

Care Provider Portal Access Check List

- Your supplier number, DUNS number, email address, and contact details for activation in i-Supplier have been emailed to PIM@lancashire.gov.uk
- iSupplier activation confirmation email received from PIM@lancashire.gov.uk
- Securemail workflow email message received (you need to access the Securemail to get your username and password for iSupplier. You will be prompted to change this password when you first log in).

[Link to Encrypted Email Guide](#)

- You can now access Oracle iSupplier and Oracle Sourcing through the portal (note: you will not be able to see the iSupplier Care Portal yet)

[Link to Login to iSupplier](#)

- Download the 'soft token' (Semantec VIP Access Security Application) onto your chosen devices (eg. smartphone, computer, laptop or tablet). Note: each device you use will have a different "Credential ID" (unique reference), you can use a maximum of two devices per user.

[Link to Instructions for installing and using the Soft Token](#)

- Email your credential ID(s) to PIM@lancashire.gov.uk including your Oracle supplier number, contact name, user name (registered email address) chosen PIN and device description (eg. laptop or iPhone) as per Step 3 on p13 of the above guide. You may have to wait a few days for your account to be activated, after which you will receive an email confirmation of your activation.

- You can now see the iSupplier Care Portal and login.
Note: although you may be able to login earlier, you will not be able to gain access to your Service User data in the Care Portal data before **3rdJuly 2014**.