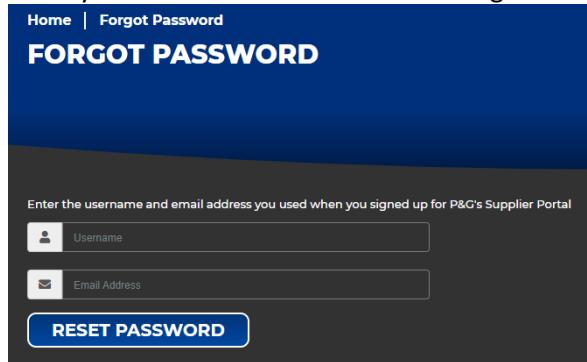




How to Reset P&G Supplier Portal Password?

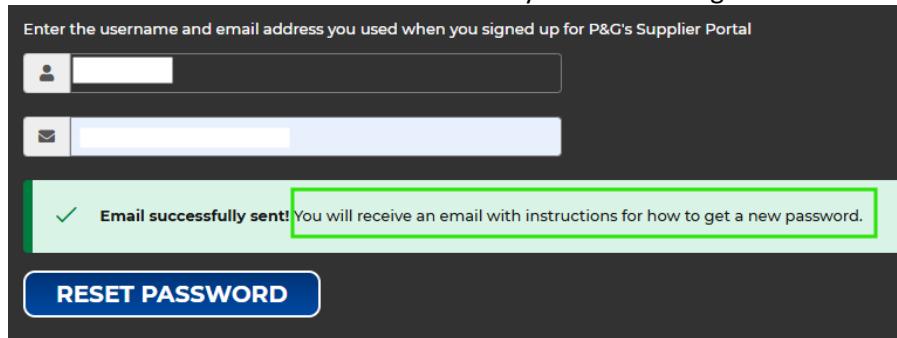
Step 1: To reset your password, please go to this link: <https://pgsupplier.com/forgot-password>

Enter your account username and the registered email address. Then click on the reset password button.



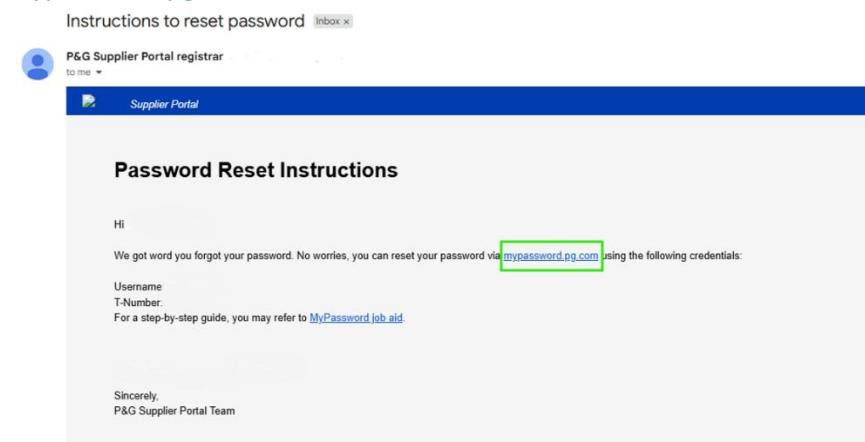
The screenshot shows a 'FORGOT PASSWORD' page. At the top, there are links for 'Home' and 'Forgot Password'. Below that is a large 'FORGOT PASSWORD' heading. A sub-instruction says 'Enter the username and email address you used when you signed up for P&G's Supplier Portal'. There are two input fields: 'Username' (with a person icon) and 'Email Address' (with an envelope icon). At the bottom is a blue 'RESET PASSWORD' button.

Password reset instructions will be sent on your account registered email.



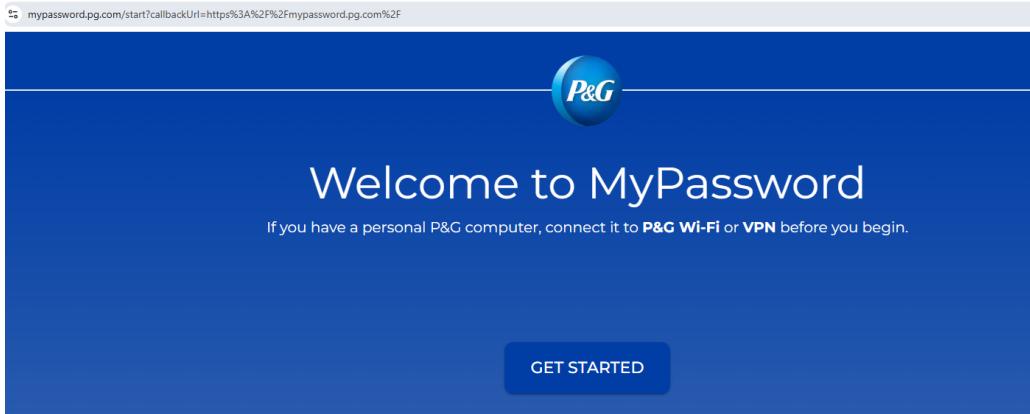
The screenshot shows the same 'FORGOT PASSWORD' page after a successful submission. The 'Username' and 'Email Address' fields are filled. A green success message box contains the text 'Email successfully sent! You will receive an email with instructions for how to get a new password.' Below the message is the 'RESET PASSWORD' button.

Step 2: Go to your mailbox and check the email sent by P&G Supplier Portal Registrar. From the email received, click mypassword.pg.com

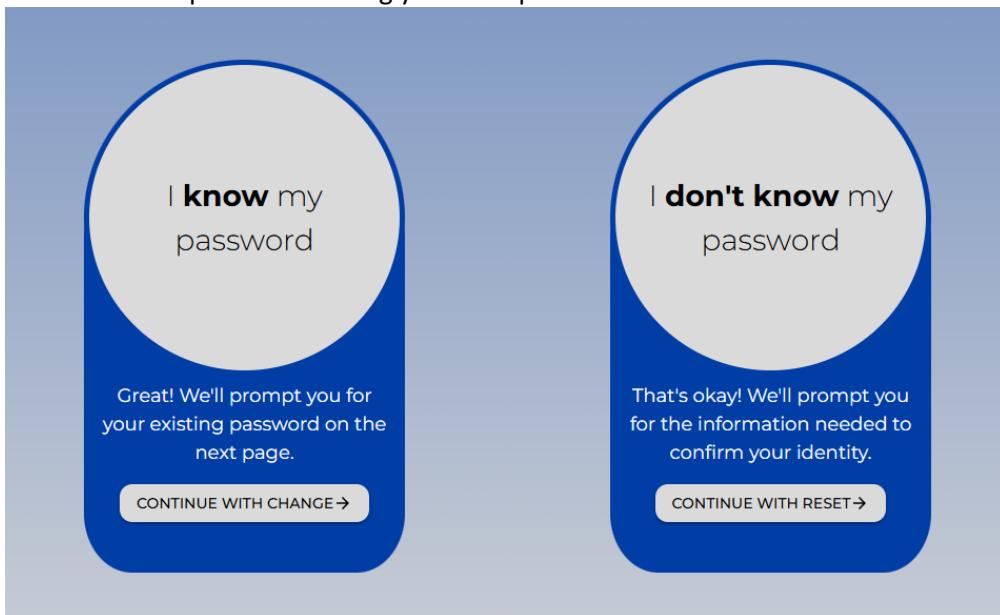


The screenshot shows an email inbox with a single message from 'P&G Supplier Portal registrar' with the subject 'Instructions to reset password'. The email body contains a 'Supplier Portal' link and a 'Password Reset Instructions' section. It says: 'Hi', 'We got word you forgot your password. No worries, you can reset your password via mypassword.pg.com using the following credentials.', 'Username', 'T-Number', and 'For a step-by-step guide, you may refer to [MyPassword job aid](#)'. At the bottom, it says 'Sincerely, P&G Supplier Portal Team'.

Step 3: You will be redirected to the <https://mypassword.pg.com/> website. Then click “GET STARTED”.

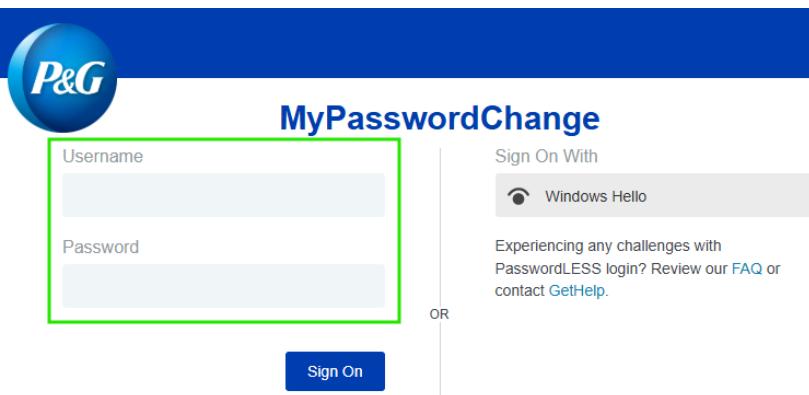


You have two options for setting your new password:



Option 1: **I know** my password - Make sure to provide your correct password, as the system will not allow you to proceed if you input an incorrect password.

You will be directed to the next screen where you will need to input your username and the correct password.



Option 2: I **don't know** my password - If you do not know your password, select this option.

You will be directed to the screen where you will need to input your username and TNumber.

MyPasswordReset

Username

Please enter the shortname of the user whose password you want to reset.

Reset with

Windows Hello

OR

Next

TNumber

Please enter the TNumber of the user whose password you want to reset.

Your TNumber is a unique ID for your IT account, separate from your shortname or email. If you do not know your TNumber, ask your manager or a colleague. They can find it by:

1. Logging into [Identity Central](#).
2. Entering the user's information (First Name, Last Name, and/or Shortname).
3. Selecting the correct user to view the TNumber.

The instructions on how to find your TNumber are also available in this KB article ([KB0617308](#)).

Proceed

Step 4: The next step is to input the authentication code, which will be sent to your registered primary authentication method. Once you enter it successfully, your account will be authenticated.

MyPasswordChange

SMS sent to Mobile 1 (*****16)

Enter the passcode received.

Resend Passcode

Sign On

Step 5: You will now be asked to input your desired password. Ensure that this meets the criteria provided and confirm before submitting.



Create a New Password for (Username)

Password (eye)

Retype Password (eye)

New password must:

- ✗ be at least 12 characters in length
- ✗ include at least 1 valid special character: ! # \$ () , - / : ? _
- ✗ include no invalid special characters (see list above)
- ✗ include at least 1 uppercase character (A-Z)
- ✗ include at least 1 lowercase character (a-z)
- ✗ include at least 1 number character (0-9)
- ✗ not contain (your name)
- ✗ match when retyped

SUBMIT

Step 6: Once your password is successfully updated, you will see the following confirmation screen. You will also receive an email confirming the successful password change.



P&G Password Change Notification

Your password has been **successfully updated!** (eye)

Please read the information below before closing this window:

Windows Users:

Lock your workstation using **[WINDOWS KEY]+[L]** then unlock it using your **new password**. In the event your new password doesn't work, **try your previous password**. Connecting to P&G's intranet will sync your new password for login.

Mac Users:

Your P&G password has been updated and will be used the next time you log into a P&G application. The password used to log in to your Mac can be changed in System Settings.

Passwordless Login:

No action is required. Your passwordless login will continue to work.

Your password has been updated!

The new password for your account: has been processed successfully.

What you need to do:

If you are aware of this change to your password, no action is necessary.

If you did not update your password, please reset it now [here](#). Then, submit a security incident to securityincident_im@pg.com

Need help?

Additional help can be found in the [Password Management Help Guide](#) or at gethelp.pg.com

Embedded Image of infoSecHeader

Congratulations, you have now completed the password change process and will be able to log into your account.