**P&G SUPPLIER’S GUIDE:**

**How to Reset P&G Supplier Portal Password?**

**Step 1:** Go to pgsupplier.com and click Invoice Status. This will lead you to P&G Supplier Portal Login page.

**Step 2:** Go to P&G Supplier Portal Login Page. Click on Forgot Password.

**Step 3:** Enter your username and your P&G Supplier Portal account email address. Click Reset Password. You will receive an email with instructions for how to get a new password.
Step 4: Go to your mailbox and check the email sent by P&G Supplier Portal Registrar. From the email received, click Reset Password.

You will be redirected to a webpage confirming that you will receive an email containing your temporary password.

Step 5: Check your mailbox again for the new temporary password sent by itaccess.im@pg.com.

Your temporary password is only good for 24 hours, so make sure to setup your permanent password as soon as possible.
**Step 6:** To setup your permanent password, go to itaccess.pg.com. Login using your username and temporary password.

**Step 7:** In the It Access homepage, click Change My Password.

**Step 8:** Enter your temporary password as the Current Password. Enter your new permanent password. Make sure that the permanent password has met the listed password policy. Click Submit once done.
**Step 9:** Process complete.

Need help in setting up the permanent password in It Access page? Contact the numbers in [https://pgsupplier.com/itcallcenter](https://pgsupplier.com/itcallcenter) based on your region.