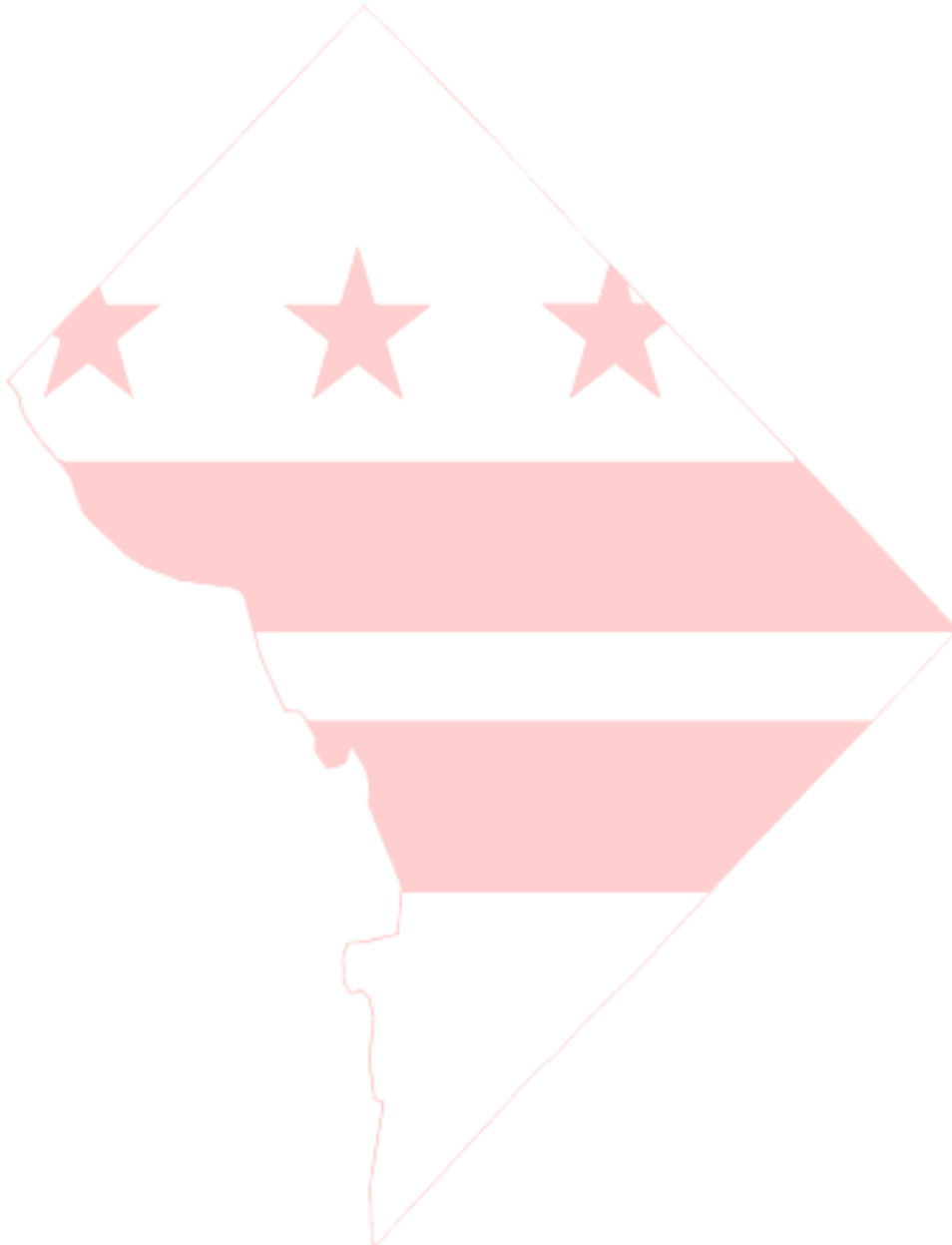# Reset Password on Vendor Portal

Reset Password on Vendor Portal

Standard Process

How to reset your password by using Forgot Password feature on the DC Vendor Portal

Overview

Performed by

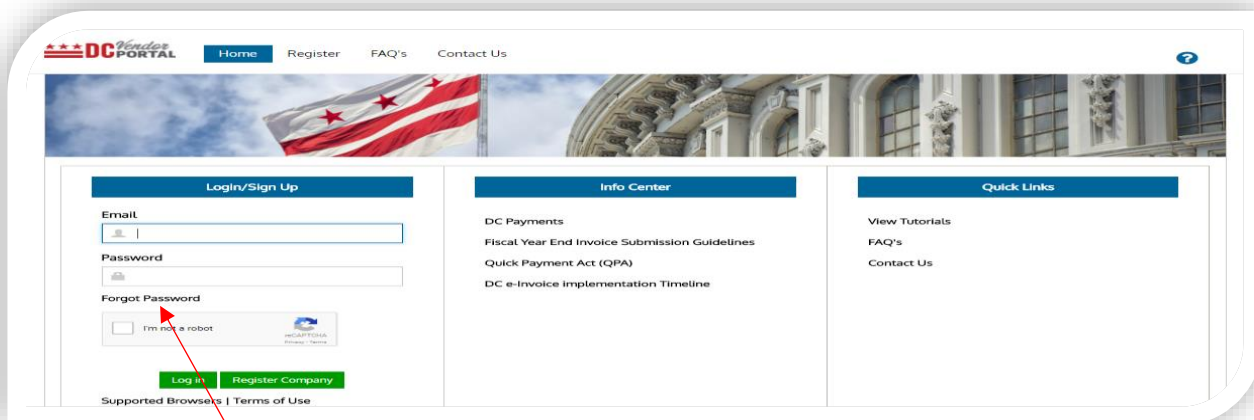Registered DC Vendor

Interface Used
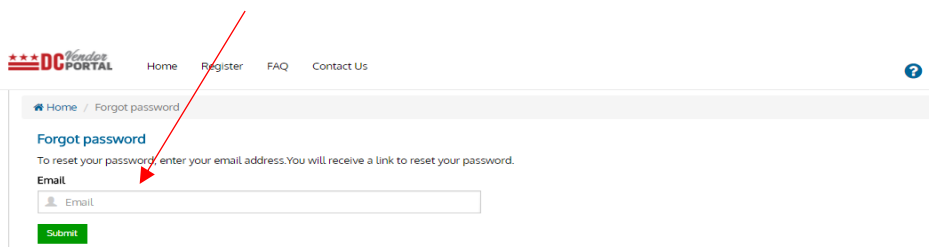
DC Vendor Portal (www.vendorportal.dc.gov)

Browsers Supported

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

1. In a browser, open www.vendorportal.dc.gov

2. Select "Forgot Password" link
3. Enter registered email address and select the Submit button

Reset Password on Vendor Portal

4. A confirmation email will be sent to the registered email address with a link to reset the password.
5. Select the reset password link in the email which then opens the Reset Password page.

6. Vendor needs to enter registered email and choose a new password to secure credentials by selecting "Reset" button.

Tip: Password must be at least 8 characters, and include a lower-case letter, one capital letter, and one number.

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