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.

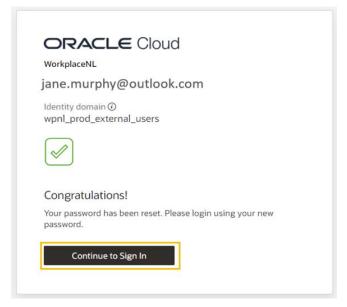
You will receive an email notification confirming your registration and a link to create a password. The email may be in your junk or spam folder. From the email, click the **Activate Your Account** button.

ORACLE
Hello Jane Murphy,
Your WorkplaceNL account is ready. To get started, activate your account.
Activate Your Account
If the <u>activate your account</u> link does not work, please copy and paste the following URL into the address bar of your browser:
https://dcs-034411b8d1824f39b1211dc0abc4ced5 identity.oraclecloud.com:443/uii/v1/resetpwd? token=Rag4TXvGbi8RqR7F5JrVN2a1MvP3EJDz0M4D1u2o82s%3D
Important: This link will expire on Friday, November 3, 2023 11:06:52 AM NDT.
If you do not recognize this message, contact us at <u>purchasing@workplacenl ca</u> .
About Oracle Cloud Legal Notices and Terms of Use Physics/Statement
This is a system generated message. Do not neyly to this message. You are neeking this e-mail as a result of your current relationship with Oracle Cloud. General marketing opt-out preferences have been over-ridden to ensure that you receive this e-mail.
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Create a secure password and enter it in both the **New Password** and **Confirm Password** fields. Then, click **Reset Password**.

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ar	ie.murphy@outlook.com
	ntity domain
Re	set your password
Set	a password for your user account.
	Password
vev	Password
	••••••
•	The password must have at least 12 characters.
	The password cannot exceed 40 characters.
•	The password cannot contain the First Name of the user.
•	The password cannot contain the Last Name of the user.
•	The password cannot contain the user name.
•	The password must have at least 1 lowercase characters.
•	The password must have at least 1 uppercase characters.
•	The password must have at least 1 numeric characters.
•	Cannot repeat last 4 passwords
Cor	firm New Password

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



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

User name or email Password Password	WorkplaceNL	
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Password Password	, –	
Password Password	User Name	
Password Password Forgot Password?	User name or email	
	Password	
Forgot Password?	Password	
	Forgot Password?	
	Sign 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.

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Enable Secure Ve	erification	
authentication (MFA). verify your identity wi password. MFA is an e process. Your adminis	are passwordless and m Passwordless verificati thout requiring you to i vextra security step to th trator might have set u and require that you en nt.	ion allows you to remember a le authentication lp one or both
Password	Proof	Secure Access
	secure verification met	hods for your account.
Click below to enable		

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.

WorkplaceNL	
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Select a Method	What are the differences
Mobile App	Phone Number
	, and then scan the QR code below. Another Authenticator App 🔞
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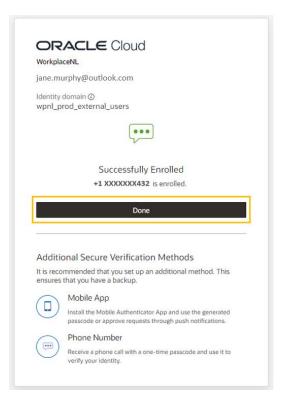
To complete verification by using text messaging, click **Phone Number** to enter a mobile phone number. This number will be used to enable secure verification through a code sent via text message each time you log in.

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jane.murphy@outlo	ok.com
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Select a Method	What are the differences?
Select a Method	What are the differences? 🕻

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	ORACLE Cloud WorkplaceNL
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Identity domain 🛈	wpnl_prod_external_users
wpnl_prod_external_users	Select a Method What are the differences? @
Select a Method What are the differences? @	Mobile App 💬 Phone Number
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	Enter Your Phone Number
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Canada +1 🔹	7097775432
Phone Number	Standard rates may apply.
7097775432	Enter the passcode below.
Standard rates may apply.	Passcode
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Text Me	Resend Passcode
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What is Secure Verification?	veniy rasscue

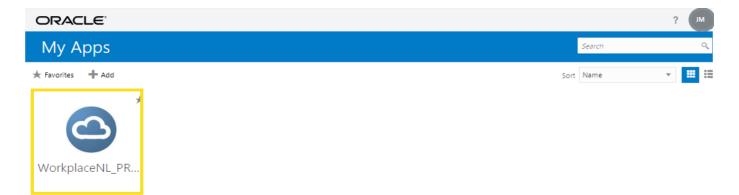
Your enrollment in the secure verification method will be confirmed. Click Done.



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

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My Profile Details	Change My	Password Email Options Security	My Access My Requests My Consents	L	fy Apps atalog		
Account Inf	M	ly Access Tokens					
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	* Last Name	Murphy					
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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.

