Subject: Change to GDLS iSupplier Portal Login Process

GDLS Supplier,

Effective August 17<sup>th</sup> 2013, GDLS will be changing the way that suppliers log into our iSupplier Portal. Access to the GDLS iSupplier portal (<a href="https://isupplier.gdls.com/">https://isupplier.gdls.com/</a>) will now require suppliers to successfully login through a Security Authentication page, before accessing the iSupplier portal.

This means that you will now be required to have two logins and two passwords to access the GDLS iSupplier Portal. The usernames will be the same for both login screens, however the passwords are not automatically synchronized; it will be up to you to keep the passwords in sync if desired. Self-service password reset functionality will be available to you on both login pages in the event you forget your password.

## **Initial setup**

This weekend you will receive an email with the username and password for the GDLS Security Authentication site from 'wfcfg@gdls.com'. The subject of the email will be: 'FYI: GDLS: Supplier Login Process (Security Authentication Login 1)'. This password must be used on the Security Authentication page the next time you attempt to login to the GDLS iSupplier portal.

**Step 1:** Go to <a href="https://isupplier.gdls.com/">https://isupplier.gdls.com/</a>

Step 2: Enter the username and temporary password for Security Authentication Login 1.

**Step 3:** Change your temporary password.

Step 4: Click on ENROLL.

 Note: All users must enroll on the Security Authentication page to enable your account for selfservice password reset capability. This only needs to be done once.

**Step 5:** Establish security questions and answers on the Enroll page.

**Step 6:** Return to login page and sign in to Security Authentication Login 1.

\*Step 7: Login to the GDLS iSupplier portal.

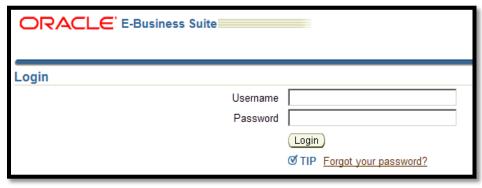
\*Note: Your username and password for the GDLS iSupplier portal (step 7), will be the same as they were before, (i.e. they are not affected by your new Security Authentication login).

## **Screenshots:**

Login 1: Security Authentication



Login 2: GDLS iSupplier Portal:



Additional information on using the iSupplier Portal can be found at: <a href="http://www.gdls.com/index.php/suppliers/isupplier">http://www.gdls.com/index.php/suppliers/isupplier</a>

Password issues should be sent to: isupplier@gdls.com or call the Command Center at 586-825-4387.