



Updating Supplier Portal Account Information Quick Reference Guide

Purpose: This document provides instructions for Supplier Portal users to update Supplier Portal account information such as password, security question, email address, and supplier IDs tied to the account.

Audience: Ascension Supplier Portal users

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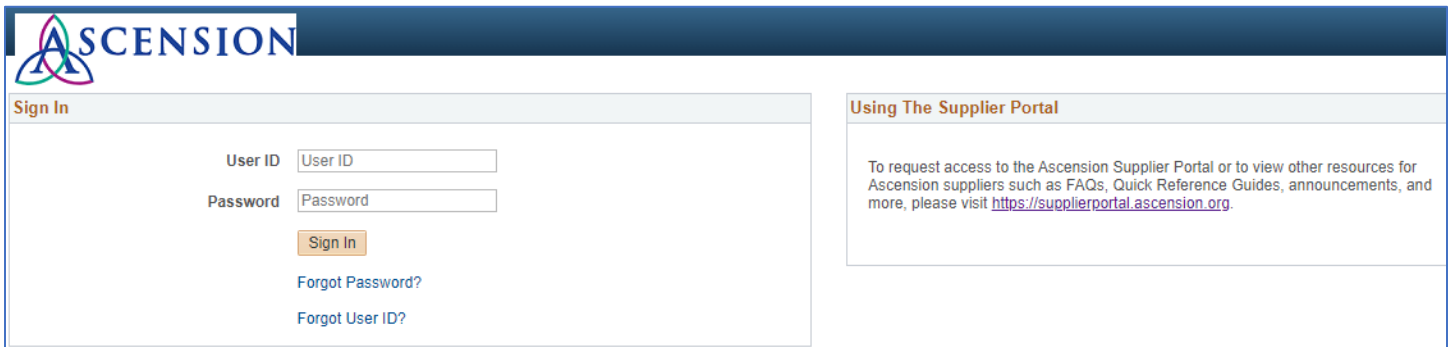
Adding a Supplier ID

Logging In

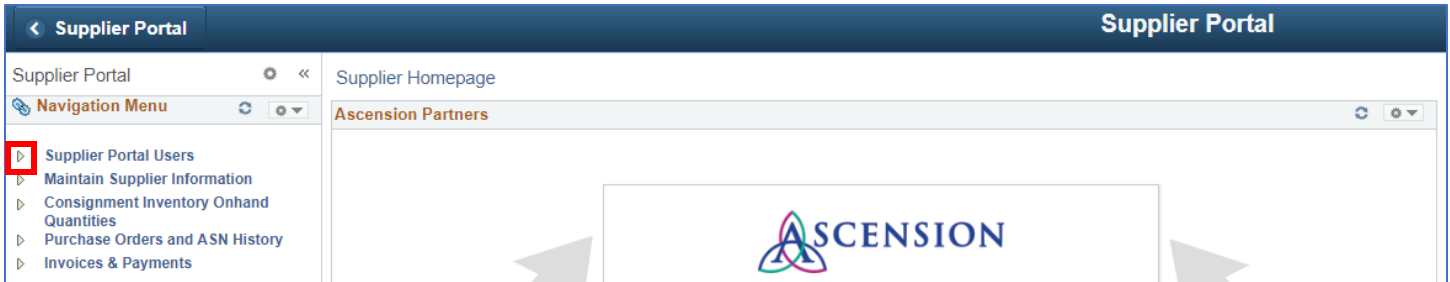
1. To log in to the Ascension Supplier Portal, click the **Sign In** button at the top right at <https://supplierportal.ascension.org>.



2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the **Forgot Password?** or **Forgot User ID?** links.

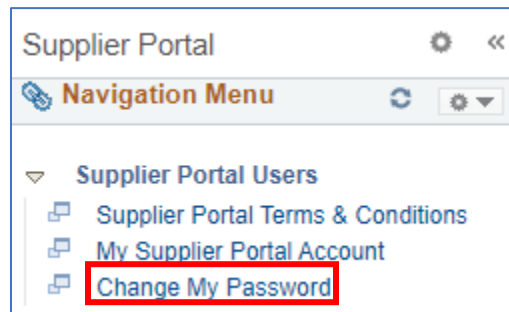


3. On the left-hand navigation, click the arrow next to **Supplier Portal Users** to expand the menu options.

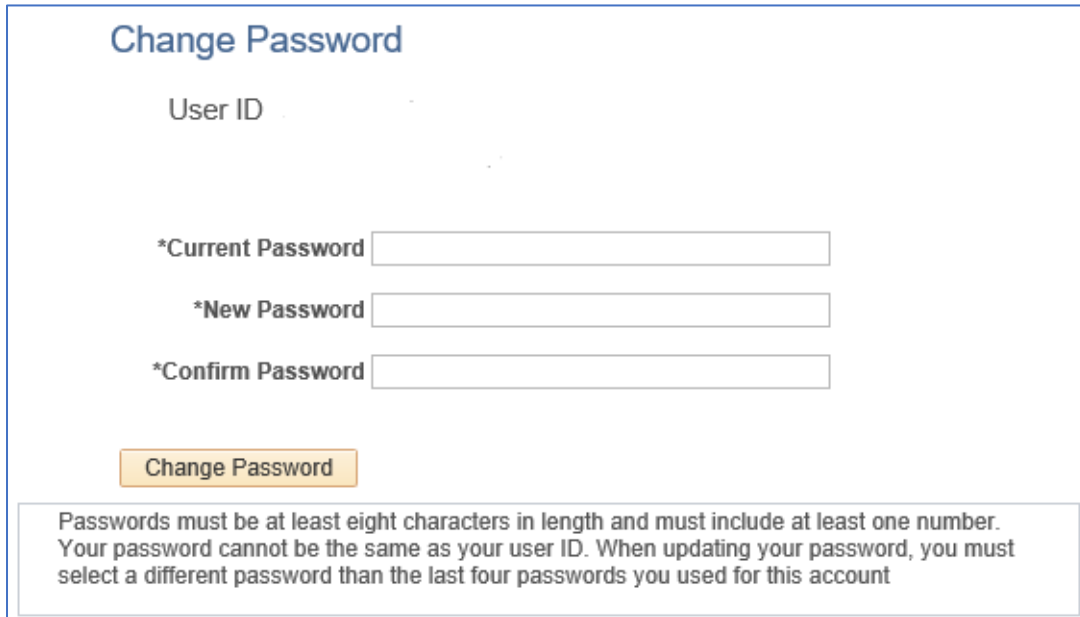


Changing Your Password

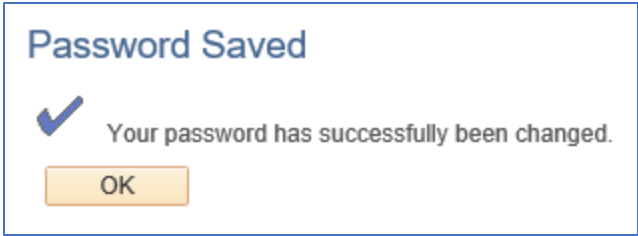
1. On the left-hand navigation menu under **Supplier Portal Users** click **Change My Password**.



2. The **Change Password** page will open.
3. Your User ID will display at the top of the page.

A screenshot of the 'Change Password' page. The title 'Change Password' is at the top. Below it, the 'User ID' is displayed. There are three input fields: '*Current Password', '*New Password', and '*Confirm Password'. At the bottom, there is a 'Change Password' button. A text box at the bottom of the page contains the following instructions: 'Passwords must be at least eight characters in length and must include at least one number. Your password cannot be the same as your user ID. When updating your password, you must select a different password than the last four passwords you used for this account'.

4. Enter your current password in the **Current Password** field.
5. Enter your desired new password in the **New Password** and **Confirm Password** fields. The character requirements for passwords are indicated at the bottom of the screen.
6. Click the **Change Password** button.



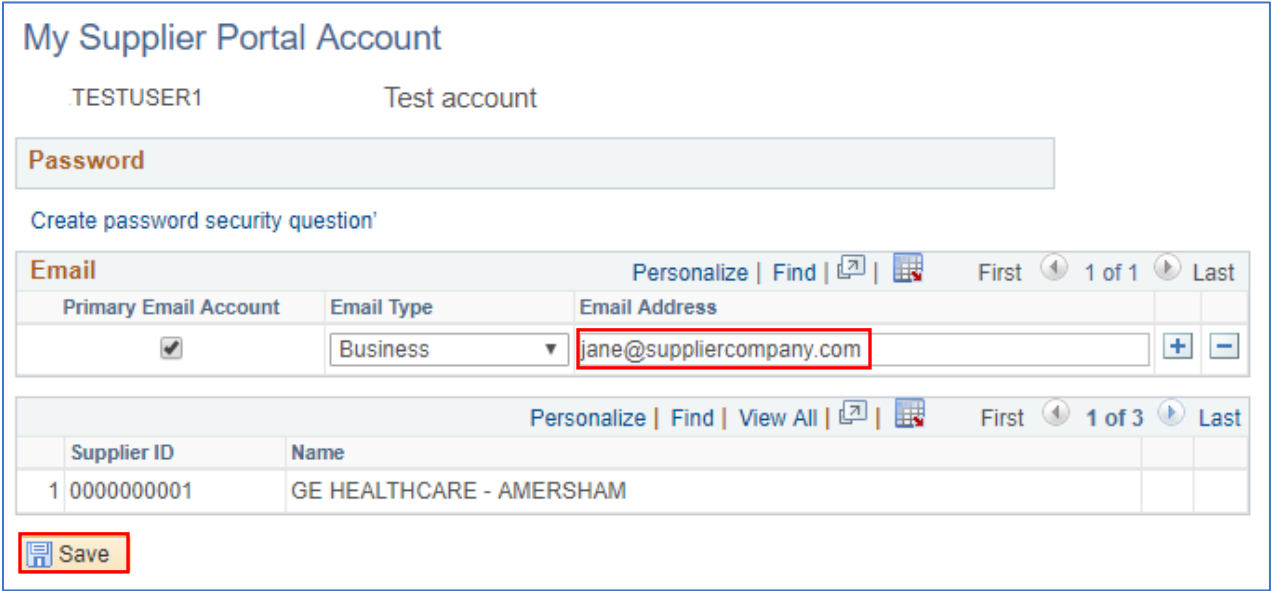
7. You will see a confirmation screen that your password was successfully changed. Click the **OK** button.

Changing Your Email Address

1. On the left-hand navigation menu under **Supplier Portal Users** click **My Supplier Portal Account**.



2. The **My Supplier Portal Account** page will open.

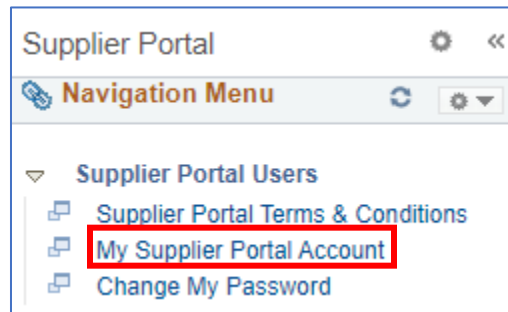


- 3. In the **Email** section, you can update your email address in the **Email Address** column.
- 4. Click the **Save** button at the bottom of the screen.
- 5. **NOTE:** Changes made to this email address will only update the email address associated with your Supplier Portal user ID. These changes will not impact other email addresses associated with your supplier ID. To update contact information or other details for your supplier ID in the Ascension system, please refer to the appropriate Quick Reference Guide to submit a request to update your information.



Adding a Supplier ID

1. On the left-hand navigation menu under **Supplier Portal Users** click **My Supplier Portal Account**.



2. The **My Supplier Portal Account** page will display.

My Supplier Portal Account

TESTUSER1 Test account

Password

Create password security question'

Email Personalize | Find | View All | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	jane@suppliercompany.com

Personalize | Find | **View All** | First 1 of 3 Last

Supplier ID	Name
1 0000000001	GE HEALTHCARE - AMERSHAM

Save

3. Click **View All** to view all supplier IDs that are tied to your account.
4. To add or remove a supplier ID from your Supplier Portal account, please submit a self-service case via the Supplier Portal. You must provide your Supplier Portal user ID, the 10-digit supplier ID you wish to add to your Supplier Portal user ID, and the associated Tax ID Number.