



CyberArk Idaptive Business-2-Business Portal
User Manual



CyberArk Idaptive is a solution that makes internal resources available for Faurecia suppliers, vendors, and supporters.

Applications are provided inside a B2B (business-to-business) portal. This manual introduces how to access E-Portal through CyberArk Idaptive.

Please follow next steps:

1. Click the below URL:

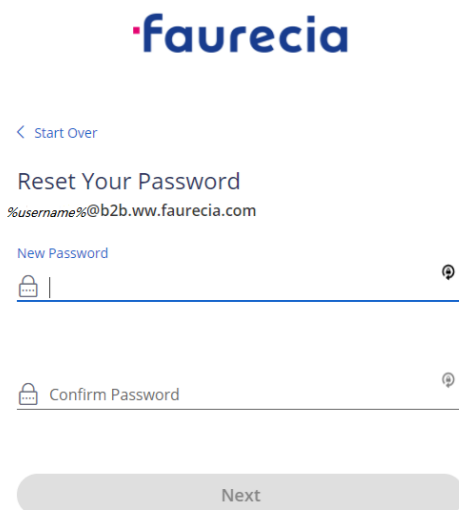
<https://b2b.www.faurecia.com>



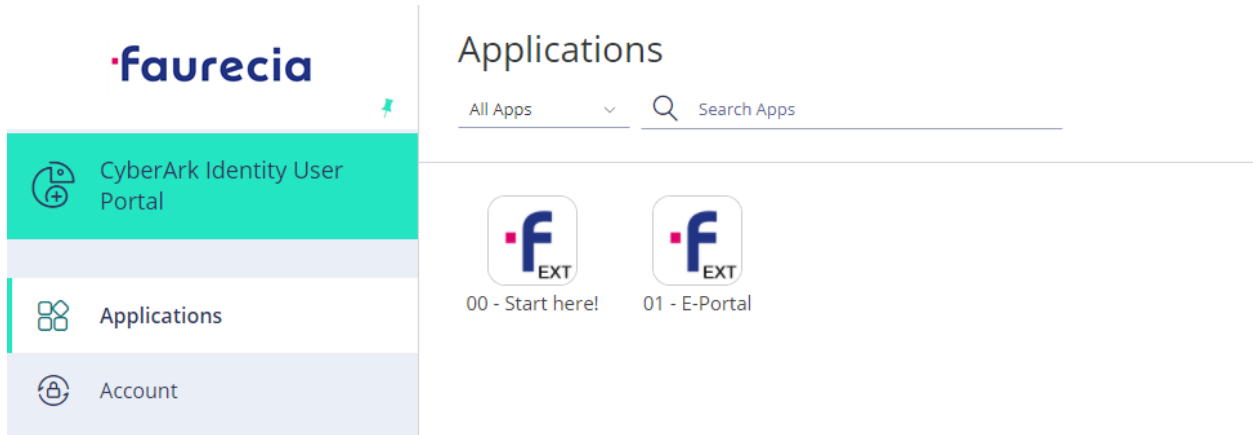
2. Please use the account and password which you received from the email.

Account format: %username%@b2b.www.faurecia.com

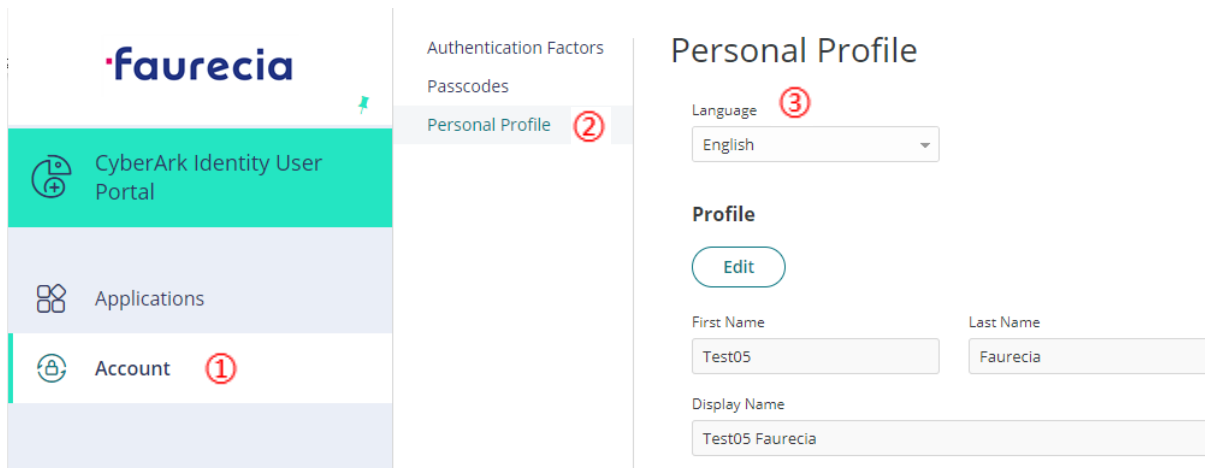
3. Please reset a new password for yourself:



After logon, you will see the application tab of the portal.

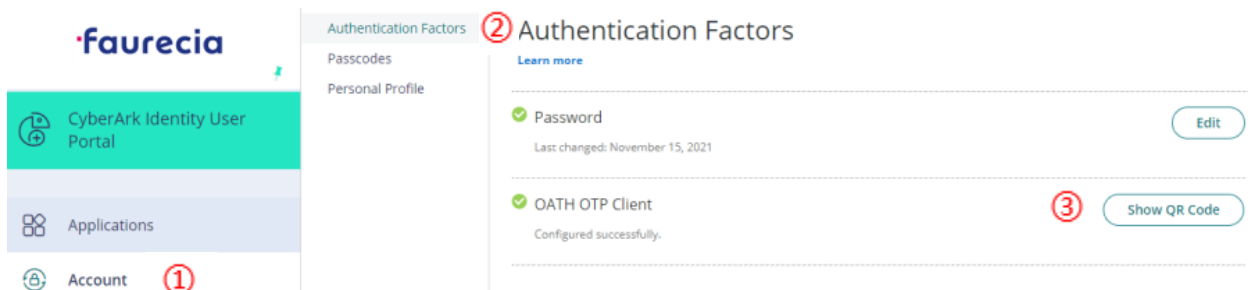


4. For better usability you can set the language of the portal. Please click “Account”→“Personal Profile”→“Language”.

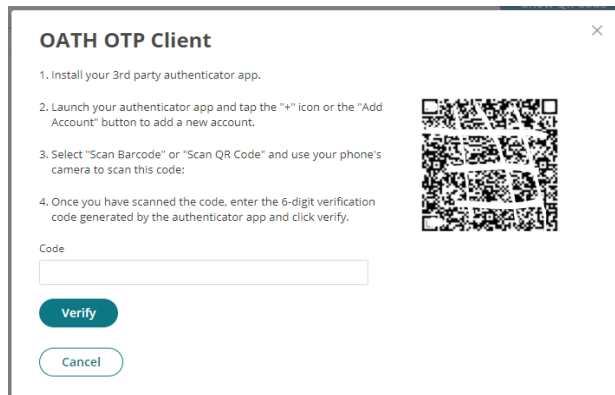


5. Before you continue, it is mandatory to set your Multifactor Authentication OATH OTP Client. Otherwise you will not be able to access resources via the B2B Portal.

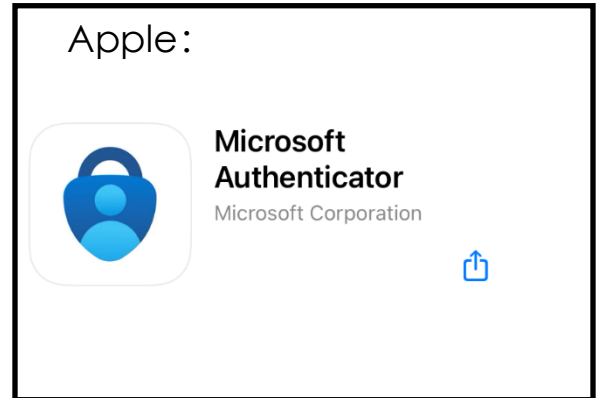
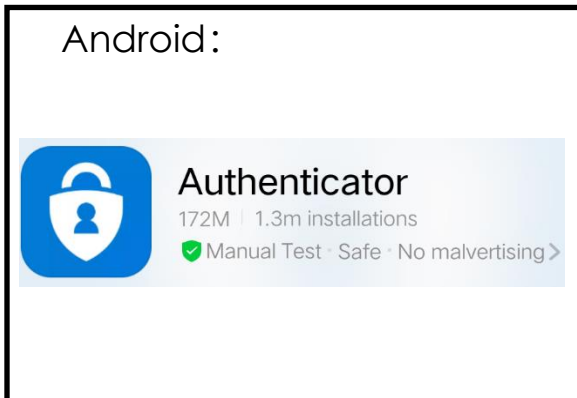
Please click “Account”→“Authentication Factors”→“OATH OTP Client(show QR code)”.



6. Click “Show QR Code” and follow the instructions as the screen shot:




a) Install **Microsoft Authenticator** in your mobile phone App store.



b) Log on Authenticator:

- If you see the first Windows, please select "I agree" ->"Scan a QR code".
- If you see the second Windows, please select "Add account" -> "Other account".

Windows 1:




Your privacy matters

We collect required diagnostics to keep the app secured and updated. This does not include your name or any sensitive data.

You can also opt in anytime from app settings to share usage data that will help us improve Authenticator.

I agree



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.


Sign in with Microsoft

Add work or school account

Scan a QR code

Windows 2:

Authenticator



Let's add your first account!

For further assistance, see the Help section in the menu.

Add account

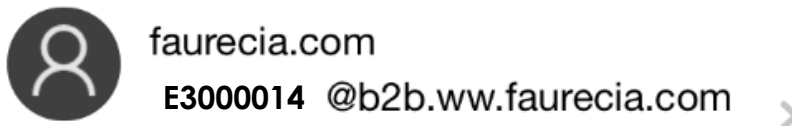
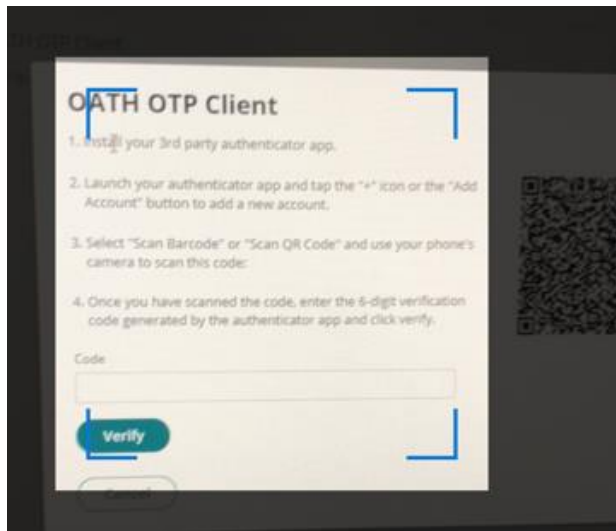
Add account

What kind of account are you adding?

Personal account

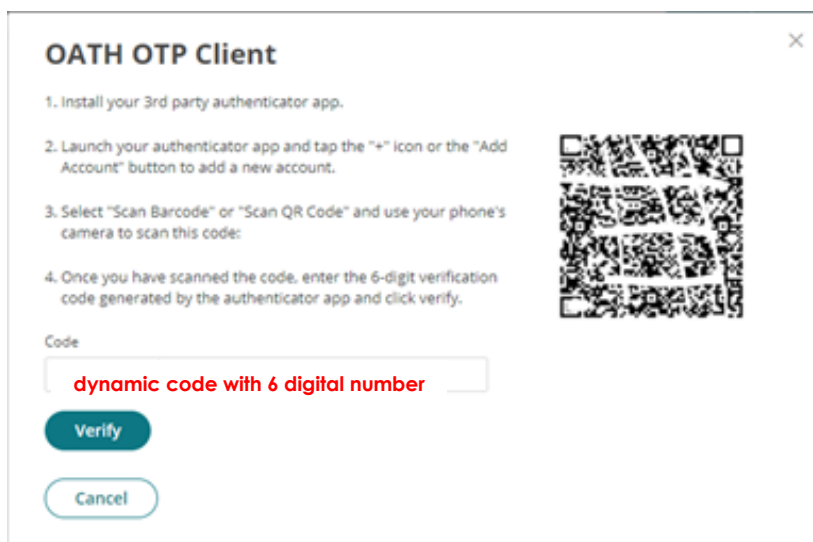
Other account (Google, Facebook, etc.)

- c) Use your mobile phone to scan the QR code. You will add your account in Authenticator and see a dynamic code with 6 digital number.



dynamic code with 6 digital number 12

- d) Enter the dynamic code in "Code" field and click "Verify". After verification, OATH OTP Client will show ✔.



Authentication Factors

[Learn more](#)

✓ Password

Last changed: August 4, 2021

Edit

✓ OATH OTP Client

Configured successfully.

Show QR Code

7. Click **Applications->E-Portal**. You will be forwarded to the Multifactor authentication window.

The screenshot shows the Faurecia user interface. On the left is a navigation sidebar with the Faurecia logo at the top. Below the logo are three menu items: 'CyberArk Identity User Portal' (highlighted in teal), 'Applications' (highlighted with a red box), and 'Account'. The main content area is titled 'Applications' and features a search bar and a dropdown menu set to 'All Apps'. Below this, there are two application tiles, each with a blue 'f' logo and 'EXT' text. The first tile is '00 - Start here!' and the second is '01 - E-Portal', which is highlighted with a red box.

8. Select “OATH OTP client”. You will be asked for another OTP (one-time password). Please check your mobilephone for a newly generated code. Enter the code and you will be forwarded to E-Portal.

The screenshot illustrates the authentication process. On the left, the Faurecia interface prompts the user to 'Provide a code' for the email address 'E3000014@b2b.www.faurecia.com'. It asks for a 'Verification Code' and shows a 'dynamic code in Authenticator' from a mobile device. An 'Authenticate' button is at the bottom. A blue arrow points to the right, showing the 'EPortal' login screen. This screen has input fields for 'Username' and 'Password', and a blue 'Login' button.

Important notes:

1. The minimum length of the password is 10 characters. The password must contain the uppercase and lowercase letters and digital numbers. **The password is valid only for 90 days.** You will receive an email to remind you to change a new password 14 days before the password is about to expire.
2. **If the account has expired for more than 90 days, the account will be set to disabled.** You need to contact the Faurecia contact to restore the account.
3. **If the account has been disabled for more than 90 days, the account will be deleted.** The deleted account can't be restored anymore.


Self-service to reset password:

1. If you forget your password, you can reset the password with self-service tool. Please click "Forgot your password" after you enter your account in CyberArk Idaptive logon page.



The screenshot shows the Faurecia authentication interface. At the top is the Faurecia logo. Below it is a link to 'Start Over'. The main heading is 'Authenticate to Faurecia' followed by the email address 'E3000014@b2b.www.faurecia.com'. Below this is the instruction 'Enter the password associated with your username' and a password input field with a lock icon and a visibility toggle. A red box highlights the 'Forgot your password?' link. At the bottom is a 'Next' button.

2. Enter the dynamic code in Authenticator.



< Start Over


Provide a code
E3000014@b2b.www.faurecia.com

Enter Verification Code

Enter code

Authenticate

3. Enter your new password.



< Start Over

Reset Your Password
E3000014@b2b.www.faurecia.com

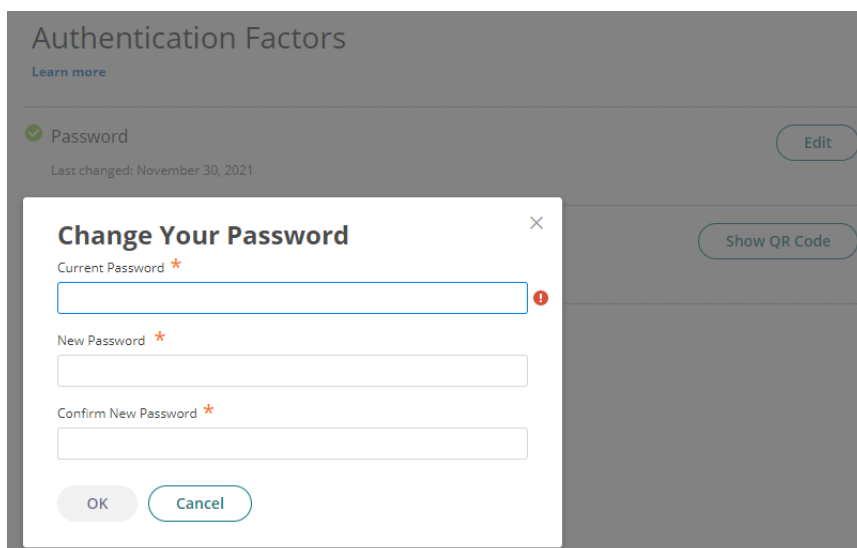
New Password

Confirm Password

Next

Your password will expire:

If your password will expire, please go to “Account” → “Authentication Factors” → “Password(Edit)”.



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