

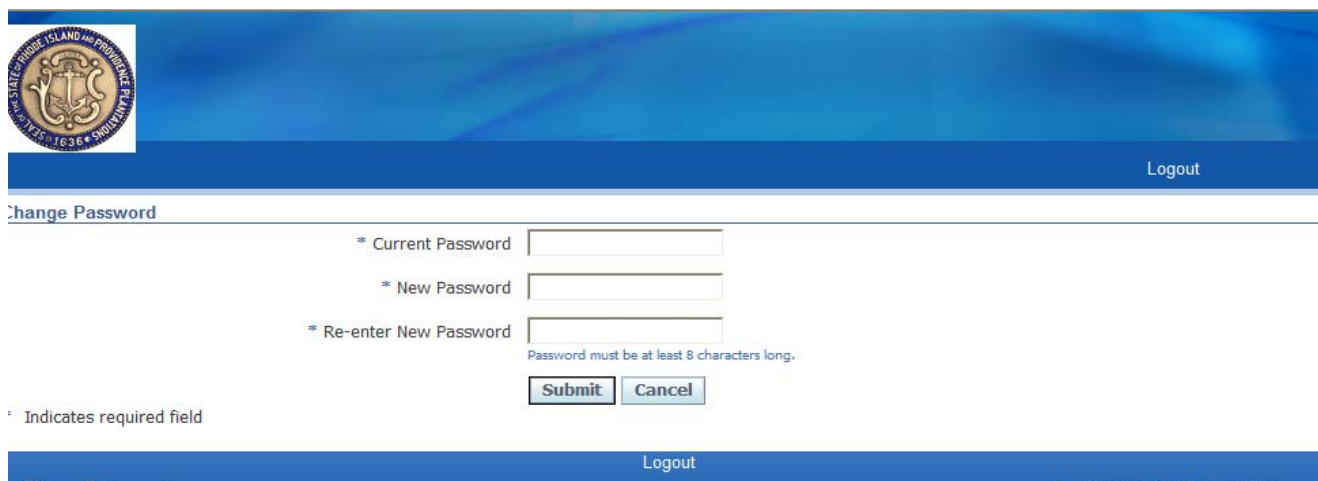
RIFANS Supplier Portal User's Guide

Password Maintenance

You will be required to change your password the first time you log in. The password requirements are:

- Password must be at least 8 characters long.
- Password must contain at least one letter and at least one number.
- Password cannot contain the username.
- Password cannot contain consecutively repeating characters.
- Password is case sensitive.

The password is set to expire every 90 days. The same password cannot be used for another 20 times once changed.



The screenshot shows the 'Change Password' page of the RIFANS Supplier Portal. At the top left is the Seal of the State of Rhode Island and Providence Plantings. The page has a blue header with a 'Logout' link. Below the header, the 'Change Password' section contains three required fields: 'Current Password', 'New Password', and 'Re-enter New Password'. A note states 'Password must be at least 8 characters long.' Below the fields are 'Submit' and 'Cancel' buttons. A legend indicates that an asterisk (*) denotes a required field. The footer includes another 'Logout' link and a copyright notice for 2013.

To change the password, do the following:

1. Enter old password.
2. Enter new password.
3. Repeat new password entry.
4. Click **[Apply]** to save your changes.

****Important Note:** Your account will be locked after 4 failed tries to log in. If this happens, please email the RIFANS Supplier Portal Administrator at doa.stateportalhelp@doa.ri.gov to have your account unlocked.