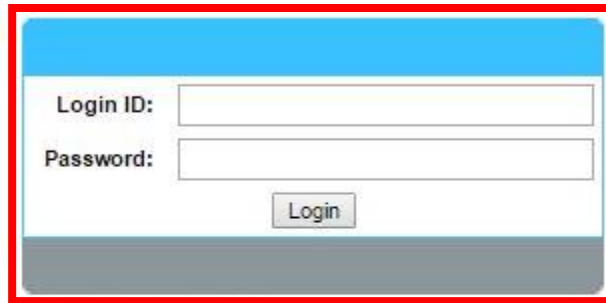


How to Add a Security Question to Your Profile

To add a security question to your profile, go to <https://procure.az.gov> and follow the steps below:

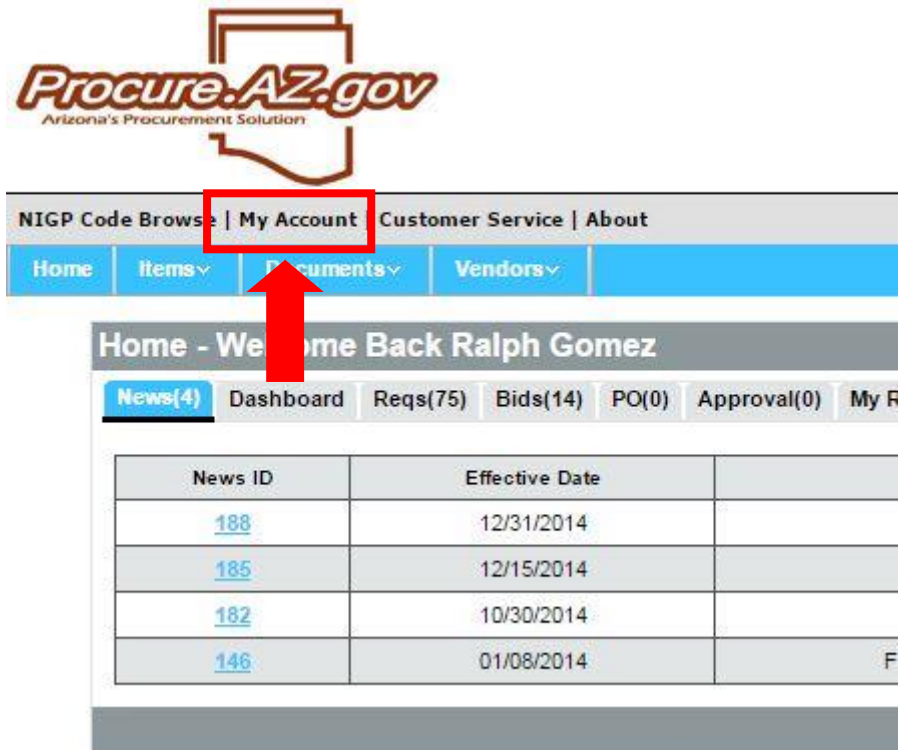
1. Login to your ProcureAz profile.



A screenshot of the Procure.AZ.gov login page. It features a blue header bar. Below it, there are two input fields: "Login ID:" and "Password:". A "Login" button is positioned below the password field. A red rectangular box highlights the entire login form area. Below the form, there is a link for "Login Assistance?".

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2. Once logged in, click to "My Account".

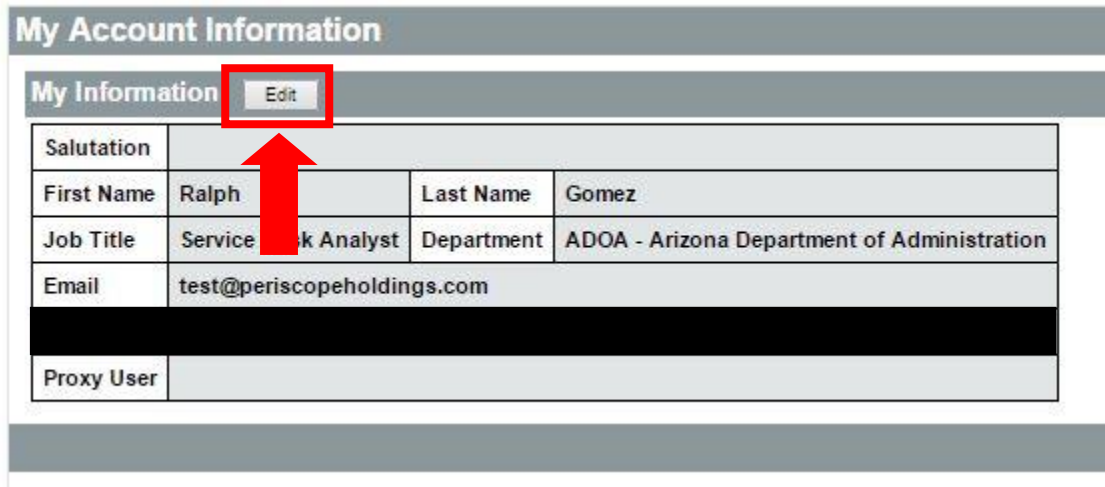


A screenshot of the Procure.AZ.gov user dashboard. The Procure.AZ.gov logo is at the top left. Below it is a navigation bar with links: "NIGP Code Browse", "My Account" (highlighted with a red box), "Customer Service", and "About". Below the navigation bar is a blue header with "Home", "Items", "Documents", and "Vendors". The main content area shows "Home - Welcome Back Ralph Gomez" and a navigation menu with "News(4)", "Dashboard", "Reqs(75)", "Bids(14)", "PO(0)", "Approval(0)", and "My F". Below this is a table with the following data:

News ID	Effective Date	
188	12/31/2014	
185	12/15/2014	
182	10/30/2014	
146	01/08/2014	F

How to Add a Security Question to Your Profile

3. Click on the "Edit" button.

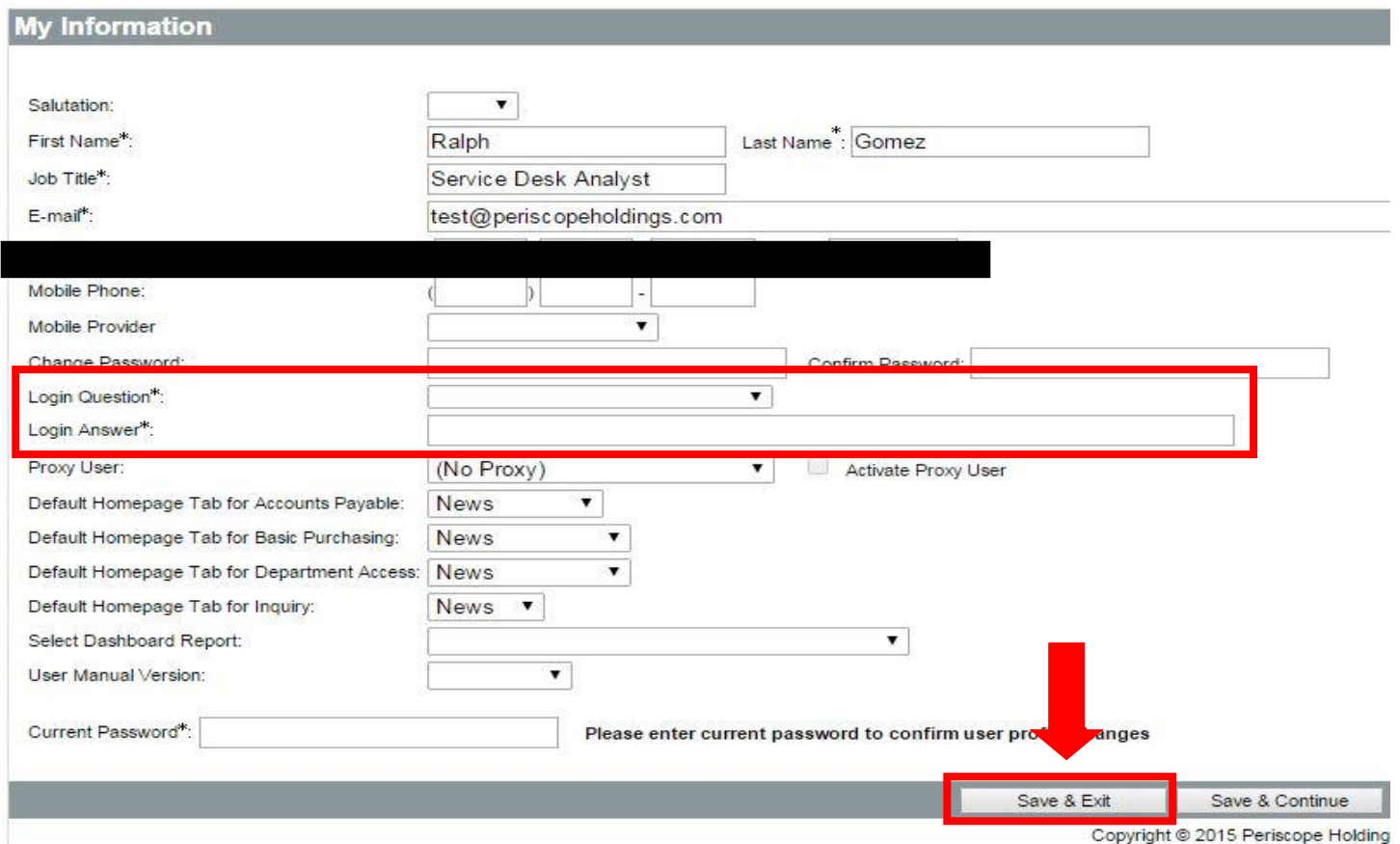


My Account Information

My Information

Salutation			
First Name	Ralph	Last Name	Gomez
Job Title	Service Desk Analyst	Department	ADOA - Arizona Department of Administration
Email	test@periscopeholdings.com		
Proxy User			

4. Select your Login Question and type in your answer. Type in your current password, and then click on "Save & Exit" at the bottom of the screen. This will bring you back to the previous screen. There will be no notification that your settings have changed. **NOTE: Your login question answer is case-sensitive.**



My Information

Salutation:

First Name*: Last Name*:

Job Title*:

E-mail*:

Mobile Phone:

Mobile Provider:

Change Password: Confirm Password:

Login Question*:

Login Answer*:

Proxy User: Activate Proxy User

Default Homepage Tab for Accounts Payable:

Default Homepage Tab for Basic Purchasing:

Default Homepage Tab for Department Access:

Default Homepage Tab for Inquiry:

Select Dashboard Report:

User Manual Version:

Current Password*: Please enter current password to confirm user profile changes