
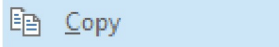

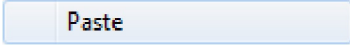



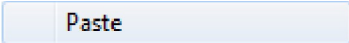

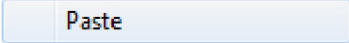



First Time Access

Step	Action
1.	<p>After registering on Hillsborough County's iSupplier site, you will receive a confirmation email with a log-in link, your username and your temporary password.</p> <p>Click the log on link to launch the iSupplier Portal.</p> <p>Oracle Applications system</p>
2.	<p>Once the application log-in page opens. You will need to go back to your email to retrieve your username.</p> <p>Open your Email by clicking back on your email application.</p> 
3.	<p>When back in your email, highlight your Username, right-click and choose Copy.</p> <p>You can also use the [Ctrl+C] to copy the username.</p> 
4.	<p>Return to the Login by clicking on the internet browser in which the application is open.</p> 
5.	<p>When you are back in the application log-in screen, right-click in the User Name field, click Paste.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> 
6.	<p>Open your Email again by clicking on your email application.</p> 
7.	<p>When back in your email, highlight your temporary password.</p> <p>Right-click the highlighted Temporary Password, select Copy.</p> <p>You can also use the [Ctrl+C] to copy the username.</p> 
8.	<p>Return to the Login screen by clicking on the internet browser in which the application is open.</p> 

Step	Action
9.	<p>When you are back in the application log-in screen, right-click in the Password field, select Paste.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> 
10.	<p>Click Login.</p> <p>You will be asked to change your password the first time you log-in.</p> 
11.	<p>The <i>Change Password</i> window opens. Right-click in the Current Password field, select Paste.</p> <p>Your current password should still be stored in your background. If it is not, go back to the email and copy the temporary password again.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> 
12.	<p>This is where you will enter your own personal password.</p> <p>Enter a new password into the New Password field.</p> <p>*Important* Passwords must be at least eight (8) characters, and contain NO repeating characters. For example, welcome12 is acceptable; however, welcome22 is not.</p>
13.	<p>Re-enter the new password into the Re-enter New Password field.</p>
14.	<p>Click the Submit button.</p> 
15.	<p>Your iSupplier Portal Home Page will open. Here you can access both City of Tampa and Hillsborough County information. You also can update or change your profile.</p>
16.	<p>End of Procedure.</p>