ADB ASIAN DEVELOPMENT BANK

APEX Party Management

Guide for Initial Registration with SSO and MFA

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Introduction

Use this Quick Reference Guide (QRG) to register for an APEX account, activate your ADB Single Sign-On (SSO) credentials, enroll in multi-factor authentication (MFA), and access the APEX Party Homepage. This guide is for external users, including firms and individuals.

Before you begin

- Use an email address that you can access and prepare the required individual or firm registration details.
- Download and install your preferred authenticator app on your mobile device before your first ADB SSO sign-in. Supported authenticator apps are **Google Authenticator, QNAP Authenticator, IBM Verify, and Twilio Authy.** Ensure that your mobile device and operating system are up to date. The screens in this guide use Google Authenticator, but any compatible app works.
- After you register, you will receive notification and separate ADB app-mail message with your SSO credentials. Keep both.

User Roles Involved

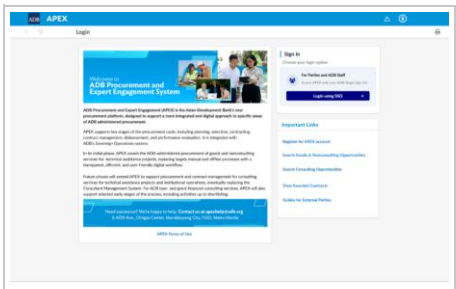
User Role	Description
Party (Firm or Individual)	External users who register for an APEX account, activate their ADB Single Sign On credentials, enroll in multi-factor authentication, and access the APEX Party Homepage.
ADB consultant or contractor	Consultants or contractors using an ADB machine to log in to APEX as an external supplier. They should open APEX in Incognito mode.
System administrator or support team	Contacted to reset your OTP enrollment if you lose access to your mobile device and cannot use a recovery password.

Party Management Registration Journey

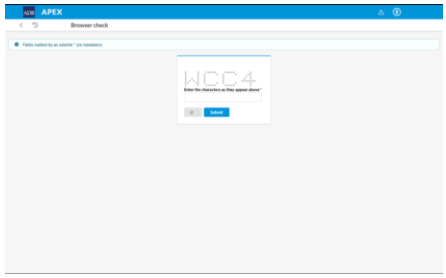
1 Register for an APEX account

1	Open the APEX portal link provided by ADB.
2	Under Important Links, select **Register for APEX account**.
3	Complete the browser check and CAPTCHA.
4	Choose *Firm* or *Individual* and complete the required registration and contact details.
5	Review the Terms of Use, confirm acceptance, and complete the CAPTCHA.
6	Select **Register**. A confirmation page will appear after successful submission.

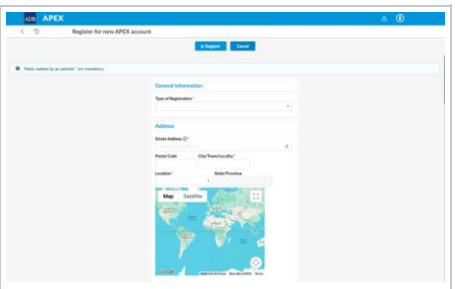
Screen guide



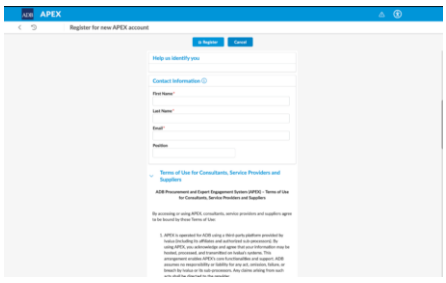
Open the APEX portal and select the registration link



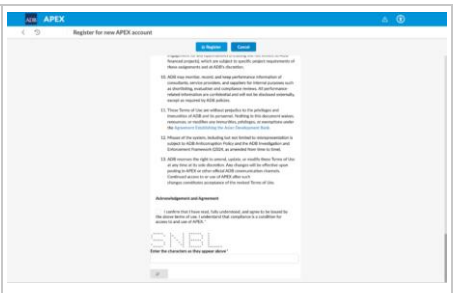
Enter the displayed the captcha code



Accomplish the initial registration form



Ensure the accuracy of the provided details



Complete the initial registration form

After submission: Monitor your inbox, including your junk or spam folder, for two separate emails:

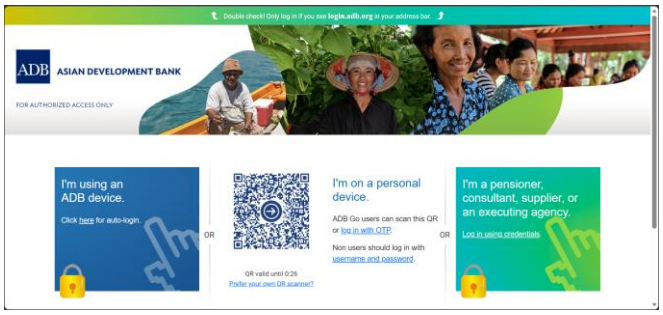
- An APEX notification from no-reply-adb@ivalua.com
- An **ADB SSO email** from **app-mail** containing your username and temporary password

2 Complete your first ADB SSO sign in

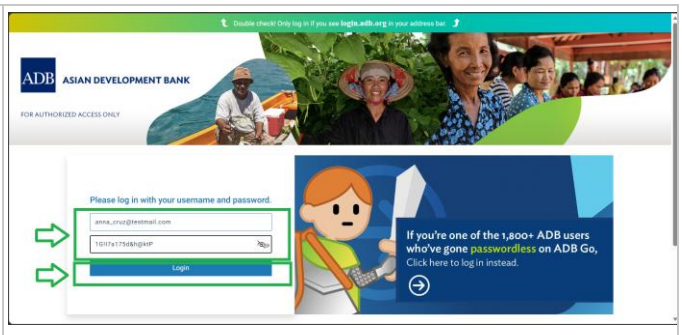
Use the credentials sent through ADB app-mail after your APEX registration is approved.

7	Open the APEX link from the notification email. For ADB consultants or contractors using an ADB machine to log in to APEX as an external supplier, please open APEX in Incognito mode.
8	Select the SSO sign-in option. If a Windows Security prompt appears, select Cancel to continue to the ADB SSO page.
9	Choose "I'm a pensioner, consultant, supplier, or an executing agency."
10	Enter the *username* and *temporary password* from the ADB app-mail notification, then select **Login**.
11	Enter the temporary password as the **Old Password**. Create and confirm a new password that meets the on-screen requirements, including the required length and a combination of uppercase and lowercase letters, numbers, and special characters. Then select **Change Password**.
12	After the password is updated, the **OTP Authenticator Enrollment** page and QR code will appear.

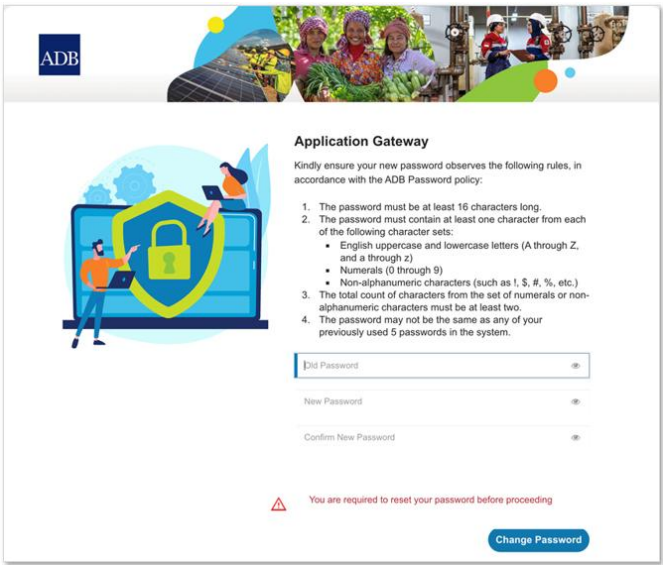
Screen guide



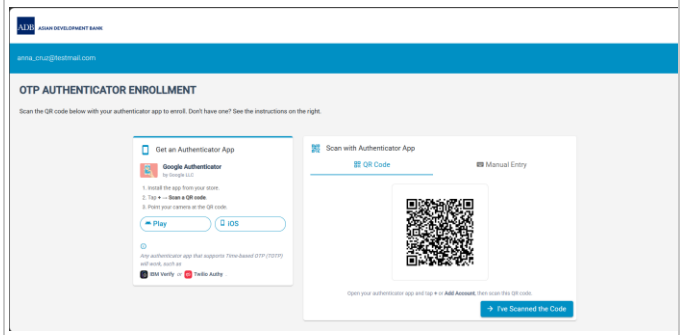
Open the ADB SSO access page. Choose the external user option.



Provide the username and temporary password.



Change the temporary password



Proceed to OTP enrollment

Important: Use the most recent temporary credentials sent to you. The temporary password must be changed before MFA enrollment can be completed.

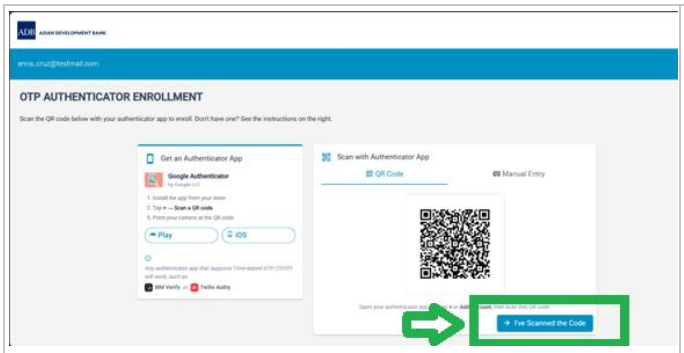
3 Enroll in MFA and access APEX

Before proceeding, download and install an authenticator app on your mobile device, such as Google Authenticator, QNAP Authenticator, IBM Verify, or Twilio Authy. You will use the app to generate the six-digit one-time password required for future APEX sign-ins.

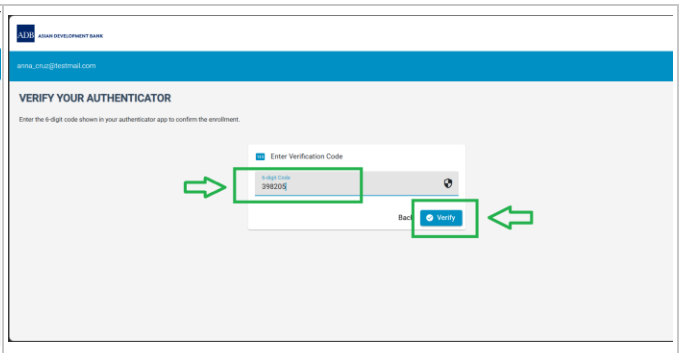
The screens below use Google Authenticator for illustration purposes only. You may use another authenticator application.

13	Open the installed authenticator. Select Add a code, choose Scan a QR code, and scan the QR code displayed on the ADB SSO enrollment page.
14	In the browser, select **I've Scanned the Code**.
15	Enter the current six-digit code from the authenticator app, then select **Verify**. Codes refresh every 30 seconds.
16	On the **Enrollment Successful** page, select **Copy All Codes** and store the recovery codes securely. Then select **Continue to Authentication**. **Note:** Recovery passwords are provided as an alternative authentication method if you are unable to access your registered authenticator device. Keep these passwords securely. Do not share them with anyone.
17	Enter the latest six-digit code from authenticator app and select **Authenticate**.
18	First login, review and accept the **Terms of Use**. The **APEX Party Homepage** will open; proceed to full registration as applicable.

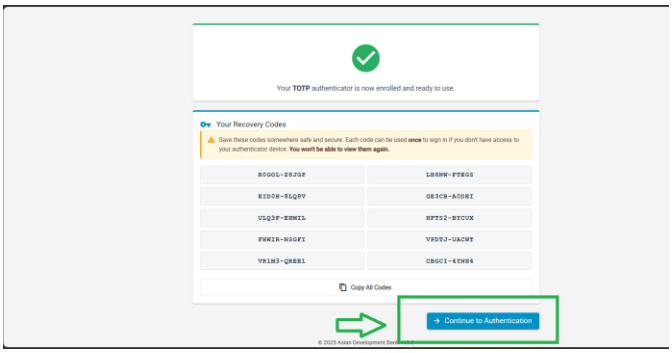
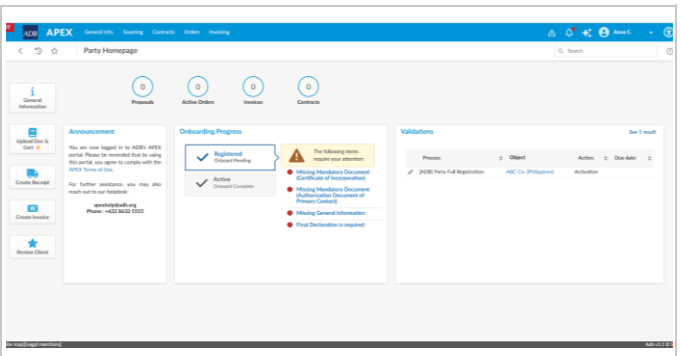
Screen guide



Scan the QR code



Enter and verify the code

	
Save the recovery codes	**Confirm access to the APEX homepage**

Using or changing your mobile device

- After enrollment, use the same mobile device to generate OTP codes for future sign-ins.
- To use a different device, select Delete your OTP Device here to disassociate the current device, then enroll the new device using the steps above.
- Deleting your registered OTP device means you'll need to enroll a mobile device again. Previously issued recovery passwords may become invalid, and new ones may be generated.
- If you lose access to your mobile device and can't use a recovery password, contact the system administrator or support team to reset your OTP enrollment.

For future sign-ins: Open APEX through ADB SSO and enter the current six-digit code generated by your preferred authenticator application when prompted. Never share your password, QR code, authentication code, or recovery codes.