**Reset a Forgotten Password Job Aid**

Navigate to the eSupplier portal using the link on the Comptroller’s website in *Vendor Resources*. <http://www.osc.ct.gov/vendor/index.html>

Click on the **Forgot Password?** link.



Enter your **User ID** and click **Send**.



Click the **OK** button to return to homepage.



You will receive an email with a temporary password.



Return to the log in screen and enter your **User ID** and the temporary **Password**.



You will be logged in to the Supplier Homepage.



You may continue to use this password, or reset it to one of your choosing.

