

Forgot Password and Password Requirements for CTBIDS Seller

Application: **Seller CTBIDS**

It Happens.

At some point we all forget our password. Fortunately, Seller.CTBIDS.com has a simple way to create a new password.

Please Note: We do not have access to change or delete a password for Employees/Staff/Owners

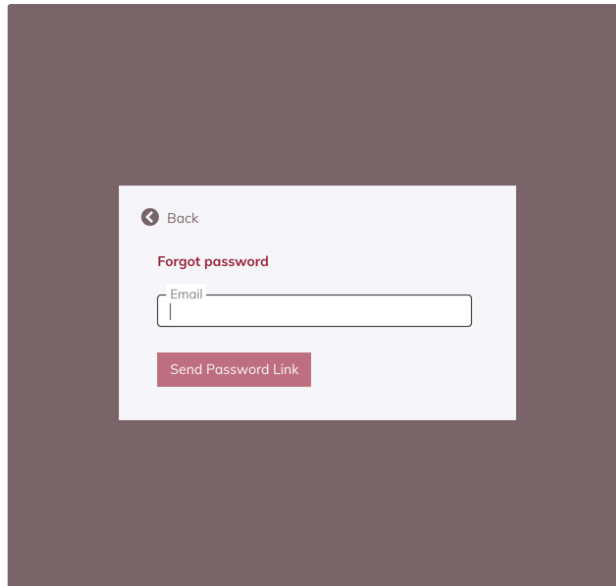
To Change Your Password:

1. Go to Seller.CTBIDS.com using a web browser
2. In the bottom right corner of the white box there is a link labeled **“Forgot Password?”**. Select this link.



The image shows a screenshot of the Seller.CTBIDS.com sign-in page. At the top center is the logo for CTBIDS SELLER. Below the logo, the text "Sign In" is displayed. There are two input fields: one for "Email" and one for "Password". The "Password" field has a small icon on the right side. Below the input fields is a checkbox labeled "Keep me signed in". At the bottom left, there is a red button labeled "Sign In". At the bottom right, there is a red link labeled "Forgot Password?".

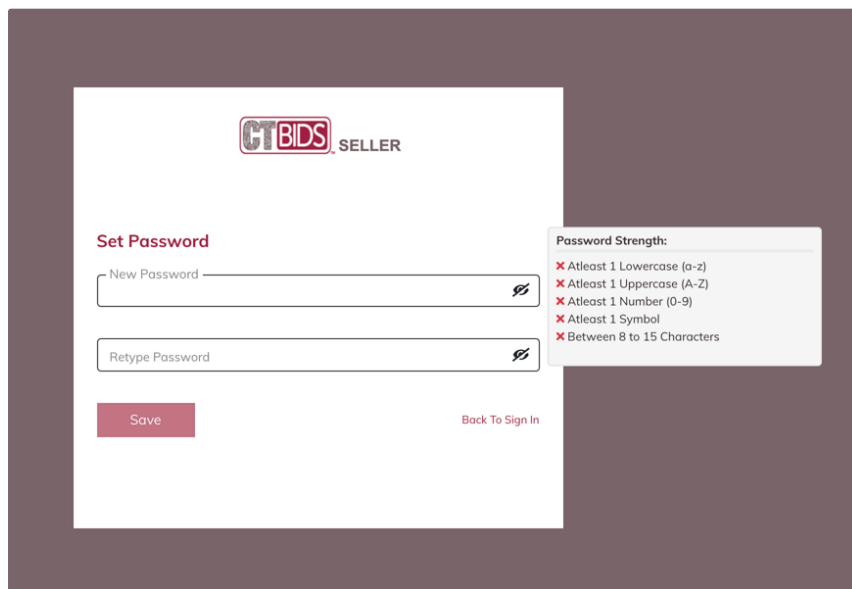
3. A small white box will appear with the label **“Forgot Password”** and a field to enter your Seller.CTBIDS.com registered e-mail address. Enter your e-mail address in this field. When your e-mail address has been entered, select the button labeled **“Send Password Link”**.



4. If the e-mail address exists for an active Seller.CTBIDS.com user, an e-mail will be sent to that address that contains a link to a web page where you can change your password.

i The link to change your password within the e-mail is active for 15 minutes after being sent. If we were not able to select the link in time, just repeat steps 1-4 to obtain a new link.

5. When the link in the e-mail has been selected, a web page with a white box labeled “**Set Password**” will be displayed in a web browser. Enter a new password according to the guidelines presented and select the button “**Save**”.



That's it! You should now be able to sign in to Seller.CTBIDS.com with the email address and new password.

Password Requirements:

As you type a new password, the password integrity rules will apply. Symbols that are accepted are !@#\$\$%^&*

The image shows a user interface for creating a password. It consists of two text input fields: "New Password" and "Retype Password". The "New Password" field contains several dots, indicating a masked password. To the right of the "New Password" field, a tooltip displays the password strength as "Good" and lists the following requirements: 1 Uppercase, 1 Lowercase, 1 Symbol (marked with a red X), 1 Number (0-9), and Minimum 8 - Maximum 15 Characters. Below the input fields is a red "Save" button.