First-time Registration for Two-Factor Authentication

Step 1: Enter Your Username and Password

1. Open a web browser and navigate to: https://intellilink.spendmanagement.visa.com

2. On the Welcome to Visa IntelliLink Spend Management page, enter your Username and Password. Then click Log in.

3. If this is your first login after the July 21, 2019 release you will be prompted to enter your Memorable Word prior to proceeding to register for Two-Factor Authentication.

   Note: Users with profiles created after the July 21, 2019 release, who have not previously set a Memorable Word will proceed directly to the 2FA registration flow.

Step 2a: Set Up Two-Factor Authentication – Visa IntelliLink Spend Management Mobile App

4. After your username and password are accepted, the Enable two-factor authentication window displays. This is where you choose the authentication method to use when accessing the application. In this case, it suggests the Visa IntelliLink Spend Management mobile app. If you have not done so already, download and install the mobile app.
5. **Open and log in** to the *Visa IntelliLink Spend Management* app on your mobile device.

6. From within the **mobile app**:
   - Tap the **Options** menu.
   - Tap **Authenticator**.
     An **Authentication Code** displays in the mobile app for thirty seconds, then a new one is automatically generated.
     
     **Tip:** A small stopwatch icon in the upper-right corner of the Authenticator screen shows how long the code is still valid. The authentication code will turn **red** when it is nearing expiration.

7. From within the **desktop application**:
   - Click **Continue**.
   - Enter the **Authentication Code** currently displayed in the **mobile app**.
   - Click **Verify**.

8. Your registration with the *Visa IntelliLink Spend Management* mobile app is now complete. For all future log ins to the *Visa IntelliLink Spend Management* desktop application you will be asked to enter your username and password, and repeat **Steps 6 & 7**, above.

**Note:**
- For more information about installing and setting up the mobile app, ask your Administrator for the *Visa IntelliLink Spend Management Mobile App Guide*.
- If you prefer not to use the *Visa IntelliLink Spend Management* mobile app to authenticate, click **Use other authentication methods** to select *Email* or *Authenticator app* (as supported by your Bank) then follow the onscreen instructions. Whichever method you register with will be used every time you log in to the desktop application in the future.