



Supplier Portal Password Reset

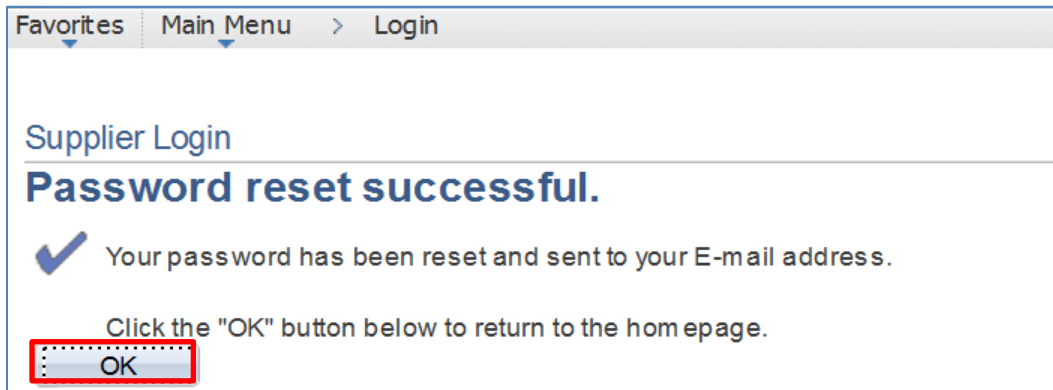
Job Aid



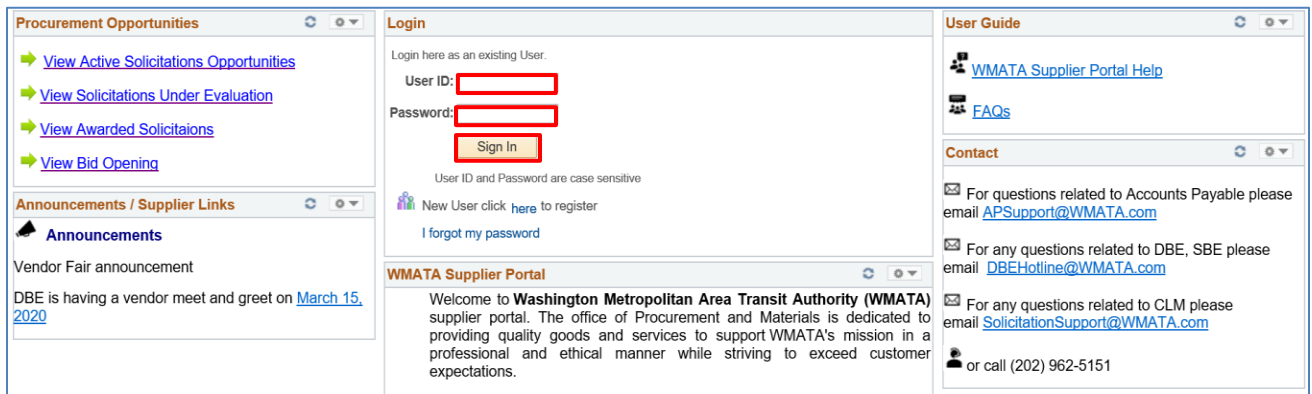


Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: https://supplier.wmata.com/ . Note: Internet Explorer is the preferred web browser.
2.	Click the I forgot my password link.

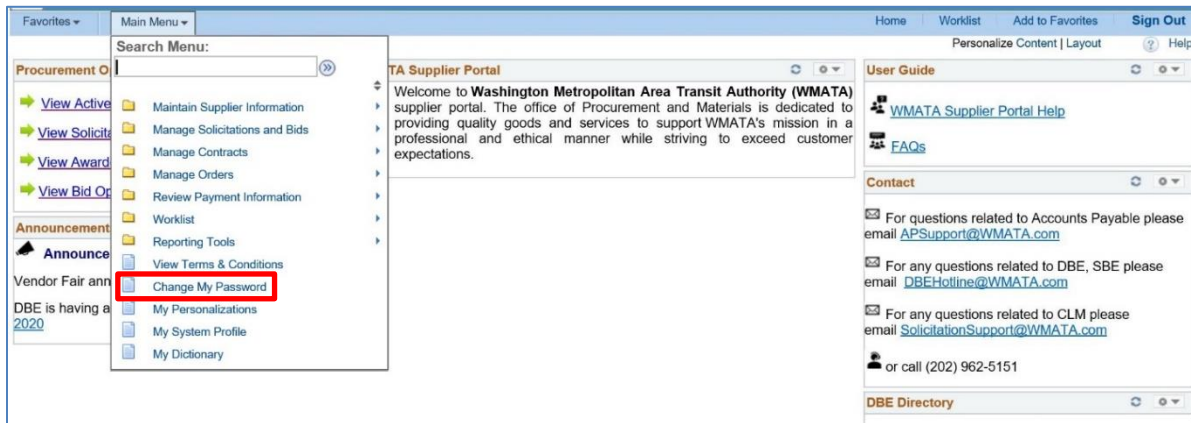
Step	Action
3.	Enter your User ID in the User ID field. Note: If you do not remember your User ID, send an email to Supplier Support at prmt_suppliersupport@wmata.com and provide the company name and Tax ID in the body of the email.
4.	Click the Send button to continue.



Step	Action
5.	<p>Click OK button to acknowledge the password reset was successful.</p> <p>Note: Obtain the temporary password from the email address designated during the registration process. If the email was not delivered to your inbox, check your Spam/Junk folders.</p>



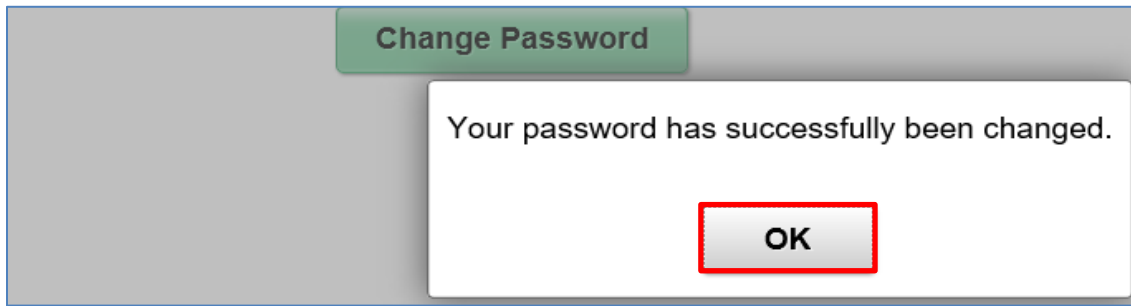
Step	Action
6.	From the Supplier Portal, enter your User ID and <u>temporary</u> password in the User ID and Password fields.
7.	Click the Sign In button.



Step	Action
8.	Navigate to: <i>Main Menu > Change My Password.</i>

The screenshot shows the 'Change Password' form. At the top left is a 'Home' button. The form displays the following information: 'User ID: MEALZ_XTR' and 'Description: James Bond'. Below this are three input fields: '*Current Password', '*New Password', and '*Confirm Password'. At the bottom of the form is a green 'Change Password' button, which is highlighted with a red rectangular box.

Step	Action
9.	Enter your temporary password in the Current Password field.
10.	Enter your new password in the New Password field. The new password must meet the following criteria: <ul style="list-style-type: none"> • Minimum of eight (8) characters • Two (2) numeric character • One (1) uppercase letter • One (1) special character
11.	Re-enter your new password in the Confirm Password field.
12.	Click the Change Password button.



Step	Action
13.	Click the OK button to acknowledge the password change message. End of procedure.