

# SUPPLIER PASSWORD RESET

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

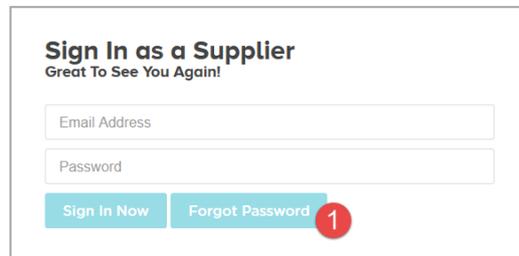
Access the HNB eTendering portal using <https://etendering.hnb.lk>.

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

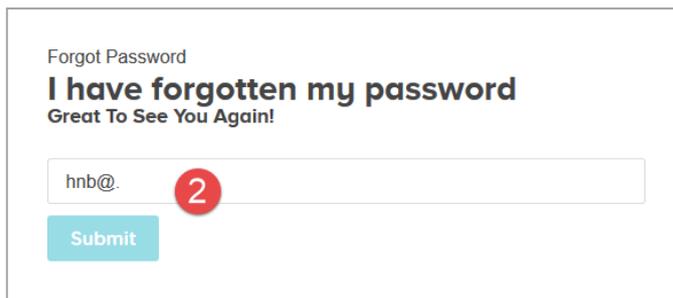
### STEP 1: CLICK FORGOT PASSWORD

- a. Go to the eTendering portal Sign in page.
- b. Click on "Forgot Password".



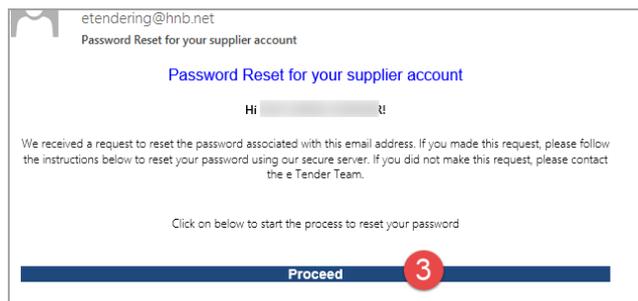
### STEP 2: ENTER EMAIL ADDRESS

- c. From step 01, you will be directed to the "Forgot Password" page
- d. Use this screen to enter the registered email address, to reset the password.
- e. Click on the "Submit" button



### STEP 3: CHECK YOUR EMAIL INBOX

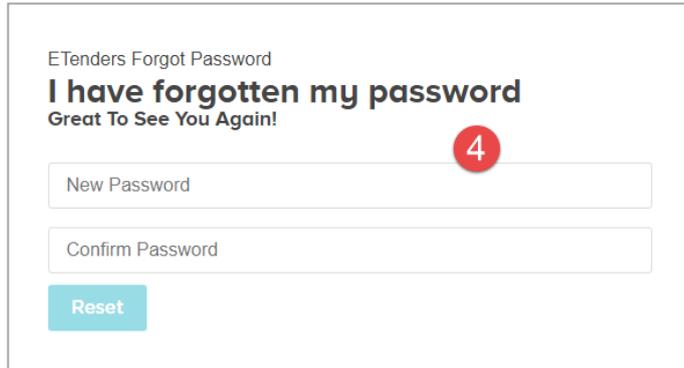
- f. You will now receive an email to the registered and entered email account inbox. Please check spam/trash if not received.
- g. Click on the "Proceed" button to continue the reset process.



#### STEP 4: PASSWORD RESET PAGE

h. The link will re-direct you to a web page with option to enter the new password.

i. Enter the “New Password” and same “Confirm Password” to reset.

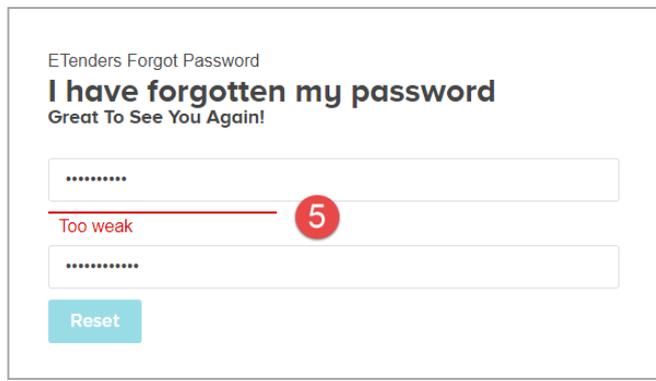


#### STEP 5: PASSWORD TOO WEAK

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 @ # \$ % & !



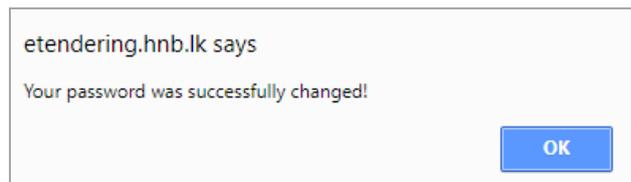
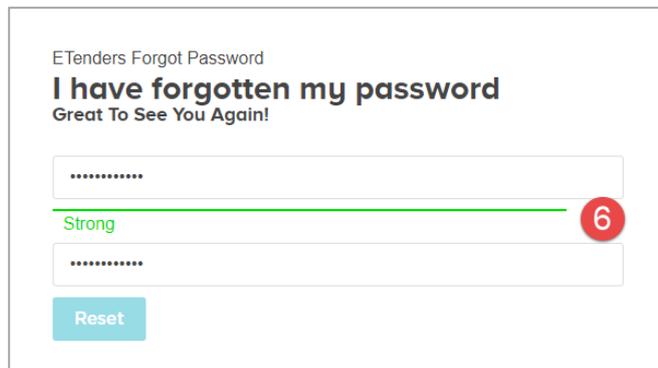
#### STEP 6: CLICK RESET

l. 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 as “Strong”, it will be accepted.

n. Once both passwords are identically entered and marked in green, click on “Reset”. The success message will then appear on your window.





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