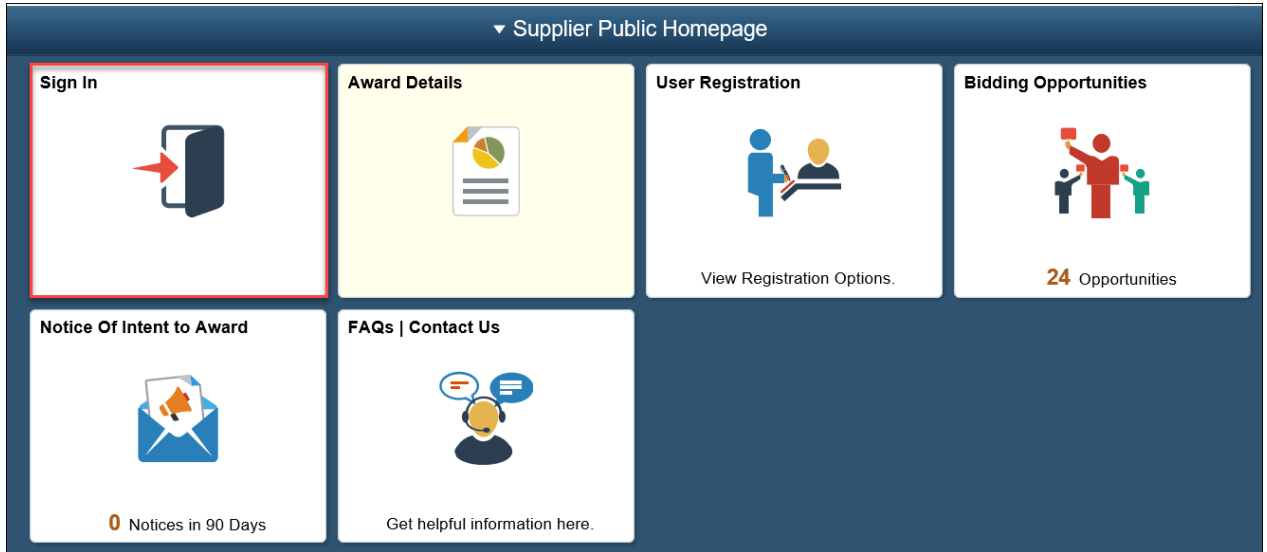





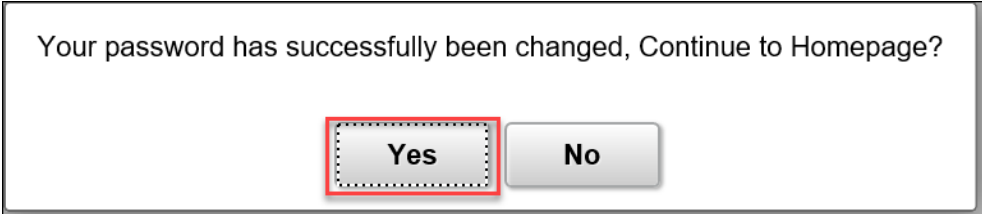




- Task:**
- Email Address will be used to sign-in to the system
 - Vendors with previous registration at AC Transit's old system can sign-in using their Email IDs

Navigation: AC Transit Website>About Us>Doing Business with AC Transit>Vendor Registration > Vendor Registration



Step	Instructions
1	<ul style="list-style-type: none"> • Click the Sign In Tile ■ Takes you to the Sign In Page • Enter Email Address and Password then Click Sign In button • Takes you to your Supplier Homepage <div data-bbox="337 1367 935 1740" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Sign In x</p> <p>Email Address <input style="width: 150px;" type="text"/></p> <p>Password <input style="width: 150px;" type="password"/></p> <p><input type="checkbox"/> Enable Screen Reader Mode</p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> </div> <div data-bbox="1032 1457 1357 1600" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Forgot Password? Send an email to vendorsupport@actransit.org to request a new password</p> </div> <ul style="list-style-type: none"> ■ Vendors can sign-in using the email ids used from previous registration in the old system

Step	Instructions
2	<p> When signing-in for the first time to Self-Service Registration using your email id and password, the new system prompts you to change your password:</p> <ul style="list-style-type: none">• Follow the link to change your password• Enter your existing password and enter a new password• Confirm the new password• Click • Click Yes to continue <div data-bbox="316 615 1047 1081"><p>ORACLE PEOPLESOFT</p><p>Your password has expired. Click here to change your password.</p><p>Copyright © 2000, 2018, Oracle and/or its affiliates. All rights reserved.</p></div> <div data-bbox="316 1094 1055 1612"><p>Change Password</p><p>User ID AmericasBestBattery Description AMERICA'S BEST BATTERY</p><p>*Current Password <input type="text"/></p><p>*New Password <input type="text"/></p><p>*Confirm Password <input type="text"/></p><p></p></div> <div data-bbox="316 1623 1292 1835"><p>Your password has successfully been changed, Continue to Homepage?</p><p> </p></div>
	End of Procedure.