

SET UP A SAePS SECURITY QUESTION

Please take an extra minute to set up a Security Question on your vendor profile. This will allow you to:

Reset your password on your own

- If you forget your password and have not already set up a Security Question, you must contact Vendor Support to reset it. Vendor Support is available Monday-Friday 7:45 am-4:30 pm Central Time. We get many requests and generally respond to them in the order received
- Eliminating the need to contact Vendor Support for a simple password reset may be the difference between meeting a solicitation deadline or not

Protect your profile

- Security questions offer another layer of protection on your profile, essentially serving as a second strong password

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

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 & answer of your choice. The question should be unique to you and not “researchable” by another individual. (such as: *What was the color of your first car? Blue*)

Click SAVE

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

The screenshot shows the SAePS User Profile page. The 'Home' tab is highlighted in the top navigation bar. The 'User Profile' section is active, and the 'Save' button is highlighted. The 'General Information' tab is selected, showing fields for Logon ID, Old Password, Define Password, Confirm Password, Security Question, and Security Answer. A red box highlights the Security Question and Answer fields, with a red arrow pointing to them and a text box that says 'Enter a security question of your choice and answer.' A blue box highlights the 'Save' button, with a blue arrow pointing to it and a text box that says 'Click Save when completed'. A blue box highlights the 'No action is required in this section unless you are changing the password created at your initial log in.' text, with a blue arrow pointing to it.



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