

## Reset Password Process

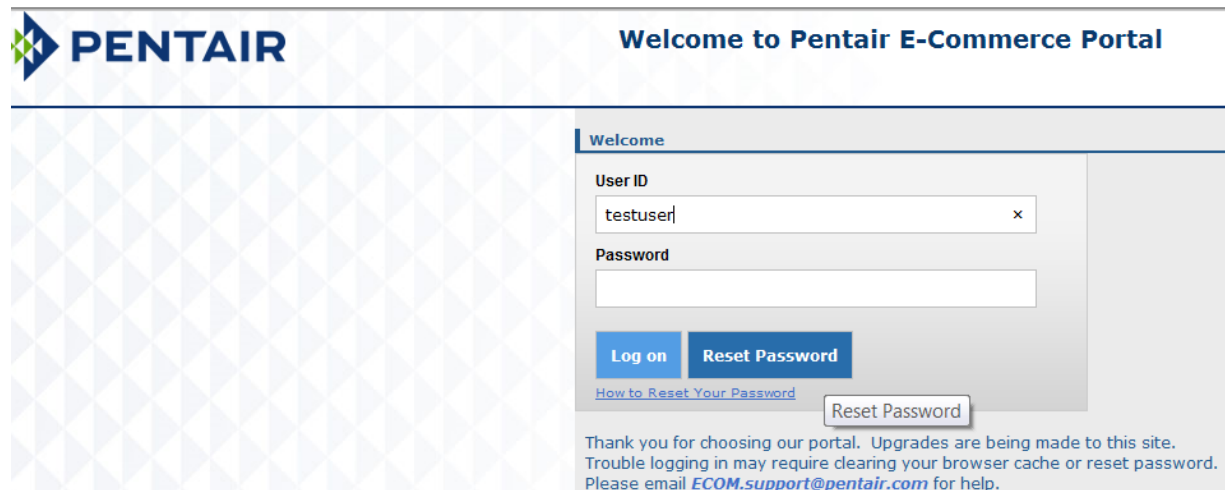
The Reset Password Process is a two-step process where you will receive two emails from the system, during successful execution.

First email will be a 'One Time Password' (OTP) which will authenticate your SAP account via email address.

Second Email will be an 'Initial Password' provided by SAP system, which you can change during your next Log On.

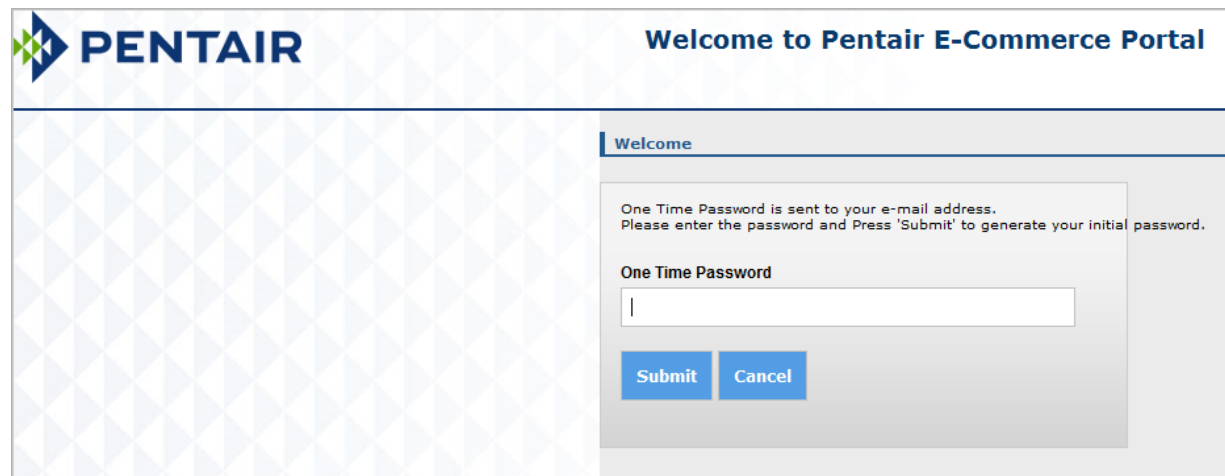
Please follow the steps as mentioned below:

**Step 1:**– Enter your SAP User Id and click on 'Reset Password' Button.



The screenshot shows the Pentair E-Commerce Portal login page. The header includes the Pentair logo and the text "Welcome to Pentair E-Commerce Portal". The main content area has a "Welcome" section with a "User ID" field containing "testuser" and a "Password" field. Below these fields are "Log on" and "Reset Password" buttons. A tooltip is visible over the "Reset Password" button. At the bottom, there is a message: "Thank you for choosing our portal. Upgrades are being made to this site. Trouble logging in may require clearing your browser cache or reset password. Please email [ECOM.support@pentair.com](mailto:ECOM.support@pentair.com) for help."

**Step 2:**– You will receive an email with a 'One Time Password' (OTP). Please enter this OTP, in below mentioned box, and press 'Submit' button.

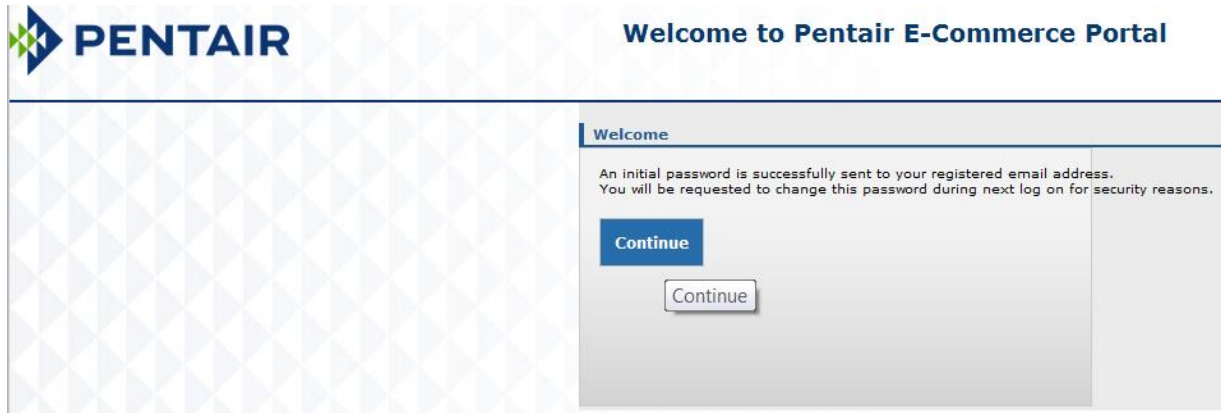


The screenshot shows the Pentair E-Commerce Portal OTP verification page. The header includes the Pentair logo and the text "Welcome to Pentair E-Commerce Portal". The main content area has a "Welcome" section with a message: "One Time Password is sent to your e-mail address. Please enter the password and Press 'Submit' to generate your initial password." Below this message is a "One Time Password" field and "Submit" and "Cancel" buttons.

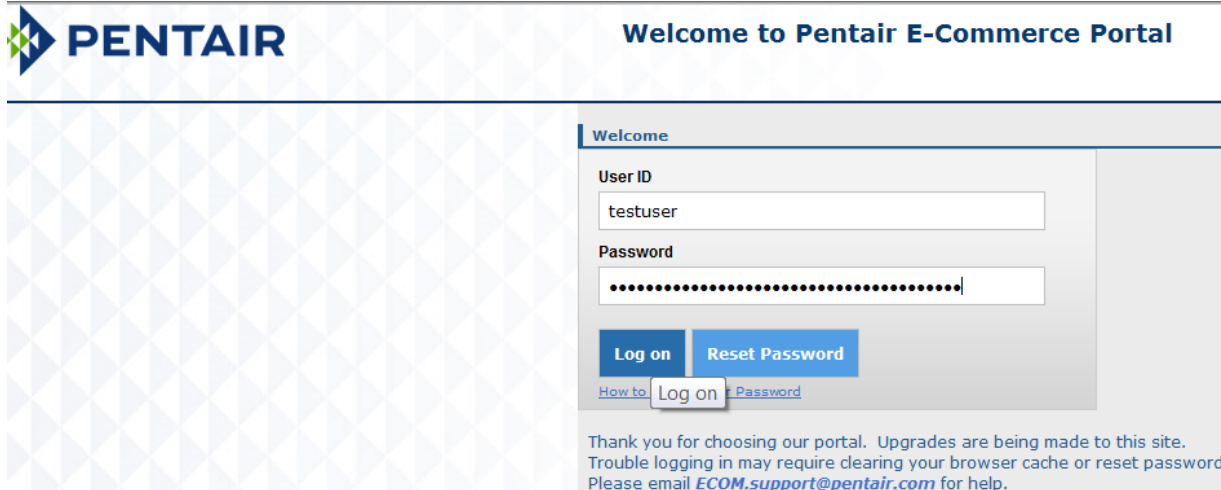
**Step 3:**– Once you will submit the correct OTP, an email with an ‘Initial Password’ will be sent to your email address.

At this stage, you have successfully reset your password to an initial password, which needs to be changed during your next log on.

Click on ‘Continue’ button, to go back to Login Page.



**Step 4:**– Enter your SAP User Id and ‘Initial Password’ received via email. Press ‘Log On’ button.



**Step 5:**– Now change the ‘Initial Password’ with your desired password, as shown below. Here,

Old Password -> Initial Password

Password/ Verify Password -> Your desired Password


**Change Password**

Enter your new password and repeat it to confirm

Old Password

Password

Verify Password

**Save Password****Cancel** Your password is expired

**Step 6:**— Once you click 'Continue' button, you will be logged in into the Webshop.

**Change Password**






Password Changed

**Continue**

Pushbutton Continue

Search For	<input type="text" value="Orders"/>
Status	<input type="text" value="Open"/>
Of Type	<input type="text" value="With Any Type"/>
Customer No.	<input type="text"/>
Creation Date	<input type="text" value="Since Yesterday"/>
ID Type	<input type="text" value="Transaction #"/>
ID	<input type="text"/>

**Go****Transaction Opportunities**

-  Check product availability
-  Check order status at individual line item level
-  Track your shipment
-  Create an order
-  Transfer (copy) items from existing order to a new order