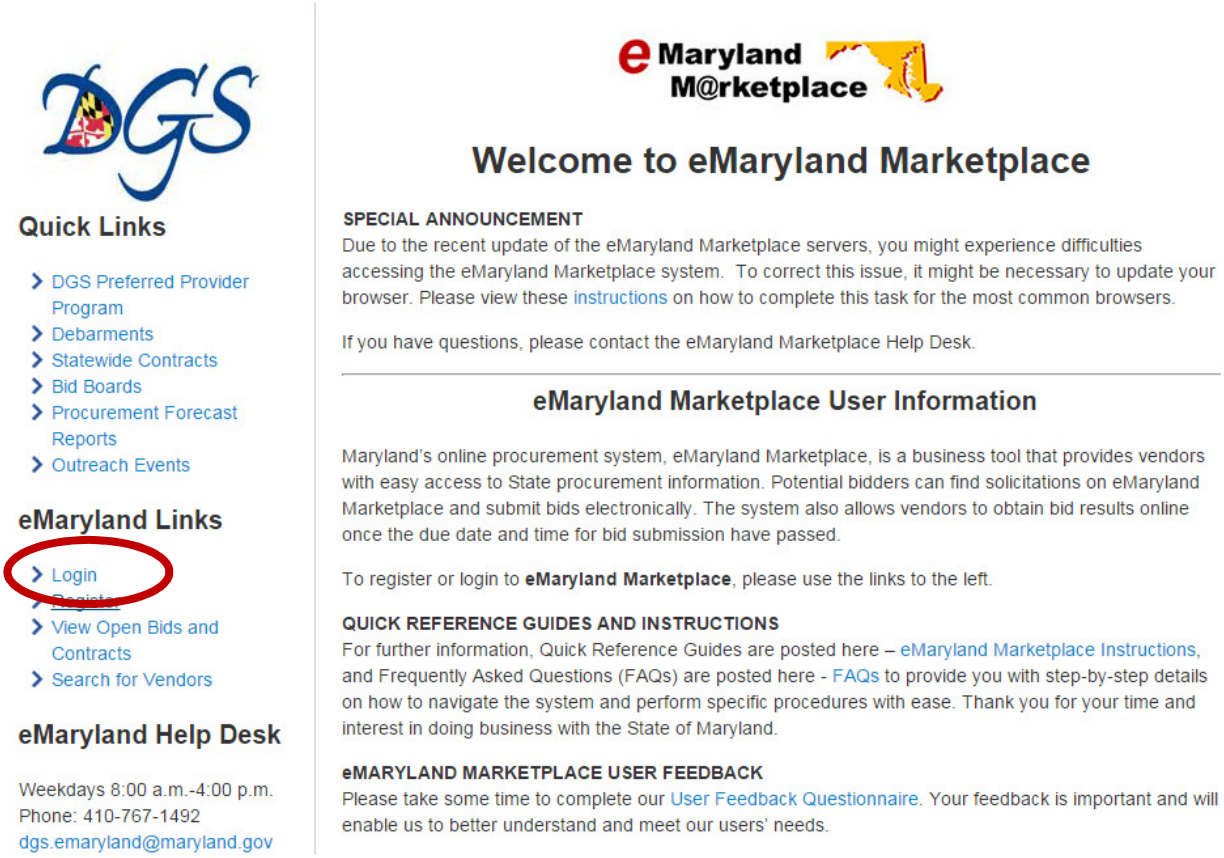
eMaryland M@rketplace

Quick Reference Guide

Forgot Password

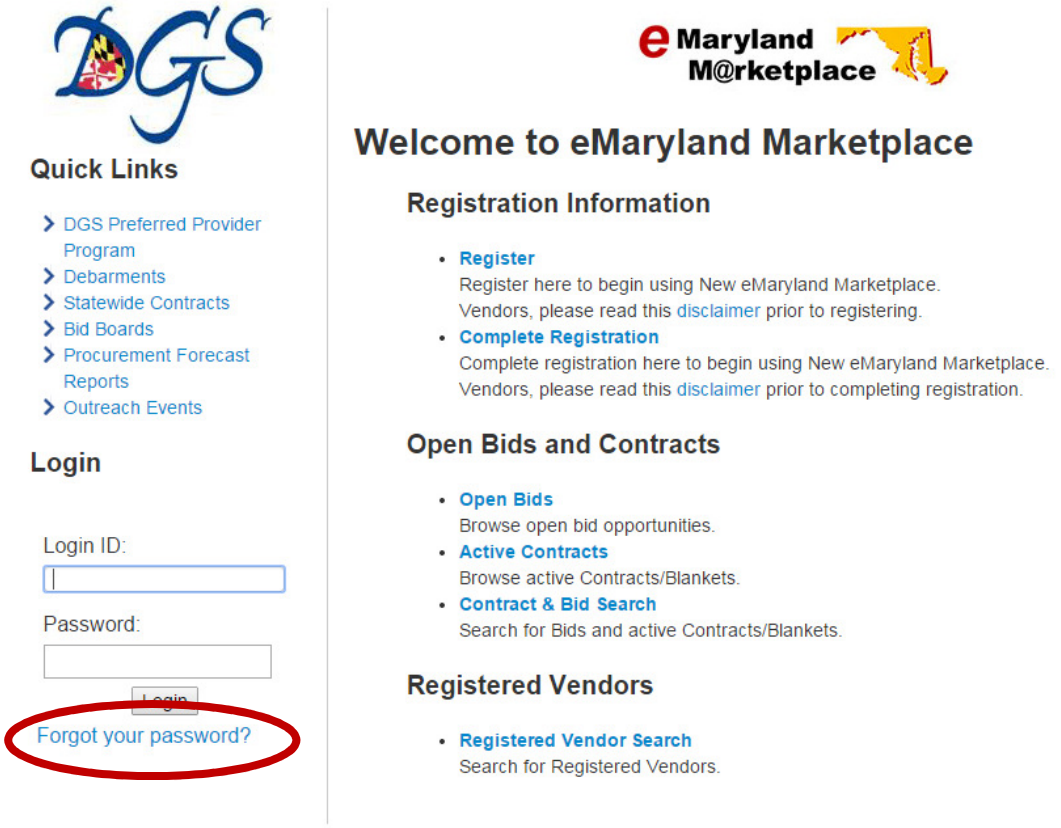
If you have forgotten your eMaryland Marketplace password, please follow the instructions below.

Visit www.emarylandmarketplace.com and select the link for *Login*.



The eMaryland Marketplace Login screen will open.

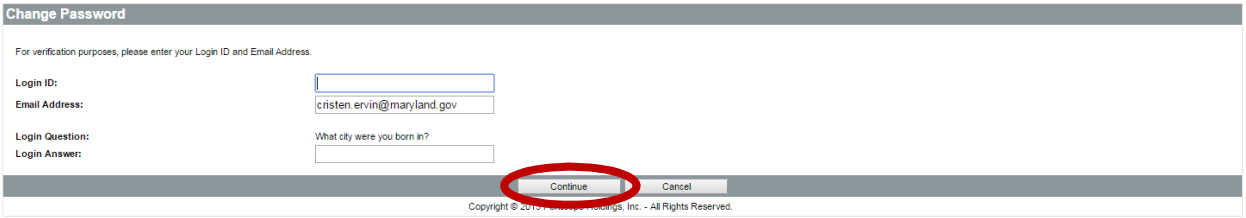
Select the option for *Forgot your password?*



The Change Password screen will open.

Enter your Login ID and Email Address. Select *Continue*.

You selected a Login Question when you initially registered in eMaryland Marketplace. This question will appear. Please provide the answer to this question. Select *Continue*.

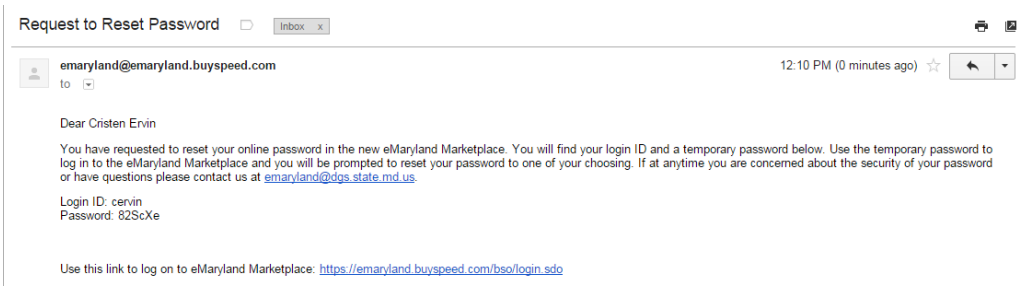


You will receive a message stating “Upon clicking the Continue button, a new password will be auto-generated and sent to the email address on file.” Select *Continue*.

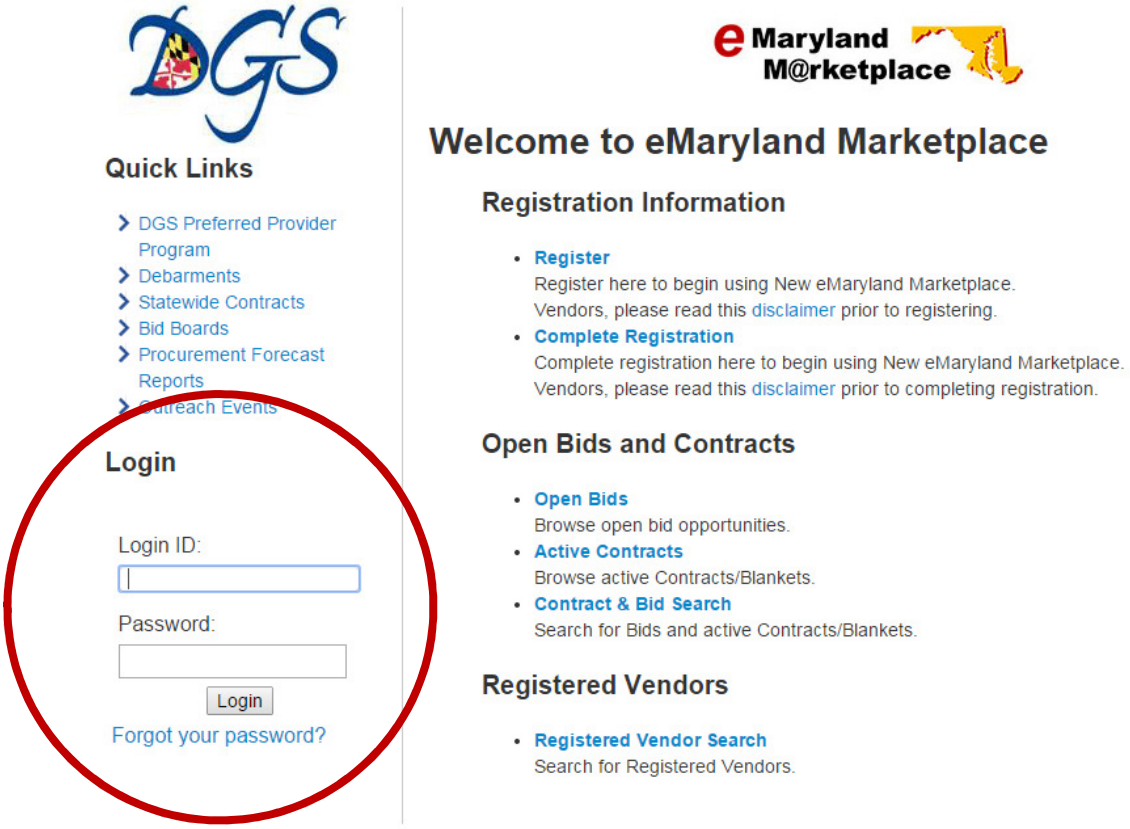
You will receive an email from sender: emaryland and address: emaryland@emaryland.buyspeed.com with the title “Request to Reset Password”.

Open the email and follow the instructions.

The email will contain a temporary password to be used to access your eMaryland Marketplace account.



Go back to the eMaryland Marketplace Login page and enter your Login ID and temporary password (from the email).

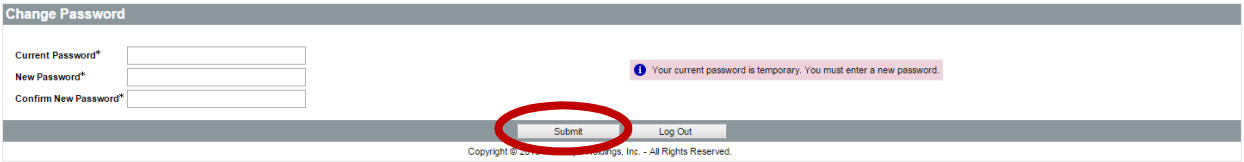
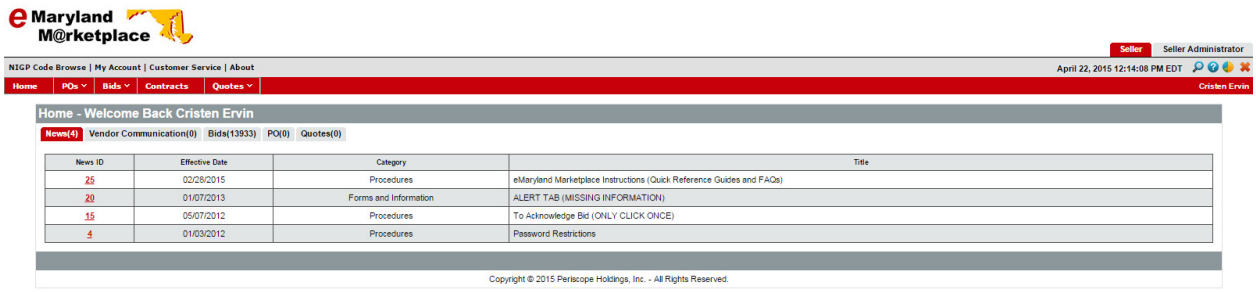


You will be prompted to create a new password.

When creating a new password, please follow the password criteria:

Passwords must be a minimum of six (6) characters and a maximum of thirty (30) characters and MUST be Alphanumeric (combination of letters and at least 1 number, NO special characters can be used (i.e. ? ” \ !). **Passwords are case sensitive.**

Re-enter your current (temporary) password (from the email). Enter a NEW password. Re-enter the NEW password. Select *Submit*.



You will then be logged into eMaryland Marketplace.