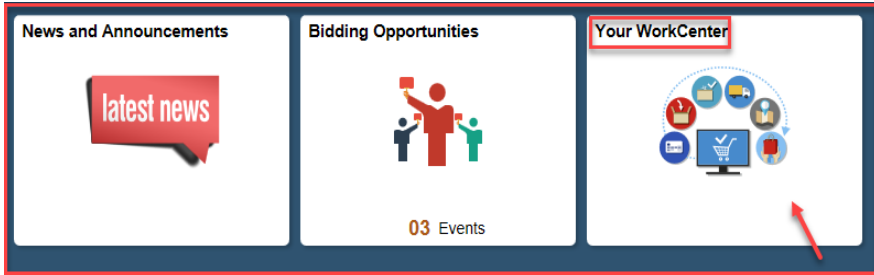

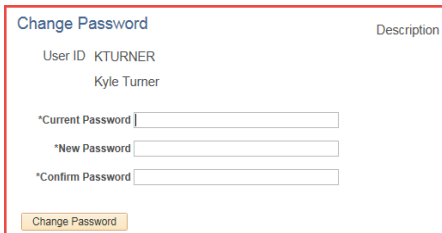
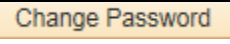
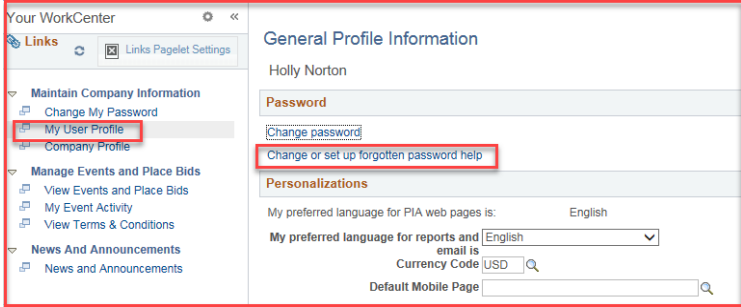
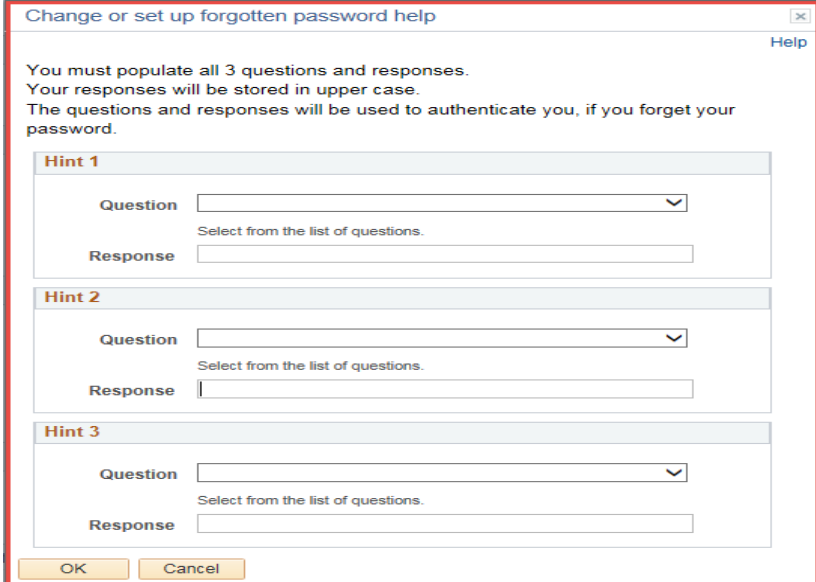


## Change Password and 'To Set up Security Hint Q&A':

\*\*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	To change the password, click 'Your WorkCenter' tile > Change My Password  
4	Enter the current password in the Current Password field. 
5	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.
6	Enter the same password in the Confirm Password field.
7	Click on  to save changes.

<p>8</p>	<p>Click on 'Your WorkCenter' tile &gt; 'My User Profile' &gt; 'Change or set up forgotten Password help' link.</p> 
<p>9</p>	<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> 
<p>10</p>	<p>Click 'OK' to save changes.</p>
<p>11</p>	<p>Click on 'Sign Out' to sign out from system.</p> 