

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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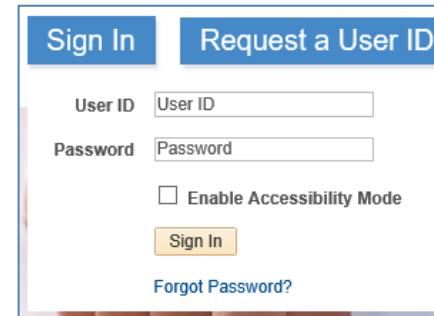
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Logging In

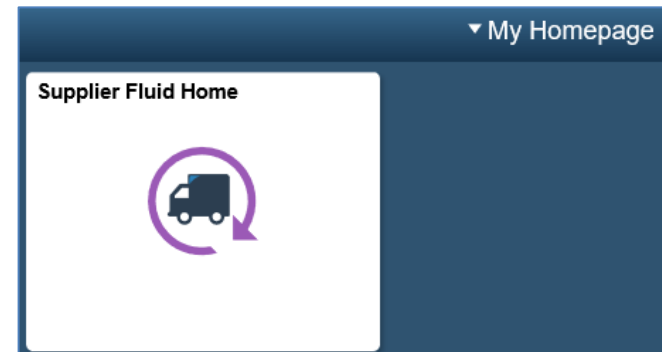
- Navigate to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.



- Click the **Sign In** button at the top right of the page.
- Enter your User ID and Password and click the **Sign In** button.



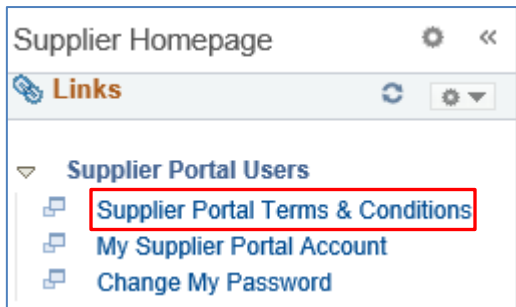
- Click the **Supplier Fluid Home** tile.



- You will be taken to the **Supplier Homepage**. Select a link from the lefthand navigation menu.

How To View Terms & Conditions

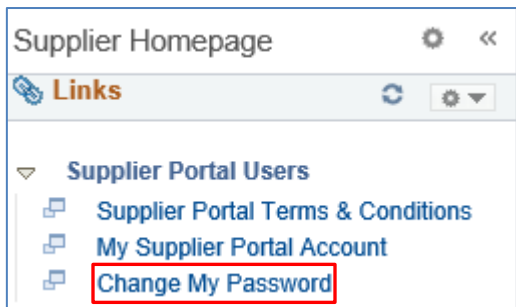
1. In the **Links** section, click on the arrow next to the **Supplier Portal Users** group.
2. Click **Supplier Portal Terms & Conditions**.



3. The Supplier Portal **Terms and Conditions** page will open. These are the Terms and Conditions that you agreed to when you requested a user ID for the Supplier Portal.

How To Change Your Password

1. Under the **Supplier Portal Users** group, click **Change My Password**.



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

Change Password

User ID

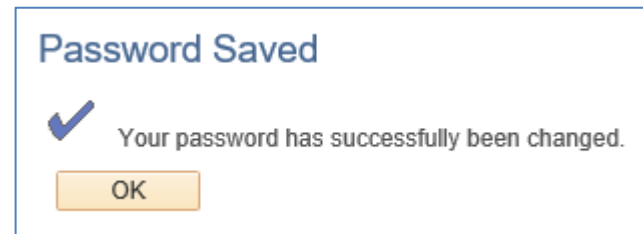
*Current Password

*New Password

*Confirm Password

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

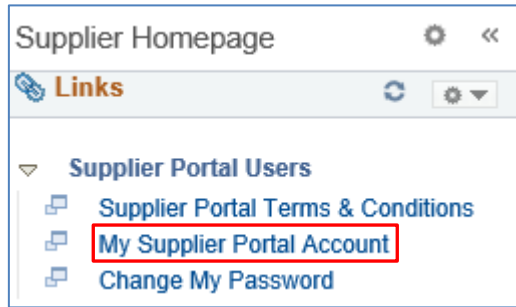
4. Enter your current password in the **Current Password** field.
5. Enter your desired new password in the **New Password** and **Confirm Password** fields. The character requirements for passwords are indicated at the bottom of the screen.
6. Click the **Change Password** button.



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

How To Change Your Email Address

- Under the **Supplier Portal Users** group, click **My Supplier Portal Account**.



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

My Supplier Portal Account

TESTUSER1 Test account

Password

Create password security question*

Email Personalize | Find | [Print] | [Grid] First 1 of 1 Last

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

Personalize | Find | View All | [Print] | [Grid] First 1 of 3 Last

Supplier ID	Name
1 0000000001	GE HEALTHCARE - AMERSHAM

- In the **Email** section, you can update your email address in the **Email Address** column.
- Click the **Save** button at the bottom of the screen.
- NOTE:** Changes made to this email address will only update the email address associated with your Supplier Portal account. 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 [Quick Reference Guide Submitting Supplier Data Change Requests](#).

How To Add a Supplier ID

- To view the supplier IDs that are tied to your Supplier Portal account, expand the **Supplier Portal Users** group and click **My Supplier Portal Account**.



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

My Supplier Portal Account

GETESTUSER1 Test account

Email Personalize | Find | [Print] | [Grid] First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	Lynsey.Smith@ascension.org

Personalize | Find | View All | [Print] | [Grid] First 1 of 7 Last

Supplier ID	Name
1 0000000001	GE AMERSHAM

- Click **View All** to view all supplier IDs that are tied to your account.

Personalize | Find | View All | [Print] | [Grid] First 1-2 of 2 Last

Supplier ID	Name
1 0000000001	GE HEALTHCARE - AMERSHAM
2 0000105311	GE MEDICAL ULTRASOUND & PRIMAR

- To add or remove a supplier ID from your Supplier Portal account, please call the MSC Supplier Line at 317-334-8363. You must provide your Supplier Portal user ID, the 10-digit supplier ID number you wish to add or remove, and the associated Tax ID Number.