

# SETTING UP SUPPLIER PORTAL PASSWORD SECURITY QUESTIONS

1. Go to supplier portal site, click on user icon, and select "Sign in".

**Supplier Portal**

The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

**infor**

User Name \*

Password \*

Login

[Register a new user](#)[Forgot your password?](#)

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2. Upon signing into the supplier portal the first time, you will be prompted to answer a set of security questions. Please enter an answer for two of the questions and click **save**. These security questions will be used whenever you forget your password to reset.


**Security Questions**

Actions Options

Please answer 2 question(s) to enable password reset for your account, then press save

**Questions**

- 1 What is your favorite sports team?
- 2 What is your mothers maiden name?
- 3 What is your fathers middle name?
- 4 Where do you think LeBron will play next?
- 5 What is your favorite food?
- 6 Where was your favorite vacation?

3. After security questions are set, click on the Home icon  located at the left side of the screen to browse events or respond.