

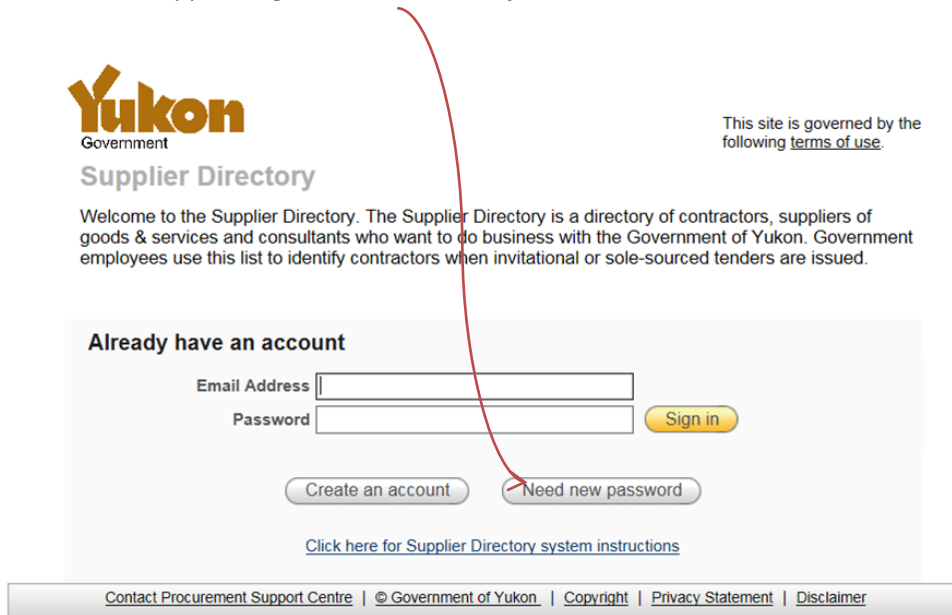
## Who should use this guide?

This guide should be used by an existing business with a Government of Yukon Supplier Directory account who requires a newly generated password to be able to login to their account.

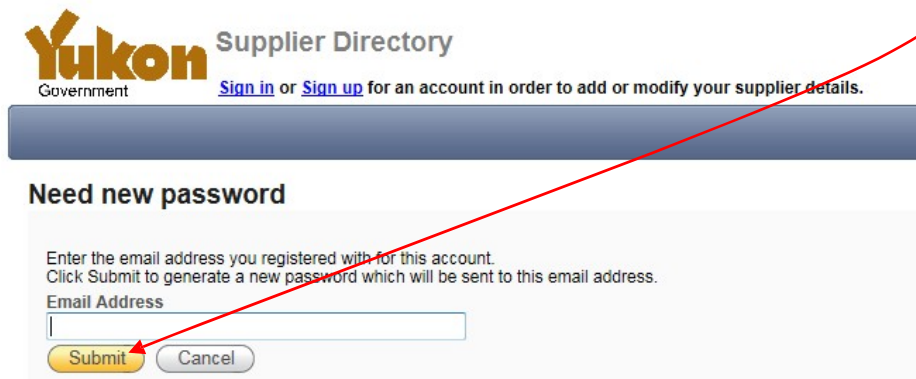
## How to request a new password:

Follow the below steps in order to request a new password for your Supplier Directory account.

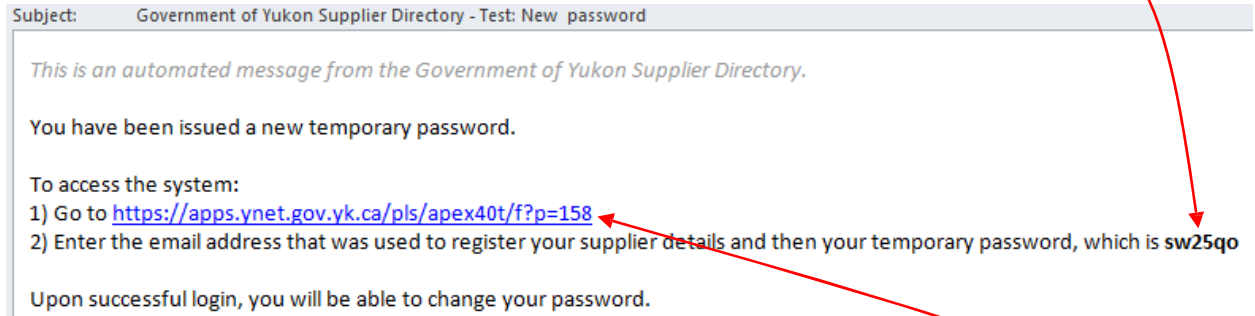
1. In your web browser, go to <https://apps.gov.yk.ca/sds/f?p=158:101> and click the **Login to your account** menu button on the right hand side of the screen.
2. At the supplier login, click **Need new password**.



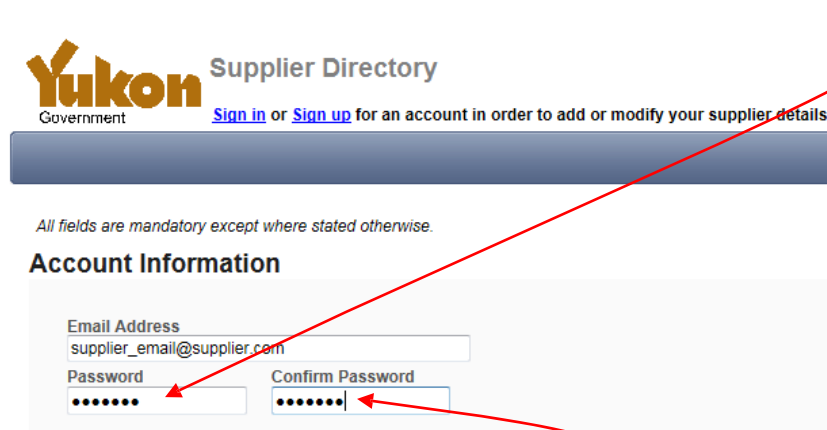
3. Enter the email address used to register your account and click **Submit**.



4. An email will be sent to you with a randomly generated password. Note this down.



5. Click the web link in the e-mail to be taken to the Supplier Directory login page.  
6. At the login page, enter your email address and generated password and click **Sign In**.  
7. At the supplier Account Information screen, you can change your password to something meaningful to you (greater than 6 characters and sufficiently complex).



8. Confirm your password in the field to the right.  
9. If no other updates are required to your account, scroll to the bottom of the screen and click **Update account.**    
10. If updates in addition to a password change occurred, you will be notified that Government of Yukon Procurement Support Centre will need to review and approve these changes before they will appear in the public Supplier Directory search. Until these are approved, you will not be able to login to your account.

### Questions:

If you have any comments or questions regarding the Supplier Directory, please contact:

**Procurement Support Centre**  
Government of Yukon  
Department of Highways and Public Works  
Box 2703 (W-3C)  
Whitehorse, Yukon Y1A 2C6  
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