

ACCESS SELF-SERVICE SUPPLIER PORTAL

Active Supplier information will be transferred over to Workday. To access the Self-Service Supplier Portal, open the email sent by baltimorecity@myworkday.com. You will receive two emails, one with your Username and the link to the Self-Service Supplier portal and the other with a Temporary Password, which you will be prompted to change when you first sign in.

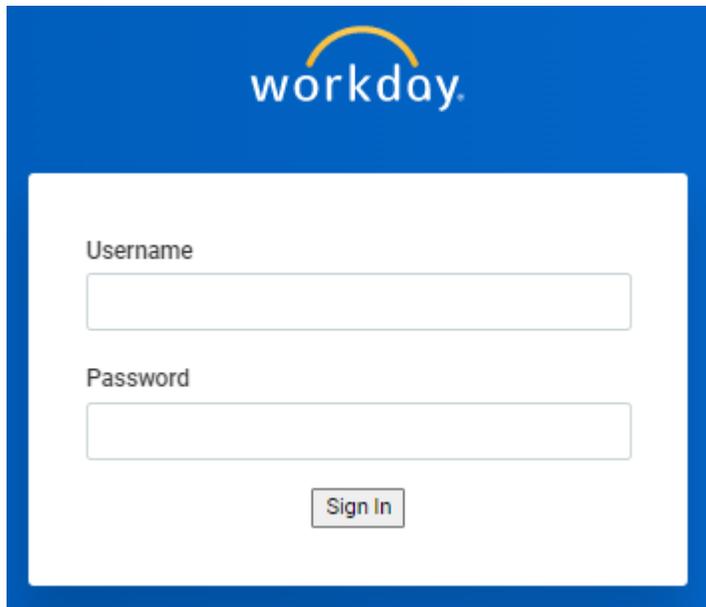
From the email provided by Baltimore City:

1. Click the **link** to the portal.

Result: You will be directed to the Workday Self-Service Supplier Portal sign in page.

2. Enter the credentials provided in the email:

- a. Enter your **Username**.
- b. Enter your **Temporary Password**.



Note: You will be prompted to change your password.

3. Once your password has been changed, you can now enter your new credentials into the sign in page.

- a. Enter your **Username**.
- b. Enter your **Updated Password**.

4. Click **Sign In**.

Result: You will be taken to the Self-Service Supplier Portal Home Page.