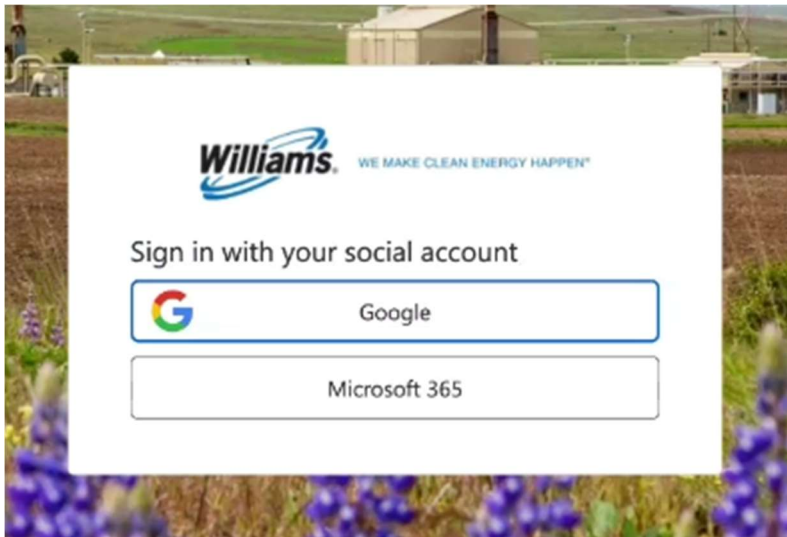


## Accessing the Williams Portal

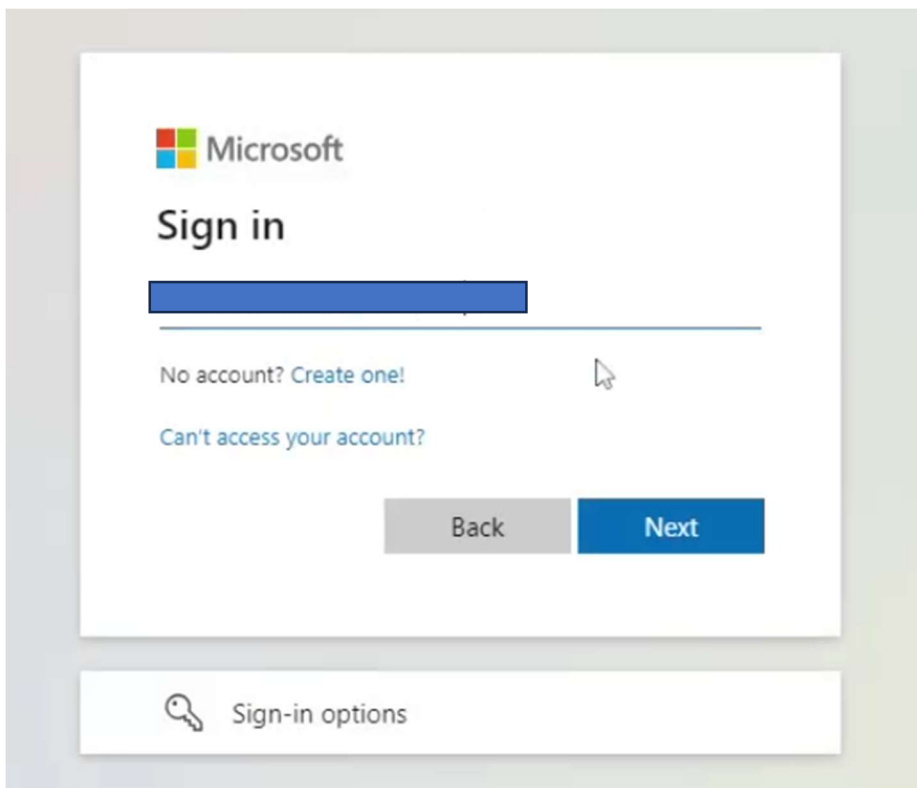
**Step 1:** Williams Portal Link:

[https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode\\_supplier\\_portal\\_supplier\\_portal](https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal)

**Step 2:** Select **Microsoft 365** on the main screen.



**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](#)

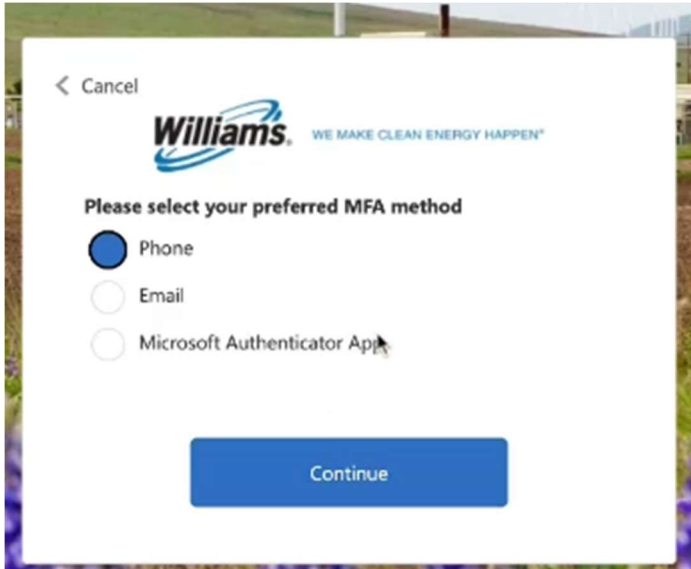
### **Step 5:** Enter Your Name and Select Continue

A screenshot of the Williams login screen. At the top left is a back arrow and the word "Cancel". Below that is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". There are three input fields: the first is a blue rectangle, the second is labeled "Job Title", the third is labeled "Given Name", and the fourth is labeled "Surname". At the bottom is a blue button labeled "Continue" with a mouse cursor icon over it. The background of the screen shows a field of purple flowers.

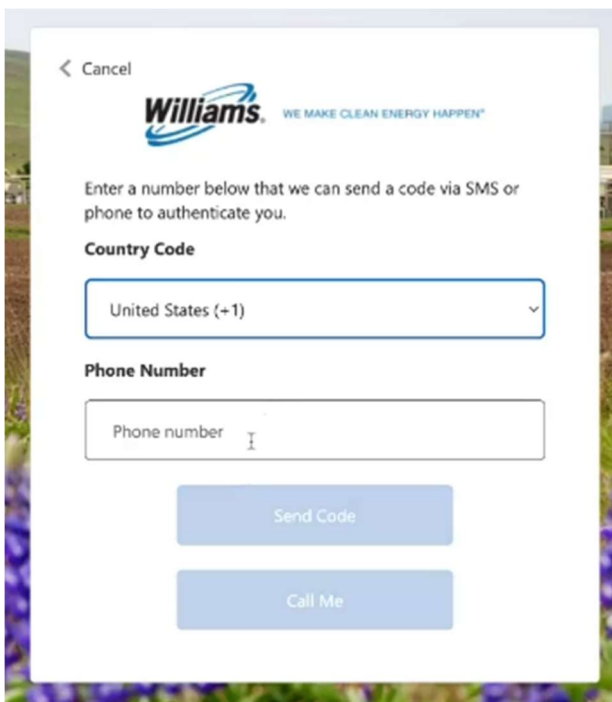
**Step 6:** There are 3 options for the multi factor authentication process: Phone / Email / Microsoft Authenticator App.

**Phone (Text or Call)**

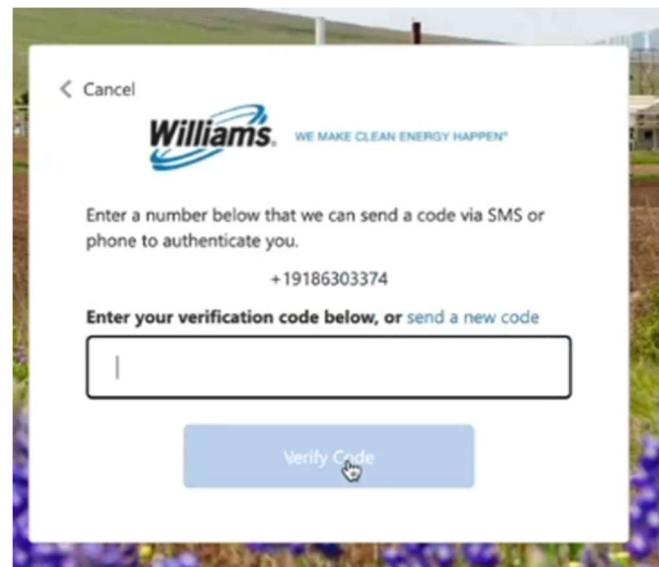
Users will be prompted to input their phone number. The US country code (+1) is auto populated, but users can choose from a list if they need a different code. Once the user submits their phone number, they will be sent a 6-digit code.



This screenshot shows the initial MFA selection screen. At the top left is a back arrow and the word "Cancel". Below this is the Williams logo and the tagline "WE MAKE CLEAN ENERGY HAPPEN®". The main heading is "Please select your preferred MFA method". There are three radio button options: "Phone" (which is selected), "Email", and "Microsoft Authenticator App". At the bottom is a blue "Continue" button.



This screenshot shows the phone number entry screen. It has a back arrow and "Cancel" at the top left, followed by the Williams logo and tagline. The instruction "Enter a number below that we can send a code via SMS or phone to authenticate you." is present. Below this is a "Country Code" dropdown menu currently showing "United States (+1)". Underneath is a "Phone Number" input field with a placeholder "Phone number". At the bottom are two buttons: "Send Code" and "Call Me".



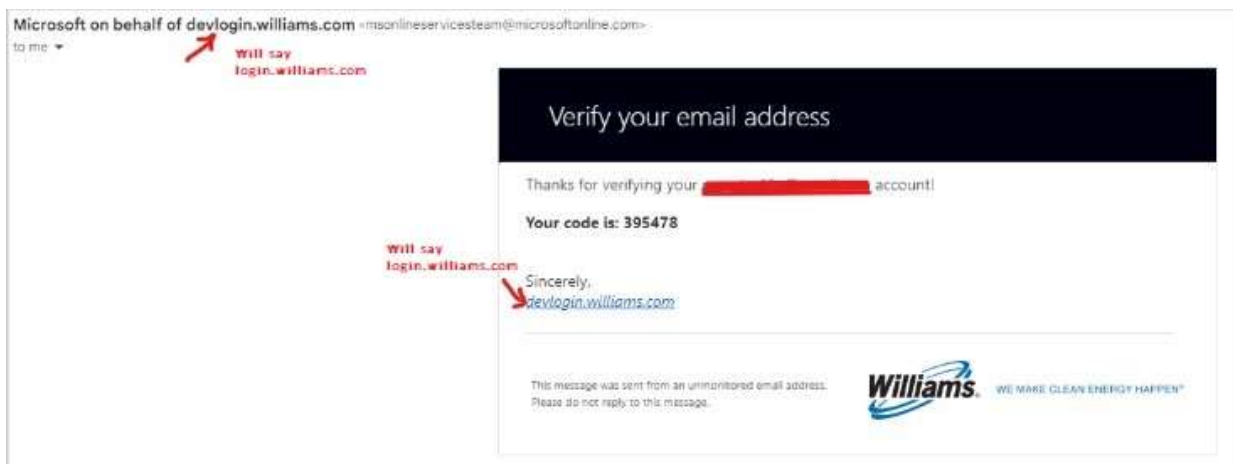
This screenshot shows the verification code screen. It features a back arrow and "Cancel" at the top left, the Williams logo and tagline, and the same instruction as the previous screen. A phone number "+19186303374" is displayed. Below the number is the text "Enter your verification code below, or send a new code" with a link "send a new code". There is a text input field for the code, and at the bottom is a blue "Verify Code" button with a mouse cursor icon.

## 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 the first step of the email verification process. 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 second step of the email verification process. 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 code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address" (containing a redacted email) and "Verification code" (containing the text "Verification code"). Below these fields are two blue buttons: "Verify code" and "Send new code". At the bottom is a single blue button labeled "Continue".



## **Microsoft Authenticator App**

New users will scan a QR code with the Microsoft Authenticator app and be sent a 6-digit code in the app. If you do not have the Microsoft Authenticator app installed on your phone, don't worry! You can download it for free. Simply visit your app store and search for "Microsoft Authenticator." Once downloaded, log into the authenticator using the same email address you are using for the Williams portal. If you already have the Microsoft Authenticator app, navigate to the bottom right of the app, select "Verified IDs," and scan the QR code to add the Williams authenticator.

