

OKTA Vendor Registration

1. As an ATCO Vendor, you will receive an email to the registered supplier email address.

Click on the link to activate your account.

Hi Justin,

To better manage your ATCO applications and account details, we're launching new systems to better safeguard our people. One of our ATCO system administrators has created a new user account for you, making it easier to access all of your web apps through a single, secure homepage.

Click the following link to activate your account. This link expires in 7 days.

<https://atcocorp.okta.com/welcome/p4xaQI5sUSV095yDt5kw>

Your username is: ---@---.---

Your ATCO sign-in page is <https://atcocorp.okta.com>

If you experience difficulties accessing your account, send us a help request using the link below:

<https://atcocorp.okta.com/help/login>

This is an automatically generated message. Replies are not monitored or answered.

Your ATCO sign-in page is <https://atcocorp.okta.com>

2. The next screen will ask you to enter a new password.

ATCO

Welcome to ATCO Identity and Access Management, Justin!
Create your ATCO Identity and Access Management account

Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

3. Choose a question in case you forget your password.

You can also add a phone number to reset your password by text message or by Voice Call

Choose a forgot password question

What is the food you least liked as a child?

Answer

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

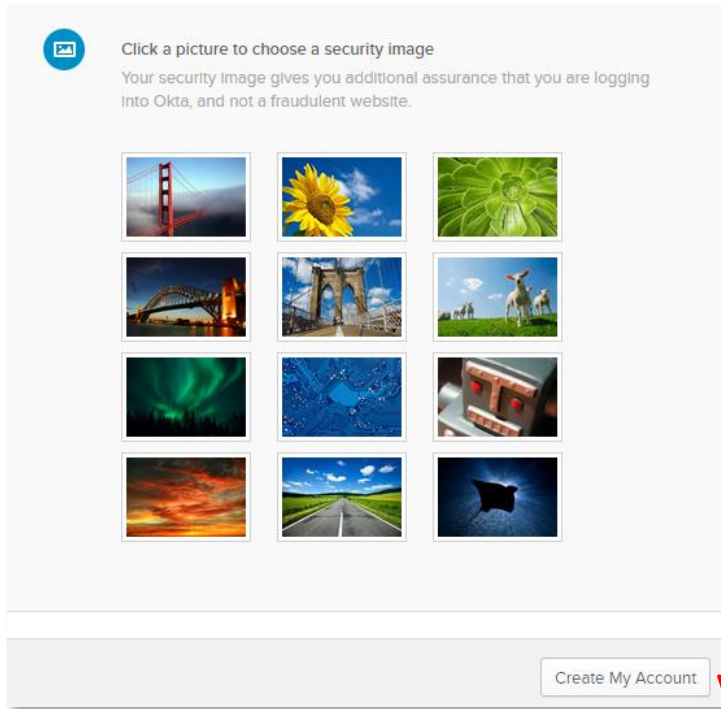
Add Phone Number

Add a phone number for resetting your password or unlocking your account using Voice Call (optional)

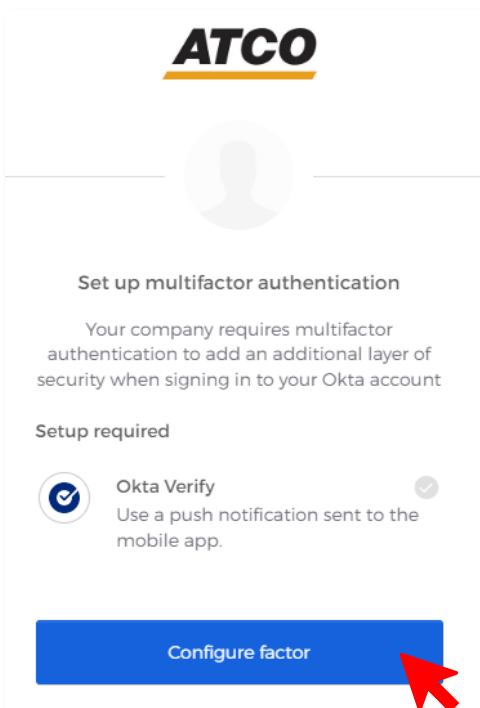
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

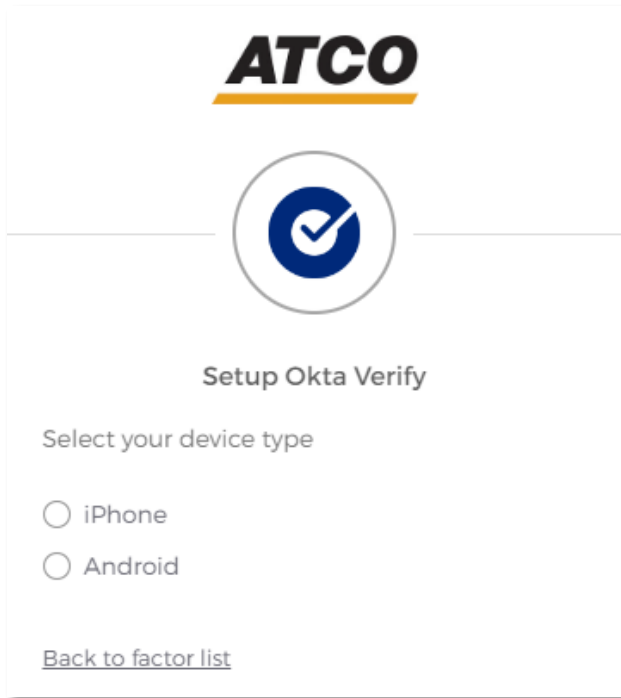
4. Select a picture for your security image, and click “Create My Account”



5. After you click Create My Account you should get this on your screen

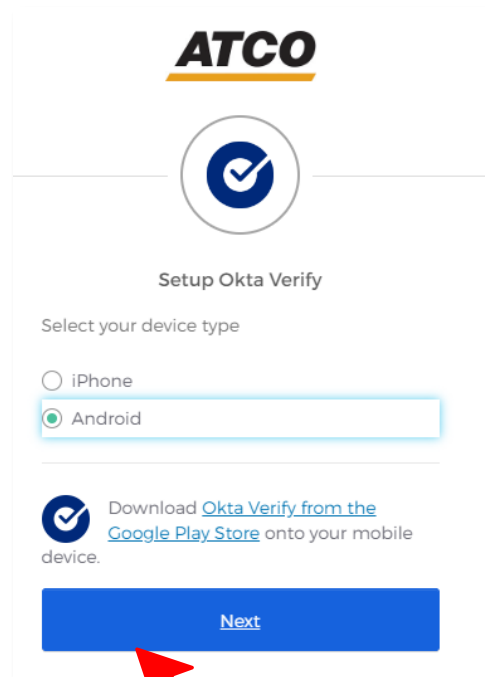


6. The next screen will ask you to select your device type.



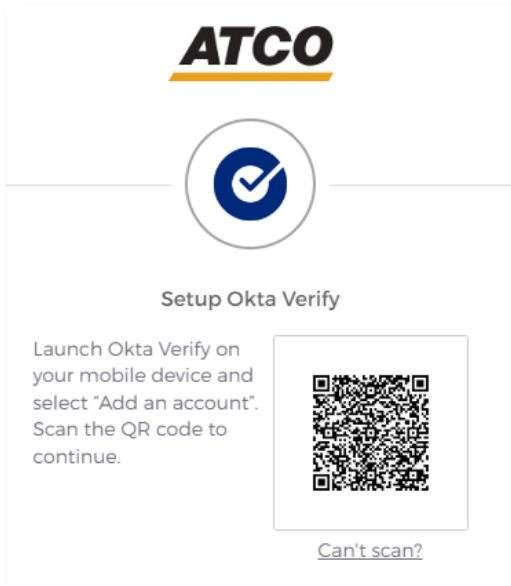
7. Once you've selected your device, you will need to download the "OKTA Verify" Application from the Apple App or Google Play Store.

Important: Make sure that you download the application called "OKTA Verify"

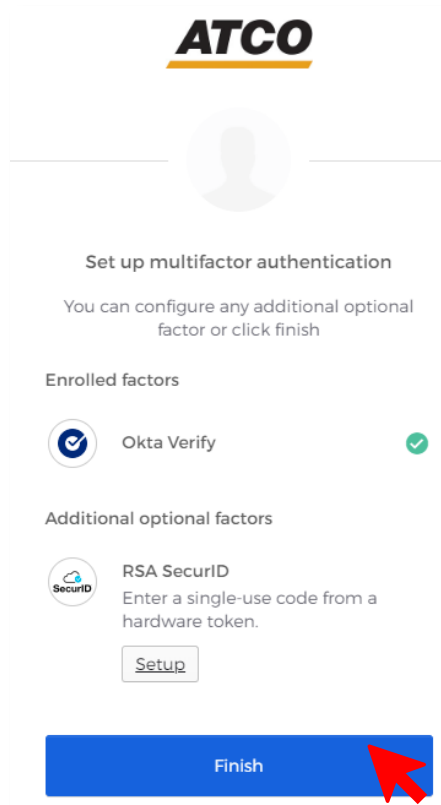


8. Once the app is downloaded, return to the setup screen.

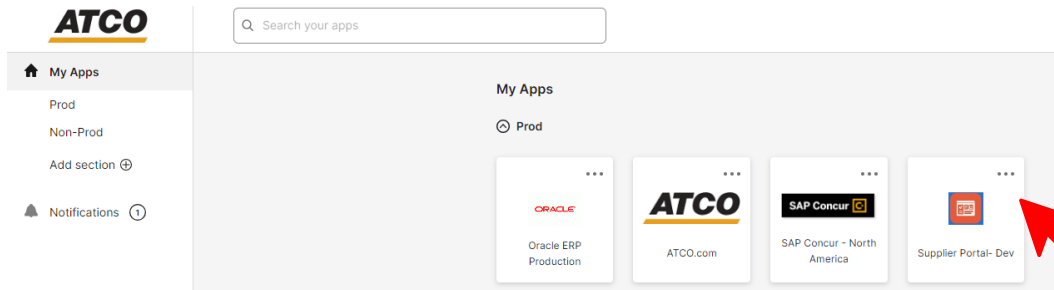
After you press “Next”, you will see a QR code that you must scan (take a picture of) to link your account. Once complete, your device application will say *Account Added* – click “Done”.



9. Next, click “Finish”.

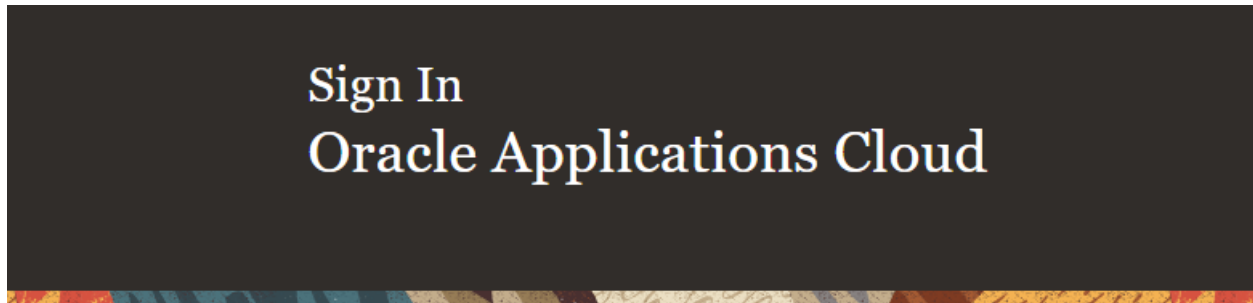


10. The next screen will enable you to sign on and access the ATCO Oracle Supplier Portal.



11. Now when you click on the Supplier Portal tile a new window will open.

12. Now Click on Company Single Sign-On



13. Please **DO NOT** click on the Sign in button under the USER ID and Password Fields as this will not work you must click on the above Company Single Sign-On.

14. Once you have clicked on Company Single Sign On you will now be logged into your ATCO Oracle Supplier Profile. The dashboard will have items requiring attention such as responding to a negotiation as well as Negotiation invitations. Please refer to the tabs on the left-hand side.

The below link will enable you to access ATCO’s Oracle Vendor Portal after completing the OKTA authentication & Registration process:

Once you have registered then the new link to login at is:

<https://atcocorp.okta.com>

Please bookmark this link for future use!