Treasury of the Republic

Guide how to reset password(ePPS)

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For more information:

Helpdesk Support for eProcurement

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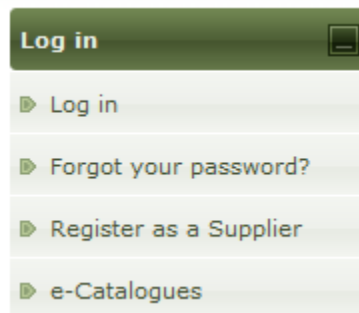
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1. Introduction

This guide describes the process how to reset password in the eProcurement system.

Note that the system is compatible with the Browsers Microsoft Edge, Google Chrome and Mozilla Firefox. Moreover, for the operation of the tender preparation tool Java application is required.
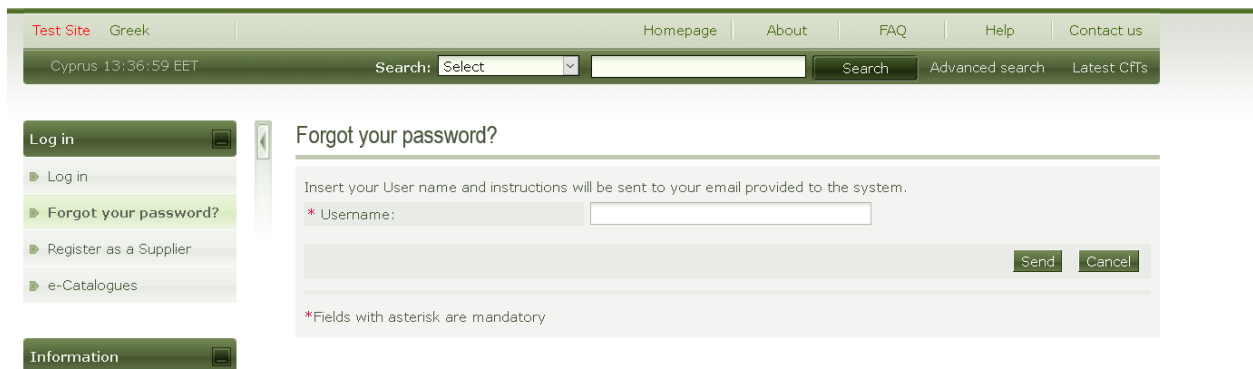
2. Reset password

In case you have forgotten your password.

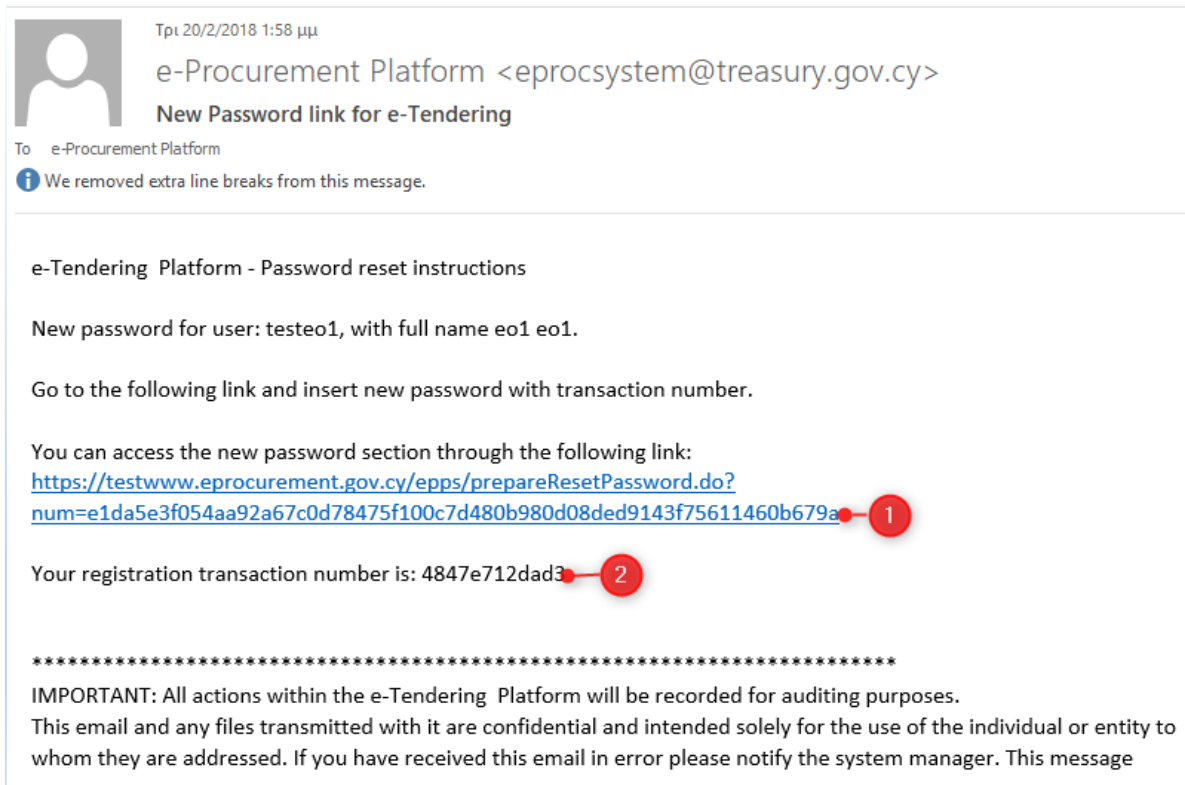⊞ From the "Log in" menu select "Forgot your password?". (Screen 1)

Screen 1: Forgot your Password

⊞ Insert your username in the next step (Screen 2).
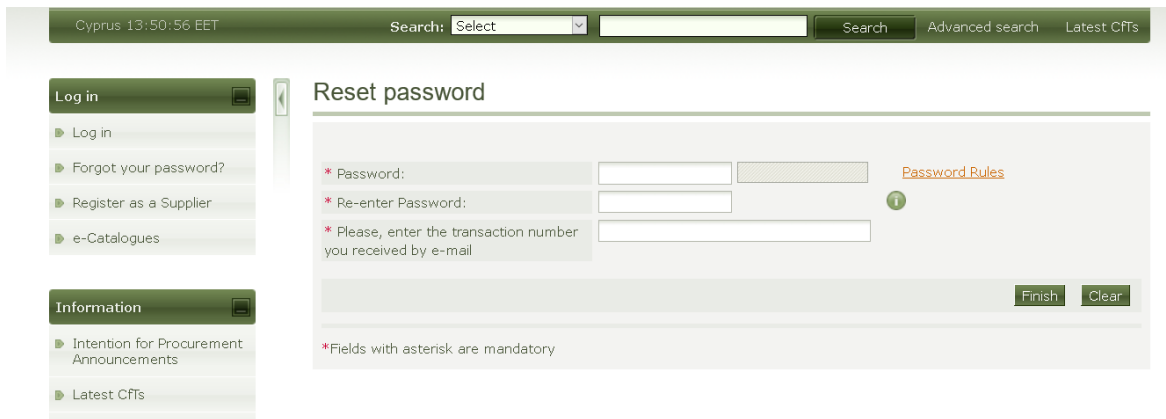
⊞ Then select "Send".

Screen 2: Insert username

⊞ If the username you provided is valid, you will receive an email about resetting your password. This email will be send to the email address you have provided with your registration (Screen 3).

⊞ Follow the link that you will find in the email (Screen 3, n.1).

Screen 3: Email with Password reset instructions

⊨ The following screen will appear to reset your password (Screen 4)

⊨ Provide a new password and re enter your new password (Screen 4)

⊨ Enter the "transaction number" that you received by email (Screen 3, n.2)

⊨ Select "Finish" and your password will be successfully change.

Screen 4: Reset password