

Setting a Password for a new account

The email address you have provided will also be used in the event a password is forgotten and to set your own Password. We have already email you your User ID.

From this link https://gsdb.ds-navi.co.jp/gsdb/login.asp

Click on the *Forgot your password or issue your password* link. Enter your user ID as shown above. An email will be sent allowing you to create your own password.





Setting a Password for an existing account

If you are not receiving an email to reset your password it is possible the email is going to a colleague. If that person is no longer available, the spares team can reset the recovery email please then follow the process above. Please email **Spares@daikin. co.uk** in the subject line please enter **Spare Parts Bank Email Recovery**. This will enable the team to identify and action your request as quickly as possible.

Please note: Each login is per account not per person please don't forget to inform your colleagues should you change the password.