Instructions for Suppliers on:

Changing the ARMS Password
# Table of Contents

1. **INTRODUCTION**
2. **CHANGING THE ARMS PASSWORD**
3. **ACCESSING HELP**
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.
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.

Back to Table of Contents
Changing the ARMS password, cont’d

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

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

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

7- Click **Sign In**.
Changing the ARMS password, cont’d

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 user 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.

[Back to Table of Contents]
If you have any questions concerning this unit, please contact your **Supplier Focal** or your respective Bombardier **Supply Chain Agent**.

Thank you.