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 2b: Set Up Two-Factor Authentication – Third-Party Authenticator App

2FA is also supported for Visa IntelliLink Spend Management using third-party authenticator apps that use the Time-Based One-Time Password (TOTP) protocol. Examples are: Google Authenticator, Authy, Duo Mobile, LastPass Authenticator, and others. The steps below are generalized from the Google Authenticator experience.

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. If you have not done so already, download and install a TOTP-based Authenticator app from the relevant app store for your device.
5. **Open** the app on your mobile device.

6. From within the **mobile app**:
   - Add your Visa IntelliLink Spend Management account.
     - If the app supports it, scan the QR code on the login screen. An **Authentication Code** displays in the mobile app for 30 seconds, then a new one is automatically generated.
     - If the app does not support QR code scanning, or you are otherwise unable to scan the QR code, click **Unable to scan the QR code?** on the desktop login screen. An encryption key will be shown on screen, which you can enter into the app manually to register your account with the authenticator app.

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

8. Your registration with the third-party authenticator 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 5 & 7**, above.

**Note:**
- If you prefer not to use a third-party authenticator app to authenticate, click **Use other authentication methods** to select Email or the Visa IntelliLink Spend Management 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.