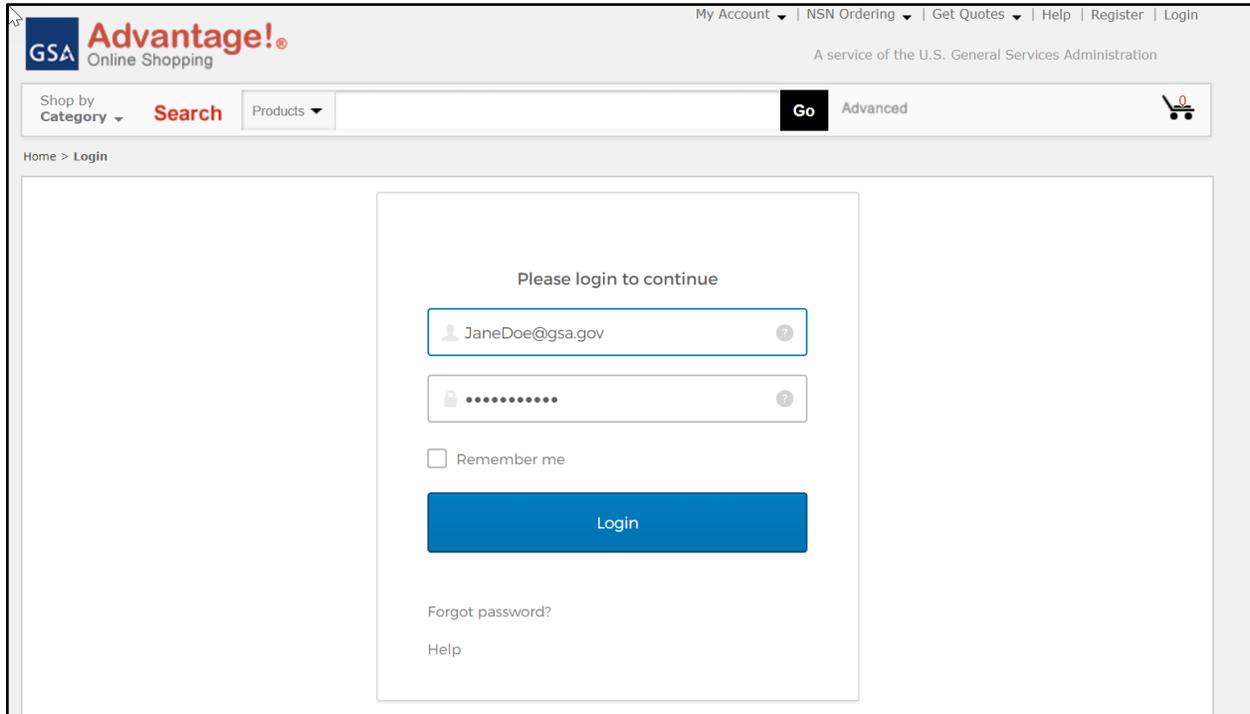


Logging into GSAAvantage/eBuy/GSA Global Supply for the first time after Multi-Factor Authentication implementation

Steps

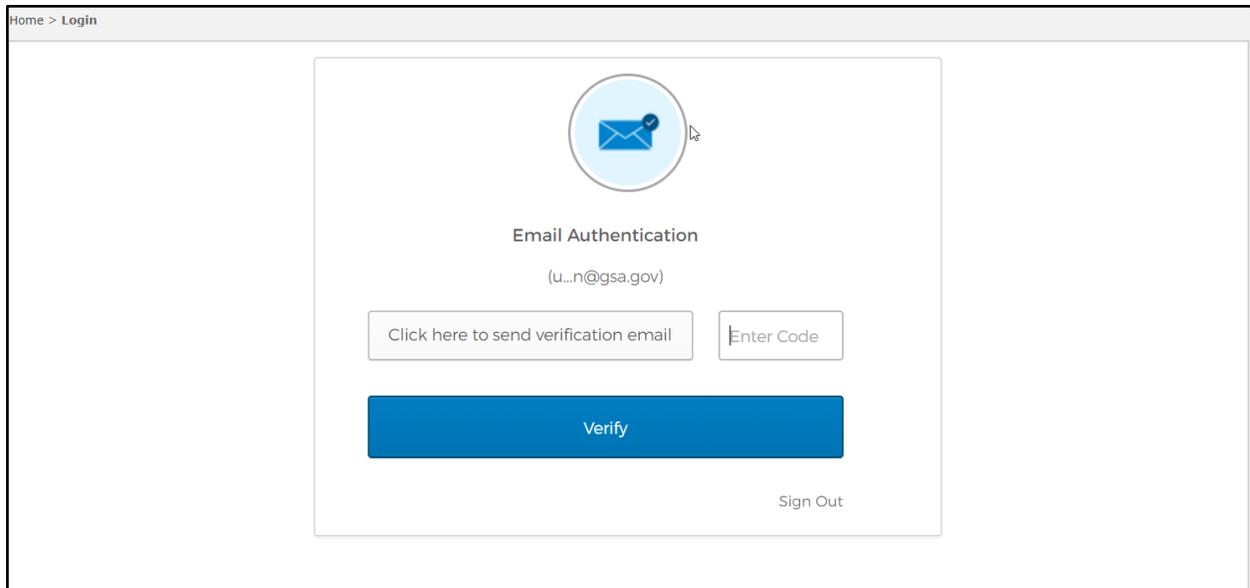
1. Please provide your official email address and password and click on the **Login** button.



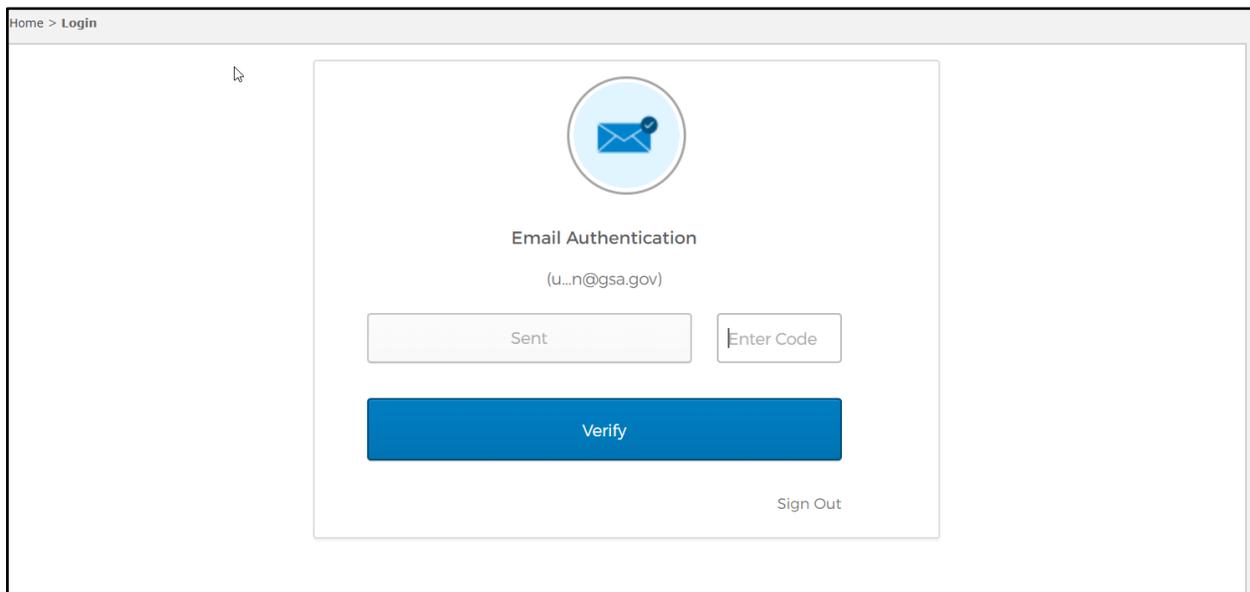
The screenshot shows the GSA Advantage! Online Shopping website. The header includes the GSA Advantage! logo, navigation links (My Account, NSN Ordering, Get Quotes, Help, Register, Login), and a service of the U.S. General Services Administration. Below the header is a search bar with a 'Search' button and a 'Go' button. The main content area displays a login form with the following elements:

- Text: "Please login to continue"
- Input field for email address: "JaneDoe@gsa.gov"
- Input field for password: "....."
- Checkbox: "Remember me"
- Blue button: "Login"
- Links: "Forgot password?" and "Help"

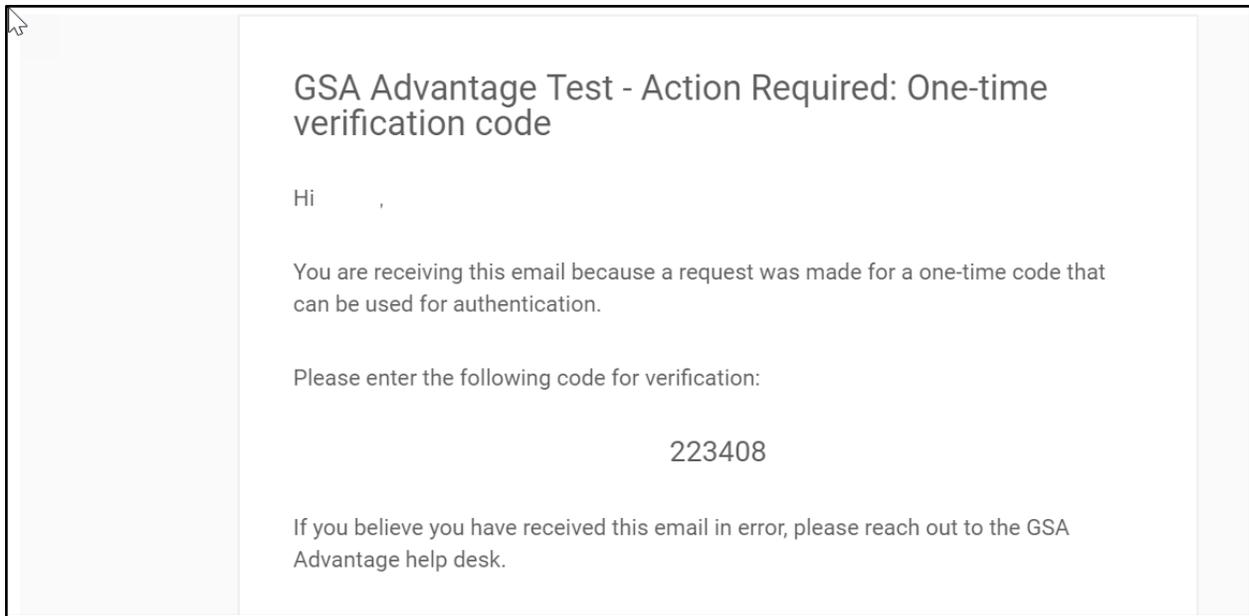
2. Next, click the **“Click here to send verification email”** button to receive the One time password (OTP), for Multi-factor authentication.



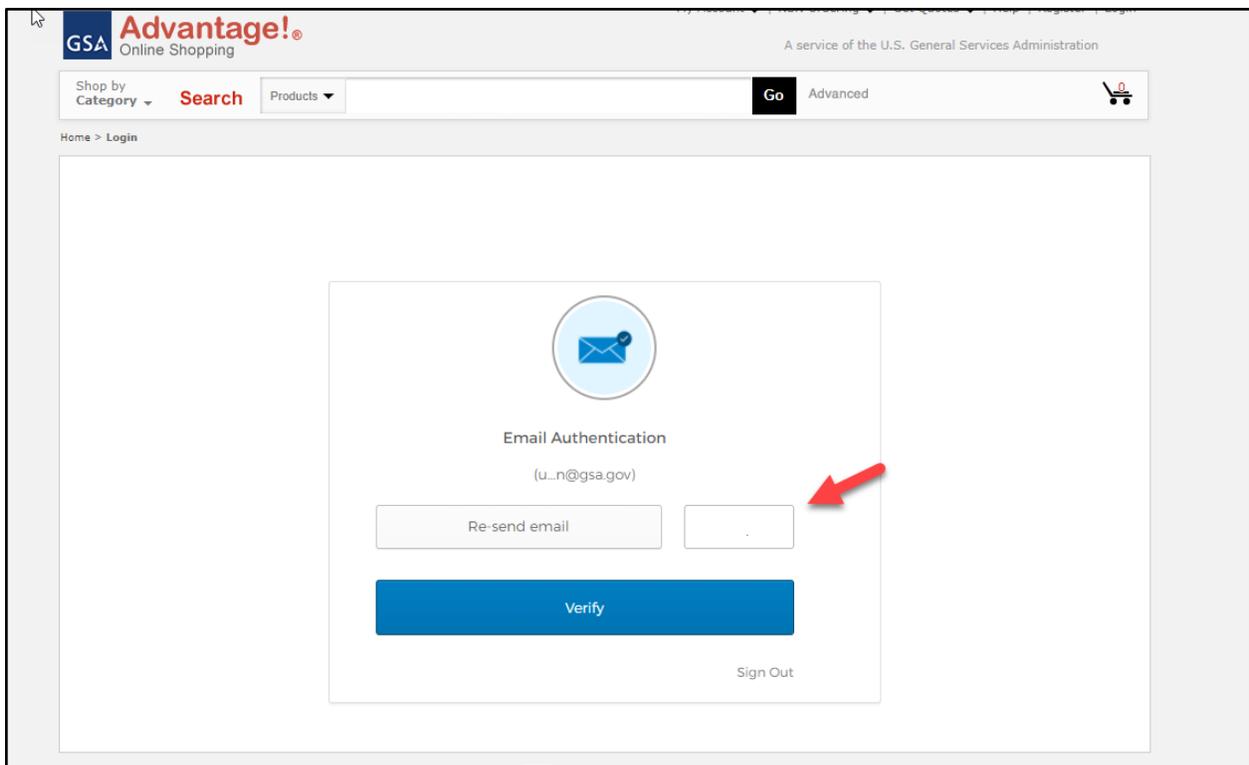
3. Once the OTP has been sent, the **“Click here to send verification email”** button will change to **“Sent”**.



4. You will receive an email as shown below, containing the OTP.



5. Enter the OTP and click the **Verify** button.



6. New Password Requirements - upon logging in for the first time after the MFA implementation, you are required to reset your password. Please provide your old password and enter a new password that meets the new requirements, then click the **Change Password** button.

Home > Login

Your password has expired

Password requirements: at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 10 passwords. At least 1 day(s) must have elapsed since you last changed your password.

[Change Password](#)

7. Once your password has been successfully updated, you will be taken to the GSAAdvantage home page.