Supplier Reset Password User Guide

This guide will cover:

- How to Reset your Password

1 Reset Password

- If you have already registered and need to reset your password, go to the E-Procurement Supplier Portal.

Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.

Note: do not use the “Company Single Sign-On” option.
To reset your password, click “Forgot Password.”
- Enter your “User Name or Email” and select “Forgot Password.”

- Click “Submit.”
● You will receive an email with instructions on how to reset your password. Once the instructions are complete, login with the new password.

● End of process.