

Customer Portal Access Instructions

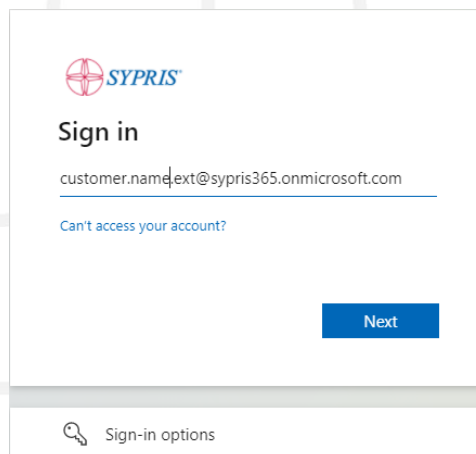
Hello. If you are reading this, you should have received an email from our Customer Portal Administrator with a link to our portal along with a username and password. Please refer to that email and click the following link for access

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

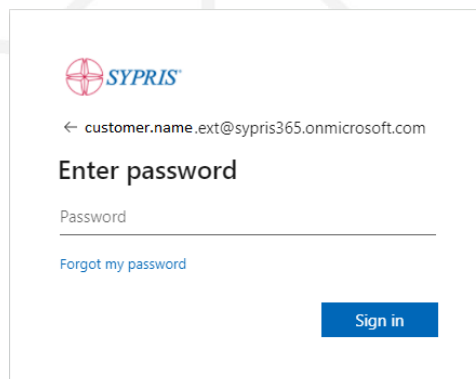
This link will also be available on the Sypris Electronics web site

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.

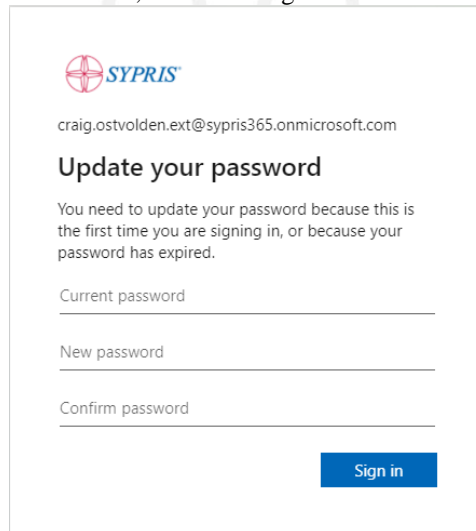
A screenshot of the Sypris sign-in interface. At the top is the Sypris logo. Below it is the heading "Sign in". A text input field contains the placeholder "customer.name.ext@sypris365.onmicrosoft.com". Below the field is a blue link "Can't access your account?". At the bottom right is a blue button labeled "Next". Below the main form is a section titled "Sign-in options" with a magnifying glass icon.


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

A screenshot of the Sypris password entry interface. At the top is the Sypris logo. Below it is a back arrow icon followed by the text "customer.name.ext@sypris365.onmicrosoft.com". The heading "Enter password" is centered. Below it is a text input field with the placeholder "Password". Below the field is a blue link "Forgot my password". At the bottom right is a blue button labeled "Sign in".

Trust Beyond Manufacturing®

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.



 SYPRIS

craig.ostvolden.ext@sypris365.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

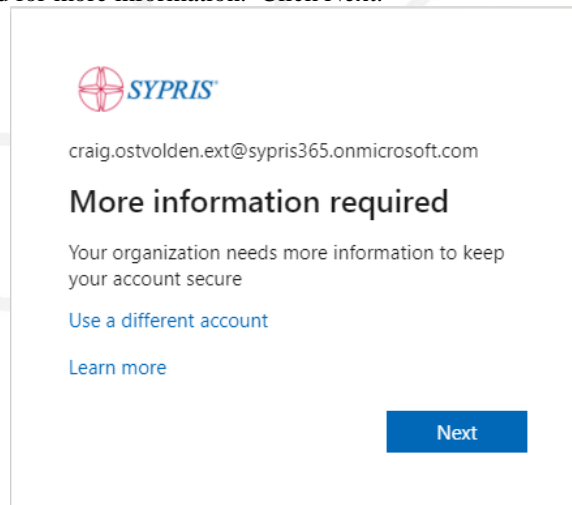
Current password


New password

Confirm password

[Sign in](#)

You will then be prompted for more information. Click Next.



 SYPRIS

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More information required

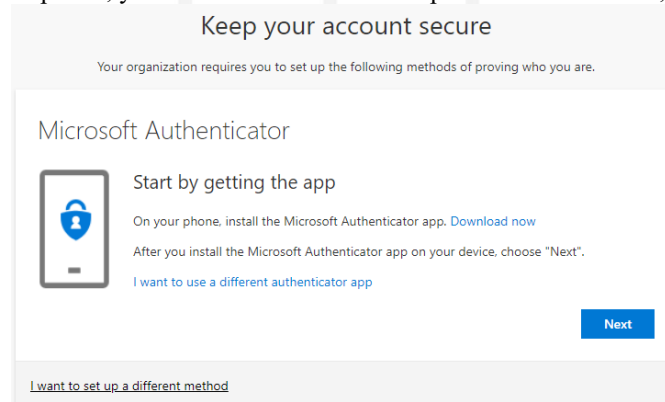
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[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.



Keep your account secure

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

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

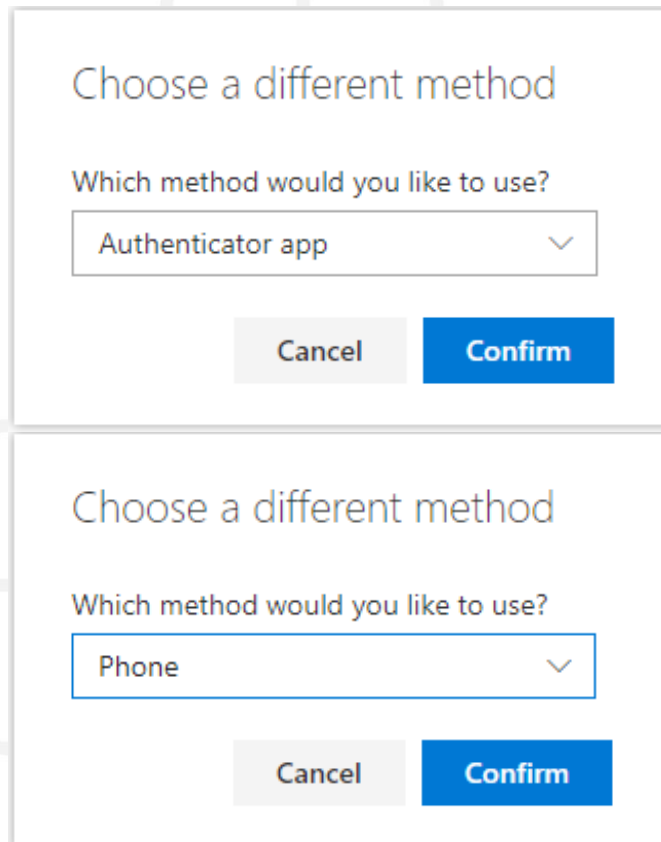
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

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.

Two screenshots of a Windows-style dialog box titled "Choose a different method". The first screenshot shows the dropdown menu set to "Authenticator app". The second screenshot shows the dropdown menu set to "Phone". Both screenshots have "Cancel" and "Confirm" buttons at the bottom right.

Choose a different method

Which method would you like to use?

Authenticator app

Cancel Confirm

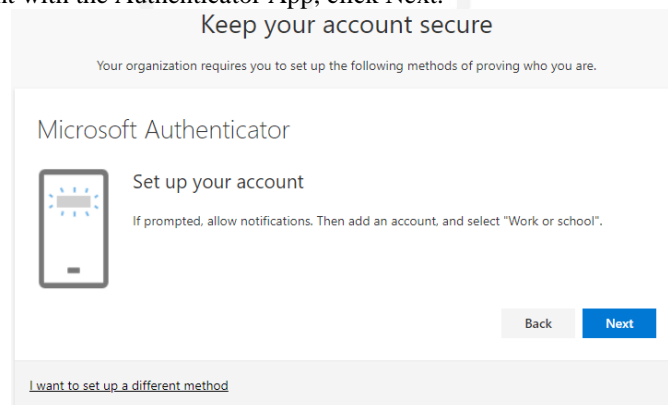
Choose a different method

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.

A screenshot of a Windows-style window titled "Keep your account secure". It contains instructions to set up the Microsoft Authenticator app. There is a small icon of a smartphone, a "Back" button, and a "Next" button. A link at the bottom says "I want to set up a different method".

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".

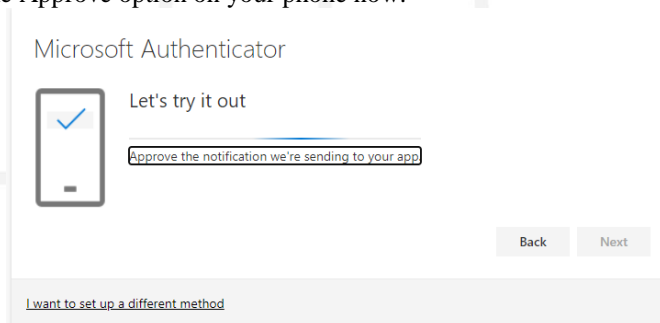
Back Next

[I want to set up a different method](#)

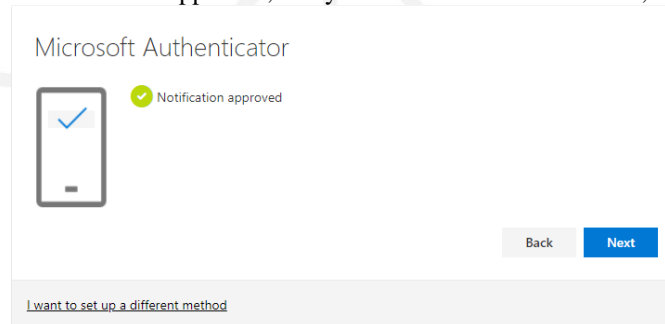
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Now open the Microsoft Authenticator app on your phone.
Click the Plus sign in the upper right hand corner.
Select Work or school account. Select Scan QR code.
You may be prompted to give the app access to your camera on your phone. You will need to 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.

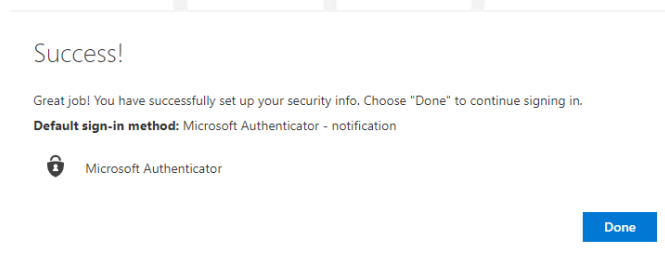
Now, on your PC/Laptop, click the Next button on the page where it is displaying the QR Code.
On your phone, you should see the pop-up windows that says “Approve sign-in?” Sypris Solutions. Deny or Approve. Select the Approve option on your phone now.



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



Click 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.