Reset a Forgotten Password Job Aid

Navigate to the eSupplier portal using the link on the Comptroller's website in *Vendor Resources*. http://www.osc.ct.gov/vendor/index.html

Click on the **Forgot Password?** link.

Enter your **User ID** and click **Send**.

Click the **OK** button to return to homepage.

Supplier Login
Password reset successful.

Your password has been reset and sent to your E-mail address.

Click the "OK" button to return to the homepage.
OK

You will receive an email with a temporary password.

Subject: Strategic Sourcing password reset

VSS- MAIN STREET GRILLE, INC
Your password has been reset, here is your login information:

UserId: MAIN1234
Password: /RvTv597

Return to the log in screen and enter your **User ID** and the temporary **Password**.

Welcome

OFFICE *of the* STATE COMPTROLLER
Accounts Payable Division Supplier Portal

Welcome to the new State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS).

Changes include enhanced security features, new format, and additional content.

Contact Us

E-mail: osc.apdvf@ct.gov

Please include "VSS" in the subject line when contacting the help desk via email regarding the Supplier Portal.

Telephone:

(860) 702-3400

Hours of Help Desk Availability:

Monday - Friday: 8am – 4pm

Hours of Supplier Portal Access:

Monday - Friday: 6am – 7pm

Saturday: 6am – 4pm

Main Menu

Supplier Login

User ID MAIN1234
Password ●●●●●●
Sign In

Forgot Password ?

Announcements

Helpful Links:
- IRS W-9 Form
- Doing Business with the State
- State Agency Contacts - Accounts Payable
- State Agency Contacts - Purchasing
- Direct Deposit (ACH) Application Instructions

FAQs

General Information
☐   Who is a Supplier Administrator?

Problems/Issues
☐   Who do I contact with a question about payments due to me?
☐   Who do I contact with a question about my vendor data?

Registration
☐   Why is it necessary to register as a Supplier?
☐   How do I submit a Supplier Registration Request?
☐   How long does it typically take for a new supplier to complete the registration process?

You will be logged in to the Supplier Homepage.
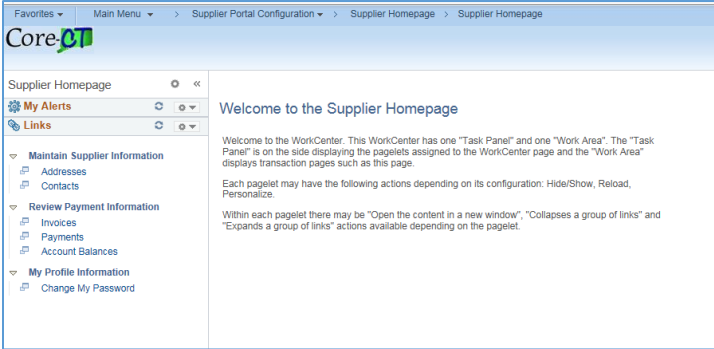
You may continue to use this password, or reset it to one of your choosing.