



Treasury of the Republic

Guide how to reset password(ePPS)

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For more information:

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Table of Contents

1. Introduction	3
2. Reset password.....	4

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”.

The image shows a 'Forgot your password?' form. It includes a 'Username' input field with an asterisk indicating it is mandatory, and 'Send' and 'Cancel' buttons. A note at the bottom states: '*Fields with asterisk are mandatory'.

Screen 2: Insert username

- If the username you provided is valid, you will receive an email about resetting your password. This email will be sent 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).

Tp 20/2/2018 1:58 μρ

e-Procurement Platform <eprocsystem@treasury.gov.cy>

New Password link for e-Tendering

To e-Procurement Platform

i We removed extra line breaks from this message.

e-Tendering Platform - Password reset instructions

New password for user: testeo1, with full name eo1 eo1.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:
[https://testwww.eprocurement.gov.cy/epps/prepareResetPassword.do?
 num=e1da5e3f054aa92a67c0d78475f100c7d480b980d08ded9143f75611460b679a](https://testwww.eprocurement.gov.cy/epps/prepareResetPassword.do?num=e1da5e3f054aa92a67c0d78475f100c7d480b980d08ded9143f75611460b679a) 1

Your registration transaction number is: 4847e712dad3 2

 IMPORTANT: All actions within the e-Tendering Platform will be recorded for auditing purposes.
 This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message

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.

Cyprus 13:50:56 EET Search: Select Advanced search Latest CfIs

Reset password

i Log in i Information

i Log in i Intention for Procurement Announcements

i Forgot your password? i Latest CfIs

i Register as a Supplier

i e-Catalogues

* Password: i Password Rules

* Re-enter Password: i

* Please, enter the transaction number you received by e-mail

i Fields with asterisk are mandatory

Screen 4: Reset password