

**Central Bank of Kenya**

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# Supplier Portal guide- Microsoft edge

# 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.

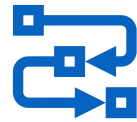
# Welcome to the iSupplier activation portal guide for Central Bank of Kenya

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**.

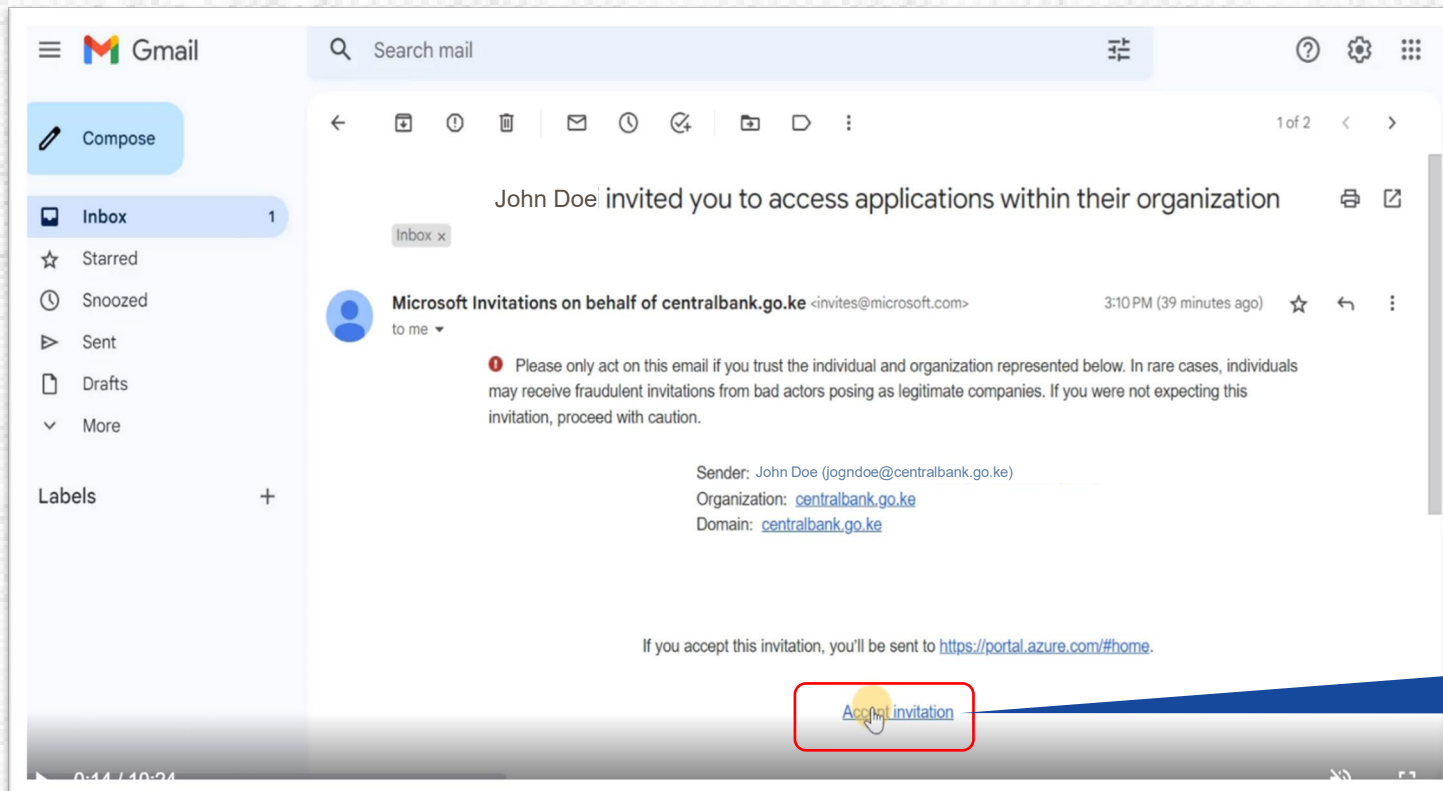
03



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**.

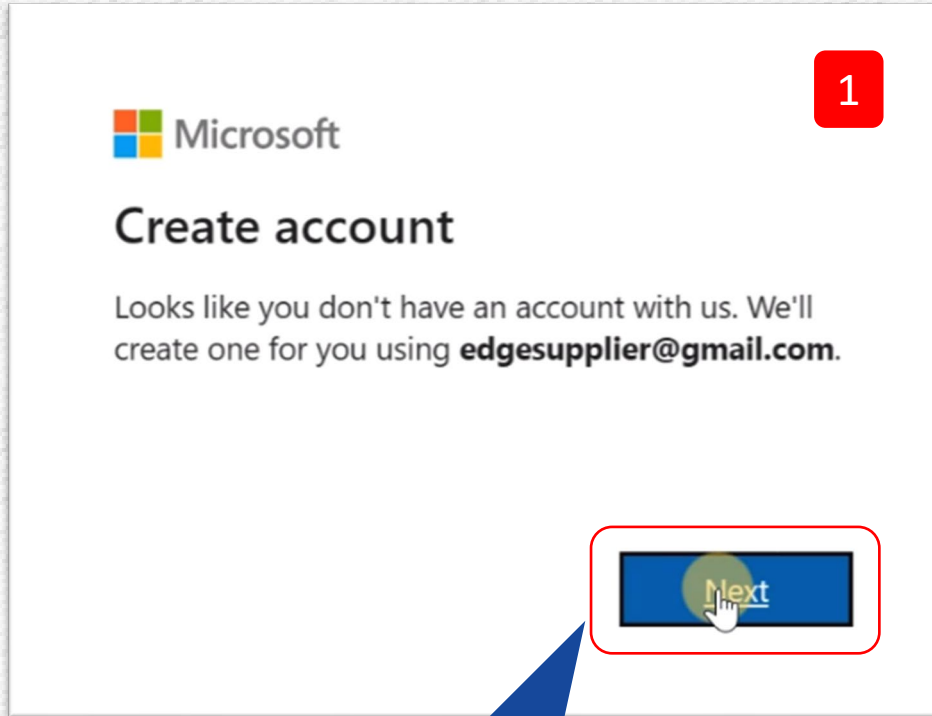
# Step 1

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

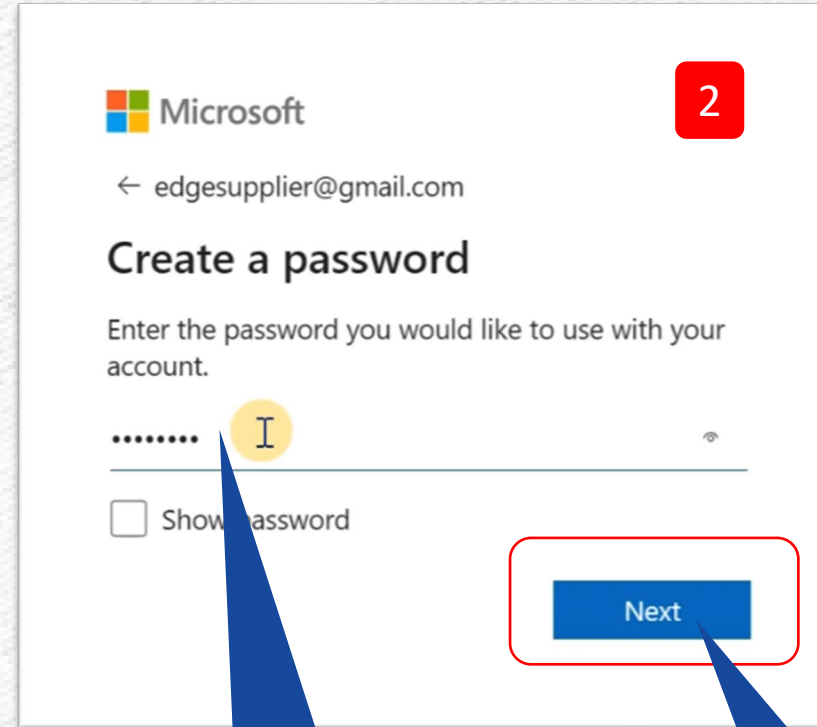


Click on the  
**“Accept  
Invitation”** link.

# Step 2



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



2. You will be prompted to create a password .

3. 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 will receive a verification code on your email as shown in the below screenshot

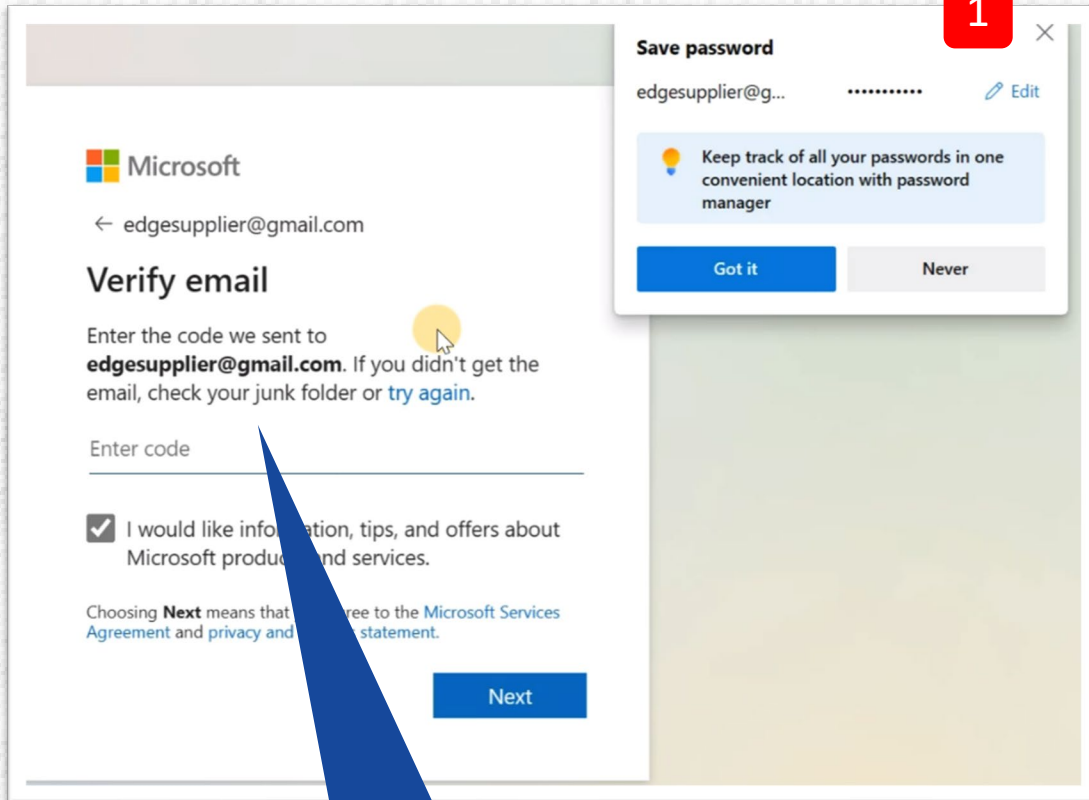
1

2

Copy the security code as shown.



# Step 4



Microsoft  
← edgesupplier@gmail.com

### Verify email

Enter the code we sent to **edgesupplier@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

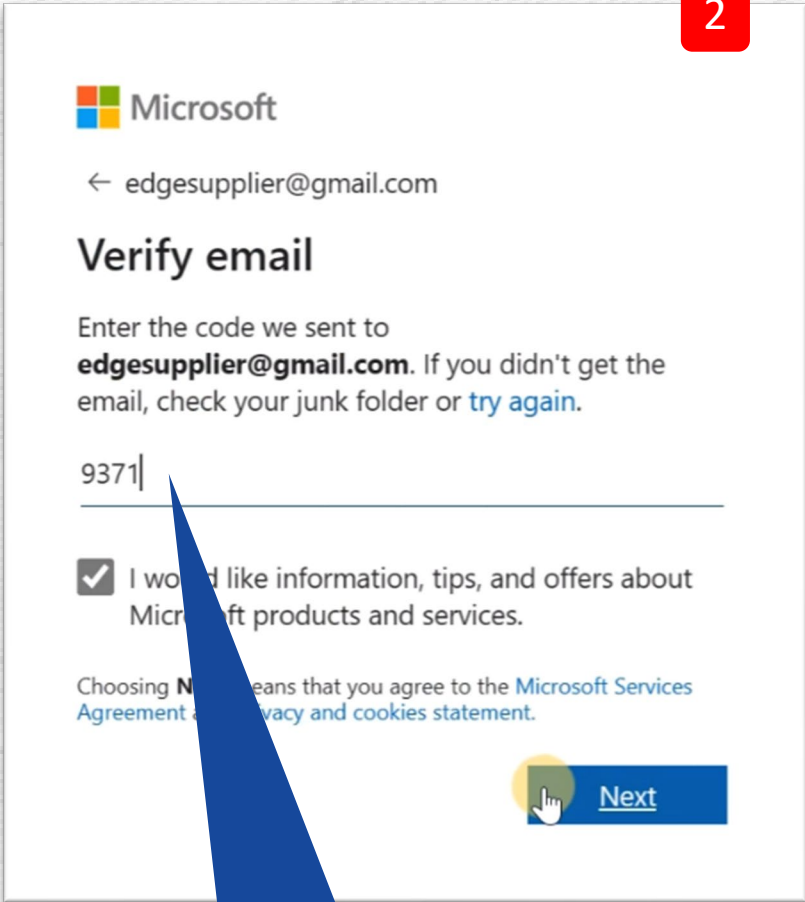
Next

**Save password**  
edgesupplier@g... .. Edit

Keep track of all your passwords in one convenient location with password manager

Got it Never

Enter the code you have copied on the previous step.



Microsoft  
← edgesupplier@gmail.com

### Verify email

Enter the code we sent to **edgesupplier@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

9371

I would like information, tips, and offers about Microsoft products and services.

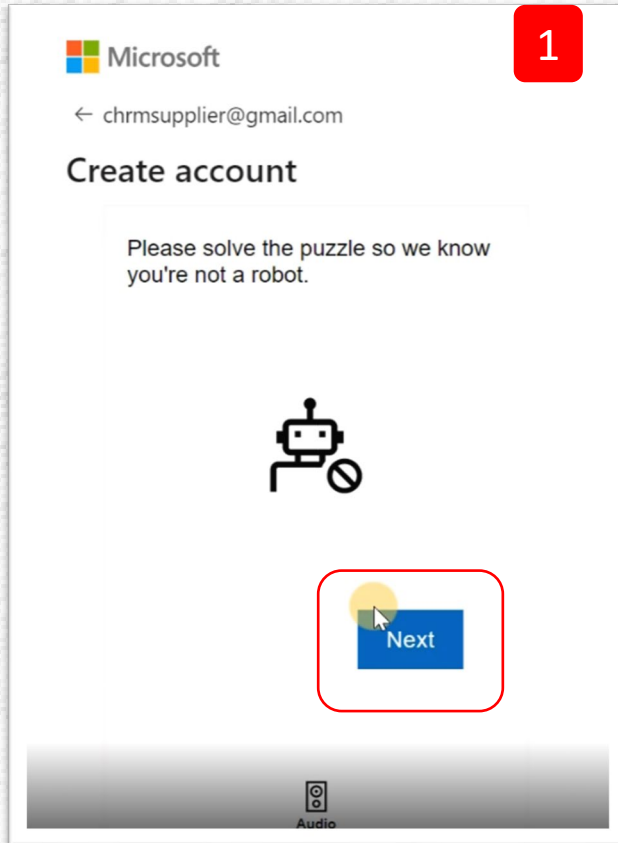
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

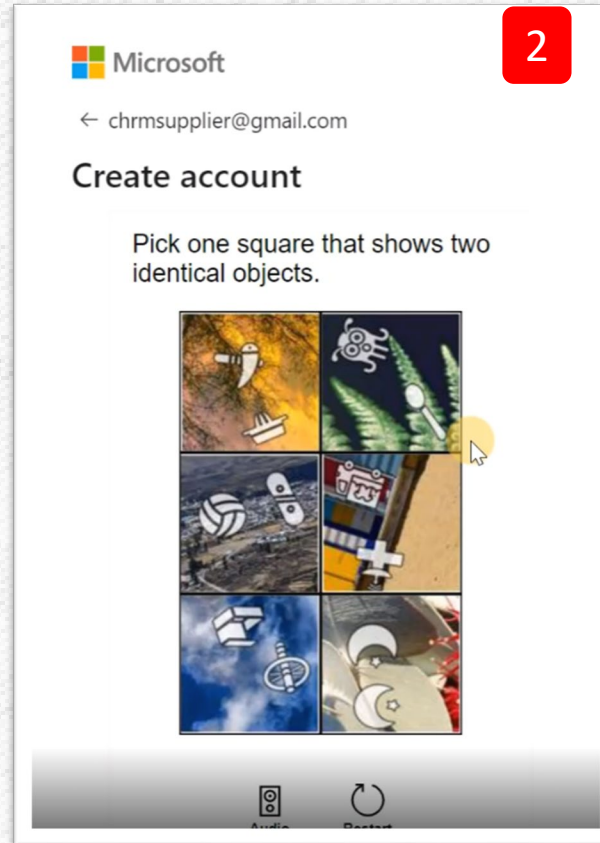
Once entered as shown click **Next** button.

# Step 5

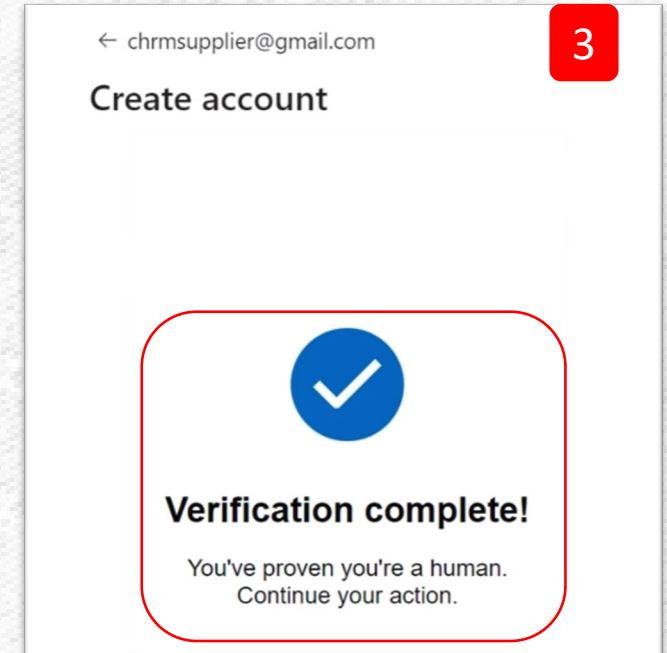
Once you have entered the code on the previous step you will be required to solve a puzzle



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

**Permission requested by:** 1

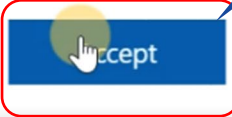
 centralbank.go.ke  
centralbank.go.ke

By accepting, you allow this organization to:

- ✓ Receive your profile data  
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity  
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data  
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust centralbank.go.ke. **centralbank.go.ke has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>  
[Learn More](#)


**This resource is not shared by Microsoft.**

Cancel 



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

2

 Microsoft

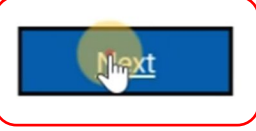
edgesupplier@gmail.com

## More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

[Learn more](#)



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.

centralbank.go.ke

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

Select the below to set up .

# Step 8

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

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by

On your phone

After you in

I want to us

Choose a different method

Which method would you like to use?

Choose a method

Phone

Authenticator app

Cancel

Confirm

Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by

On your phone

After you in

I want to us

Choose a different method

Which method would you like to use?

Choose a method

Phone

Authenticator app

Next

Click the Drop Down to select a method.

Select the Phone Option.

# 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 account](#)

**Step 1: How should we contact you?**

Authentication phone

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.

1. Select the country code.
2. Add your phone mobile number accordingly.
3. Select the option as text message.
4. Click on **Next**. A code will be sent to your phone

# Step 9...Continues

The screenshot shows a Microsoft account security verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main instruction is "Step 2: We've sent a text message to your phone at +254 729XXXXXX". Below this is a smaller instruction: "When you receive the verification code, enter it here". There is a text input field. To the right of the input field are two buttons: "Cancel" and "Verify". A mouse cursor is pointing at the "Verify" button. Two blue callout boxes provide instructions: "1. Enter the Code you have received on your phone as a text message." pointing to the input field, and "2. Click on Verify." pointing to the "Verify" button.

Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +254 729XXXXXX**

When you receive the verification code, enter it here

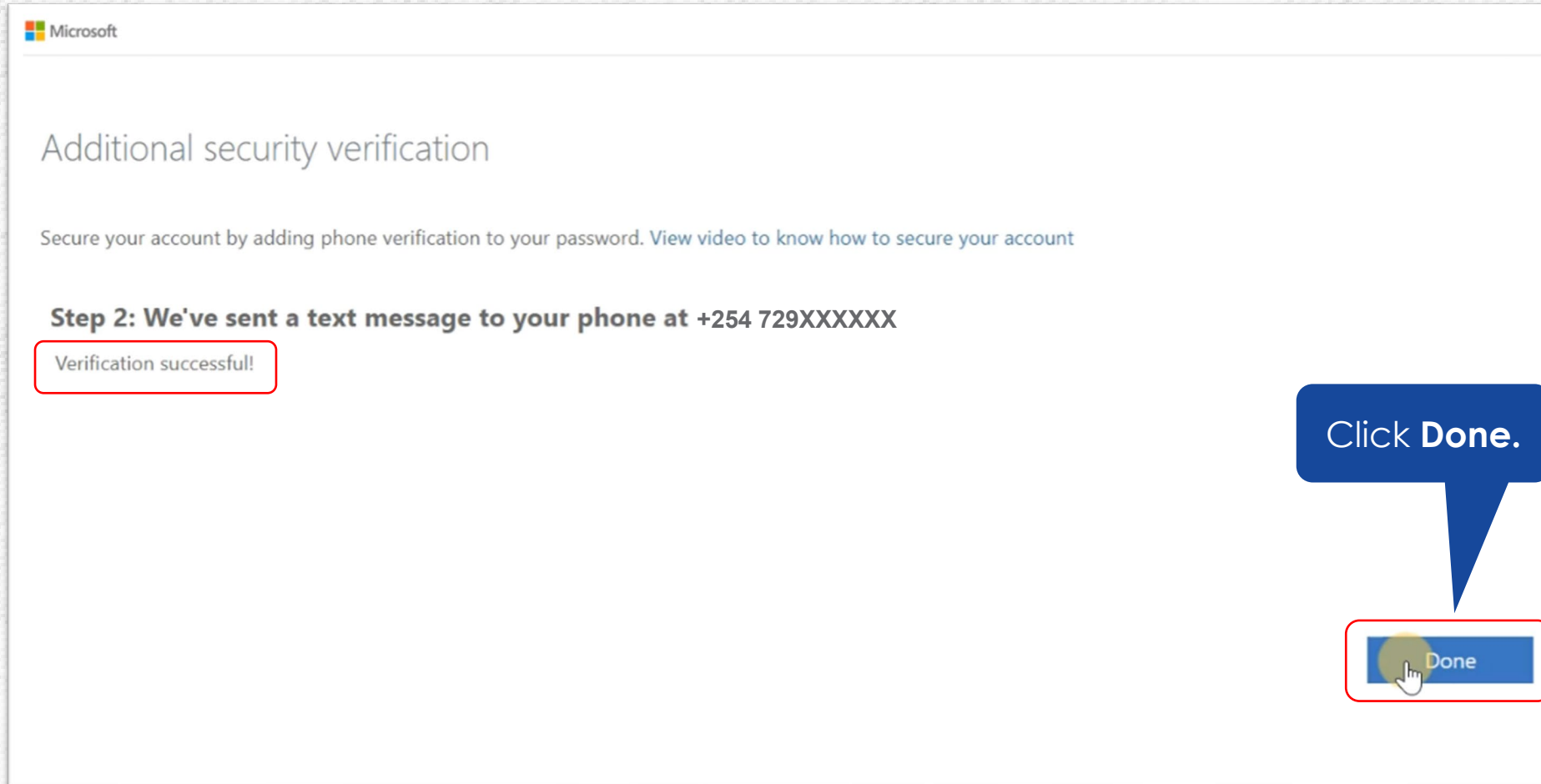
1. Enter the Code you have received on your phone as a text message.

2. Click on **Verify**.

Cancel Verify

# Step 9...Continues

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



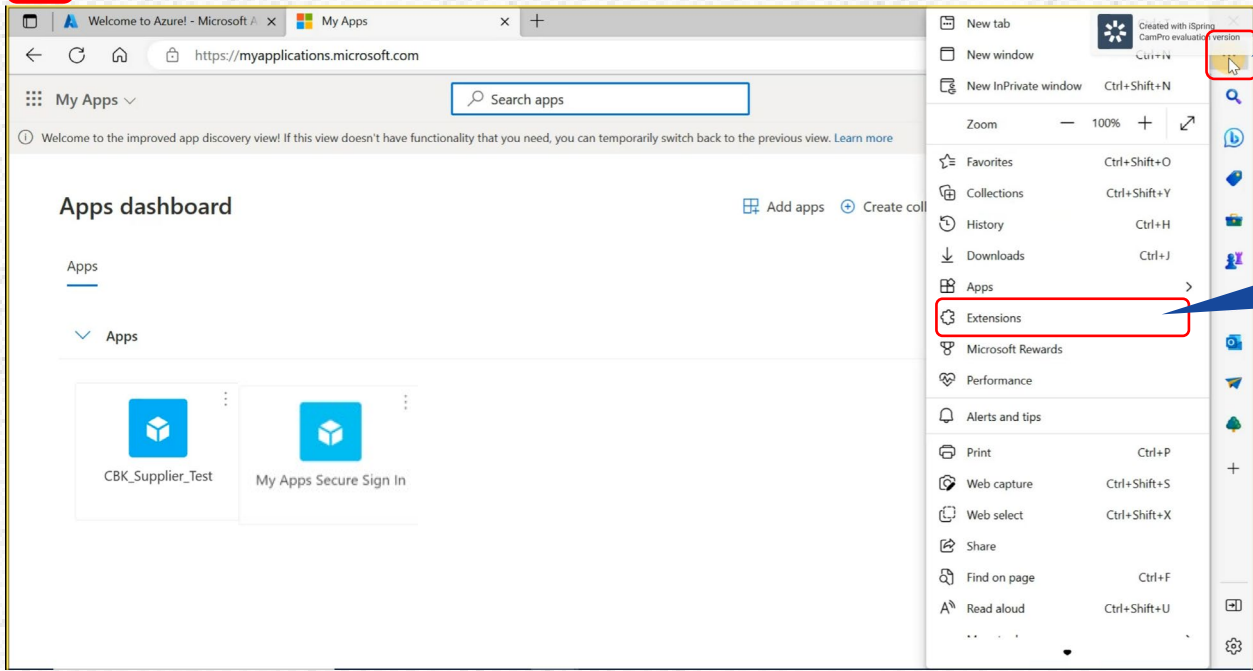
The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main content area displays "Step 2: We've sent a text message to your phone at +254 729XXXXXX". Below this, a red-bordered box contains the text "Verification successful!". At the bottom right, a blue "Done" button is highlighted with a red border, and a blue callout bubble with the text "Click Done." points to it.



# Step 10

After successful verification you will be routed to **the apps dashboard** as shown below

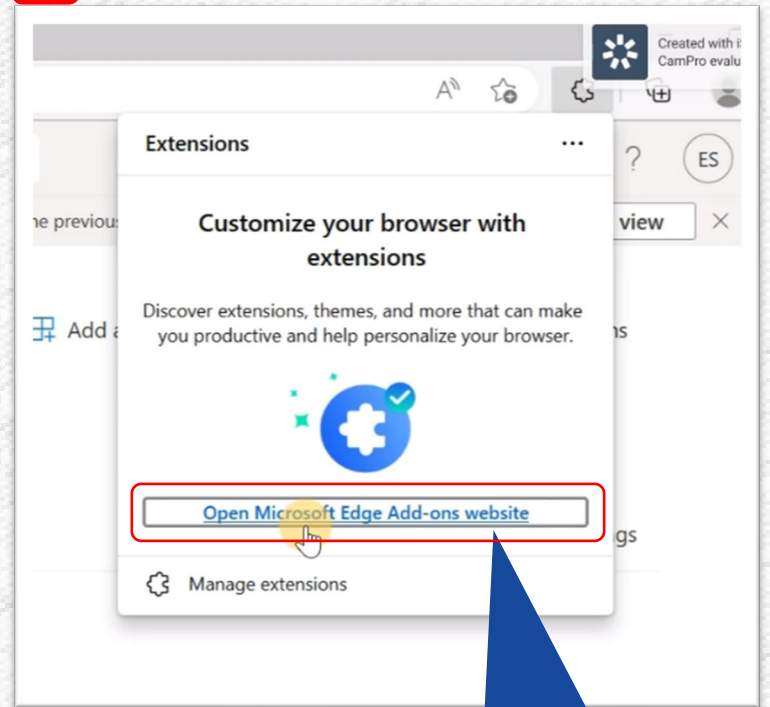
**1**



1. Click on the 3 dots.

2. Select Extensions.

**2**



3. Click on **Open Microsoft Edge Add on website.**

# Step 11

Once you have clicked **Microsoft Edge Add on website** below screen will appear

**1**

Microsoft | Edge Add-ons

Search results for "my apps secure sign in extension" 2 add-ons

My Apps Secure Sign-in Extension  
★★★★☆ (15) | Microsoft Corporation  
My Apps Secure Sign-in Extension  
Get

pCloud Save  
★★★★★ (2) | PCLLOUD  
Save your favorite web images, videos, text and more to pCloud  
Get

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

2. Click on **Get**.

**2**

Edge Add-ons

Add "My Apps Secure Sign-in Extension" to Microsoft Edge?

The extension can:

- Read and change all your data on all websites

Add extension Cancel

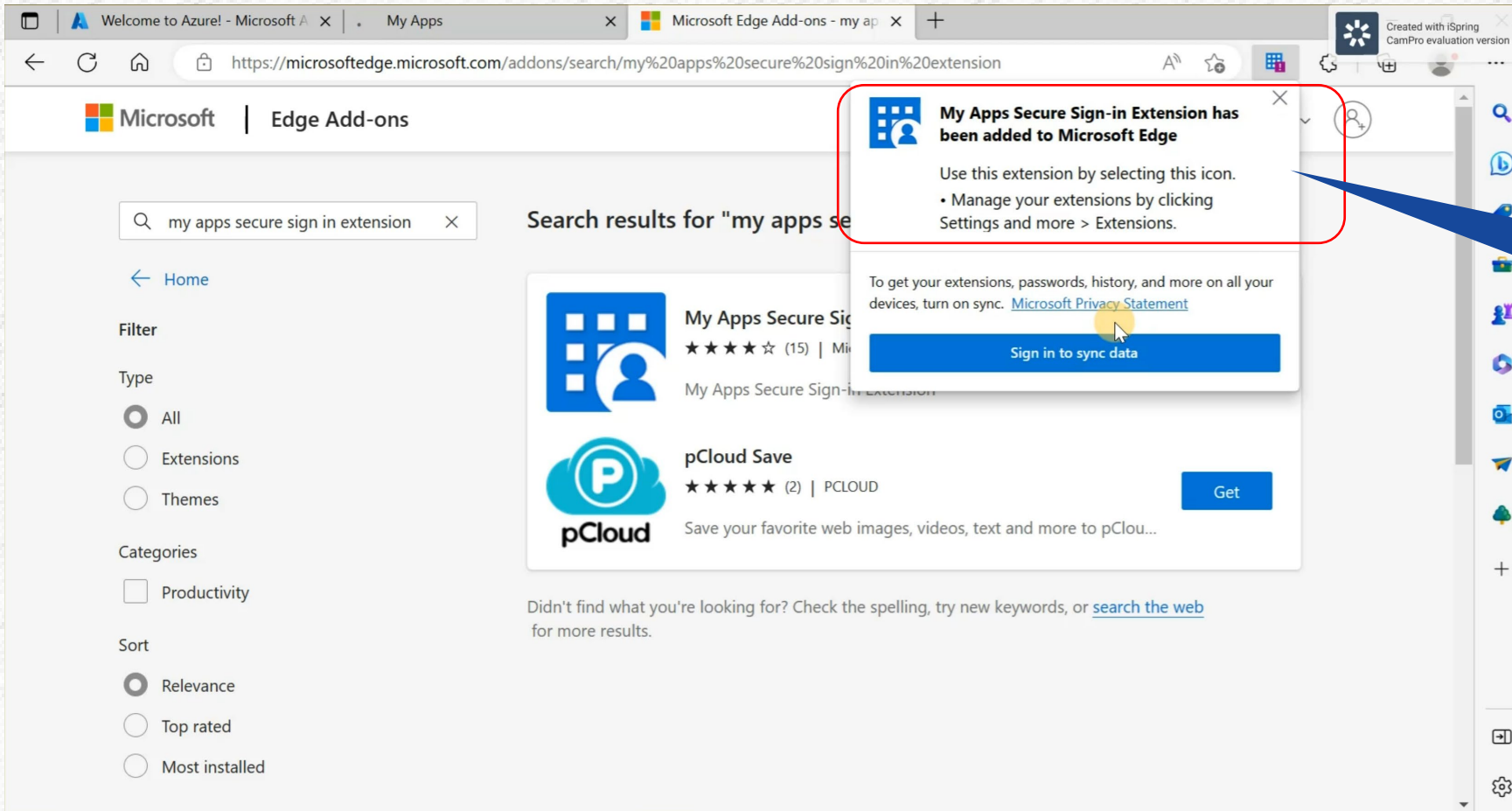
My Apps Secure Sign-in Extension  
★★★★☆ (15) | Microsoft Corporation  
My Apps Secure Sign-in Extension

pCloud Save  
★★★★★ (2) | PCLLOUD  
Save your favorite web images, videos, text and more to pCloud

3. Click **Add Extension**.

# Step 11...Continues

Sign-in Extension now has been added to **Microsoft Edge browser**  as shown below.



1. Sign-in Extension has now been added to **Microsoft Edge**. 

# Step 12

Switch to my apps TAB to sign into the extension as shown



1. Switch to My Apps TAB.

2. Click on extension icon.

3. Select "My apps secure Sign in Extensions."

4. click on Sign in and get started.

The image shows a two-step process for signing into an extension. Step 1 shows the Microsoft Edge browser with the 'My Apps' tab selected. The 'My Apps dashboard' is visible, showing two app tiles: 'CBK\_Supplier\_Test' and 'My Apps Secure Sign In'. The 'Extensions' menu is open, and 'My Apps Secure Sign-in Extension' is highlighted. Step 2 shows the sign-in dialog box for the extension, which contains the text 'Sign in to your apps faster and safer', 'Your organization now offers a more convenient way to sign in to your websites', and 'Easily manage your saved passwords and shared team accounts'. A 'Sign in to get started' button is highlighted.

# Step 13

Once you have clicked **Sign in to get started** below screen will appear to confirm you have successfully been signed in

You have successfully signed in

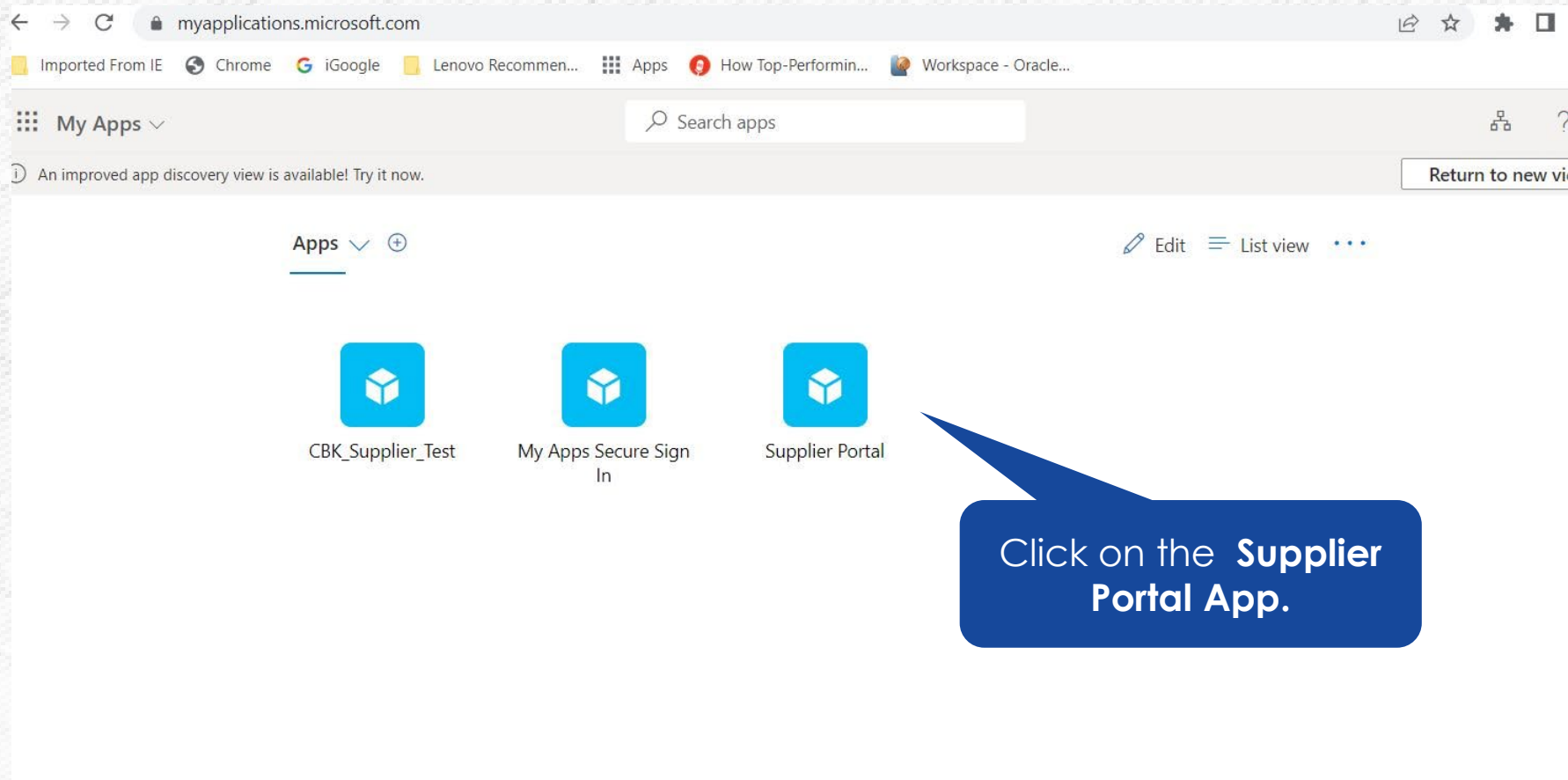
You are now signed in.  
You may now close this window.

Click here to close this window.



# Step 14

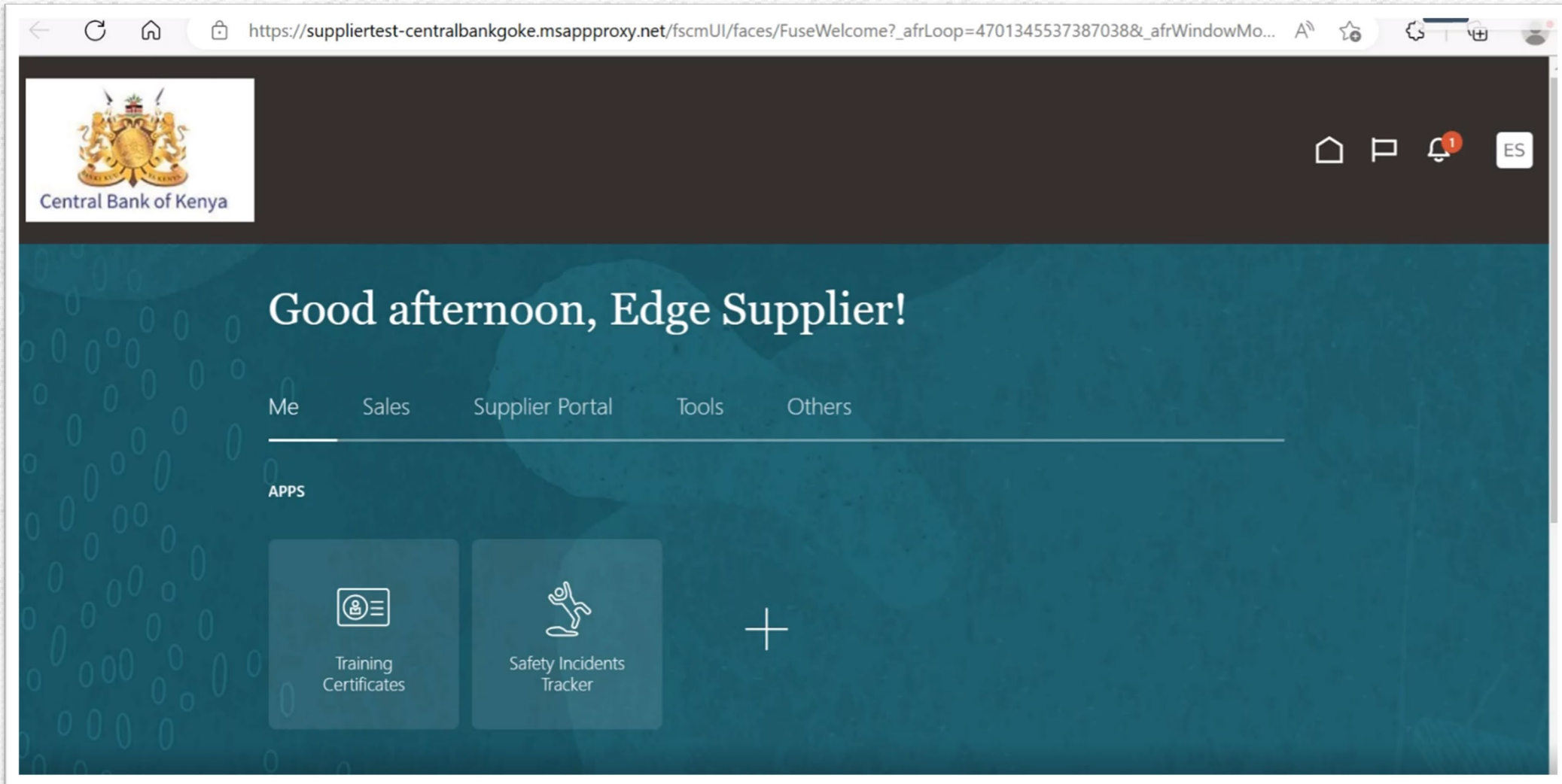
Once you have **Signed In** you are now ready to access the application.



The screenshot shows a web browser window at [myapplications.microsoft.com](https://myapplications.microsoft.com). The page displays a grid of application tiles under the heading "My Apps". Three tiles are visible, each with a blue cube icon: "CBK\_Supplier\_Test", "My Apps Secure Sign In", and "Supplier Portal". A blue callout bubble with white text points to the "Supplier Portal" tile, stating "Click on the Supplier Portal App." The browser's address bar and tabs are visible at the top, and a search bar is present below the "My Apps" heading.



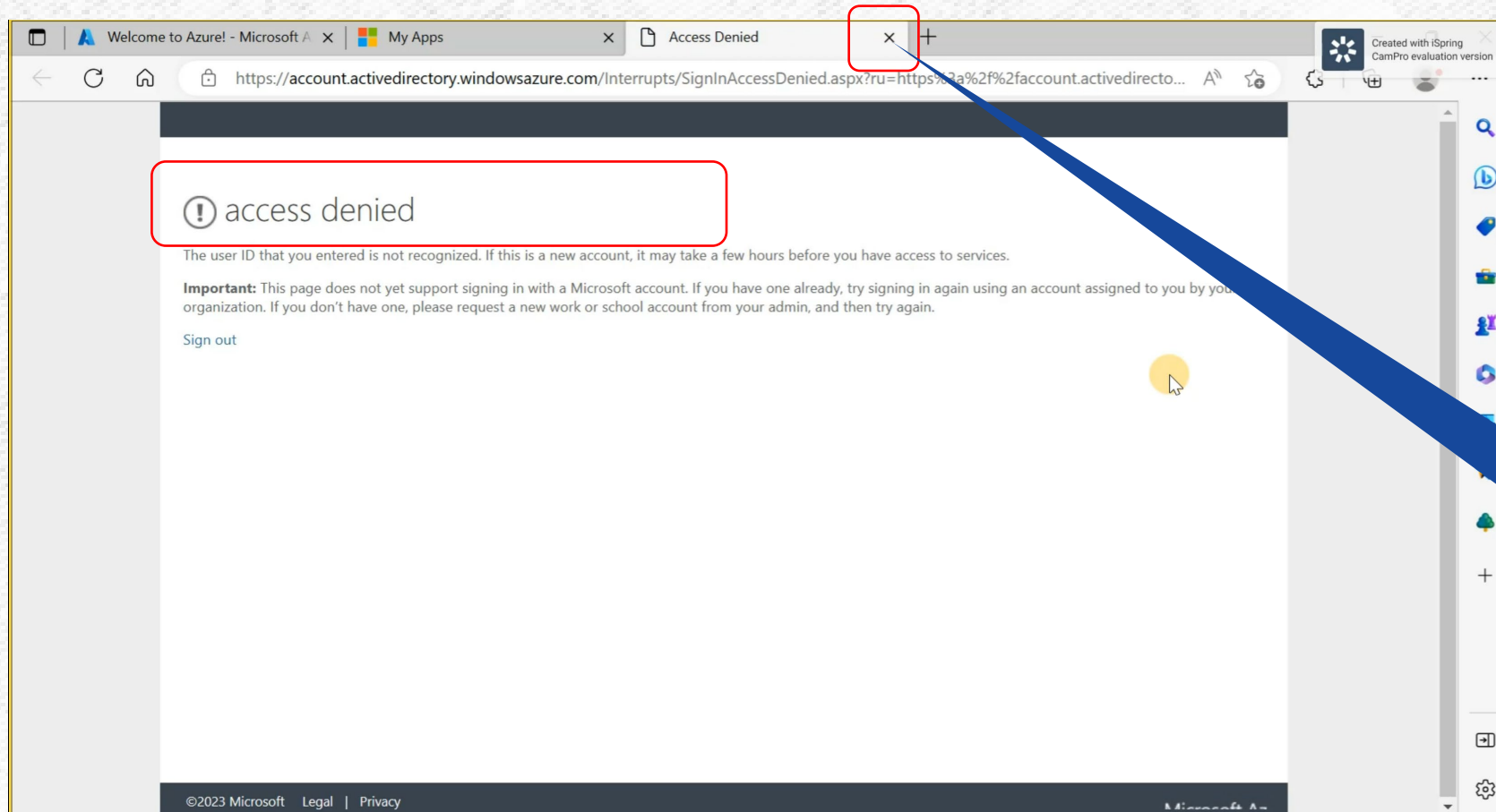
**Congratulations! You are now logged on CBK portal. Thank you for following the steps.**



# Access denied error

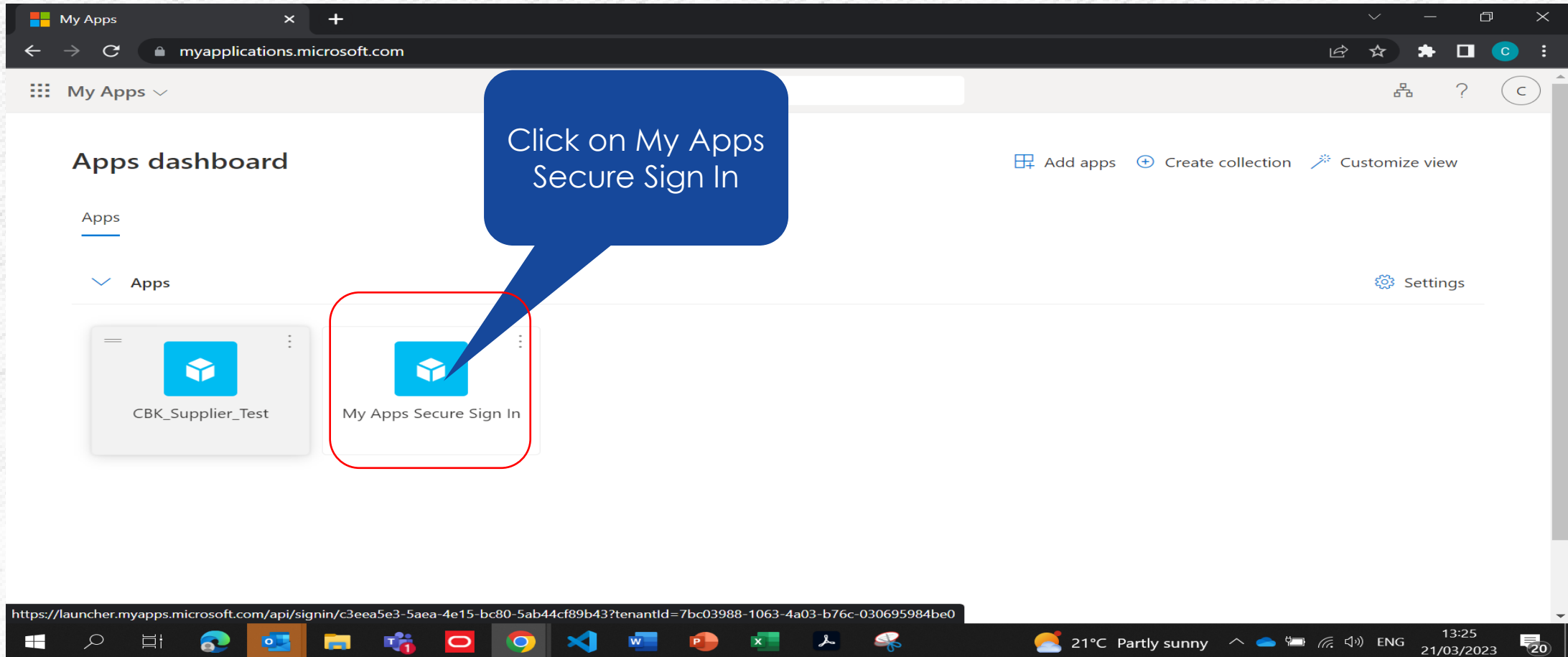


## Access denied error

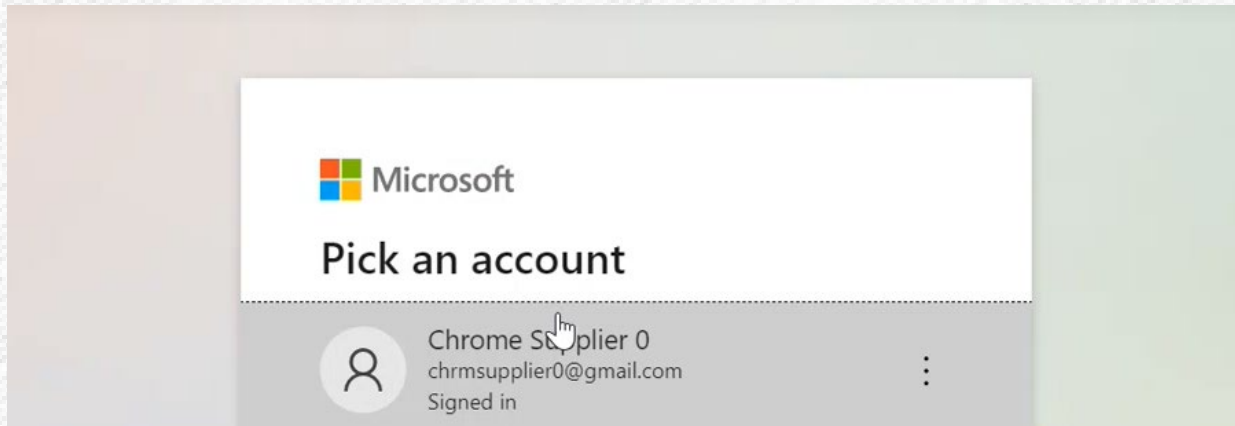


If you get this error  
Close the access  
denied window.

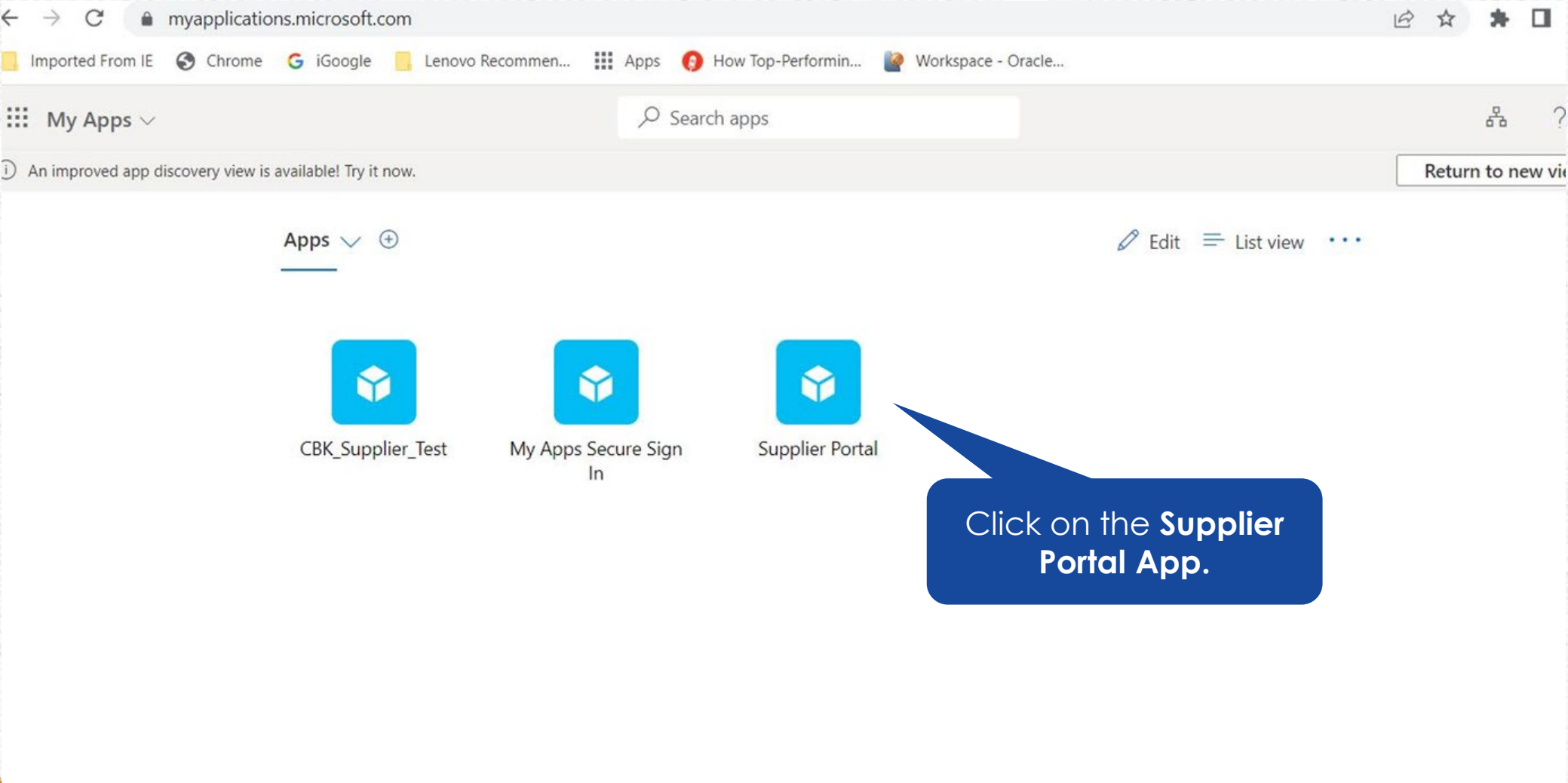
Click on My Apps Secure Sign In



You will be prompted to sign in

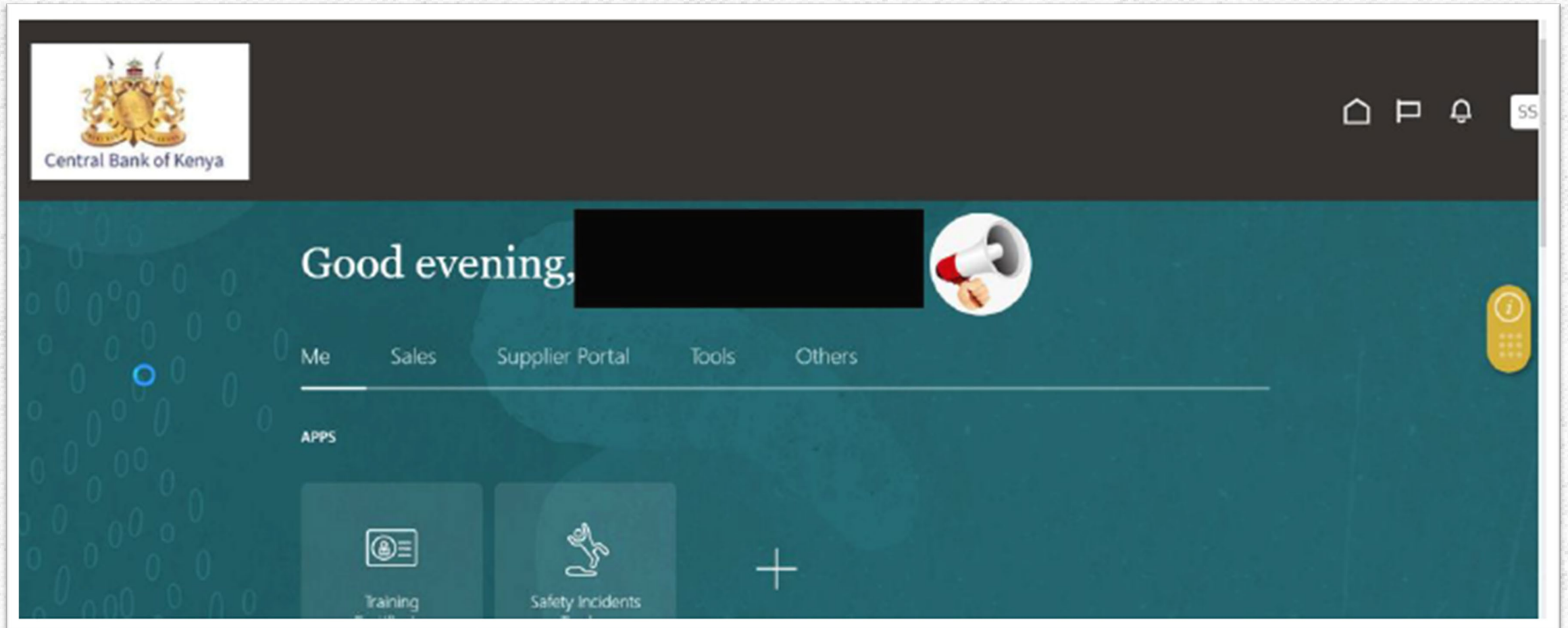


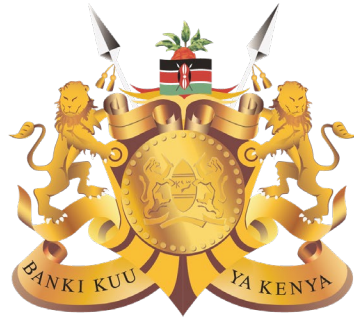
Once the sign in is successful you are now ready to access the My Supplier Application





Congratulations! You are now logged on CBK portal. Thank you for following the steps.





**Central Bank of Kenya**