

## Supplier Reset Password User Guide

This guide will cover:

How to Reset your Password

## 1 Reset Password

 If you have already registered and need to reset your password, go to the <u>E-Procurement Supplier Portal</u>.



Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.

Do not use the "Company Single Sign-On" option.

Si	gn In
0	racle Applications Cloud
	Company Single Sign-On
	or
	User ID
	User ID
	Password
	Password
	Forgot Password
	Sign In
	Select Language
	English V

• To reset your password, click "Forgot Password."

Sign In Oracle Applications C	loud
Company Single Sign-On	
or	
User ID	
User ID	
Password	
Password	
Forgot Password	
Sign In	
Select Language	
English 🗸	

 Enter your "User ID" (email used to register) and select "Forgot Password." Then click "Submit."

	Sign In Oracle Applications Cloud			
[	Forgot Password * User Name or Email User Name or Email			
[	* Options Forgot user name Forgot password Submit Cancel			

• You will receive an email from *epvh.fa.sender@workflow.mail.us2.cloud.oracle.com* with instructions on how to reset your password.

King County E-Procurement Supplier Portal – Password Reset Request Inbox ×					
epvh.fa.sender@workflow.mail.us2.cloud.oracle.com to	3:05 PM (2 minutes ago)	☆	¢	:	
You have requested to reset your password for King County E-Procurement Supplier Portal.					
Please follow the link below to reset your password.					
https://fa-epvh-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUl/faces/ResetPassword?ase.gid=6171bcdbf44f4c8580050a1fce5279					
For assistance, contact Procurement & Payables at Procurement.Web@kingcounty.gov.					
Thank You, King County					

- Once the instructions are complete, login with the new password.
- End of process.