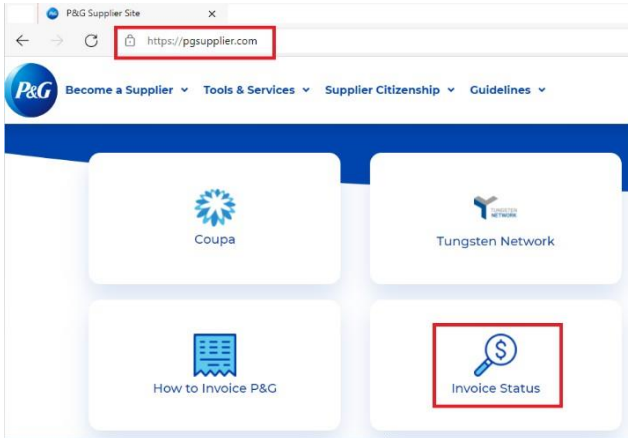


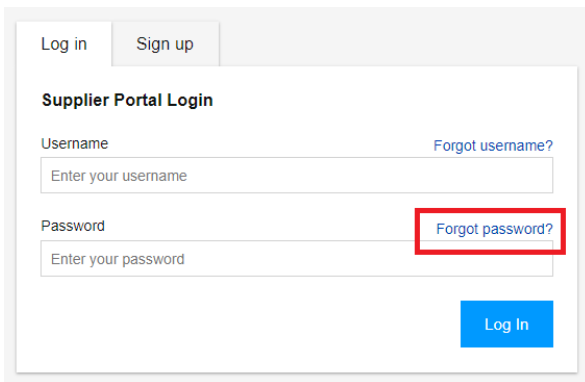


# 如何重置宝洁供应商门户密码?

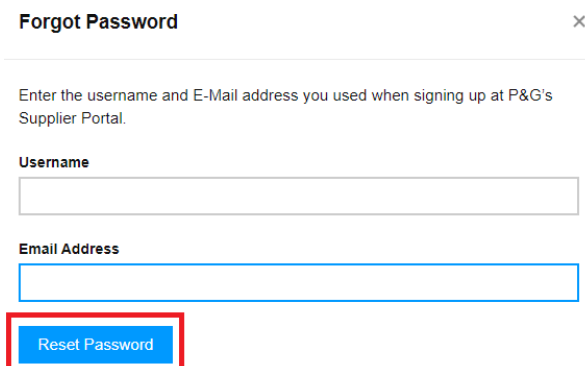
**第 1 步:** 访问 [pgsupplier.com](https://pgsupplier.com) 并点击发票状态。这将引导您进入宝洁供应商门户登录页面。



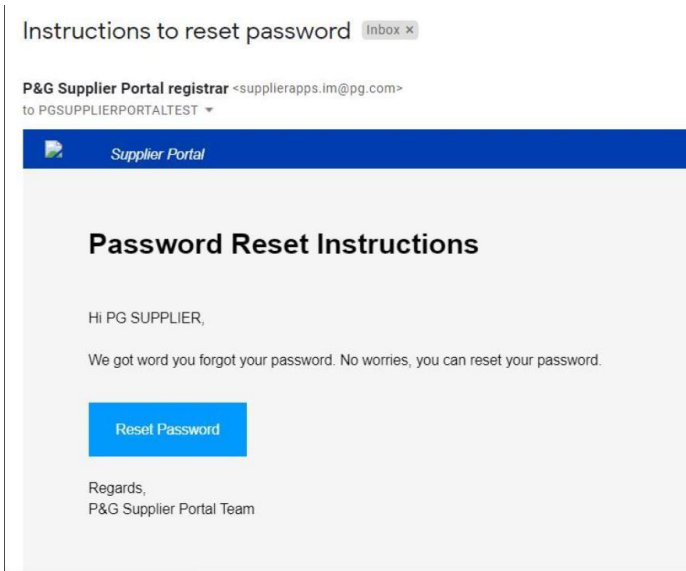
**第 2 步:** 转到宝洁供应商门户登录页面。点击忘记密码。



**第 3 步:** 输入用户名和宝洁供应商门户账户电子邮件地址。点击重置密码。您将收到一封电子邮件，其中包含有关如何获取新密码的说明。



**第 4 步：**转到您的邮箱并查看 P&G Supplier Portal Registrar 发送的电子邮件。在收到的电子邮件中，点击重置密码。

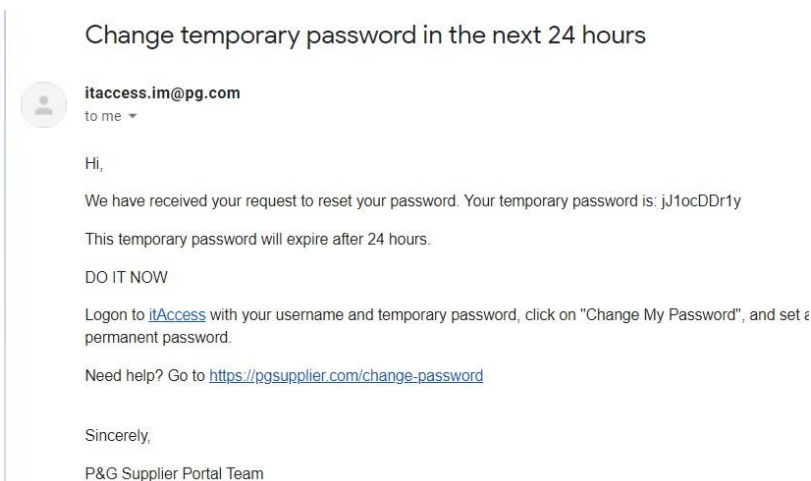


您将重定向到一个网页，确认您将收到一封包含临时密码的电子邮件。

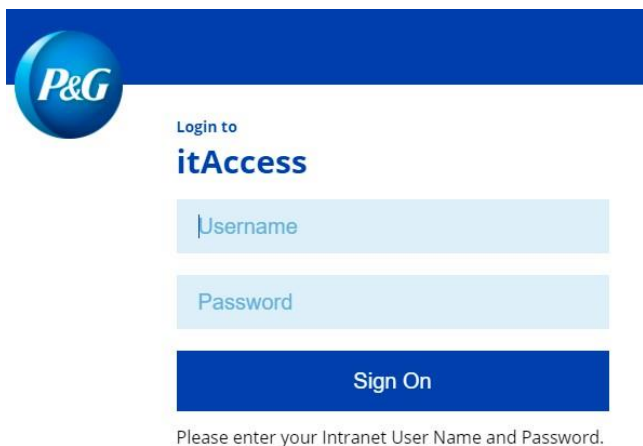


You will receive an email with a temporary password. This temporary password will expire in 24 hours

**第 5 步：**再次检查您的邮箱以获取由 [itaccess.im@pg.com](mailto:itaccess.im@pg.com) 发送的新临时密码。临时密码仅在 24 小时内有效，因此请务必尽快设置您的永久密码。

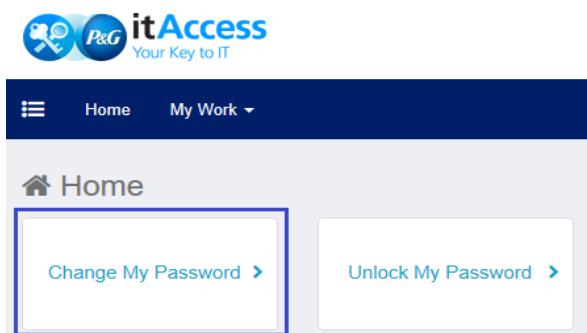


第 6 步: 如要设置永久密码, 请访问 [itaccess.pg.com](http://itaccess.pg.com)。使用用户名和临时密码登录。



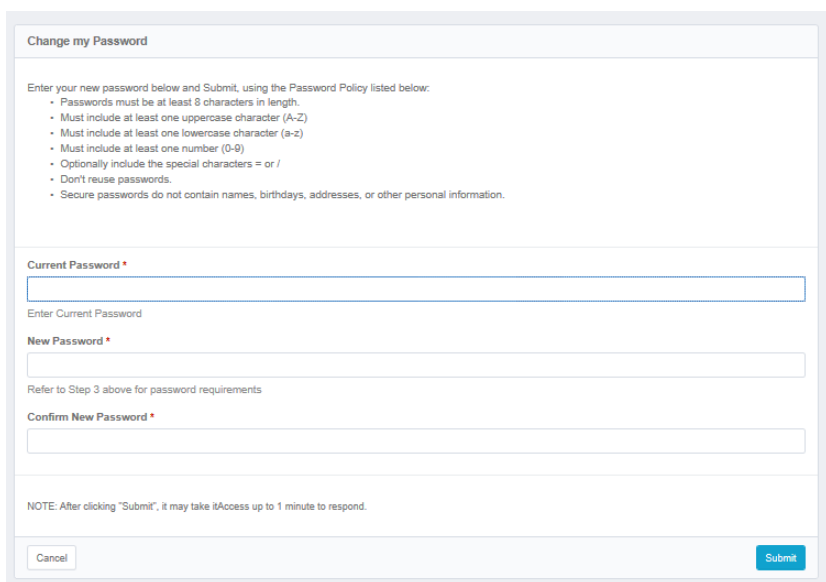
The image shows the P&G itAccess login page. At the top left is the P&G logo. Below it, the text reads "Login to itAccess". There are two input fields: "Username" and "Password". Below these fields is a blue "Sign On" button. At the bottom, there is a message: "Please enter your Intranet User Name and Password."

第 7 步: 在 It Access 主页, 点击更改我的密码。



The image shows the P&G itAccess Home page. At the top left is the P&G logo and the text "itAccess Your Key to IT". Below the logo is a navigation bar with "Home" and "My Work" options. The main content area has a "Home" heading. Below the heading are two buttons: "Change My Password >" and "Unlock My Password >". The "Change My Password >" button is highlighted with a red box.

第 8 步: 输入临时密码作为最新密码。输入新的永久密码。确保永久密码符合所列的密码政策。完成后点击提交。



The image shows the "Change my Password" form. At the top, it says "Change my Password". Below that, it says "Enter your new password below and Submit, using the Password Policy listed below." followed by a list of password requirements: "Passwords must be at least 8 characters in length.", "Must include at least one uppercase character (A-Z)", "Must include at least one lowercase character (a-z)", "Must include at least one number (0-9)", "Optionally include the special characters = or /", "Don't reuse passwords.", and "Secure passwords do not contain names, birthdays, addresses, or other personal information." Below the requirements are three input fields: "Current Password \*", "New Password \*", and "Confirm New Password \*". Below the input fields is a note: "NOTE: After clicking 'Submit', it may take itAccess up to 1 minute to respond." At the bottom left is a "Cancel" button and at the bottom right is a "Submit" button.

第 9 步：流程已完成。

#### Change Results

Request 0001039139 has been submitted.

Enterprise Directory **Success**

在 It Access 页面中设置永久密码时需要帮助？  
访问 <https://pgsupplier.com/itcallcenter>，查找您所在地区的联系号码。