

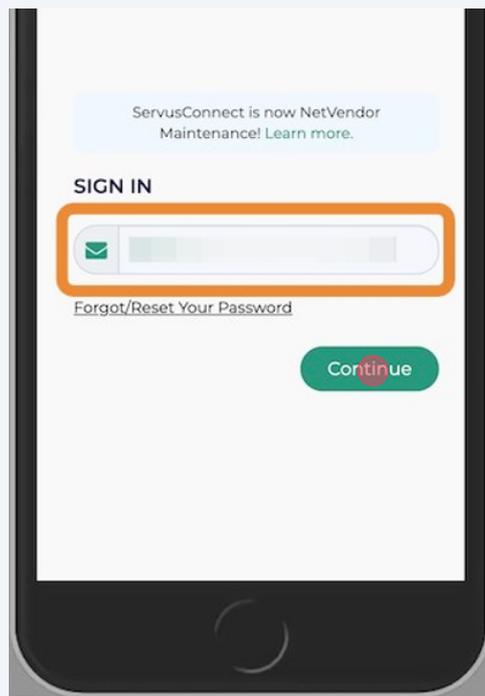
Logging Into NetVendor Maintenance (formerly ServusConnect) for the first time with a One-Time Password

This guide provides step-by-step instructions on how to log into NetVendor Maintenance for the first time using a One-Time Password. It explains how to enter your username, OTP, and set a new password. This guide is helpful for anyone who needs to access NetVendor Maintenance and wants a clear and concise explanation of the login process.

1

Upon receiving your login credentials to NetVendor Maintenance, enter your username into the field. Then tap "Continue"

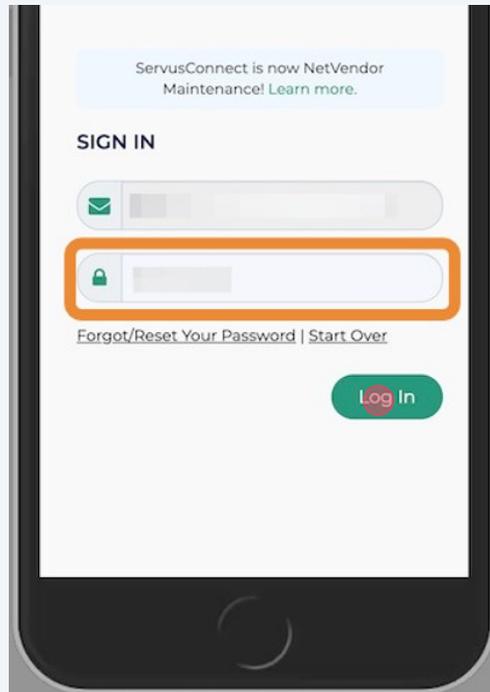
***Note - your manager can provide your user credentials or will be able to view them by clicking on your name on the "Manage" tab in NetVendor Maintenance.



2

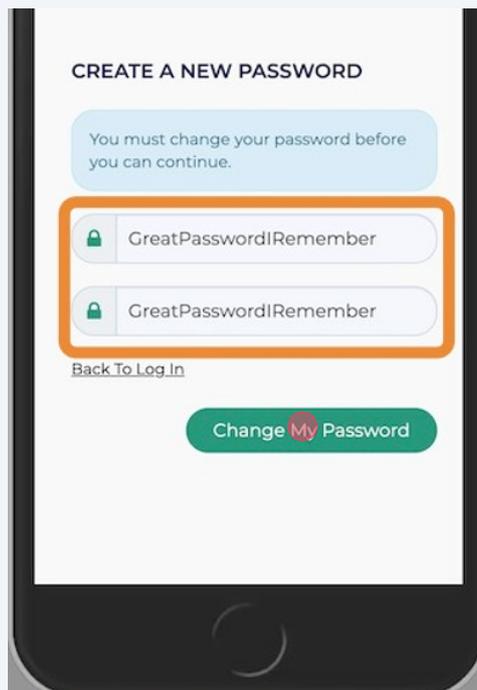
Enter the One-Time Password (OTP) that has been provided to you. Tap "Log In" to Continue.

Note - if you do not know your OTP, your manager can provide it, or will be able to reset/issue one from your user profile page accessible by clicking on your name on the "Manage" tab in NetVendor Maintenance.



3

You will be prompted to enter a new password of your choosing. Enter it a second time to confirm. Tap "Change My Password".



4 That's it - you are successfully logged in!

