

Azure B2B/Microsoft/Multifactor Authentication Setup

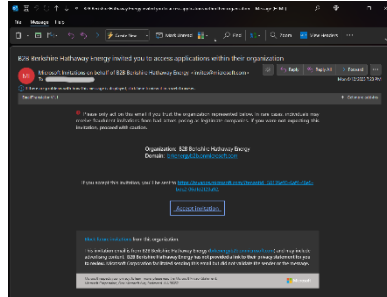
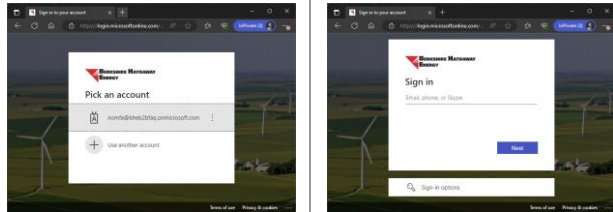
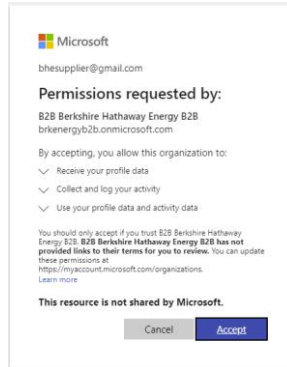
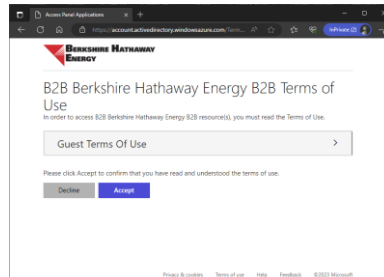
This document provides step-by-step instructions to complete the invitation acceptance process.

To begin, navigate to [B2B Invitation Acceptance](#). If you receive any of the following messages during the invitation acceptance process, navigate to the corresponding section for additional step-by-step instructions.

- [Microsoft account doesn't exist](#)
- [More information required](#)
- [You can't get there from here](#)

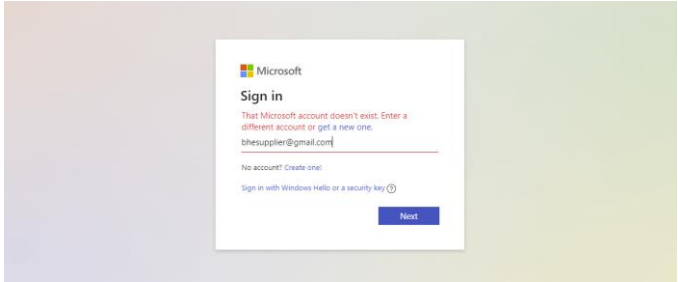
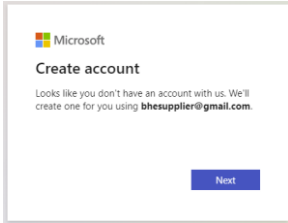
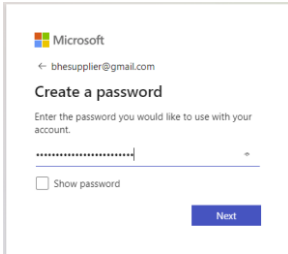
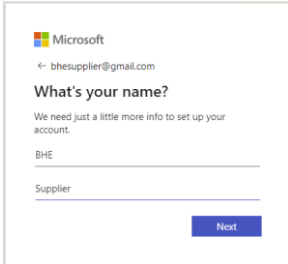
B2B Invitation Acceptance


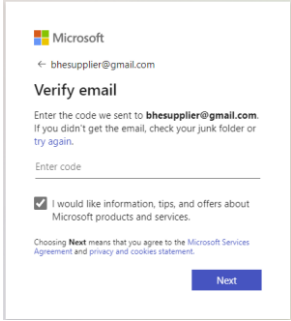
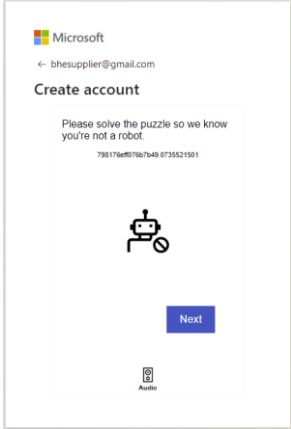
Berkshire Hathaway Energy requires use of a Microsoft account to provide secure access to its system. A Microsoft 365 business account can be used to provide single sign-on. If your business does not use Microsoft 365, a consumer Microsoft account can be used.

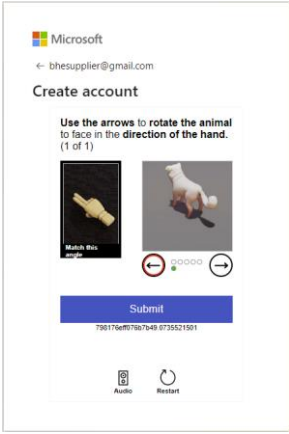
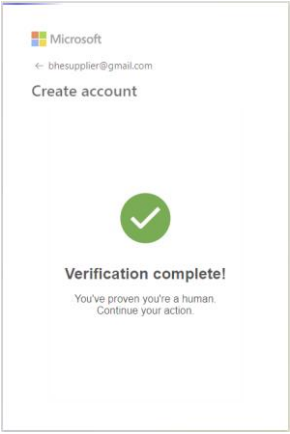
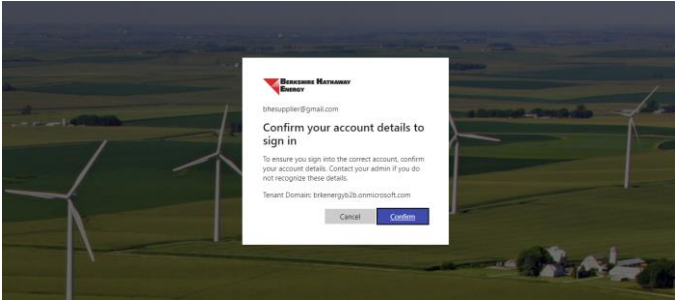
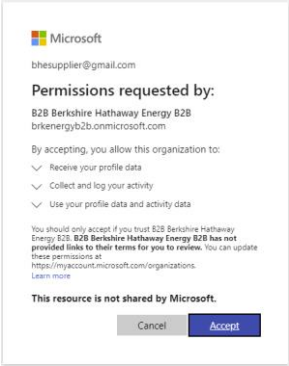
Step	Task	Screenshot
1	Open the invitation email from: <i>Microsoft Invitations on behalf of B2B Berkshire Hathaway Energy B2B</i>	
	Select the Accept Invitation link	
2	If you are signed in with the Microsoft account the invitation was sent to, choose the account; if not, enter the email address the invitation was sent to, select Next , then enter the password	
3	Select Accept NOTE: The permissions granted allow access to basic profile information and collects activity within Berkshire Hathaway Energy's system	
10	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	

Microsoft account doesn't exist

Berkshire Hathaway Energy requires use of a Microsoft account to provide secure access to its system. If the email address you registered is not associated with a Microsoft account, you can create a Microsoft account as part of the invitation acceptance process.

Step	Task	Screenshot
1	Select get a new one	 A screenshot of the Microsoft Sign in page. It shows the Microsoft logo, the text 'Sign in', and a message: 'That Microsoft account doesn't exist. Enter a different account or get a new one.' Below this is a text input field containing 'bhesupplier@gmail.com'. There is also a link for 'No account? Create one!' and a 'Sign in with Windows Hello or a security key' option. A blue 'Next' button is at the bottom right.
2	Select Next	 A screenshot of the Microsoft Create account page. It shows the Microsoft logo, the text 'Create account', and a message: 'Looks like you don't have an account with us. We'll create one for you using bhesupplier@gmail.com.' A blue 'Next' button is at the bottom right.
3	Create a password, then Select Next	 A screenshot of the Microsoft Create a password page. It shows the Microsoft logo, the email address 'bhesupplier@gmail.com', and the text 'Create a password'. It prompts the user to 'Enter the password you would like to use with your account.' There is a password input field with a strength indicator. A checkbox for 'Show password' is present. A blue 'Next' button is at the bottom right.
4	Enter your name, then select Next	 A screenshot of the Microsoft 'What's your name?' page. It shows the Microsoft logo, the email address 'bhesupplier@gmail.com', and the text 'What's your name?'. It prompts the user to 'We need just a little more info to set up your account.' There are two text input fields: one for 'Name' (containing 'BHE') and one for 'Surname' (containing 'Supplier'). A blue 'Next' button is at the bottom right.

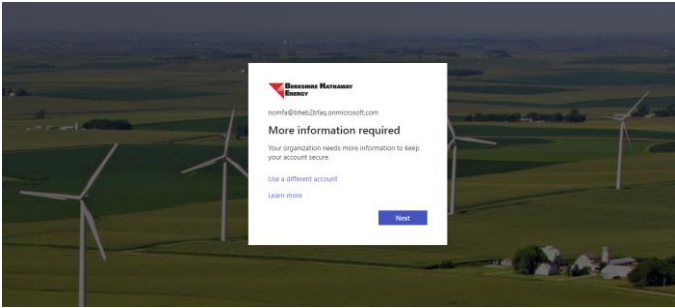
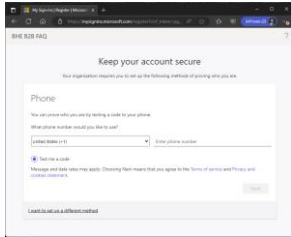
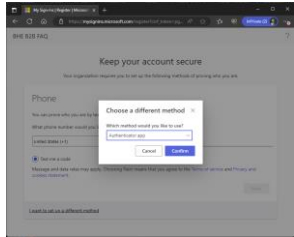
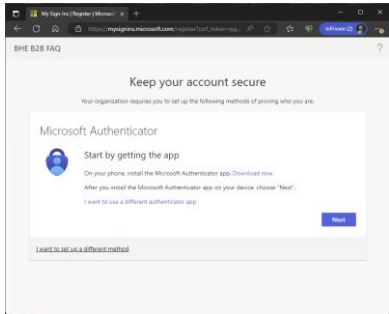
Step	Task	Screenshot
5	Enter your birthdate, then select Next	
6	Enter the code sent via email, then select Next	
7	Select Next	

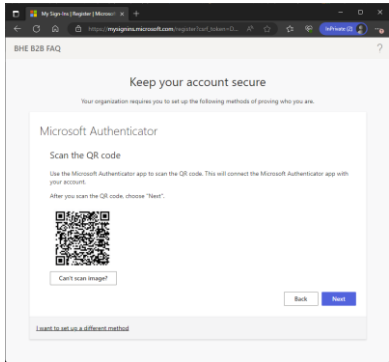
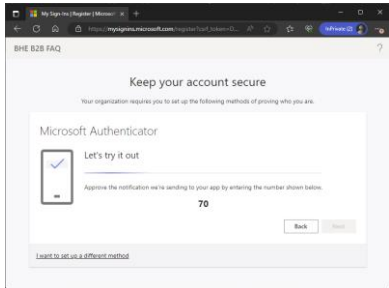
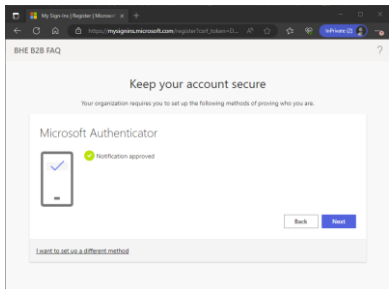
Step	Task	Screenshot
8	Solve the verification puzzle, then select Submit . You will receive a confirmation notice if the verification is successful	 
10	Select Confirm	
11	Select Accept to complete the invitation acceptance process	

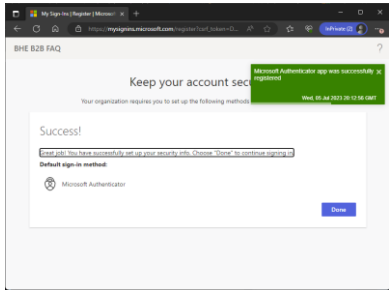
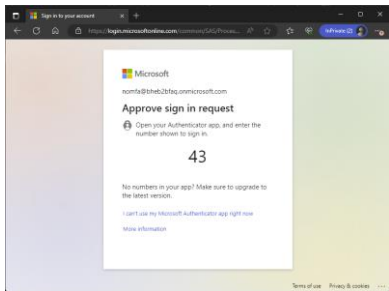
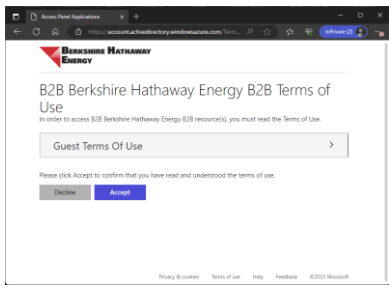
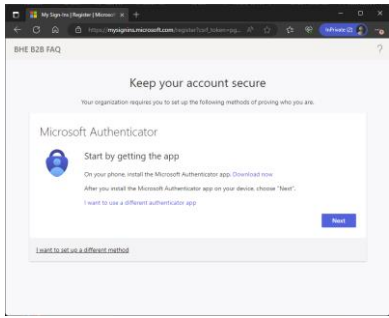
More information required

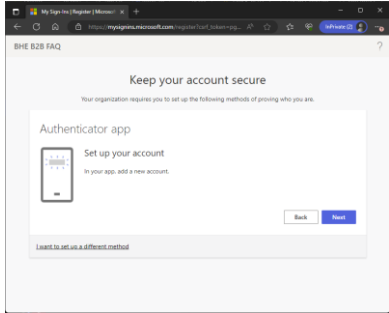
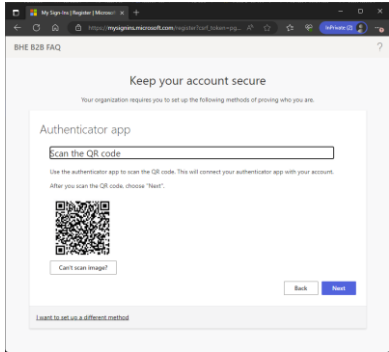
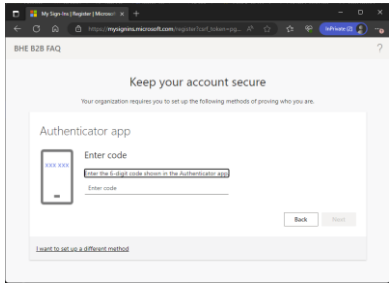
Berkshire Hathaway Energy requires use of multifactor authentication to provide secure access to its system. If your business uses Microsoft 365 and your account does not have multifactor authentication enabled, you will be redirected to Microsoft 365 to enroll in multifactor authentication. Once enrolled, you will be redirected back to Berkshire Hathaway Energy's system to finish the invitation acceptance process.

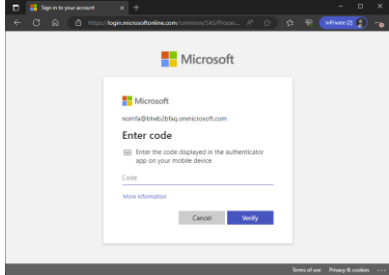
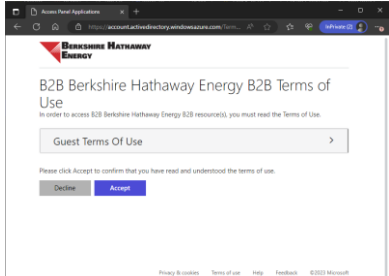
NOTE: Your options for enrolling in multifactor authentication are based on policies set by your IT department. Berkshire Hathaway Energy prefers Microsoft Authenticator but accepts other authenticators if your business has a different preference.

Step	Task	Screenshot
1	Select Next	
2	<p>If prompted to enter a phone number, select I want to set up a different method</p> <p>Change the selection to <i>Authenticator app</i>, then select Confirm</p>	 
3	Select Next to use Microsoft Authenticator. To use a different authenticator app, skip to Step 11	

Step	Task	Screenshot
4	Select Next	
5	Scan the QR code, then select Next	
6	Enter the number displayed, then select Yes	
7	Select Next	

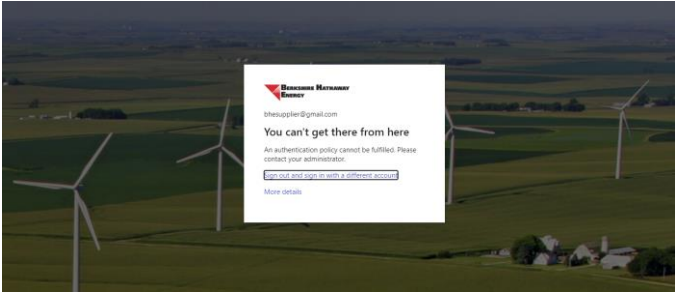
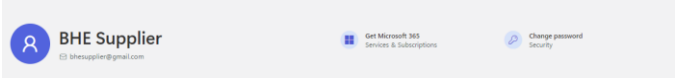
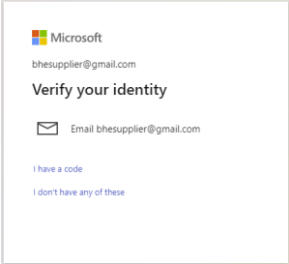
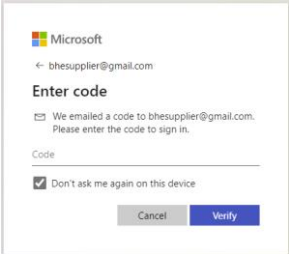
Step	Task	Screenshot
8	Select Done	
9	Open your authenticator app, enter the number displayed, then select Yes	
10	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	
Complete Steps 11-17 to use an authenticator app other than Microsoft Authenticator		
11	Select I want to use a different authenticator app	

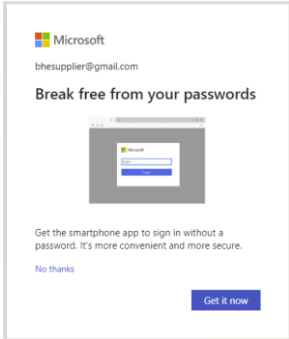
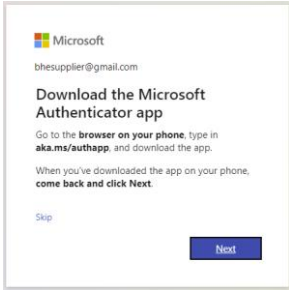
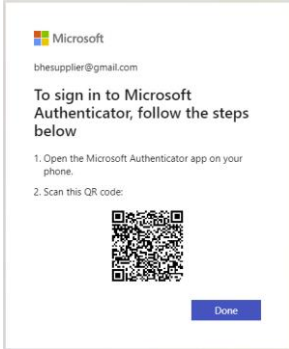
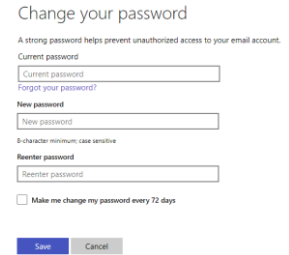
Step	Task	Screenshot
12	Select Next	
13	In the authenticator app, scan the QR code, then select Next	
14	Enter the 6-digit code shown in the authenticator app, then select Next	
15	Select Done	

Step	Task	Screenshot
16	Enter the 6-digit code shown in the authenticator app and select Verify	
17	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	

You can't get there from here

Berkshire Hathaway Energy requires use of multifactor authentication to provide secure access to its system. If your Microsoft account does not have multifactor authentication enabled, you will need to setup Microsoft Authenticator before accepting the invitation.

Step	Task	Screenshot
1	Browse to https://account.microsoft.com	
2	Select Change password	
3	Select your email address	
4	Enter the code sent via email, then select Verify	

Step	Task	Screenshot
5	Select Get it now	 <p>Microsoft bhesupplier@gmail.com</p> <p>Break free from your passwords</p> <p>Get the smartphone app to sign in without a password. It's more convenient and more secure.</p> <p>No thanks Get it now</p>
6	Select Next	 <p>Microsoft bhesupplier@gmail.com</p> <p>Download the Microsoft Authenticator app</p> <p>Go to the browser on your phone, type in aka.ms/authapp, and download the app.</p> <p>When you've downloaded the app on your phone, come back and click Next.</p> <p>Skip Next</p>
7	Select Done	 <p>Microsoft bhesupplier@gmail.com</p> <p>To sign in to Microsoft Authenticator, follow the steps below</p> <ol style="list-style-type: none"> 1. Open the Microsoft Authenticator app on your phone. 2. Scan this QR code: <p>Done</p>
8	Select Cancel	 <p>Change your password</p> <p>A strong password helps prevent unauthorized access to your email account.</p> <p>Current password <input type="password"/> Forgot your password?</p> <p>New password <input type="password"/></p> <p>8-character minimum, case sensitive</p> <p>Reenter password <input type="password"/></p> <p><input type="checkbox"/> Make me change my password every 72 days</p> <p>Save Cancel</p>
9	Return to the invitation email and select Accept invitation again	