

User Guide

Change Password

The following steps illustrate how to change your personal password.

1. At the “My Stuff” main page, click “My Profile”.

The screenshot shows a grid of navigation options on the 'My Stuff' page. The options are:

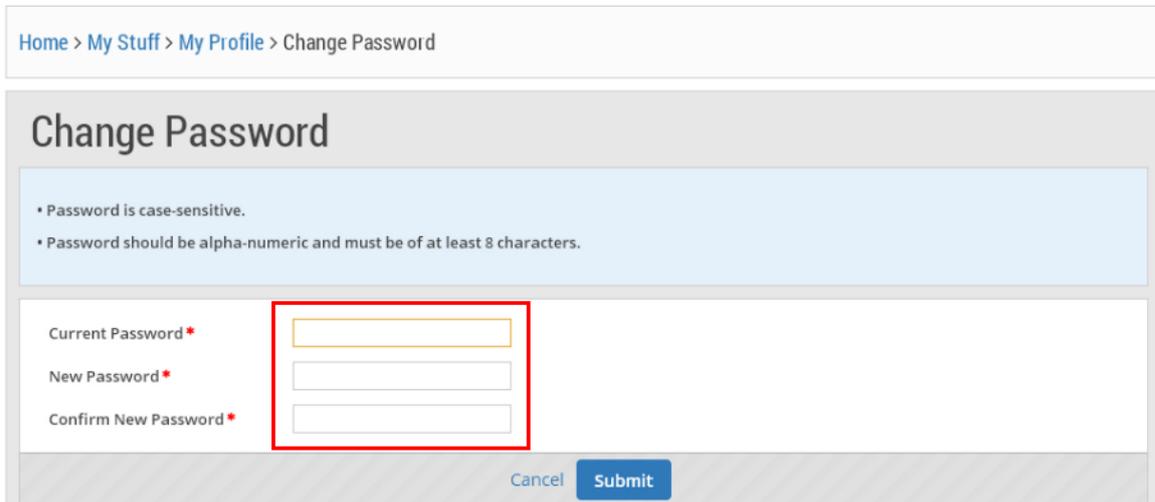
- Watchlist**: View and manage opportunities added to your watchlist.
- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account. (This link is highlighted with a red box in the original image.)
- Government Supplier Registration**
- Invitations**: View all opportunities that your company has been invited to participate in.
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to
- Responses**: Track your open and closed responses.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries.

2. At the “My Profile” page, click “Change Password”.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'WELCOME JOHN NG KOK MING', 'MESSAGES (0)', and 'LOGOUT'. Below this is a breadcrumb trail: 'Home > My Stuff > My Profile'. The main heading is 'My Profile'. To the right of the heading are three links: 'Edit Profile', 'Change Password' (highlighted with a red box), and 'Terminate Account'. Below the heading is a table of user details:

Name	John Ng Kok Ming
Login Type	GeBIZ ID
Login ID	USER1
Email	john@beta.com
Contact No.	6123123
Fax No.	

- At the “Change Password” page, type your current password and new password in the respective fields.
Note:
 - Read the onscreen tips on how to set a strong password. Your new password cannot be the same as any of the older passwords you have set before.
 - If you are using your Singpass to log in to your account, you are required to change your personal password at the Singpass website.



Home > My Stuff > My Profile > Change Password

Change Password

- Password is case-sensitive.
- Password should be alpha-numeric and must be of at least 8 characters.

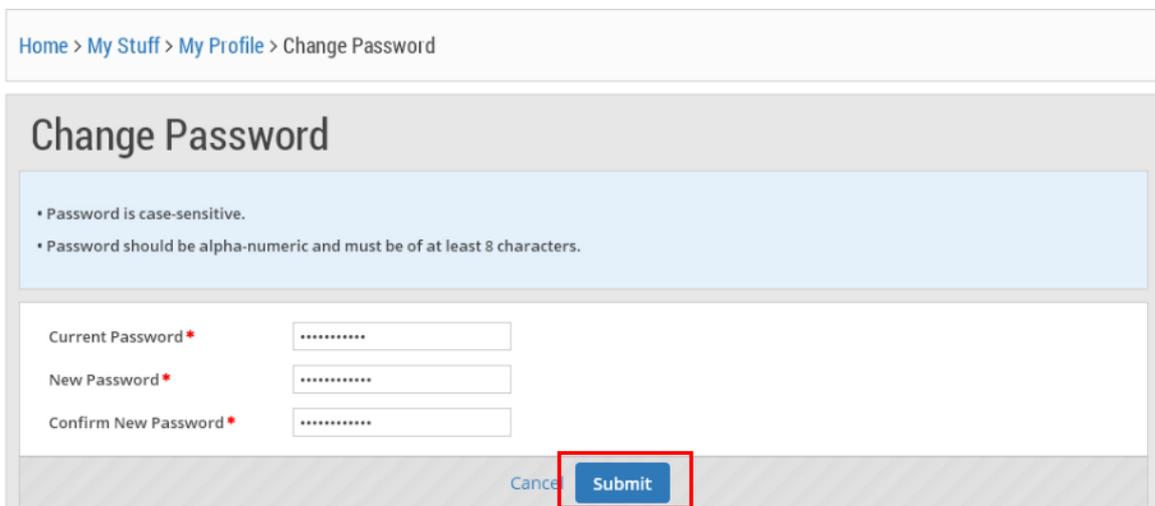
Current Password *

New Password *

Confirm New Password *

Cancel Submit

- When you are done, click “Submit”.



Home > My Stuff > My Profile > Change Password

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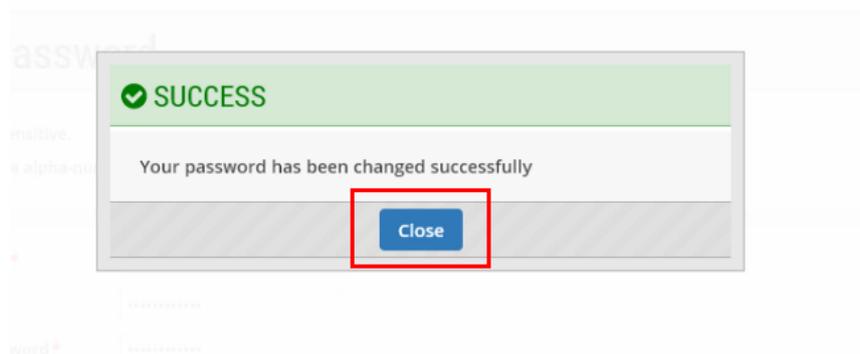
Current Password *

New Password *

Confirm New Password *

Cancel Submit

- If your password has been changed successfully, you will see this dialogue box. Click “Close”.



assword

✓ SUCCESS

Your password has been changed successfully

Close

ensitive.

e alpha-numeric

word *