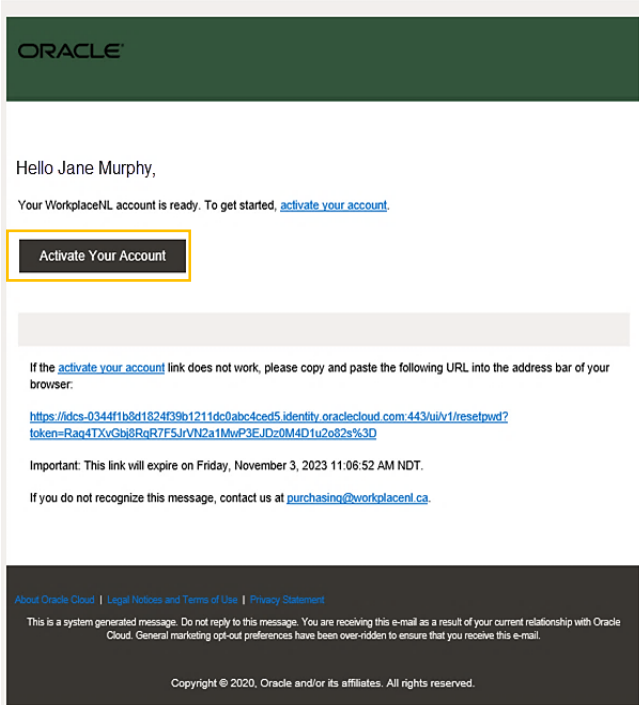


Finalizing Your Registration

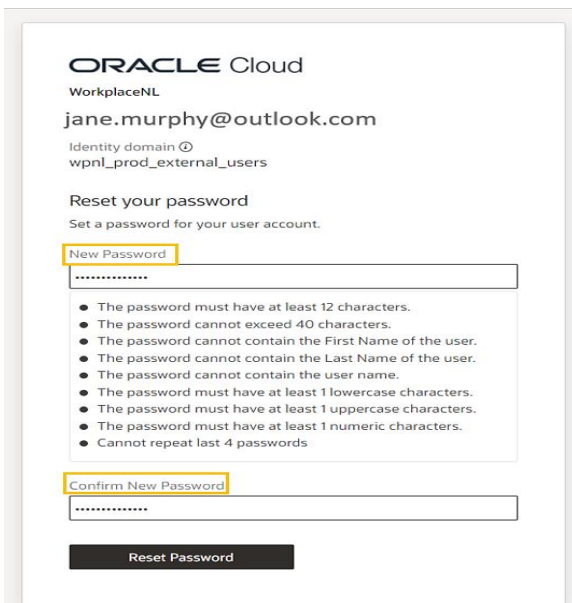
The second step of the process to becoming a WorkplaceNL supplier is to finalize your registration. If you have not completed the initial registration application, please refer to the **Health Care Providers and Vendors Registration Process** materials for instructions on how to complete this first step.

Once WorkplaceNL reviews your initial registration application, you will need to create a password to activate your account and finalize your registration.

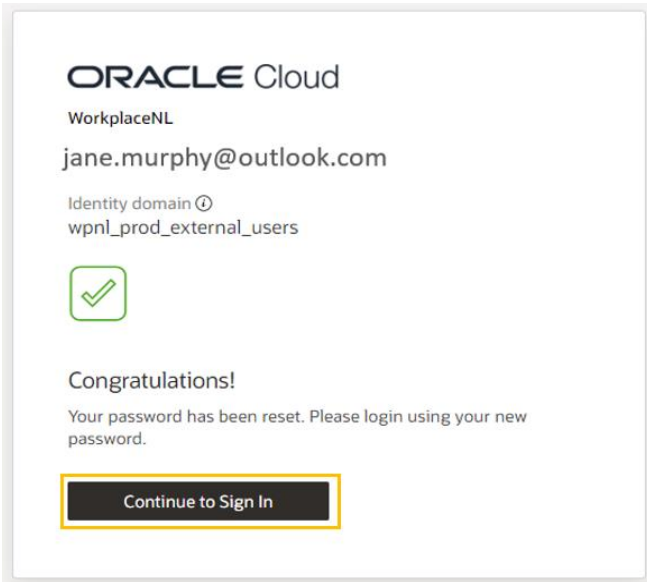
You will receive an email notification confirming your registration and a link to create a password. The email may be in your junk or spam folder. From the email, click the **Activate Your Account** button.




Create a secure password and enter it in both the **New Password** and **Confirm Password** fields. Then, click **Reset Password**.



Your password has been reset. Click **Continue to Sign In**.



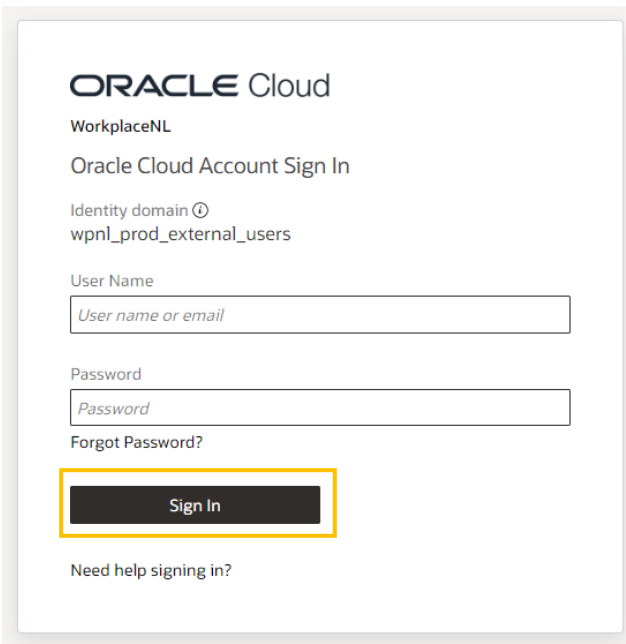
ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpnl_prod_external_users



Congratulations!
Your password has been reset. Please login using your new password.

Continue to Sign In

Enter your username (your email address) and password. Click **Sign In**.



ORACLE Cloud
WorkplaceNL
Oracle Cloud Account Sign In
Identity domain ⓘ
wpnl_prod_external_users

User Name

Password

Forgot Password?

Sign In

Need help signing in?

Click **Enable Secure Verification** to choose a secure verification method. Each time you log in to Oracle, you will be asked to verify your identity using a code received through the method you choose.

ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpl_prod_external_users

Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.

Password + Proof = Secure Access

Click below to enable secure verification methods for your account.

Enable Secure Verification

[What is Secure Verification?](#)

To complete verification by using a mobile app, click **Mobile App**. Download the Oracle Mobile Authenticator App and add your account in the app or by scanning the QR code. This app will be used to enable secure verification each time you log in.

ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpl_prod_external_users

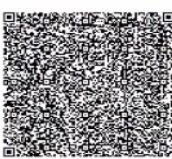
Select a Method [What are the differences? ⓘ](#)

Mobile App Phone Number

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?
Configure the App using this URL

[What is Secure Verification?](#)

To complete verification by using text messaging, click **Phone Number** to enter a mobile phone number. This number will be used to enable secure verification through a code sent via text message each time you log in.

ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpnl_prod_external_users

Select a Method What are the differences? ⓘ

Mobile App Phone Number

[What is Secure Verification?](#)

Enter the **Country Code** (1 for Canada) and enter the phone number, including the area code. Then click **Text Me** to receive the code. Type in the passcode when it's received and click **Verify Passcode**.

ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpnl_prod_external_users

Select a Method What are the differences? ⓘ

Mobile App Phone Number

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

Country Code
Canada +1

Phone Number
7097775432
Standard rates may apply.

Text Me

[What is Secure Verification?](#)

ORACLE Cloud
WorkplaceNL
jane.murphy@outlook.com
Identity domain ⓘ
wpnl_prod_external_users

Select a Method What are the differences? ⓘ

Mobile App Phone Number

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

Country Code
Canada +1

Phone Number
7097775432
Standard rates may apply.

Enter the passcode below.

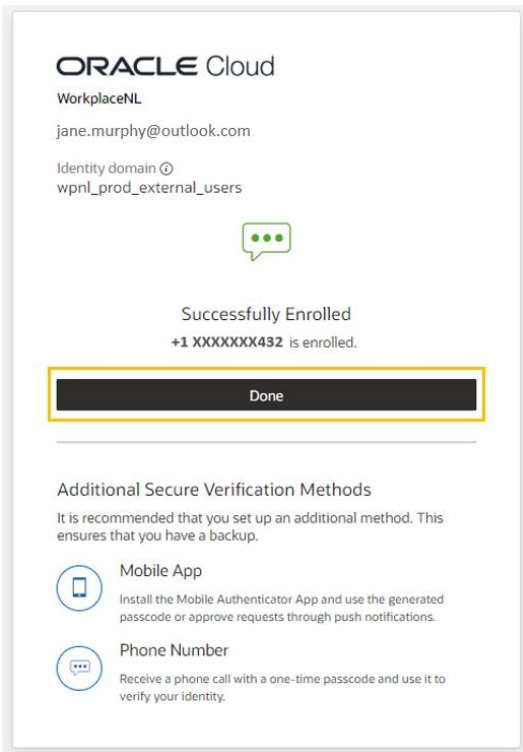
Passcode
246728

[Resend Passcode](#)

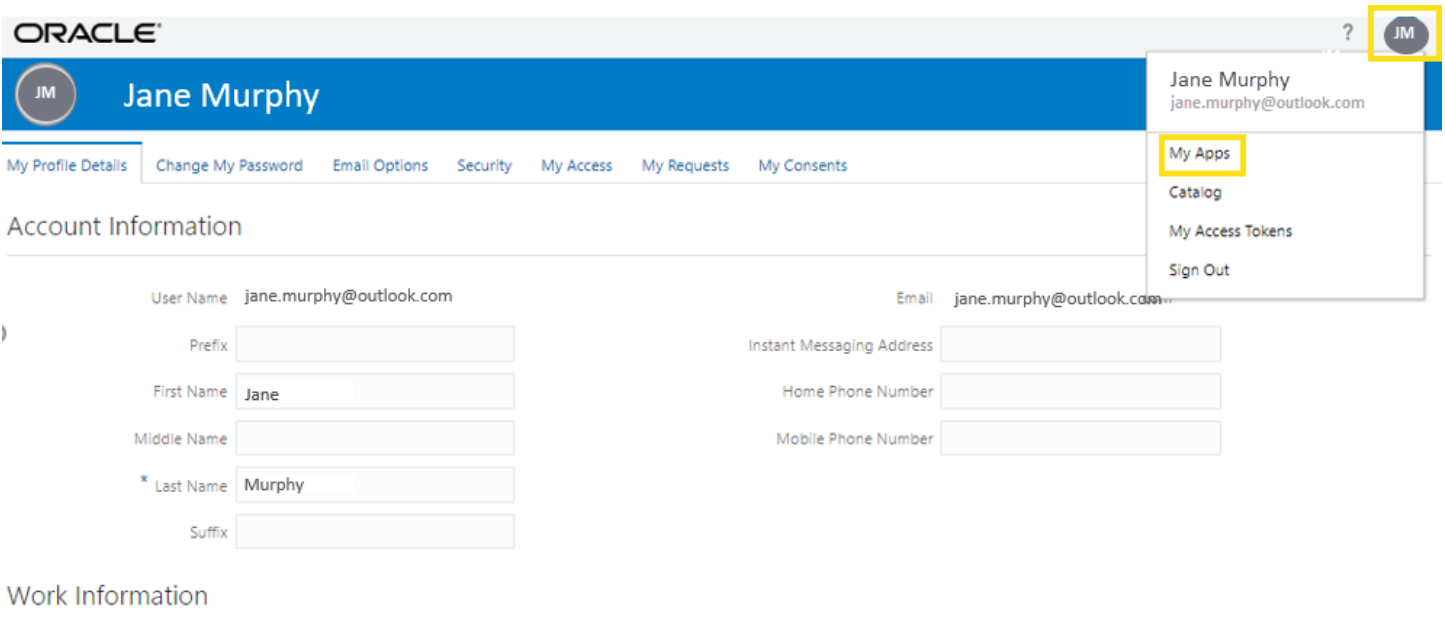
Verify Passcode

[What is Secure Verification?](#)

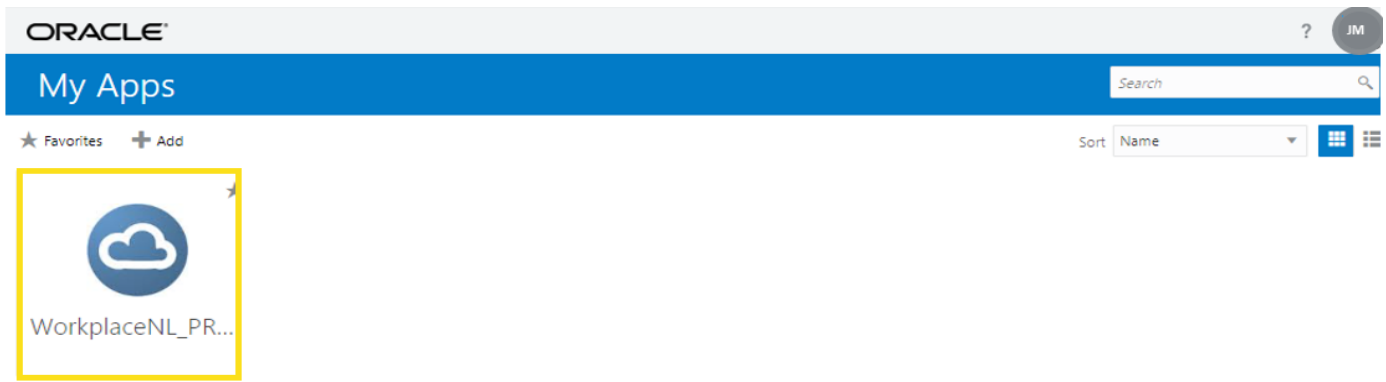
Your enrollment in the secure verification method will be confirmed. Click **Done**.



Next, click your initials in the top right corner. Then, click **My Apps**.



Click on the **WorkplaceNL** tile.



Click the Home icon to navigate to the main screen and access the Supplier Portal. Within the Supplier Portal you can manage your profile, invoices and payments with WorkplaceNL.

