

Contact Profile: Create PIN

1. From 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.

Browser window showing the Defense Logistics Agency Strategic Materials website. The URL is https://strategicmaterialsucweb-test.hq. The page title is "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.

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Contact Profile: Change PIN

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4. Select Change PIN.



Notes:

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

Contact Profile: Change Security Answer

1. From 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:

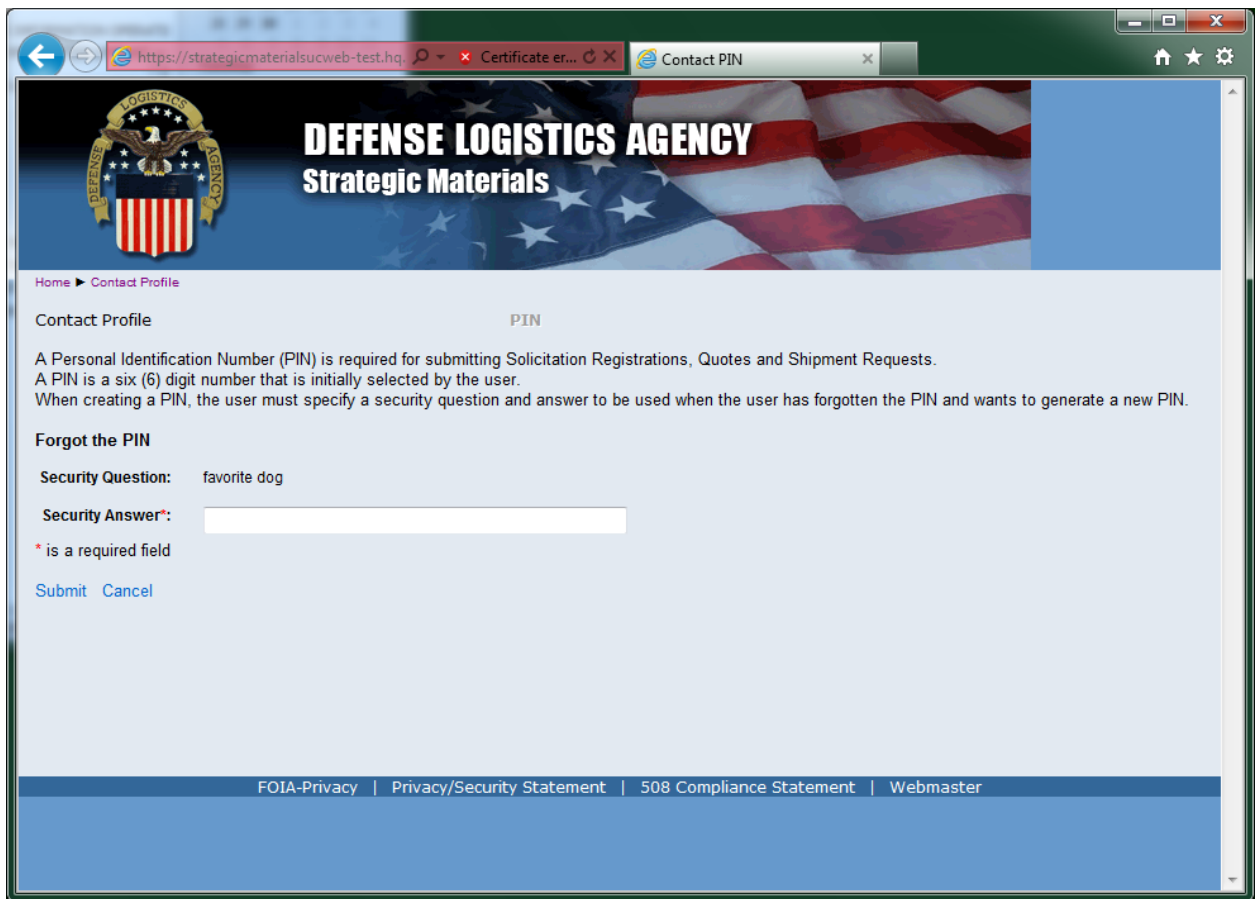
- a. Enter the required data and select the Submit command.

Contact Profile: Forgot my PIN

1. From the 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.