Guide to Reset Your Password

Reset Your Password on WMATA’s Supplier Portal

WMATA encourages all suppliers to change their temporary password to a permanent password.

Step by step instructions

<table>
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<th>Step</th>
<th>Action</th>
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<tr>
<td>1.</td>
<td>On the Supplier Portal Home login page, click on the link “I Forgot my password” link.</td>
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<td>2.</td>
<td>Enter the User Id.</td>
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<td>3.</td>
<td>Click the Send button.</td>
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<td>4.</td>
<td>An email is sent to the address listed on the vendor profile.</td>
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Note: If you do not remember your user ID, please send us your Tax ID or Vendor ID to CLM@WMATA.COM.

| 5. | Click on the OK button. Update password is sent to your mail box. |

| 6. | Open your email account and locate the email. If you are unable to find the email, check your Junk/Spam/Bulk folder. |

Note: If you haven’t received an email regarding the password, please send your updated email address to CLM@WMATA.COM.

Sample Vendor,
Your password has been reset, here is your login information:

UserId: Vendor1LC01
Password: Yfr$S8P
7. On the Supplier Portal home enter your user id in User ID field.
8. Enter your password provided from the email in Password field.
9. Click on the Sign In button.

**NOTE:** Your organization may keep the system generated password or you can change it to something your team will remember.

10. Click on the Main Menu link.
11. Click on the Change My Password link.

12. Enter your current password in the Current Password.
13. Enter your new password in the New Password field.
14. Enter your new password again in Confirm Password field.

**Note:** Password must be at least eight (8) character long containing two (2) numeric character, one (1) Uppercase letter and one (1) special character.
15. Click on the **Home** link.