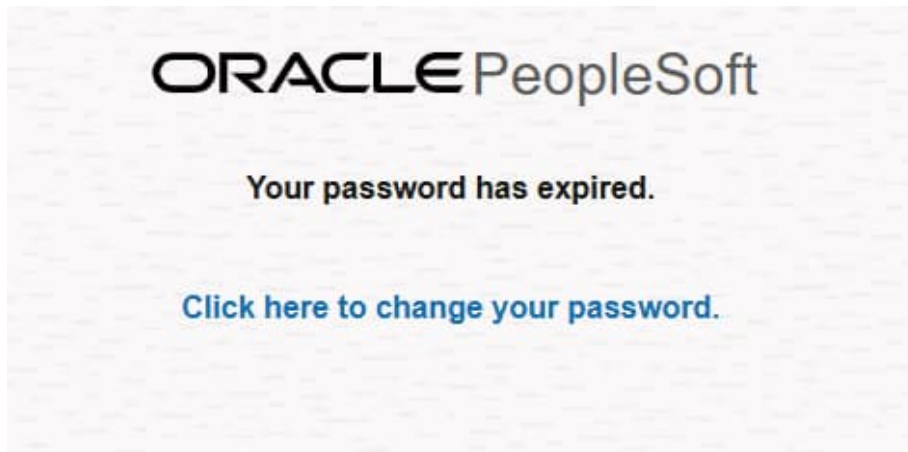


Expired Password

1. Log into the Supplier Portal with your username and password
2. You will be redirected to a page that states “Your Password has expired.”
3. Click “Click here to change your password”



4. Enter your current password
5. Enter your new password and confirm your password
6. Click “Change Password”

User ID testsupplier1232

Description Nicole

*Current Password

*New Password

*Confirm Password

7. You will get a pop up that says “Your password has successfully been changed, Continue to Homepage?”.
8. Click “Yes”

Your password has successfully been changed, Continue to Homepage?

Yes

No