Central Bank of Kenya

Supplier portal guide
Google Chrome

Is your user account already activated?

If Yes

Please use the link https://myapplications.microsoft.com/?tenantId=centralbank.go.ke to login into the CBK Supplier Portal

If No

Please follow the steps in this guide to perform the activation of your user account.
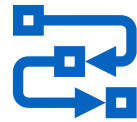
Central Bank of Kenya

Welcome to the iSupplier activation portal guide for Central Bank of Kenya

01

Hope you have received an invitation email from Central Bank of Kenya for the account activation.

02

This document is a step by step guide that will take you through the activation process of your organization on the **Central Bank of Kenya New iSupplier portal.**

03

Once you follow all the steps as instructed in this guide, your organization will be activated on the **New iSupplier portal** of the **Central Bank of Kenya.**
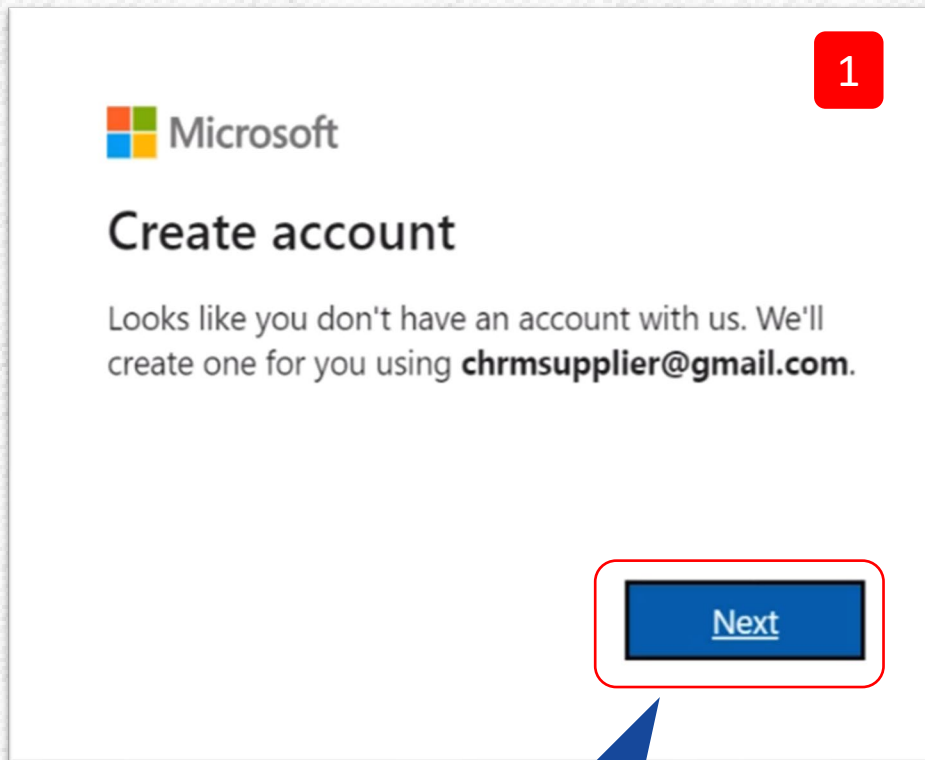
Central Bank of Kenya

Step 1

Check for an invitation email from **Central Bank of Kenya** in the email address you have provided for the registration. The email content would look similar as shown in the below screenshot, follow the steps as guided.
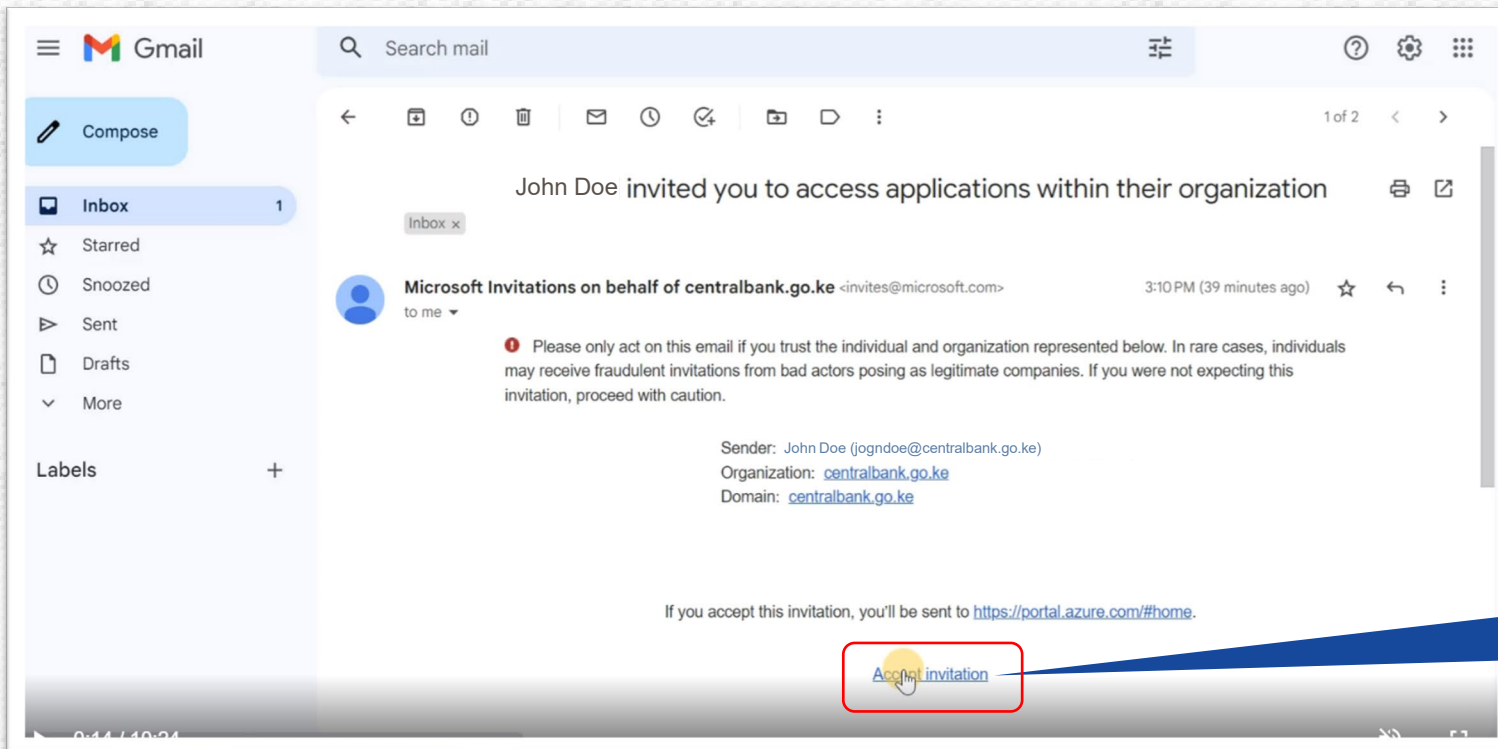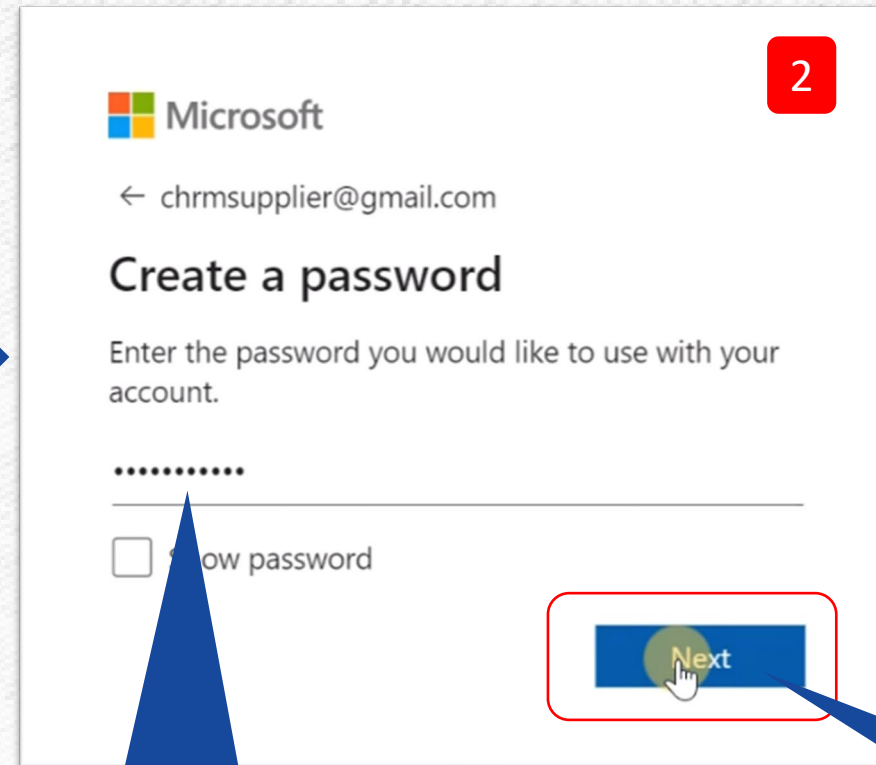

Click on the "Accept Invitation" link.

Step 2

Once you have clicked on the activation link from the previous step, below screen will appear


1

Microsoft

Create account

Looks like you don't have an account with us. We'll create one for you using **chrmsupplier@gmail.com**.

Next

Click on **NEXT** to Create your account.

2

Microsoft

← chrmsupplier@gmail.com

Create a password

Enter the password you would like to use with your account.

●●●●●●●●●●

☐ how password

Next

You will be prompted to create a password.

Once you have entered your password, click on **Next.**

Step 3

You are now supposed to verify your email, Once you have created your password, you would receive a verification code on your email as shown in the below screenshot

1
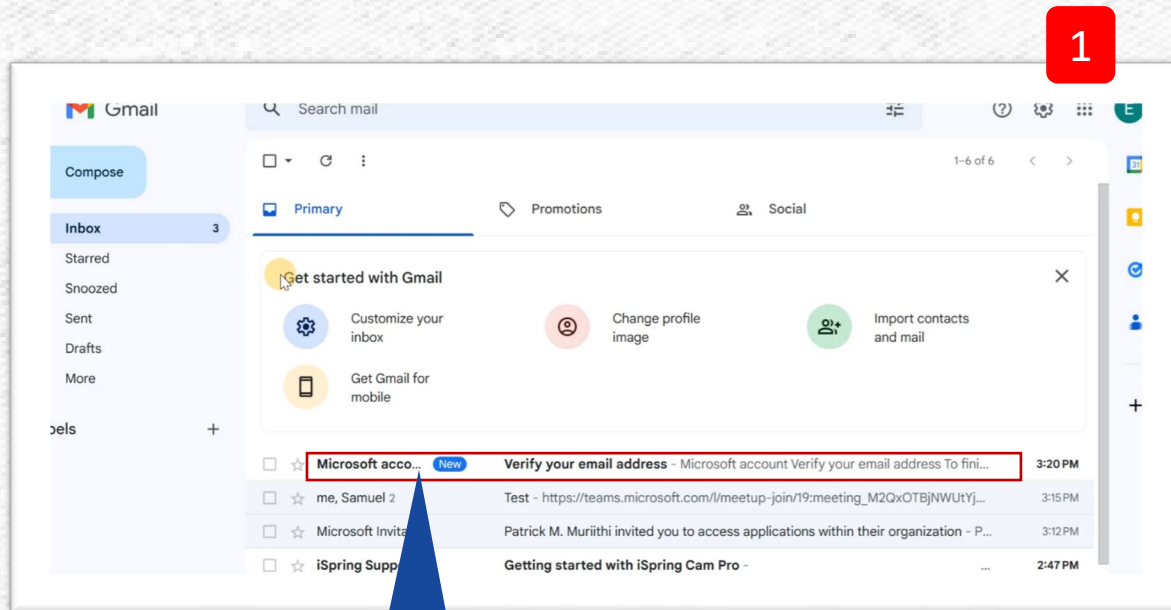
Click the email to open it.

2
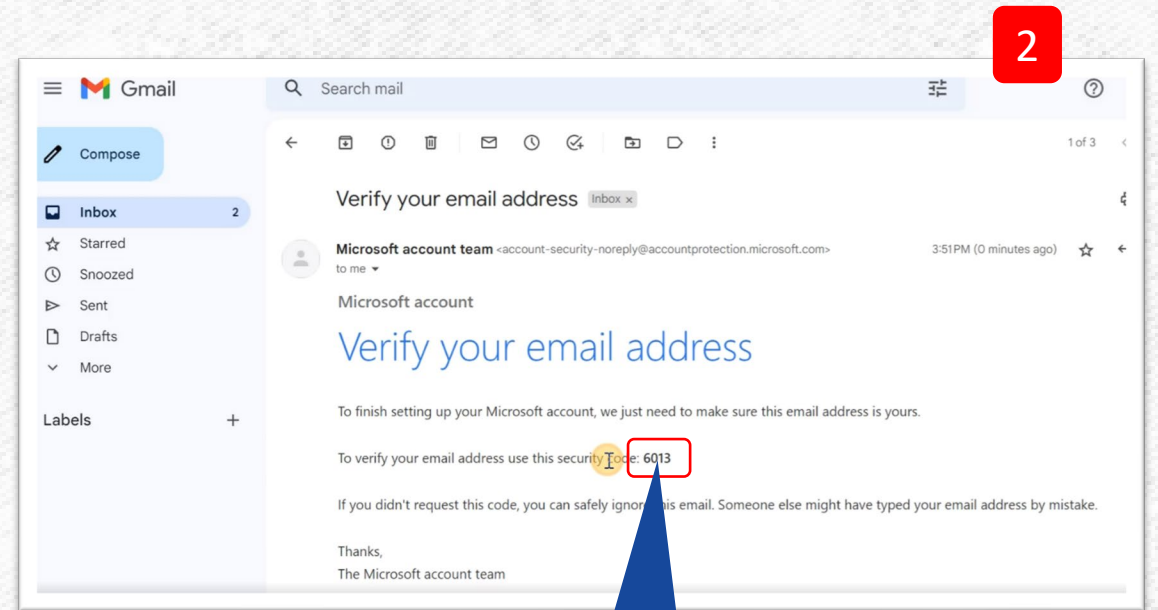
Copy the security code as shown.

Step 4

Enter the code you have copied on the previous step.

Enter the code and click **NEXT** button.

Step 5

Once you have entered the code on the previous step you will be required to solve a puzzle
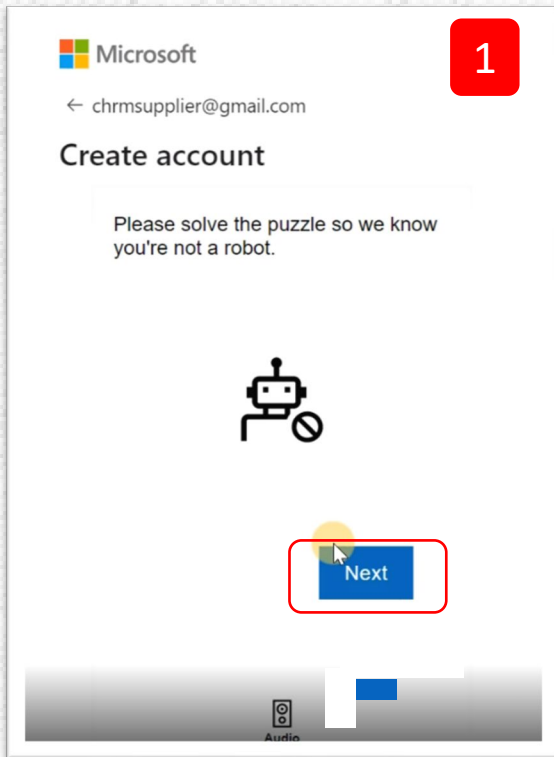
You will click the **NEXT** button for the puzzle.
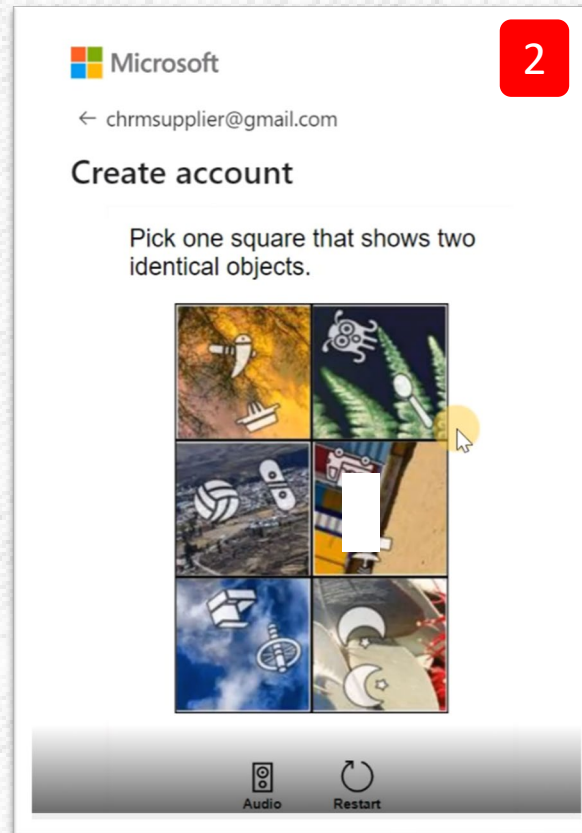
Solve the puzzle as required to complete the verification
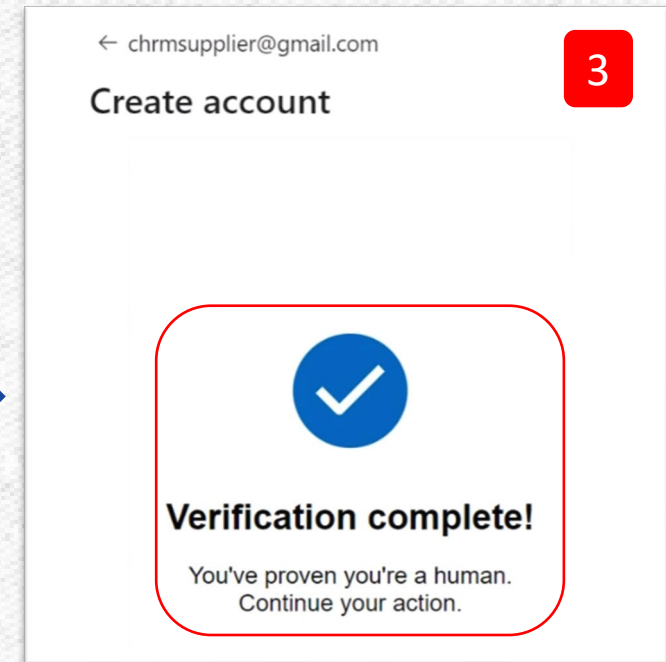
After this you will be prompted to accept the terms and condition in the next screen

Step 6

Read and accept the Terms and Conditions and click the **Accept** button.

Once you click on **Next** you will be taken to an additional security verification.

Step 7

If you encounter below screen, select 'I want to set up a different method' as shown below.

Select the below to set up .

Step 8

Select your authentication method as phone by selecting from the drop down as shown.

Click the Drop Down to select a method.

Select the Phone Option.

Central Bank of Kenya

Step 9

As an additional security verification you will be prompted to add your phone number as shown on the below screen

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your ac

Step 1: How should we contact you?
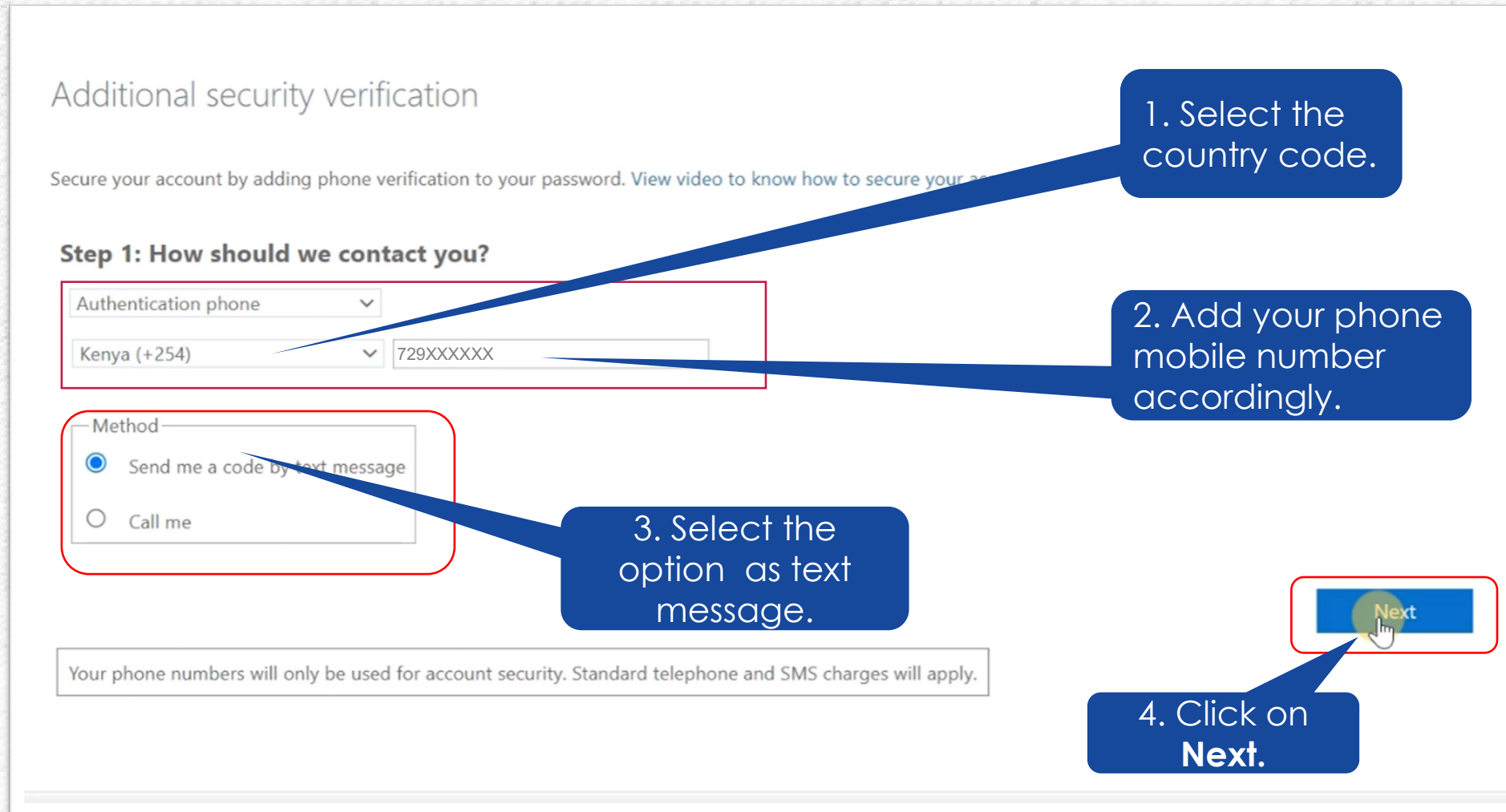
Authentication phone

Kenya (+254)   729XXXXXX

Method
- ● Send me a code by text message
- ○ Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
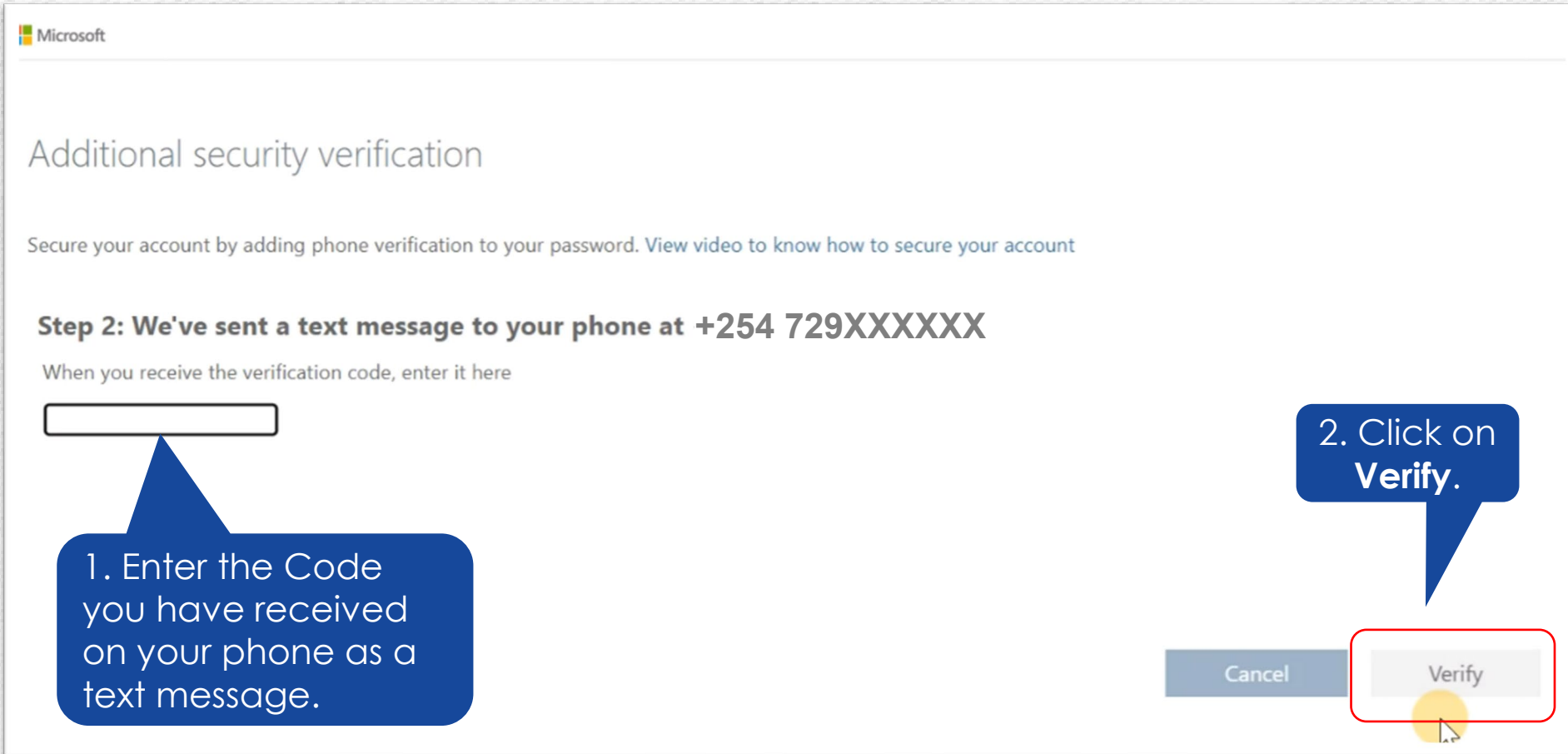
Next

1. Select the country code.

2. Add your phone mobile number accordingly.

3. Select the option as text message.

4. Click on **Next.**

Central Bank of Kenya
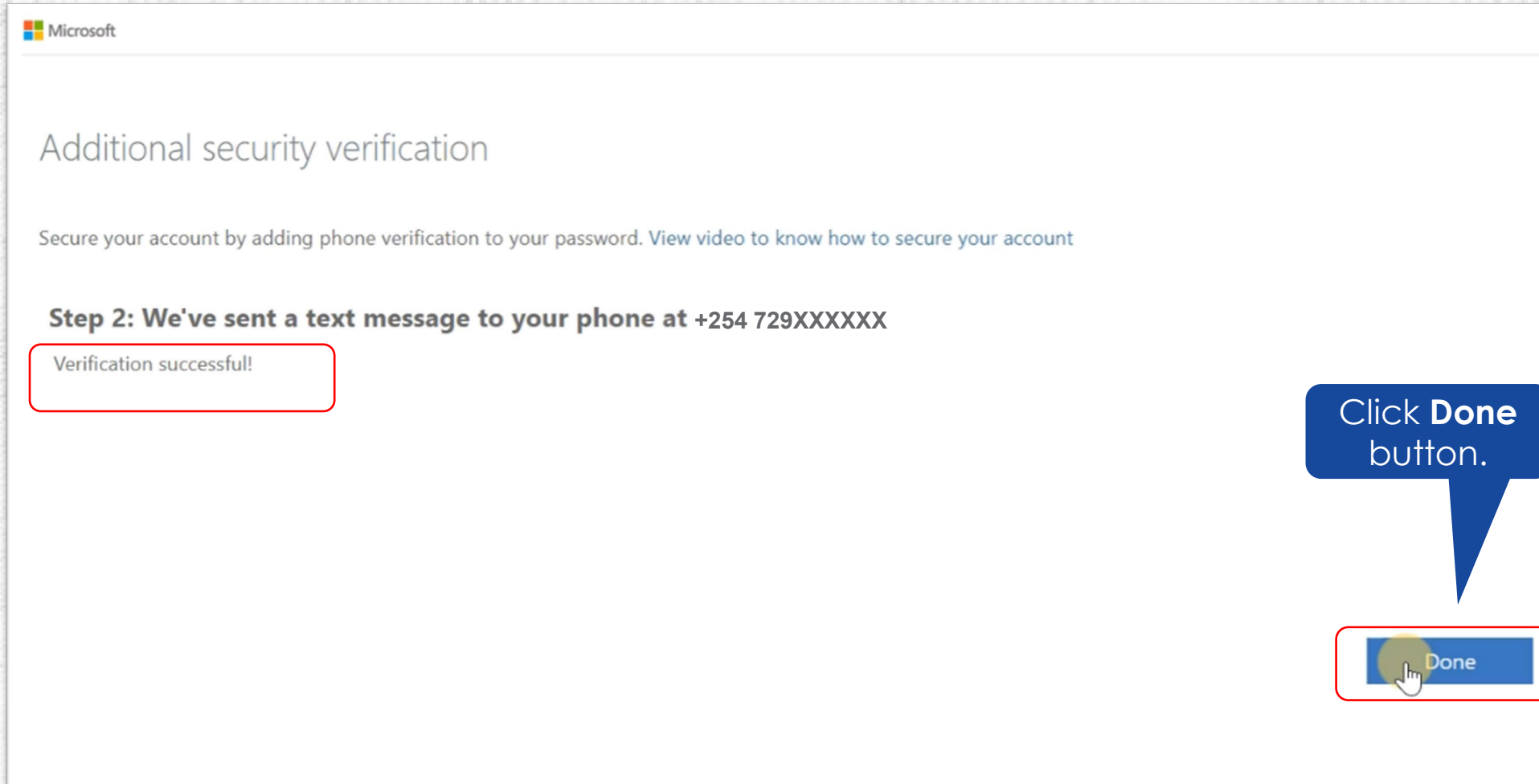
Step 9...Continues

Step 9...Continues

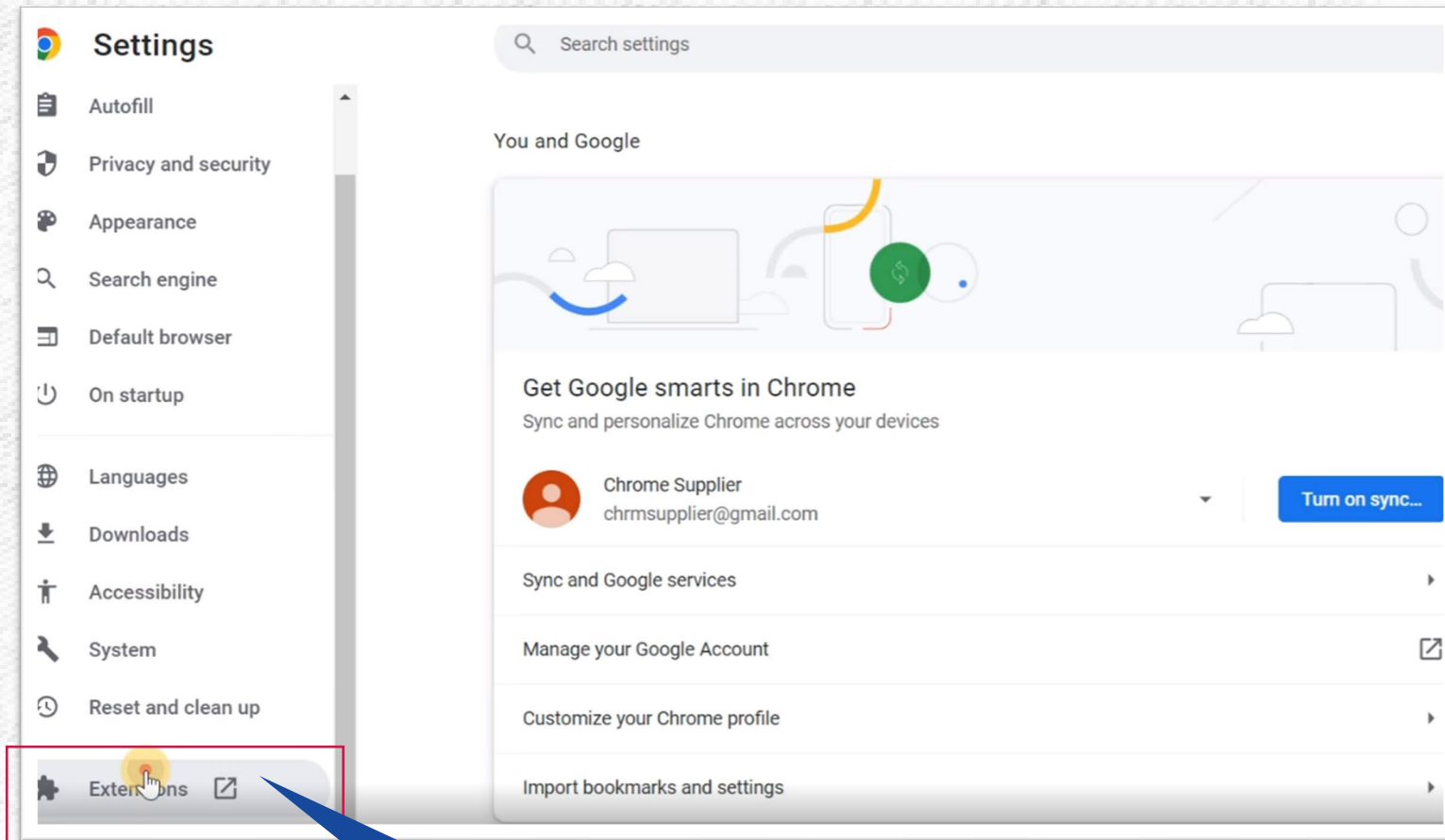**This page will appear once your verification is successful as shown below.**

Step 10

Once you have clicked Done on the previous page the below screen will appear
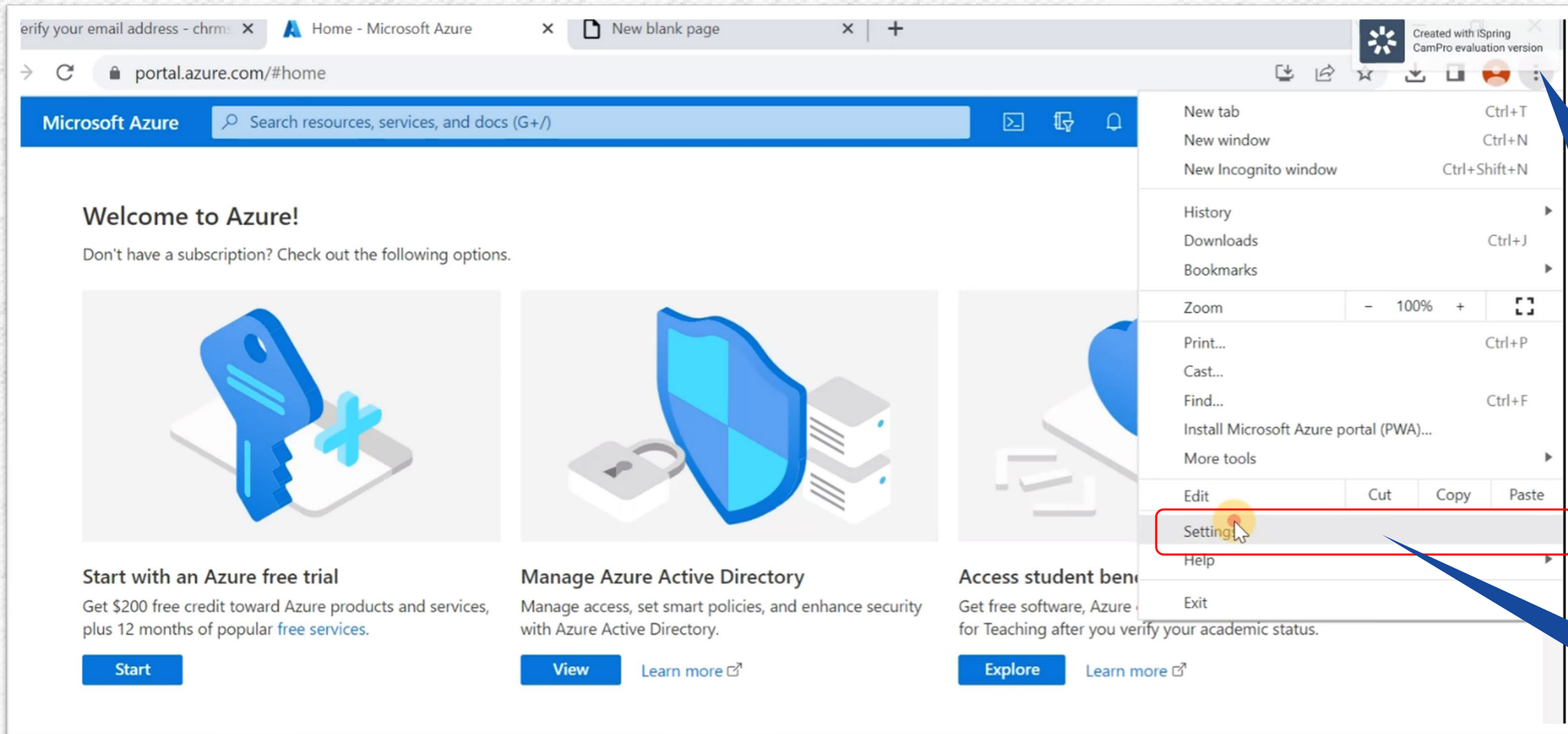
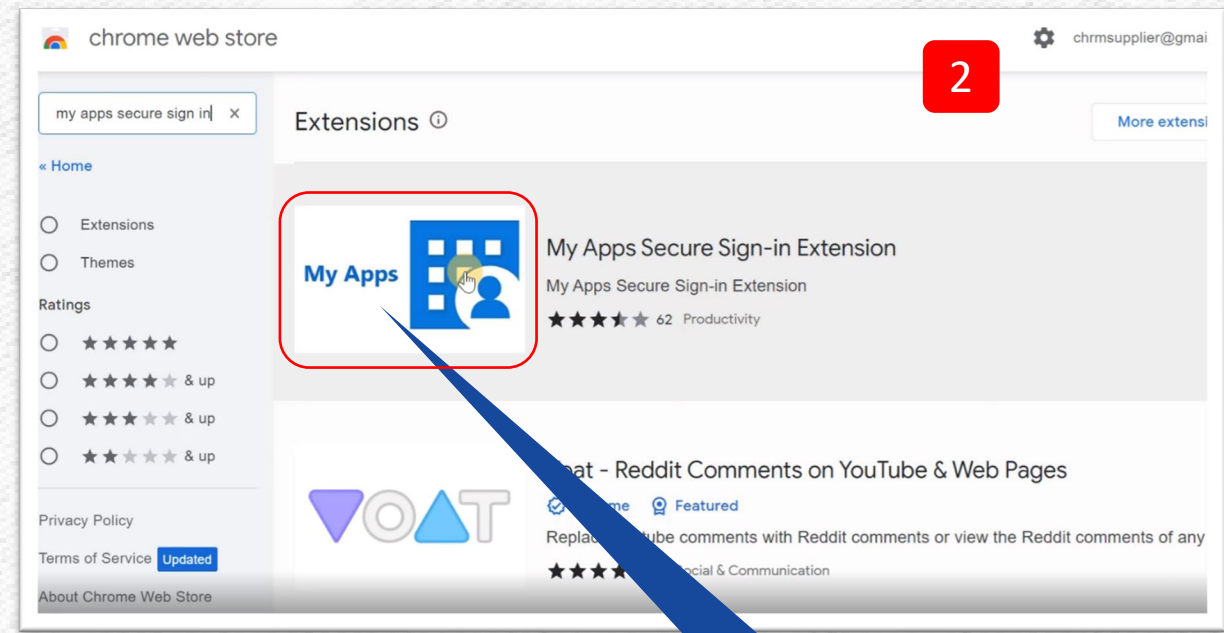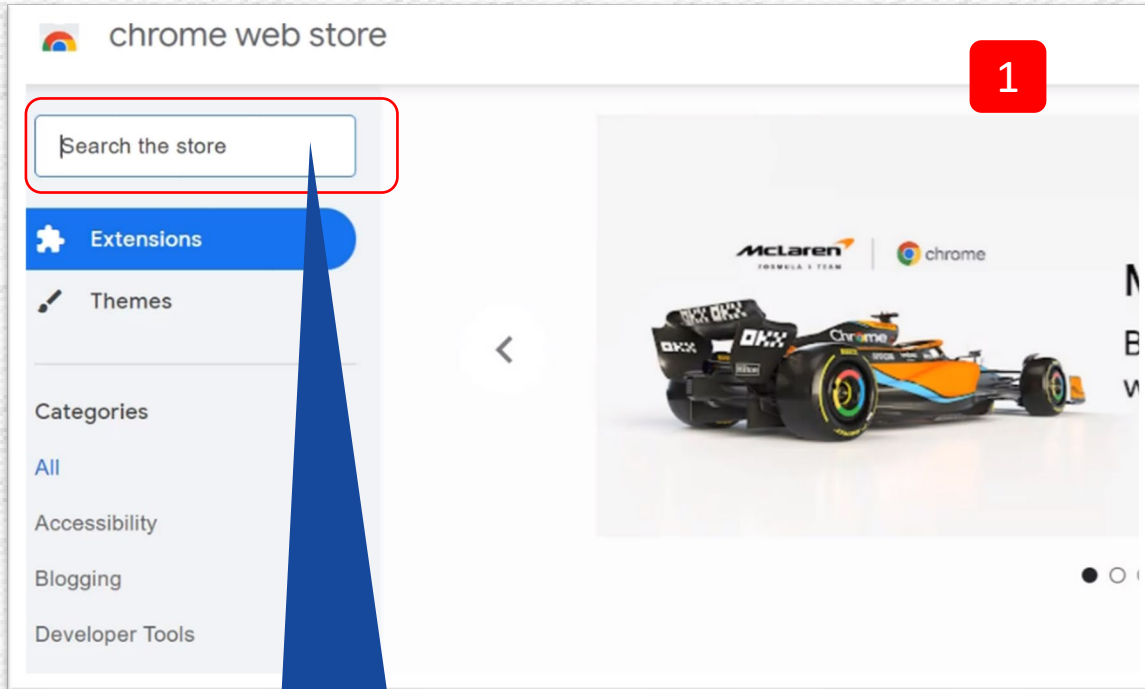1. Click on the three dots on the right hand corner of your screen as shown on this image.

2. Click select **Settings.**

Step 10... Continues
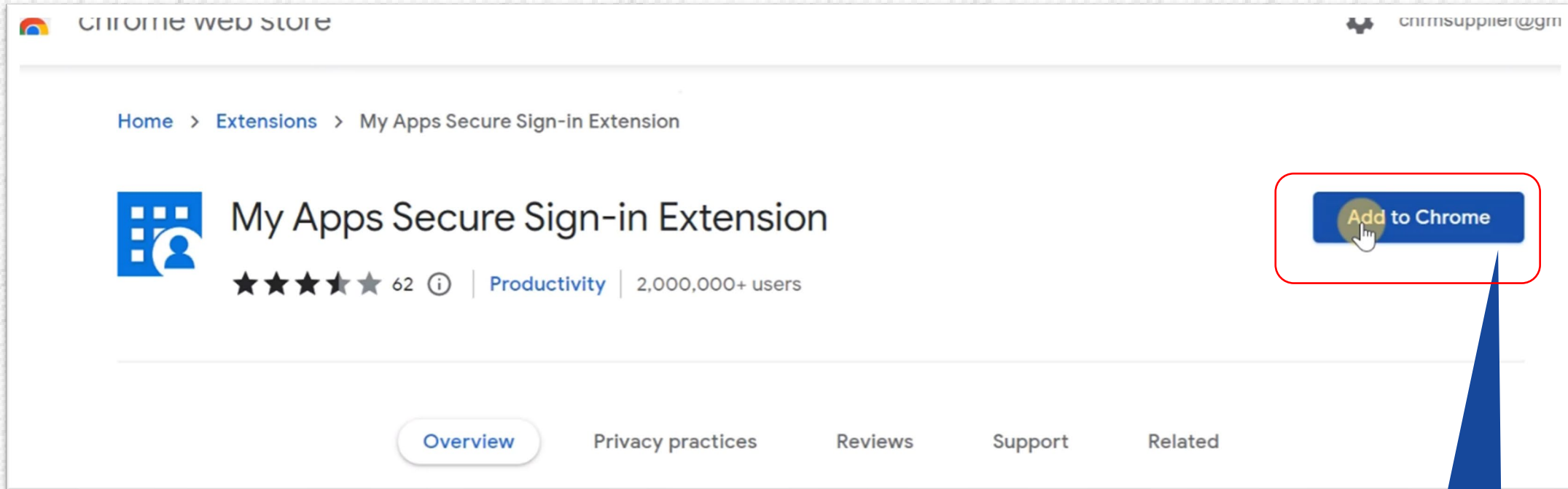

Click on **Extensions.**

Step 10... Continues

1

2

Type on search box
"**My Apps Secure Sign-in Extension.**"

Click on **My Apps Secure Sign-in Extension.**

Central Bank of Kenya

Step 10...Continues

Once you click on **My Apps Secure Sign-in Extension select add to Chrome**

Click on **Add to Chrome.**

Step 11
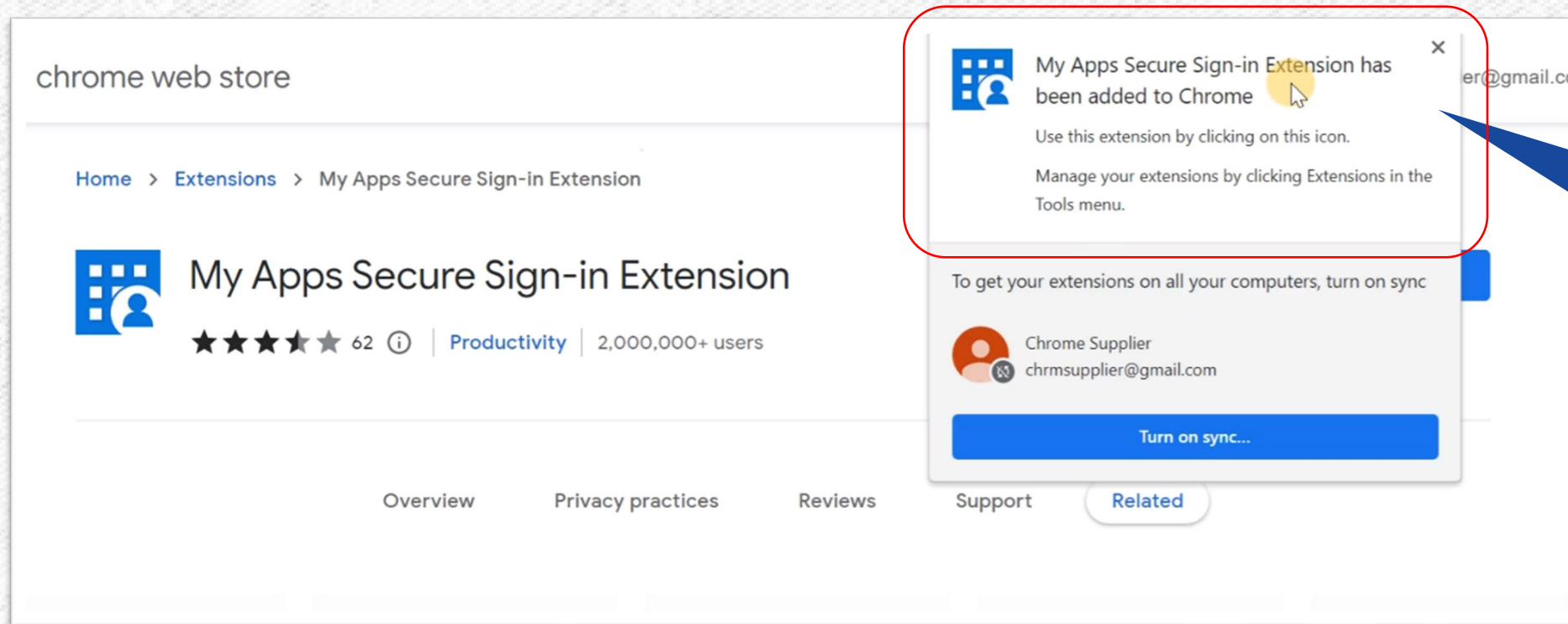
Once you click on **Add to chrome** 🌐 as shown on the previous screen, below screen will appear.

Click on **Add Extension.**

Central Bank of Kenya

Step 12...Continues

Sign-in Extension now has been added to **Chrome Browser** as shown below.

Sign-in Extension has now been added to **Chrome**.

Step 13

You now have to sign into to the extension as shown below.

1. Click on **extension icon.**

2. select my apps secure sign on.

3. Click **"sign in to get started."**

Once you have completed all the above steps, you will now have completed the extension installation.

Central Bank of Kenya

Step 14

You can optionally confirm that the extension has the right permissions as shown below

Click on the **Extension Icon.**

Click on the **Three Dots.**

Select The option as shown**.**

Confirm that the option selected is "**On all Sites**"

Step 15

Once the sign in is successful you are now ready to access the My Supplier Application

Click on the **Supplier Portal App.**

Congratulations! You are now logged on Central Bank of Kenya New iSupplier portal
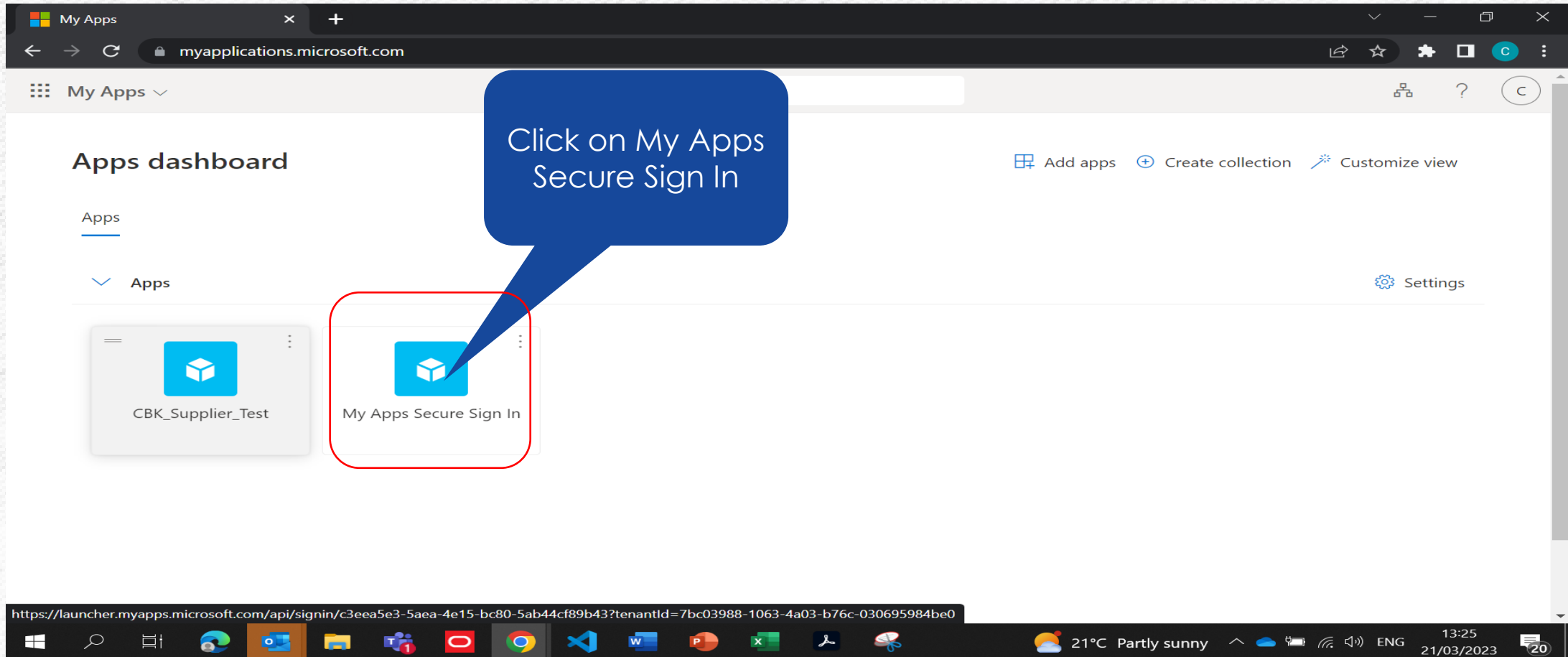
In case of Access denied error
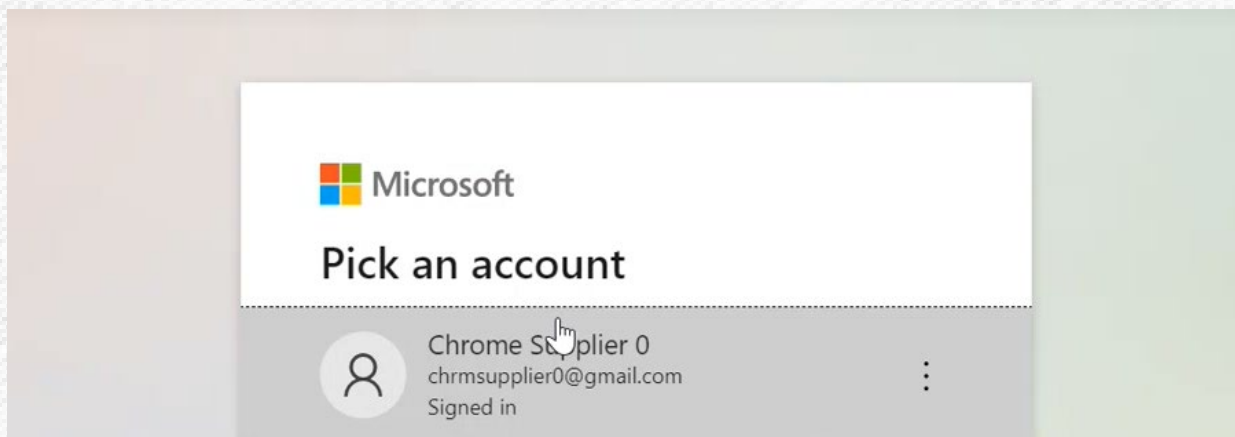
Access denied error
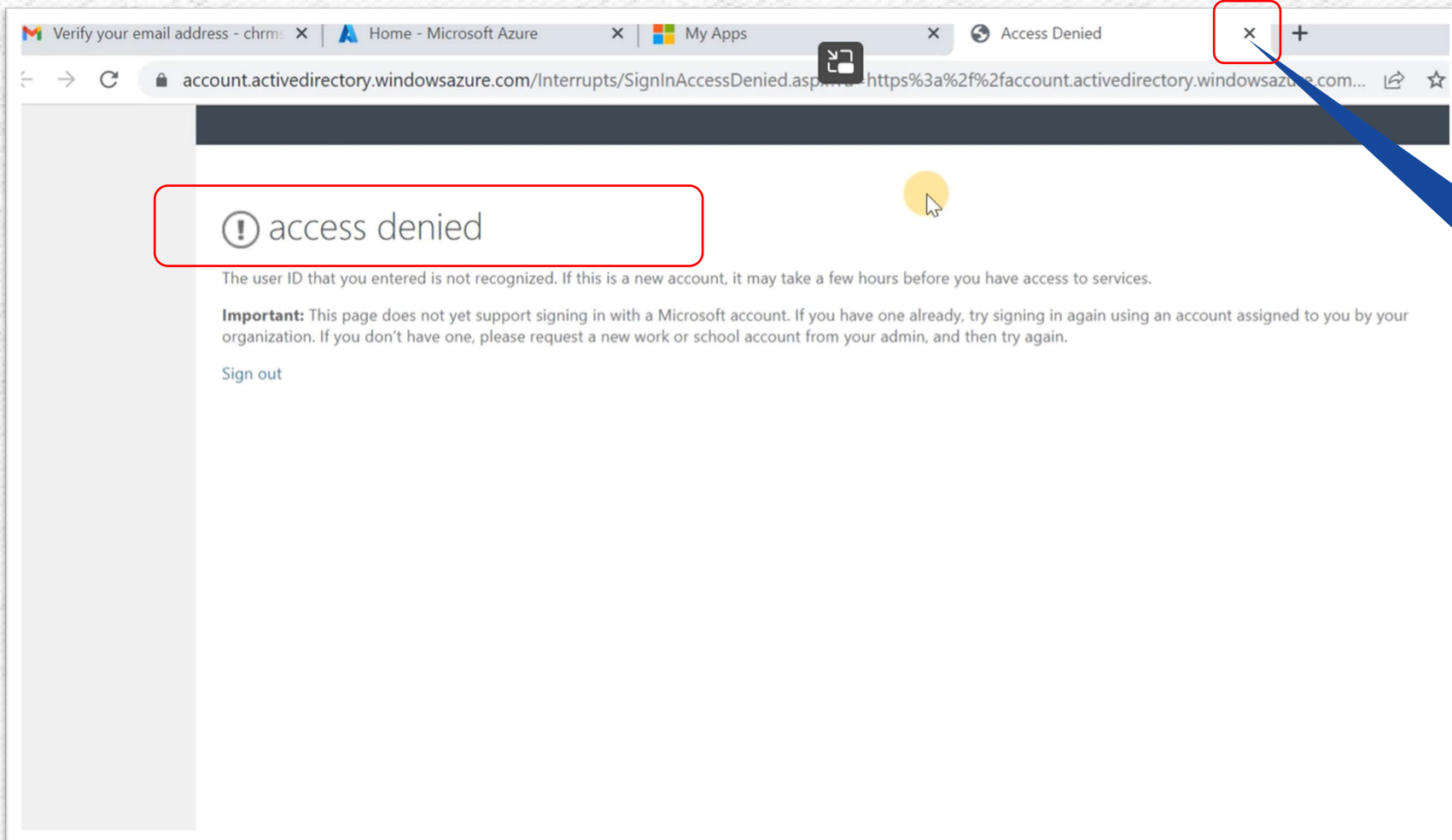
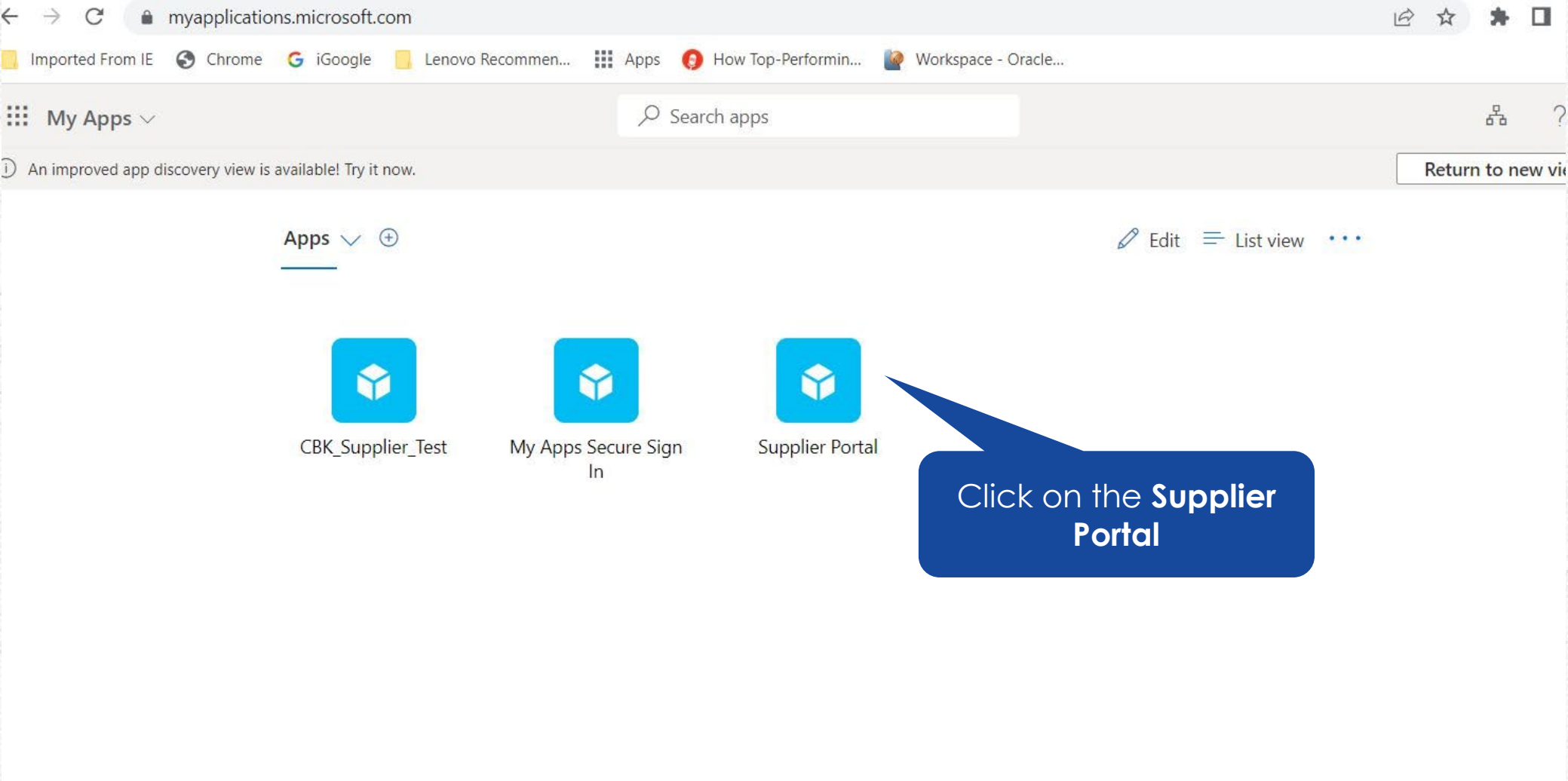If you get this error Close the access denied window.

Click on My Apps Secure Sign In

You will be prompted to sign in

Once the sign in is successful you are now ready to access the My Supplier Application

Click on the **Supplier Portal**

Congratulations! You are now logged on Central Bank of Kenya New iSupplier portal

Central Bank of Kenya