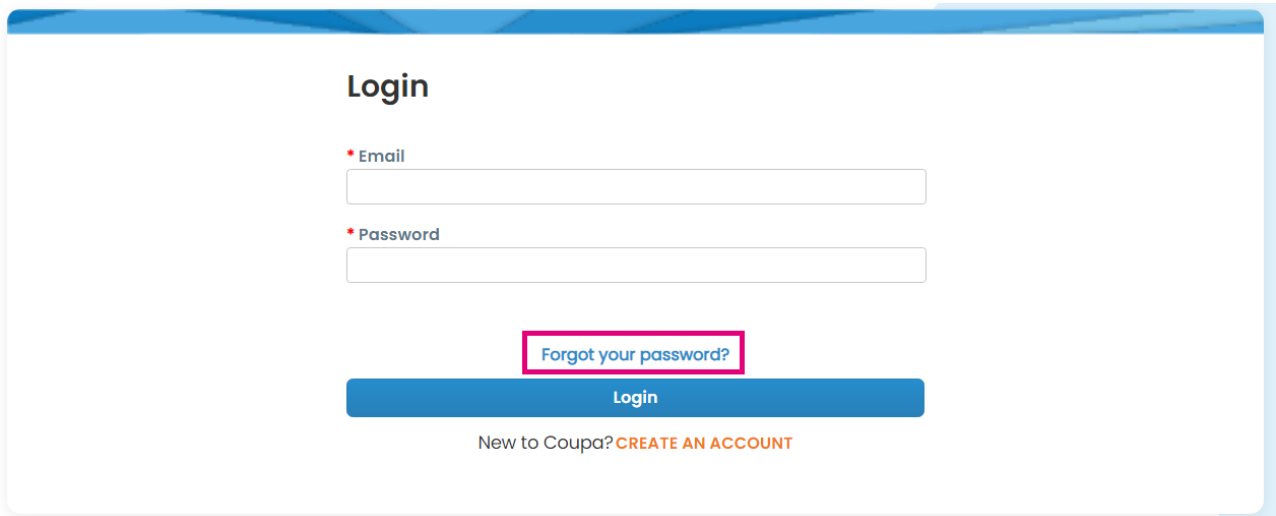# ORGANON

CHANGE PASSWORD IN THE COUPA SUPPLIER PORTAL

How To Guide

How to Change the Password in the Coupa Supplier Portal

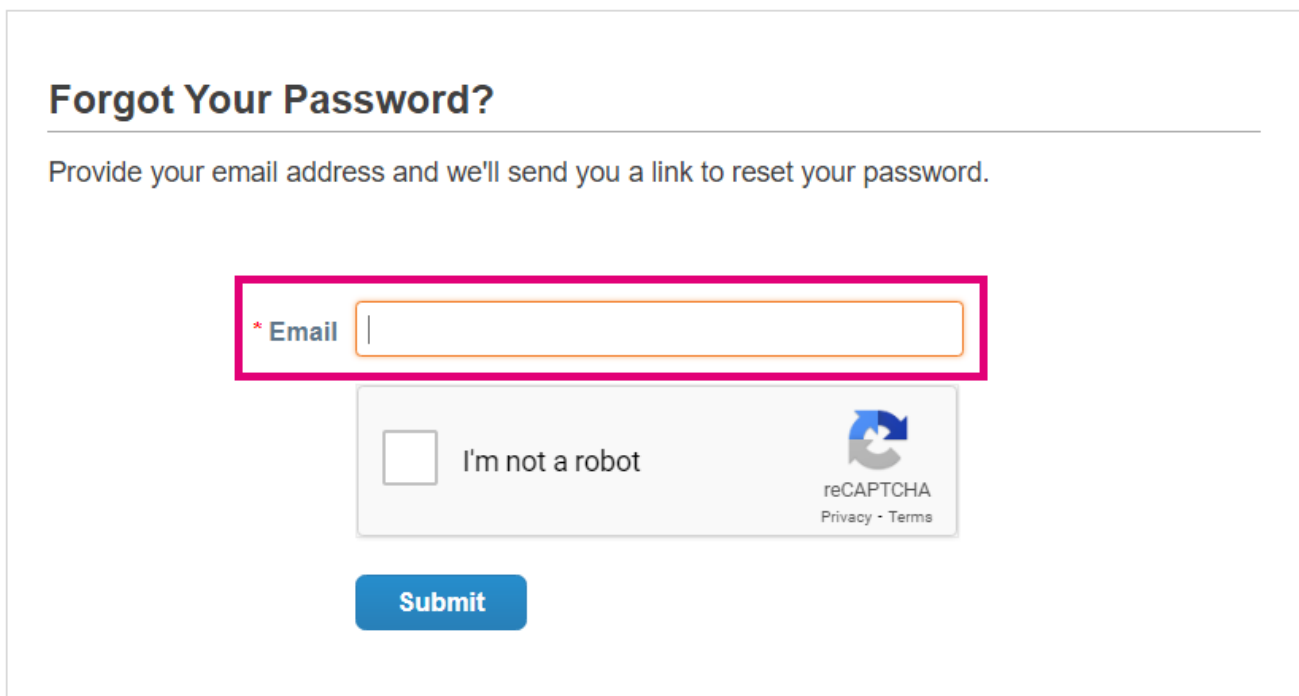**1.** Go to the Coupa Supplier Portal and click on **Forgot your password?**

2. Enter your email address that was used to register

3. Verify the reCAPTCHA and hit **Submit**. If the email address is registered, you will receive an email with a link to reset your password.