



HOW TO RESET PASSWORD



A. STEPS FOR SUPPLIERS

1. On the supplier portal, use the log-in assistance link,
2. On the provided URL that appears as supplier.treasury.go.ke...etc add <https://> before it. This should read as follows: <https://supplier.treasury.go.ke>
3. Under the username please type the username that was sent to you (the one you used to register in the IFMIS – Kenya Supplier Portal).
4. Please click forgot password button,
5. Open your e-mail to view the link sent to you for resetting password,
6. Click the reset password link,
7. On the provided URL that appears as supplier.treasury.go.ke...etc add <https://> before it. This should read as follows: <https://supplier.treasury.go.ke>
8. Enter username,
9. Type and confirm the new password,
10. Click on confirm password

B. STEPS FOR USERS IN MDAS AND COUNTIES

1. Log in through the VPN,
2. On the IFMIS home page, use the log-in assistance link,
3. Under the username please type the username then click forgot password button, wait for message confirmation that password is sent to your email
4. Open your e-mail to view the link sent to you for resetting password,
5. Click the reset password link,
6. Type and confirm the new password

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Protecting and utilizing public funds for optimal performance and service delivery to Kenyans