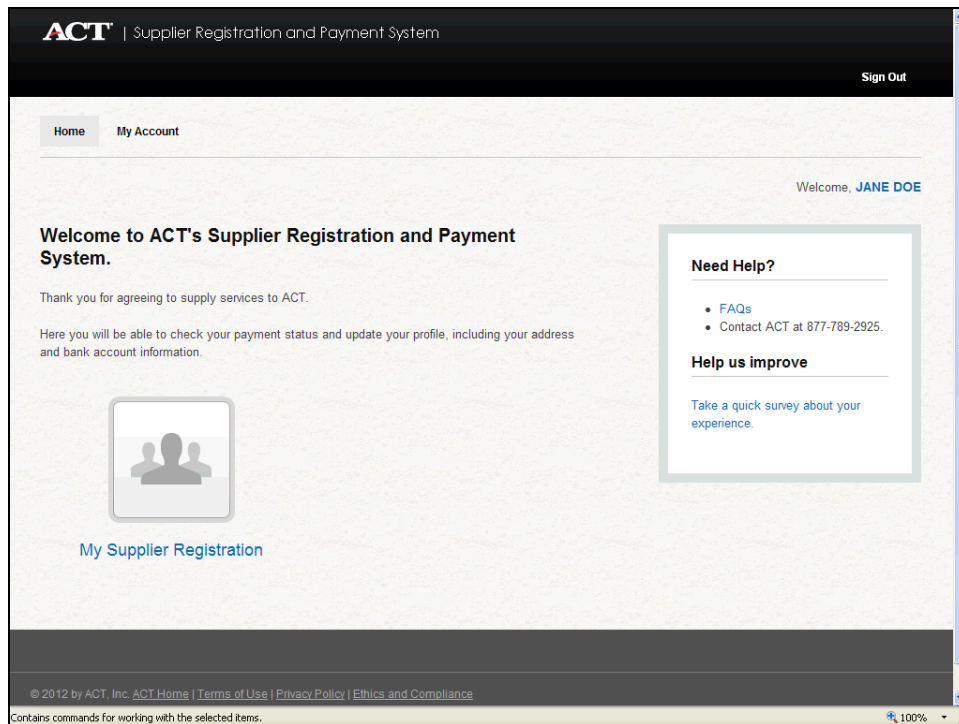


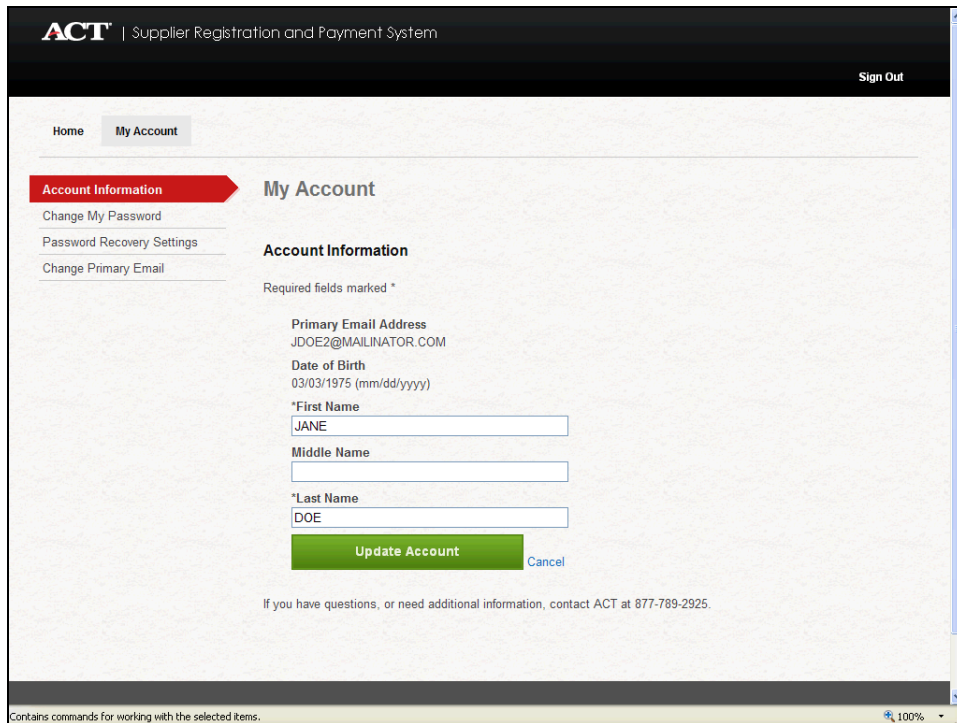
Managing Your Account

Step	Action
1.	Once you have logged into the ACT Supplier Registration and Payment System (SRPS) Home page, you may manage your user account.



Step	Action
2.	Click the My Account tab.

My Account



ACT | Supplier Registration and Payment System

Sign Out

Home My Account

Account Information My Account

Change My Password
Password Recovery Settings
Change Primary Email

Account Information

Required fields marked *

Primary Email Address
JDOE2@MAILINATOR.COM

Date of Birth
03/03/1975 (mm/dd/yyyy)

*First Name
JANE


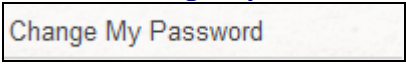

Middle Name

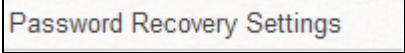

*Last Name
DOE

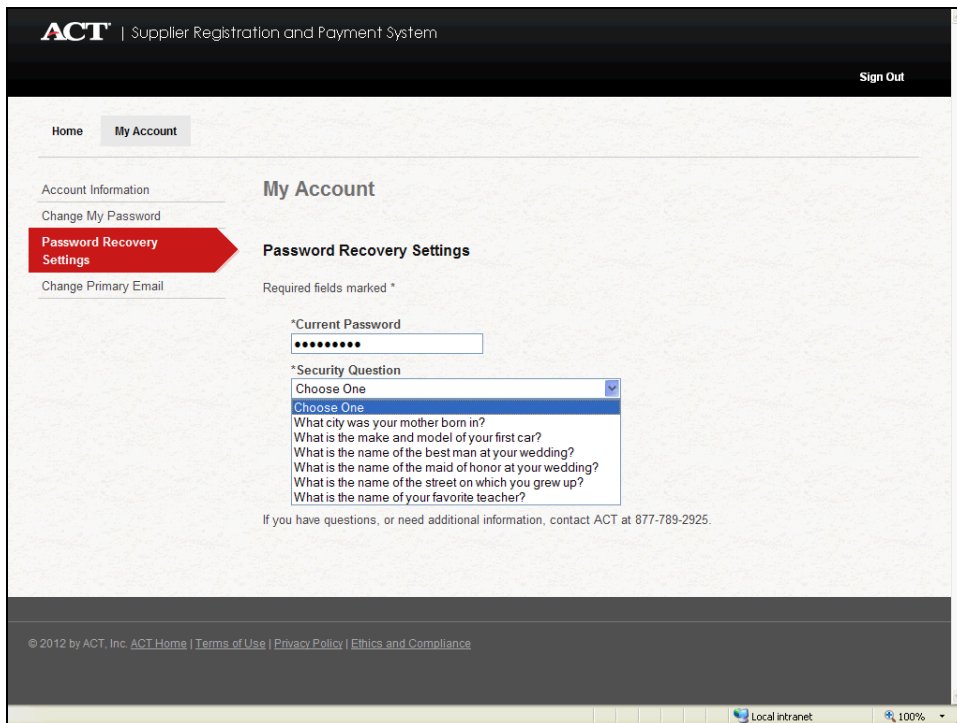
Update Account Cancel

If you have questions, or need additional information, contact ACT at 877-789-2925.

Contains commands for working with the selected items. 100%

Step	Action
3.	Use the Account Information Tab to update your first, middle or last name. For example, you may enter your middle name into the Middle Name field.
4.	Click the Update Account button. 
5.	You may also change your password in Account Management. Click the Change My Password link. 
6.	Enter your current password into the *Current Password field.
7.	Enter a new password that meets the system password rules into the *New Password field.
8.	Reenter the new password into the *Confirm New Password field.
9.	Click the Update Account button. 
10.	The system will display a success message and also notify you by email that the password has changed.

Step	Action
11.	<p>You may reset your security question and answer.</p> <p>Click the Password Recovery Settings link.</p> 
12.	<p>Enter your current password into the *Current Password field.</p>
13.	<p>Choose your new security question.</p> <p>Click the *Security Question list box.</p> 



ACT | Supplier Registration and Payment System

Sign Out

Home My Account

Account Information

Change My Password

Password Recovery Settings

Change Primary Email

My Account

Password Recovery Settings

Required fields marked *

*Current Password

*Security Question

Choose One

Choose One

What city was your mother born in?

What is the make and model of your first car?

What is the name of the best man at your wedding?

What is the name of the maid of honor at your wedding?


What is the name of the street on which you grew up?

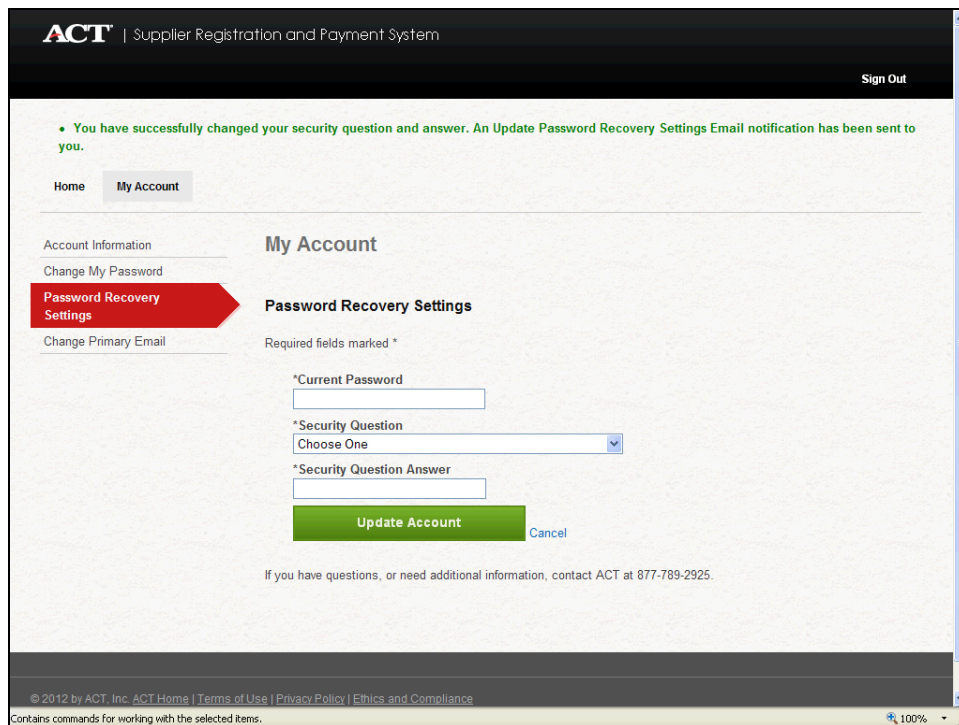
What is the name of your favorite teacher?

If you have questions, or need additional information, contact ACT at 877-789-2925.

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Local intranet 100%

Step	Action
14.	<p>Select a memorable question from the list of values.</p>
15.	<p>Enter validating response into the *Security Question Answer field.</p>
16.	<p>Click the Update Account button.</p> 



ACT | Supplier Registration and Payment System

Sign Out

You have successfully changed your security question and answer. An Update Password Recovery Settings Email notification has been sent to you.

Home My Account

Account Information

Change My Password

Password Recovery Settings

Change Primary Email

My Account

Password Recovery Settings

Required fields marked *

*Current Password

*Security Question

Choose One

*Security Question Answer

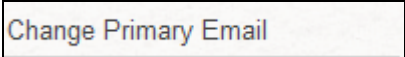

Update Account Cancel

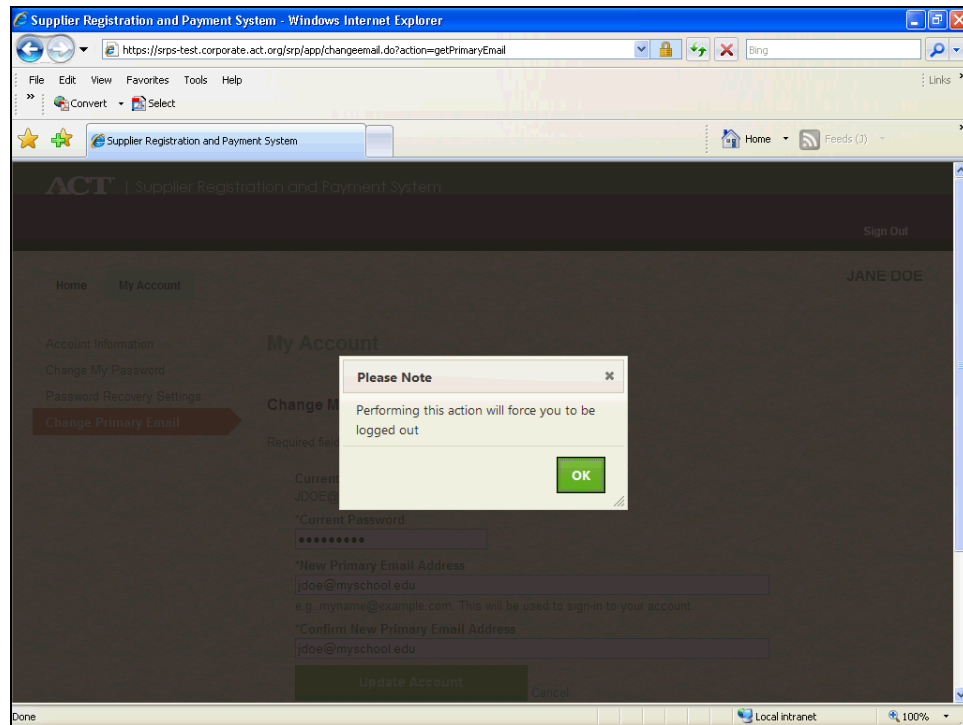
If you have questions, or need additional information, contact ACT at 877-789-2925.


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Contains commands for working with the selected items.

100%

Step	Action
17.	If you need to change the primary email address associated with your account to assure you receive system generated email, click the Change Primary Email link. 
18.	Enter your current password into the *Current Password field. This validates your authority to make this change.
19.	Enter the new email address into the *New Primary Email Address field.
20.	Enter the new email address into the *Confirm New Primary Email Address field.
21.	Click the Update Account button. 



Step	Action
22.	<p>You will need to log out to complete this action.</p> <p>Click the OK button.</p> 
23.	<p>You may also reset a forgotten password from the Sign In page.</p>

ACT | Supplier Registration and Payment System

Sign In

Sign in

Email

Password

Sign In

Don't have an account?
[Sign up for an ACT account](#)

Need a reminder?
[I forgot my password.](#)

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https://srps-test.corporate.act.org/srp/public/forgotpassword.do?action=view

Step	Action
24.	Click the I forgot my password link. I forgot my password.

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Reset Password



1. Enter your email address.

Email

Find account Cancel

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https://srps-test.corporate.act.org/srp/public/forgotpassword.do?action=view

Step	Action
25.	Enter your email address/user ID into the Email field.
26.	Click the Find account button. 
27.	Answer your security question. Enter the desired information into the Security question answer field. Enter a valid value e.g. " Pat Smith ".
28.	Enter a new password into the * New Password field.
29.	Confirm your new password in the * Confirm New Password field.
30.	Complete the security check. Enter the desired information into the Type the two words field.
31.	Click the Change my password button. 
32.	Success!. Sign in to use the system
33.	End of Procedure.