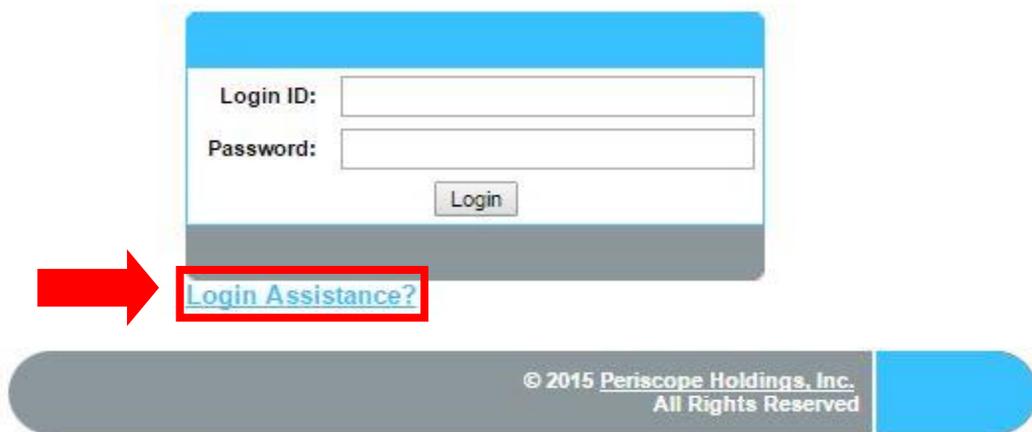


Login/Password Reset

To receive your login information if you forget it, go to <https://procure.az.gov> and follow the steps below:

1. Click on the “Login Assistance?” link located just below the login box.



A screenshot of the Procure.AZ.gov login page. It features a blue header, a white login box with fields for 'Login ID:' and 'Password:', and a 'Login' button. Below the login box, the text 'Login Assistance?' is highlighted with a red box, and a red arrow points to it from the left. At the bottom of the page, a grey footer contains the text '© 2015 Periscope Holdings, Inc. All Rights Reserved'.

2. Choose what assistance you need.



A screenshot of the 'Login Help' screen. The title 'Login Help' is in a grey bar. Below it, the text 'What type of Login assistance do you require?' is followed by two radio buttons: 'Forgot User ID' and 'Forgot Password'. The entire selection area is enclosed in a red box.

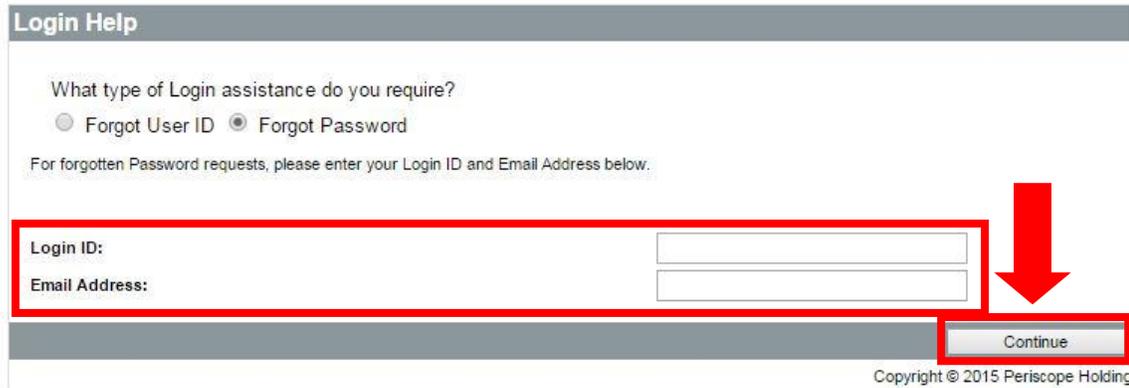
3. If you forgot your User ID, you will be brought to the screen below. Type in your email address that is on file for the user and click “Continue”. You will receive an email notification stating what your login is.



A screenshot of the 'Login Help' screen showing the next step. The title 'Login Help' is in a grey bar. Below it, the text 'What type of Login assistance do you require?' is followed by two radio buttons: 'Forgot User ID' (which is selected) and 'Forgot Password'. Below this, the text 'For forgotten User ID requests, please enter your email address below.' is followed by an 'Email Address:' label and a text input field. A red box highlights the input field, and a red arrow points to it from the left. To the right of the input field is a 'Continue' button, which is also highlighted with a red box and a red arrow pointing down to it from above.

Login/Password Reset

4. If you forgot your password, you will be brought to the screen below. Type in your User ID and email address that we have on file. Click on "Continue" and you will receive an email notification with a temporary password that you will be prompted to change as soon as you login with it.



Login Help

What type of Login assistance do you require?

Forgot User ID Forgot Password

For forgotten Password requests, please enter your Login ID and Email Address below.

Login ID:

Email Address:

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5. New password policies have been put in place. All passwords are now required to be updated every 30 days. New passwords must be different than previously used passwords or they will not be accepted by the system.