STELLANTIS
LE PORTAIL **B2B**

PSA GROUPE

Passweb

PROCEDURE TO CHANGE YOUR PASSWORD

Partner users of the B2B Portal

The password of your B2B login expires every **87 days** and must be changed regularly if you still want to use the B2B portal and its applications.

This document describes how to change your password with **Passweb**

- either voluntarily before expiry,
- either mandatorily
  - in case of expiry (on expiry of the period of 87 days or later).
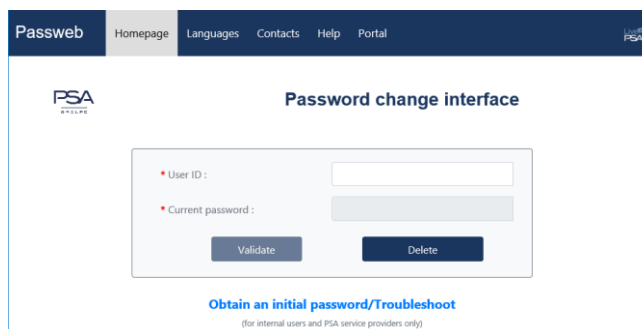 - in case of resetting your password from your PLSA or via the assistance of the B2B Portal.

---

1. HOW TO ACCESS THE APPLICATION PASSWEB?

You can access the application
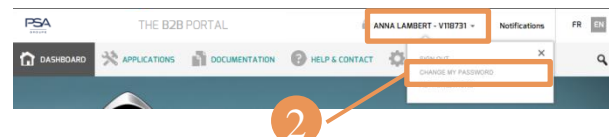- When you log on the B2B Portal and your password is **expired**
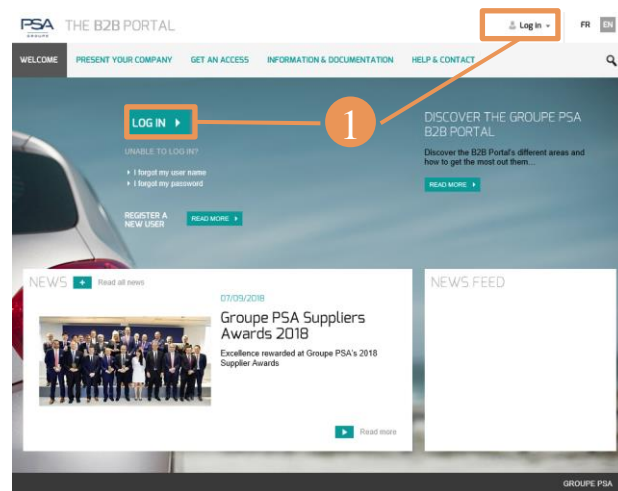
In this case, the following screen is displayed automatically:

- By th menu « my account »/ Change my password, when you are in your private area

---

2. LOGGING INTO THE APPLICATION

Enter your B2B login and your **current** password **(Login and password that you enter in the B2B portal connection).**
In case of error, the following message appears.

- Correct your entry and validate

3. ENTER YOUR NEW PASSWORD

Once authenticated, **Passweb** displays a **second screen** in which you will enter and confirm your new password **YOU HAVE CHOSEN**.

If the password you enter does not comply with the policy, you will be helped by a message displayed below the input area, that will remind you criteria to define a valid password

If you are unable to propose a new valid password after several attempts, **Passweb** then displays the following message:

> You failed to change your password several times, you must wait 30 minutes before next attempt

4. SUCCESSFUL UPDATE OF THE PASSWORD

When the newpassword is accepted, **Passweb** will display the message:

> Your new password has been saved.
>
> It will take 30 minutes for it to be propagated across all PSA systems.
>
> Click on the link Leave Passweb to close the session.

▶️ PROPAGATION

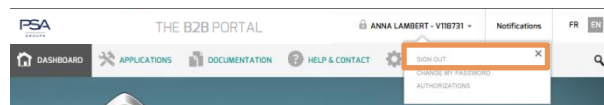Your new password is normally propagated instantly to most of GROUPE STELLANTIS applications

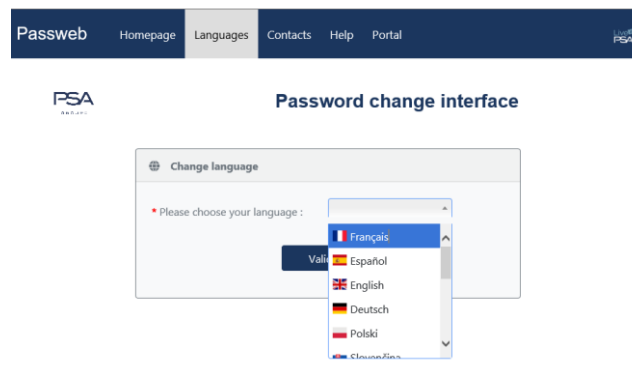However, **full propagation can take up to 30 minutes** for some applications.

After changing your password, it is **crucial** to :

▸ Leave the B2B Portal (if you were connected), **by using the link « sign out »** of « my account » menu (in order to delete the private B2B Portal cookie)

▸ Close completely your Internet browser before any new connection to the B2B Portal

---

▶️ CONTACT

If a problem occurs when changing your password, you have to contact first **your PLSA**

If they are unavailable, you can also contact the B2B Portal Assistance:

b2b-portal@stellantis.com

▶️ DOCUMENT

You can find this guide in the Help of **Passweb** application

1. Select the Help menu in the upper
2. The Document is available in several languages