

## How Do I Reassign / Transfer Account Admin

1. If you are not the administrator, but you have access to the email address listed on the admin account, click the **Forgot password** link on the [login page](#) to reset the account details and login.
2. If the former administrator's email address is no longer active, submit a support request and provide the below details. The support team can then reassign the account to the new administrator:
  - a) The ANID number of the account
  - b) The name of the former administrator
  - c) The former administrator's email address
  - d) One customer relationship on the account
  - e) The new administrator email address
3. If you do not have any information regarding the account, please reach out to your customer and ask them to provide the below details for your company's Ariba account. When you have these details, please [submit a support request](#) to receive access to the account. SAP Ariba Support is not authorized to provide this information and cannot proceed with reassigning the account until this information is provided.
  - a) The ANID number of the account:
  - b) Previous Administrator's Full Name:
  - c) Previous Administrator's Email Address:
4. If you are an **administrator** and need to transfer the account or change the email address, login to your account and update the user access through the settings. How to: <https://hc.ariba.com/index.html?sap-ui-language=en#/item/KB0392441>