

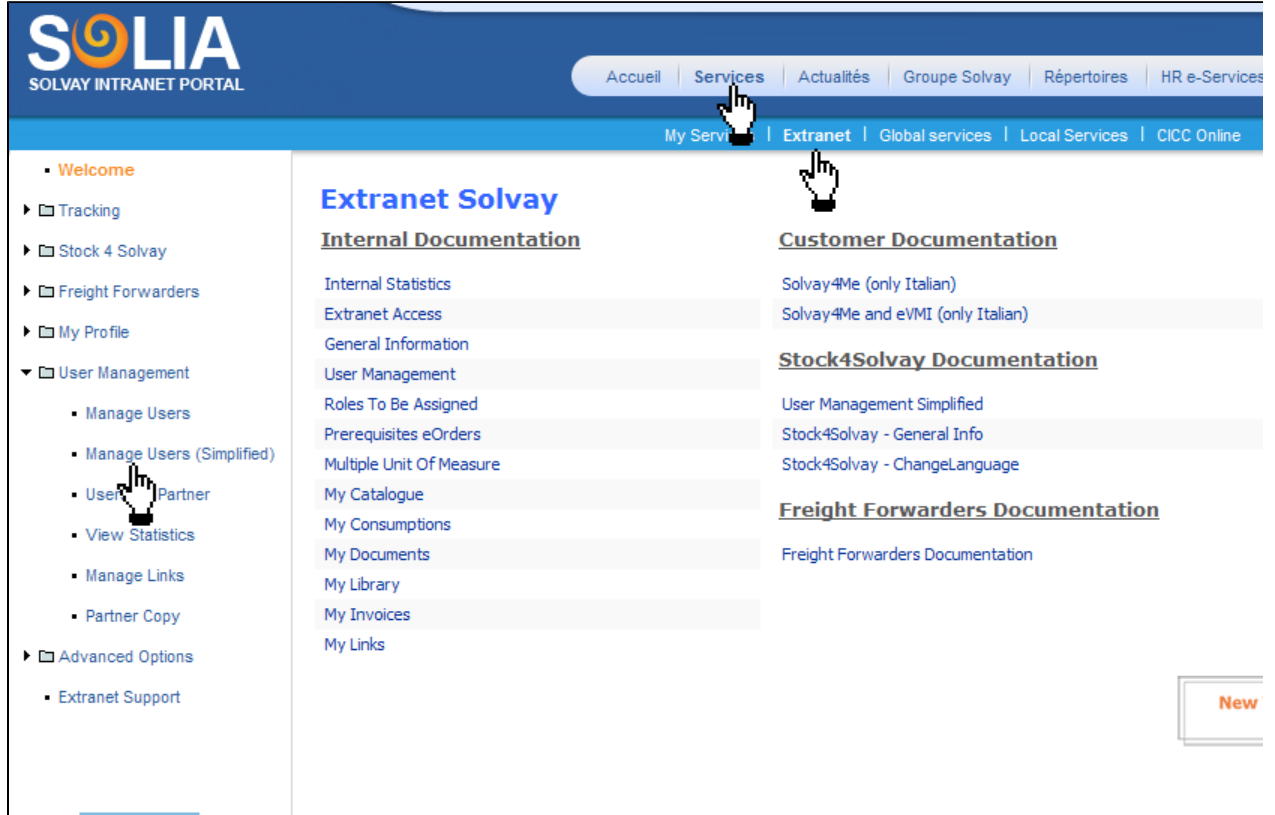
How to reset a password of an E-Business user

- Step-by-step guide

Scope: **Stock4Solvay** (S4S), **Forwarder4Solvay** (F4F, also called Freight Forwarder or E-Forwarder), **E-agent**

- **Stock4Solvay** users start with **SV** + 2 digits for the country + Free characters (eg SVEESILSTE01)
- **Forwarder4Solvay** users start with **SF** + 2 digits for the country + Free characters (ex SFBEPANA01)
- **E-agent** users start with **SX** + agent name (ex SXLEICHEM1)

1. Go to Solia click on *Services --> Extranet --> User Management --> Manage Users (Simplified)*



2. Select the user in the list, click on '**Change Password**'.

User Management Simplified

Select user

Userid:

First Name: B.

Last Name: Moussalli

User Filter

Select the filter for the user list

User Filter:

3. Pay attention to the rule (e.g. of valid password: welc@me1)

User Password

Here are the rules for the new password:

1. **New password must contains at least one special character (@,&,\$) and one figure (1,2,3,...)**
2. Password length must be 8 characters.
3. The 3 first characters cannot be the same.
4. Password must not contain **PASS, SAP or PRS**.
5. New password must be different from the 10 lasts.
6. Password can only be changed once a day.

User:

New Password: : *

Verify Password: : *

Note : If you do not have access to the Manage Users (Simplified) function, please request by email to sis-css@solway.com



Related articles

- [How to reset a password of an E-Business user](#)
- [Stellar-OB-002-How to Reset SAP Password](#)