

# Set up and use MFA

Instructions for the installation and  
application of Multi-Factor-Authentication (MFA)  
SupplierNet Version



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# 1. Introduction

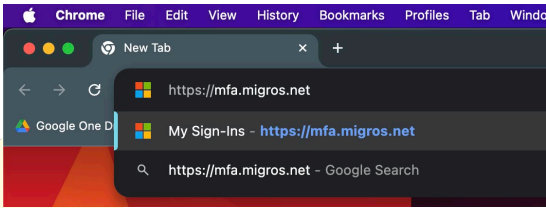
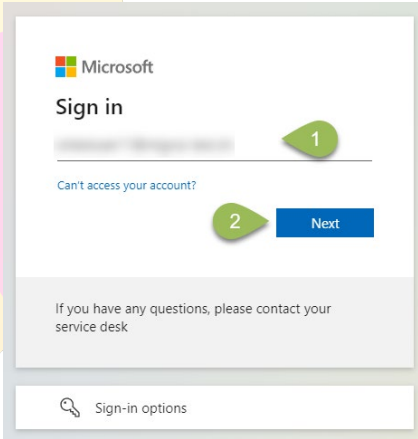
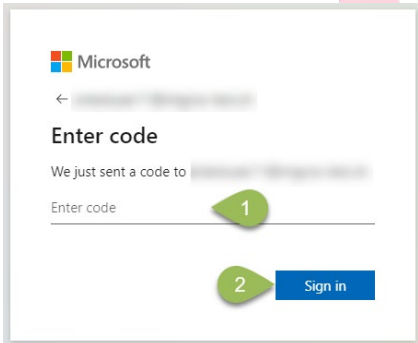
In the SupplierNet and the other applications, a further factor is required in addition to logging in with the e-mail address and password.

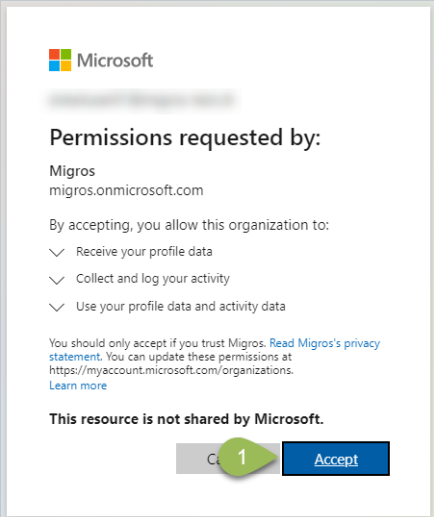
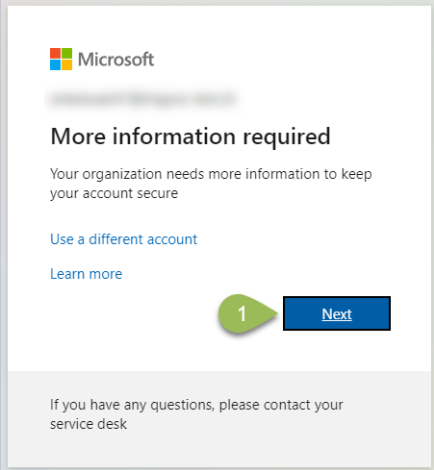
This is then called Multi-Factor Authentication (MFA).

The following MFA methods can be set up:

- Authenticator app (recommended)
- SMS / Call

# 2. Login

| Description  | Image  |
|--|--|
| <p>Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.):<br/> <a href="https://mfa.migros.net">https://mfa.migros.net</a></p>     |    |
| <p>1 - Enter your e-mail address here.<br/>                 2 - Click on "Next".</p>   |   |
| <p>1 - Enter the code you received on the e-mail address.<br/>                 ⚡ Also check your junk or spam mail folder.<br/>                 2 - Click on "Log in".</p> |  |

|   |  |
|---|--|
| <p>1 - Click on "Accept" to accept the requested permissions.</p> |  <p>The screenshot shows a Microsoft permissions request dialog. At the top is the Microsoft logo. Below it, the text reads "Permissions requested by:" followed by "Migros" and "migros.onmicrosoft.com". A section titled "By accepting, you allow this organization to:" lists three permissions: "Receive your profile data", "Collect and log your activity", and "Use your profile data and activity data". Below this is a note: "You should only accept if you trust Migros. Read Migros's privacy statement. You can update these permissions at <a href="https://myaccount.microsoft.com/organizations">https://myaccount.microsoft.com/organizations</a>. Learn more". At the bottom, it states "This resource is not shared by Microsoft." and has two buttons: "Cancel" and "Accept". A green callout bubble with the number "1" points to the "Accept" button.</p> |
| <p>1 - Click on "Next".</p>                                       |  <p>The screenshot shows a Microsoft "More information required" dialog. It features the Microsoft logo at the top. The main text says "More information required" and "Your organization needs more information to keep your account secure". Below this are two links: "Use a different account" and "Learn more". At the bottom right, there is a "Next" button. A green callout bubble with the number "1" points to the "Next" button. At the very bottom, there is a footer: "If you have any questions, please contact your service desk".</p>   |

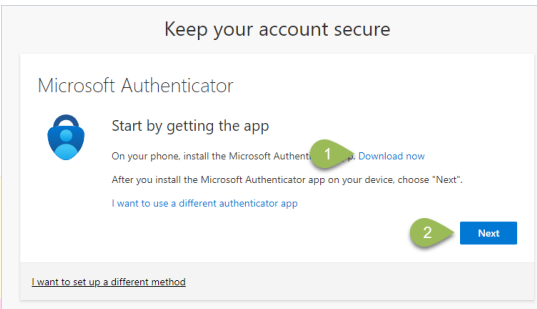
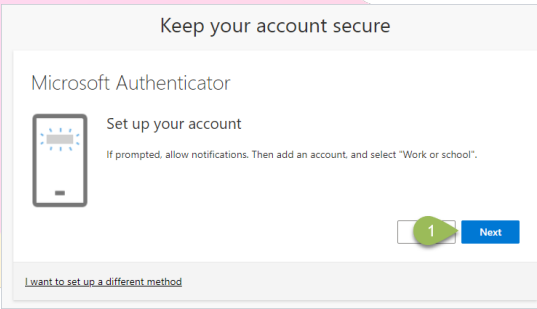
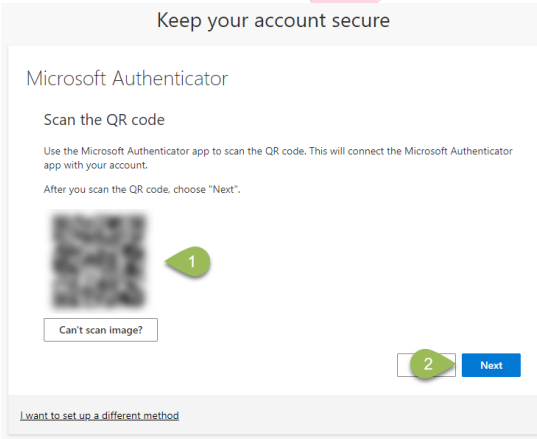
### 3. Setup MFA

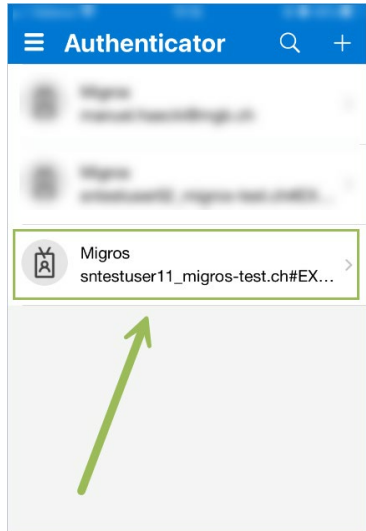
#### 3.1 Authenticator app (recommended)

With the Authenticator app, you can log in without a password by receiving a notification on your personal cell phone.

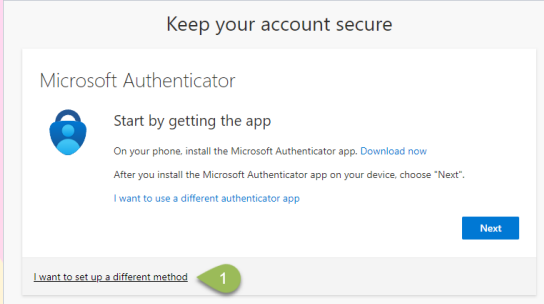
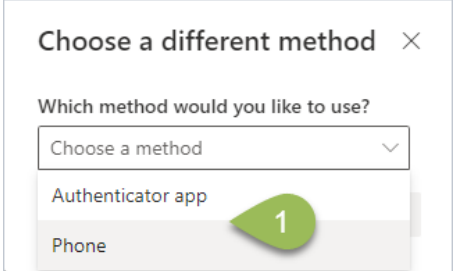
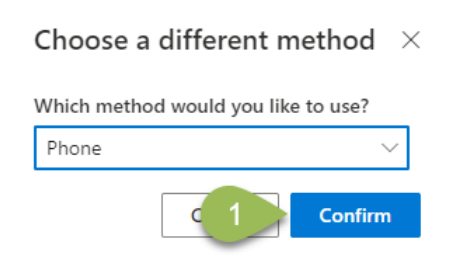
The app "**Microsoft Authenticator**" app must be downloaded to your personal cell phone.

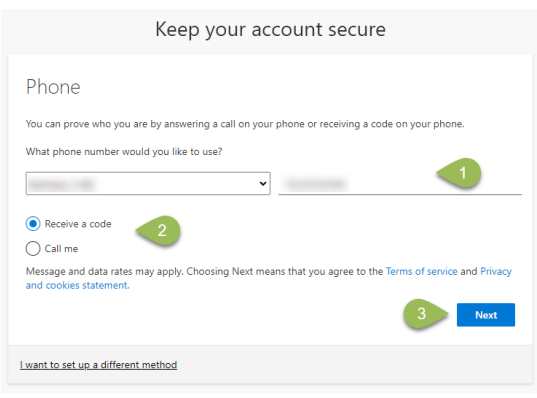
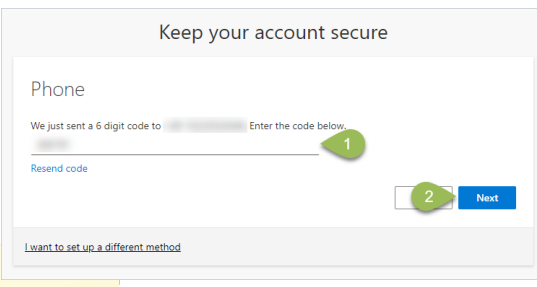
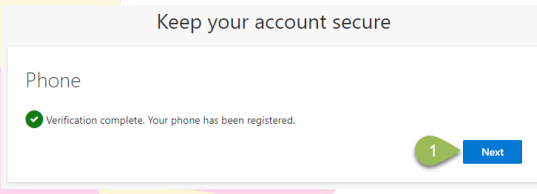
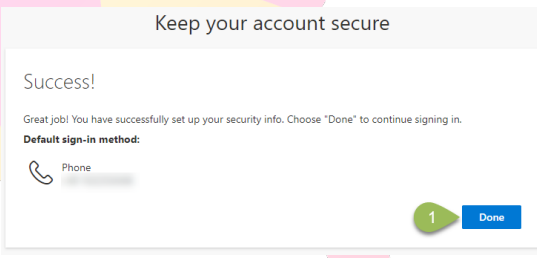
This route is **recommended** and is the **safest**.

| Description   | Image   |
|---|---|
| <p>1 - In this step, the "Microsoft Authenticator" app must be downloaded and installed from the App Store on the cell phone.</p> <p>2 - Once downloaded and installed, please click on "Next".</p> |                             |
| <p>1 - Click on "Next" to set up the account</p>  |   |
| <p>1 - Scan the code with your cell phone.<br/>                 2 - Click on "Next".</p>  |  |

|   |  |
|---|--|
| <p>✔ The account for authentication via app has been set up successfully.</p> |  |
|---|--|

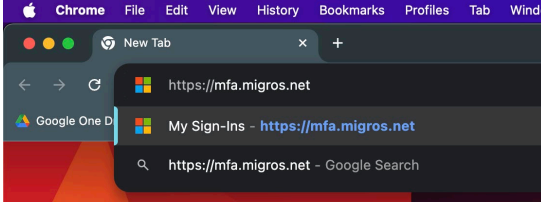
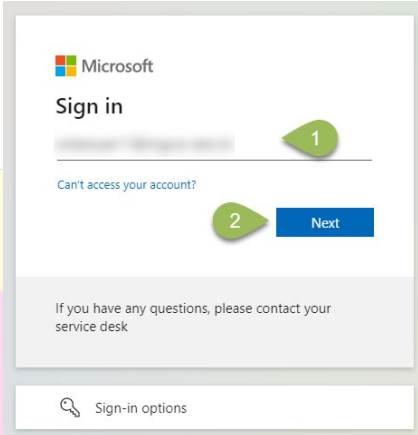
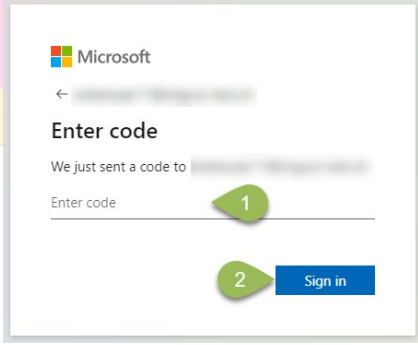
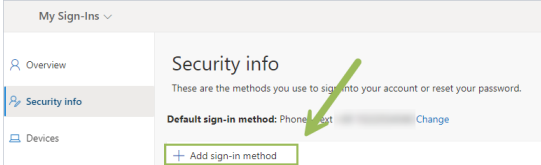
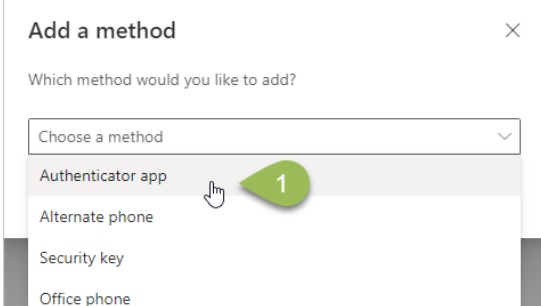
### 3.2 SMS / Call

| Description  | Image  |
|--|--|
| <p>1 - If you decide to use the other methods (SMS / Call), please click on "I want to set up a different method".</p> |   |
| <p>1 - Please select the "Telephone" method.</p>   |  |
| <p>1 - Please confirm.</p>   |  |

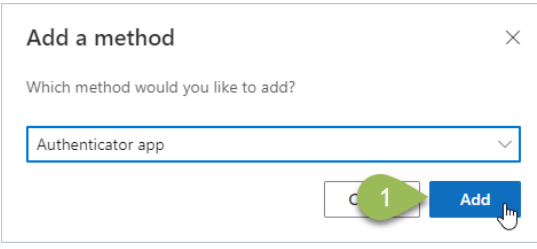
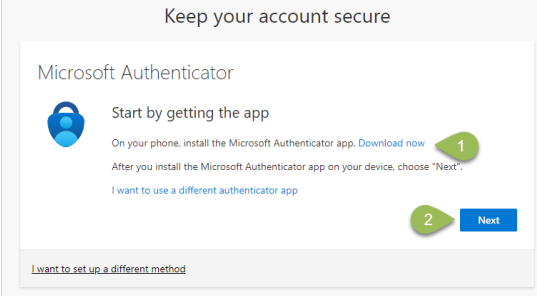
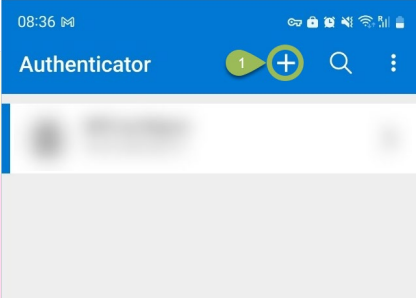
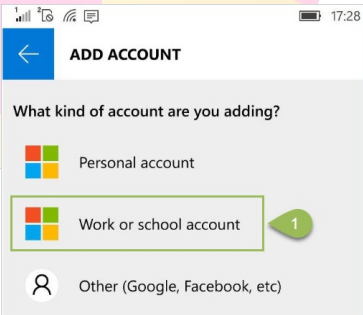
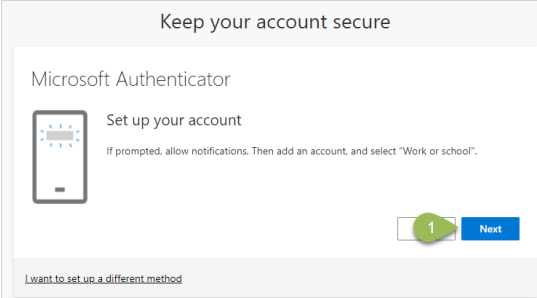
|   |  |
|---|--|
| <p>1 - Enter your telephone number here<br/>2 - Click on "Receive code" (SMS) or "Call me" (call).<br/>3 - Click on "Next".</p> |    |
| <p>1 - Enter the code here via SMS or answer the call and follow the instructions on the phone.<br/>2 - Click on "Next".</p>    |    |
| <p>✓ 1 - The check has been completed. Click on "Next".</p>   |   |
| <p>✓ 1 - The security information has been set up successfully. Click on "Done".</p>  |  |

## 4. MFA settings

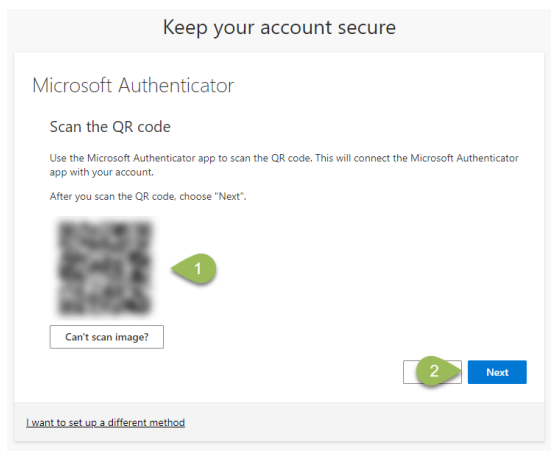
### 4.1 Authenticator app (recommended)

| Description   | Image  |
|---|--|
| <p>Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.):</p> <p><b><a href="https://mfa.migros.net">https://mfa.migros.net</a></b></p> |    |
| <p>1 - Enter your e-mail address here.<br/>         2 - Click on "Next".</p>  |   |
| <p>1 - Enter the code you received on the e-mail address.<br/>         ⚡ Also check your junk or spam mail folder.<br/>         2 - Click on "Log in".</p>                      |  |
| <p>Click on "Add sign-in method".</p>   |  |
| <p>1 - In the drop-down menu, select the method "Authenticator app"</p>   |  |

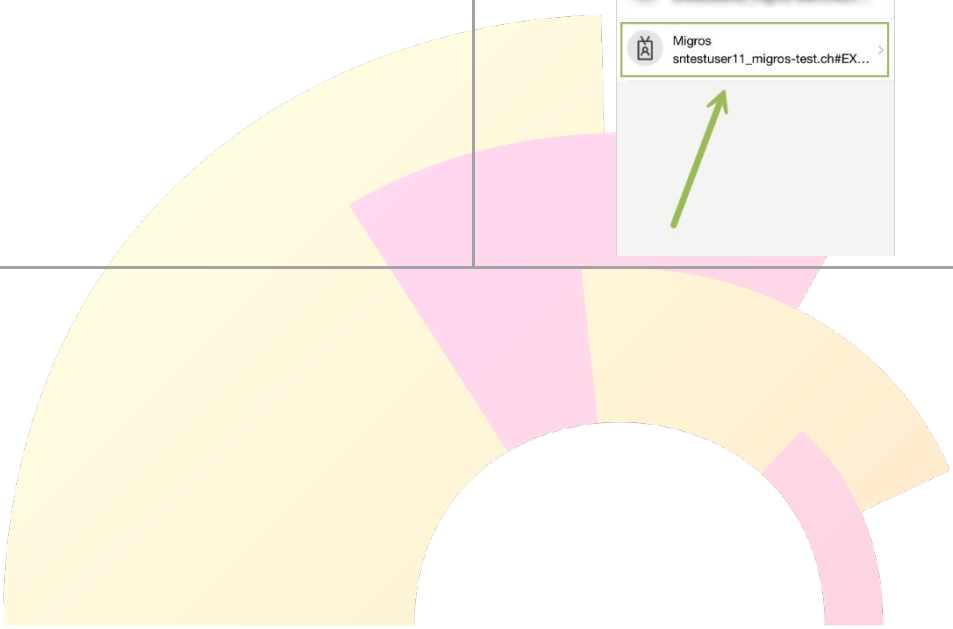
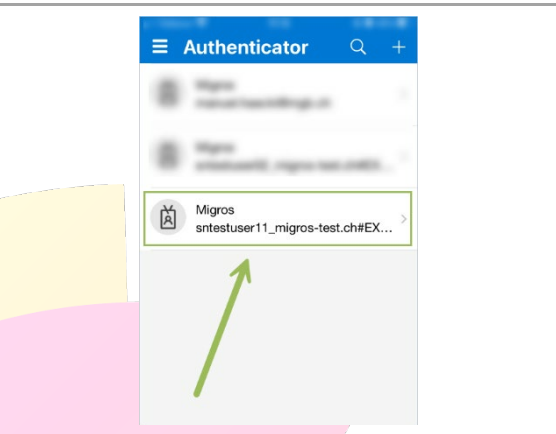


|   |  |
|---|--|
| <p>Click on "Add".</p>  |    |
| <p>1 - In this step, the "Microsoft Authenticator" app must be downloaded and installed from the App Store on the cell phone.</p> <p>2 - Once downloaded and installed, please click on "Next".</p> |    |
| <p>1 - Tap the plus sign on your cell phone (+).</p>  |   |
| <p>1 - Tap on "work or school account".</p>   |  |
| <p>1 - Click on "Next" to set up the account</p>  |  |

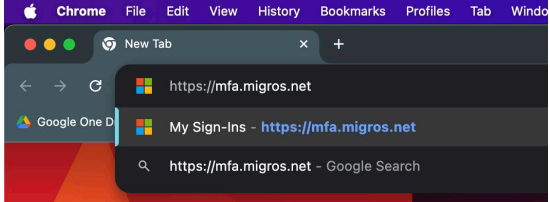
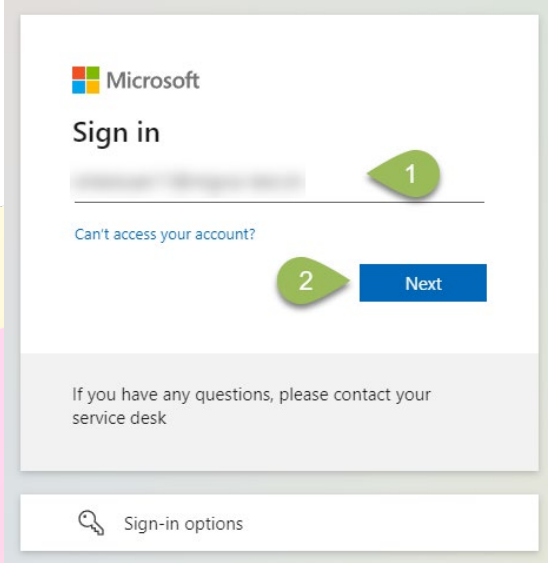
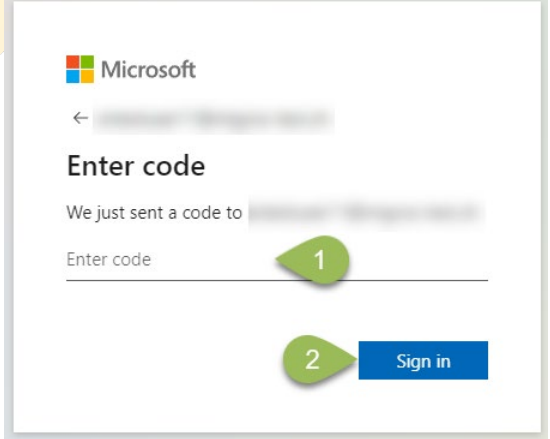
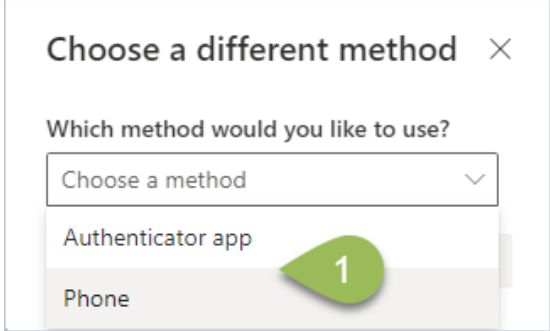
1 - Scan the code with your cell phone.  
2 - Click on "Next".

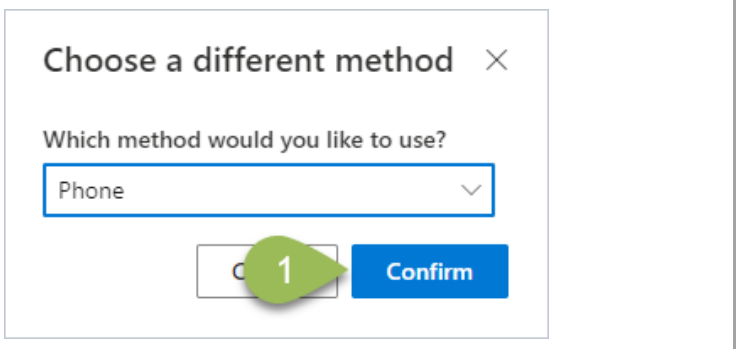
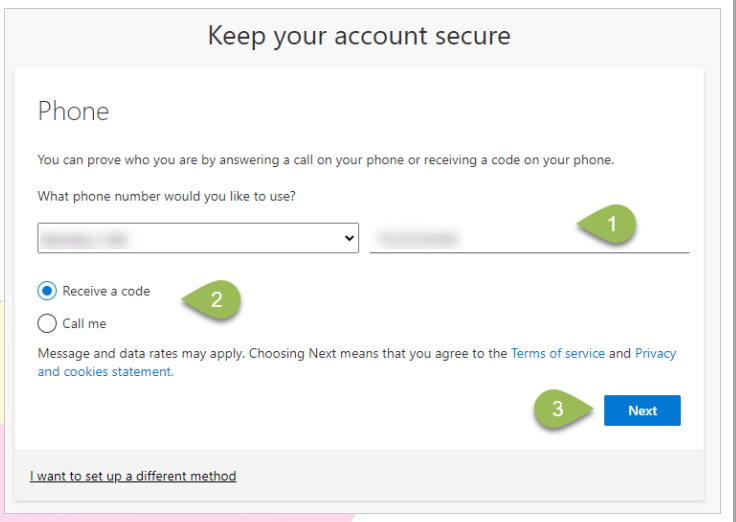
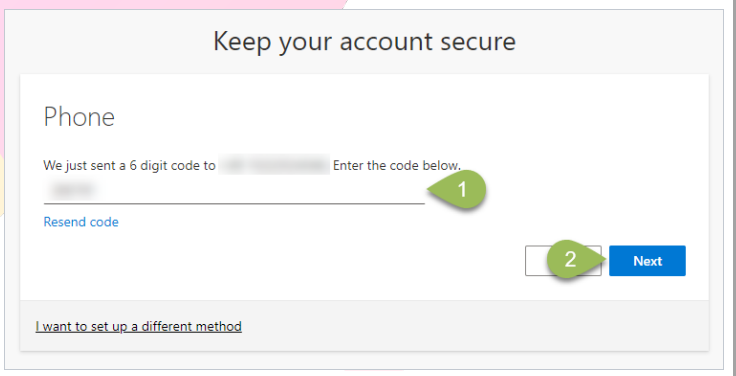
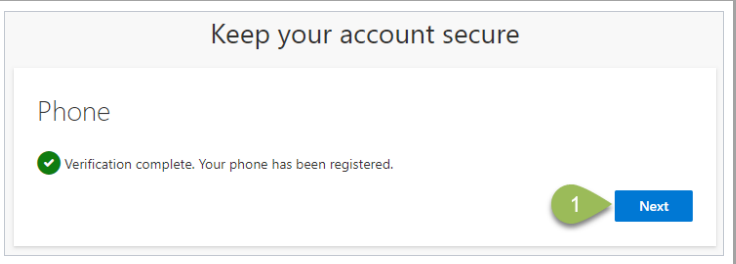
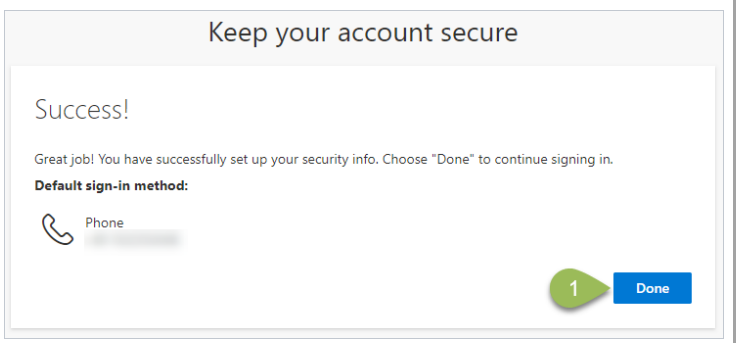


✅ The account for authentication via app has been set up successfully.



## 4.2 SMS / Call

| Description   | Image  |
|---|--|
| <p>Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.):</p> <p><b><a href="https://mfa.migros.net">https://mfa.migros.net</a></b></p> |    |
| <p>1 - Enter your e-mail address here.<br/>                 2 - Click on "Next".</p>  |   |
| <p>1 - Enter the code you received on the e-mail address.<br/>                 ⚡ Also check your junk or spam mail folder.<br/>                 2 - Click on "Log in".</p>      |  |
| <p>1 - Select the "phone" method.</p>   |  |

|  |  |
|--|--|
| <p>1 - Click "Add" / "Confirm".</p>  |    |
| <p>1 - Enter your telephone number here.<br/>2 - Click on "Receive code" (SMS) or "Call me" (call).<br/>3 - Click on "Next".</p> |   |
| <p>1 - Enter the code here via SMS or answer the call and follow the instructions on the phone.<br/>2 - Click on "Next".</p>     |  |
| <p>✓ 1 - The phone number has been successfully registered.</p>  |  |
| <p>✓ 1 - The security information has been set up successfully. Click on "Done".</p>   |  |

## 5. FAQs

### 5.1 What is MFA?

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Multi-factor authentication is an authentication method that requires the user to provide two or more verification factors to gain access to resources or applications.

### 5.2 Why MFA?

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MFA is used to increase safety. After entering the e-mail address and password, it is necessary to enter another factor to confirm the login attempt.

### 5.3 Where can I change my settings?

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You can make settings via the following link: <https://mfa.migros.net/>.  
If you have any difficulties, please contact us with the subject 'Supplier MFA' at [itsupport4ext@mgb.ch](mailto:itsupport4ext@mgb.ch).

### 5.4 Where can I change my telephone number?

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You can change the telephone number under the following link: <https://mfa.migros.net/>.  
If you have any difficulties, please contact us with the subject 'Supplier MFA' at [itsupport4ext@mgb.ch](mailto:itsupport4ext@mgb.ch).

### 5.5 Where can I change my language?

---

You can change the language under the following link: <https://mfa.migros.net/>.  
If you have any difficulties, please contact us with the subject 'Supplier MFA' at [itsupport4ext@mgb.ch](mailto:itsupport4ext@mgb.ch).

### 5.6 Changing devices - I have a new cell phone

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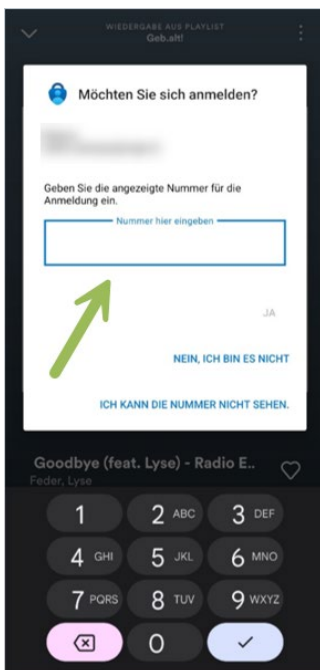
Please change the cell phone or number via the following link: [https://mfa.migros.net](https://mfa.migros.net/)  
If you have any difficulties, please contact us with the subject 'Supplier MFA' at [itsupport4ext@mgb.ch](mailto:itsupport4ext@mgb.ch).

## 5.7 How does logging in via the Authenticator app work?

If you want to log in to SupplierNet and the other applications with the Authenticator app, the message "Approve login" appears:



Open the Authenticator app and enter the generated number from the desktop window "Authorize login":



Once you have entered your details, you will automatically be logged in successfully.

## 6. Contact

If you have any questions or queries, please contact our Service Desk:

E-Mail: [itsupport4ext@mgb.ch](mailto:itsupport4ext@mgb.ch)

