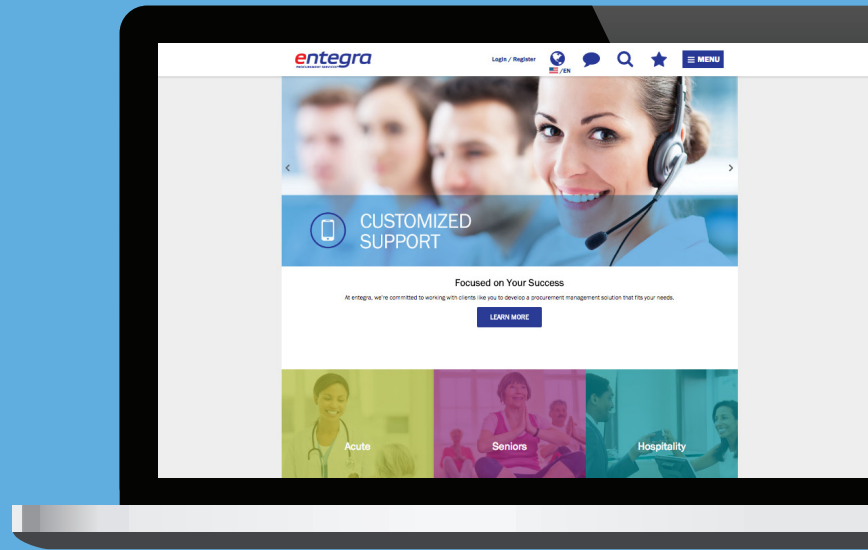




Password Process for entegraPS.com



With new security added to the entegraPS.com website, the login and password reset options have changed slightly. Below are detailed steps for the following processes:

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Frequently Asked Questions:

Q: How often do I need to reset my password?

A: You will need to validate your email address every 45 days in order to keep your account active; you will automatically receive an email notification to complete this step every 45 days. **Validating your email address does not require you to reset your password.**

Q: Who is my first point of contact for any password or web-related questions?

A: Contact the Client Procurement Services Call Center at 866 ENTEGRA (866 368 3472) or CallCenter.USA@clientPS.com.

Q: Do I need a specific type of email to register?

A: Only work emails will be allowed access. At this time, social emails (such as Gmail, Hotmail, and Yahoo) are currently not accepted.

Registering for entegraPS.com

- 1) Go to www.entegraPS.com and click “Register.” You will need your entegra account number (example, e1234), affiliate or GPO number. If you do not know your number, call 866-ENTEGRA. GPO numbers need to have 5 digits. If they do not, add zeros to the beginning. For example, '123' becomes '00123'.



- 2) Users will be instructed to enter their:

First Name

Last Name

Email Address

GPO, Affiliate or e-Unit Number

Agree to Terms and Conditions

Need to create an account? ⓘ

First Name

Last Name

Email Address

Confirm Email Address

GPO, Affiliate or e-Unit Number

☐ I agree to the [Terms and Conditions](#)

Create Account

Complete the registration form, and click “Create Account.” Your email address is your new login.

- 3) You will then be asked to create your password.

Create your password

Password123!

Password123!

Show My Typing ☒

- 1 English uppercase character
- 1 English lowercase character
- 1 Number
- 1 Special character
- 8 characters in length


Create Password

- continued next page

Registering for entegraPS.com, continued



4) After clicking "Create Password", you will receive an email. Click the link within the email to activate your account.



ACCOUNT CREATION

1

Congratulations!
Your account has been created.

2

Click on the link below to activate your account, and login with the user id and password you defined during registration.

entegraps.com

Login: **YOUR EMAIL ADDRESS**


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5) You will be redirected back to the site where you can enter your user ID and password and access the site!

Login/Register

Please login to your account or register.
All fields are mandatory

Already have an account?







Show My Typing ☒


[Forgot your password?](#)

Login


Need to create an account? 




First Name




Last Name



Email Address




Confirm Email Address



GPO, Affiliate or e-Unit Number

☐ I agree to the [Terms and Conditions](#)

Create Account



Your GPO or e-number is needed to validate your account on entegraPS.com. Account numbers not ending in 'E' need to have five (5) digits. If the account number that you have has fewer, add '0's to the beginning. E.g. '123' becomes '00123', '34' becomes '00034'.

If you have any questions or need assistance, contact **entegra's Call Center at 1-866-ENTEGRA**

Logging into entegraPS.com for the First Time

1) Register for access (see *registering for access to entegraPS.com*).

2) Click the **LOGIN** link.



3) Complete the Login

a. Log-in with the email provided at registration

b. Use the password you created in the registration process.

4) Click '**LOGIN**'

Resetting Your Password

1) Click the **LOGIN** link.



2) Click on the **FORGOT PASSWORD LINK**

3) Enter the email you registered with and click **'SUBMIT'**

4) You will receive an email with a link that will redirect you back to the site in order to reset your password.



If you have any questions or need assistance, contact **entegra's Call Center at 1-866-ENTEGR**

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Resetting Your Password, continued

5) Enter your new password in the pop-up window that appears. In addition to the requirements listed below, your password must be different from your previous five passwords.

Create your password

1 English uppercase character

1 English lowercase character

1 Number

1 Special character

8 characters in length

Show My Typing ☒

Submit Password

www.eatright.org

New Password

Re-enter Your New Password

6) Congratulations! You are now all set to use entegraPS.com.

Changing Your Password

- 1) Once logged into the site
- 2) Click on **CHANGE YOUR PASSWORD**
- 3) Follow password requirement for creating a new password.
- 4) Enter your username and password.



- 5) A pop-up will appear asking you to enter a new password. Enter a new password.

Email Address

Current Password

New Password

Confirm New Password

A screenshot of a 'Change your password' form. The form has a title 'Change your password' and a list of requirements: 'Password MUST be: - Different from your previous 5 passwords - Totally different from your email address'. There are four input fields: 'Email Address' (with an envelope icon), 'Current Password' (with a lock icon), 'New Password' (with a lock icon), and 'Confirm New Password' (with a lock icon). To the right of the 'New Password' and 'Confirm New Password' fields is a list of requirements: '1 English up', '1 English low', '1 Number', '1 Special character', and '8 characters'. Below these fields is a 'Show My Typing' checkbox. At the bottom right of the form is a blue 'Reset Password' button with a red arrow pointing to it.

- 6) Click **'RESET PASSWORD'**