Ongoing Usage of Two-Factor Authentication for Log in

Step 1: Enter Your Username and Password

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

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

Step 2: Enter Your Two-Factor Authentication Code

3. After entering your Username and Password, you will be presented with the code verification screen for your chosen authentication method.
Visa IntelliLink Spend Management – Two-Factor Authentication

4. Open the chosen method to retrieve the authentication code and enter it into the Code text box on the desktop application log in screen.

5. Click Verify.

Note:

- You will be required to enter a 2FA code each time you log in to Visa IntelliLink Spend Management.
- 2FA will apply to users who login directly at https://intellilink.spendmanagement.visa.com. Users who access the application via Single Sign On from Visa Online or the Visa Business Solutions Experience portal may not be required to authenticate using 2FA.
- Your account will be temporarily locked following 4 unsuccessful log in attempts. You may try again later or contact your Administrator to unlock your account.

Change Your Two-Factor Authentication Method

You can change the way you receive authentication codes by resetting two-factor authentication. This deletes your current registration method and allows you to choose a different method.

1. Click Profile menu > Personal Settings > Two-Factor Authentication. On the Two-Factor Authentication screen, you will see displayed your current two-factor authentication method.

2. Click Reset.

3. You will be required to confirm the reset by entering an authentication code from your currently registered method. Click Verify.

4. When the authentication code is confirmed, click Log out.

5. You may then re-register for an alternate method by following the instructions above.