<u>Accessing the Williams Portal</u>
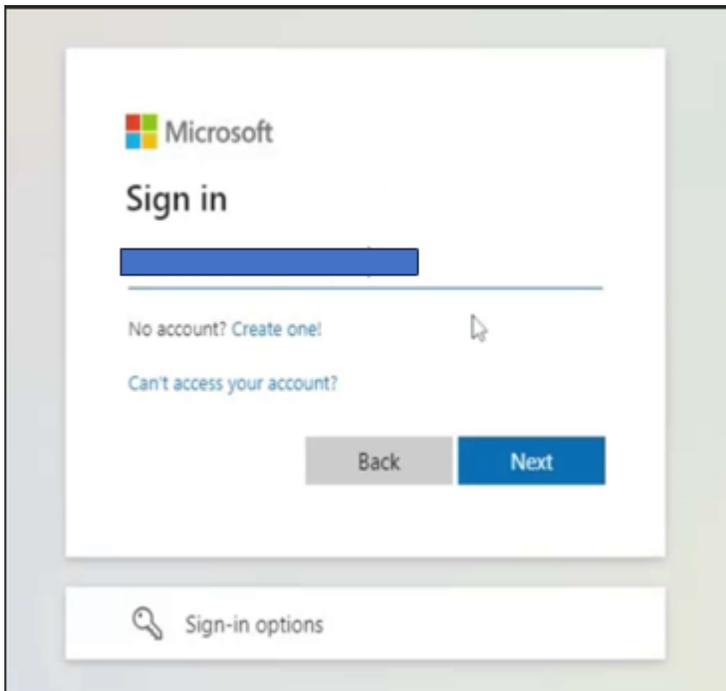
<u>Step 1</u>: Access our Portal: Williams Supplier Portal

<u>Step 2</u>: Select <u>Microsoft 365 or Google</u> 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.
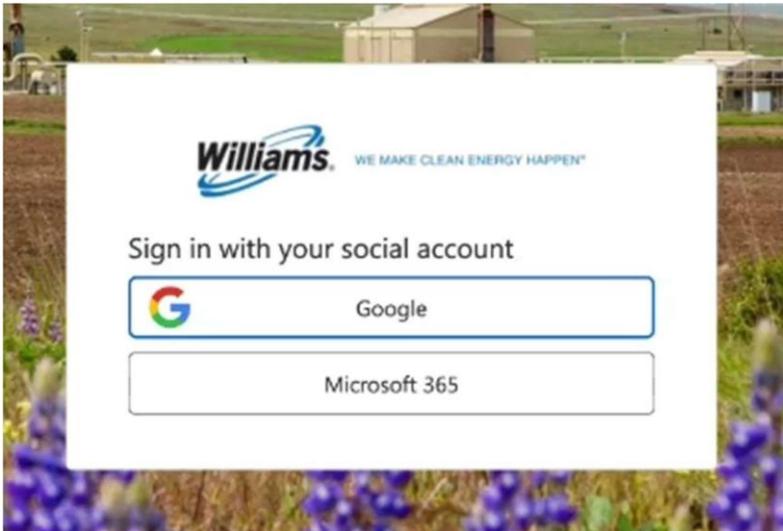
<u>Step 3</u>: Sign in with your network credentials

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.
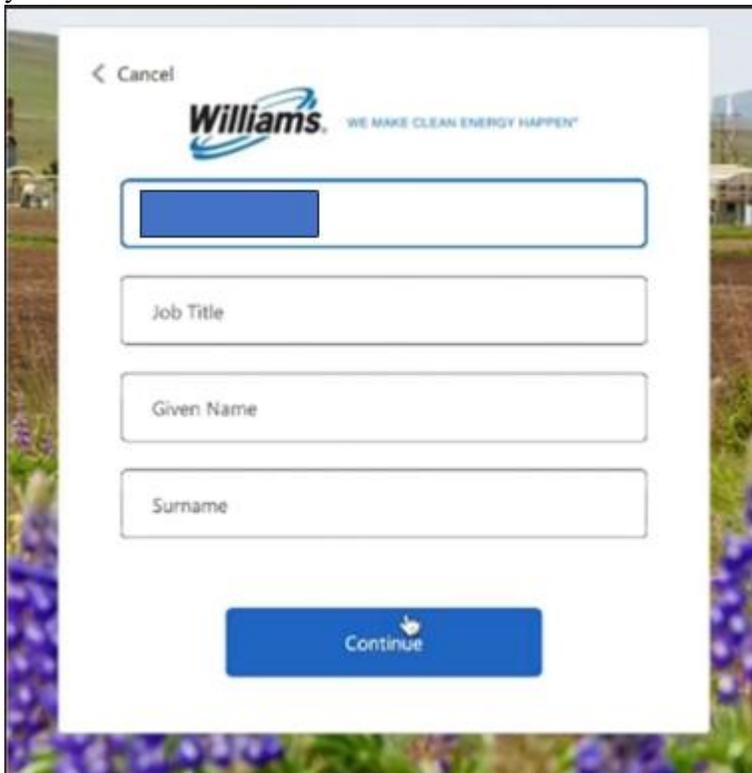
< Cancel

Williams. WE MAKE CLEAN ENERGY HAPPEN*

Job Title

Given Name

Surname

Continue

Step 6: There are 2 options for the multi factor authentication process: Phone / Email.
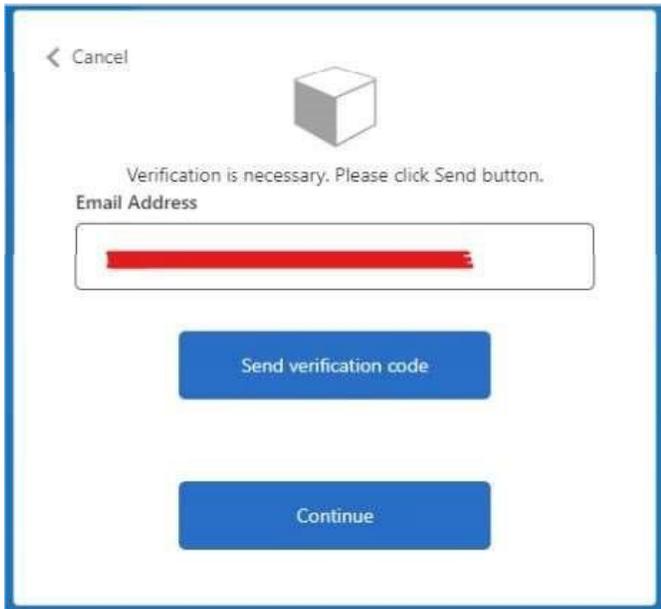
Phone (Text or Call)

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.
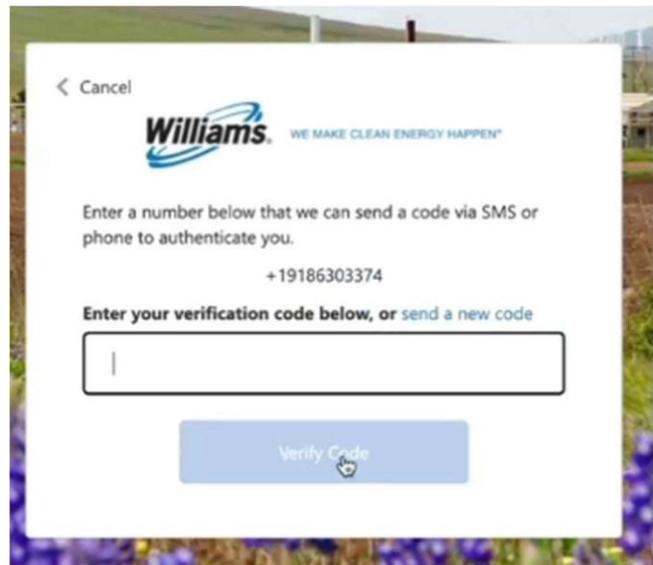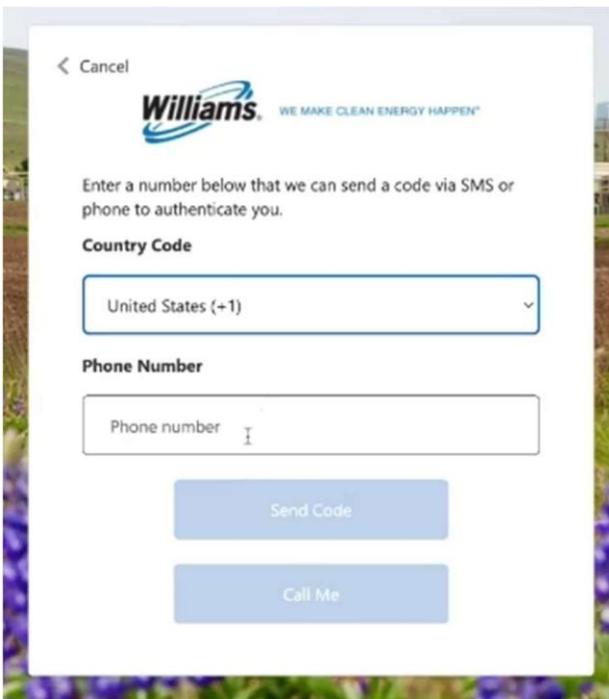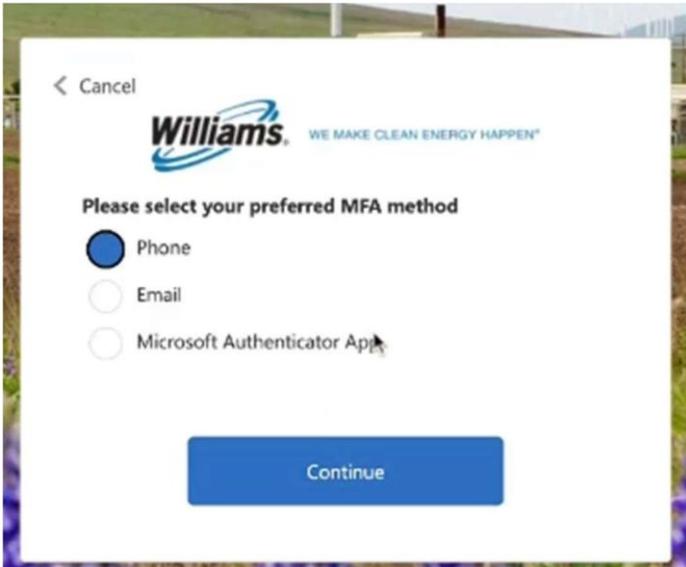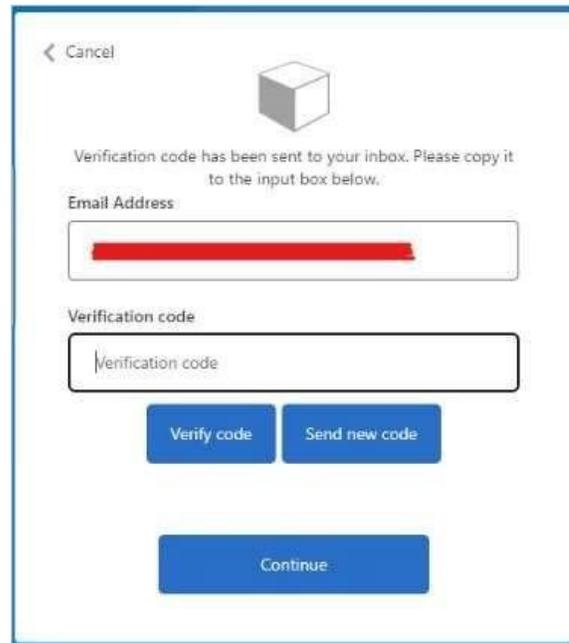
<u>Email</u>

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.