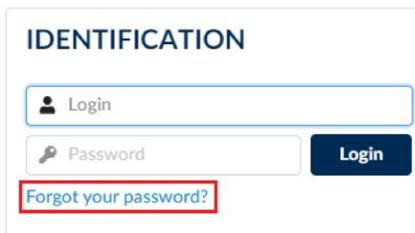


Password Reset

This document is a quick reference guide for users who need to review and approve purchase requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

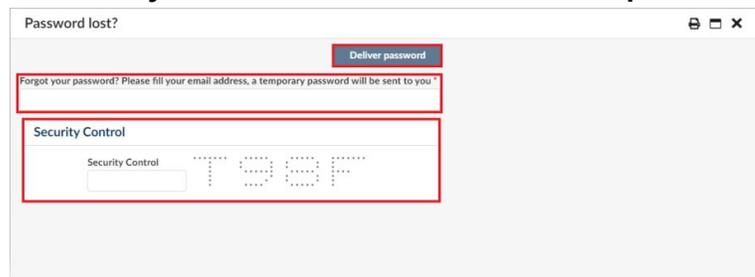
Requesting a Password Reset

1. Navigate to the homepage of APP at app.az.gov. Once there, click the link under password: **Forgot your password?**



The screenshot shows the 'IDENTIFICATION' section of the APP login page. It includes a 'Login' input field, a 'Password' input field, and a 'Login' button. A red box highlights the 'Forgot your password?' link located below the password field.

2. Clicking *Forgot your password* opens another tab which asks for the **email** linked to your APP account and requires the input of the **security control** box and then click **Deliver password**.



The screenshot shows the 'Password lost?' page. It features a 'Deliver password' button at the top right, a text input field for the email address, and a 'Security Control' box containing a CAPTCHA. Red boxes highlight the 'Deliver password' button, the email input field, and the 'Security Control' box.

3. After clicking the *Deliver password*, an email from **notifications@app.az.gov** with the subject line: Welcome to the Arizona Procurement Portal (Password Enclosed) is sent to the inbox associated with your APP account.
4. The email contains a **temporary password** along with the **link to APP** allowing a new password to be set. Navigate to this link to enter the username, temporary password, and new password.



If you're a supplier your username is your email or what you changed it to and if you're a state agency it is your EIN.

If you do not receive the email or the temporary password does not work please contact us at 602-542-7600 or app@azdoa.gov.