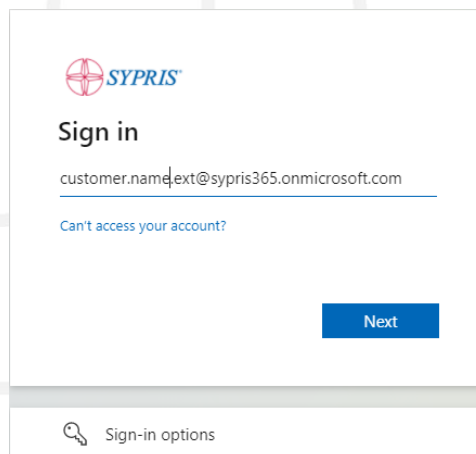**Customer Portal Access Instructions**

Hello. If you are reading this, you should have received an email from our Customer Portal Administrator with a link to our portal along with a username and password. Please refer to that email and click the following link for access

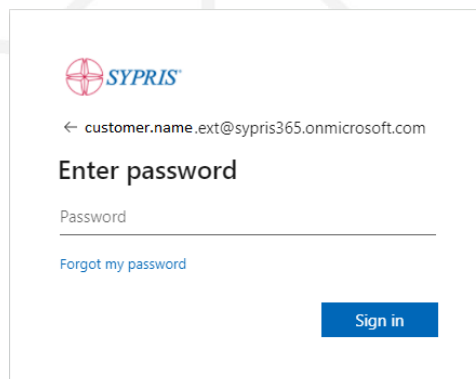https://sypris365.sharepoint.us/sites/CustomerPortalAccess

This link will also be available on the Sypris Electronics web site

Enter you're the supplied username and click Next

If you are already logged in to any Microsoft 365 account, you may have to copy/paste the URL in your browser into an "InPrivate" tab in order to get the login window to come up. To perform this, refer to your browser's setting option.
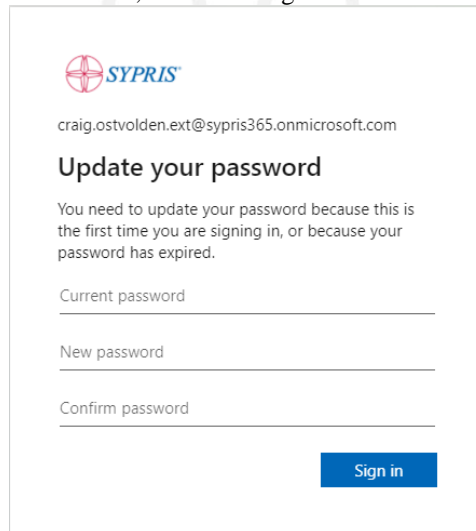

Please enter your Sypris-issued password. This password is case-sensitive. Click Sign In when you are ready.

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You may be prompted to update your password on the first login. If so, type in your password again, then create a new password and type that in first, then click Sign in.
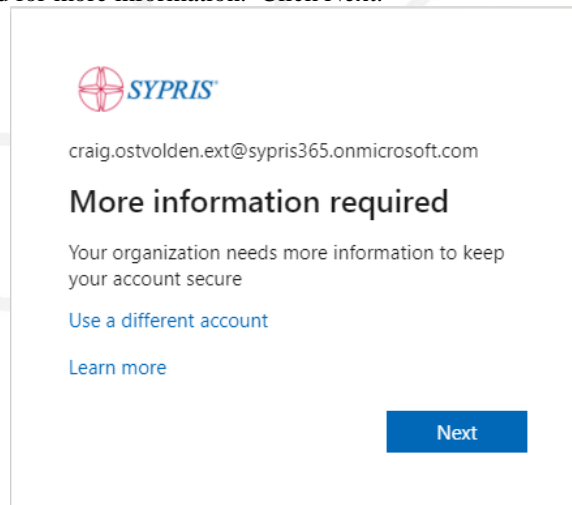
You will then be prompted for more information. Click Next.
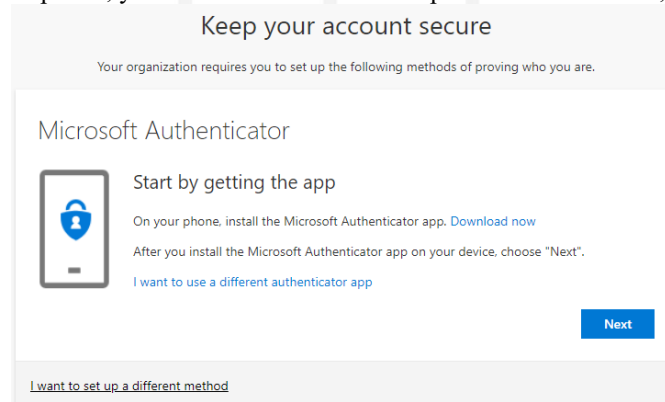
In the next window, you will start the process of keeping your account secure.
Microsoft Authenticator is a great, secure app for using two-factor authentication. If you prefer not to install an app your smart phone, you can click "I want to set up a different method", for more options.

You have two choices. You can choose the Authenticator App, or Phone for the second way of verifying that this account belongs to you. If you have decided to use the Authenticator app, go to the App Store if you are an iPhone user and search and install the Microsoft Authenticator App or go to the Google Play Store and download if you have an Android or other similar operating system.

Choose a different method

Which method would you like to use?

Authenticator app

Cancel   Confirm
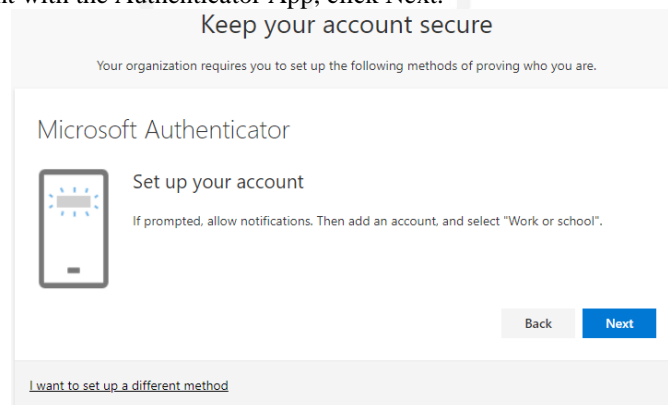
Choose a different method

Which method would you like to use?

Phone

Cancel   Confirm

Once you have decided which one you want to use, click Confirm.
To set up your account with the Authenticator App, click Next.

Keep your account secure

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

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   Next

I want to set up a different method

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Now open the Microsoft Authenticator app on your phone.
Click the Plus sign in the upper right hand corner.
Select Work or school account. Select Scan QR code.
You may be prompted to give the app access to your camera on your phone. You will need to do this to
scan the QR Code on your computer.
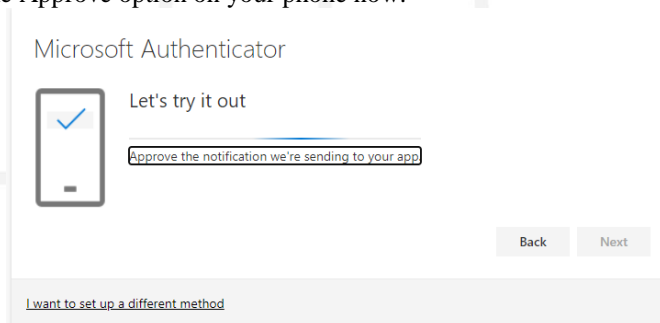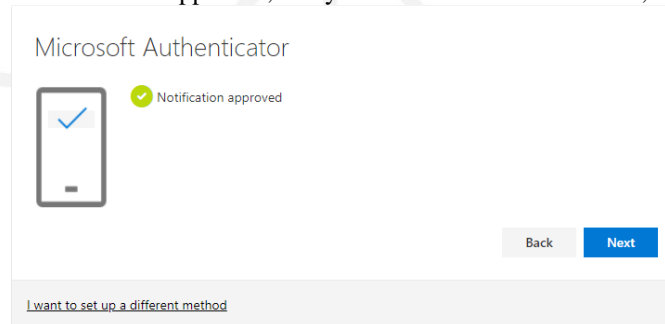Hold your camera up to the QR code and it will add the Sypris Solutions option to your Microsoft
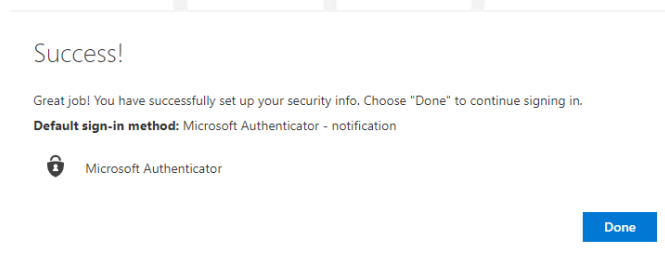Authenticator App.

Now, on your PC/Laptop, click the Next button on the page where it is displaying the QR Code.
On your phone, you should see the pop-up windows that says "Approve sign-in?" Sypris Solutions. Deny
or Approve. Select the Approve option on your phone now.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app

Back   Next

I want to set up a different method

If successful, the notification will be approved, and you will see this screen. If so, click Next.

Microsoft Authenticator

✓ Notification approved

Back   Next

I want to set up a different method

Click Done.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Microsoft Authenticator - notification

🔒   Microsoft Authenticator

Done

You will be prompted asking if you want to "Stay signed in?" To keep your and Sypris Electronics
information secure, please check the box "Don't' show this again". Then click No.
You should now have access to the files that have been shared with you. If you have any issues at all,
please do not hesitate to contact the Help Desk at helpdesk.tampa@sypris.com for assistance.