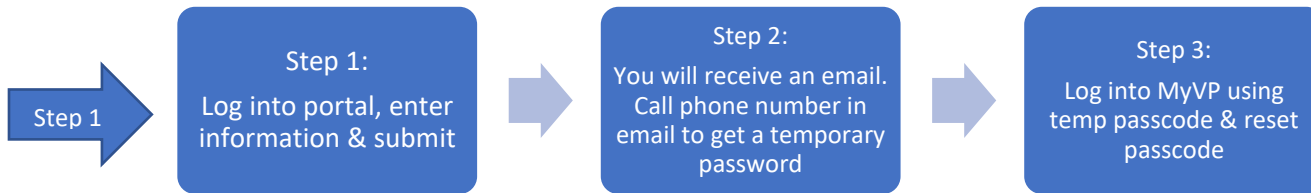


# External MyVP – Vendor Access Instructions



## Xenroll Process:

To obtain your login credentials and access to MyVP, please follow the process below. Logon to portal: <https://apps.conocophillips.com/xSelfEnroll>. Click on the drop down beside “Select A Portal to Enroll for” & choose **xapps1-myVP** and click Select.

**xSelfEnroll**

**Welcome To The ConocoPhillips Self Enrollment System!**

Follow these steps to request enrollment for self-enroll enabled portals

**1. Log In Or Continue**

Existing ConocoPhillips internal/external users, please [log in](#). Otherwise, continue on.

**2. Select A Portal To Enroll For**

xapps1-myVP [Select]

**VERY IMPORTANT - select the system ID xapps1-myVP**

Enter your Basic User Information (Name, Address, Company, Email, Phone, Shared Secret Hint & Shared Secret Answer), on section 3. This will also have to be provided on the next step to the Help Desk.

**3. Enter Your Information**

**Basic User Information**

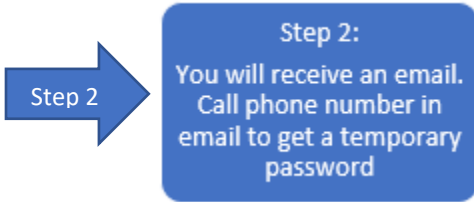
First Name *	Middle Initial	Last Name *	Street Address	City	State/Province
John	E	Smith	1234 Main Street	Bartlesville	Oklahoma
Postal Code	Country	Language	Company *	Department	Job Title
74003	US	en	XYZ Company		
Email Address *	Pager Number	Business Phone *	Fax Number	Mobile Phone Number	
JohnSmith@XYZCompany.com		918-555-1212			
Shared Secret Hint *	Shared Secret Answer *				
Mother's Maiden Name	Johnson				

Red \* are mandatory fields

On section 4, enter the answer to the question in the image box as shown below.



Click Submit



User will receive an email providing a User ID and a Phone Number to contact 1-866-322-2825. **When connected, let the Help Desk assistant know that you have an Extranet ID that needs to be activated.** You will need to provide them your Secret Answer to receive a temporary password. Example of email is below:

Dear ConocoPhillips Customer:

We have setup your individual account based on the information your company returned to us. Below is your userid that will enable you to access eConocoPhillips:

**User ID:**  
**Employee Name:**  
**Company Name:**  
**Department:**  
**Email Address:**  
**Phone Number:**

Before using your userid, you will need to activate your account by calling **1-866-322-2825**. When you call this number, you will be connected with an individual who will ask you for your Shared Secret (Last 4 digit of SS#, Mothers Maiden Name, Dogs Name, etc). Once your Shared Secret is confirmed, your user account will be activated and you will receive an initial password at that time.

After activating your user account, please go to <https://www.eConocoPhillips.com> to access eConocoPhillips.com. You can find instructions by clicking on the "Click Here if you are having login problems" link found on the eConocoPhillips home page found at <https://www.eConocoPhillips.com>.

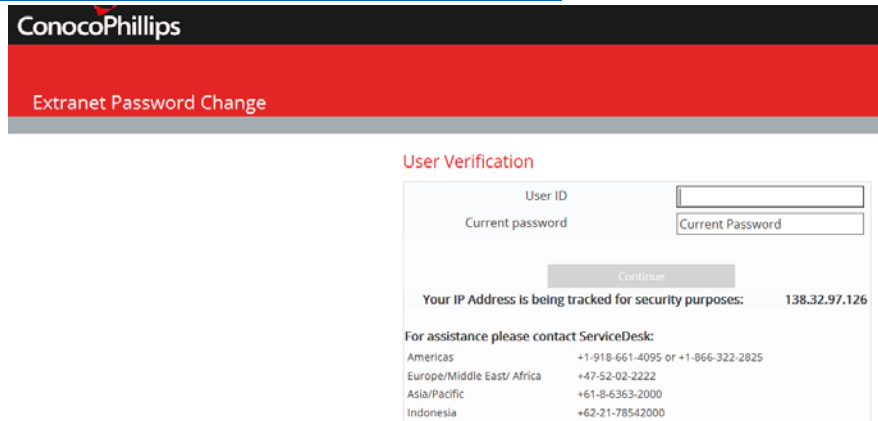
It is our desire to make eConocoPhillips.com a real benefit to you.

Step 3:  
Log into MyVP using  
temp passcode & reset  
passcode

## Password Reset process:

Step 3

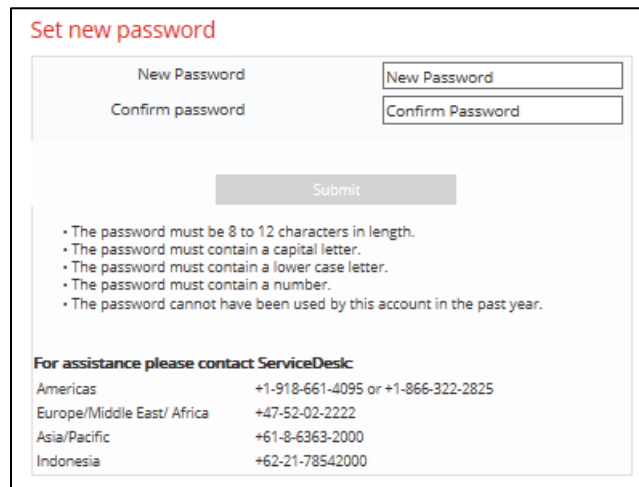
1. Go to the ConocoPhillips Extranet Password Reset Page:  
<https://www.econocophillips.com/idmgmt/ResetID.aspx>



The screenshot shows the 'ConocoPhillips Extranet Password Change' page. The 'User Verification' section includes input fields for 'User ID' and 'Current password', a 'Continue' button, and a message: 'Your IP Address is being tracked for security purposes: 138.32.97.126'. Below this is a 'ServiceDesk' contact list:

For assistance please contact ServiceDesk:	
Americas	+1-918-661-4095 or +1-866-322-2825
Europe/Middle East/ Africa	+47-52-02-2222
Asia/Pacific	+61-8-6363-2000
Indonesia	+62-21-78542000

2. Enter a new password, following the guidelines listed.
3. Select "Submit".



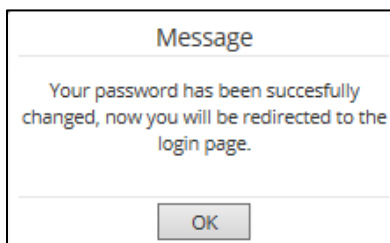
The screenshot shows the 'Set new password' page. It has input fields for 'New Password' and 'Confirm password', and a 'Submit' button. Below the button are the following password requirements:

- The password must be 8 to 12 characters in length.
- The password must contain a capital letter.
- The password must contain a lower case letter.
- The password must contain a number.
- The password cannot have been used by this account in the past year.

Below the requirements is a 'ServiceDesk' contact list:

For assistance please contact ServiceDesk:	
Americas	+1-918-661-4095 or +1-866-322-2825
Europe/Middle East/ Africa	+47-52-02-2222
Asia/Pacific	+61-8-6363-2000
Indonesia	+62-21-78542000

4. You will receive confirmation that your password has been changed:



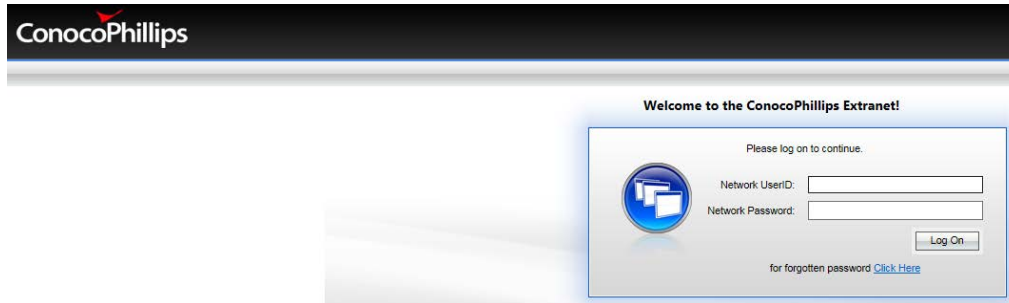
The screenshot shows a 'Message' box with the text: 'Your password has been successfully changed, now you will be redirected to the login page.' and an 'OK' button.

5. You will be re-directed to the log in page. No further action is required.

## Logging In

Once you have your User ID and the ConocoPhillips Help Desk has provided you a temporary password, please copy this link into your internet browser to log in: [xapps1.econocophillips.com/myvp](https://xapps1.econocophillips.com/myvp)

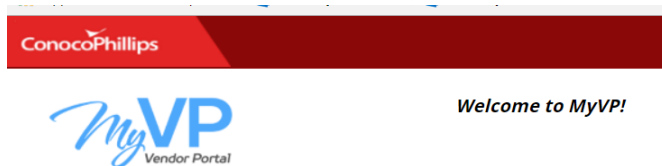
Enter User ID and Password, then select Log On.



\*If you see this screen, prior to landing on the Home screen, choose [xapps1-myVP](#):



Once logged in, you will be on the Home screen...Welcome to MyVP - ENSURE YOU COMPLETE ALL OF THE FOLLOWING STEPS OR YOUR ENROLLMENT WILL NOT BE COMPLETED, AND YOU WILL NOT BE ABLE TO VIEW YOUR INVOICES.

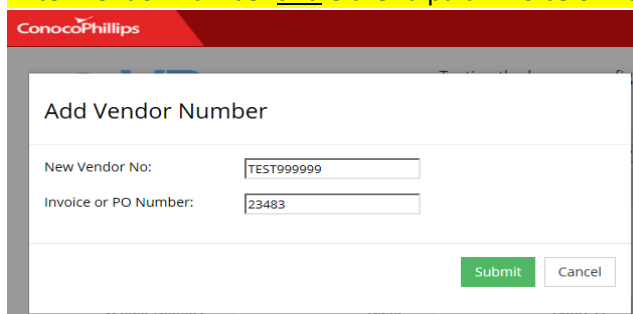


## Add Vendor Number:

To add a vendor number, click on the Add Vendor Number button on the Right side of your screen.



Enter Vendor Number and either a paid invoice or PO number issued within the last year, click Submit.



\*When adding a vendor, there will be a display box on the top Right-hand corner of your screen showing the status of your vendor being added or not. This screen will quickly go away, so you'll want to watch for it.

- If the vendor is unable to be added, you will see a message like this:



If Vendor is successfully added it should now be reflected as example shown below:

Vendor Number Management

Vendor Number	Name	Address	City	State/Region	Postal Code	Country	
TEST999999	MyVP Test Vendor	PO Box 9014	CORPUS CHRISTI	TX	78469	US	

\*If you have multiple Vendor numbers to add, repeat process above.



Vendor Number

\*Remember you can click on the MyVP logo to return to the Home screen at any time.

To review the full MyVP instruction manual please choose the document below from the ConocoPhillips Vendors Website: <http://vendors.conocophillips.com/invoice-status/>

- Review the **MyVP Instruction Guide** (.PDF)