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: *Microsoft Invitations on behalf of B2B Berkshire Hathaway Energy B2B* 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	
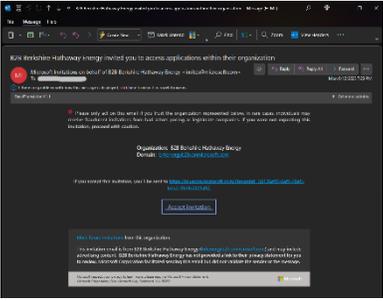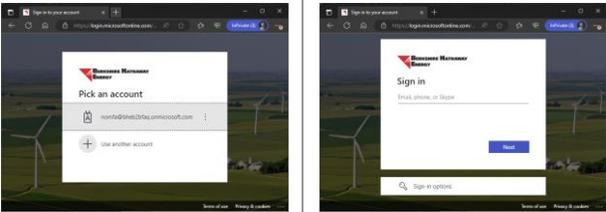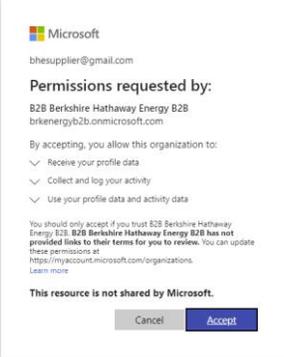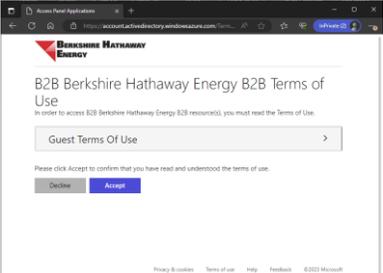
Microsoft account doesn't exist

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**	
2	Select **Next**	
3	Create a password, then Select **Next**	
4	Enter your name, then select **Next**	

Step	Task	Screenshot
5	Enter your birthdate, then select **Next**	
6	Enter the code sent via email, then select **Next**	
7	Select **Next**	
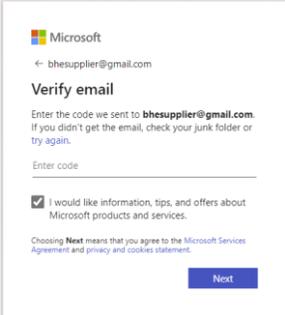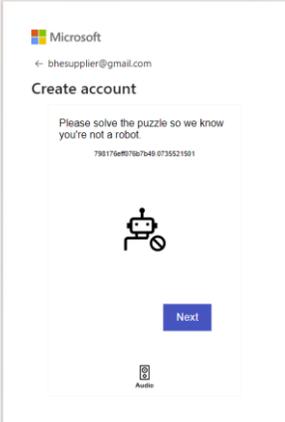
Step	Task	Screenshot
8	Solve the verification puzzle, then select **Submit.** You will receive a confirmation notice if the verification is successful	
10	Select **Confirm**	
11	Select **Accept** to complete the invitation acceptance process	
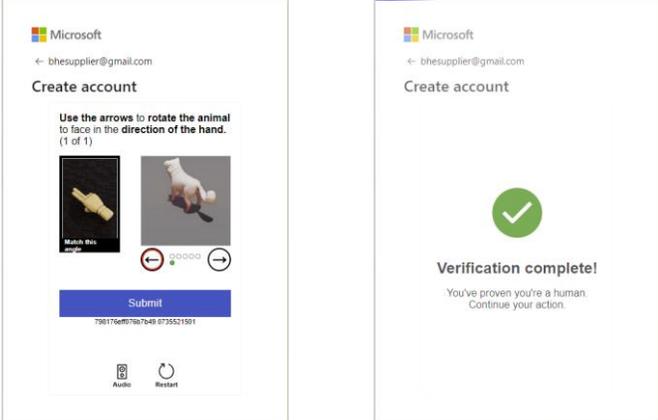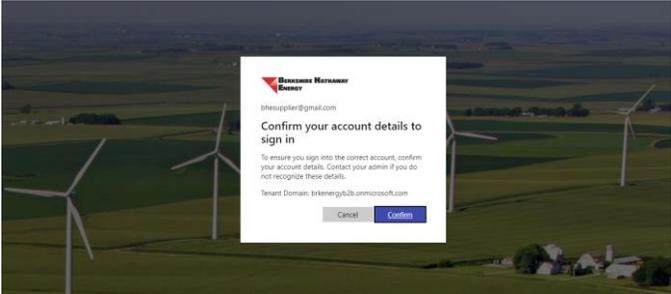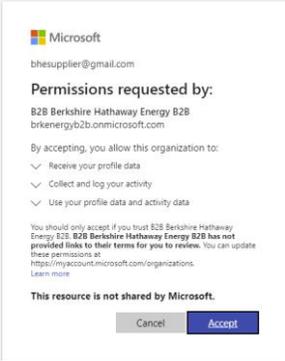
More information required

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	If prompted to enter a phone number, select **I want to set up a different method** Change the selection to *Authenticator app, then select* **Confirm**	
3	Select **Next** to use Microsoft Authenticator. To use a different authenticator app, skip to Step 11	
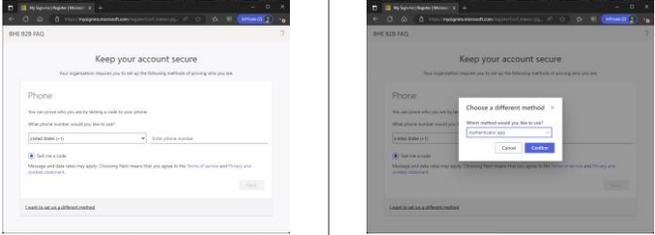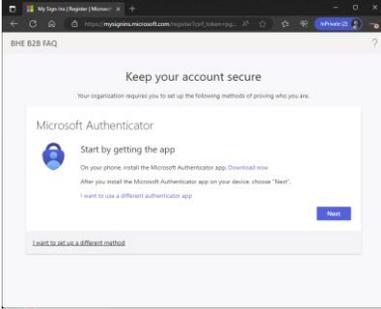
Step	Task	Screenshot
4	Select **Next**	
5	Scan the QR code, then select **Next**	
6	Enter the number displayed, then select **Yes**	
7	Select **Next**	
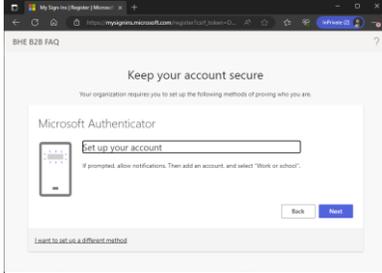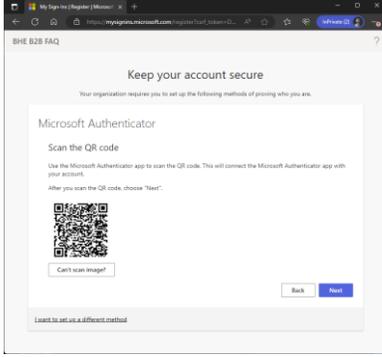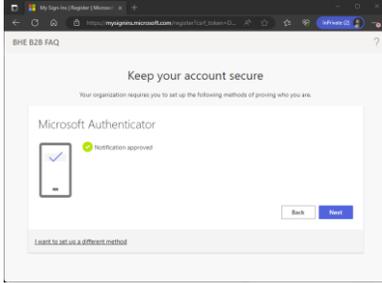
Step	Task	Screenshot
8	Select **Done**	
9	Open your authenticator app, enter the number displayed, then select **Yes**	
10	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	
	Complete Steps 11-17 to use an authenticator app other than Microsoft Authenticator	
11	Select **I want to use a different authenticator app**	
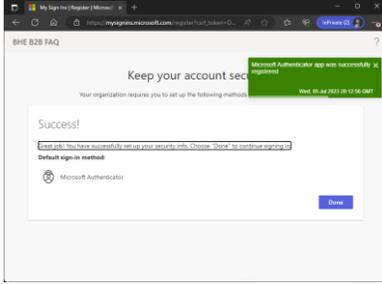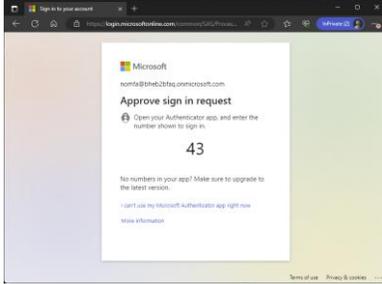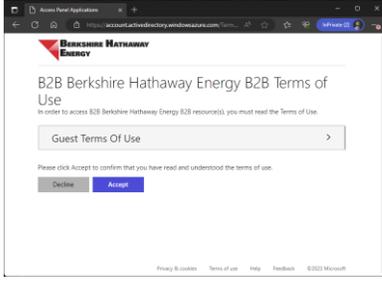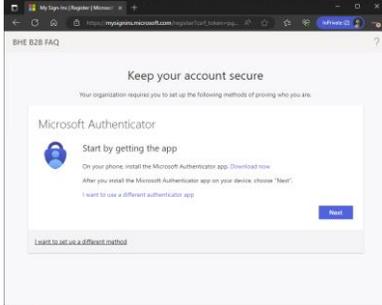
Step	Task	Screenshot
12	Select **Next**	
13	In the authenticator app, scan the QR code, then select **Next**	
14	Enter the 6-digit code shown in the authenticator app, then select **Next**	
15	Select **Done**	
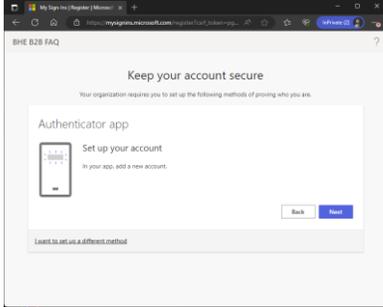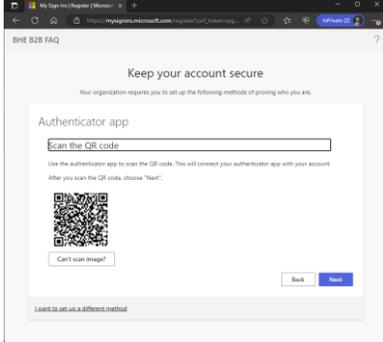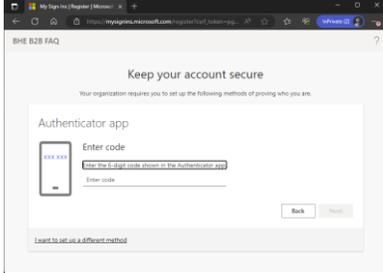
Step	Task	Screenshot
16	Enter the 6-digit code shown in the authenticator app and select **Verify**	
17	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	
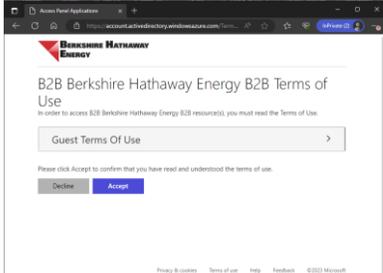
You can't get there from here

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**	
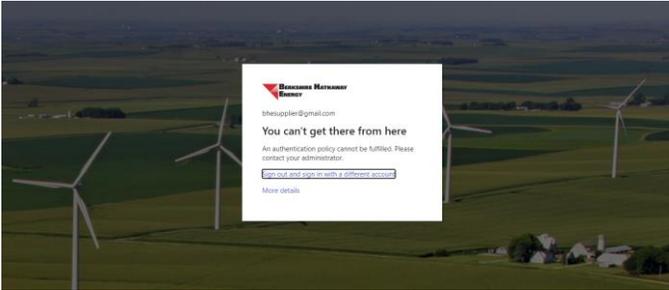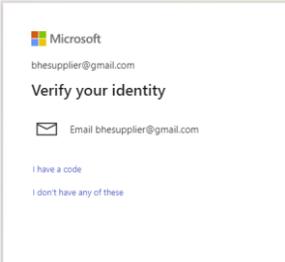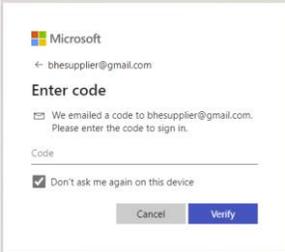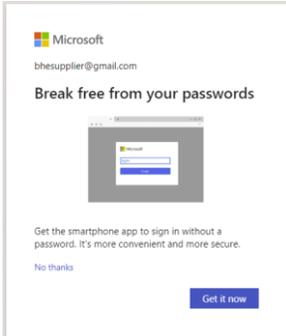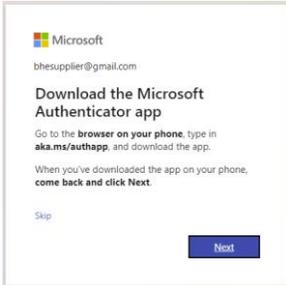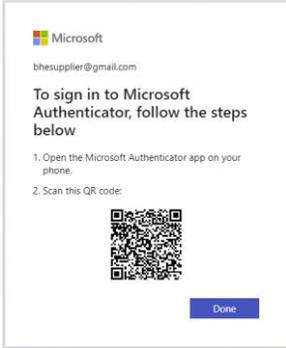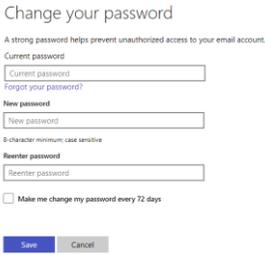
Step	Task	Screenshot
5	Select **Get it now**	
6	Select **Next**	
7	Select **Done**	
8	Select **Cancel**	
9	Return to the invitation email and select **Accept invitation** again	