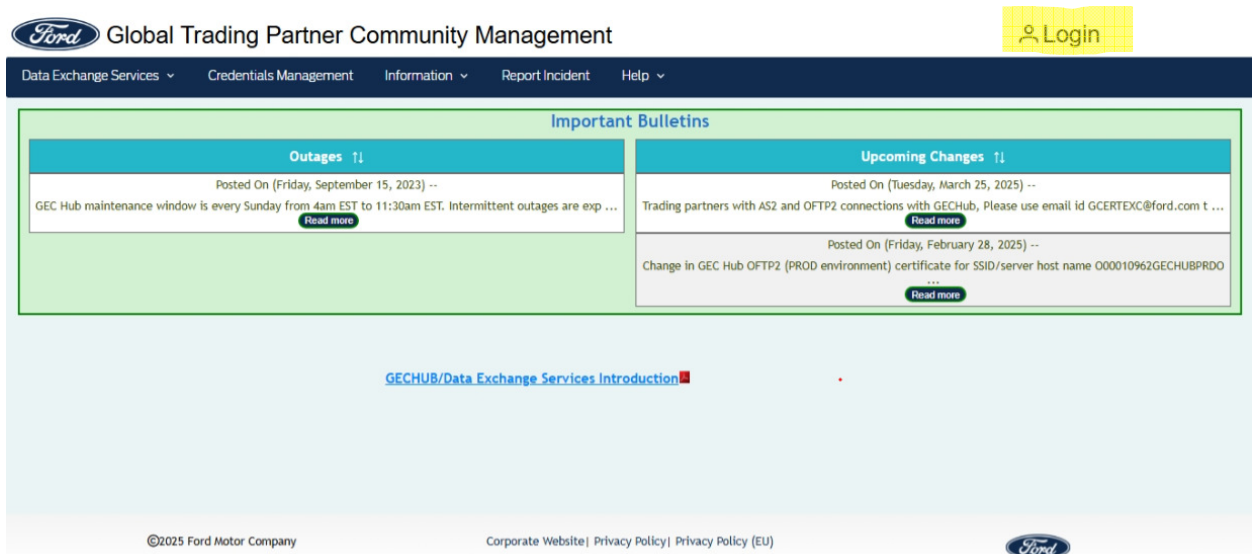


## **Table of Contents**

1. Section 1 - Step by Step Instruction to Change Password for External Trading Partners ... Pg 2
2. Section 2 – Step by Step Instruction to Change Password for Internal Trading Partners ... Pg 6

## **Section 1 - Step by Step Instruction to Change Password for External Trading Partners.**

**Step 1** – Go to [www.gtpcm.ford.com](http://www.gtpcm.ford.com) and click ‘Login’




Global Trading Partner Community Management

Data Exchange Services | Credentials Management | Information | Report Incident | Help

**Important Bulletins**

Outages 11	Upcoming Changes 11
Posted On (Friday, September 15, 2023) -- GEC Hub maintenance window is every Sunday from 4am EST to 11:30am EST. Intermittent outages are exp ... <a href="#">Read more</a>	Posted On (Tuesday, March 25, 2025) -- Trading partners with AS2 and OFTP2 connections with GECHub, Please use email id GCERTEXC@ford.com t ... <a href="#">Read more</a>
	Posted On (Friday, February 28, 2025) -- Change in GEC Hub OFTP2 (PROD environment) certificate for SSID/server host name 000010962GECHUBPRDO ... <a href="#">Read more</a>

[GECHUB/Data Exchange Services Introduction](#)

©2025 Ford Motor Company | Corporate Website | Privacy Policy | Privacy Policy (EU) | 

Note:- If you do not have Covisint ID , go to Help Menu, click Job Aids and follow instructions in the Job aid - [How to Obtain a COVISINT ID and FSNID and Associate them with GTPCM Web Application and your GSDB Codes](#)

### ***Important Contact Information***

- For Covisint onboarding issues send email to [supplierportalsupport@opentext.com](mailto:supplierportalsupport@opentext.com)
- For Ford supplier portal issues send email to [suplhelp@ford.com](mailto:suplhelp@ford.com)

2. **Step 2** – Once logged in, Go to ‘Credential Management’ menu. From the below table click ‘Change Password’ for the Connection ID

CONNECTION ID	CONNECTION TYPE	CONNECTION URL	STATUS	LAST UPDATED	ACTION
Q494A	SFTP	SFTPWFTECHUB.FORD.COM	Valid Until 07-03-2026	07-03-2025	Change Password Upload Your Public Key Download FORD Public Key
Q494B	SFTP	SFTPWFTECHUB.FORD.COM	Valid Until		Change Password Upload Your Public Key Download FORD Public Key
Q494C	FTP	FTPV3.GECHUB.FORD.COM	Valid Until 06-12-2025	06-12-2024	Change Password
Q494D	SFTP	SFTPGECHUB.FORD.COM	Valid Until 11-26-2025	11-26-2024	Change Password Upload Your Public Key Download FORD Public Key

**Step 3** - Read the message in Red and click the Check Box. Then click Change Password

Global Trading Partner Community Management k rao10

Data Exchange Services Credentials Management Transaction Status Information Admin Services Report Incident Help

SFTP - Connection ID Validation current

**Current Account Credentials**

IMPORTANT: If applicable you must immediately stop your Application scripts before you change your passwords, so that your scripts don't lock your account!

Connection ID

Password Last Modified Date 05-07-2025

Password Expiry Date 05-07-2026

Change Password

[Change Password for Another ID](#)

©2025 Ford Motor Company Corporate Website | Privacy Policy | Privacy Policy (EU)

**Step 4** - Enter the current password and New Password. Make sure new password adheres to Password guidelines.

Change password

Change Password for Another ID

Please enter your current new account credentials

Connection ID: TEST6

Current Password:

New Password:

Confirm Password:

Submit

Password Rule



**Step 5** - After changing the password, ensure new password is updated in your application script.

Step 6: Verify and Update Contact Information.

- Go to Update Contact menu from Data Exchange Services

Data Exchange Services ▾ Credentials Management Information ▾ Report Incident Help ▾

Connection Request >

Connection Requests Status

Access Request - SOLMIS

Update Contact

Important Bulletins

Outages ↑↓

Posted On (Friday, September 15, 2023) --

... is every Sunday from 4am EST to 11:30am EST. Intermittent outages are exp ...

Read more

- Select GSDB code from dropdown and enter your connection ID and click Submit

### Update Contact

GSDB Code ▾ TEST6

- Verify and update the Contact Information for Primary, Escalation 1 and Escalation 2. Click submit.

### Update Contact

GSDB Code TEST6  
Request Date 09/20/2025  
\*Denotes required fields

▼ Contact Information

Contact Name*	<input type="text"/>		
Phone Number*	<input type="text"/>	Extension	<input type="text"/>
Email Address*	<input type="text"/>		
Country*	<input type="text"/>		
State/Province/Region*	<input type="text"/>		
Escalation Contact Name 1*	<input type="text"/>		
Escalation Phone Number 1*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 1*	<input type="text"/>		
<small>Escalation 2 details are mandatory for submitting the form. If Escalation 2 details do not exist, click checkbox to use Escalation 1 details for Escalation 2. <input type="checkbox"/></small>			
Escalation Contact Name 2*	<input type="text"/>		
Escalation Phone Number 2*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 2*	<input type="text"/>		

For any questions, please submit incident ticket in one of the following methods:

- Call IT Help desk at 1-888-317-4957 and provide the following information - Application name - GECHUB - Password change, Support Group name: SNO-APP-OPS-GECHUB-101
- From [www.gtpcm.ford.com](http://www.gtpcm.ford.com), click Report Incident

Send an email to [ITSDSUPPL@ford.com](mailto:ITSDSUPPL@ford.com) with following information - Application name - GECHUB - Password change, Support Group name: SNO-APP-OPS-GECHUB-101 and you User ID.

## Section 2 – Step by Step Instruction to Change Password for Internal Trading Partners

**Step 1** – Go to [www.gtpcm.ford.com](http://www.gtpcm.ford.com) and click ‘Login’

Global Trading Partner Community Management

Data Exchange Services | Credentials Management | Information | Report Incident | Help

**Important Bulletins**

**Outages** ↑↓

Posted On (Friday, September 15, 2023) --

GEC Hub maintenance window is every Sunday from 4am EST to 11:30am EST. Intermittent outages are exp ...

[Read more](#)

**Upcoming Changes** ↑↓

Posted On (Tuesday, March 25, 2025) --

Trading partners with AS2 and OFTP2 connections with GECHub, Please use email id GCERTEXC@ford.com t ...

[Read more](#)

Posted On (Friday, February 28, 2025) --

Change in GEC Hub OFTP2 (PROD environment) certificate for SSID/server host name 000010962GECHUBPRDO

[Read more](#)

[GECHUB/Data Exchange Services Introduction](#)

©2025 Ford Motor Company | Corporate Website | Privacy Policy | Privacy Policy (EU) | Ford

**Step 2** – Once logged in, Go to ‘Credential Management’ menu, enter your SFTP or SFTPMFT connection ID and click Submit.

**Note:** To change password connection ID must be under your LL6 Supervisor, if not you will get error message ***"You do not have access to this connection ID, Only people reporting to the Manager or Sponsor of the connection ID in <https://iam.ford.com> will have access"***.

**Please make sure both you and connection ID are under the same LL6 Supervisor**

### Connection ID Validation

Connection ID

**Step 3** - Read the message in Red and click the Check Box. Then click Change Password

### SFTP - Connection ID Validation current

**Current Account Credentials**

**IMPORTANT: If applicable you must immediately stop your Application scripts before you change your password, so that your scripts don't lock your account**

Connection ID

Password Last Modified Date 05-07-2025

Password Expiry Date 05-07-2026

**Step 4** - Enter the current password and New Password. Make sure new password adheres to Password guidelines.

The screenshot displays the 'Change password' interface within the Ford Global Trading Partner Community Management system. At the top, the Ford logo and 'Global Trading Partner Community Management' are visible, along with a search bar containing 'krao10'. A navigation menu includes 'Data Exchange Services', 'Credentials Management', 'Transaction Status', 'Information', 'Admin Services', 'Report Incident', and 'Help'. The main heading is 'Change password', with a secondary link 'Change Password for Another ID'. The central form, titled 'Please enter your current new account credentials', shows a 'Connection ID: TEST6' and three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a visibility toggle icon. Below the fields are 'Submit' and 'Password Rule' buttons. The footer contains '©2025 Ford Motor Company', 'Corporate Website | Privacy Policy | Privacy Policy (EU)', and the Ford logo.

**Step 5** - After changing the password, ensure your new password is updated in your application script.

For any questions, please submit an ServiceNow incident for support queue – SNO-APS-OPS-GECHUB-101

You can also send email [itsdsupl@ford.com](mailto:itsdsupl@ford.com) with Subject 'GEC Hub SFTP Password Change'.