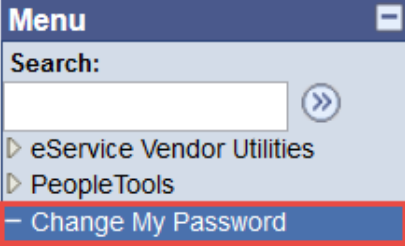
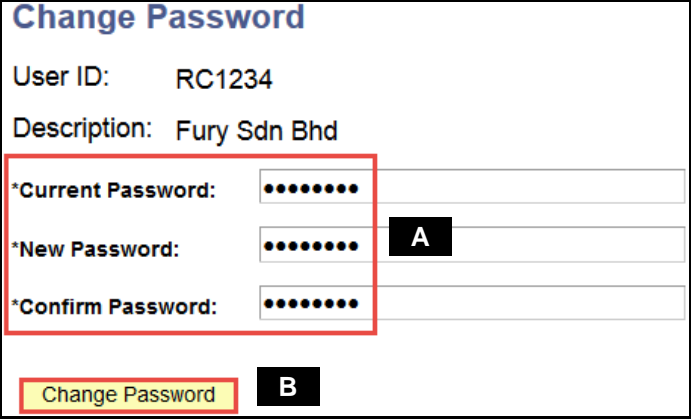


## JOB AIDS :- STEPS TO CHANGE PASSWORD

INTENDED AUDIENCE	VENDOR
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Step 1	<p style="text-align: center;"><b>NAVIGATE TO CHANGE MY PASSWORD PAGE:</b></p> <p style="text-align: center;"><u><b>Menu &gt; Change My Password</b></u></p> 
Step 2	<p style="text-align: center;"><b>IN THE CHANGE PASSWORD PAGE,</b></p>  <p>A. In the <b>Change Password</b> page, enter the password as per requirement below:-</p> <ul style="list-style-type: none"> <li>• <b>*Current Password:</b> - Enter the <b>Current Password</b> (E.g. Abc1234%)</li> <li>• <b>*New Password:</b> - Enter the <b>*New Password</b>. Recommended to enter minimum of 8 characters with at least one special character, uppercase letter, alphabet and number (E.g. @Def5678)</li> <li>• <b>*Confirm Password:</b> - Repeat the password entered in the <b>*New Password</b> field (E.g. @Def5678)</li> </ul> <p>B. Click <b>Change Password</b> button</p> <p><b>Note:</b> Password will be required to be changed for every 90 days based on the last login date</p>