Supplier Portal Quick Guide

Reset your password

1. Select Log in or register.



2. Select Forgot your password?

Sign in		
Email		
Password	Forgot your password?	

3. Enter your email address then select **Send verification code**.

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	Change your password
	Verification is necessary. Please click Send button.
-	Email*
	Send verification code

4. Check the email account you entered for an email from Hennepin County. Open the email, copy the verification code.

The verification code expires in 5 minutes. If you don't complete this step in 5 minutes, select the Send new code link. If you don't receive an email check your spam folder or select Send new code.

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5. Paste the code in the Verification Code box and select **Verify code**.



6. Select Continue.

Change your password	
E-mail address verified. You can now continue.	$\langle \rangle$
Email*	X
testing@mailinator.com	$\times /$
Continue	- 📉
Cancel	

7. Enter a new password and confirm, then select **Continue**.

Change yo	our password	
New password*	•	
Confirm new pass	word*	
	Continue	

7. You will be signed into the Supplier Portal.

For more help:

Visit <u>Supplier Portal help</u> Call (612) 543-5412 Email <u>supplierportal@hennepin.us</u>