DAIMLER TRUCK

## How to reset your password in Business ID

Guide

Introduction

This guide provides information on how to reset your password in Business ID if you neither are an internal Daimler Truck Employee nor have an @tbdir.net account.

Please note: Internal Daimler Truck employees and users with an @tbdir.net account please use the Daimler Truck login "Log in as DTAG employee". You can reset your password using the following guide:

[How to reset your password](#).

# Step 1: Navigate to the Daimler Truck Business ID login page

Log in to your application to be directed to the login page of the Daimler Truck Business ID portal.
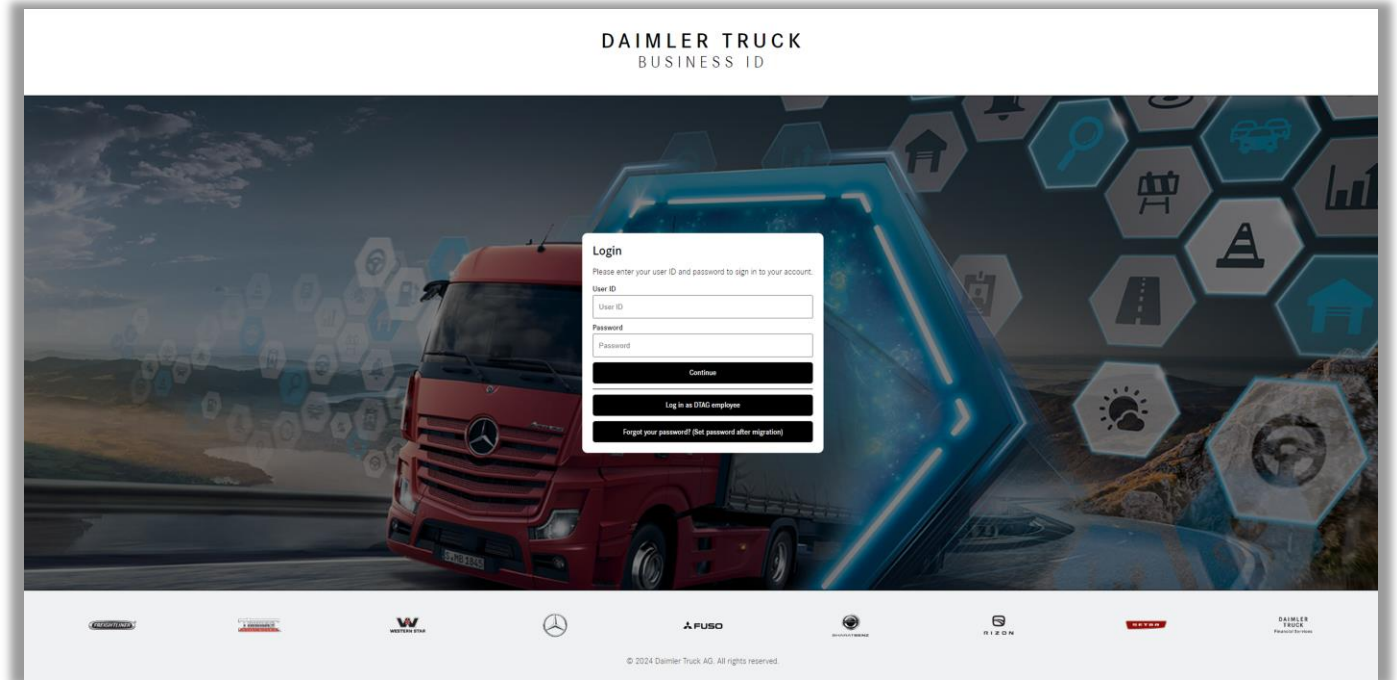
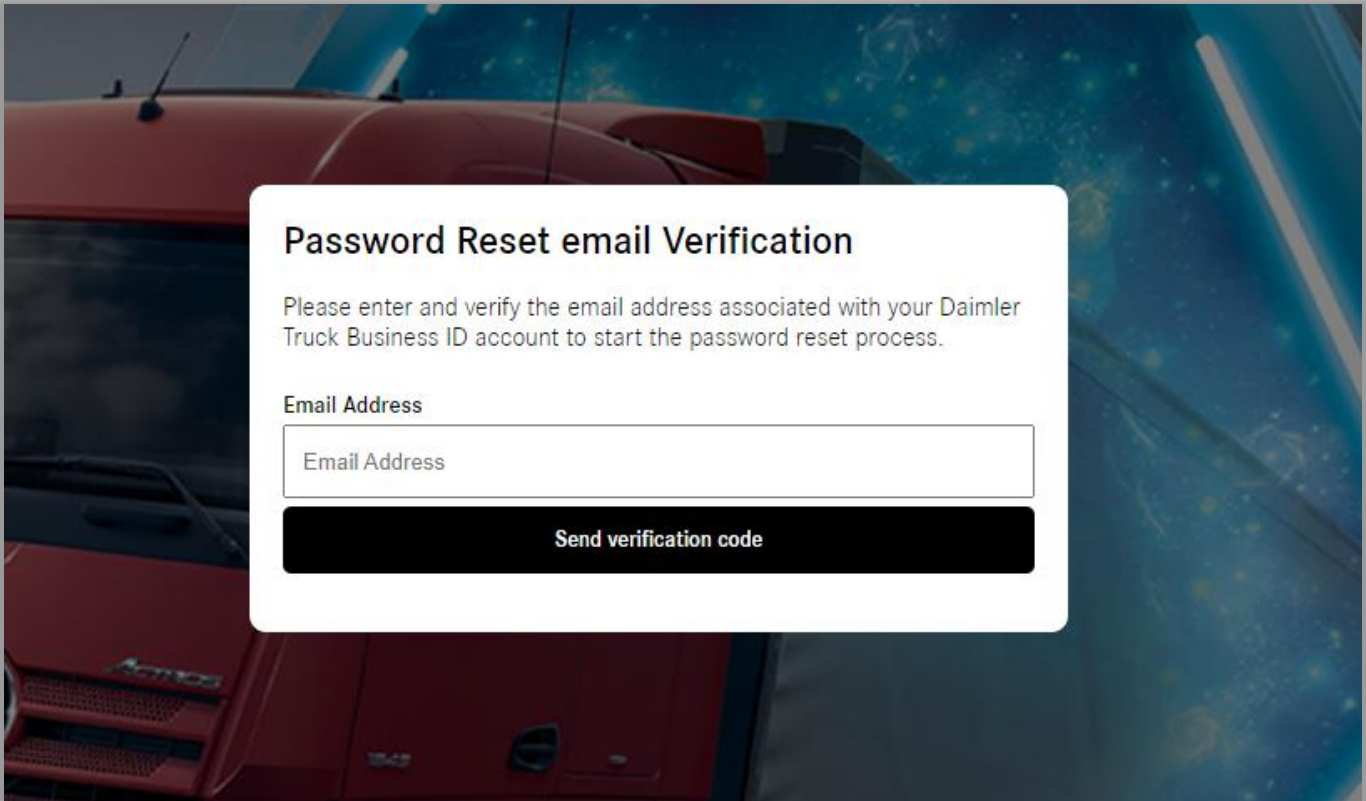# Step 2: Click "Forgot your password? (Set password after migration)"

If you neither are an internal Daimler Truck employee nor have an @tbdir.net account, please click "Forgot your password? (Set password after migration)" below the password entry field.

Please note: If you are an internal Daimler Truck employee or have an @tbdir.net account, please click "Log in as DTAG employee" and follow the instructions. You can reset your password using the following guide: How to reset your password (sharepoint.com)
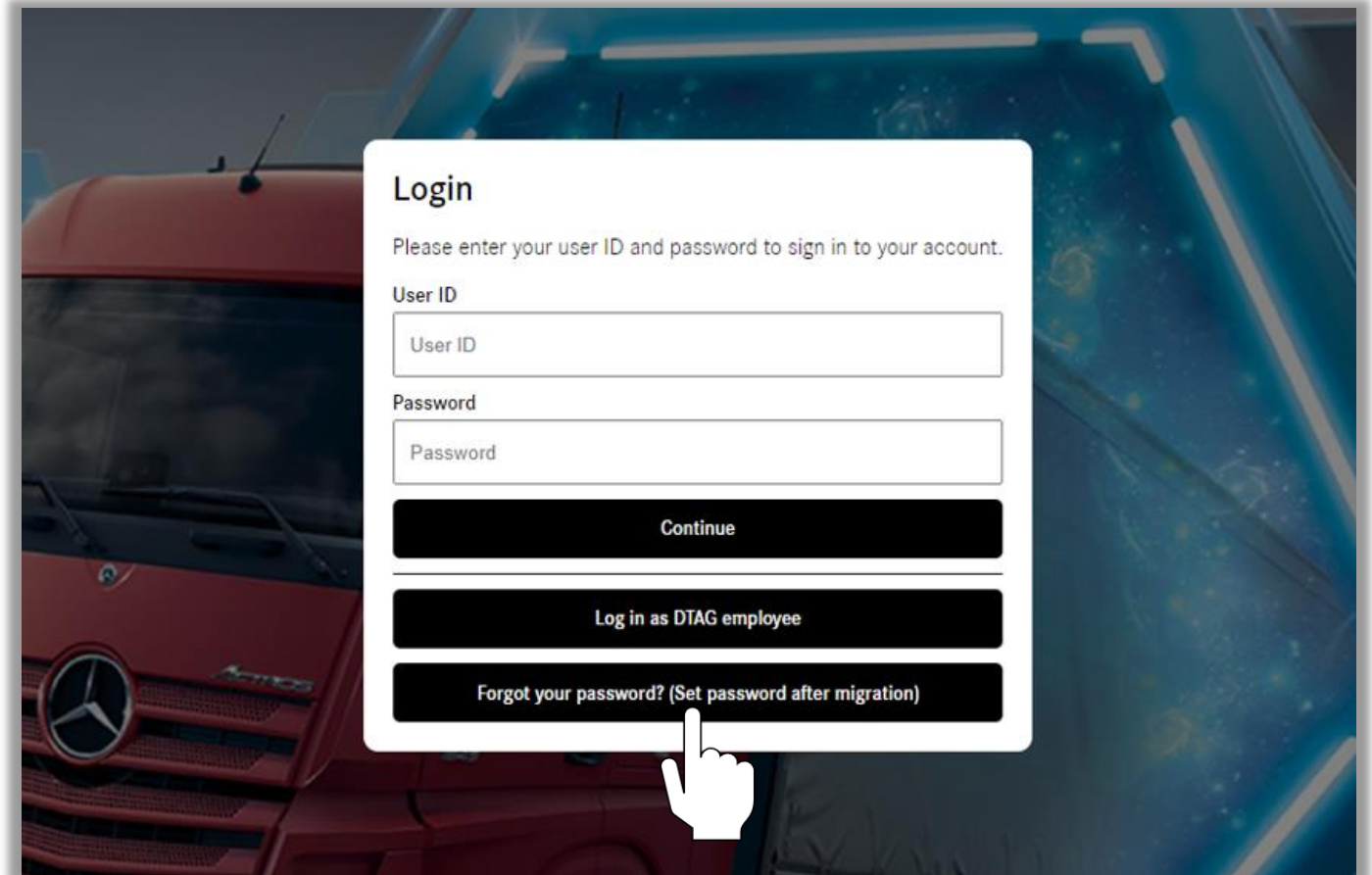
Step 3: Verify your email for Password Reset

Enter your email address that you used in the previous login system and click "Send verification code".
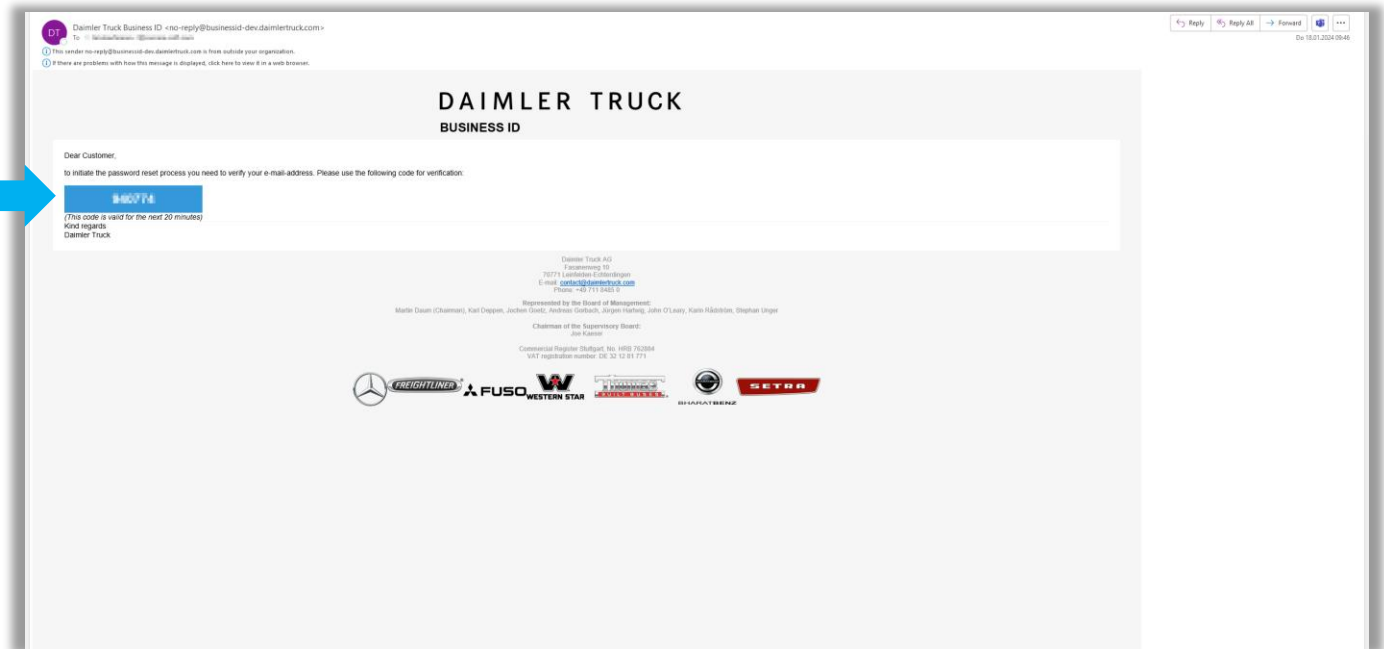
Step 4: Check your Email for the Verification Code

Open your email inbox and locate the email from Daimler Truck Business ID containing the verification code.

If you did not receive an email with a verification code please check your spam folder as well.

Please note:

The verification code sent to you is valid only for a short period (typically around 20 minutes).

Step 5: Enter the Verification Code

1. Enter the verification code you received in your email in the "Verification Code" field.

2. Click "Verify code" to proceed with the password reset process.
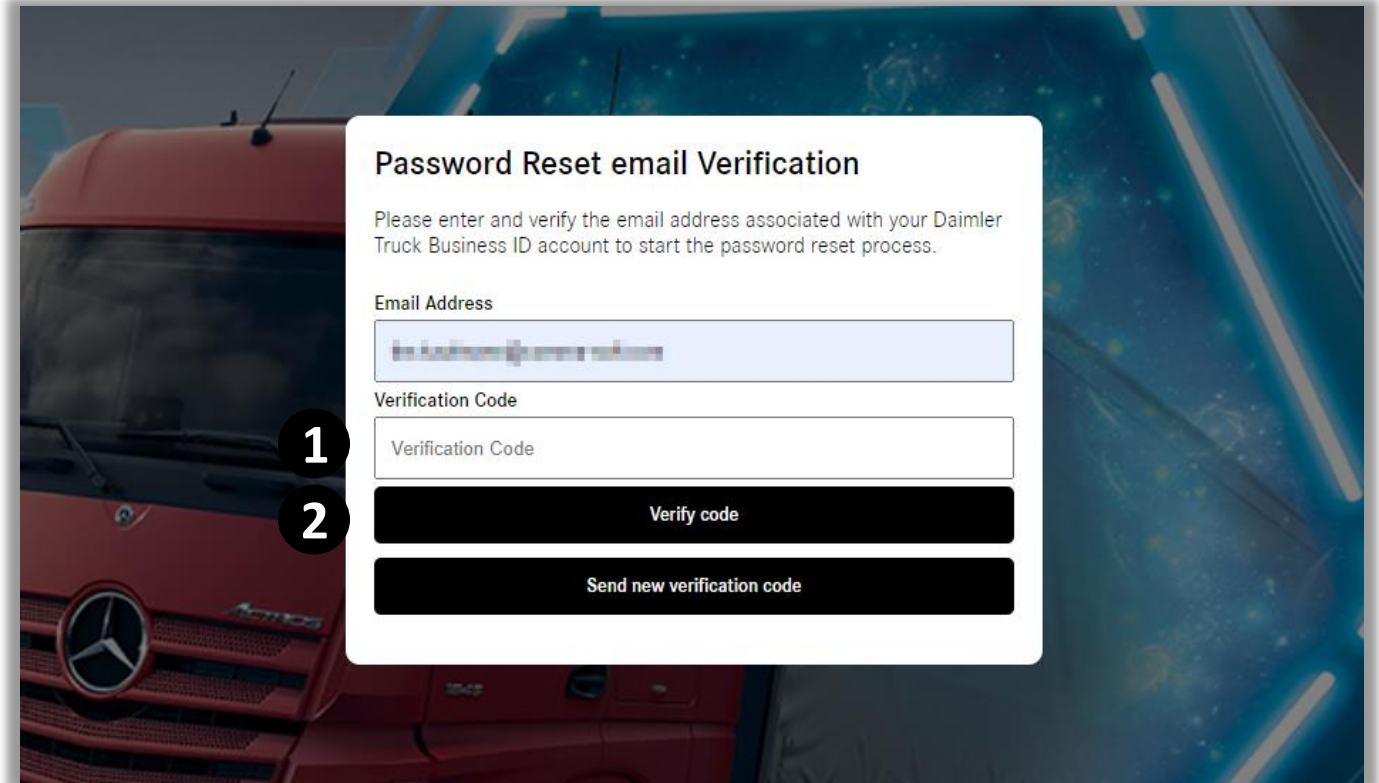
Step 6: Enter a new password

After verifying the code, you will be directed to the Password Reset page.

1. Enter your new password in the field "Password".
   Please note: Your password needs to meet specified criteria and has to include:
   - One number,
   - One lowercase character,
   - One uppercase character,
   - One special character,
   - 8 characters minimum.

2. Click "Continue".

Step 7: Enter your Multi Factor Authentication Code

Enter your Multi Factor Authentication code shown in the MFA App on your mobile device and click "Verify" to log in.
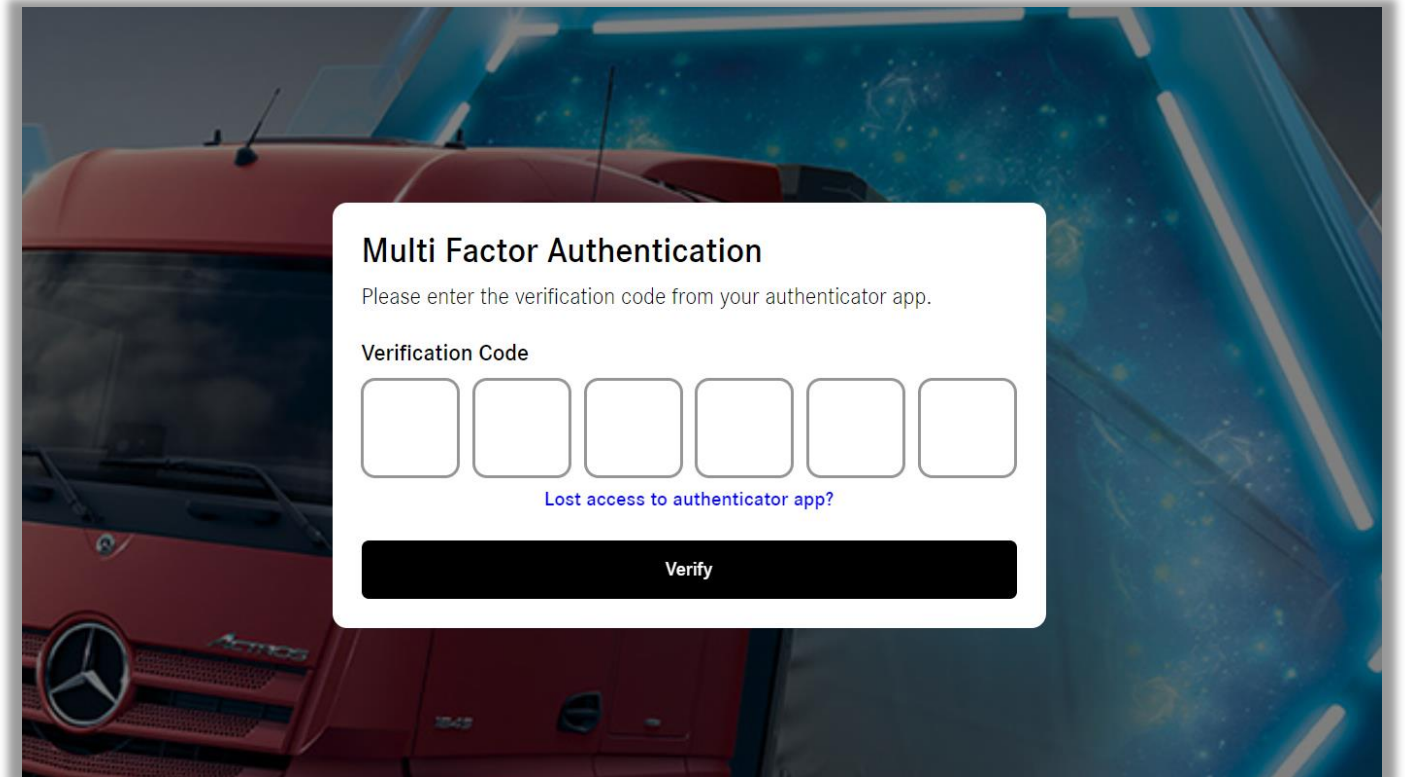
Congratulations!

Congratulations! You have successfully
reset your password.