



REGISTERING ON PROACTIS: PASSWORD TIPS

Make sure to re-type your email and password into all boxes, as sometimes it auto-enters any other usernames or passwords you have saved on your computer!



Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity preferences.

Email address [Change](#)

HM_Procurement@hotmail.com ✓

Repeat email address

HMcShane

Password ⓘ

.....

Repeat password

.....

Make sure your password includes at least one **UPPERCASE letter**, a **number** and a **symbol**, e.g. Password?123



Email address [Change](#)

HM_Procurement@hotmail.com ✓

Password ⓘ

..... ✗

Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols.



If you are still having issues with your password and registering, call DCS on **27045** and we can assist by logging a support request with Proactis directly.

