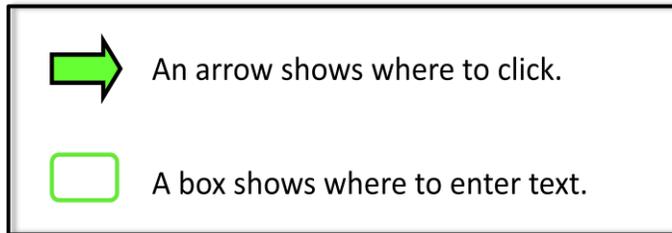


Resetting an Expired Password

The State of Ohio OAKS eBid website is used by bidders and vendors to participate in bid opportunities with the Office of Procurement Services.

Businesses that pre-registered with the Office of State Procurement services should have received an email with a User ID and password.

When logging in for the first time, the password will expire and prompt you to create a new password.

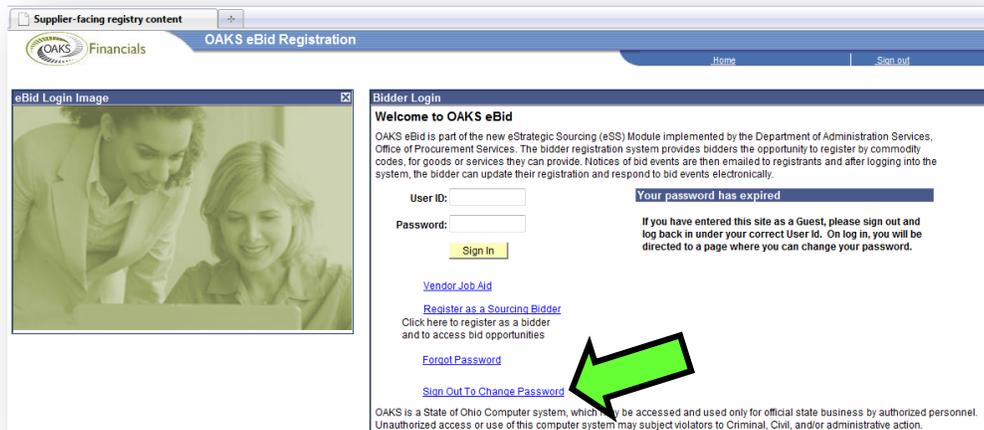


1. Open a web browser.
2. Go to the State Procurement website: <http://procure.ohio.gov>
3. Click the **Selling to the State** link.
4. Click the **eBid Registration/Log In** link.
5. The **eBid Vendor and Bidder Notice** page will appear.
6. Click the **Continue to eBid Registration Login Page** link.
7. Enter the **User ID** and **Password** you received in your email.
8. Click the **Sign In** button.



Resetting an Expired Password

9. After you click the **Sign In** button, you will receive a message that tells you your password has expired and to create a new one.
10. Click the **Sign Out To Change Password** link.



11. Enter the **User ID** and **Password** you were provided in your email again.
12. Click the **Sign In** button.



13. Click the **Click here to Change your password** link.



14. Enter your current password. (Password is case sensitive.)
15. Enter your new password. **Password is case sensitive, must contain 8 characters, a numeric value, and a special character (! @ # \$ % ^ & *).**
16. Confirm your new password. (Password is case sensitive.)
17. **Record your password for future use.**
18. Click the **Change Password** button.

Change Expired Password

OAKS Financials Sign out

Change Password

User ID: hbrown01
Description: HELEN BROWN

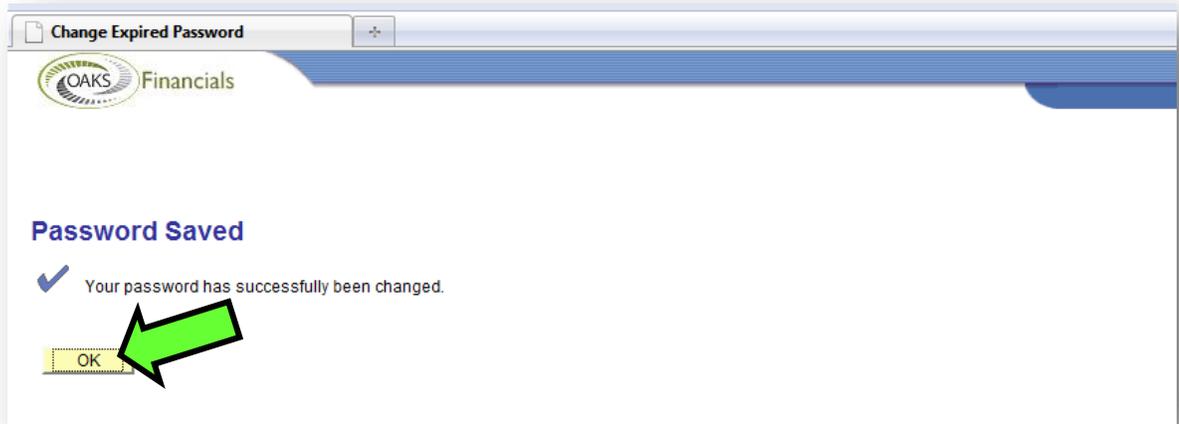
*Current Password:

*New Password:

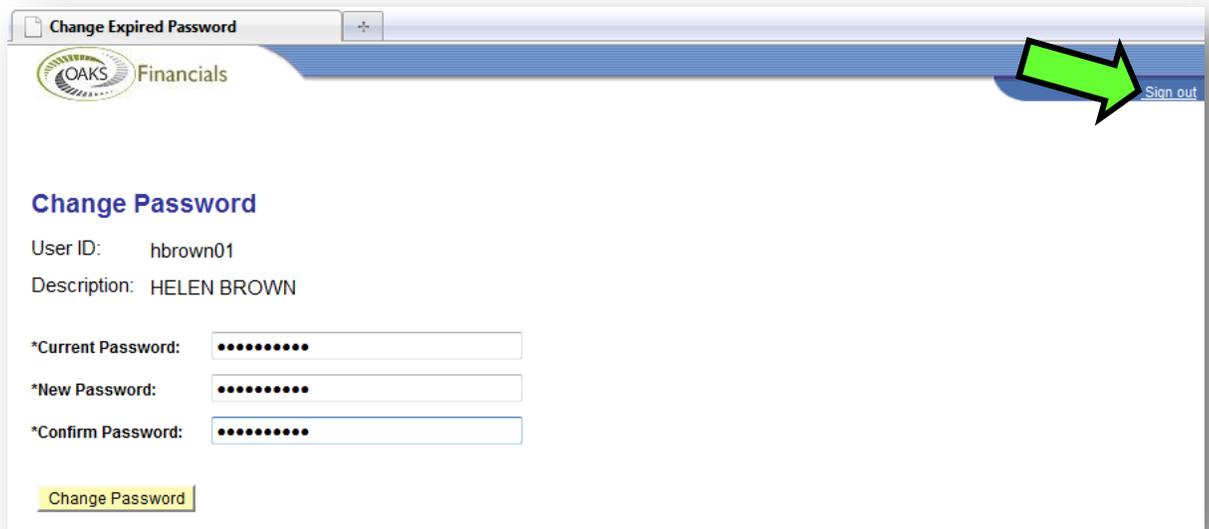
*Confirm Password:

Resetting an Expired Password

- 19. You will receive a password reset was successful message.
- 20. Click **OK**.



- 21. Click the **Sign Out** link.



- 22. To sign back in, go back to step 1 and follow the steps to the Log In page.
- 23. Please see below for information on obtaining eBid assistance.

Need more help?

Try out the other training documents created to assist you:

<http://procure.ohio.gov/proc/help.asp>

- OR -

Contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625).

Ask for “eBid Assistance.”