



Vendor User Flow, New User Only

1. Upon Vendor User invite, a new PS User ID is created and an email sent which contains a link and instructions to register in MFA
 - a. https://testvendorlogin.lablue.com/psc/eSupTest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
2. Link Lands at Ping Sign On screen and User clicks “New User or Trouble Signing On?” link

A screenshot of the "Account Login" page for Louisiana Blue Cross. The page has a white background with a blue border. At the top, the Louisiana Blue Cross logo is displayed. Below the logo, the text "Account Login" is centered. There are two input fields: "Username" and "Password", each with a horizontal line for text entry. Below the "Password" field is a checkbox labeled "Remember my username". At the bottom of the form is a large blue button with the word "SUBMIT" in white capital letters. Below the button, there is a link that says "New User or Trouble Signing On? | Change Password?". The "New User" part of the link is highlighted in yellow.

3. Vendor User is taken to Account Recovery screen and enters email address from invitation then press Send Request Button. Note: Account Recovery is used for New Vendor Users so that each can set their own initial password and MFA options.

Account Recovery

1
Request

2
Validate

3
Recover

Enter your username to reset your password or unlock your account.

USERNAME

LaBlueTest2@example.com

Send Request

[Trouble With Username?](#) | [Cancel](#)

4. Account Recovery Code will be sent to email address. Enter the code here and press Validate.

Account Recovery


Request

2
Validate


Recover

ENTER SECURITY CODE

R38BMX31

Enter the security code that was sent to your email address. If you don't receive the code within a few minutes, try again.

Validate

Cancel

5. Enter your chosen password here and press reset

Reset Your Password


Request


Validate

3

Reset

NEW PASSWORD

.....



CONFIRM NEW PASSWORD

.....



Reset

Cancel

Note error if password supplied does not meet policy requirements:

Reset Your Password


Request


Validate

3

Reset

The password supplied does not meet policy restrictions.
Please try again.

- ✖ Must meet length requirements. Min 8 characters. Max 99 characters.
- ✖ Must not match one of the user's account field values.

[See Password Requirements](#) ^

Must not be a common password.

Must not contain more than 5 consecutive characters or patterns.

Must not use a password that is known to be compromised.

Must meet length requirements. Min 8 characters. Max 99 characters.

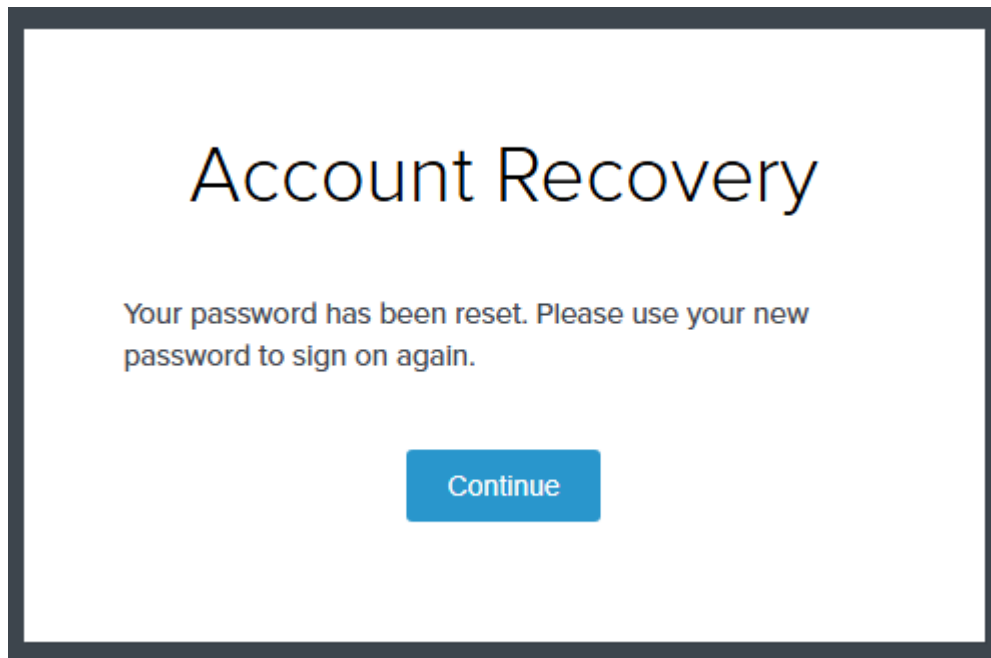
Must not match one of the user's account field values.

NEW PASSWORD

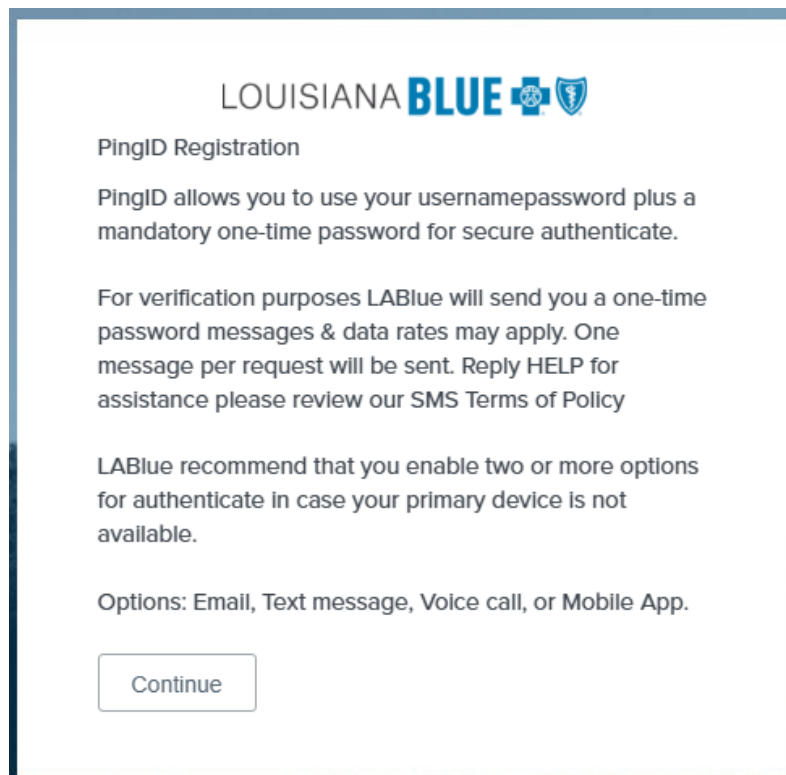
CONFIRM NEW PASSWORD

Reset

6. Press Continue



7. Press Continue and note recommendation to enable at least 2 authentication options.



8. Using the selection buttons, configure 2 or more options for authentication and provide the requested information on each screen by pressing Next

PingID Registration

Authentication Method Selection

Select the option you want to configure for use during authentication:

SMS/Texting

☒



Voice

☐



Email

☐



Secondary Email

☐



Mobile App

☐



Enter or verify the number below before continuing:

Cancel

Reset

Next

Please note that if you choose to cancel, all previously registered devices will be removed from your account.

Powered by PingIdentity

9. After each authentication method, Vendor User can Register Another or Finish Registration. Select Finish Registration when complete

PingID Registration

Next Steps

You have registered 2 device(s).

Device	Details	Registered Date
Mobile 1 (PRIMARY)		Tue Sep 15 13:51:15 CDT 2026
Email 1 (SECONDARY)		Tue Sep 15 13:52:46 CDT 2026

It is recommended to register another device in the event that your primary one is disabled or not available.

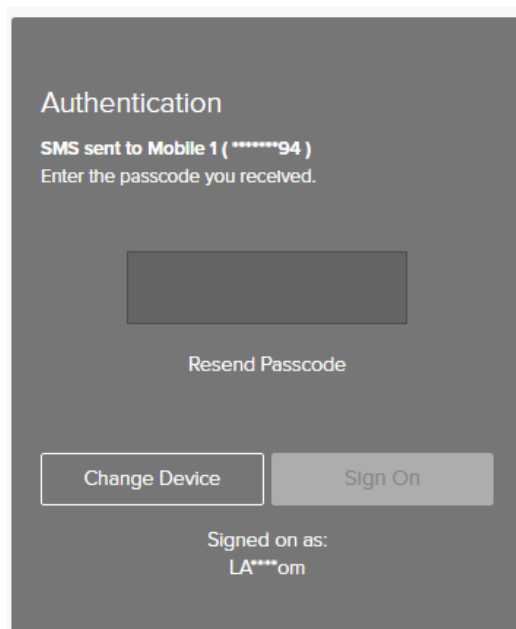
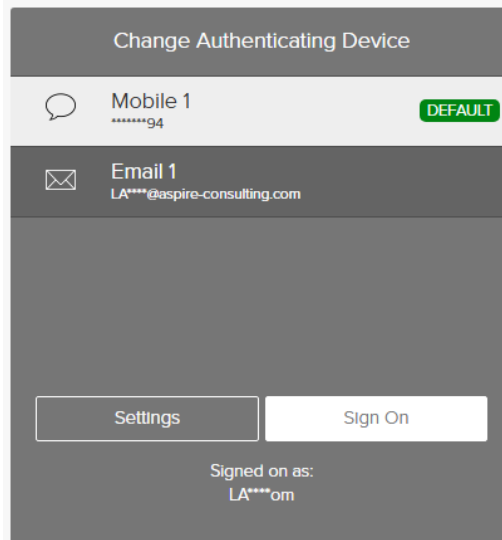
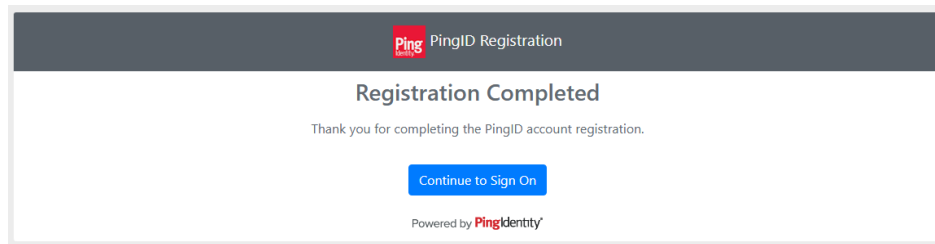
Click the 'Register Another' button to continue, or click the 'Finish Registration' button to skip the additional device registration process and log in.

Register Another

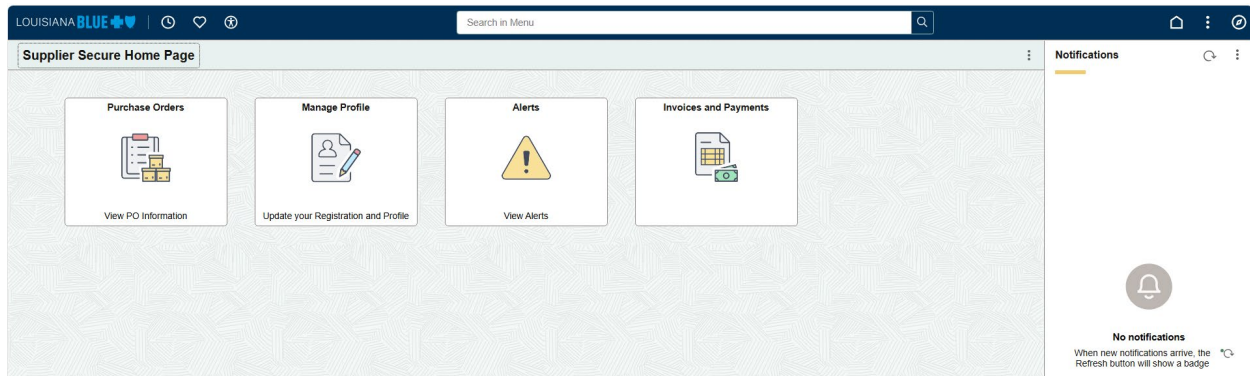
Finish Registration

Powered by PingIdentity

10. Congratulations! Vendor User is now ready to log into the system by pressing Continue to Sign On and providing the requested MFA information on each screen



11. Vendor User arrives at Vendor Secure Home Page



Vendor User Login, Existing MFA enrolled User

- Vendor User uses previously sent link to login via supported web browser
 - https://testvendorlogin.lablue.com/psc/eSupTest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
- Vendor User receives Ping Sign On screen and enters USERNAME and PASSWORD

Sign On

USERNAME

PASSWORD

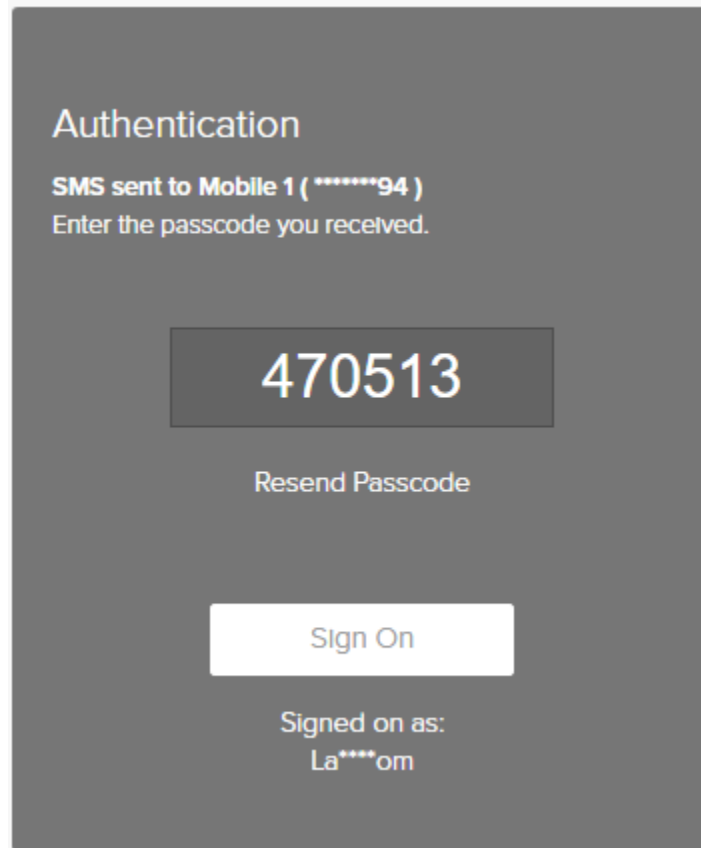
☐ Remember my username

☐ This is my device

[Change Password?](#) | [Trouble Signing On?](#)

- Vendor User receives and responds to MFA challenge

- a. There are multiple options on how Vendor User receives the code including SMS text, email, and authenticator. Screenshot below shows SMS Text.



4. Vendor User arrives at Vendor Secure Home Page

