LE PORTAIL B2B

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

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.

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2. By selecting "my account"/Change my password, when you are in your private area.

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

**In case of repeated failures**

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

4. SUCCESSFUL UPDATE OF THE PASSWORD

When the new password is accepted, Passweb will display the message:

**To avoid blocking your account!**

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.

**PROPAGATION**

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

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

**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:

contact-psa-b2b@mpsa.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.