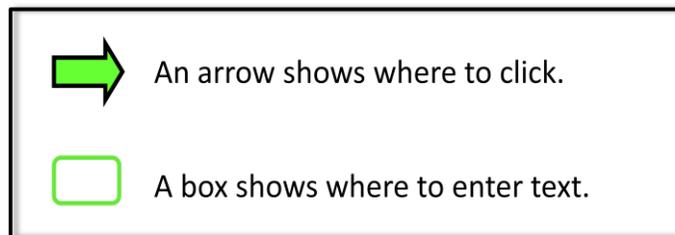


# Resetting a Forgotten Password

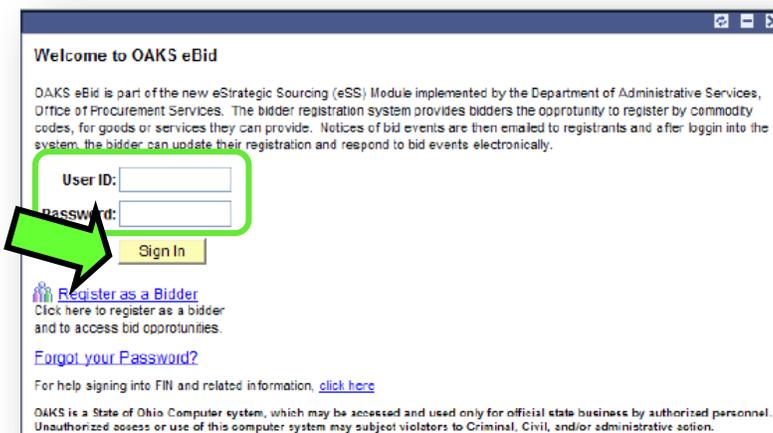
It is important to set up your password reset question the first time you access your account. You can do this by following Section 1.

Once these questions are set up, if you forget your password, you can reset it on your own. You can do this by following Section 2.

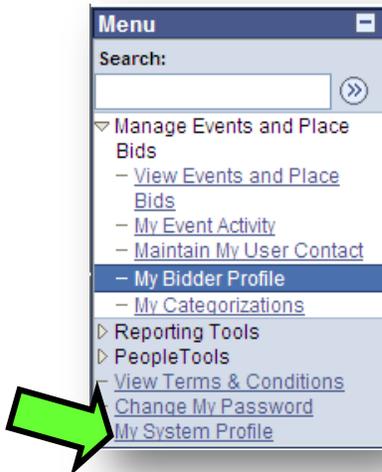


## Section 1: Setting up Password Reset Questions

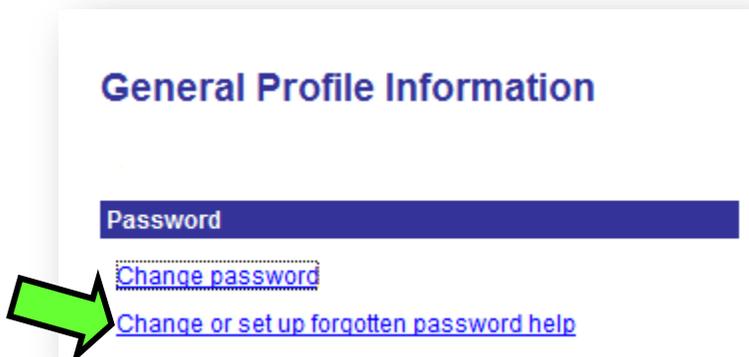
1. Open a web browser.
2. Go to the State Procurement website: <http://procure.ohio.gov>
3. Click the **Selling to the State** link.
4. Click the **eBid Registration/Log In** link.
5. Click the **Continue to the eBid Registration / Login** link.
6. Enter your **User ID** and **Password**.
7. Click the **Sign In** button.



8. In your menu, click the **My System Profile** link.



9. Click the **Change or set up forgotten password help** link.



# Resetting a Forgotten Password

10. Choose a question by selecting the dropdown arrow.
11. Enter a response.
12. Press the **OK** button.

**Change or set up forgotten password help**

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

## Section 2: Resetting a Forgotten Password

1. From the eBid Login screen, click the **Forgot Password** link.

**Bidder Login**

**Welcome to OAKS eBid**

OAKS eBid is part of the new eStrategic Sourcing (eSS) Module implemented by the Department of Administration Services, Office of Procurement Services. The bidder registration system provides bidders the opportunity to register by commodity codes, for goods or services they can provide. Notices of bid events are then emailed to registrants and after logging into the system, the bidder can update their registration and respond to bid events electronically.

User ID:

Password:

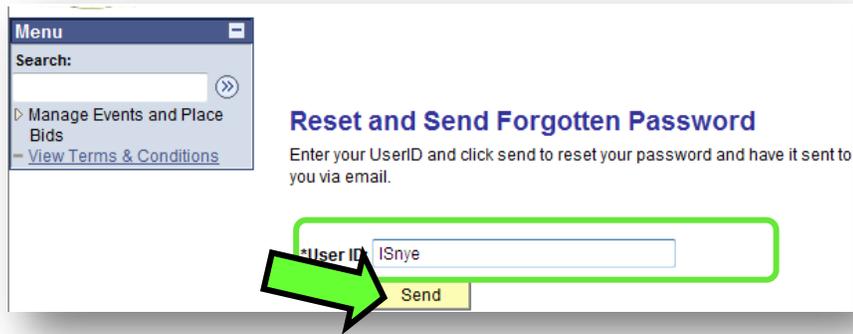
[Vendor Job Aid](#)

 [Register as a Sourcing Bidder](#)  
Click here to register as a bidder  
to access bid opportunities

[Forgot Password](#)

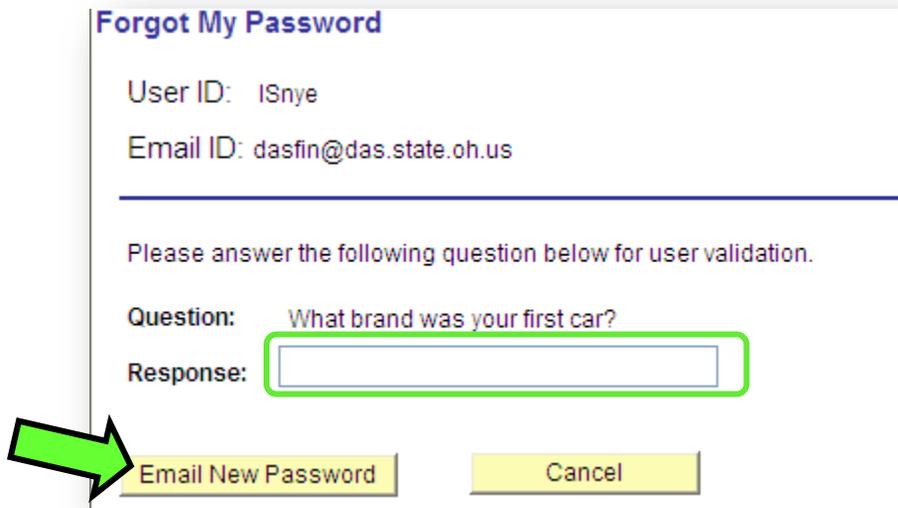
OAKS is a State of Ohio Computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to Criminal, Civil, and/or administrative action.

2. Enter your **User ID** and click the **Send** button.



The screenshot shows a web interface with a 'Menu' sidebar on the left containing a search box and links for 'Manage Events and Place Bids' and 'View Terms & Conditions'. The main content area is titled 'Reset and Send Forgotten Password' and includes the instruction: 'Enter your UserID and click send to reset your password and have it sent to you via email.' Below this is a text input field labeled 'User ID' containing the text 'ISnye', and a yellow 'Send' button. A green arrow points to the 'Send' button.

3. Enter the answer to the question in the **Response** field.
4. Click the **Email New Password** button.



The screenshot shows a 'Forgot My Password' form. It displays the user's 'User ID: ISnye' and 'Email ID: dasfin@das.state.oh.us'. Below a horizontal line, it asks the user to 'Please answer the following question below for user validation.' The question is 'What brand was your first car?'. There is a 'Response:' label followed by an empty text input field. At the bottom, there are two yellow buttons: 'Email New Password' and 'Cancel'. A green arrow points to the 'Email New Password' button.

5. On the confirmation page, click the **OK** button.
6. The new password will be sent via email to the address in the eBid profile.
7. 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.”