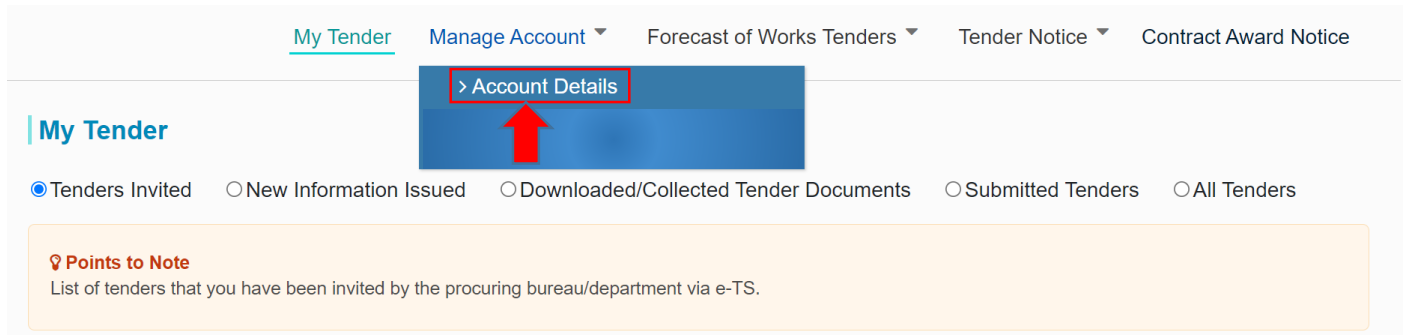

Change Account Email and Reset Account Password

- 1. Change Account Email**
- 2. Change Account Password**
- 3. Reset Account Password**

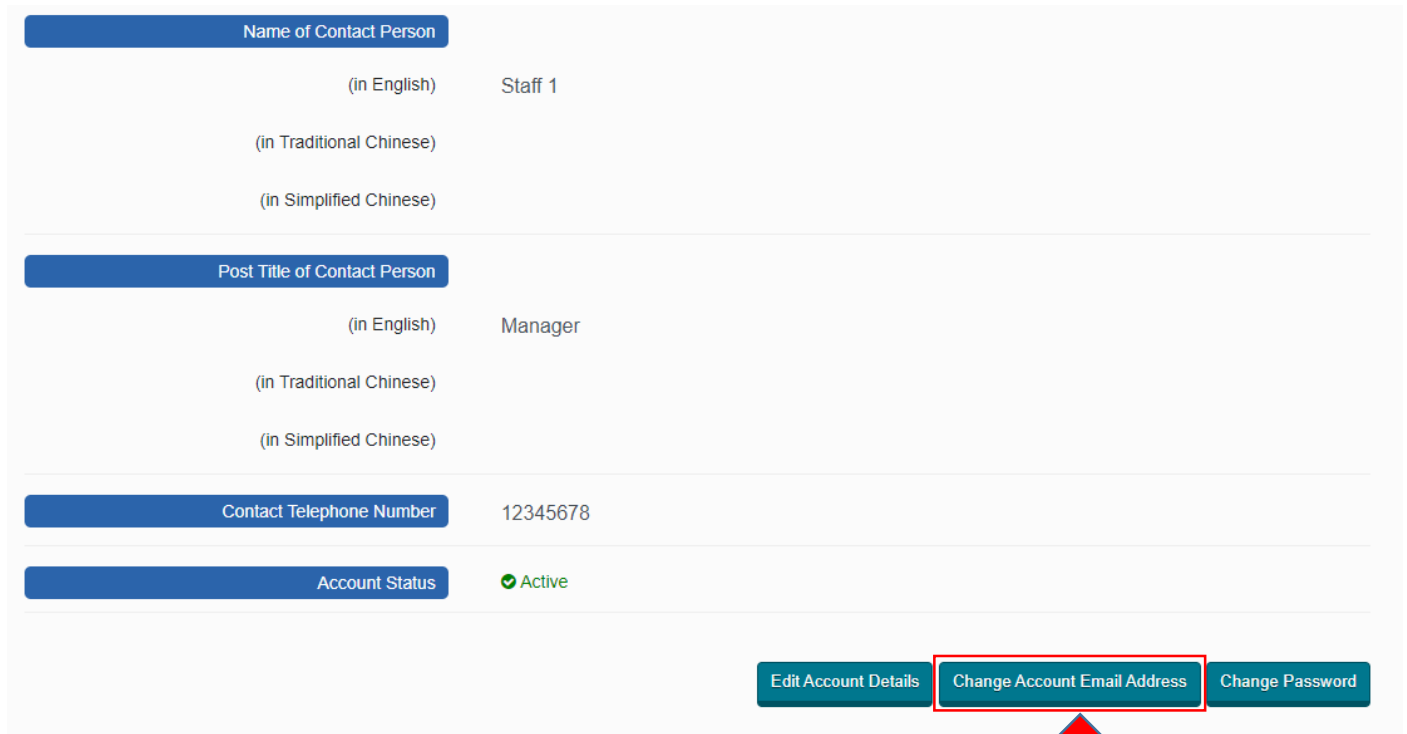
1. Change Account Email

Step 1 – Log in to the e-Tendering System.

Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Account Details**” to proceed.



Step 3 – Scroll down to bottom of the page and click “**Change Account Email Address**”.



Step 4 – Input the following information:

- ✓ New Business Email Address (for account login and correspondence purpose)
- ✓ Existing Password used for login

Change Account Email Address

Change Account Email Address

Points to Note
You can only change your business email address in this page.

New Business Email Address (for account login and correspondence purpose) *

Existing Password *

The system would send a PIN to the New Business Email Address. Please enter the PIN to proceed and do not disclose it to other persons.

PIN *

Send PIN

Cancel Save

Step 5 – Click “**Send PIN**”, a PIN (The system will send an email contained a set of PIN to New Business Email Address to proceed)

Change Account Email Address

Change Account Email Address

Points to Note
You can only change your business email address in this page.

New Business Email Address (for account login and correspondence purpose) *

Existing Password *

The system would send a PIN to the New Business Email Address. Please enter the PIN to proceed and do not disclose it to other persons.

PIN *

Send PIN

Cancel Save

Step 6 – Input the PIN that the System sent to your New Business Email Address and click “**Save**” to proceed.

Change Account Email Address

Change Account Email Address

Points to Note
You can only change your business email address in this page.

New Business Email Address (for account login and correspondence purpose) *

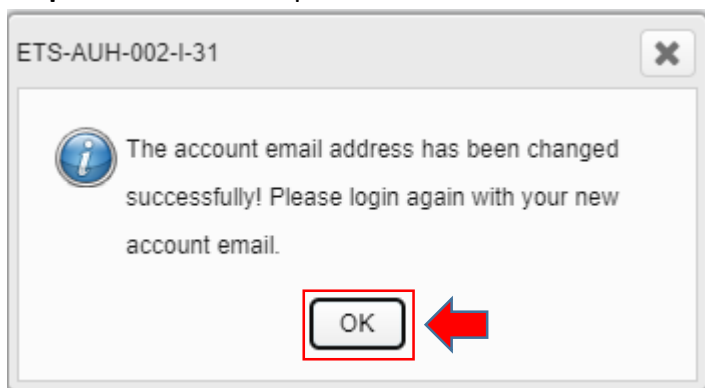
Existing Password *

PIN *

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below.
Remaining time: 9:50 minute(s).

Note: If you cannot receive the PIN within 10 minutes, please press the “**Resend PIN**” button.

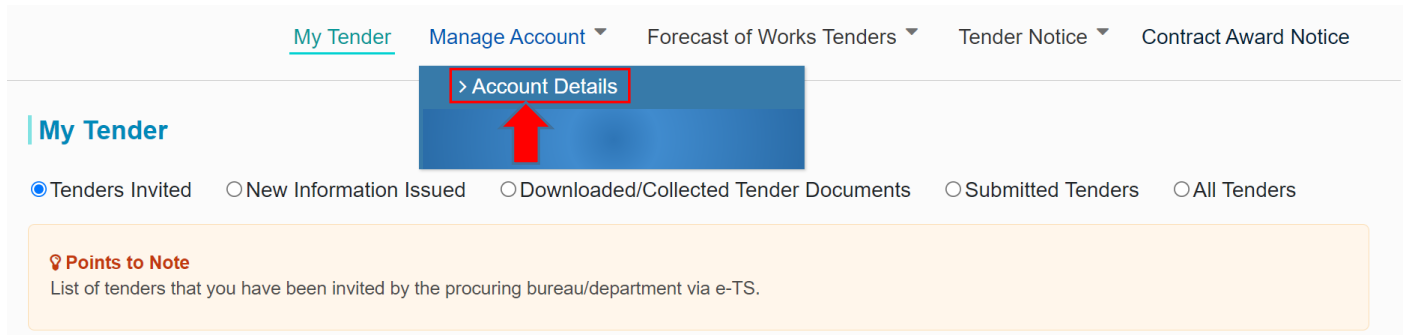
Step 7 – Click “OK” to proceed.



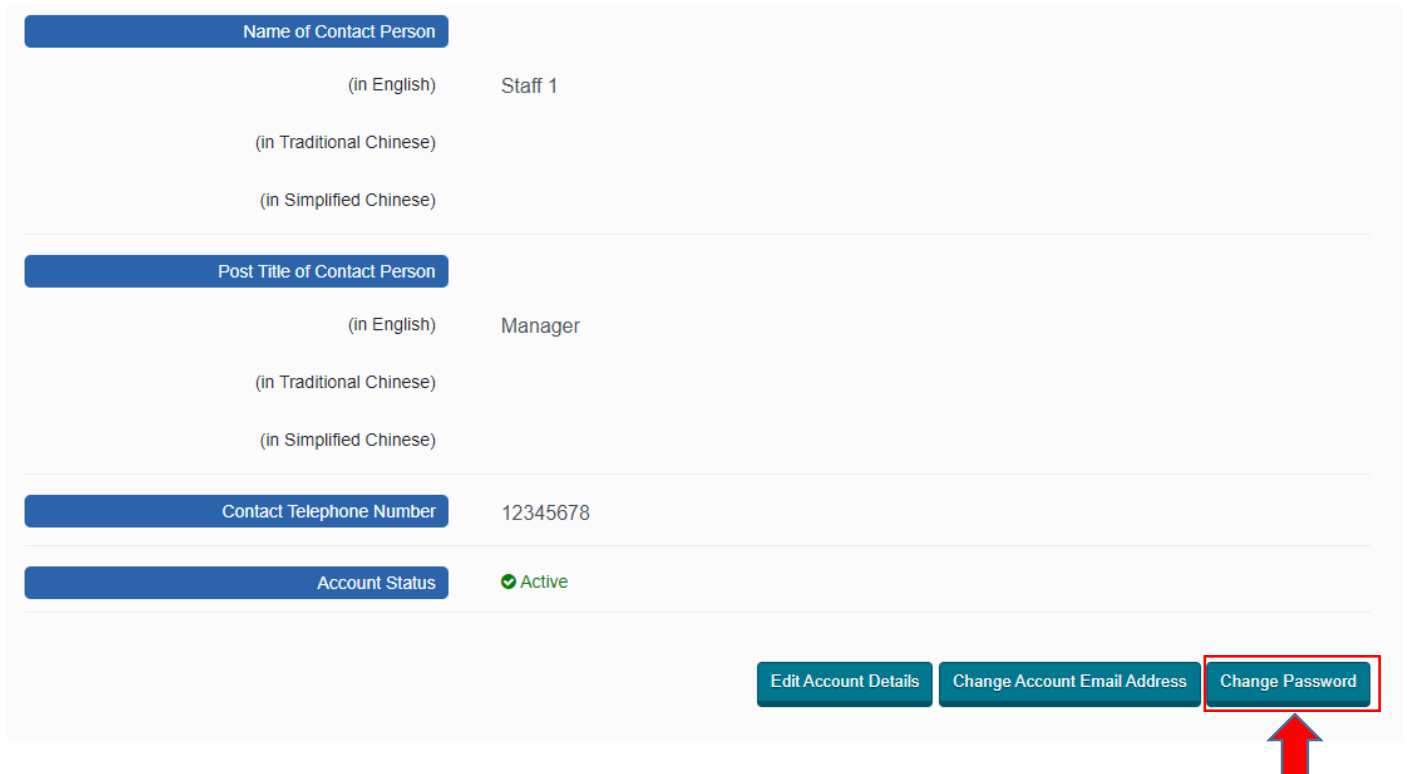
2. Change Account Password

Step 1 – Log in to the e-Tendering System.

Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Account Details**” to proceed.



Step 3 – Scroll down to bottom of the page and click “**Change Password**”.



Step 4 – Input the existing password and new password, then click “**Save**” to proceed.

Change Password

Change Password

Existing Password *

New Password *

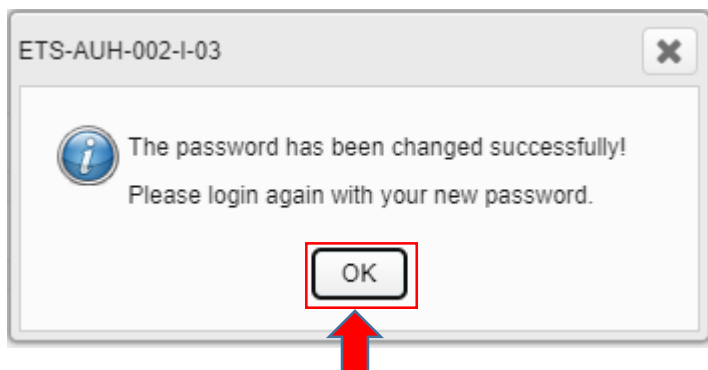
Re-enter New Password *

Points to Note

1. To better protect your account, do not share your password with anyone and never use the same password that you have used previously.
2. For security purposes, your new password must have at least ten characters.
3. The password must contain characters from at least three of the following four criteria:
 - upper case letters: A through Z
 - lower case letters: a through z
 - numbers: 0 through 9
 - non-alphanumeric characters, such as !@#%\$

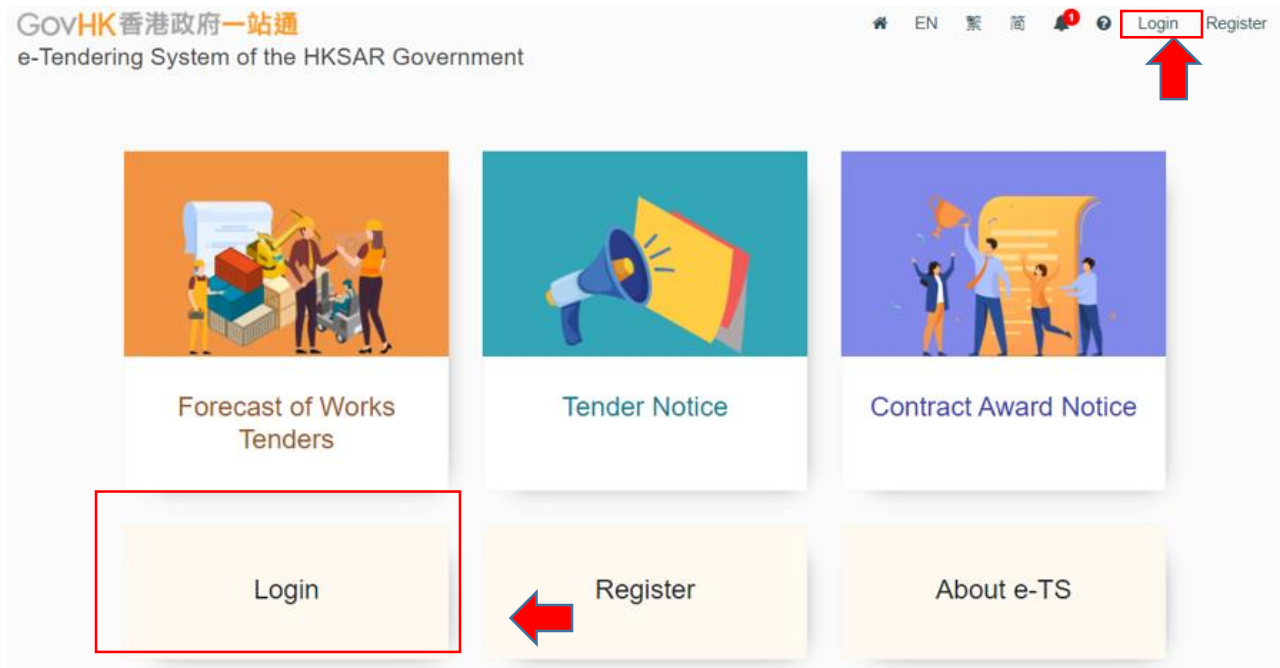
Cancel Save

Step 5 – Account password is changed successfully. Click “**OK**” to re-login to the System.

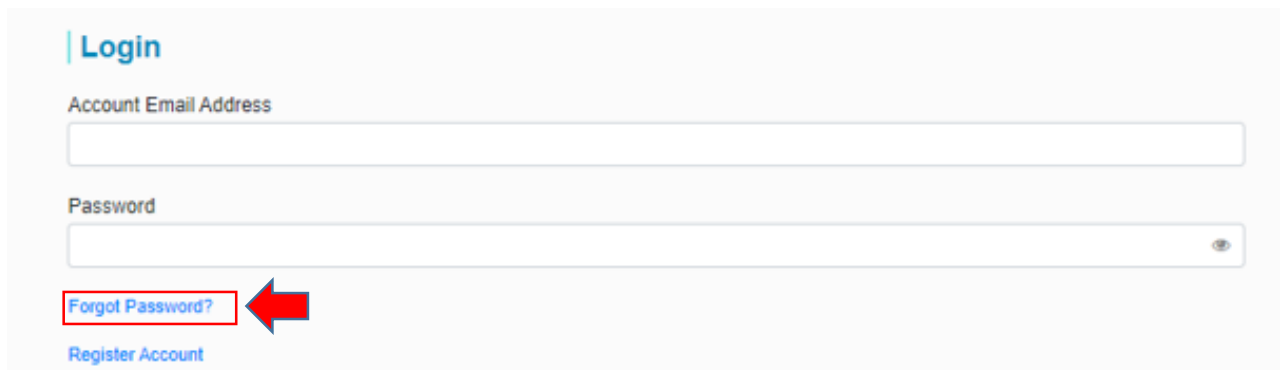


3. Reset Account Password

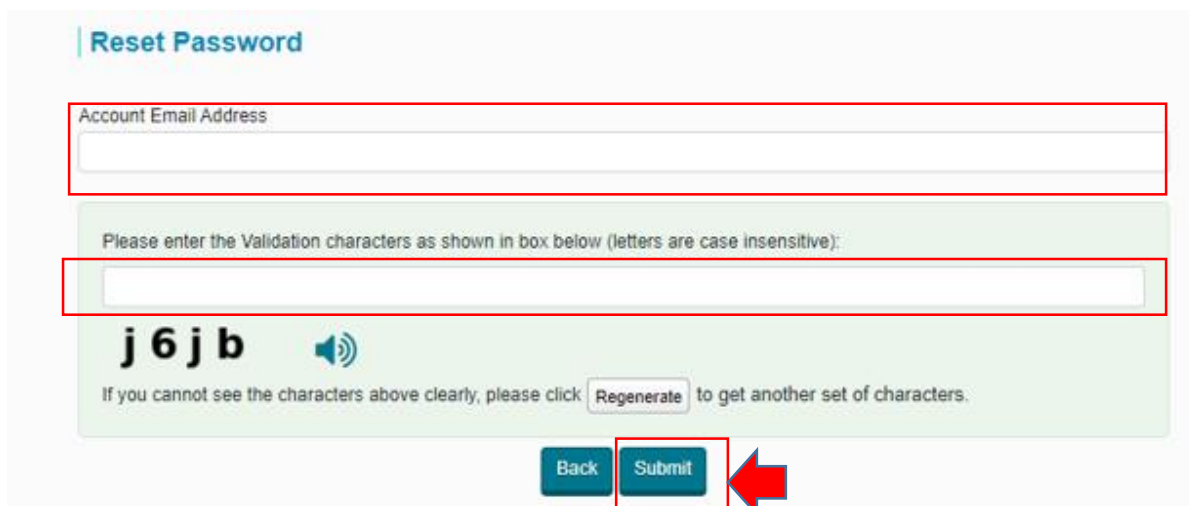
Step 1 - Launch e-Tendering System and click “Login”



Step 2 – Click “Forgot Password?”



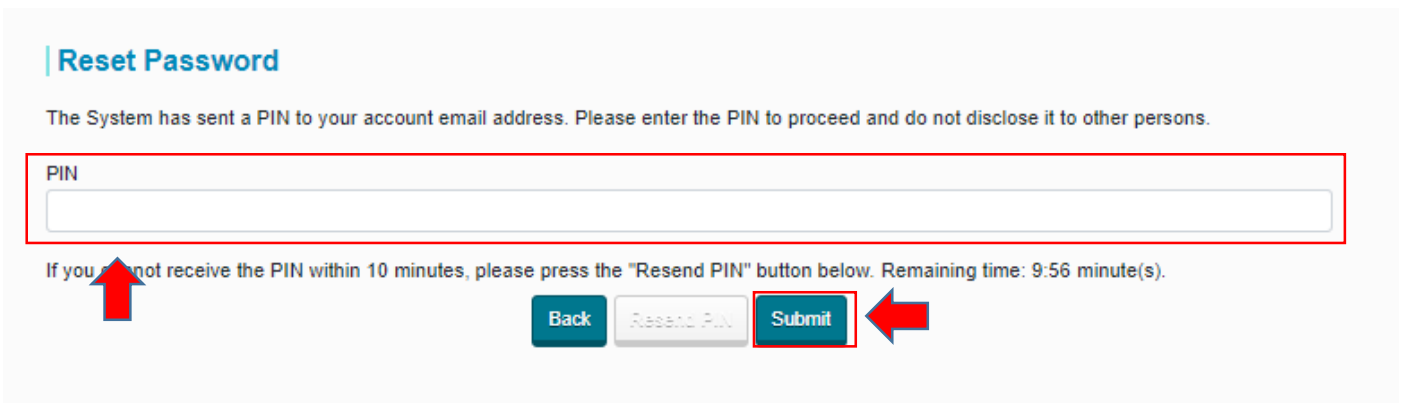
Step 3 – Input the Account Email Address and the validation characters generated by the System, then click "Submit" to proceed.



e-Tendering System

Step 4 – Input the PIN that the System sent to your Account Email Address and click “**Submit**” to proceed.

Note: If you cannot receive the PIN within 10 minutes, please press the “**Resend PIN**” button.



Reset Password

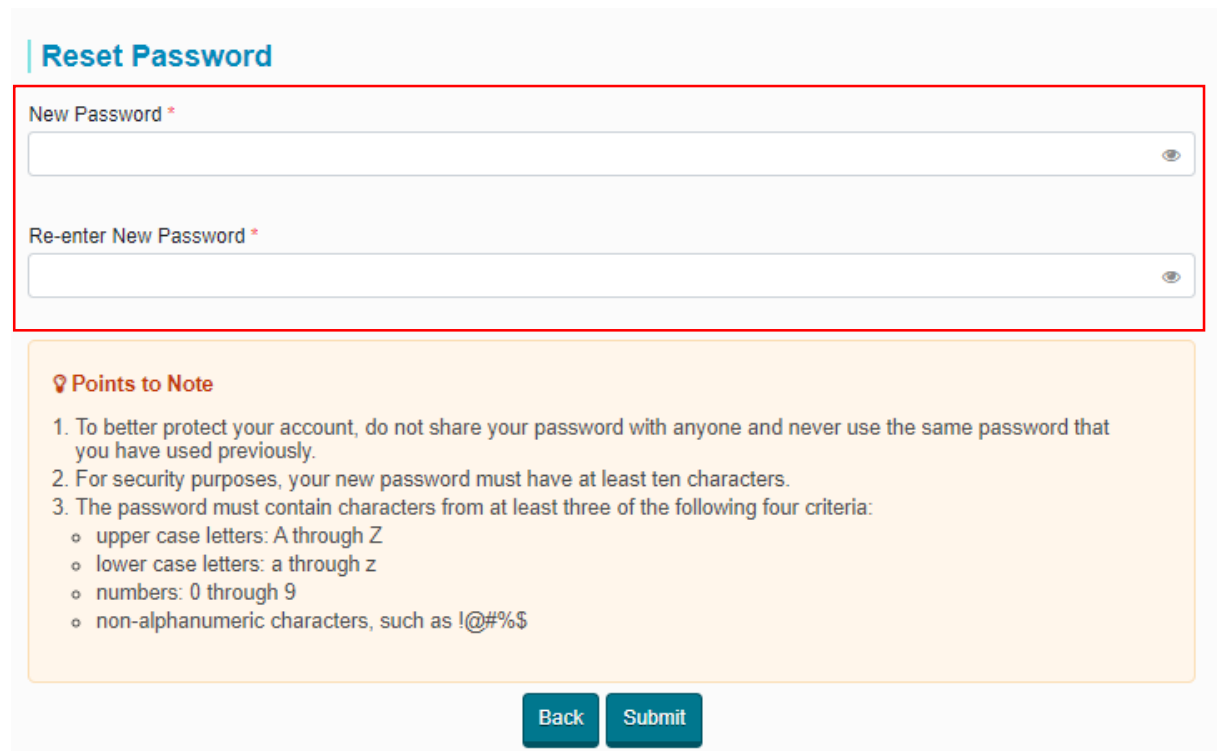
The System has sent a PIN to your account email address. Please enter the PIN to proceed and do not disclose it to other persons.

PIN

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:56 minute(s).

Back **Resend PIN** **Submit**

Step 5 – Input to set your New Password, re-enter to confirm the New Password and click “**Submit**” to proceed



Reset Password

New Password *

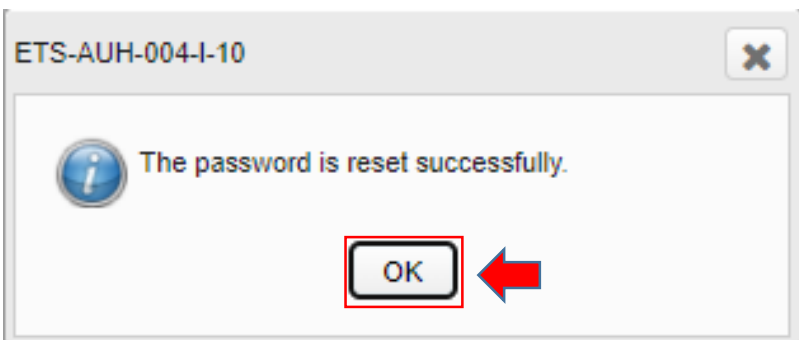
Re-enter New Password *

Points to Note

1. To better protect your account, do not share your password with anyone and never use the same password that you have used previously.
2. For security purposes, your new password must have at least ten characters.
3. The password must contain characters from at least three of the following four criteria:
 - o upper case letters: A through Z
 - o lower case letters: a through z
 - o numbers: 0 through 9
 - o non-alphanumeric characters, such as !@#%\$

Back **Submit**

Step 6 – Account password is reset successfully. Click “**OK**” to re-login to the System.



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i The password is reset successfully.

OK