What-to-do-if-your-current-Ariba-Admin-has-left-your-company

1. It is the company’s responsibility to change the Account Administrator.
2. I found this guidance on how to change the former administrator’s account.

**FAQ KB0392439**

How do I access and change the former administrator's account?

**Symptom**

How do I access the former administrator's account?

**Resolution**

1. If the account administrator is still with your company, contact them by clicking **[user initials]**in the upper-right corner of the application and selecting **Contact Administrator**.

If the account administrator is no longer with your company, but you have access to the registered email:

1. Use the**Password** link on the [login page](https://supplier.ariba.com/) to request a password reset.
2. Once you have access, you can [reassign](https://support.ariba.com/item/view/KB0392441) the administrator account to another user or [change](https://support.ariba.com/item/view/KB0393838) their user information to a different person.

If the account administrator is no longer with your company and there is no access to the email address on file, [contact SAP Support](https://support.ariba.com/item/view/174605). You will be required to provide the ANID number of the account, the listed administrator name, and email address.

Herewith is a document that can assist you also.

