

## External User – Architects & General Contractors

### Login:

#### **New Username :**

On the Extranet Login page, in the "User Name" field enter the email address that was sent in a "New User" notification email.

The email with Username will come from 'noreply@dunkinbrands.com'.

Email Subject: "Dunkin' Brands - Account Activation Required!" (However, no action is required by user, except note the user name.)

#### **Password:**

You should have also received your account password in a separate email from [noreply@dunkinbrands.com](mailto:noreply@dunkinbrands.com)

Email Subject line: "Dunkin' Brands Portal Password Reset"

**Please check your Spam and Junk folder in case you do not see these 2 emails.**

The screenshot shows the Dunkin' Brands logo on the left and the title "Construction & Development Extranet" on the right. Below the title is a copyright notice: "© 2014 Dunkin Brands, Inc. All Rights Reserved". The main content area has a heading "Please enter your user name and password below". There are two input fields: "User Name:" with a placeholder "[Email Address]" and "Password:". Below these fields is a button labeled "SIGN IN / ACCEPT TERMS BELOW". Under the button is a link "Forgot Password?". Below the login section, there is a red heading "New External User (Architect/General Contractor)?" followed by text: "If you need access to the Extranet, please contact your Dunkin' Brands Construction Manager." Below this is a heading "For Franchisees: Grant Extranet Access to User" followed by a link "For External Architects & General Contractors: Account Management Support Document". At the bottom of the main content area, there is text: "For access to the DBI Development & Construction Extranet, please contact Architects and General Contractors: Contact your local Construction Manager Millwork & Sign Vendors: Joseph Curran [Joseph.Curran@dunkinbrands.com](mailto:Joseph.Curran@dunkinbrands.com)". At the very bottom, there is a red heading "For Franchisees with questions related to Extranet access using your Franchisee Portal account," followed by text: "please contact the Navigator at 877-800-2922 Option 2 or [qsrnavigator@dunkinbrands.com](mailto:qsrnavigator@dunkinbrands.com)".

**DUNKIN' BRANDS**

Construction & Development Extranet

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Please enter your user name and password below

User Name: [Email Address]

Password:

[SIGN IN / ACCEPT TERMS BELOW](#)

[Forgot Password?](#)

**New External User (Architect/General Contractor)?** If you need access to the Extranet, please contact your Dunkin' Brands Construction Manager.

**For Franchisees: Grant Extranet Access to User**

**For External Architects & General Contractors:** [Account Management Support Document](#)

For access to the DBI Development & Construction Extranet, please contact  
Architects and General Contractors: Contact your local Construction Manager  
Millwork & Sign Vendors: Joseph Curran [Joseph.Curran@dunkinbrands.com](mailto:Joseph.Curran@dunkinbrands.com)

**For Franchisees with questions related to Extranet access using your Franchisee Portal account,**  
please contact the Navigator at 877-800-2922 Option 2 or [qsrnavigator@dunkinbrands.com](mailto:qsrnavigator@dunkinbrands.com).

[Click to See Full Terms of USE](#)

Once you have successfully logged in to the Extranet, **please change your password and add your Security Questions/Answers to your profile for security reasons.** You can also change your other account info.

## Change Account Info:

1. From the Extranet home page, hover over your user name in the upper-right corner.
2. Click on the “My Account” link displayed under the user name. You will be brought to a new page displaying your account information, e.g. First & Last Name, email, etc. See screenshot 1.

**DUNKIN'**

<b>Prototype:</b>	Resources related to design of new Nextgen Restaurants
<b>Remodel:</b>	Resources related to design of Remodel Nextgen remodel Restaurants
<b>Colonial Design:</b>	Exterior Building Design Guidance for Colonial Architectural style building
<b>Colonial Design:</b>	Exterior Building Design Guidance for Colonial Architectural style building
<b>Drive Thru Only Prototype:</b>	Resources for Drive Thru only building
<b>Brand History / Past Designs:</b>	Images of past design for reference

**COMBO**

<b>Architectural CAD:</b>	CAD Design resources for BR/Dunkin Combo Restaurants
<b>Architectural PDF:</b>	PDF Design resources for BR/Dunkin Combo Restaurants
<b>Exterior Architectural:</b>	PDF Design resources for BR/Dunkin Combo Restaurants
<b>Exterior Architectural:</b>	CAD Design resources for BR/Dunkin Combo Restaurants

**BASKIN ROBBINS**

<b>Architectural CAD:</b>	CAD files for BR Restaurants
<b>Architectural PDF:</b>	PDF files for BR Restaurants
<b>Signs:</b>	Baskin Moments Sign Resources
<b>Exterior PDF:</b>	Exterior Building Design Guidance for BR Moments Restaurant
<b>BR Asset Management Guide:</b>	Resource to determining the scope of work as it relates to a remodel of an older Restaurant
<b>BR Remodel Work Scope Guide:</b>	Resource to determining the scope of work as it relates to a remodel of an older Restaurant

**CML**

<b>CML:</b>	Resources for Central Manufacturing Location
<b>SDO</b>	
<b>Kiosk PDF:</b>	Design Resources for Dunkin Kiosk
<b>Kiosk Examples:</b>	Look Book of completed projects
<b>Cart:</b>	Resources related to Mobile Cart

3. Change the First Name, Last Name and Communication Email on the profile. User Name CANNOT be updated.
  - a. Click on MODIFY
  - b. Change one or more fields as needed
  - c. Click on UPDATE

**My Account**

[ [Change Password](#) | [Change Security Question](#) ]

**Modify**

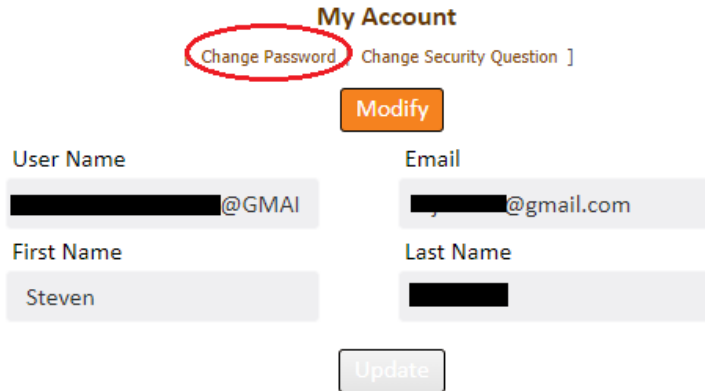
User Name	* Email
<input type="text" value="DHSINGH@DUNKINBRAND"/>	<input type="text" value="dhsingh@dunkinbrand.con"/>
* First Name	* Last Name
<input type="text" value="DHIREN"/>	<input type="text" value="SINGH"/>

**Update**

### Change Password:

1. In the same screen for 'My Account', Click on the "Change Password" link at the top. See screenshot 1.
2. Review the password requirements and enter your new password based on minimum Policy requirements. You will also need to enter your current password in order to apply the password change. See screenshot 2.
3. Click "Update". A confirmation message should be displayed.

#### **Screenshot 1**



**My Account**

[ [Change Password](#) ] [Change Security Question](#) ]

**Modify**

User Name: [REDACTED]@GMAIL

Email: [REDACTED]@gmail.com

First Name: Steven

Last Name: [REDACTED]

**Update**

#### **Screenshot 2**

### **Change Password**

Passwords must meet the following minimum requirements:

- 12 or more characters
- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number(0-9)
- At least one special character
- Must not match or contain First Name
- Must not match or contain Last Name
- Must not match or contain Username
- Must start with alphabetic character
- Not use last 5 passwords

#### **Enter Current Password**

#### **Enter New Password**

#### **Confirm New Password**

**Go Back**

**Update**

## Add/Change Security Questions

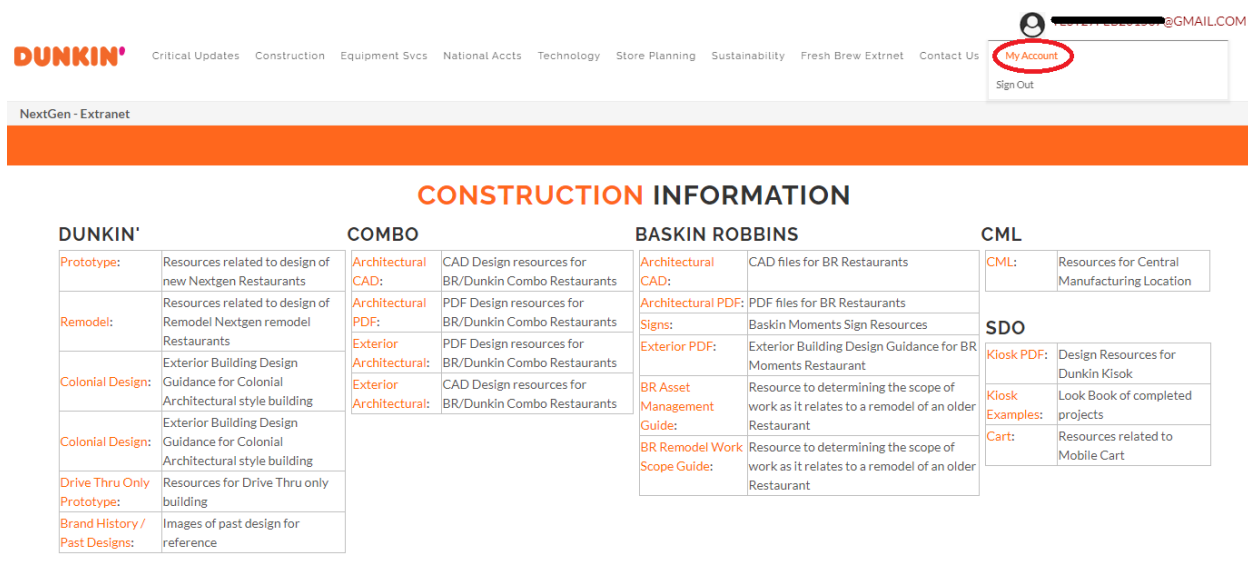
From the Extranet home page, hover over your user name in the upper-right corner.

1. Click on the “My Account” link displayed under the user name. You will be brought to a new page displaying your account information, e.g. First & Last Name, email, etc. See screenshot 3.
2. Click on the “Change Security Questions” link at the top. See screenshot 4.
3. Complete 3 security questions, See screenshot 5. **Put in the 3 security questions (and answers) of your choice and click “Next” to proceed**

**Note: Remember the Answers, as you will need them to reset your password, if you use ‘Forgot Password’ link later**

4. Enter your password. See screenshot 6.
5. Click “Update”. A confirmation message should be displayed. See screenshot 7.

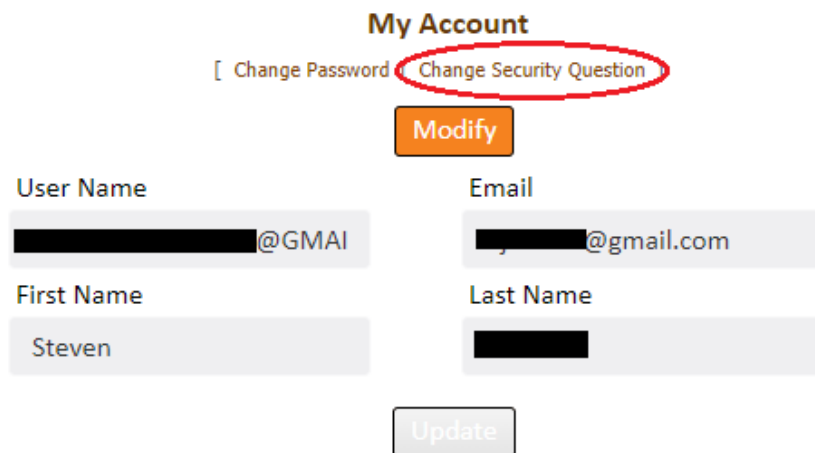
### Screenshot 3



The screenshot shows the Dunkin' Extranet home page. At the top, there is a navigation bar with the Dunkin' logo and various links: Critical Updates, Construction, Equipment Svcs, National Accts, Technology, Store Planning, Sustainability, Fresh Brew Extnet, and Contact Us. On the right side of the navigation bar, there is a user profile section with a circular icon, the text "My Account" (circled in red), and a "Sign Out" link. Below the navigation bar, there is a large orange banner with the text "CONSTRUCTION INFORMATION". Underneath the banner, there are four columns of links categorized by brand: DUNKIN', COMBO, BASKIN ROBBINS, and CML. Each column contains several links with labels like "Prototype:", "Remodel:", "Colonial Design:", "Drive Thru Only Prototype:", and "Brand History / Past Designs:". The links are organized into a grid-like structure with alternating light and dark gray backgrounds.

DUNKIN'	COMBO	BASKIN ROBBINS	CML
<b>Prototype:</b> Resources related to design of new Nextgen Restaurants	<b>Architectural CAD:</b> CAD Design resources for BR/Dunkin Combo Restaurants	<b>Architectural CAD:</b> CAD files for BR Restaurants	<b>CML:</b> Resources for Central Manufacturing Location
<b>Remodel:</b> Resources related to design of Remodel Nextgen remodel Restaurants	<b>Architectural PDF:</b> PDF Design resources for BR/Dunkin Combo Restaurants	<b>Architectural PDF:</b> PDF files for BR Restaurants	
	<b>Exterior PDF:</b> PDF Design resources for BR/Dunkin Combo Restaurants	<b>Signs:</b> Baskin Moments Sign Resources	<b>SDO</b>
<b>Colonial Design:</b> Exterior Building Design Guidance for Colonial Architectural style building	<b>Exterior Architectural:</b> CAD Design resources for BR/Dunkin Combo Restaurants	<b>Exterior PDF:</b> Exterior Building Design Guidance for BR Moments Restaurant	<b>Kiosk PDF:</b> Design Resources for Dunkin Kiosk
<b>Colonial Design:</b> Exterior Building Design Guidance for Colonial Architectural style building		<b>BR Asset Management Guide:</b> Resource to determining the scope of work as it relates to a remodel of an older Restaurant	<b>Kiosk Examples:</b> Look Book of completed projects
<b>Drive Thru Only Prototype:</b> Resources for Drive Thru only building		<b>BR Remodel Work Scope Guide:</b> Resource to determining the scope of work as it relates to a remodel of an older Restaurant	<b>Cart:</b> Resources related to Mobile Cart
<b>Brand History / Past Designs:</b> Images of past design for reference			

### Screenshot 4



The screenshot shows the "My Account" page. At the top, there is a header "My Account" with two links: "Change Password" and "Change Security Question" (circled in red). Below the header, there is a "Modify" button. The page is divided into two columns for user information. The left column has fields for "User Name" (containing a redacted email address) and "First Name" (containing "Steven"). The right column has fields for "Email" (containing a redacted email address) and "Last Name" (containing a redacted name). At the bottom, there is an "Update" button.

My Account	
[ Change Password Change Security Question ]	
Modify	
User Name	Email
[Redacted]@GMAIL	[Redacted]@gmail.com
First Name	Last Name
Steven	[Redacted]
Update	

**Screenshot 5**

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**Security Questions**

In order to update security questions, you must complete all three security questions & answers below

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

Security Question 3

Security Answer 3

Go Back

Next

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**Screenshot 6**

**Security Questions**

**You must enter Password to update Security Questions**

\* Password:

Go Back

Update

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**Screenshot 7**

**Security Questions**

**Security Confirmation**

Congratulations! Your Security Questions Updated succesfully.

## **Password Reset:**

Password reset is available to an external user, **ONLY IF** the profile has already been set up with Security Questions, as demonstrated in section above.

Navigate to the Dunkin' Brands Password Reset page for external users -

<https://fmwapp.dunkinbrands.com/DunkinForgotPasswordApplication/faces/ForgotPassword.jspx>.

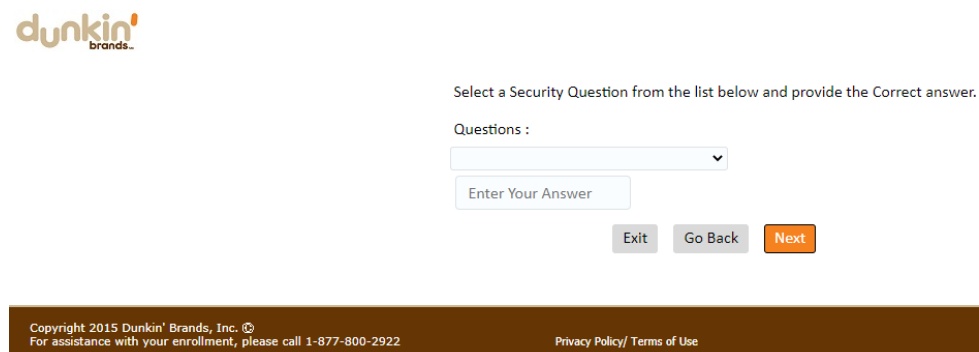
1. Enter your username, which is the email address used to log in. Click "Submit". See screenshot 8.
2. Based on the Security Questions configured on the profile, user will have to answer 1 question correctly to proceed. User can select one of the questions based on 3 previously configured on the profile. Click "Next". See screenshot 9.
3. Review the password requirements and enter your new password in the textboxes. See screenshot 10.
4. Click "Submit". A confirmation message should be displayed.

### **Screenshot 8**



The screenshot shows the Dunkin' Brands logo in the top left corner. The main heading is "Password Management". Below it, there is a label "\* User Name" followed by a text input field containing "name@example.com". Underneath the input field are two buttons: "Exit" (grey) and "Submit" (orange). At the bottom of the page, there is a dark brown footer bar containing the text "Copyright 2015 Dunkin' Brands, Inc. ©" and "For assistance with your enrollment, please call 1-877-800-2922" on the left, and "Privacy Policy/ Terms of Use" on the right.

### **Screenshot 9**



The screenshot shows the Dunkin' Brands logo in the top left corner. The main heading is "Select a Security Question from the list below and provide the Correct answer." Below this, there is a label "Questions :" followed by a dropdown menu. Underneath the dropdown menu is a text input field labeled "Enter Your Answer". At the bottom of the input field are three buttons: "Exit" (grey), "Go Back" (grey), and "Next" (orange). At the bottom of the page, there is a dark brown footer bar containing the text "Copyright 2015 Dunkin' Brands, Inc. ©" and "For assistance with your enrollment, please call 1-877-800-2922" on the left, and "Privacy Policy/ Terms of Use" on the right.

### **Screenshot 10**



## Reset Password

Passwords must meet the following minimum requirements:

- 12 or more characters
- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number(0-9)
- At least one special character
- Must not match or contain First Name
- Must not match or contain Last Name
- Must not match or contain Username
- Must start with alphabetic character
- Not use last 5 passwords

### New Password

### Confirm New Password

[Exit](#)[Go Back](#)[Submit](#)