



PSEG

Supplier Registration Guide

March 2022



**Power
Advocate**

Please note...

- This process only REGISTERS your company to PSEG through the POWERADVOCATE online system.
- Completing the registration does NOT QUALIFY or ACCEPT your company to do business with PSEG .
- Suppliers still need to be APPROVED by PSEG.

REGISTRATION TIPS

1. Please try to do the registration in one-sitting. In other words, please do not leave the screen idle for >10 minutes or the page will time out and you will have to start over again.
2. Please do not refresh the page during registration. If you do refresh the page the registration will restart.
3. You only must fill out the required fields marked by an asterisk*. If it does not have the asterisk, then you can leave the field blank.

Please have the following required* information about your company readily available before you start registration:

- Year Founded
 - Number of employees
 - Company Tax ID Number (EIN)
 - Company Ownership (Public, Private, or Government)
 - *Optional* – any diversity certificates
4. Some fields might be pre-filled with information from an employee's prior submission. Please review and update them if needed.

Registration Link


Please follow the link to access PSEG's supplier registration.

<https://www.poweradvocate.com/publicRegister.do?companyKey=pg6kt9hs4p4%3D>




Email Verification


Please enter your email address and check the “I’m not a robot” box, then click the SEND CODE button.




E-mail Verification




Contact Information




Select Company




Company Information



Diversity Information



Products & Services



Login Information

Select Language


English (U.S.)

Enter your e-mail

poweradvocatepo+polesur

☐

I'm not a robot




reCAPTCHA

Privacy · Terms

SEND CODE

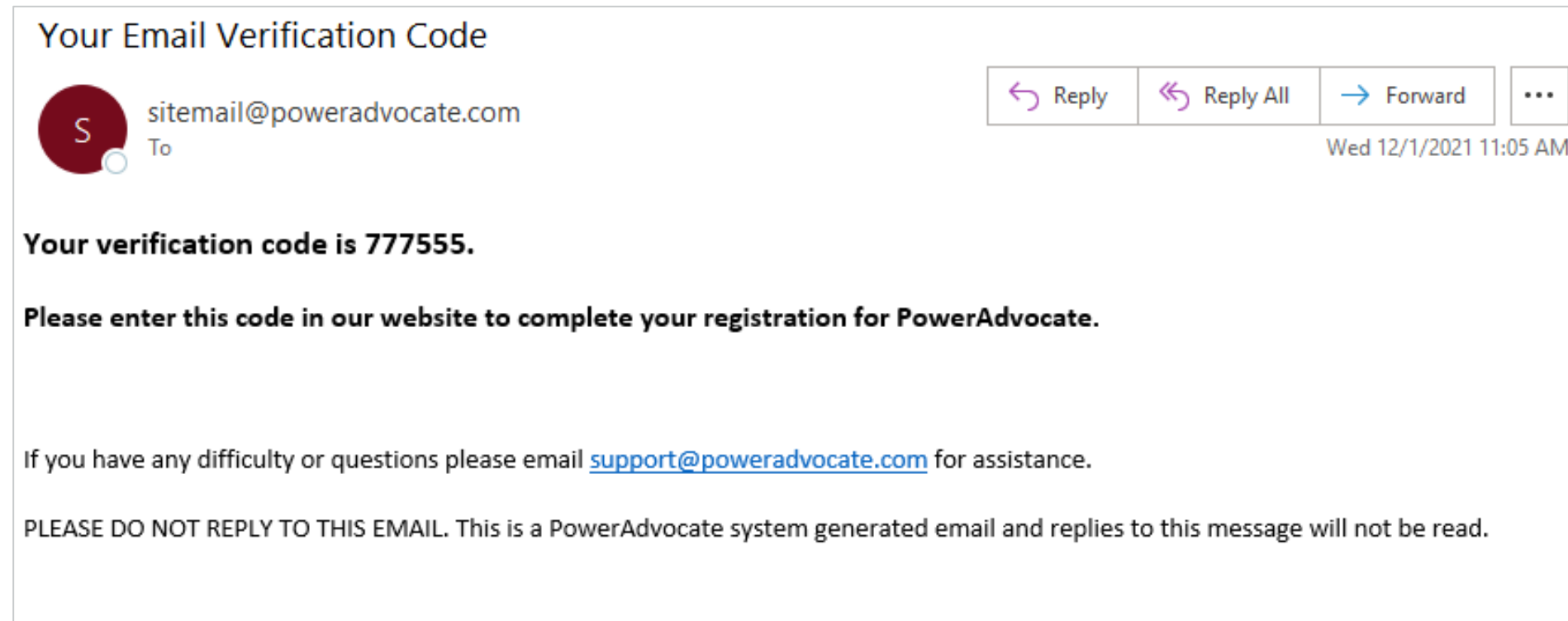
Powered by



Your Email Verification Code Email

After clicking the SEND CODE button, you should immediately receive an email verification code email.

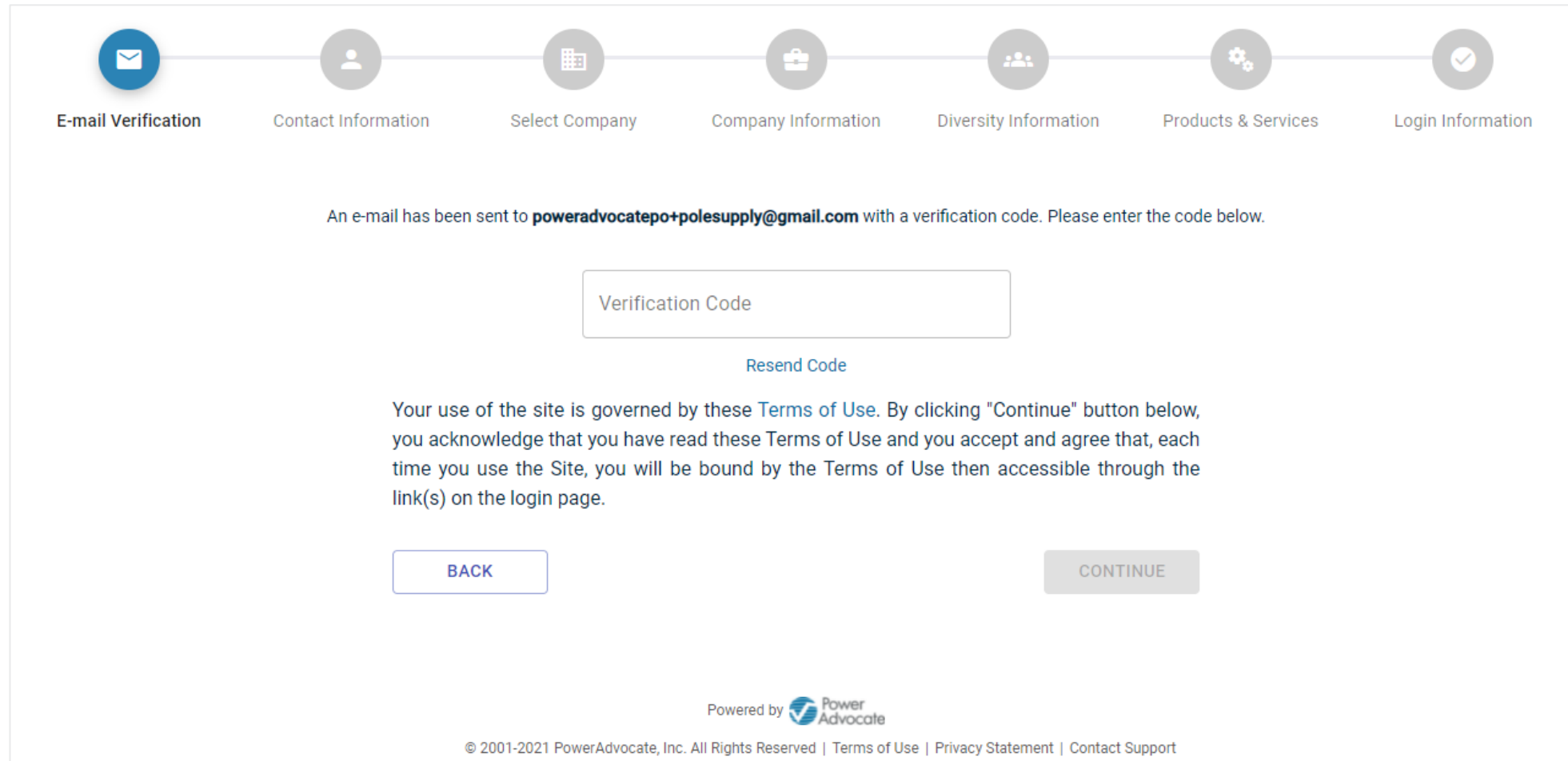
- If you did not receive the email, please check your spam/junk folders and make sure to authorize all emails from *@poweradvocate.com*.



Enter Verification Code

Enter the code you received from the email sitemail@poweradvocate.com.


- Click the “Resend Code” hyperlink if you want to resend the email verification code. Make sure to use the verification code from the most recently received email.





The screenshot shows a multi-step registration process. At the top, a horizontal timeline contains seven steps: 'E-mail Verification' (active, with a blue envelope icon), 'Contact Information', 'Select Company', 'Company Information', 'Diversity Information', 'Products & Services', and 'Login Information' (with a checkmark icon). Below the timeline, a message states: 'An e-mail has been sent to **poweradvocatepo+polesupply@gmail.com** with a verification code. Please enter the code below.' This is followed by a text input field labeled 'Verification Code'. Below the field is a blue 'Resend Code' link. A paragraph of text follows: 'Your use of the site is governed by these [Terms of Use](#). By clicking "Continue" button below, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.' At the bottom of the form are two buttons: a blue 'BACK' button and a grey 'CONTINUE' button. The footer of the page includes the text 'Powered by' followed by the Power Advocate logo, and a copyright notice: '© 2001-2021 PowerAdvocate, Inc. All Rights Reserved | [Terms of Use](#) | [Privacy Statement](#) | [Contact Support](#)'.


Email Verification – Email Address Already Exists in EIP


- If you already have an account in the system attached to the verified email address, then you can select that account.
- If you want to create a New Account with the same email address, then you can click the "Create New Account" hyperlink.



E-mail Verification



Contact Information


Select Company


Company Information


Diversity Information


Products & Services


Login Information

The following existing accounts have been found with the e-mail address **poweradvocatepo+mocksupplier@gmail.com**.
Please choose an existing account or create a new account for a different company.

Select	Status	Person Name	Company Name	Work Phone	Company Address	Username
<input checked="" type="radio"/>	active	PowerAdvocate Testing	Mock Supplier	857-453-5800	Town 55 ABC Drive	patestingone


[Create New Account](#)


BACK


CONTINUE


Email Verification – Existing Account Chosen


If you selected the existing account, the registration will prompt you to review previously submitted information regarding your company.


E-mail Verification


Company Information


Diversity Information


Products & Services


This data has been generated from a prior submission by your company on 6/12/2021. **Please review all fields before selecting CONTINUE.**

Company Legal Name

Doing Business As

Parent Company (if applicable)

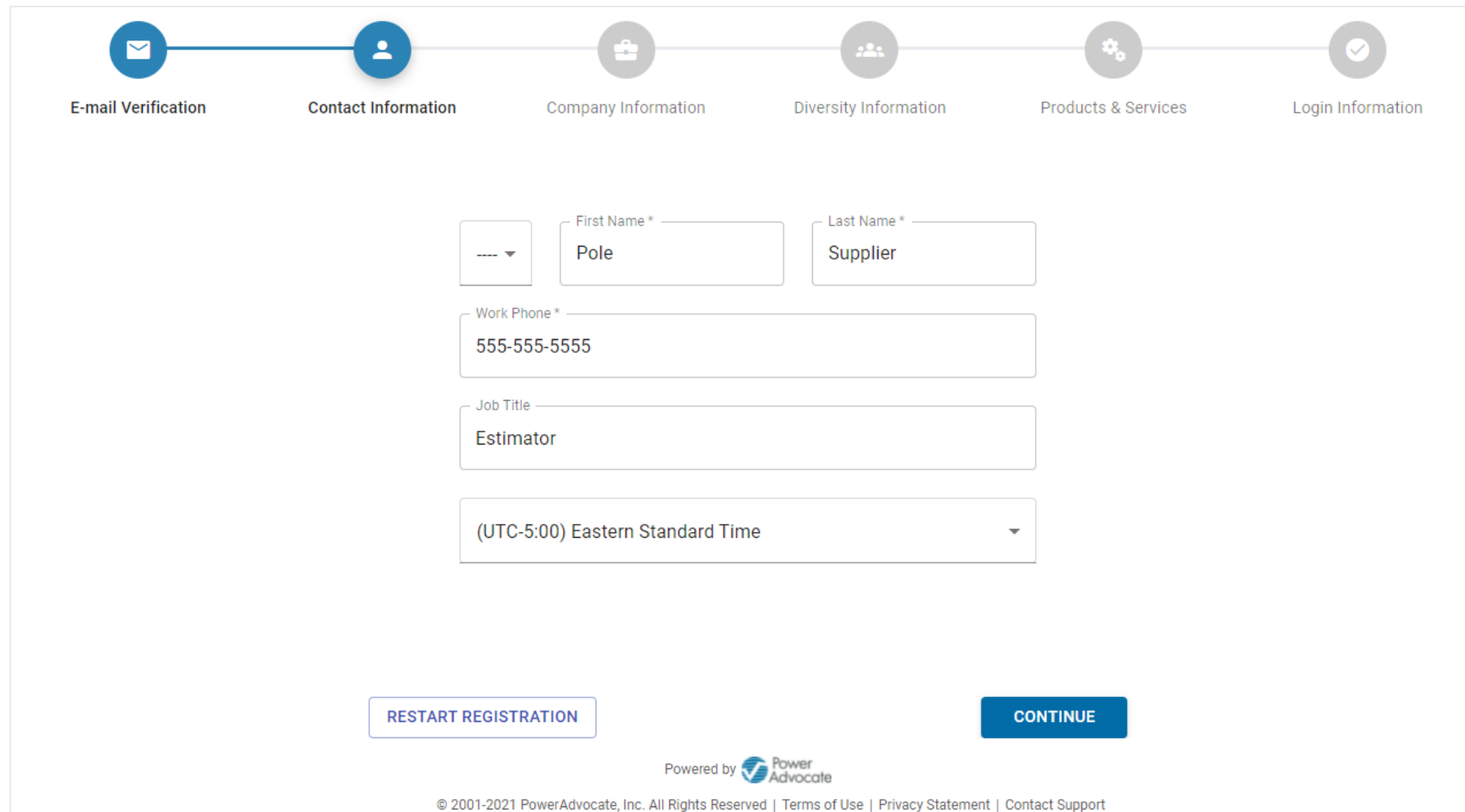
Year Founded *
2002

Permanent Employees *
200

Company Ownership*
Privately Owned

Email Verification – New Account Creation

If you did not have an existing EIP email address, or if you clicked the “Create a New Account” hyperlink, then you will be prompted to enter your contact information.



The form is titled "New Account Creation" and is part of a multi-step process. The steps are: E-mail Verification, Contact Information, Company Information, Diversity Information, Products & Services, and Login Information. The "Contact Information" step is currently active, indicated by a blue circle and line. The form contains the following fields:

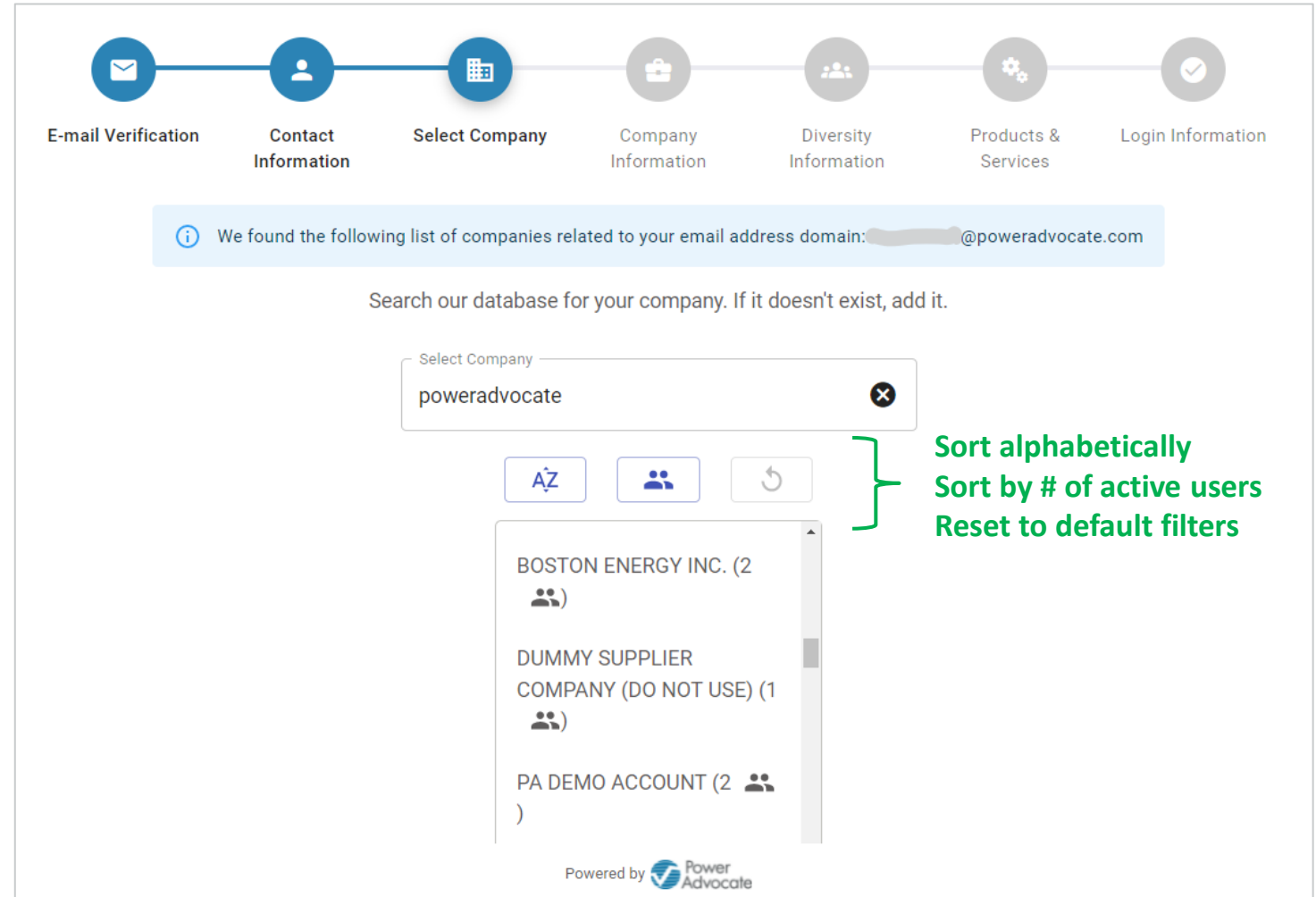
- First Name ***: Pole
- Last Name ***: Supplier
- Work Phone ***: 555-555-5555
- Job Title**: Estimator
- Time Zone**: (UTC-5:00) Eastern Standard Time

At the bottom of the form, there are two buttons: "RESTART REGISTRATION" and "CONTINUE". The "CONTINUE" button is highlighted in blue. Below the buttons, it says "Powered by Power Advocate". At the very bottom, there is a copyright notice: "© 2001-2021 PowerAdvocate, Inc. All Rights Reserved | Terms of Use | Privacy Statement | Contact Support".

Select Company

You will now select the company you want to register under.

- The Company Search now defaults to show companies whose existing users have the same email address domain as the one you entered. ***(see exceptions on next page)**
- You can always click the “x” within the Select Company search bar to search for other companies within our database that do not have users associated with your email address domain.



E-mail Verification Contact Information **Select Company** Company Information Diversity Information Products & Services Login Information

i We found the following list of companies related to your email address domain: [redacted]@poweradvocate.com

Search our database for your company. If it doesn't exist, add it.

Select Company
poweradvocate

A-Z [Filter Icon] [Refresh Icon]

BOSTON ENERGY INC. (2)
DUMMY SUPPLIER COMPANY (DO NOT USE) (1)
PA DEMO ACCOUNT (2)

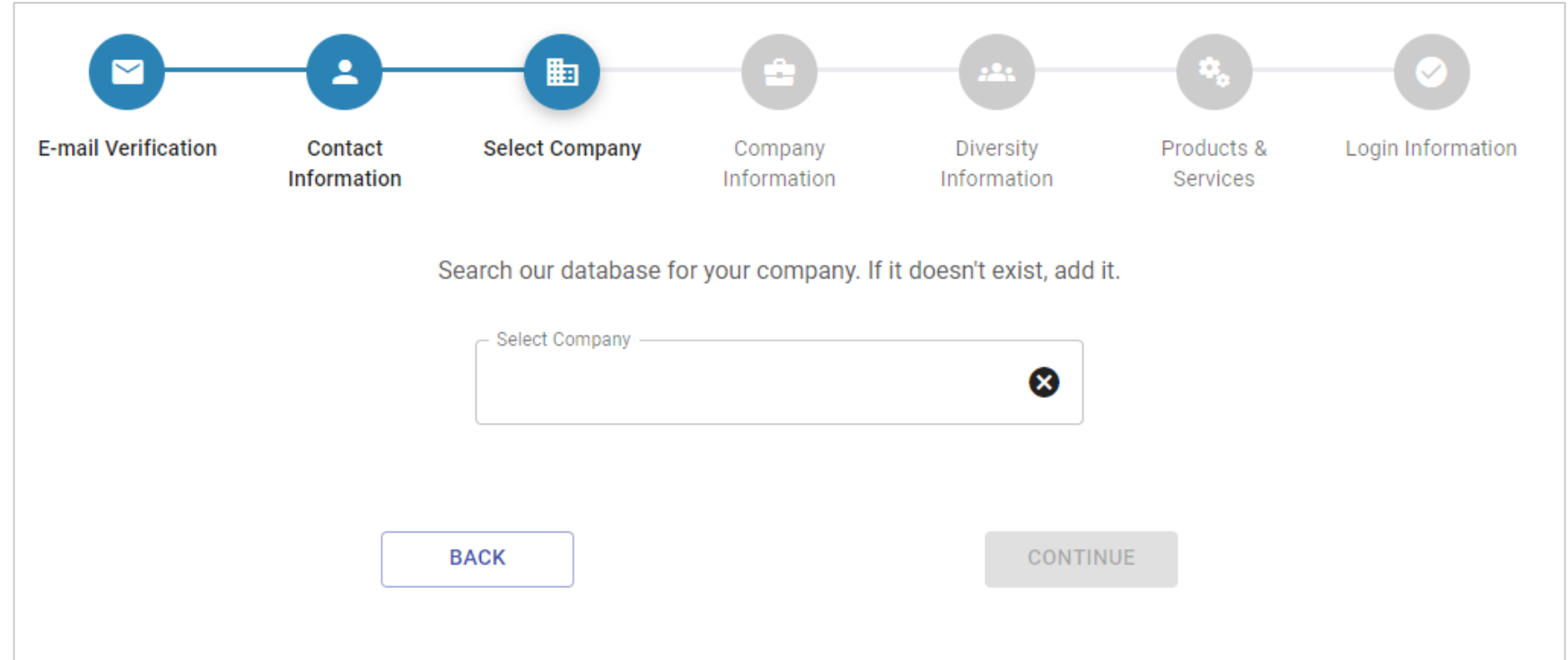
Sort alphabetically
Sort by # of active users
Reset to default filters

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Select Company – General Email Domain Exceptions

**If you have one of the following general email address domains, then the Registration will NOT automatically filter companies based on the same email address domain:*

- @gmail.com
- @ymail.com
- @hotmail.com



The screenshot shows a multi-step registration process. At the top, a horizontal line connects seven circular icons, each with a label below it: 'E-mail Verification' (envelope icon), 'Contact Information' (person icon), 'Select Company' (building icon, which is highlighted with a blue circle), 'Company Information' (briefcase icon), 'Diversity Information' (group of people icon), 'Products & Services' (gears icon), and 'Login Information' (checkmark icon). Below this progress bar, the text reads: 'Search our database for your company. If it doesn't exist, add it.' Underneath this text is a search input field with the placeholder text 'Select Company' and a clear button (an 'X' in a circle) on the right. At the bottom of the form, there are two buttons: a blue-outlined 'BACK' button on the left and a solid grey 'CONTINUE' button on the right.

Select Company – Location

Once you have chosen a company you will be given the option to choose an existing address or create a new address.

Please select the radio button that applies, then click CONTINUE.

E-mail Verification

Contact Information

Select Company

Company Information

Diversity Information

Products & Services

Login Information

Search our database for your company. If it doesn't exist, add it.

Select Company

poweradvocate

×

A-Z

👤

↺

POWERADVOCATE INC (9 👤)

POWERADVOCATE CANADA LTD (3 👤)

GREAT LAKES SERVICES (1 👤)

VERYSAFE SUPPLIER, LLC (POWERADVOCATE EXAMPLE SUPPLIER) (4 👤)

Company "poweradvocate" not listed? [Click to add it.](#)

Select one of the existing locations

Select	Site Name	Address	State/Province	Zip/Postal Code	Country	Phone
<input type="radio"/>		179 Lincoln Street	MA	02111	USA	
<input type="radio"/>		1369 Holliday Blvd	MO	64030	USA	


☐ Location not listed? [Add New Location](#)


BACK


CONTINUE


Company Information


Please enter your company information, then click CONTINUE.



E-mail Verification



Contact Information


Select Company


Company Information


Diversity Information


Products & Services


Login Information

Company Legal Name

Doing Business As

Parent Company (if applicable)

Year Founded *

Permanent Employees *

Company Ownership*

Privately Owned

Company is Unionized
☐ Yes
☒ No

Annual revenue for 2020 (USD)

Annual revenue for 2019 (USD)

Annual revenue for 2018 (USD)

Company Phone Number

Company Website

Company e-mail

Company Tax ID Number (EIN) *


Company DUNS Number

Company Primary NAICS Code

Company Secondary NAICS Code

BACK

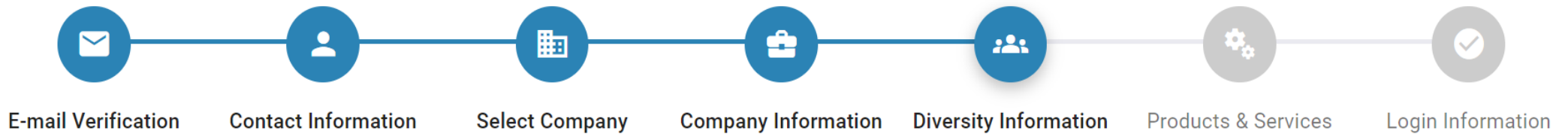
CONTINUE

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Diversity Information

- If you would like to add diversity classifications, please select YES.
- If there are no diversity or MBB classifications you would like to add at this time, press CONTINUE.



Do you have a Diversity Classification? ☐ Yes ☒ No

You can always update your diversity after registration if you do not have time to do it in the moment.


NOTE: This information can be updated after registration is complete by logging into the platform and clicking on the Diversity link.


BACK


CONTINUE


Diversity Information


- If your company already has existing certificates within the Diversity Portal they will appear automatically.
- If you would like to add or update your diversity certifications, you can do so now.



E-mail Verification


Contact Information











Company Information


Diversity Information


Products & Services


Login Information

Do you have a Diversity Classification?
☒ Yes
☐ No

Diversity Classification	Diversity Certificate	Certificate ID	Start Date	Expiration Date
Newark Business		<input type="text"/>	mm/dd/yyyy 	mm/dd/yyyy 
Service Disabled Veteran-Owned Business Enterprise (SDVOB)		<input type="text"/>	mm/dd/yyyy 	mm/dd/yyyy 
NY - Empire State Development Minority-Owned Business Enterprise (ESD-MBE)		<input type="text"/>	mm/dd/yyyy 	mm/dd/yyyy 
NY - Empire State				

Set Start and Expiration Date of Certificate

Upload Diversity Certificate From Your Files

You can always update your diversity after registration. Select NO and click CONTINUE.

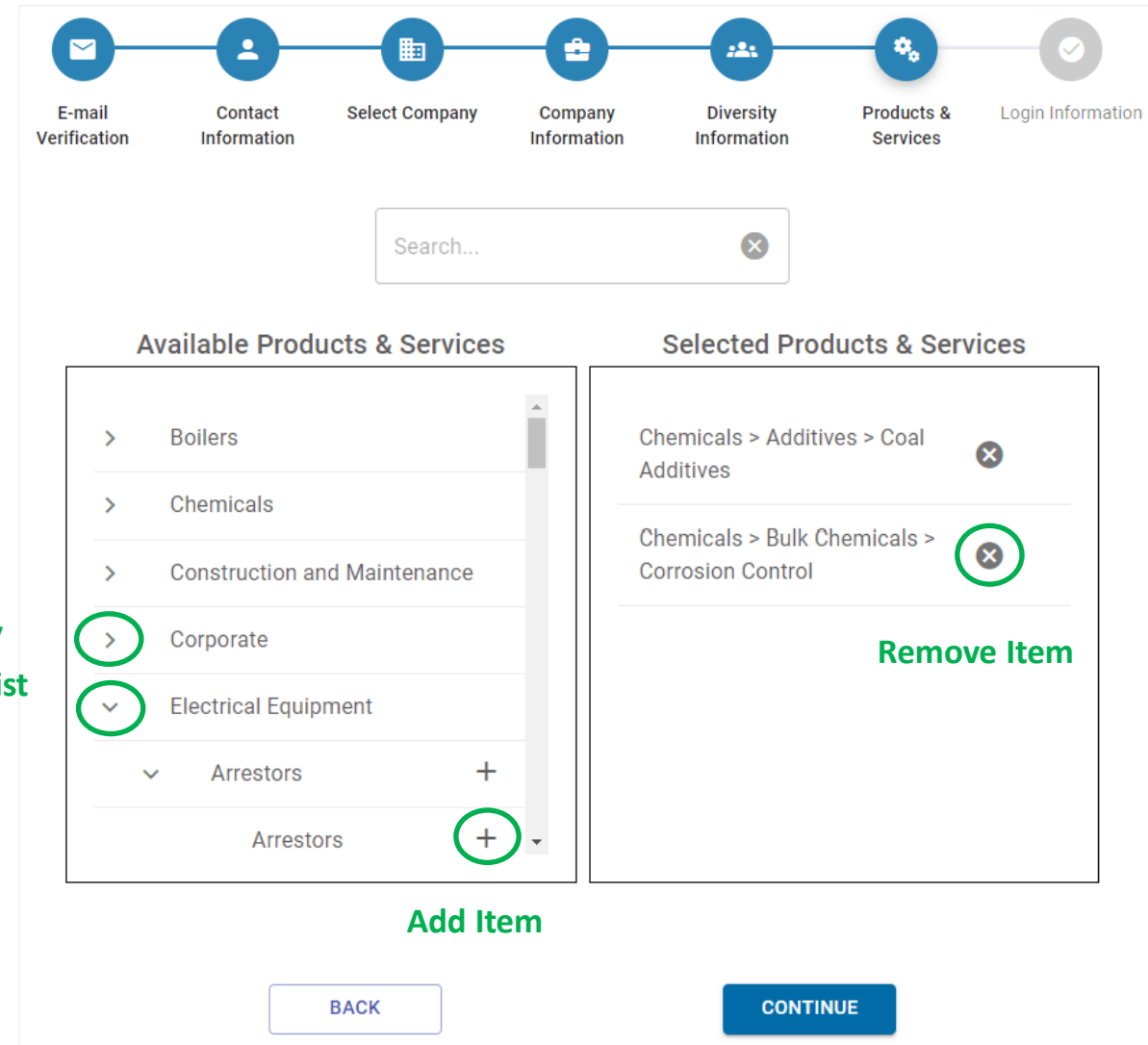
Products & Services

Please select the product(s) & service(s) that your company offers.

- You can search our Available Products & Services by keyword via the Search bar.
- You can also manually click the “>” button to open up each level of options.
 - Click the “+” button to add a Subcategory or Item to the “Selected Products & Services” box.
 - Click the “x” button to remove an Item from the “Selected Products & Services” box.

At least 1 item needs to be selected in order to click CONTINUE.

You can always update this information after registration.



Progress bar steps: E-mail Verification, Contact Information, Select Company, Company Information, Diversity Information, **Products & Services**, Login Information

Search...

Available Products & Services

- > Boilers
- > Chemicals
- > Construction and Maintenance
- > Corporate
- ▼ Electrical Equipment
 - Arrestors +
 - Arrestors +

Selected Products & Services

- Chemicals > Additives > Coal Additives -
- Chemicals > Bulk Chemicals > Corrosion Control -

Remove Item

Add Item

BACK CONTINUE


Login Information

Create a PowerAdvocate username and password.

Username and passwords are case-sensitive!

You must meet the minimum requirements stated in order to successfully finish registration by clicking the SUBMIT & LOGIN button.

- Username must be...
 - at least 8 characters
 - available in the database
- Password must have at least...
 - 8 characters
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 special character
 - 1 number



The registration form interface consists of a horizontal progress bar at the top with seven steps: E-mail Verification, Contact Information, Select Company, Company Information, Diversity Information, Products & Services, and Login Information. The 'Login Information' step is currently active, indicated by a checkmark icon.

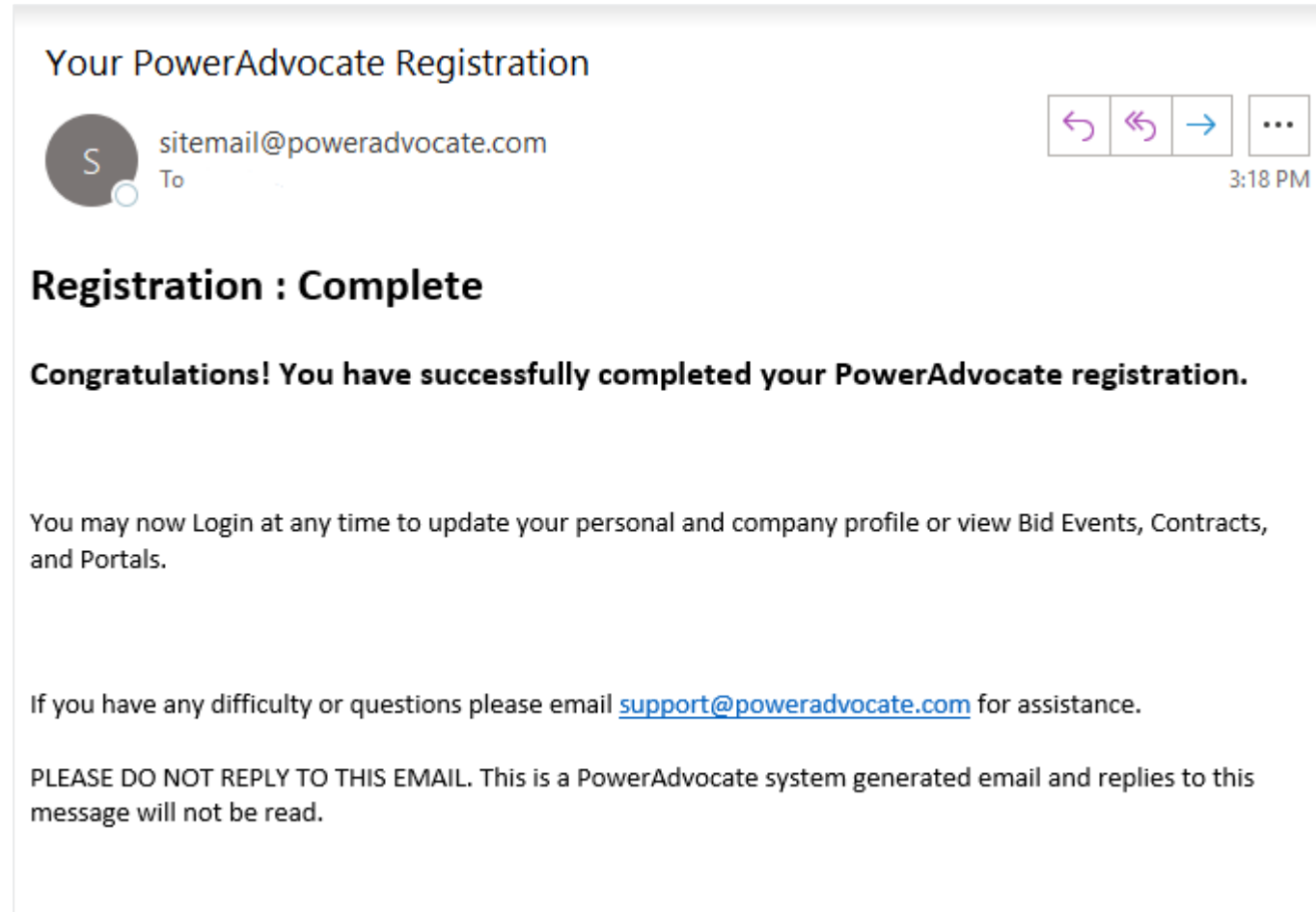
Below the progress bar, the text 'Enter a Username and Password for your login' is displayed. The form contains three input fields:

- Username ***: A text input field containing the word 'example'. Below it, a red error message states: 'Username should be at least 8 characters long'.
- Password ***: A password input field with masked characters (dots). Below it, a red error message states: 'Password must have at least 8 characters with 1 uppercase, 1 lowercase, 1 special character and 1 number'.
- Confirm Password ***: A text input field. Below it, a red error message states: 'The passwords must match'.

At the bottom of the form, there are two buttons: a blue 'BACK' button and a grey 'SUBMIT & LOGIN' button.

Registration Completed Email

Once you have clicked the SUBMIT & LOGIN button you will automatically be logged into PowerAdvocate and receive a registration complete email.

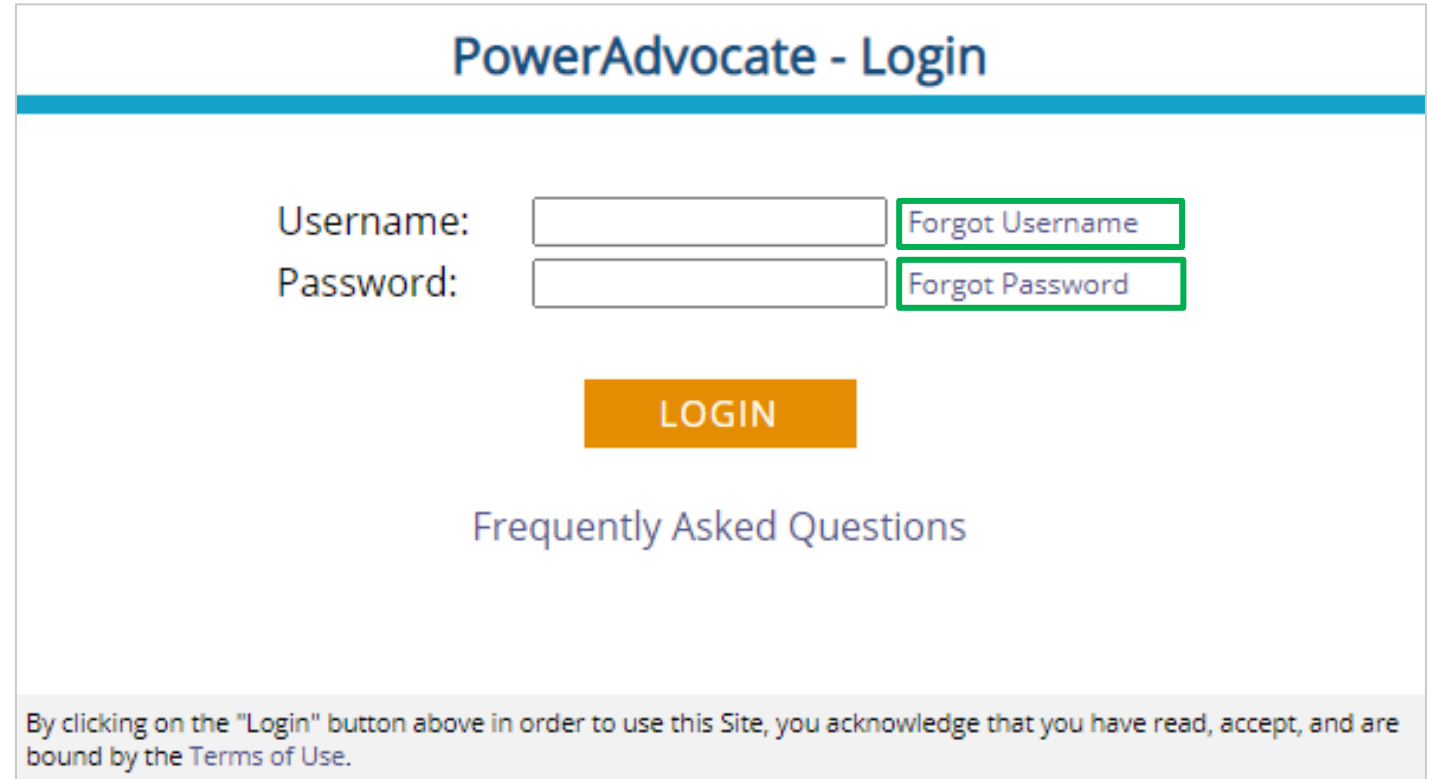


Logging into PowerAdvocate

1. Go to <https://w3.poweradvocate.com/>
2. Click the LOGIN button in the upper-right hand corner.
3. Enter your case-sensitive username and password.

OR

Bookmark PowerAdvocate's login page:
<https://www.poweradvocate.com/login.jsp>



The screenshot shows the PowerAdvocate login interface. At the top, it says "PowerAdvocate - Login". Below this, there are two input fields: "Username:" and "Password:". To the right of the "Username:" field is a green-bordered button labeled "Forgot Username". To the right of the "Password:" field is a green-bordered button labeled "Forgot Password". Below these fields is a large orange button labeled "LOGIN". Underneath the "LOGIN" button is a link for "Frequently Asked Questions". At the bottom of the page, there is a disclaimer: "By clicking on the 'Login' button above in order to use this Site, you acknowledge that you have read, accept, and are bound by the Terms of Use."

If you forget your case-sensitive username
or password, please click on the
FORGOT USERNAME or **FORGOT PASSWORD** hyperlinks.

Thank You for Registering with PSEG!

- If you experience any technical issues, please contact PowerAdvocate Customer Support at support@poweradvocate.com or call 857-453-5800.
- For all questions related to the PSEG Diversity Program, please email Marisol Ramirez at psegsupplierdiversity@pseg.com.

