CREATING OR RESETTING YOUR COMMERCE CONNECTION LDAP PASSWORD

This job aid will demonstrate how to create or reset your Commerce Connection LDAP password to enable login to Sunflower PPMS. Your Sunflower password is now managed through the Commerce Connection – Web Solutions Authenticator. By creating or changing a Commerce Connection password, you will also be changing your login password for many other commonly accessed provided by the Web Solutions Team at the Department of Commerce (such as Accellion Secure Email, ServiceNow, and other supported applications).

1. Using your browser, visit the Commerce Connection Password Reset website: https://pass.commerce.gov/user/password

2. Enter your Department of Commerce email address. Click “E-mail reset token”.

3. Open the email from websolutions@doc.gov. Copy the token information and paste it into box on Commerce Web Solutions Authenticator webpage and click “Submit”.

Log into Sunflower – Version 1.2
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Sunflower 5.0
4. **Enter** your new **Password** in the field provided. Click the “Check Box” to accept the Rules of Behavior and press **Save**.

5. Once you have completed your password reset, visit the Commerce Connection website: [https://connection.comerce.gov/](https://connection.comerce.gov/)

6. **Click Log in.**
7. **Enter** your email address and Commerce Connection password to complete your login.

8. **Please Note:** If this is your first time creating a Commerce Connection account or if you haven’t reset your Commerce Connection password in some time, you must log into the Commerce Connection website before proceeding with your Sunflower PPMS Login.
Please only use **Internet Explorer** to open the Sunflower Personal Property Management System (PPMS) application. While Google Chrome and Firefox are alternative browsers in use at the Department of Commerce (DOC), they recently disabled their Java plugins, which is a required component for the Sunflower PPMS application.

The directions below explain how to log into Sunflower via **Internet Explorer**.

1. **Launch Web Browser → Enter Sunflower PPMS URL**

2. **Copy** the DOC LDAP Production Sunflower URL below, **paste** it into the address bar and press enter: [https://sflwrdoc.eas.commerce.gov/pls/snflwr_04050000_proxy_ppmsprd/](https://sflwrdoc.eas.commerce.gov/pls/snflwr_04050000_proxy_ppmsprd/)

3. The “Login Page” page will display.
4. Enter your DOC email address as the Username (e.g. glebens@doc.gov). Enter your Commerce Connection password:

![Login Screen](image)

5. Once you have successfully logged in, the “Welcome Page” will display:

![Welcome Page](image)

End of Activity.