

# E-BUSINESS – HOW TO UNLOCK

May, 2015

# FORGOT / UNLOCK PASSWORD

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In case you have forgotten your password or need to unlock your password:

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eBusiness Portal

Username:

Password:

[Forgot/Locked Password?](#)

This eBusiness portal is restricted to SABIC business partners. If you are an existing SABIC business partner and would like to engage in eBusiness, please contact your representative and request an online account.

[Read Browser Recommendation](#)

Select: Forgot/Locked Password

## FORGOT / UNLOCK PASSWORD

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- Enter your e-mail address
- Click submit

eBusiness Portal

**Please Enter you email id to generate password.**

[Generate Password](#)

Email

SUBMIT

CANCEL

## FORGOT / UNLOCK PASSWORD

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A new password will be send to your mail box.

Dear Customer,

Your password has been reset.

Kindly find the below user name and password for SABIC eCommerce portal:

User Id:

First Time Password:

eCommerce Portal URL: <https://ebusiness.sabic.com>

This is an auto-generated email, please use [ebusiness@sabic.com](mailto:ebusiness@sabic.com) to reply.

Thank You,

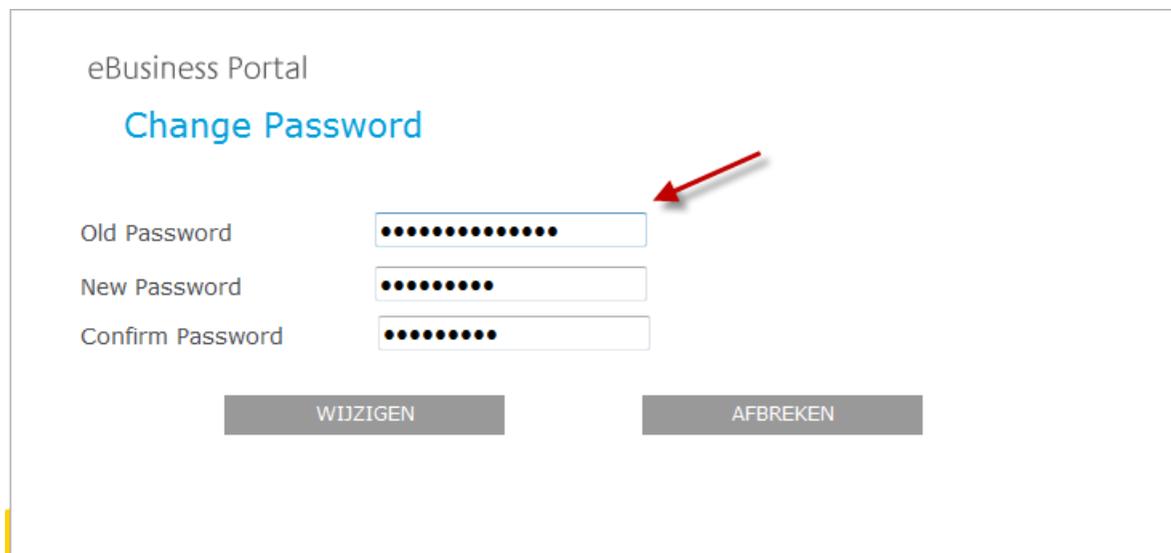
Select the **eCommerce Portal URL** and enter your e-mail address and new password.

## HOW TO CHANGE YOUR PASSWORD

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The system will now ask you to change the password you received by e-mail.

Enter the password that you received by e-mail and create your own personalized password to get access again to the Sabic eCommerce Portal.



eBusiness Portal

### Change Password

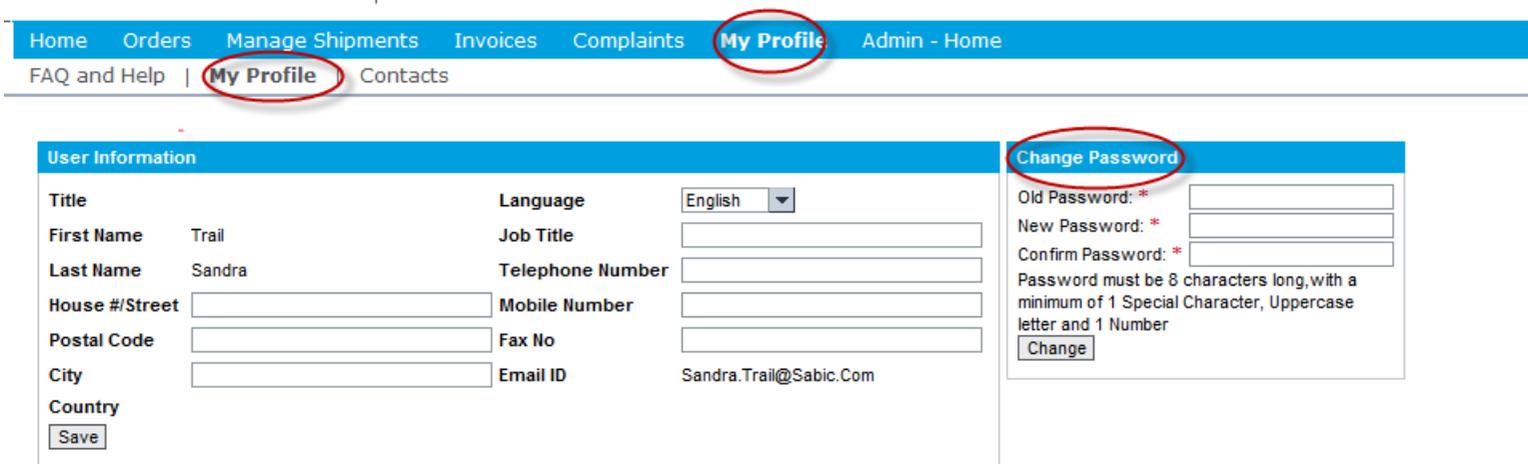
Old Password

New Password

Confirm Password

# HOW TO CHANGE YOUR PASSWORD VIA THE PORTAL

Once you have access to the Portal your password can also be changed via the tab My Profile.



The screenshot shows the 'My Profile' page in the Sabic portal. The navigation bar includes 'Home', 'Orders', 'Manage Shipments', 'Invoices', 'Complaints', 'My Profile', and 'Admin - Home'. Below the navigation bar, there are links for 'FAQ and Help', 'My Profile', and 'Contacts'. The main content area is divided into two sections: 'User Information' and 'Change Password'.

**User Information**

<b>Title</b>		<b>Language</b>	English
<b>First Name</b>	Trail	<b>Job Title</b>	
<b>Last Name</b>	Sandra	<b>Telephone Number</b>	
<b>House #/Street</b>		<b>Mobile Number</b>	
<b>Postal Code</b>		<b>Fax No</b>	
<b>City</b>		<b>Email ID</b>	Sandra.Trail@Sabic.Com
<b>Country</b>			

**Change Password**

Old Password: \*

New Password: \*

Confirm Password: \*

Password must be 8 characters long, with a minimum of 1 Special Character, Uppercase letter and 1 Number