
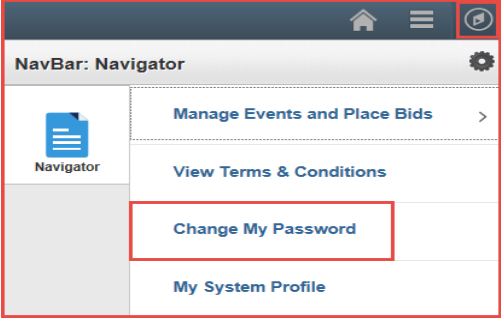

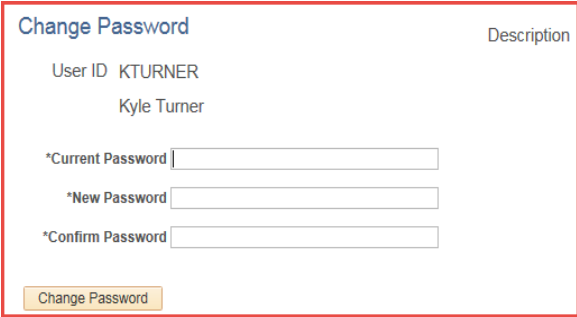
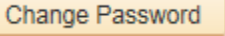

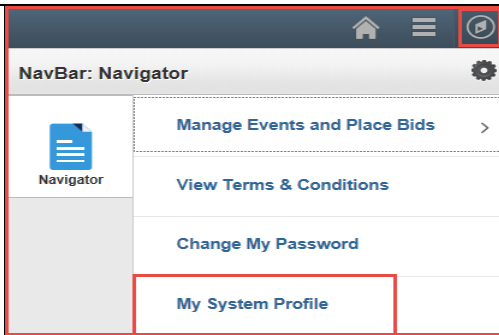




## Change Password and 'To Set up Security Hint Q&A':

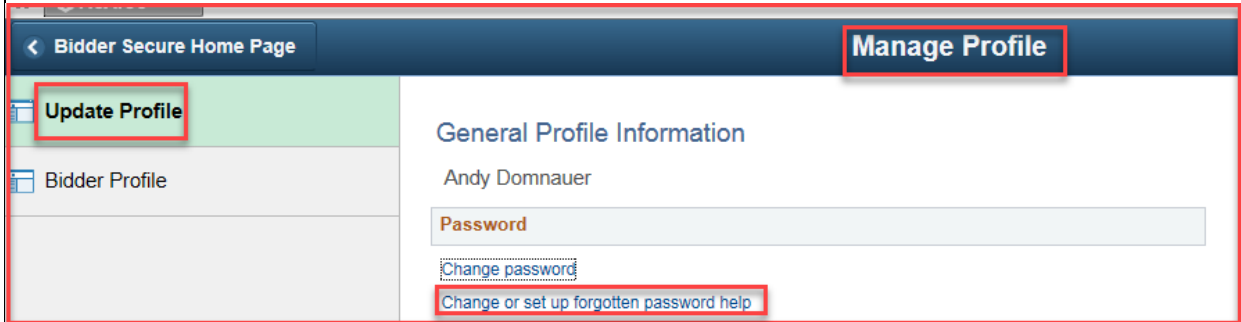
\*\*You are responsible for your information including your **NIGP** codes, **email address**, and all other **contact** information.

| Step | Do This:   |
|------|--|
| 1    | Using your password and User ID, sign in on the Bidder/Supplier Self Service supplier portal: <a href="https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?">https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?</a>  |
| 2    | <p>To change the password, click NavBar: Navigator  &gt; Change My Password</p>  <p>Or<br/>Click on 'Manage Profile' tile &gt; 'Update Profile' &gt; 'Change Password' link.</p>  |
| 4    | <p>Enter the current password in the Current Password field.</p>    |
| 5    | Enter a new self-created password in the New Password field.<br>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.  |
| 6    | Enter the same password in the Confirm Password field.   |
| 7    | Click on  to save changes.  |
| 8    | Click on NavBar: Navigator  > My System Profile   |



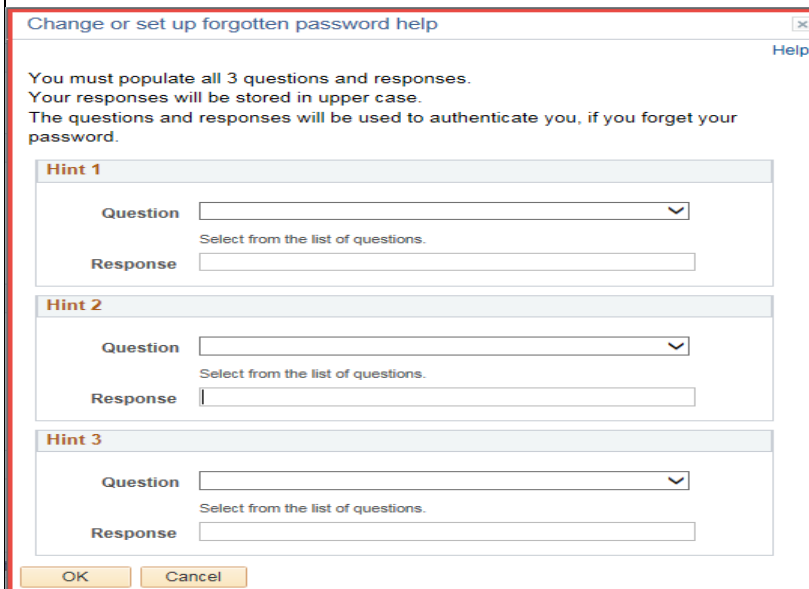
Or

Click on 'Manage Profile' tile > 'Update Profile' > 'Change or set up forgotten Password help' link.



9 Click on Change or set up forgotten password help.

10 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.



11 Click 'OK' to save changes.

12 Click on 'Sign Out' to sign out from system.

