

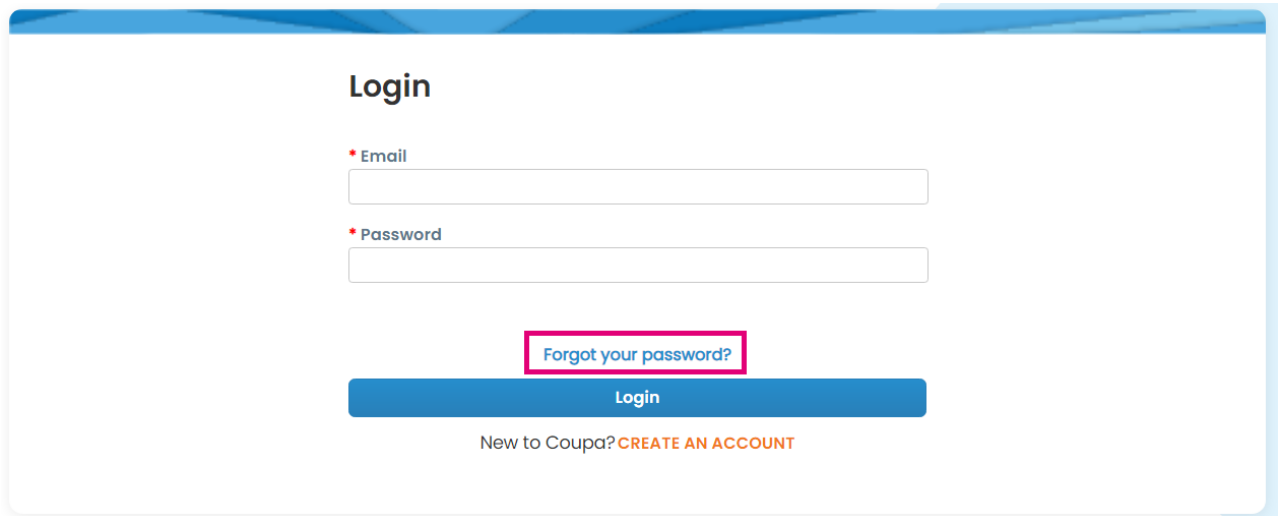


CHANGE PASSWORD IN THE COUPA SUPPLIER PORTAL

How To Guide

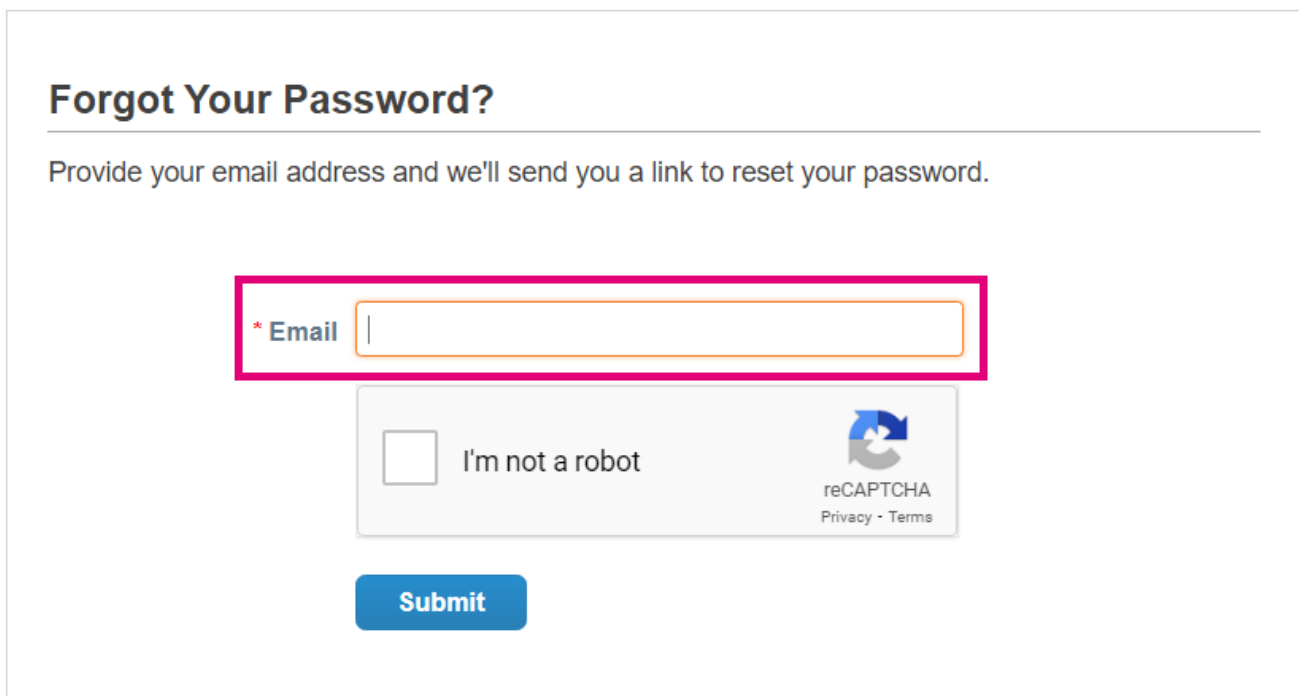
How to Change the Password in the Coupa Supplier Portal

1. Go to the Coupa Supplier Portal and click on **Forgot your password?**



The screenshot shows the 'Login' page of the Coupa Supplier Portal. It features a blue header bar. Below the header, the word 'Login' is centered. There are two input fields: 'Email' and 'Password', both with red asterisks indicating they are required. Below the 'Password' field is a link that says 'Forgot your password?' which is highlighted with a red rectangular box. Below this link is a blue 'Login' button. At the bottom, there is a link that says 'New to Coupa? CREATE AN ACCOUNT'.

2. Enter your email address that was used to register



The screenshot shows the 'Forgot Your Password?' page. The title 'Forgot Your Password?' is at the top, followed by a horizontal line. Below the line, the text 'Provide your email address and we'll send you a link to reset your password.' is displayed. There is a red rectangular box around the 'Email' input field, which has a red asterisk next to the label. Below the input field is a reCAPTCHA widget with a checkbox and the text 'I'm not a robot'. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below the reCAPTCHA widget is a blue 'Submit' button.

3. Verify the reCAPTCHA and hit **Submit**. If the email address is registered, you will receive an email with a link to reset your password.