

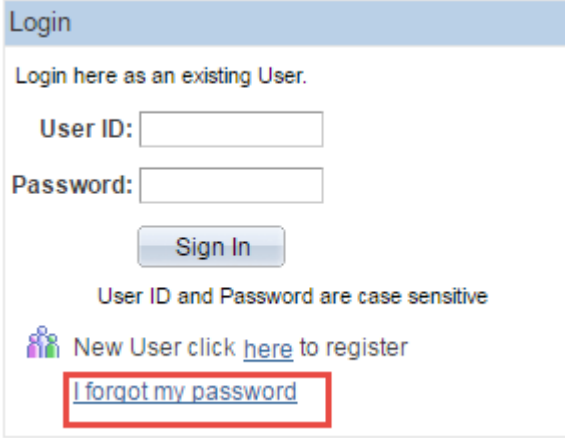
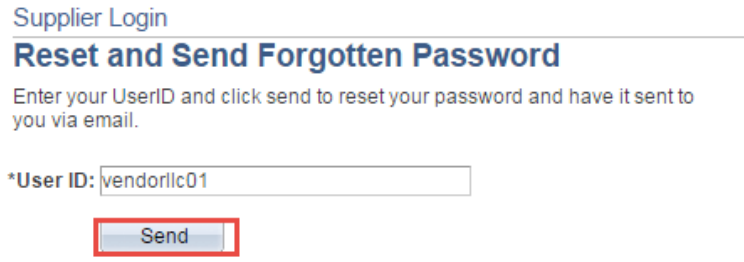
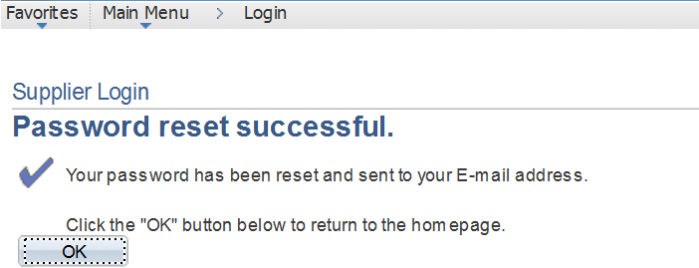


## Guide to Reset Your Password

### [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](#)

Step	Action
<p>1. On the Supplier Portal Home login page, click on the link "I Forgot my password" link.</p>	 <p>Login</p> <p>Login here as an existing User.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>User ID and Password are case sensitive</p> <p> New User click <a href="#">here</a> to register</p> <p><a href="#">I forgot my password</a></p>
<p>2. Enter the <b>User Id</b>.</p> <p>3. Click the <b>Send</b> button.</p> <p>4. An email is sent to the address listed on the vendor profile.</p> <p><b>Note: If you do not remember your user ID, please send us your Tax ID or Vendor ID to <a href="mailto:CLM@WMATA.COM">CLM@WMATA.COM</a>.</b></p>	 <p>Supplier Login</p> <p><b>Reset and Send Forgotten Password</b></p> <p>Enter your UserID and click send to reset your password and have it sent to you via email.</p> <p>*User ID: <input type="text" value="vendorllc01"/></p> <p><input type="button" value="Send"/></p>
<p>5. Click on the <b>OK</b> button. Update password is sent to your mail box.</p>	 <p>Favorites   Main Menu &gt; Login</p> <p>Supplier Login</p> <p><b>Password reset successful.</b></p> <p> Your password has been reset and sent to your E-mail address.</p> <p>Click the "OK" button below to return to the homepage.</p> <p><input type="button" value="OK"/></p>
<p>6. Open you email account and locate the email. If you are unable to find the email, check your Junk/Spam/Bulk folder.</p> <p><b>Note: If you haven't received an email regarding the password, please send your updated email address to <a href="mailto:CLM@WMATA.COM">CLM@WMATA.COM</a></b></p>	<p>Sample Vendor, Your password has been reset, here is your login information:</p> <p>UserId: VendorLLC01 Password: Yfr&gt;58jP</p>



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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.

Login

Login here as an existing User.

User ID:

Password:

**Sign In**

User ID and Password are case sensitive

New User click [here](#) to register

[I forgot my password](#)

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

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Favorites Main Menu

Search Menu:

WMATA S

- W s p p
- Maintain Supplier Information
- Manage Events and Place Bids
- Manage Contracts
- Manage Orders
- Review Payment Information
- Worklist
- Reporting Tools
- View Terms & Conditions
- Change My Password**
- My Personalizations
- My System Profile
- My Dictionary

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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.**

### Change Password

User ID: vendorllc01

Description: Sample Vendor

\*Current Password:

\*New Password:

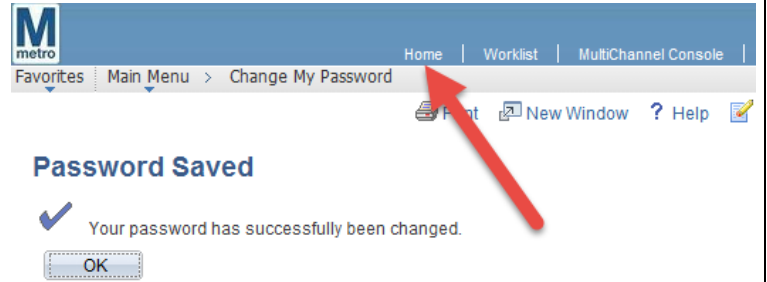
\*Confirm Password:

**Change Password**



## Guide to Reset Your Password

15. Click on the **Home** link.



End of Guide to Reset Password