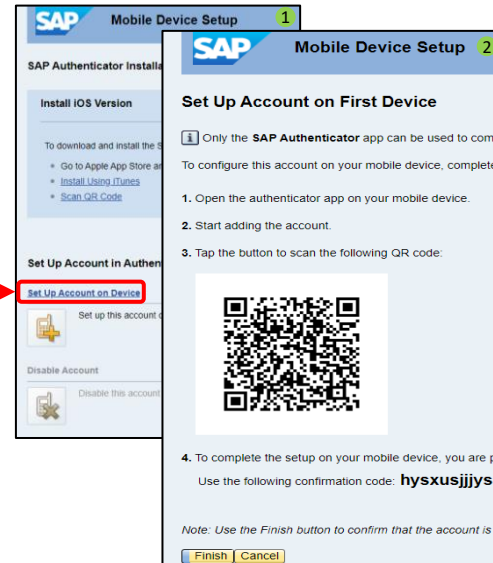
On your work computer:

1. Open internet browser and go to SPSRM URL - <https://srm.spgroup.com.sg>



1. Click "MFA Registration"
2. Log On using your SPSRM User ID and Password

3



Click "Set Up Account on Device"  
**Do NOT close the browser yet!**

4



1. Open the SAP Authenticator App
2. Tap "Start Setup"
3. Default App password setting is ON <sup>A</sup>

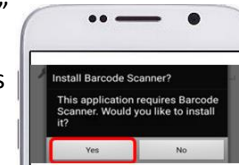


<sup>A</sup> If you don't want to set up a separate password for the App, Please refer to [MFA User Guide Section 5.2](#)

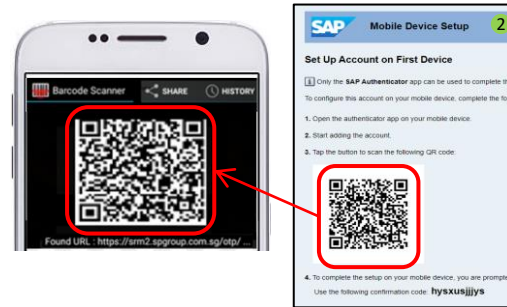
5



1. Tap "Add Account" in the App
2. Tap "Scan QR code"
3. Tap "Yes" to install Barcode Scanner if it's not installed on your device



4. Use your mobile device to scan the QR code displayed on your work computer (*the website you left open in Step 3*)

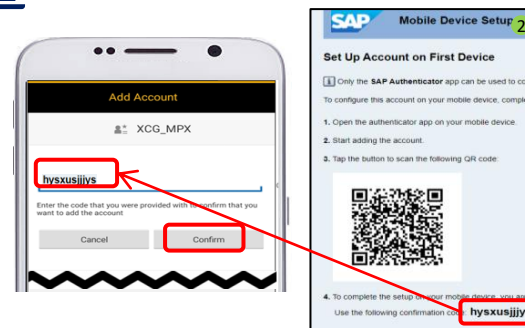


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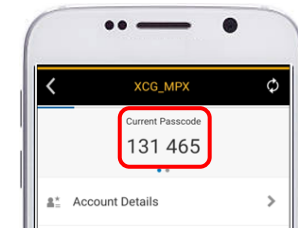


On your mobile device:

1. Enter the Confirmation Code displayed on your work computer (*the website you left open in Step 3*).
2. Tap "Confirm"

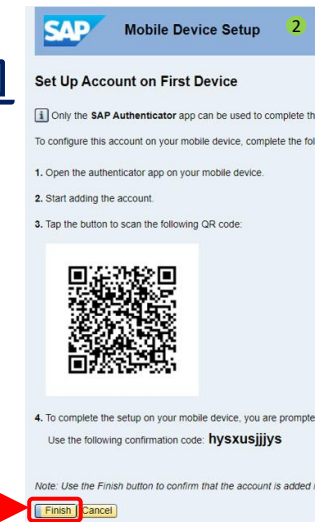


7



You should see a 6-Digit Passcode. This means the mobile device set up is complete.

8



Click "Finish" Button on the work computer.

**You have completed the MFA registration process successfully now!**

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