

## **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."

SIGN IN ORACLE APPLICATIONS CLOUD
Company Single Sign-On or
Password Forgot Password Sign In
English

- 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.



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5. A confirmation to reset your password email will appear.

SIGN IN ORACLE APPLICATIONS CLOUE
Check your email for password reset information. Ensure that you check your spam folders too.

Open the email (screenshot below). If you do not find the email in your Inbox, check Spam Folder.
 Click on reset link.

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	Oracle Fusion Applications-Password Reset Information Inbox ×
-	efgy-dev3.fa.sender.2@workflow.mail.us6.oraclecloud.com 5: to me 👻
	Dear Anks S,
	You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.
	Please follow the link below to reset your password.
	https://efgy-dev3.fa.us6.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=e0a7b27f8d97449792a6b831644de42c
	If you did not request this information or have any question, contact your system administrator.
	Thank You,
	Oracle Fusion Applications

8. Enter and Re-enter your password and click on Submit.

SIGN IN ORACLE A	PPLICATIONS CLOUD
Reset Password	
Submit	



- The login will page will re-appear.
   Enter your User ID (Your User ID is your preferred email address) and password, then click "Sign In".

3	SIGN IN ORACLE APPLICATIONS CLOUD
	Company Single Sign-On
	@gmail.com
	Forgot Password
	Sign In

11. Upon signing in, click the 'Supplier Portal' tile icon.

Supplier Portal	Tools	Others	
APPS	TV		
Things to Finis	sh		