

# Global Supplier Portal – Change Password (Supplier User Instructors)

## Overview

Suppliers are able to set / change their passwords using the online system. No SBD users have the ability to set supplier user passwords.

## Process

Access the Global Supplier Portal (GSP) at <http://gsp.sbdinc.com>

On the GSP landing page click the “Sign In” button (1)

On the SBD User Type page ensure that the selection (A) is set to “Supplier” and click the “Continue” button (2)

*Note:* you can click the “Remember selection” option to keep your selection and bypass this page in the future

On the Supplier Sing On page enter your username (3) and password (4) then click the “Sign On” button (5)

Enter your username (4), your current password (5), your new password (6), and click the “Submit” button (7).

## Change Password

Please enter your current password and verify your new password.

USERNAME

sbdtest100@gmail.com

CURRENT PASSWORD

.....

NEW PASSWORD

.....

CONFIRM NEW PASSWORD

.....

(7)

Click the “Continue” button (8)

## Change Password

Congratulations! You have successfully changed your password. Click the link below to continue.

(8)