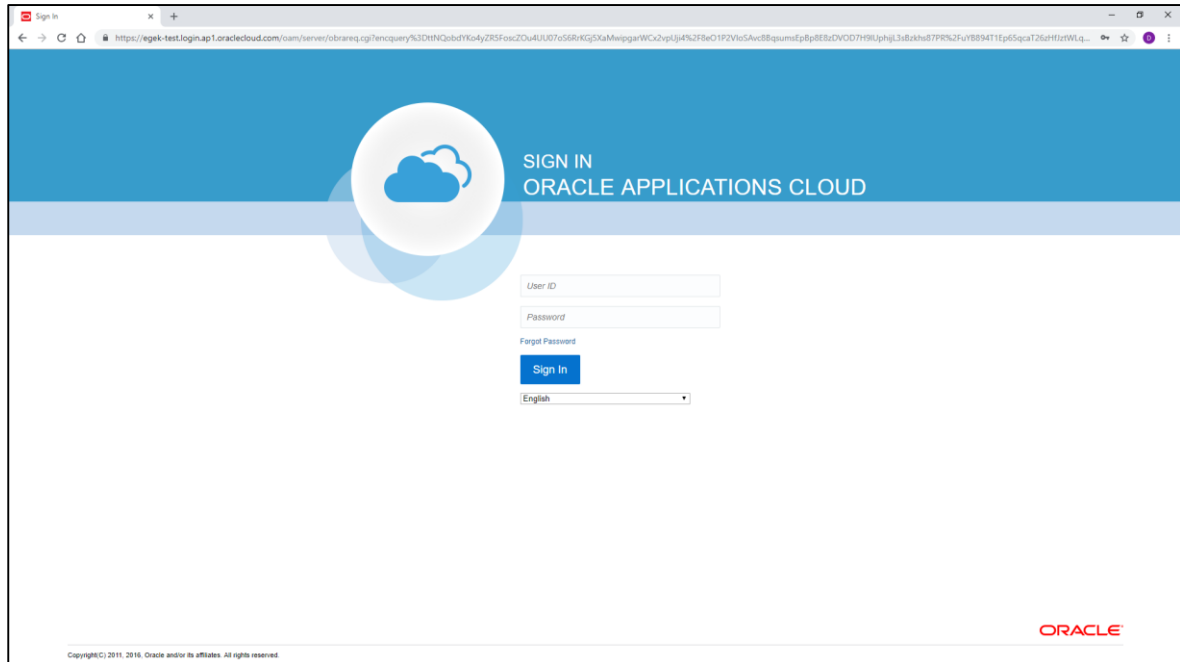


## **4.1: HOW TO RESET SUPPLIER PORTAL USER ID /PASSWORD**

- 1) Guideline to retrieve your User ID or Password

## 1.0 Log In to Air Selangor Supplier Portal:

1.1 Go to the **Supplier Portal** <https://egek.login.ap1.oraclecloud.com/> then click **Forgot Password**.

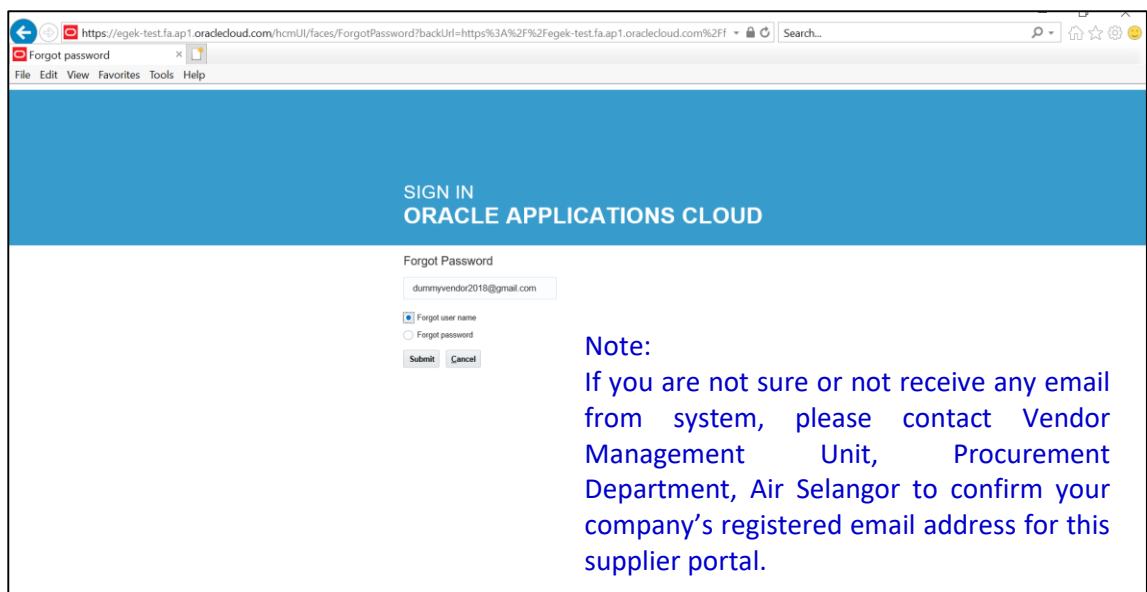


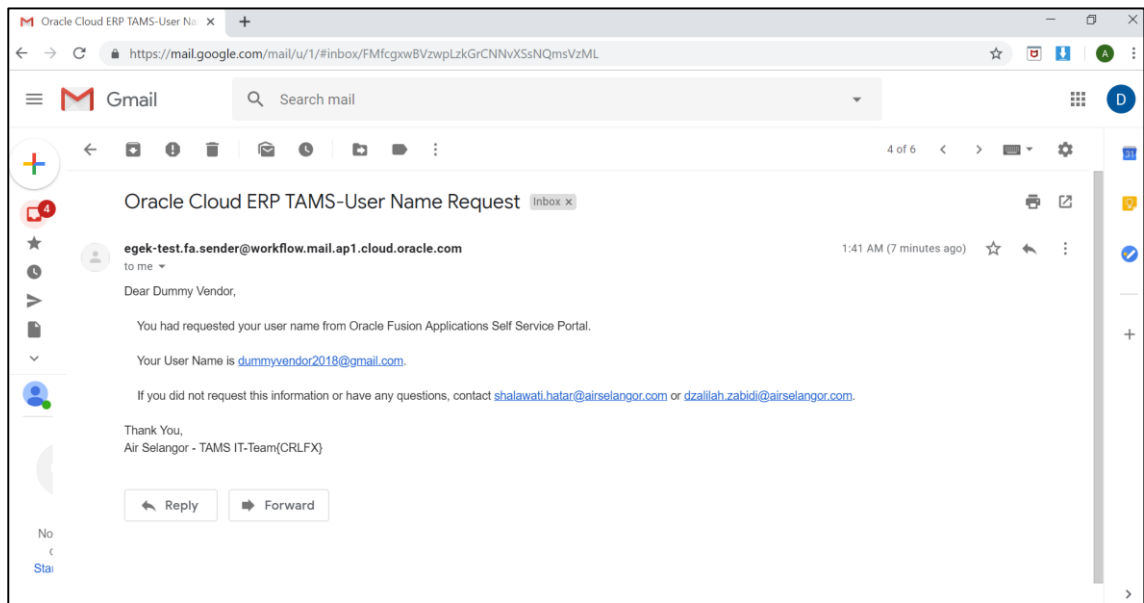
## 2.0 Forgot Password function to retrieve forgotten User ID & Password.

2.1 Please enter your registered **email address**, select **Forgot user name** and **Submit**.

2.1.1 System will send an email with your user name.

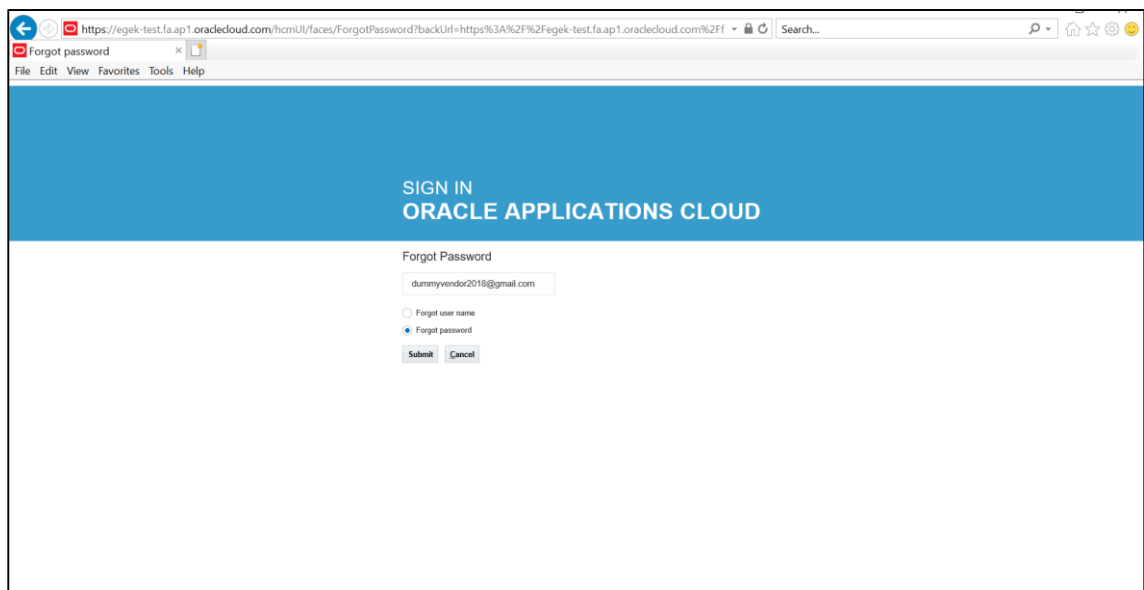
Note : Vendor user name is your registered email address (e.g. [dummyvendor2018@gmail.com](mailto:dummyvendor2018@gmail.com))

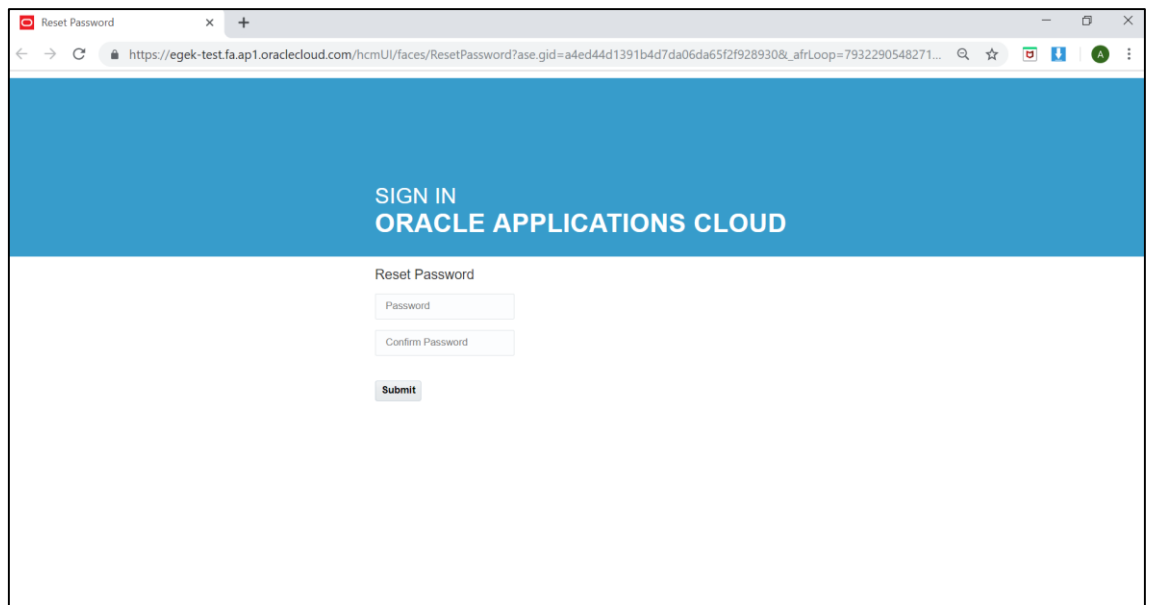
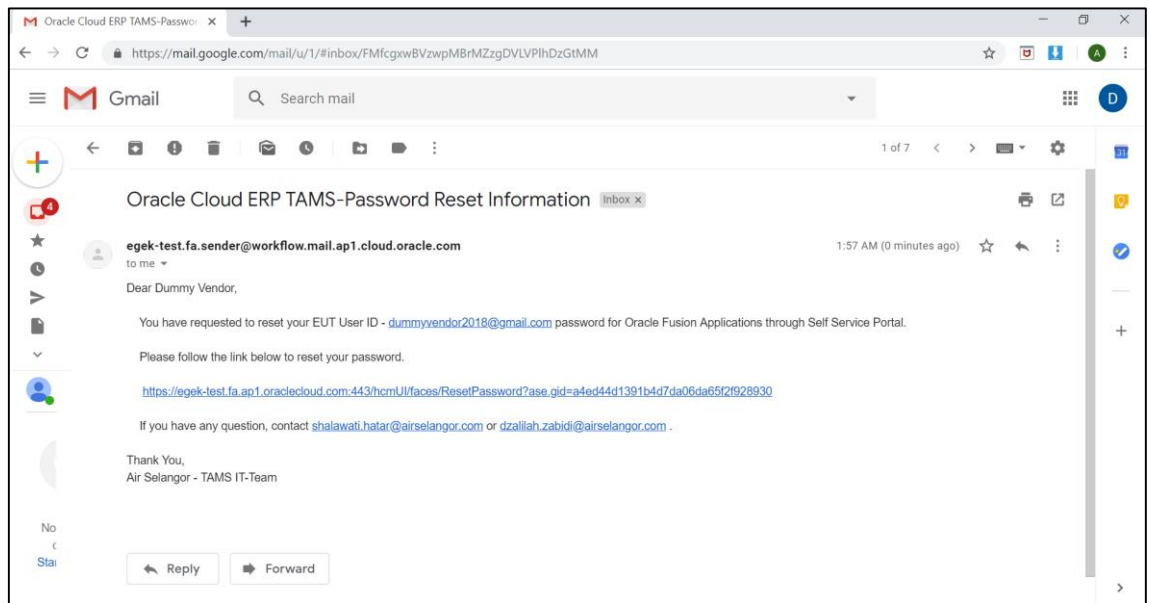




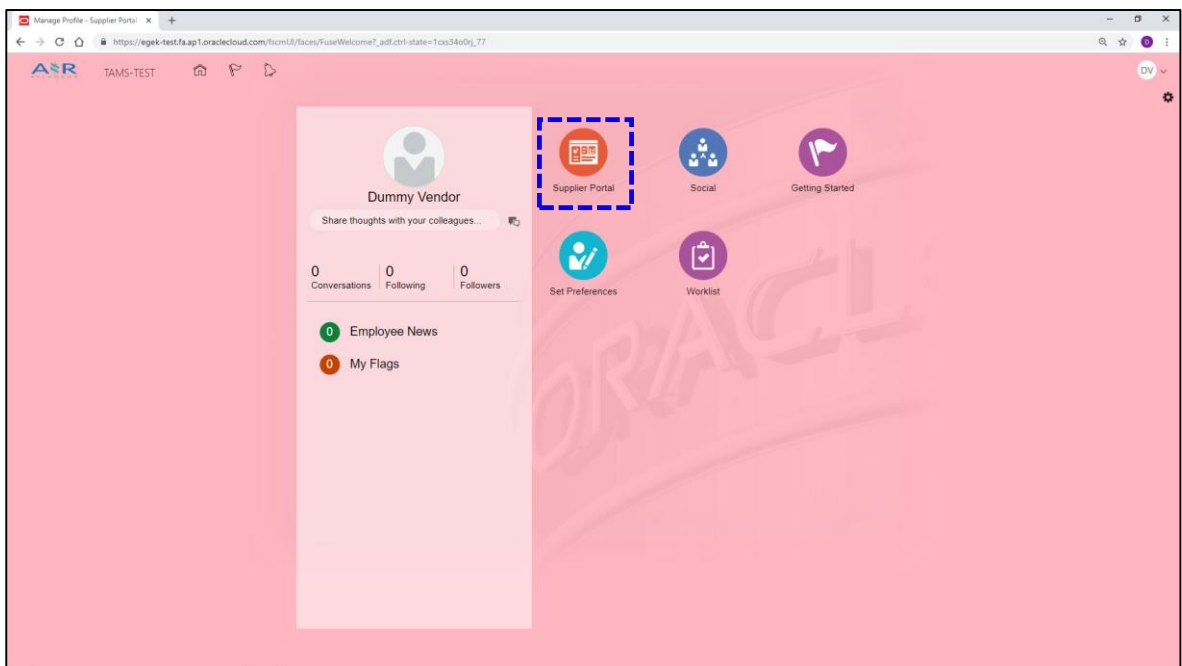
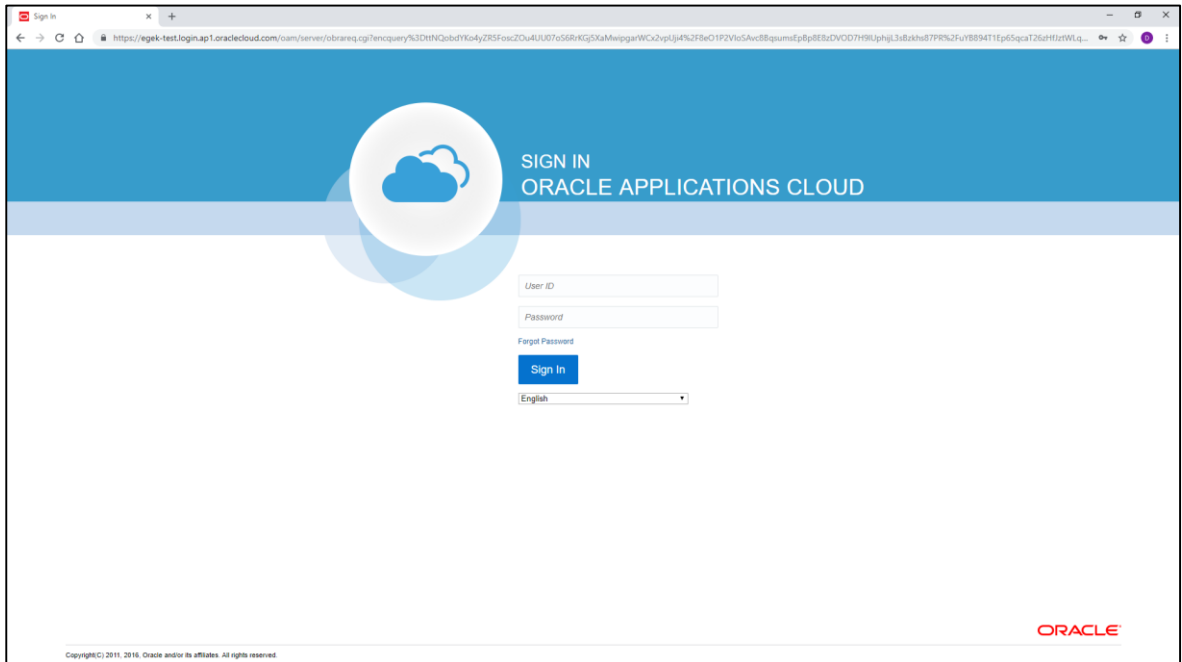
2.2 Please enter your registered **email address**, select **Forgot password** and **Submit**.

2.2.1 System will send an email with link to reset your password.





### 3.0 Log In back to Supplier Portal with your **User ID** and **Password**.



For any inquiry or feedback regarding Supplier Registration or Supplier Portal, please contact us during Office Hour (8:30am to 5:30pm / Monday – Friday):

**Pengurusan Air Selangor Sdn Bhd**

Vendor Management Unit, Procurement Department,  
32<sup>nd</sup> Floor, TM Annexe 2, No. 1, Jalan Pantai Jaya,  
Off Jalan Pantai Baharu, 59200 Kuala Lumpur.

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**-END-**