

Azure B2B/Microsoft/Multifactor Authentication Setup

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

To begin, navigate to <u>B2B Invitation Acceptance</u>. If you receive any of the following messages during the invitation acceptance process, navigate to the corresponding section for additional step-by-step instructions.

- <u>Microsoft account doesn't exist</u>
- 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</i> <i>Berkshire Hathaway Energy B2B</i> Select the Accept Invitation link	Image: Image
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	Pickan account Pickan accoun
3	Select Accept NOTE: The permissions granted allow access to basic profile information and collects activity within Berkshire Hathaway Energy's system	Witcrosoft Unsupplier@pmail.com Bartschire Hathways (hengy 828 branergy 828.com/crosoft.com) By accepting, you allow this organization to: We accepting you allow this organization to:
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	Microsoft Sign in That Microsoft account doesn't widt. Enter a different account of grid 1 new one. Mexappler@gmail.com Na account? Create anel Sign in widh. Windows Helic or a security key () Next
2	Select Next	Microsoft Create account Looks like you don't have an account with us. We'll create one for you using bhesupplier@gmail.com. Next
3	Create a password, then Select Next	Microsoft
4	Enter your name, then select Next	Microsoft <- bhesupplier@gmail.com What's your name? We need just a little more info to set up your account. BHE Supplier Next



Step	Task	Screenshot
5	Enter your birthdate, then select Next	C bresuppier@prail.com C bresuppier@prail.com C bresuppier@prail.com C brest so divide so device, select their date of birth to create a child account. C ountry/region United States C I bretdate I anuary 1 1 1 1 1 1 1 1 1 1 1 1 1
6	Enter the code sent via email, then select Next	 Microsoft thesupplier®gmail.com Verify email There the code we sent to bhesupplier@gmail.com. If you didn't yet the email, theck your junk folder or try again. Enter code I would like information, tips, and offers about Microsoft products and services. Choosing Next means that you ages to the Microsoft Services Agreement and phasey and codes statement.
7	Select Next	Microsoft e bhesuppiler@gmail.com Create account Please solve the puzzle so we know gur a robot parrieremusated statistics Internet Internet



Step	Task	Screenshot
8	Solve the verification puzzle, then select Submit. You will receive a confirmation notice if the verification is successful	 Microsoft thesupplier@gmail.com: Create account Use the arrows to rotate the animal to face in the direction of the hand: (1 of 1) Control (1 of 1)
10	Select Confirm	Terrorise Testanes Terrorise Testanes Terrorise Testanes Terrorise Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testanes Testan
11	Select Accept to complete the invitation acceptance process	Final Account Description Operation Descrip



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	The advance in the interview of the inte
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	Contract and address of the second seco
3	Select Next to use Microsoft Authenticator. To use a different authenticator app, skip to Step 11	Constraints and the set of t



Step	Task	Screenshot
4	Select Next	Image: Interpretation of the control of the contro
5	Scan the QR code, then select Next	Image: State of the state
6	Enter the number displayed, then select Yes	Image: Strategy S
7	Select Next	We for your by hyperior between the water of the second of the seco



Step	Task	Screenshot
8	Select Done	Weight Strategies
9	Open your authenticator app, enter the number displayed, then select Yes	ter ender in house and term of the form of the form of the form of the second o
10	Expand and accept the Guest Terms Of Use to complete the invitation acceptance process	Image: Another Applications
	Complete Steps 11-17 to use an au	thenticator app other than Microsoft Authenticator
11	Select I want to use a different authenticator app	Image: An address of the Maximum Call and Particular States Types of the Maximum Call and Parti



Step	Task	Screenshot
12	Select Next	If they will be approximately and approximation of a
13	In the authenticator app, scan the QR code, then select Next	So to the proceeding of the control of the cont
14	Enter the 6-digit code shown in the authenticator app, then select Next	
15	Select Done	We for your backware backware is the second of the se



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



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	Control of the second sec
2	Select Change password	BHE Supplier therappinetgrant.com
3	Select your email address	Microsoft bhesupplier@gmail.com Verify your identity Descriptions I have a code I don't have any of these
4	Enter the code sent via email, then select Verify	Microsoft ← bhesupplier@gmail.com Enter code ☑ We emailed a code to bhesupplier@gmail.com. Please enter the code to sign in. Code ☑ Don't ask me again on this device ☑ Don't ask me again on this device



Step	Task	Screenshot
5	Select Get it now	Microsoft Hesupplier@gmail.com Break free from your passwords
6	Select Next	Microsoft besupplier@gmail.com Download the Microsoft Authenticator app Go to the browser on your phone, type in aka.ms/suthapp, and download the app. When you've downloaded the app on your phone, come back and dick Next. Sep
7	Select Done	Microsoft Unesupplier@gmail.com To Sgin in to Microsoft Authenticator, follow the steps below . Open the Microsoft Authenticator app on your phone Scan this QR code:
8	Select Cancel	Change your password Astrong serveret unauthorized access to your ensail account. Current password Current password Forget your password Forget your password Fore password Current Password Curr
9	Return to the invitation email and s	select Accept invitation again