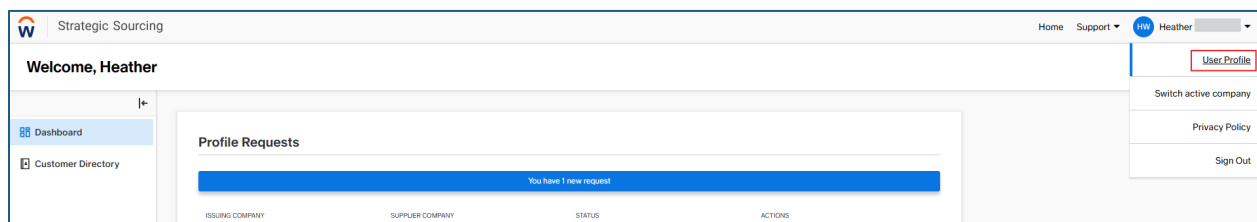




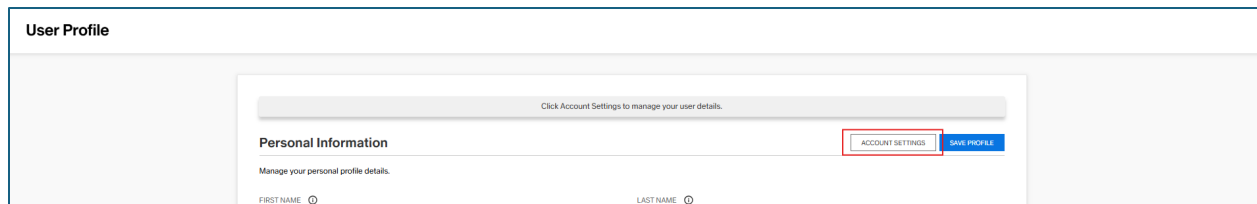
## ENABLING SMS TEXT MULTIFACTOR AUTHENTICATION SUPPLIER QUICK GUIDE

Suppliers with existing Workday accounts can choose to enable SMS text authentication to use when logging in instead of an authenticator app.

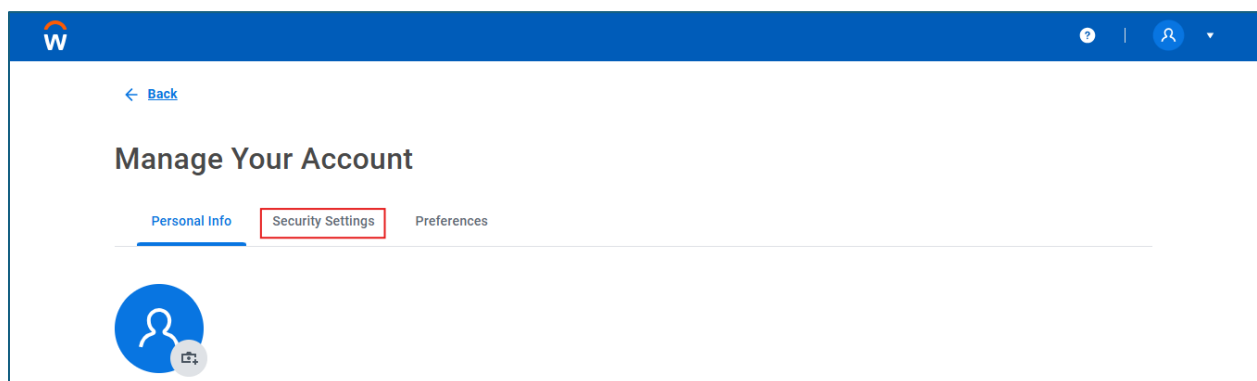
1. After logging in using [Workday Central Login](#), hover over your name in the upper right corner of the screen and click **User Profile**



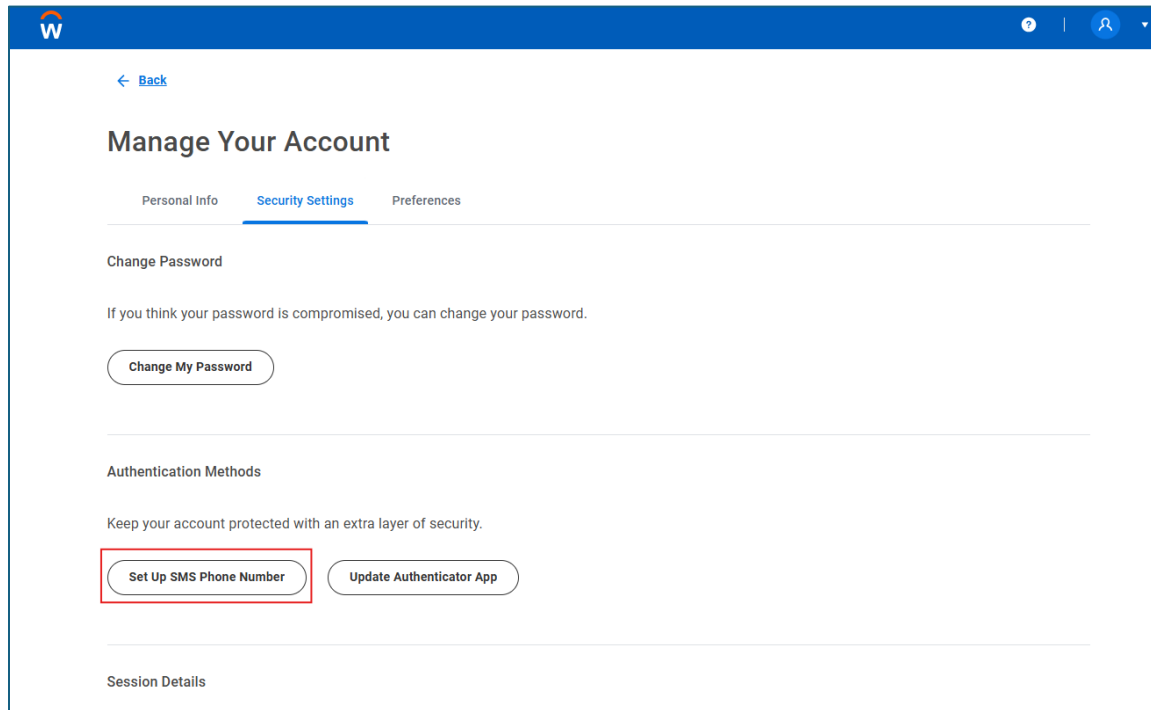
2. Click **Account Settings**



3. Select the **Security Settings** tab

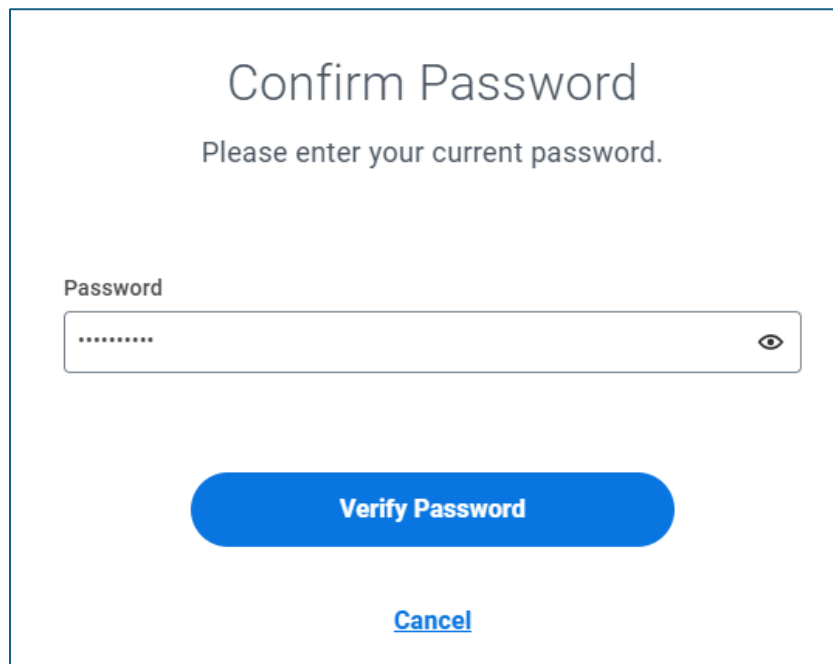


4. Click **Set Up SMS Phone Number**



The screenshot shows a web application interface for managing an account. At the top is a blue header bar with a white 'W' logo on the left and a user profile icon on the right. Below the header, there is a 'Back' link with a left-pointing arrow. The main heading is 'Manage Your Account'. Underneath, there are three tabs: 'Personal Info', 'Security Settings' (which is selected and underlined), and 'Preferences'. The 'Change Password' section is visible, with a sub-heading and a paragraph of text. Below this is a button labeled 'Change My Password'. The 'Authentication Methods' section follows, with a sub-heading and a paragraph of text. It contains two buttons: 'Set Up SMS Phone Number' (which is highlighted with a red rectangular box) and 'Update Authenticator App'. At the bottom, there is a 'Session Details' section.

5. Enter your password and click **Verify Password**



The screenshot shows a 'Confirm Password' dialog box. It has a title 'Confirm Password' and a subtitle 'Please enter your current password.' Below this is a text input field labeled 'Password' containing a series of dots. To the right of the input field is an eye icon for toggling password visibility. At the bottom of the dialog, there is a large blue button labeled 'Verify Password' and a blue 'Cancel' link below it.

6. Enter your phone number and click **Add Your Mobile Number**

### Add a Mobile Number

Add a mobile number to better protect your account.  
Message & data rates may apply.

Mobile Number

US ▼

+1

Enter your phone number

Add Your Mobile Number

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

[Cancel](#)

7. Enter the code that is texted to your phone and click **Verify Code**

### Let's Verify Your Mobile Number

For your security, Workday sent you a text message with a 6-digit verification code.

+1\*\*\*\*\*

3

0

3

2

1

7

Verify Code

[Resend a Verification Code](#)

[Back](#)

8. Change the **Default Method** from Authenticator to SMS Phone Number

**Authentication Methods**

Keep your account protected with an extra layer of security.

Default Method:

Authenticator ▼

Update SMS Phone Number

Update Authenticator App

**Authentication Methods**

Keep your account protected with an extra layer of security.

Default Method:

SMS Phone Number ▼

Authenticator

SMS Phone Number

Update SMS Phone Number

Next time you login using your email and password, you will be prompted to enter the 6-digit code that is sent to your mobile phone.



Let's Verify it's You

Workday sent an authentication code to this mobile number.

+1\*\*\*\*\*

Verify Code

