Configure Zuora for Single Sign-On

Configuring Zuora for single sign-on (SSO) enables administrators to manage users of Citrix ADC. Users can securely log on to Zuora by using the enterprise credentials.

Prerequisite

Browser Requirements: Internet Explorer 11 and above

To configure Zuora for SSO by using SAML:

- 1. In a browser, type <u>https://apisandbox.zuora.com/apps/newlogin.do</u> and press **Enter**.
- 2. Type your Zuora admin account credentials (Email and Password) and click login.



3. In the dashboard page, click the user email address at the top-right corner and select **Administration**.

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Amendments Products Coverview Invoices Bill Runs Invoice Adjustments	Customer Accounts Control every aspect of your customer	Subscriptions Create and amend customer subscriptions.	Finance Reporting Knowledge Center Communities Support Center Logout Invoices Set billing runs or check the status of an
Invoice Item Adjustments Usage © Payments ~	relationship from the account detail page.	~	existing billing run.
Overview Accounting Periods	æ		С

4. In the **Administration Settings** page, click the **Manage Users** tile.

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쓰 Customers ^	Administration Settings			
Customer Accounts				
Subscriptions	Security Policies	Manage User Roles	Manage Users	Manage Tenant Profile
Amendments	manage your organization's security and password policies	Manage user roles and permissions	passwords	view or edit tenant profile
Products ~				
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Overview	to be used for sending e-mail notifications			
Invoices				
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Invoice Item Adjustments				
Usage				

5. In the **Users** page, click **add single user**.

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쓰 Customers ^	< back to Ad	ministration	Settings							
Customer Accounts Subscriptions Amendments	Users Show users						add single user	List View	Search Search Users	
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🗉 Billing 🔷 🔨	First Name	Last Name	User Name	Work Email	Zuora Platform Role	Created On	Status	Last Login Attempt	 Export User List 	
Overview	latur	littur-			Administrator	01/06/2019 22:19:35 PST	Active	01/16/2019 22:25:05 PST		
Bill Runs										
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Usage										

- 6. To enable and configure SSO, the user must contact Zuora support team and provide them with the **Tenant ID** and IdP metadata file.
- 7. In the **New User** page, enter the values for the following fields under **SAML Configuration**:

Required Information	Description
First Name	First name
Last Name	Last name
Work Email	Work email address
SSO SAML Enabled	Select the check box.
Federated ID	Work email address

k to user list)				
Active					
Basic Information					
Tenant ID:	Testuary.				
Tenant Name:	The Zuora Test Drive (Release 1.0)	(citrix)			
Entity Display Name:	The Zuora Test Drive (Release 1.0)	(citrix)			
First Name:	in the second				
Last Name:	(Bellium)				
Work Email:	The second se				
Zuora Platform Role:	Administrator				
Billing Role:	Zuora Billing Standard User	Ŧ			
Payments Role:	Zuora Payments Standard User	Ŧ			
Finance Role:	Zuora Finance Standard User	۳			
Commerce Role:	Zuora Commerce Admin User	٣			
Reporting Role:	Zuora Reporting Standard User	Ŧ			
Locale:	English (United States)	Ŧ			
Language:	English				
SSO SAML Enabled:					
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8. Finally, click **save**.