

STEP-BY-STEP QUICK TUTORIAL - ETENDERING FOR HATTON NATIONAL BANK

Access the HNB eTendering portal using <u>https://etendering.hnb.lk</u>.

The portal works best on the latest browser versions of Firefox and Chrome.

- 1. STEP 1: CLICK FORGOT PASSWORD
- 2. STEP 2: ENTER EMAIL ADDRESS
- 3. STEP 3: CHECK YOUR EMAIL INBOX
- 4. STEP 4: PASSWORD RESET PAGE
- 5. STEP 5: PASSWORD TOO WEAK
- 6. STEP 6: CLICK RESET

	STE	P 1: CLICK FORGOT PASSWORD		
a. b.	Go to the eTendering portal Sign in p Click on "Forgot Password".	Sign In as a Supplier Great To See You Again! Email Address Password Sign In Now Forgot Password		
STEP 2: ENTER EMAIL ADDRESS				
c. d. e.	From step 01, you will be directed to Use this screen to enter the register Click on the "Submit" button	ed email address, to reset the password. Forgot Password have forgotten my password Breat To See You Again! hnb@. Submit		
	STE	P 3: CHECK YOUR EMAIL INBOX		
f.	You will now receive an email to the registered and entered email accour inbox. Please check spam/trash if no received.	etendering@hnb.net Password Reset for your supplier account Password Reset for your supplier account Hi t We received a request to reset the password associated with this email address. If you made this request, please follow the instructions below to reset your password using our secure server. If you did not make this request, please contact the e Tender Team.		
g.	Click on the "Proceed' button to con the reset process.	Click on below to start the process to reset your password Proceed 3		

STEP	4: PASSWORD RESET PAGE	
h. The link will re-direct you to a web page with option to enter the new password.		
 Enter the "New Password" and same "Confirm Password" to reset. 	ETenders Forgot Password I have forgotten my password Great To See You Again! New Password	
	Confirm Password Reset	
STEP	5: PASSWORD TOO WEAK	
 j. If the password is highlighted in red as "Too Weak", it will not get submitted. k. Please enter a password with, ✓ at least one capital letter ✓ at least one simple letter ✓ at least one number ✓ at least one special character @ # \$ % & ! 	ETenders Forgot Password L have forgotten my password Great To See You Again! Too weak Reset	
	STEP 6: CLICK RESET	
 I. Please enter a password with, ✓ at least one capital letter ✓ at least one simple letter ✓ at least one number ✓ at least one special character @ # \$ % & ! m. If the password is highlighted in green a "Strong", it will be accepted. 	ETenders Forgot Password I have forgotten my password Great To See You Again! Strong Reset	
 Once both passwords are identically entered and marked in green, click on "Reset". The success message will then appear on your window. 	etendering.hnb.lk says Your password was successfully changed! ОК	

Please contact Banking Services Division on Tel No 0112661508 for any assistance that you may require in this regard.