

# RESETTING YOUR PASSWORD IN COBBLESTONE



1. At the log in screen, select the link next to “If you forgot your password”

The username and/or password provided is not valid and/or active.  
Please try again or contact your administrator for assistance.

**Collaboration Gateway: Login**

User Name:

Password:

Company ID:

Login

The provided credentials could not be authenticated and the account will be locked out after several failed attempts.  
Please try again or contact your administrator to activate and enable your account.

If you forgot your password, [click here.](#)

2. Enter your username and your company ID. This is the number that you were assigned when you registered for the vendor gateway and was on your confirmation email.

**Forgot My Password**

**Collaboration Gateway: Reset Password**

User Name:

Company ID:

Reset Password

[Back to Login](#)

**NOTE: Passwords can only be reset for active accounts.**

To reset your password, key in your Username and Company ID (above), then click the 'Reset Password' button. An e-mail will be sent to your e-mail address on file with a link to reset your password. Password Reset e-mails are time sensitive, and will auto-expire after 20 minutes.

3. Check your email and follow the link to reset your password.