

CHANGE YOUR SAePS PASSWORD

Vendors can change their SAePS password at any time. However, if you have forgotten your password and have not set up a Security Question, you will need to contact Vendor Support to have the password reset. Vendor Support can be contacted at vendors@sanantonio.gov or 210-207-0118. Vendor Support is available Monday-Friday 7:45 am-4:30 pm Central Time. You can email or leave a message at any time.

We advise that you set up a Security Question so that you can reset your password without calling Vendor Support. Eliminating the need to contact us for a simple password reset may be the difference between meeting a proposal deadline or not.

Log onto SAePS: <https://supplierservice.sanantonio.gov/irj/portal>

CHANGE YOUR PASSWORD:

Enter your SAePS User ID

Enter current password into the Old Password field

Enter your new password into New Password and Confirm Password fields.

Passwords must contain 8-10 characters and have at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

The system will prompt you to change your password. After entering and confirming the new password, click **Change**.

SAePS
San Antonio Procurement System

Password has expired

Change Password

User ID: V10000133

Old Password *

New Password *

Confirm Password *

Change Cancel

Old Password: use temporary password provided in email

Enter new password for SAePS Portal. Password must be between 8 and 10 characters in length containing 1 uppercase and 1 lowercase letter, 1 number, and 1 special character.

SAePS
San Antonio Procurement System

SET UP YOUR SECURITY QUESTION:

Click on Home tab at top of page once you have logged in

Click in User Profile

Enter a security question and answer of your choice
(such as: *What was the color of your first car? Blue*)

Click Save

Jot down your User ID, SAePS Password & Security Question/ Answer. Keep them in a secure place!

Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes

User Profile

Detailed Navigation

- Vendor Message
- Personalization

Portal Favorites

User Profile

Click Save when completed

Modify Save Cancel

General Information Contact Information Additional Information User Mapping for System

Logon ID: V30000141

Old Password:

Define Password:

Confirm Password:

Security Question: *

Security Answer: *

No action is required in this section unless you are changing the password created at your initial log in.

Enter a security question of your choice and answer.

Upload Remove