

# QUICK REFERENCE

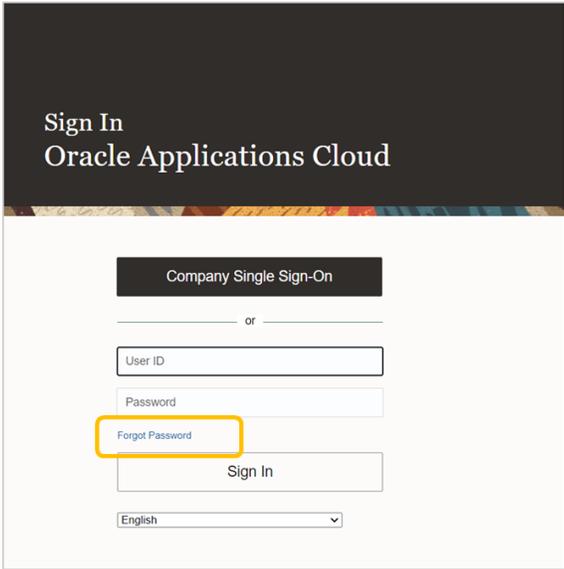
## Reset Password

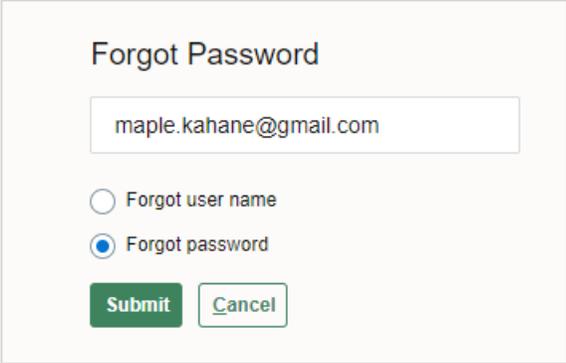
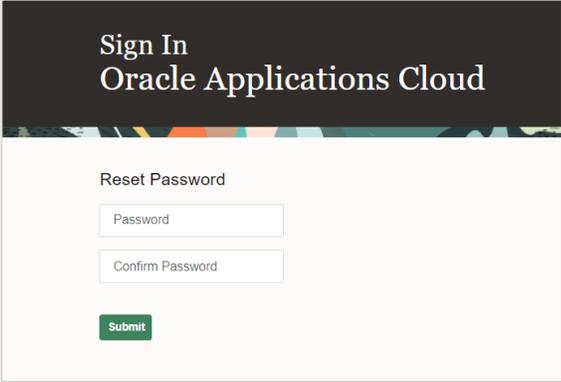


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|-----------------|--|
| <b>AUDIENCE</b> | Supplier   |
| <b>PURPOSE</b>  | To provide instructions to reset password in supplier portal |
| <b>REVISION</b> | 1.0  |

### Pre-requisite:

- You should have a valid login account to First Solar supplier portal.

| STEP | ACTION   |
|------|--|
| 1    | <p>Open supplier portal URL, select <b>Forgot Password</b>.</p>  <p>The screenshot shows the Oracle Applications Cloud sign-in page. At the top, it says "Sign In Oracle Applications Cloud". Below that is a "Company Single Sign-On" button. Underneath is an "or" separator. There are three input fields: "User ID", "Password", and "Forgot Password". The "Forgot Password" link is highlighted with a yellow box. Below the input fields is a "Sign In" button and a language dropdown menu set to "English".</p> |
| 2    | <p>Enter User ID (your registered email) in the pop up window. Select <b>Forgot password</b> and <b>Submit</b></p>   |

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|-----------------|---|
|                 |    |
| <p><b>3</b></p> | <p>You will receive an email with a password reset URL. Enter new password and submit.</p>  |
| <p><b>4</b></p> | <p>Login to supplier portal with new password.</p>  |