User manual to connect to the portal
https://extranet.repsol.com

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1. How to login to the portal https://extranet.repsol.com?

To be able to connect with the portal https://extranet.repsol.com.

a) In the address bar of the browser type: **https://extranet.repsol.com** as shown in the following image:
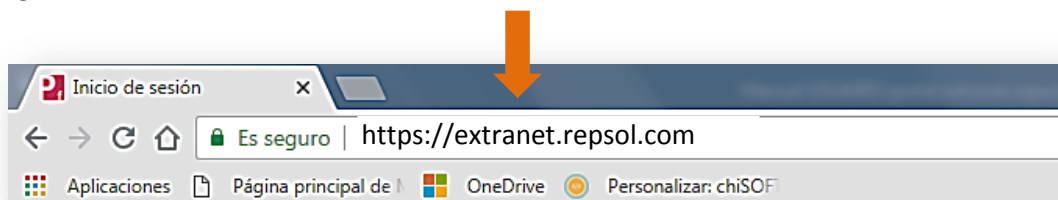
- Once the application is loaded, the authentication window will be displayed, in the "**USER**" field you can type your username or email.
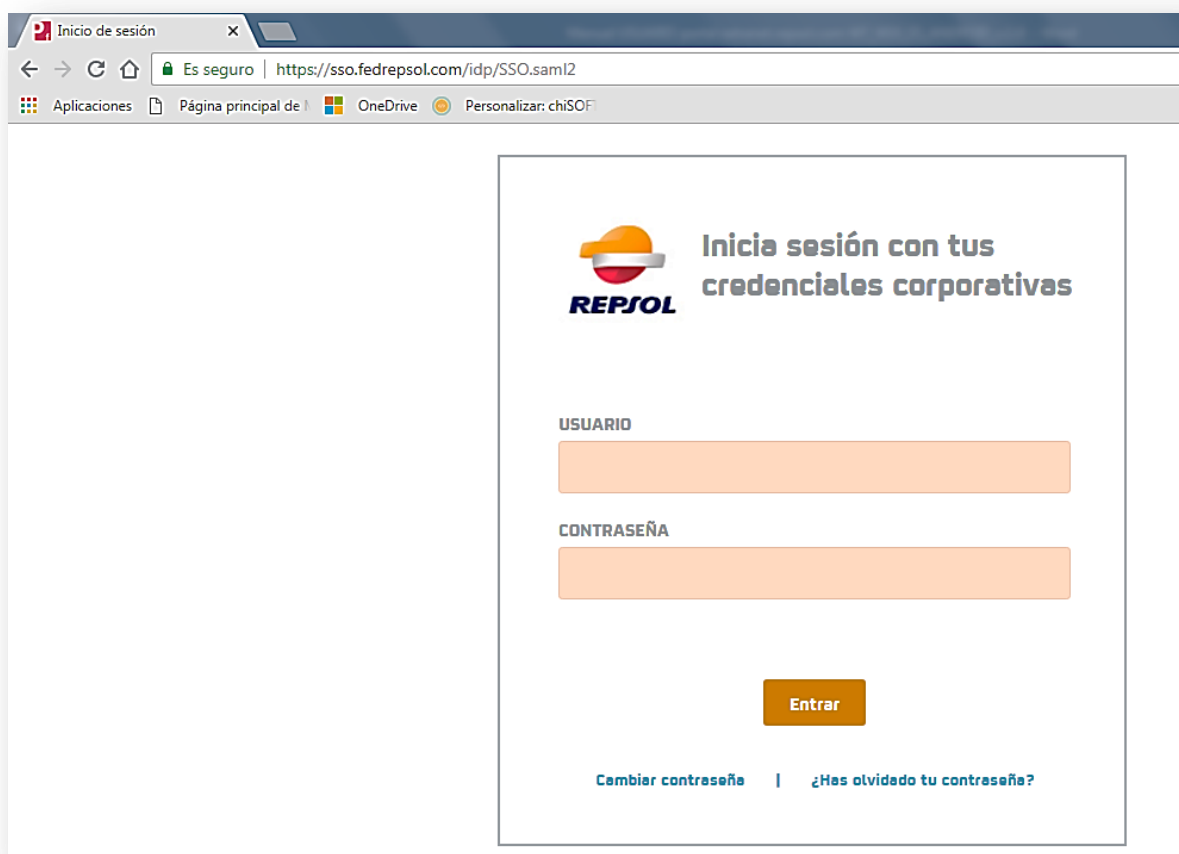
- Successful **completion of the authentication** process will show the following window with the applications to which you have permissions.
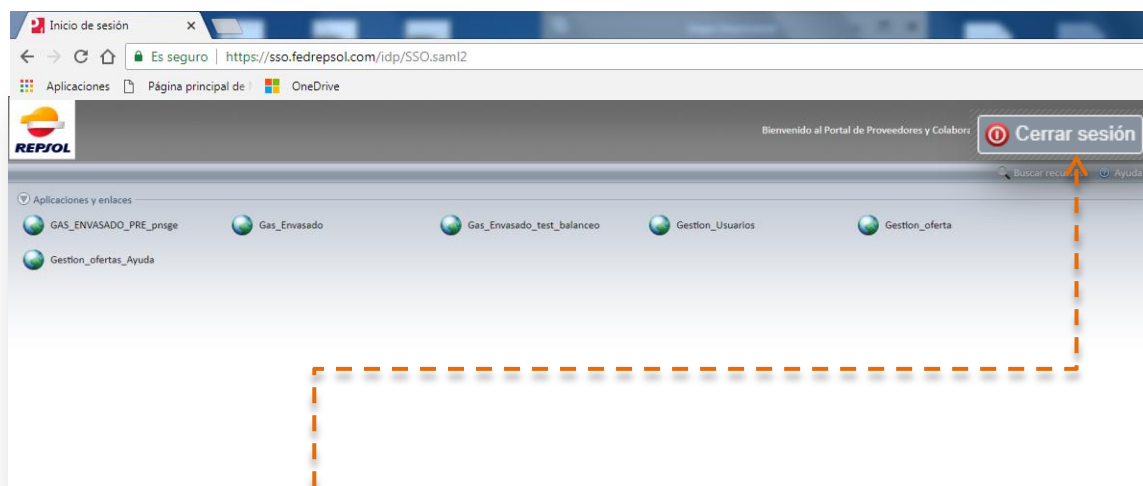
B) For your safety **Log out** at the end.

2. How to change the password on the porta https://extranet.repsol.com?

1. If you want to change your password you just have to click on the "**Change password**" link (**image 1**).

2. Write all the information requested and finally click on accept, if all the data is correct your password will be changed (**image 2**).

ATTENTION: Your new password must comply with the following policies:

The password must have the following features:

1. Eight characters
2. Lowercase letters, capital letters and numbers.
3. It can not contain more than two consecutive characters.
4. The last 24 passwords can not be used.
5. The password must not have regular expressions of the type: year, country, user name, etc. (p: 2012 Spain ...).

3. You have forgotten your portal password https://extranet.repsol.com?

If you have forgotten your password you can recreate a new one by clicking on "**Have you forgotten your password?**" (**image 1**).

Enter your user or email in the user field (**image 2**), you will receive emails, click on the link (**image 4**).
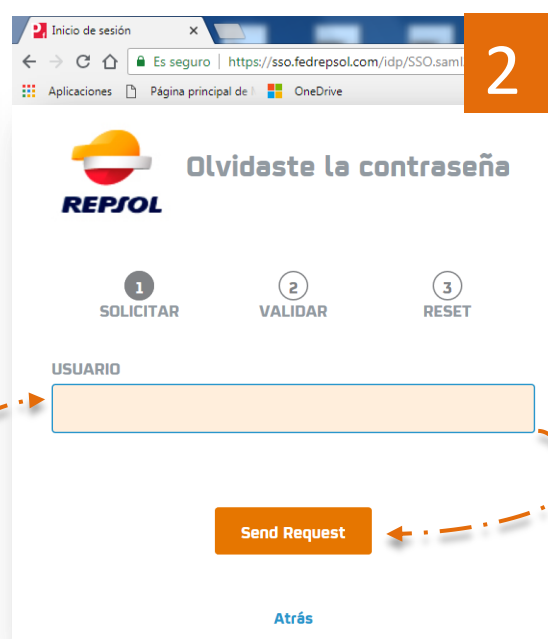
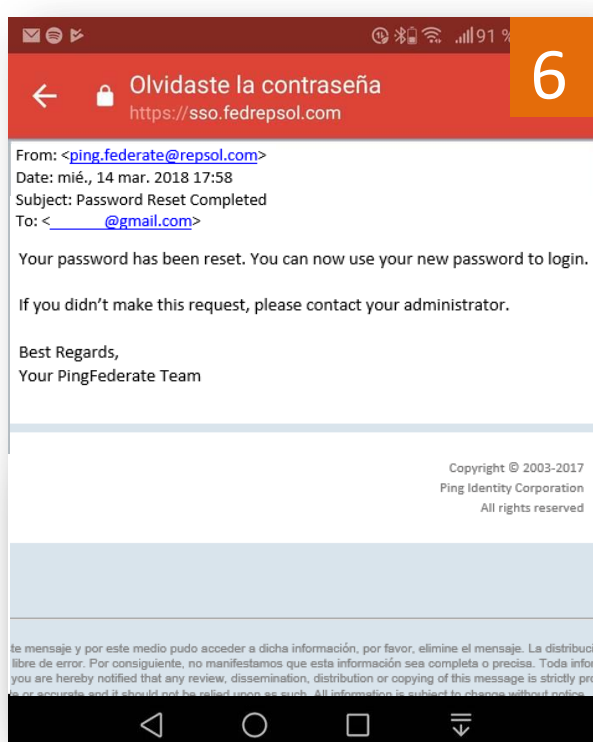You will receive a successful email when you have changed the password (**Image 6**).

Olvidaste la contraseña

Deberías recibir un correo electrónico en breve con información sobre cómo restablecer tu contraseña. Si no recibes un correo electrónico dentro de unos minutos, inténtalo de nuevo. Ahora puedes cerrar esta ventana.

From: <ping.federate@repsol.com>
Date: mié., 14 mar. 2018 17:58
Subject: Password Reset Completed
To: <_____@gmail.com>

URL: https://sso.fedrepsol.com/ext/pwdreset/Resume?
a=1B1E988DE2C724515B247F25C366FB40802B57E49FC35B9D1E732AAD012C&adapterId=ChangePassMail

If you didn't make this request, please contact your administrator.

Best Regards,
Your PingFederate Team

Finally, by clicking on the link you can enter and confirm your new password.

From: <ping.federate@repsol.com>
Date: mié., 14 mar. 2018 17:58
Subject: Password Reset Completed
To: <_____@gmail.com>

Your password has been reset. You can now use your new password to login.

If you didn't make this request, please contact your administrator.

Best Regards,
Your PingFederate Team

- The process has finished and you can connect to the portal: **https://extranet.repsol.com**