

## **First Time Login Instructions**

This message is being sent to all active users of ArconicDirect

Arconic is pleased to announce that we have officially completed the upgrade of ArconicDirect, our B2B portal for customers and suppliers. This email contains important instructions for logging into ArconicDirect for the first time and resetting your password.

## First Time Login Instructions for Existing ArconicDirect Customers

Existing customers of ArconicDirect will need to change their password before logging in for the first time. Your previous ArconicDirect password will not work in the new system. To reset your password, follow the instructions below.

1. From the ArconicDirect homepage, click the "Forgot Password" hyperlink beneath the login form.

Login		
Email		
Password		
Remember Me		
	Login	
Arconic Employee?		Forgot Password?
Login with SSO		

2. On the next screen, enter your email address (this will be the same email address you used on the previous ArconicDirect), check the reCAPTCHA box and then click the "Send New Password" button.

Email Address *		
l'm not a robot	reCAPTCHA	
Send New Password	Privacy - Terms	
ign In		

3. Check your email inbox for a temporary password reset link. This email will come from <u>no-reply@arconic.com</u>. Clicking the hyperlink in the email will allow you to reset your password.

Change Password	
Password	
Reenter Password	
Save Cancel	

If you have any questions, please use the Contact Us features available on ArconicDirect or contact your current help chain.