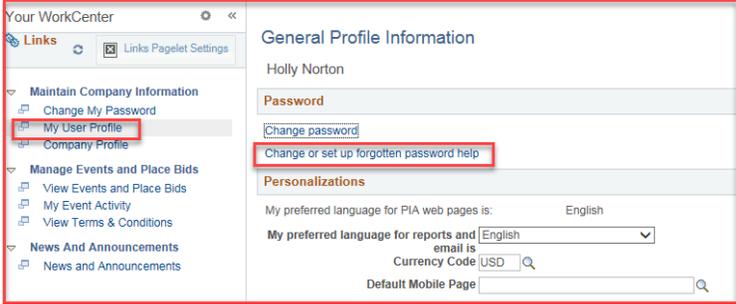
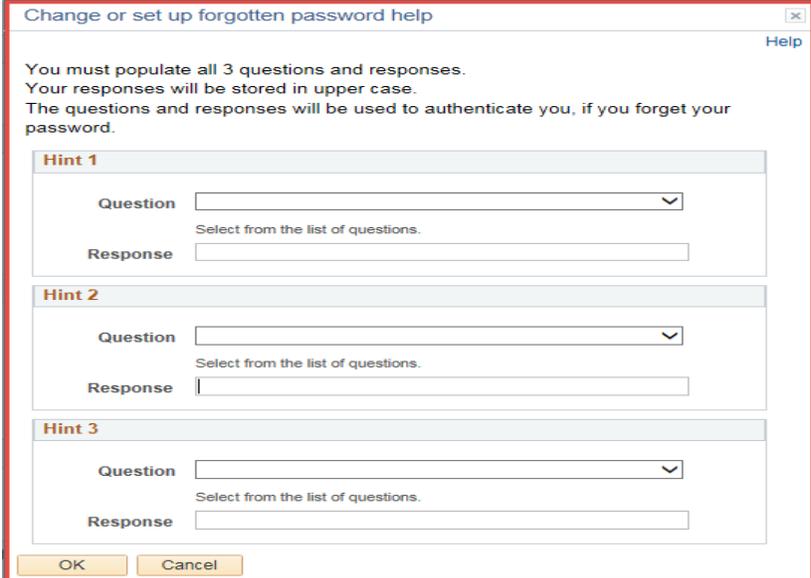


Change Password and 'To Set up Security Hint Q&A':

****You are responsible for your information including your NIGP codes, email address, and all other contact information.**

Step	Do This:
1	Using your password and User ID, sign in on the Bidder/Supplier Self Service supplier portal: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?
2	<p>To change the password, click 'Your WorkCenter' tile > Change My Password</p>  
4	<p>Enter the current password in the Current Password field.</p> 
5	<p>Enter a new self-created password in the New Password field. Hint: The password must be at least 8 characters and contain one number and one special character, e.g. * or, &, or! It may not contain spaces.</p>
6	<p>Enter the same password in the Confirm Password field.</p>
7	<p>Click on Change Password to save changes.</p>

8	<p>Click on 'Your WorkCenter' tile > 'My User Profile' > 'Change or set up forgotten Password help' link.</p> 
9	<p>You must populate all 3 questions and responses. Your responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password.</p> 
10	<p>Click 'OK' to save changes.</p>
11	<p>Click on 'Sign Out' to sign out from system.</p> 