## Task:
- Email Address will be used to sign-in to the system
- Vendors with previous registration at AC Transit’s old system can sign-in using their Email IDs

## Navigation:
AC Transit Website>About Us>Doing Business with AC Transit>Vendor Registration > Vendor Registration

### Step 1 Instructions
- Click the Sign In Tile
- Takes you to the Sign In Page
- Enter Email Address and Password then Click Sign In button
- Takes you to your Supplier Homepage

![Sign In Page](image)

### Vendors can sign-in using the email ids used from previous registration in the old system

> Forgot Password? Send an email to vendorsupport@actransit.org to request a new password
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 2    | When signing-in for the first time to Self-Service Registration using your email id and password, the new system prompts you to change your password:  
  - Follow the link to change your password  
  - Enter your existing password and enter a new password  
  - Confirm the new password  
  - Click Change Password  
  - Click Yes to continue |

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Your password has expired.  
Click here to change your password.

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Change Password

<table>
<thead>
<tr>
<th>User ID</th>
<th>AmericasBestBattery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>AMERICA'S BEST BATTERY</td>
</tr>
</tbody>
</table>

*Current Password

*New Password

*Confirm Password

Change Password

Your password has successfully been changed, Continue to Homepage?

Yes  No

End of Procedure.