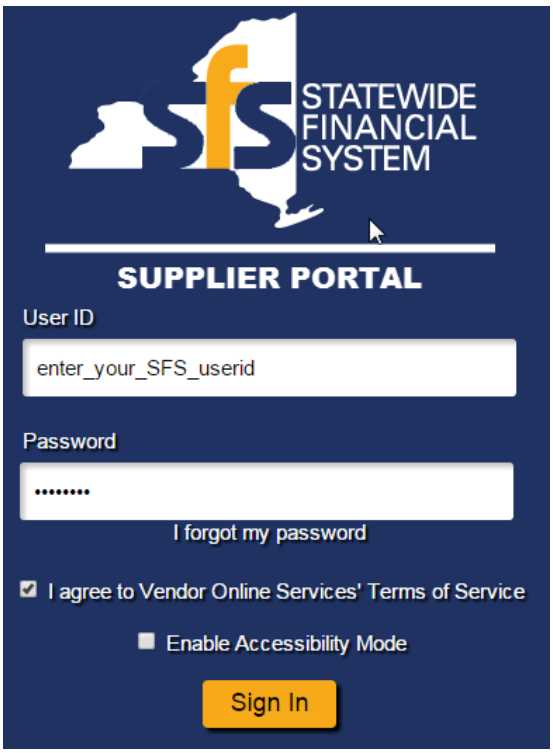
Setting Up Email and Password Hint

Description: This job aid explains how a supplier (vendor) sets up a hint to help retrieve a password in case they forget it.

Step	Action
1.	Open a web browser and navigate to the following URL: https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login
2.	Enter your SFS **User ID** and **Password**. 

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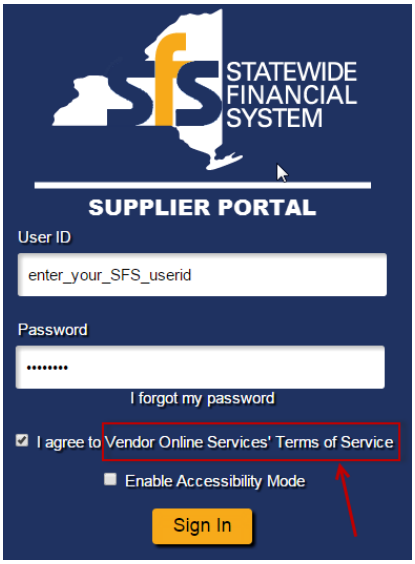
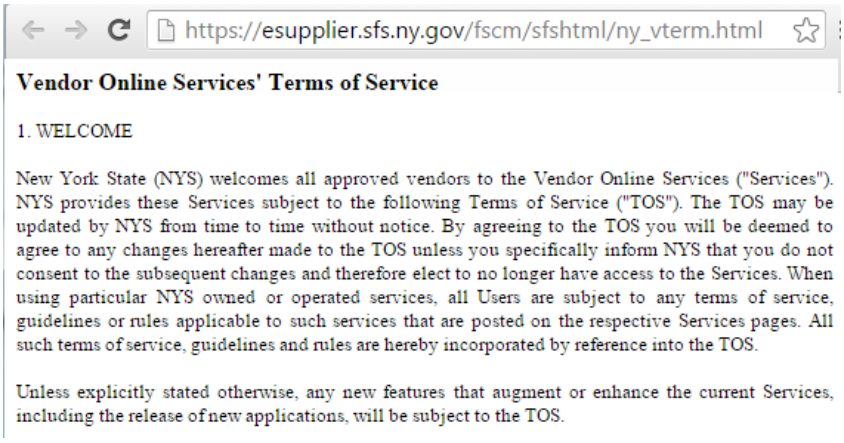
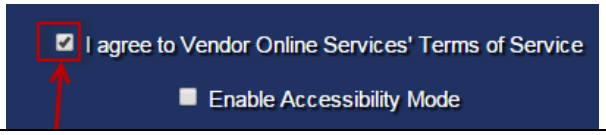
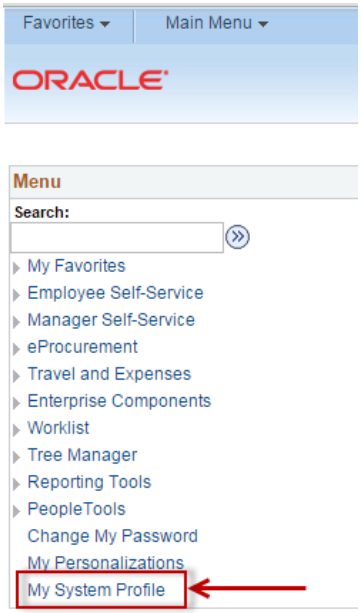
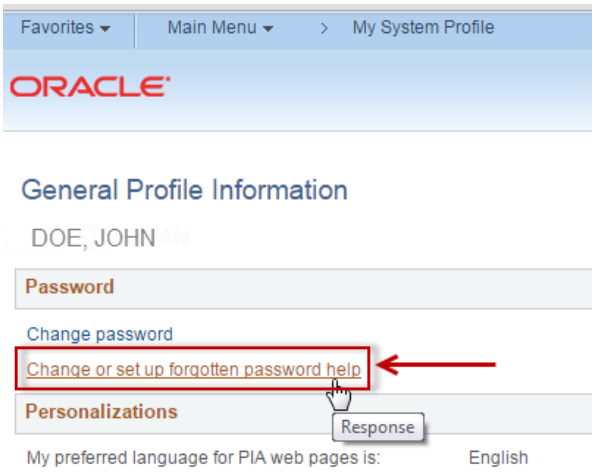
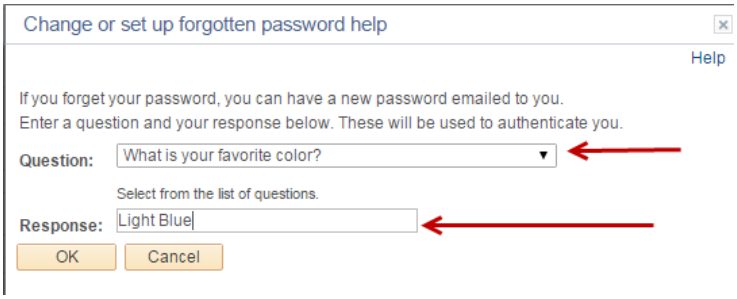
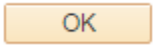
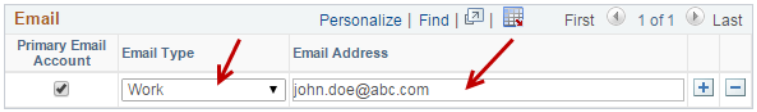
3.	Click the **Vendor Online Services' Terms of Service** hyperlink.  This will open the Vendor Online Services' Terms of Service in a new window.
4.	Review the Vendor Online Services' Terms of Service and close the window. 
5.	If you agree to the Vendor Online Services' Terms of Service, then check the **I agree to Vendor Online Services' Terms of Service** checkbox. If you do not agree to the Vendor Online Services' Terms of Service, you will **NOT** be able to proceed and use the Supplier Portal. 

6.	Click the **Sign In** button to sign into the Supplier Portal.
7.	Click the **My System Profile** hyperlink. ***Note: The menu options you see will vary based on your system permissions.*** 
8.	Click the **Change or set up forgotten password help** hyperlink. 

9.	Select a **Question** from the drop down list, then enter a **Response** to the Question you selected. 
10.	Click the **OK** button. 
11.	Scroll down to the bottom portion of the page. In the Email section, check the **Primary Email Account** checkbox. Then select an **Email Type** from the dropdown and enter your email address.  This is the email address that new passwords will be sent to.
12.	Click the **Save** button.
13.	End of procedure.