Supplier Portal Initial Login

The Supplier Portal allows Suppliers to receive and view electronic purchase orders, submit electronic invoices, view the status of invoice submissions, and payments. Suppliers can manage and update their Supplier profile, as well as remit-to information.

Summary

To Log into the Supplier Portal for the first time:

1. Click on the link in your welcome letter (https://efgy.login.us6.oraclecloud.com/) to go to the Login page.
2. Click on "Forgot Password."
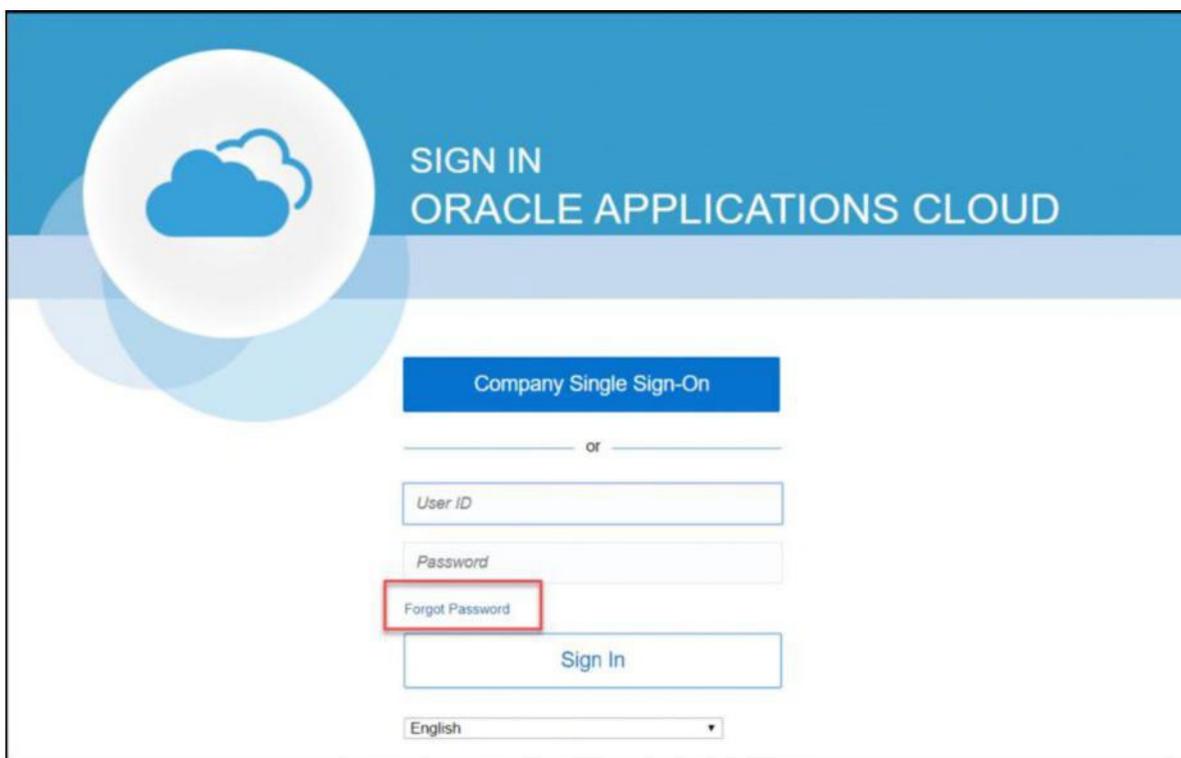
3. In the Forgot Password field, enter your preferred business email address /User ID where the reset password email needs to be sent. (The email address you add here must be established in Highmark's system under your Supplier Profile ahead of time, otherwise, you will not receive the reset password email)

4. Select the "Forgot Password" option and click Submit as shown below.

5. A confirmation to reset your password email will appear.
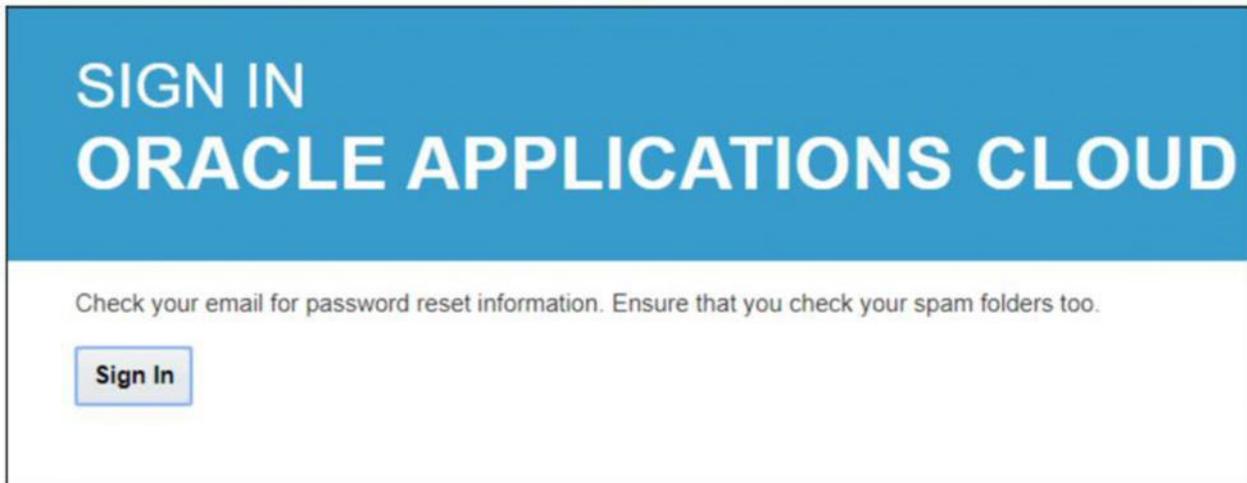
6. Open the email (screenshot below). If you do not find the email in your Inbox, check Spam Folder.
7. Click on reset link.
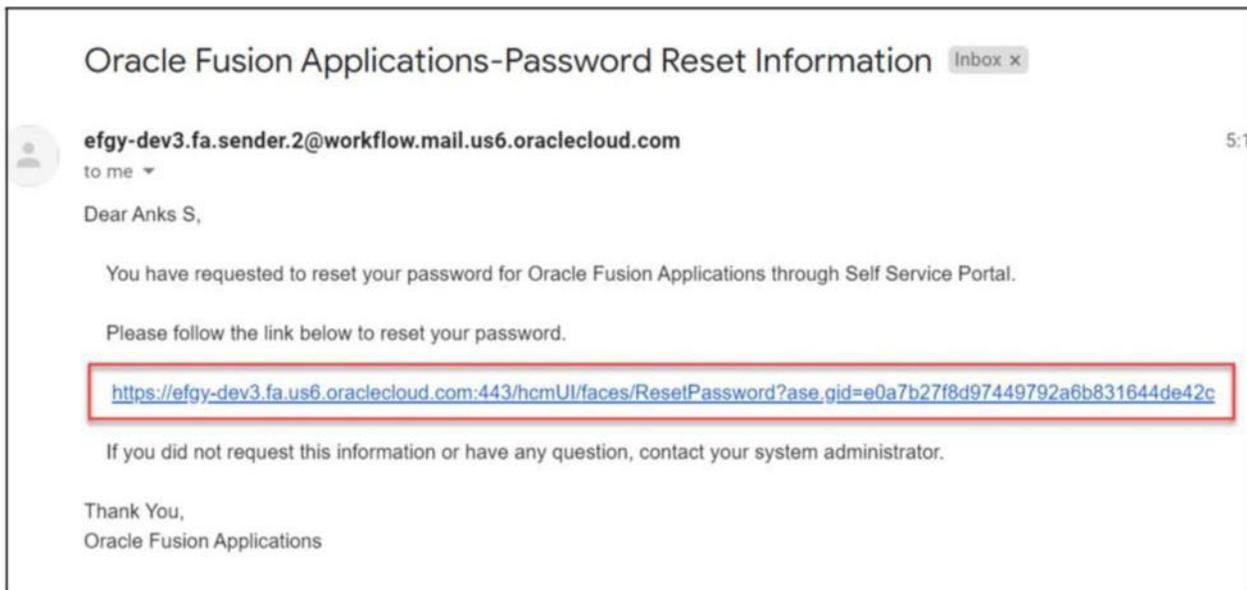
8. Enter and Re-enter your password and click on Submit.
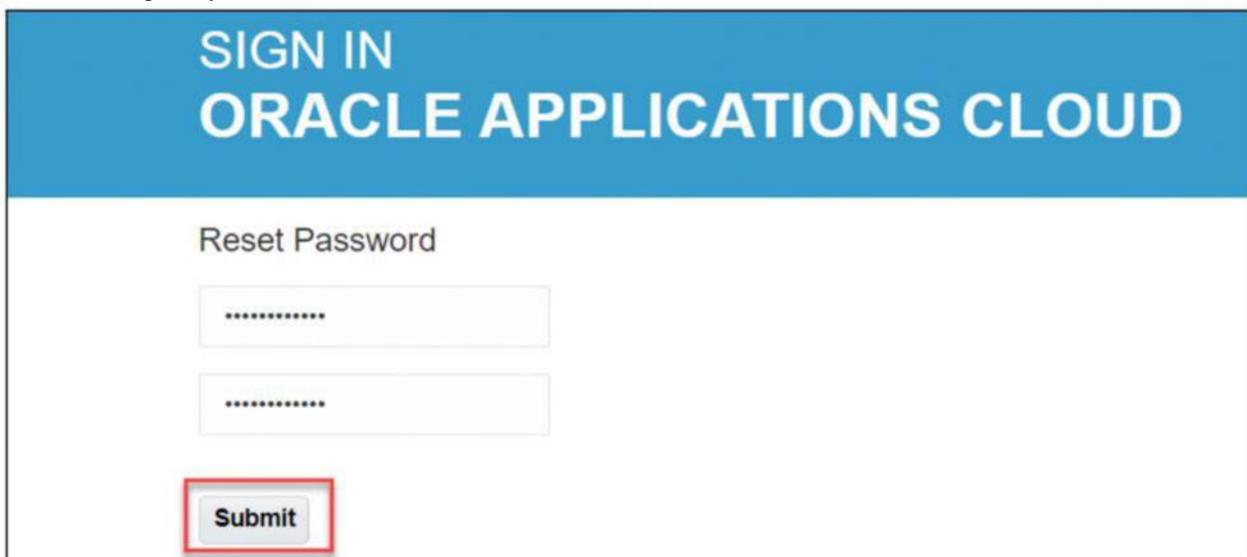
9. The login will page will re-appear.
10. Enter your User ID (Your User ID is your preferred email address) and password, then click "Sign In".
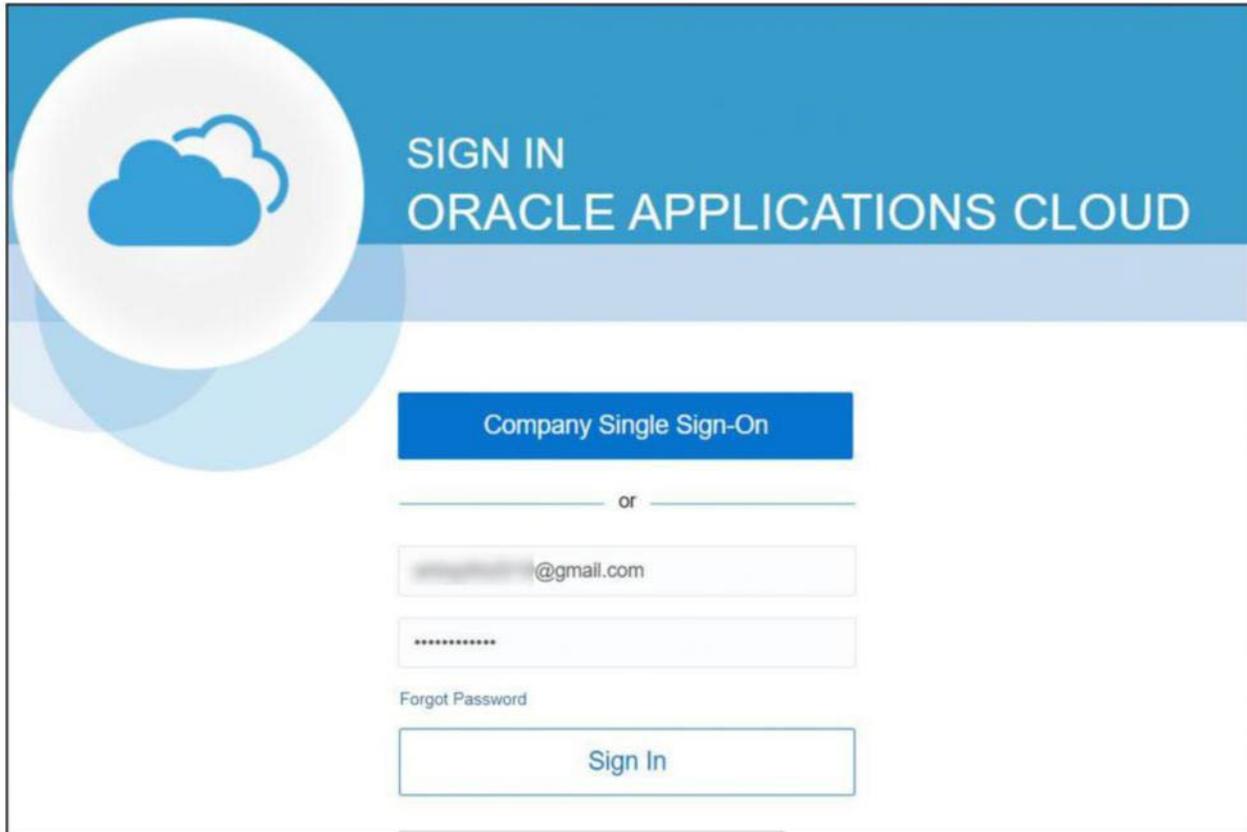
11. Upon signing in, click the 'Supplier Portal' tile icon.