



# CREATING YOUR G8 EDUCATION ACCOUNT FOR EXISTING G8 EDUCATION SUPPLIERS

1

Click on the Link in the Invitation Email from G8 Education.



2

Fill out this form.

**Create an Account**

G8 Education is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with G8 Education so you're ready to do business together.

**\* Business Name**  
Phillippa Pty Ltd  
Your legal business name (or legal personal name if an individual)

**\* Email**  
angelina.coory+subl@gmail.com

**\* First Name** Phillippa **\* Last Name** Test 1

**\* Password** **\* Confirm Password**  
Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

**Create an Account**

Already have an account? [LOG IN](#)  
[Forward this to someone](#)

3

Close this next page as you don't need to create a profile for Coupa. Click the X in the top right corner to close this page.

**Your Contact Information**

**\* First Name** Phillippa **\* Last Name** Test 1

**\* Phone Number** **\* Country/Region**

**\* Business Address**

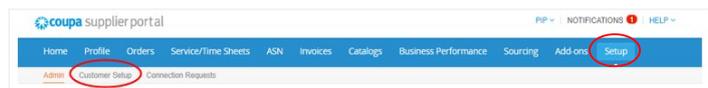
**\* City** **State** **\* Zip Code**

**Next**

[Skip for Now](#)

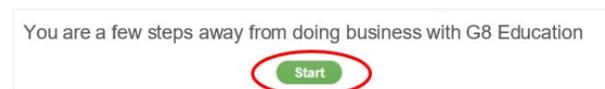
4

Select **Setup**



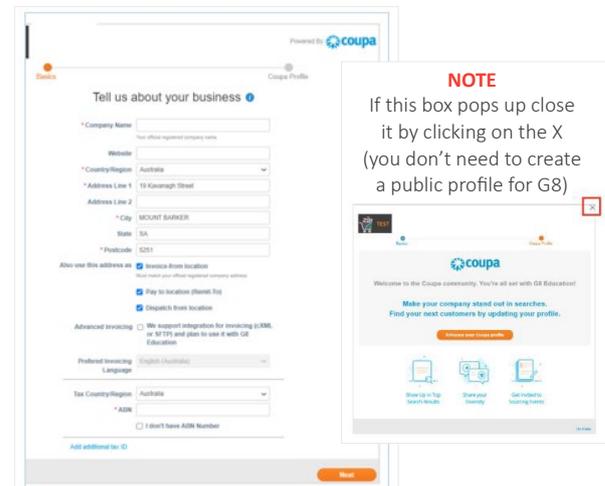
5

Select **Start**



6

Complete the required fields and select **Next**.



7

You are now **Setup!**



A **Two-factor authentication (2FA)** prompt may be presented to every supplier when first logging into the CSP, and to existing suppliers who haven't yet set-up this function. It is an optional feature that can be closed by clicking the 'x' or 'Cancel' button.

**To set up this feature, please refer to the [Two-Factor Authentication Quick Reference Guide](#).**