



STPAUL.GOV



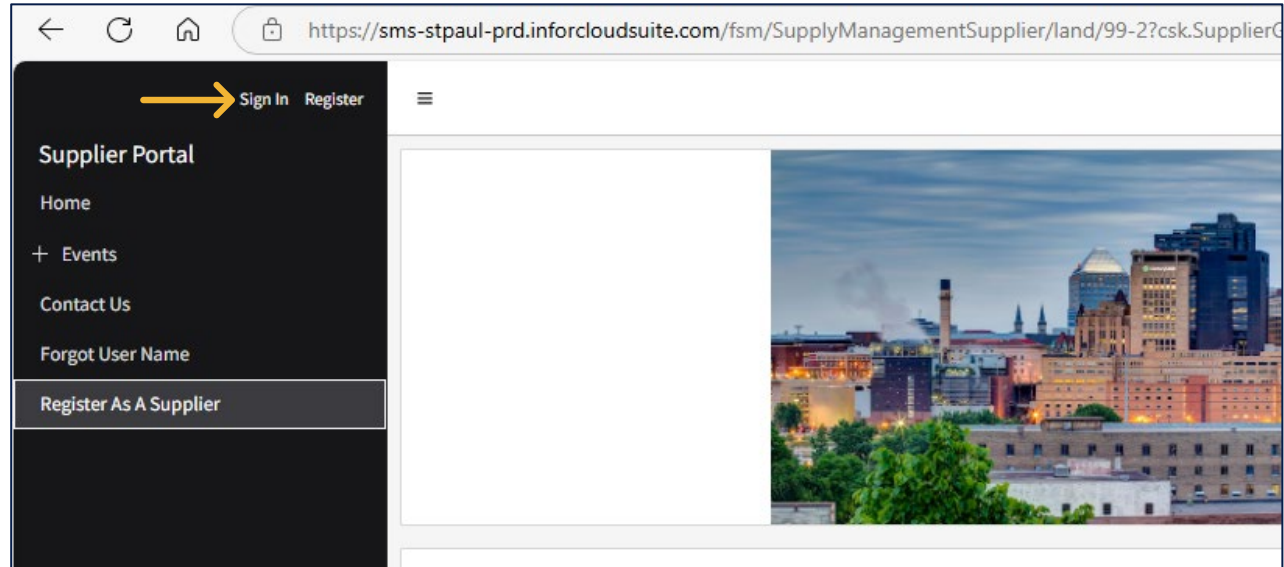
**CITY OF SAINT PAUL**

# Resetting Your Supplier Password



## Step 1. Access the Sign In Page

- a) Using Google Chrome, go to [www.stpaulbids.com](http://www.stpaulbids.com) and click "Sign In"





## Step 2. Forgot Password Function

- a) Click on the “Forgot Password” button underneath the sign-in fields
- b) Type in your username, and click “Reset”  
Note: If you can’t recall your username, reach out to [procurement@ci.stpaul.mn.us](mailto:procurement@ci.stpaul.mn.us)

The image displays two side-by-side screenshots of the Infor system's user interface for password management.

**Left Screenshot (Sign In Page):**

- At the top center is the red **infor** logo.
- Below the logo is the label "User Name \*" followed by a text input field.
- Below the input field is a red error icon and the text "Required".
- Below that is the label "Password \*" followed by another text input field.
- Below the input field is a red error icon and the text "Required".
- Below the password field is a blue button labeled "Sign In".
- Below the "Sign In" button is a yellow arrow pointing to a blue link labeled "Forgot password?".
- At the bottom center is the text "Copyright © 2021 Infor. All rights reserved. www.infor.com".

**Right Screenshot (Reset Password Page):**

- At the top center is the red **infor** logo.
- Below the logo is the heading "Reset Password".
- Below the heading is the text "Enter your username:".
- Below that is the label "User Name" followed by a text input field.
- A yellow arrow points to the "User Name" input field.
- Below the input field is a light blue button labeled "Reset".
- Below the "Reset" button is a blue button labeled "Go Back".
- At the bottom center is the text "Copyright © 2021 Infor. All rights reserved. www.infor.com".



## Step 3. Forgot Password Function – Security Question

- a) Input your response to the security question and click Reset
  - a) If the answer you input to the security question does not work, use **2021**
- b) Enter and confirm your new password
- c) Click the Save icon at the top right of the page

The screenshot shows the Infor 'Reset Password' interface. At the top right, there is a toolbar with a yellow arrow pointing to a 'Save' icon (a floppy disk), a trash icon, and a refresh icon. The main content area has the Infor logo and the title 'Reset Password'. Below this, it asks the user to 'Answer your security questions:' with the specific question 'Year the business was founded?'. A text input field contains the value '2021'. Below the input field is a blue 'Reset' button, which is highlighted by a yellow arrow. At the bottom of the page, there is a copyright notice: 'Copyright © 2021 Infor. All rights reserved. www.infor.com'.

infor

### Reset Password

Answer your security questions:  
Year the business was founded?

Reset

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This screenshot shows the next step in the 'Reset Password' process. It features the same toolbar at the top right with the yellow arrow pointing to the 'Save' icon. The main content area has a heading 'Reset Password' and a instruction: 'Please overwrite the password values below, then press save'. There are two sections: '\* Please enter new password and confirm' and '\* Click save to complete password reset'. The first section has a 'New Password' input field with masked characters. The second section has a 'Confirm New Password' input field, also with masked characters and a cursor at the end. The 'Save' icon in the toolbar is the intended next action.

### Reset Password

Please overwrite the password values below, then press save

\* Please enter new password and confirm

\* Click save to complete password reset

New Password

Confirm New Password