



Instructions for Suppliers
on:

Changing the ARMS
Password

BOMBARDIER
the evolution of mobility

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Introduction

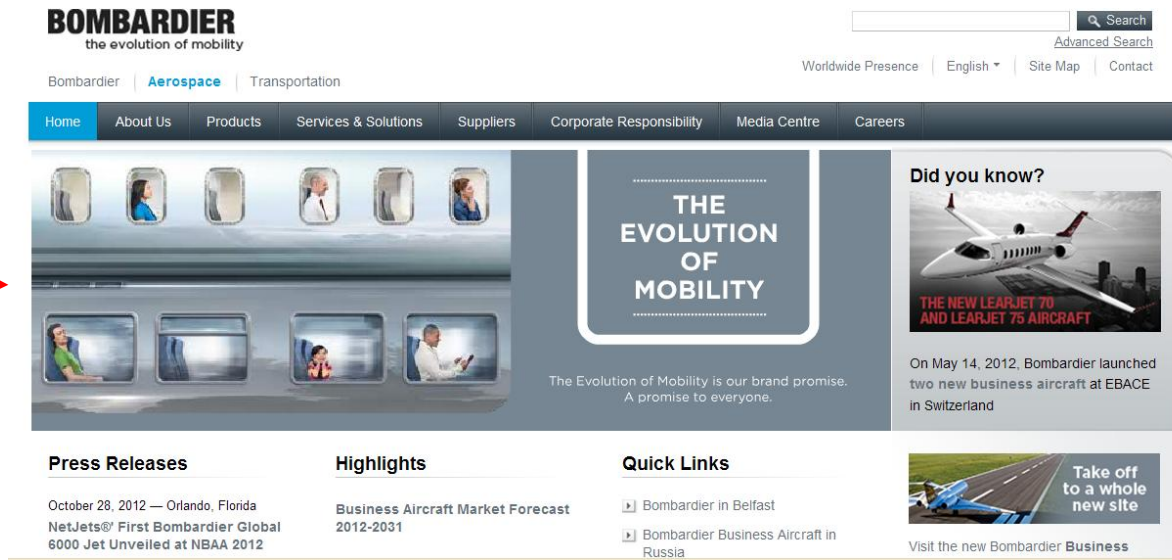
This unit explains how to **change** your ARMS password - using ARMS, the Access Request Management system.

This new password will be synchronized to all the Bombardier systems you have access to. For example ENOVIA, eRoom or Documentum.

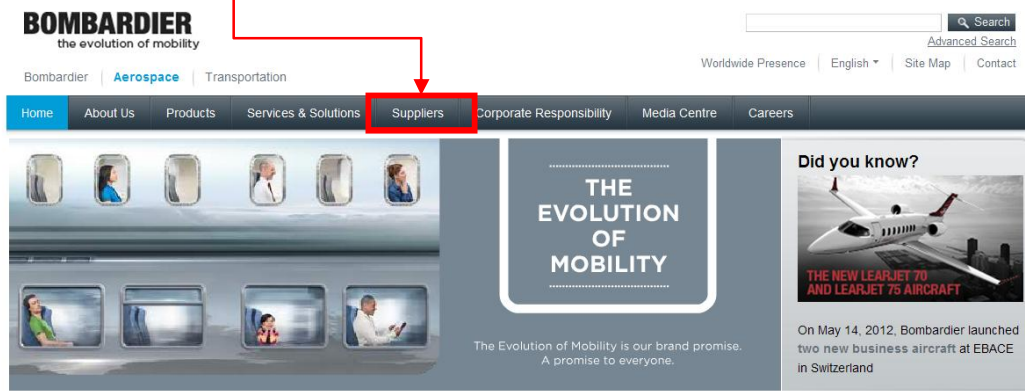
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Changing the ARMS password

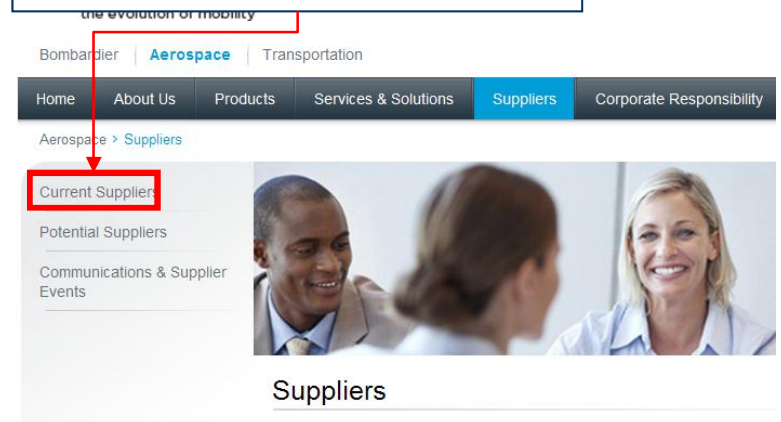
1- Access Bombardier website @ www.bombardier.com
And navigate directly to the Aerospace section by clicking on the Aerospace tab.



2- Click the **Suppliers** button.



3- Click the **Current Supplier's** link.



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Changing the ARMS password, cont'd

4- Click the **Access Request Management System (ARMS)** link.

The screenshot shows the Bombardier website's 'Suppliers' page. A red box highlights the 'Access Request Management System (ARMS) - The ARMS web application enables CSeries and Global 7000/8000 suppliers to request remote access to Bombardier systems in order to perform work on either of these Aircraft Programs.' link in the 'Current Suppliers' section.

5- Click the **Login into ARMS to modify your account, change your password** link.

Access Request Management System (ARMS)

Welcome to Bombardier Aerospace Access Request Management System (ARMS).

What is ARMS?

ARMS is a web-based application which allows Bombardier Suppliers involved in the design phase of an aircraft to request a user account for remote access to Bombardier systems. *(Currently available for the CSeries and Global 7000/8000 Aircraft Programs.)*

After obtaining your user account, ARMS allows you to modify your account user profile for various Bombardier systems and easily create/change/reset your password with the use of a self-service tool. *(Synchronized password for all systems).*

Before registering, we invite you to review the **ARMS Instructions Guides** section. This section contains step-by-step instructions on how to perform specific tasks in ARMS.

Click the link of the task you want to perform:

- Need an Account? Register Now
- Reset your password
- Status of your request
- **Login into ARMS to modify your account, change your password**

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Changing the ARMS password, cont'd

The screenshot shows the Bombardier ARMS Sign In page. At the top left is the Bombardier logo with the tagline "the evolution of mobility". At the top right is the text "Bombardier.com". Below the logo is a navigation bar with "Home" and "ARMS" buttons. The main content area is titled "Sign In" and contains two input fields: "Username *" and "Password *". A red box highlights these two fields. Below the fields is a "Sign in" button, also highlighted with a red box. To the right of the input fields is a "Welcome to Bombardier Aerospace Online Services" message, followed by links for "Register for a new account", "Reset your password", and "Status of your request". Below the "Sign in" button is a warning message: "WARNING you are attempting to access a private system. Access is restricted to authorized users only. All access attempts and activities on this system are subject to being monitored, logged and audited." At the bottom left of the sign in area is a note: "* = Mandatory Fields".

6- Enter your **Username ID (P22XXX)** and **Password** in the appropriate fields.

7- Click *Sign In*.

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Changing the ARMS password, cont'd

The screenshot shows the 'Change Password' page in the ARMS system. The page title is 'ARMS - Change Password'. The Bombardier logo and tagline 'the evolution of mobility' are at the top. A navigation bar includes 'Account Modification', 'Password Manager', and 'Request Status Search'. The main heading is 'Change Password'.

Set a new password

Use this option if:

- You know your Password and want to change it to a different value.
- Your Password is about to expire but has not yet expired.

User Id: p2202730

Current Password: * [Redacted]

New Password: * [Redacted] [Password Policy](#)

Confirm Password: * [Redacted]

You will be sent a confirmation email when the change is completed.
Would you like the new Password to be included in the mail?

Yes No

* = Mandatory Field

8- Enter your *Current Password*.

9- Enter your *New Password*.

10- Confirm your *New Password*.

11- Select **Yes, if you want to receive an email confirmation, With your *New Password*.**

12- Click *Submit*.

IMPORTANT:

- It is recommended to use a password in lower case ONLY.
- Once your password has been changed and is now synchronized for all Bombardier systems you have access to the use will receive an email notification

You may click on the **Password Policy** link to familiarize yourself with the "Bombardier Aerospace Password Policy". Then, click the Close button to return to the online form.

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Accessing Help



If you have any questions concerning this unit, please contact your **Supplier Focal** or your respective Bombardier **Supply Chain Agent**.

Thank you.

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