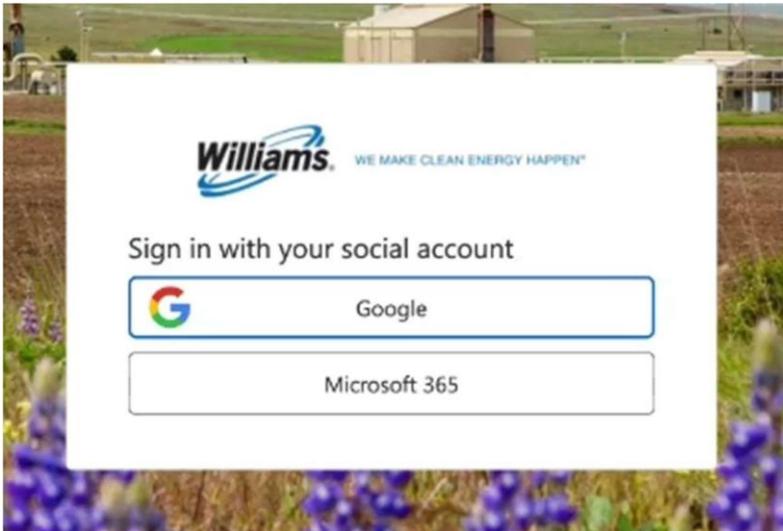


Accessing the Williams Portal

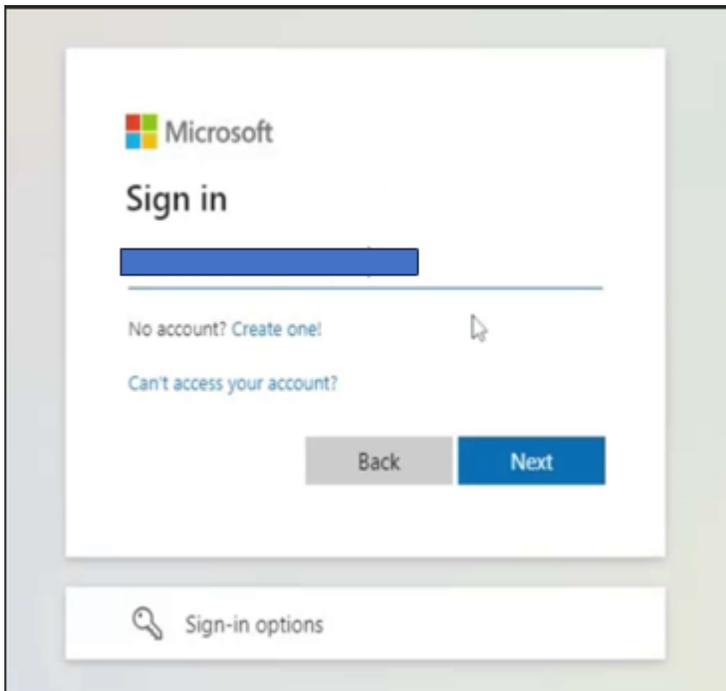
Step 1: Access our Portal: [Williams Supplier Portal](#)

Step 2: Select Microsoft 365 or Google on the main screen based on the email application you utilize

*Access from other email systems is not currently supported. This functionality is under development.



Step 3: Sign in with your network credentials



Step 4: If your IT department has customized your access settings, you may encounter additional steps that require their assistance. We recommend reaching out to your IT team for any necessary support during this stage.



Need admin approval

The Williams Companies Inc

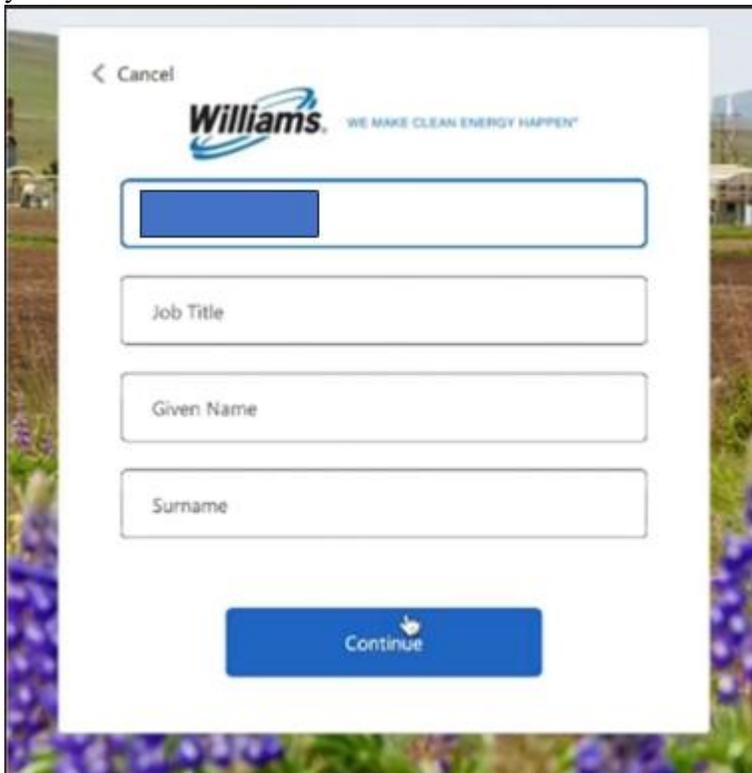
needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account](#)

[Return to the application without granting consent](#)

Step 5: Enter your Name and select Continue

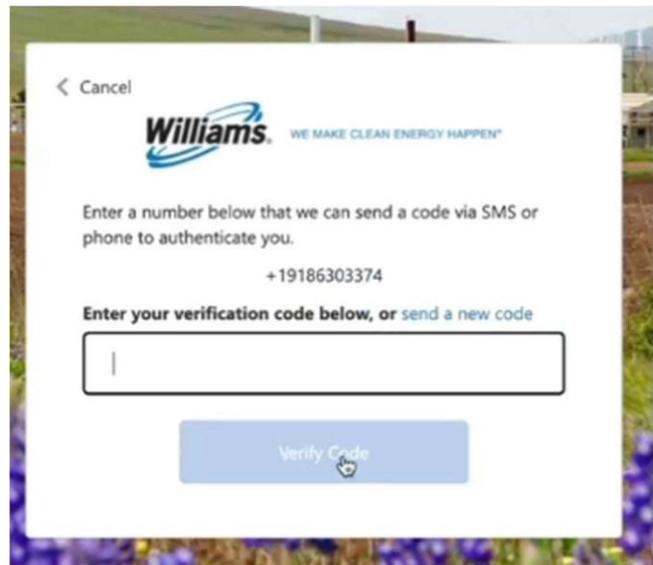
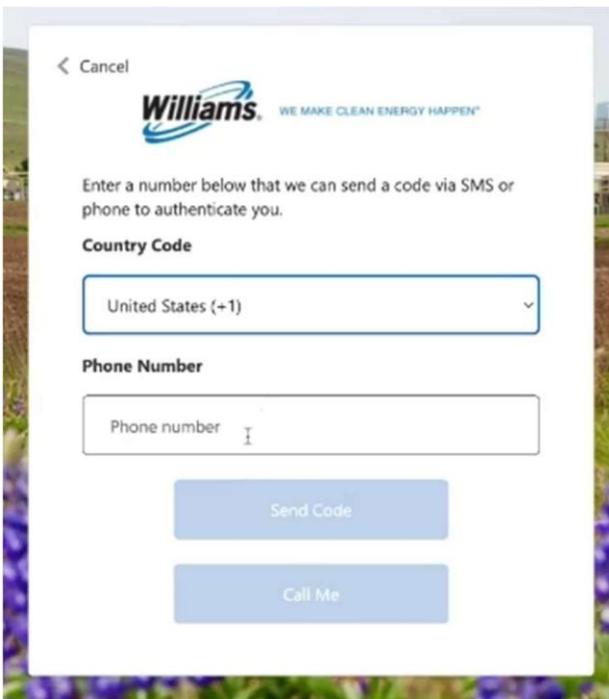
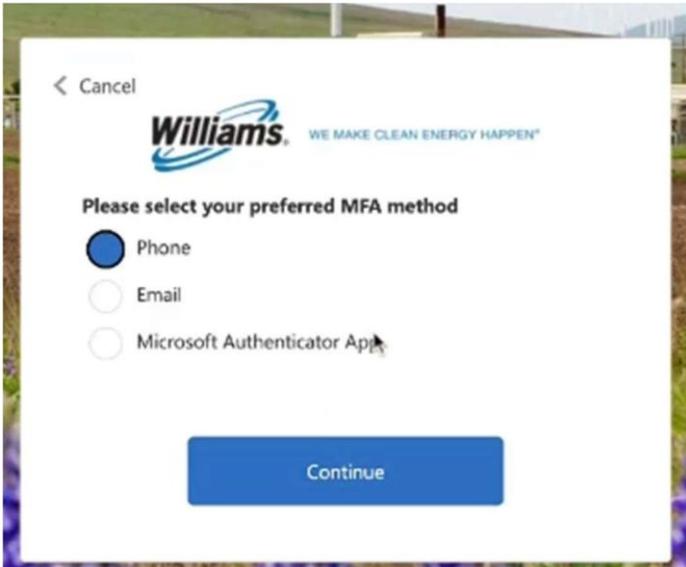
*Please do not autofill your information into this screen. This can cause issues with your login and will require you to start over.

A screenshot of a mobile application login screen for Williams. At the top left is a back arrow and the word "Cancel". The Williams logo is centered at the top, with the tagline "WE MAKE CLEAN ENERGY HAPPEN" to its right. Below the logo is a blue rectangular input field. Underneath are three white input fields with labels: "Job Title", "Given Name", and "Surname". At the bottom center is a blue button with a white mouse cursor icon and the text "Continue". The background of the screen shows a blurred outdoor scene with greenery and a building.

Step 6: There are 2 options for the multi factor authentication process: Phone / Email.

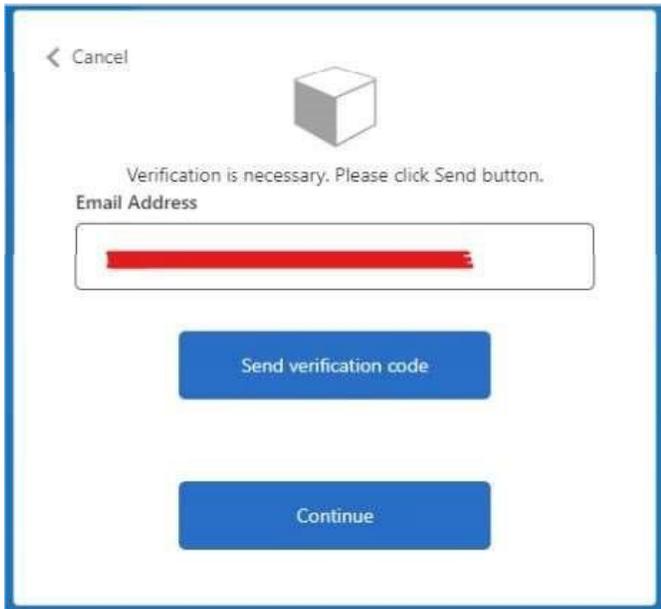
Phone (Text or Call)

Users will be prompted to input their phone number. The US country code (+1) is auto populated, but users can choose from a list if they need a different code. Once the user submits their phone number, they will be sent a 6-digit code.

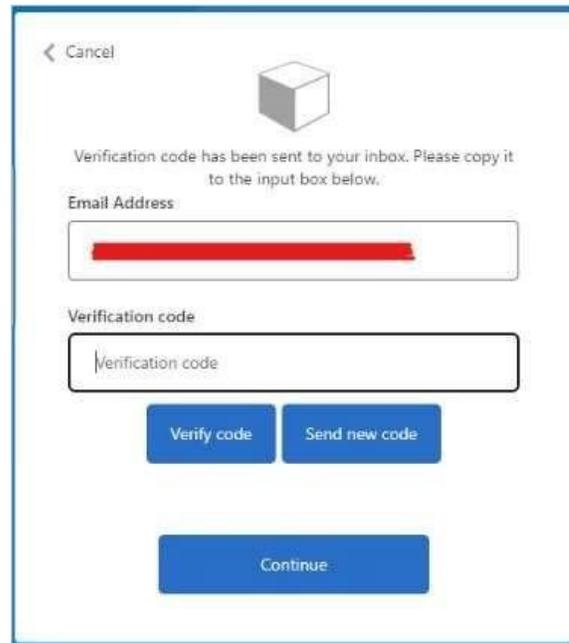


Email

The process for phone and email authentication is almost the same except the user's email will be automatically populated with the email they signed in with and they will be unable to change it.



This screenshot shows a mobile app interface for sending a verification code. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon, the text reads "Verification is necessary. Please click Send button." Underneath is a label "Email Address" followed by a text input field containing a redacted email address. At the bottom, there are two blue buttons: "Send verification code" and "Continue".



This screenshot shows the next step in the mobile app interface. It features a back arrow and "Cancel" at the top left, and a 3D cube icon at the top center. The text says "Verification code has been sent to your inbox. Please copy it to the input box below." Below this is a label "Email Address" and a text input field with a redacted email address. Underneath is a label "Verification code" and a text input field containing "Verification code". At the bottom, there are three blue buttons: "Verify code", "Send new code", and "Continue".

