

# How to Log in to Sprague's New Secure Portal



For the mobile app, please make sure you have the latest iOS and Android operating system updates.



## REGISTERING

The Sprague secured dashboard can be accessed at <https://login.spragueonline.com>. If not yet registered, registration can be done via the sign-up link on the login page.

The left screenshot shows the Sprague login page. At the top is the Sprague logo. Below it is a red banner with white text: "ATTENTION: SECURITY UPGRADE. All existing and new customers MUST click the 'Sign Up' button at the bottom of this page to update your account username to an email address. If you have already upgraded your account, you can sign in below with your new credentials. Need Assistance? Call 1.866.477.7248". Below the banner are links for "User Guide" and "Sign In". There is an "Email" input field containing "spraguedemo@test.com" and a blue "Next" button. At the bottom, there are links for "Unlock account?" and "Help", and a red circle around the text "Don't have an account? [Sign up](#)".

The right screenshot shows the registration form. It has the same Sprague logo and security upgrade banner. Below the banner are links for "User Guide" and a "Sign up" button. There are input fields for "Email", "First name", "Last name", "Phone", and "Company Name". At the bottom, there is a question "Are you new to Sprague?" with radio buttons for "Yes" and "No".

After clicking the "Sign up" link, the customer will be prompted to create their account. The account information needed is the customer's email address, first name, last name, phone number, and other misc. profile attributes. The new secure Sprague login will be your email address.

# How to Log in to Sprague's New Secure Portal



## REGISTERING

If you are a current SpraguePORT user, please enter the username and password that you use to sign in there. This information is used to ensure we are connecting you to your correct account information.

### SpraguePORT Login

Current SpraguePort Username Optional

Current SpraguePort Password Optional

Sprague Customer Number Optional

Primary Interest  
Select an Option ▼

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your last name

[Already have an account?](#)

Login

USERNAME  
Sprugedemo

PASSWORD  
.....

\*

You will also be asked to create a password with specific requirements.



# How to Log in to Sprague's New Secure Portal



## SETTING UP SECURITY METHODS (REQUIRED)

Next, you will be asked to set up security method to protect your account.

- Email (used for access or recovery):  
Verify with a link or code sent to your email

Security methods help protect your spragueonline account by ensuring only you have access.

To begin the set up, click on the "Set Up" button under email.



**ATTENTION: SECURITY UPGRADE**

**IMPORTANT:** Existing customers must enter their Current Username and Password at the bottom of this form. (Customer number is not required) The email you enter at the top of this form will be your new username. You can choose a new password or reuse your existing one.

Once you click register, it may take a few minutes for our systems to update and grant you access to SpraguePORT and Real-Time. Thank you for your patience!

Need Assistance? Call 1.866.477.7248

[User Guide](#)

**Set up security methods**

@ spraguedemo@test.com

Security methods help protect your spragueonline account by ensuring only you have access.

**Set up required**

 **Email**  
Verify with a link or code sent to your email  
Used for access or recovery

[Back to sign in](#)



# How to Log in to Sprague's New Secure Portal



## EMAIL VERIFICATION

**ATTENTION: SECURITY UPGRADE**

**IMPORTANT:** Existing customers must enter their Current Username and Password at the bottom of this form. (Customer number and email you enter at the top of this form are for your new username. You can choose a new email address or an existing one.)

Once you click register, please wait 5 minutes for our systems to update your account to SpraguePORT and Real-Time. Thank you for your patience!



Verify with your email

 spraguedemo@test.com

We sent an email to spraguedemo@test.com  
Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Return to authenticator list](#)

[Back to sign in](#)

For email, you will receive a message that says an email has been sent. Navigate to your email inbox for the verification email. The subject of the email will be “Welcome to Okta Dashboard.”

Welcome to Okta Dashboard!

Hi

To finish setting up your account, verify your email by clicking on the button

[Verify your email](#)

Or enter the verification code: \*\*\*\*\*  
This link expires in 5 minutes

Open the verification email in your inbox, and click on the “Verify Your Email” button in the email body. You can also copy and paste the six digit code. This will activate your account.



# How to Log in to Sprague's New Secure Portal



## SETTING UP SECURITY METHODS (OPTIONAL)

Next, you will be asked to set up two additional OPTIONAL security methods to protect your account.

The optional security methods are:

- Okta Verify (used for access): Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
- Phone (used for access or recovery): Verify with a code sent to your phone

If you don't want to set up these optional methods, hit the "Continue" button.



The screenshot shows the Sprague logo at the top. Below it, the text reads "Set up security methods" followed by the email address "spraguedemo@test.com". A message states: "Security methods help protect your account by ensuring only you have access." Under the heading "Set up optional", there are two options: "Okta Verify" and "Phone". Each option has a "Set up" button. At the bottom, there is a large blue "Continue" button and a link for "Back to sign in".



# How to Log in to Sprague's New Secure Portal



## OKTA VERIFY & PHONE AUTHENTICATION

If you select the “Set Up” button for Okta Verify, you will be provided with instructions on how to download the app and add your account.

**Sprague**

Set up Okta Verify

@ spraguedemo@test.com

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account
3. When prompted, tap Scan a QR code, then scan the QR code below:

If you select the “Set Up” button for Phone Authentication, you will be asked to enter your phone number. Once you click the “Receive a code via SMS”, a text message will be sent to you. Please enter the code to verify your phone number.

**Sprague**

Set up phone authentication

@ spraguedemo@test.com

Enter your phone number to receive a verification code via SMS.

Country/region  
United States

Phone number  
+1

Receive a code via SMS

[Return to authenticator list](#)  
[Back to sign in](#)

**Sprague**

Set up phone authentication

@ spraguedemo@test.com

A code was sent to your phone . Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)  
[Back to sign in](#)

