

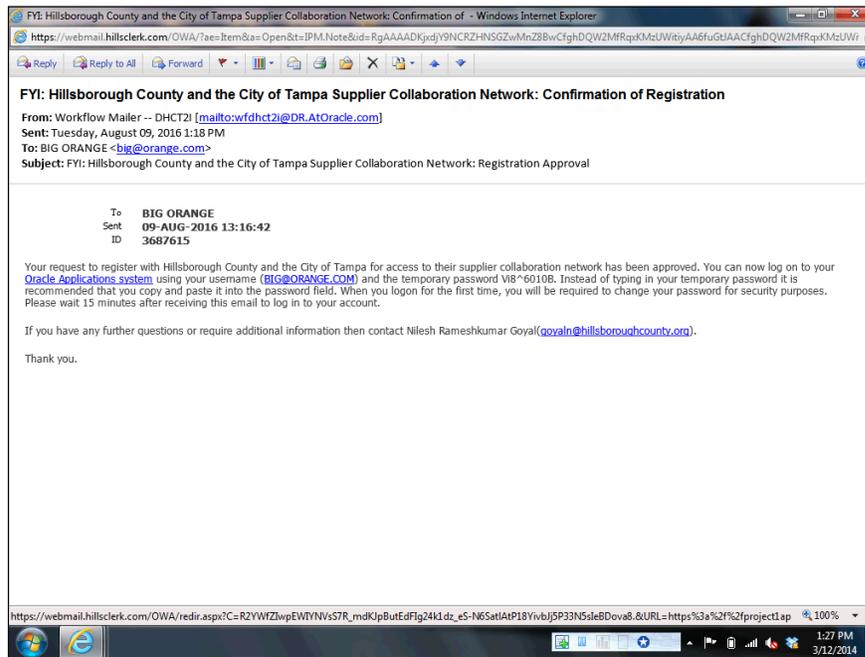
## First Time Access

### Procedure

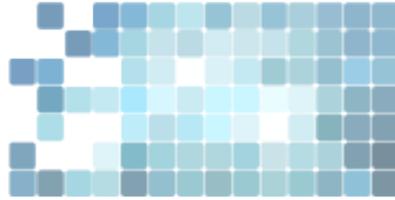
This document provides step by step instruction on how to log into iSupplier Portal and change your password.

#### Before you begin:

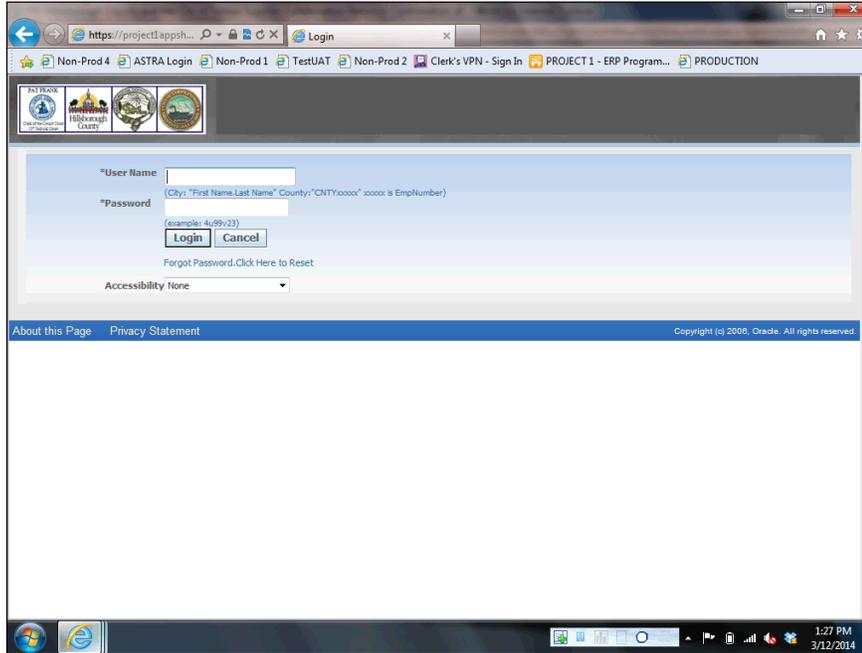
These steps can be completed only when you have received an email approving your iSupplier registration. The approval email contains your iSupplier User Name and Password.



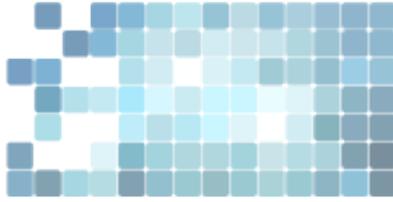
Step	Action
1.	<p>After registering on Hillsborough County's iSupplier site, you will receive a confirmation email with a log-in link, your username and your temporary password.</p> <p>Click the <b>log on</b> link to launch the iSupplier Portal.</p> <p><a href="#">Oracle Applications system</a></p>



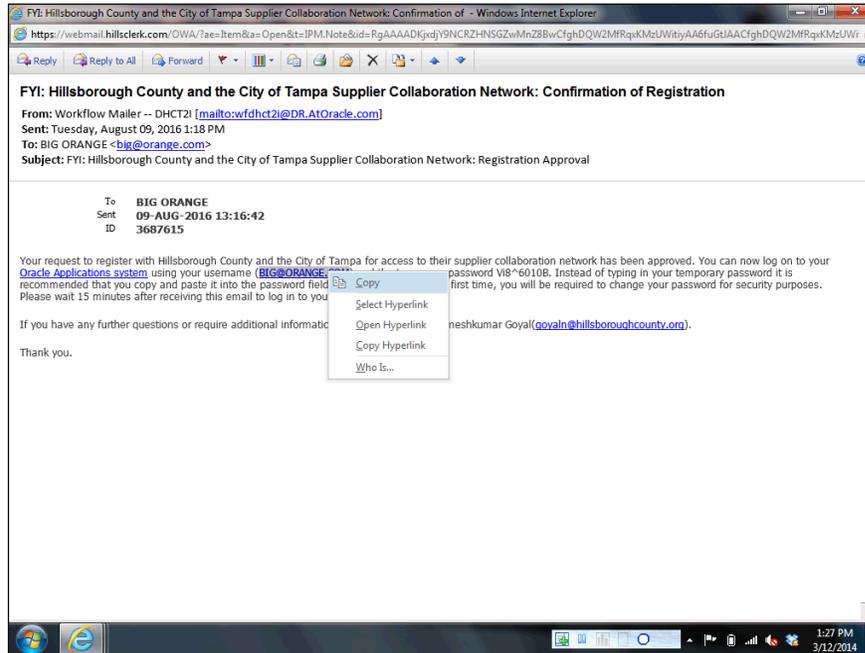
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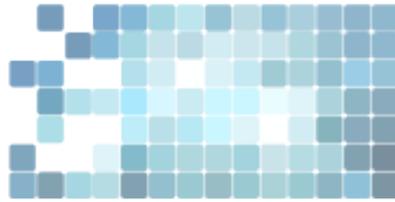
Step	Action
2.	<p>Once the application log-in page opens. You will need to go back to your email to retrieve your username.</p> <p>Open your <b>Email</b> by clicking back on your email application.</p> 



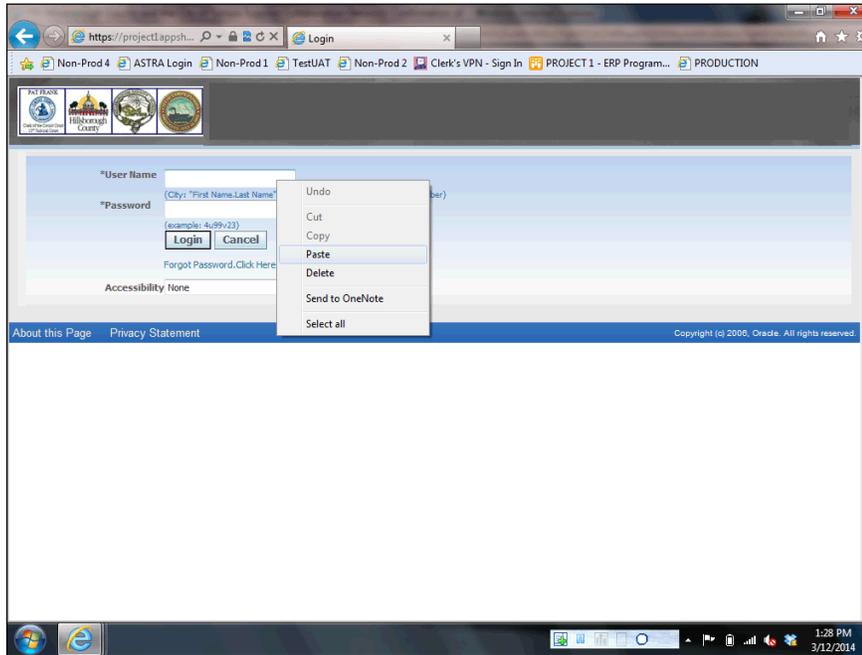
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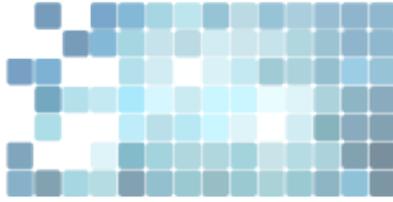
Step	Action
3.	When back in your email, highlight your <b>Username</b> , right-click and choose <b>Copy</b> .  You can also use the [Ctrl+C] to copy the username. 
4.	Return to the <b>Login</b> by clicking on the internet browser in which the application is open. 



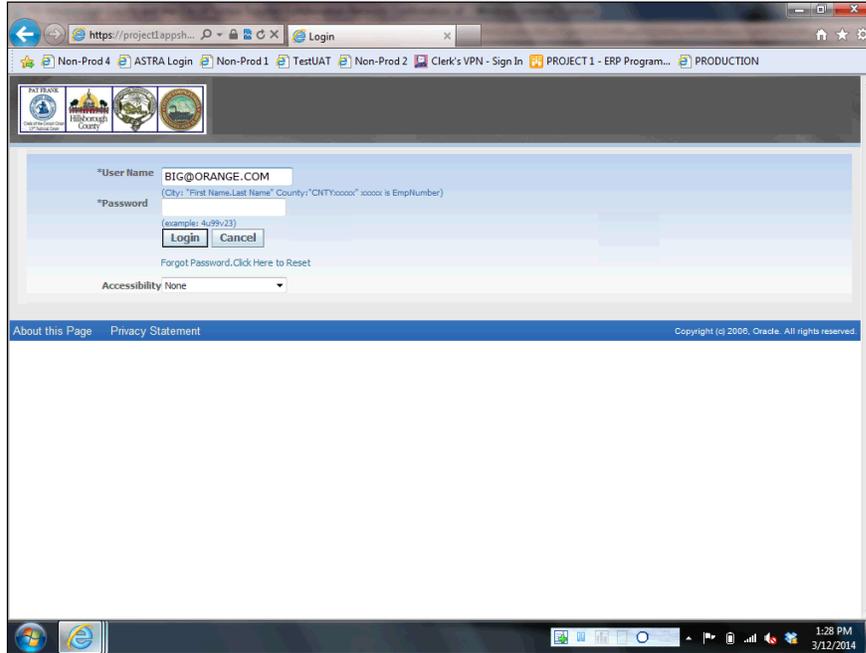
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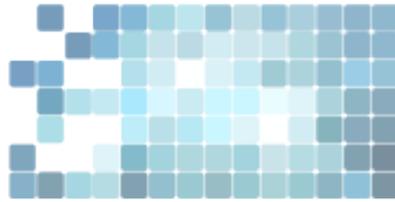
Step	Action
5.	<p>When you are back in the application log-in screen, right-click in the <b>User Name</b> field, click <b>Paste</b>.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div data-bbox="358 1251 709 1299" style="border: 1px solid black; padding: 2px; display: inline-block;">Paste</div>



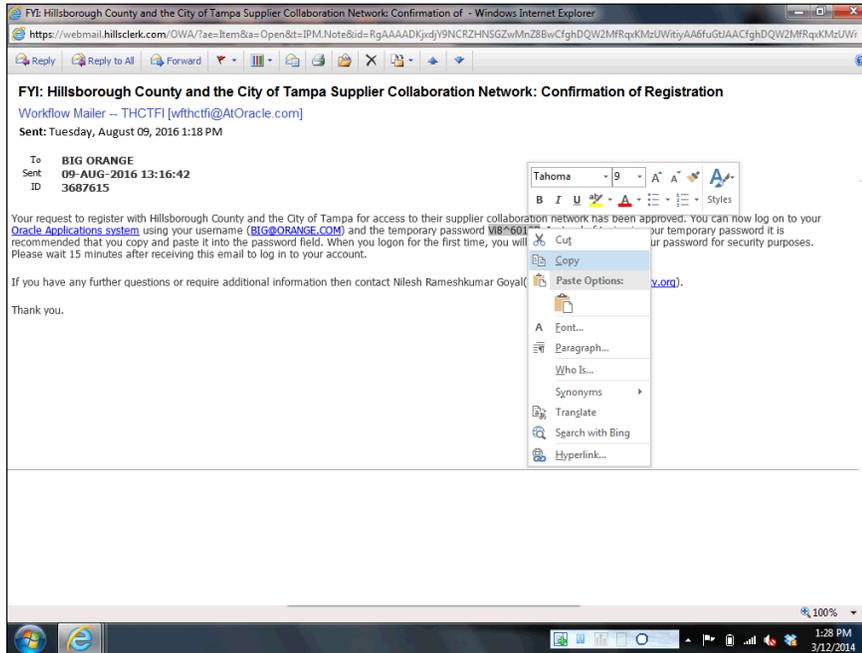
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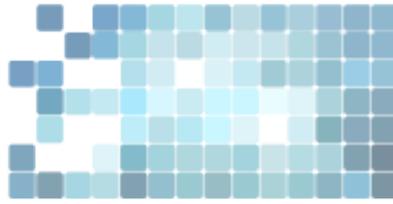
Step	Action
6.	Open your <b>Email</b> again by clicking on your email application. 



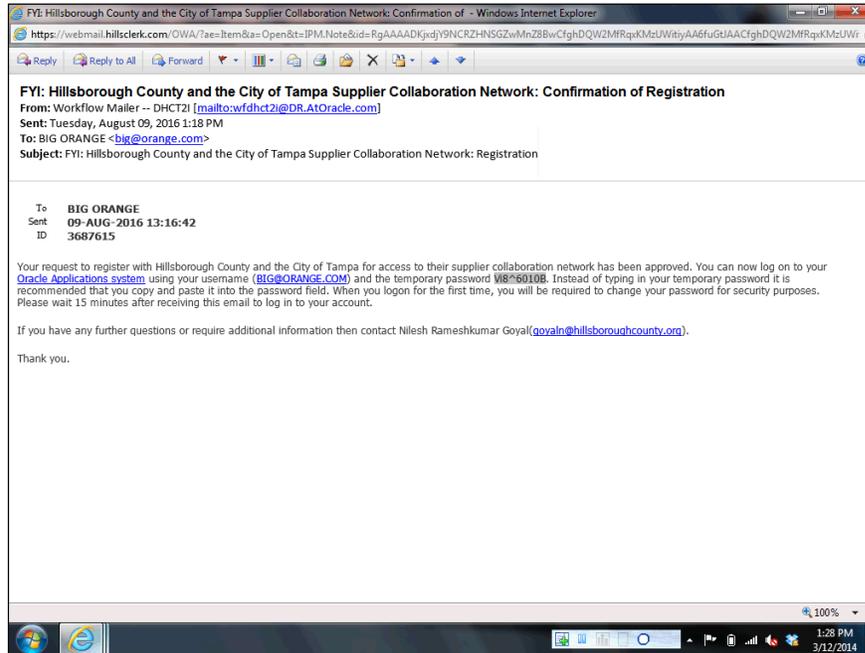
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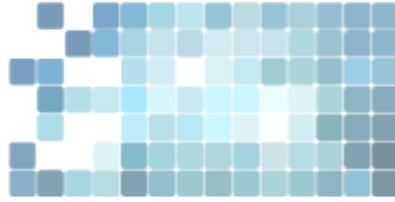
Step	Action
7.	<p>When back in your email, highlight your temporary password.</p> <p>Right-click the highlighted <b>Temporary Password</b>, select <b>Copy</b>.</p> <p>You can also use the [Ctrl+C] to copy the username.</p> 



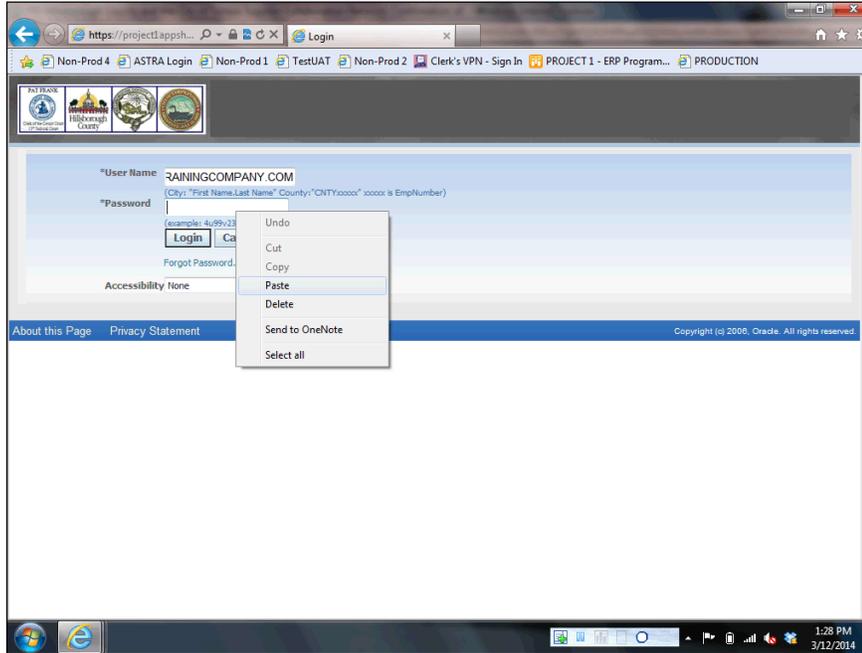
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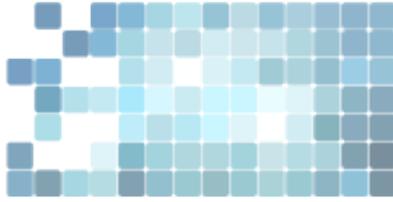
Step	Action
8.	Return to the <b>Login</b> screen by clicking on the internet browser in which the application is open. 



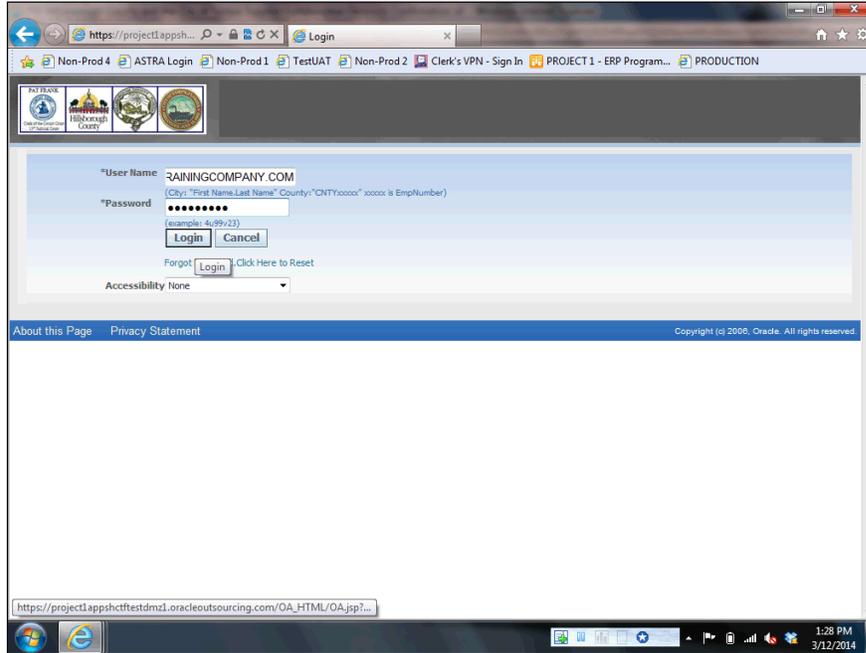
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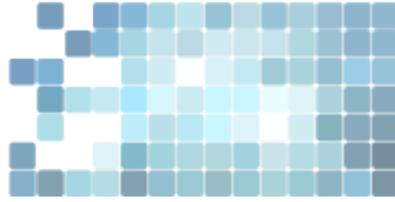
Step	Action
9.	<p>When you are back in the application log-in screen, right-click in the <b>Password</b> field, select <b>Paste</b>.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div data-bbox="358 1255 711 1299" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Paste</div>



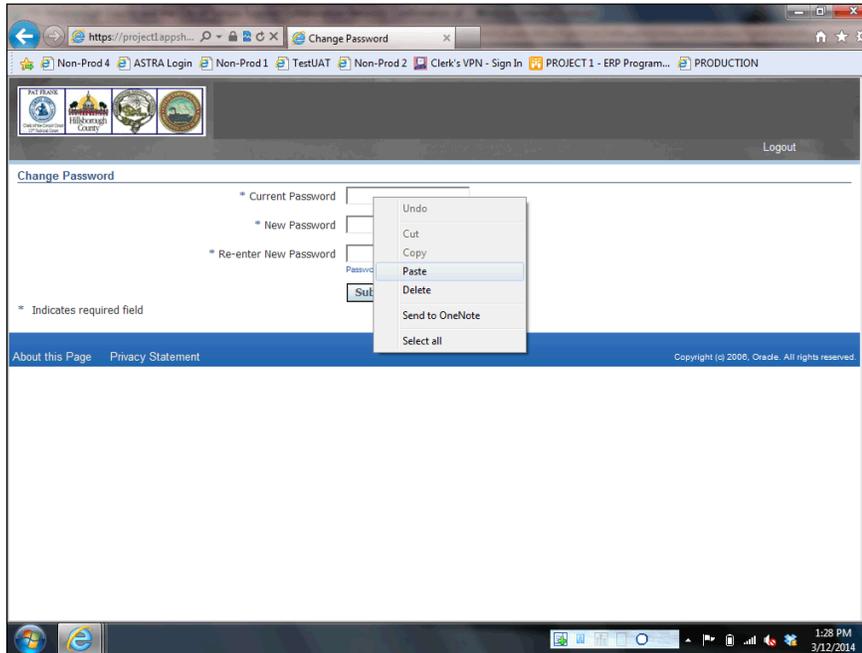
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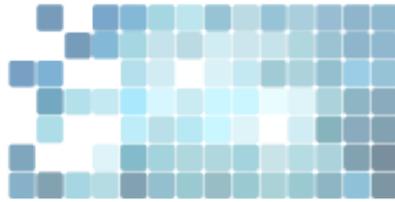
Step	Action
10.	Click <b>Login</b> .  You will be asked to change your password the first time you log-in.  



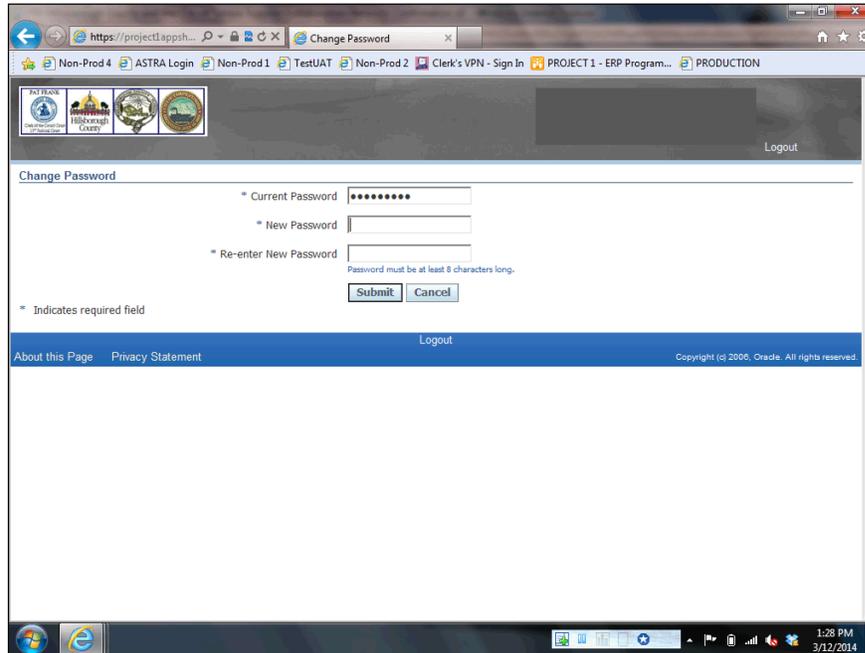
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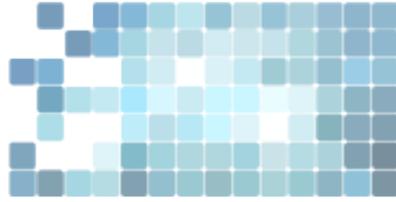
Step	Action
11.	<p>The <i>Change Password</i> window opens. Right-click in the <b>Current Password</b> field, select <b>Paste</b>.</p> <p>Your current password should still be stored in your background. If it is not, go back to the email and copy the temporary password again.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div data-bbox="358 1352 708 1398" style="border: 1px solid black; padding: 2px; text-align: center;">Paste</div>



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Step	Action
12.	This is where you will enter your own personal password.  Enter a new password into the <b>New Password</b> field. <b>*Important*</b> Passwords must be at least eight (8) characters, and contain NO repeating characters. For example, welcome12 is acceptable; however, welcome22 is not.
13.	Re-enter the new password into the <b>Re-enter New Password</b> field.
14.	Click the <b>Submit</b> button. 
15.	Your iSupplier Portal Home Page will open. Here you can access both City of Tampa and Hillsborough County information. You also can update or change your profile.  See the additional iSupplier Navigation documents for instructions on navigating the iSupplier Portal.



## Training Guide iSupplier – First Time Access

Step	Action
16.	<p>You have successfully logged into the iSupplier Portal for the first time.</p> <p>You can manage your company's profile by clicking the <u>Supplier Profile, User and Task Manager</u> link.</p> <p>To search bids, look at invoices, etc., click <u>Doing Business with Hillsborough County</u>.</p> <p><b>End of Process.</b></p>