Contact Profile: Create PIN

1. From the SharePoint web site page or the Home page, select the “Contact Profile” link.
2. The Contact Profile page is displayed in edit mode.
3. Select the PIN link at the top.

Notes:

a. The “Create a PIN” command is disabled if a PIN has already been created.
b. The “Change PIN” command is disabled if a PIN has not been created.
c. The “Change Security Answer” command is disabled if a PIN has not been created.
d. The “Forgot my PIN” command is disabled if a PIN has not been created.

4. Select Create a PIN.

Notes:

a. Enter the required data and select the Submit command.

https://strategicmaterialsucweb-test.hq.
Certificate er...
Contact PIN
DEFENSE LOGISTICS AGENCY
Strategic Materials
Home ► Contact Profile
Contact Profile
PIN
A Personal Identification Number (PIN) is required for submitting Solicitation Registrations, Quotes and Shipment Requests.
A PIN is a six (6) digit number that is initially selected by the user.
When creating a PIN, the user must specify a security question and answer to be used when the user has forgotten the PIN and wants to generate a new PIN.
Create a PIN
Change PIN
Change Security Answer
Forgot my PIN
Your PIN has been created.
FOIA-Privacy | Privacy/Security Statement | 508 Compliance Statement | Webmaster

Contact Profile: Change PIN

1. From the SharePoint web site page or the Home page, select the “Contact Profile” link.
2. The Contact Profile page is displayed in edit mode.
3. Select the PIN link at the top.

4. Select Change PIN.

Notes:

a. Enter the required data and select the Submit command.

Contact Profile: Change Security Answer

1. From the SharePoint web site page or the Home page, select the “Contact Profile” link.
2. The Contact Profile page is displayed in edit mode.
3. Select the PIN link at the top.

4. Select Change Security Answer.

Notes:

a. Enter the required data and select the Submit command.

Contact Profile: Forgot my PIN

1. From the SharePoint web site page or the Home page, select the “Contact Profile” link.
2. The Contact Profile page is displayed in edit mode.
3. Select the PIN link at the top.

4. Select Forgot my PIN.

Notes:

a. Enter the required data and select the Submit command.
b. A new PIN will be generated and emailed to the contact.
c. If an incorrect Security Answer is entered three times, the Security Answer is locked. Someone in the Contracting group will be required to reset the PIN for the contact.