



**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

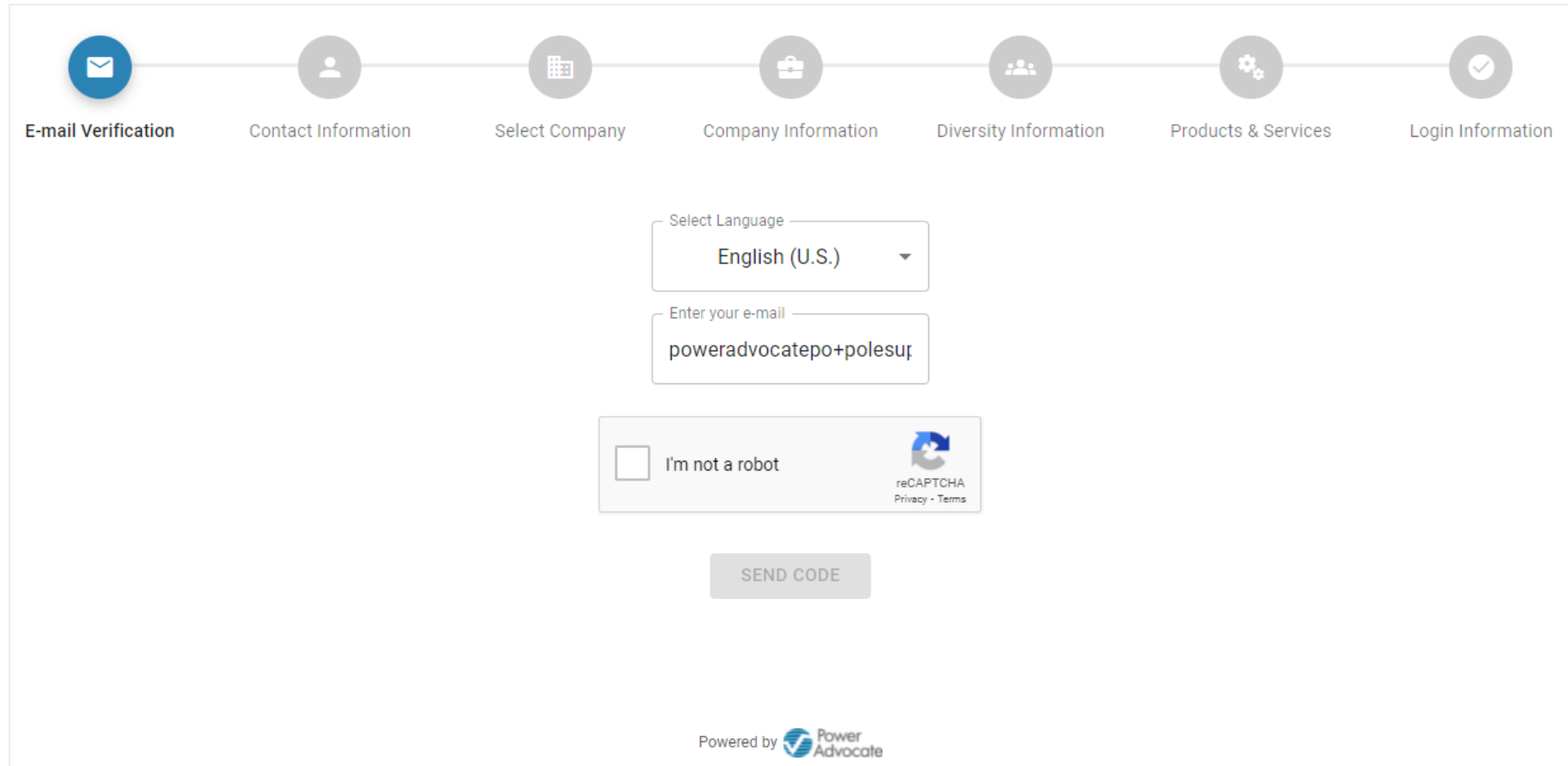
Please follow the link to access PSEG's supplier registration.

<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.




The screenshot shows a multi-step registration process. At the top, a horizontal navigation bar contains seven steps: E-mail Verification (active, highlighted in blue), Contact Information, Select Company, Company Information, Diversity Information, Products & Services, and Login Information. Below the navigation bar, the E-mail Verification form includes a 'Select Language' dropdown menu set to 'English (U.S.)', an 'Enter your e-mail' text input field containing 'poweradvocatepo+polesu', a reCAPTCHA 'I'm not a robot' checkbox, and a 'SEND CODE' button. At the bottom of the form, it says 'Powered by Power Advocate'.

# 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*.

Your Email Verification Code

 sitemail@poweradvocate.com  
To

Reply Reply All Forward ...

Wed 12/1/2021 11:05 AM

**Your verification code is 777555.**

**Please enter this code in our website to complete your registration for PowerAdvocate.**

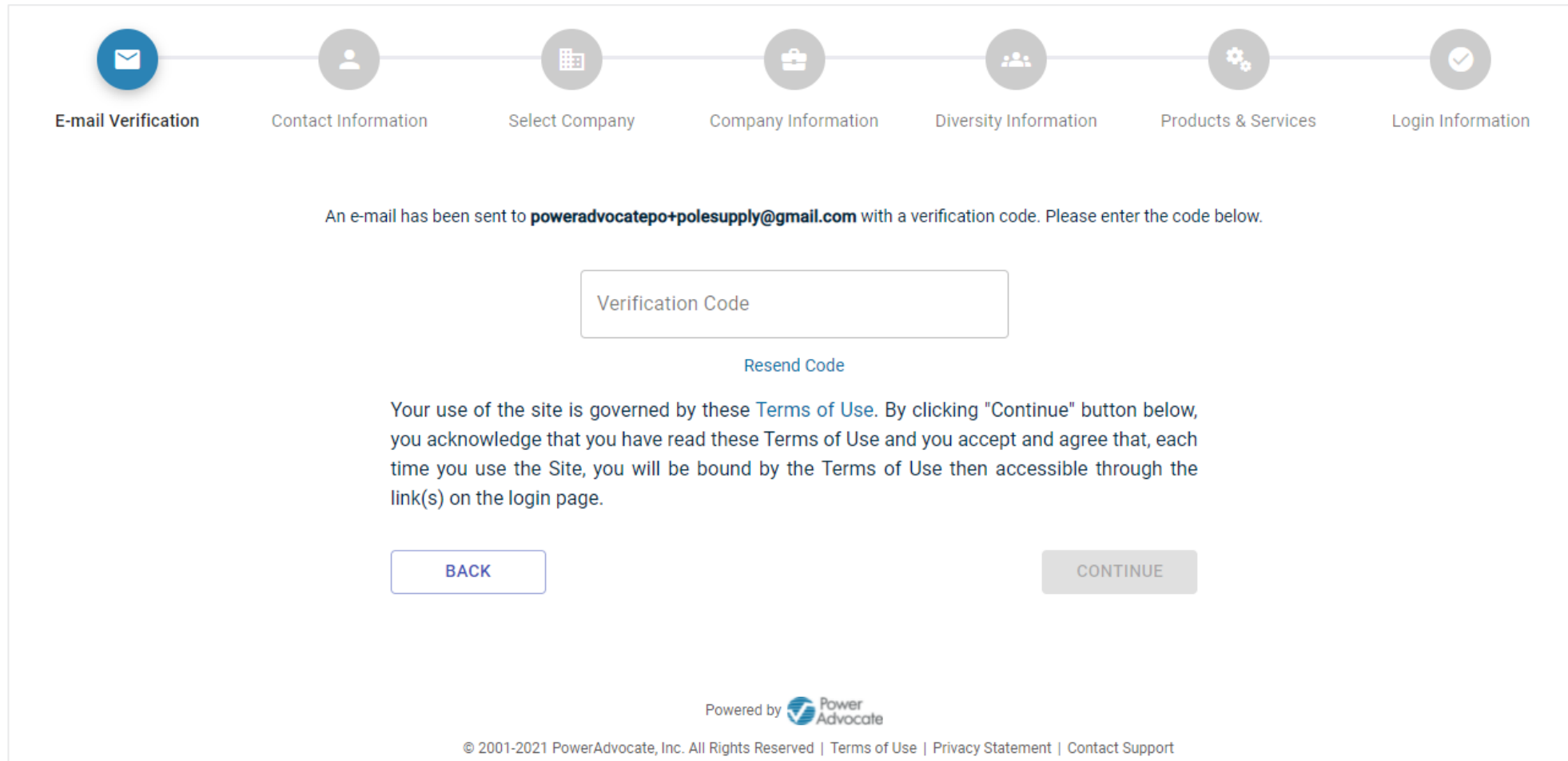
If you have any difficulty or questions please email [support@poweradvocate.com](mailto:support@poweradvocate.com) for assistance.

PLEASE DO NOT REPLY TO THIS EMAIL. This is a PowerAdvocate system generated email and replies to this message will not be read.

# Enter Verification Code

Enter the code you received from the email [sitemail@poweradvocate.com](mailto:sitemail@poweradvocate.com).

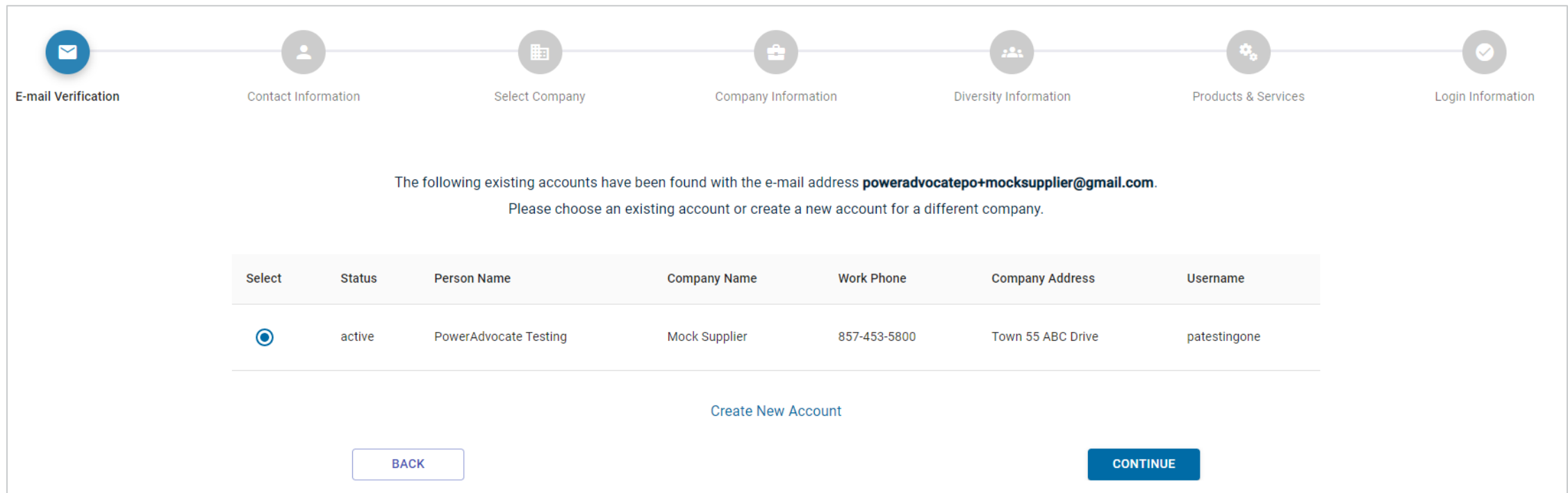
- Click the “Resend Code” hyperlink if you want to resend the email verification code. Make sure to use the verification code from the most recently received email.



The screenshot shows a registration progress bar with seven steps: E-mail Verification (active), Contact Information, Select Company, Company Information, Diversity Information, Products & Services, and Login Information. Below the progress bar, a message states: "An e-mail has been sent to **poweradvocatepo+polesupply@gmail.com** with a verification code. Please enter the code below." A text input field labeled "Verification Code" is centered. Below it is a blue "Resend Code" link. A paragraph of text reads: "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 are two buttons: "BACK" and "CONTINUE". The footer includes the Power Advocate logo, copyright information "© 2001-2021 PowerAdvocate, Inc. All Rights Reserved", and links for "Terms of Use", "Privacy Statement", and "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.



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.

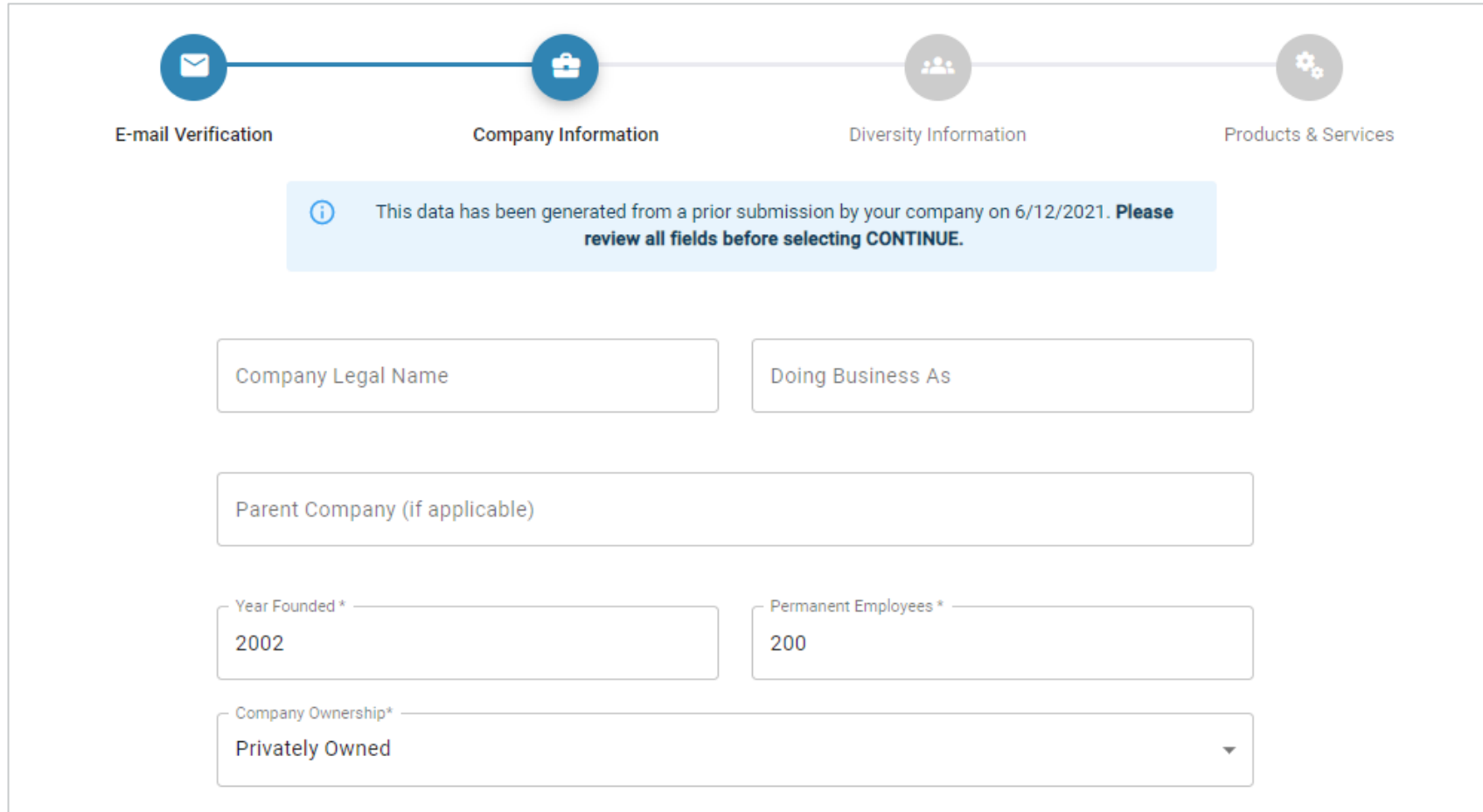
Select	Status	Person Name	Company Name	Work Phone	Company Address	Username
<input checked="" type="radio"/>	active	PowerAdvocate Testing	Mock Supplier	857-453-5800	Town 55 ABC Drive	patestingone

[Create New Account](#)



# Email Verification – Existing Account Chosen


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



The form displays a progress bar with four steps: E-mail Verification, Company Information, Diversity Information, and Products & Services. The 'Company Information' step is currently active. A light blue notification box states: 'This data has been generated from a prior submission by your company on 6/12/2021. Please review all fields before selecting CONTINUE.' Below this, the form contains several input fields: 'Company Legal Name' and 'Doing Business As' (side-by-side), 'Parent Company (if applicable)', 'Year Founded \*' (with value 2002), 'Permanent Employees \*' (with value 200), and 'Company Ownership\*' (with value 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 progress bar shows six steps: E-mail Verification, Contact Information, Company Information, Diversity Information, Products & Services, and Login Information. The 'Contact Information' step is currently active and highlighted in blue.

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


----- ▾      First Name\* Pole      Last Name\* Supplier

Work Phone\* 555-555-5555

Job Title Estimator

(UTC-5:00) Eastern Standard Time ▾

[RESTART REGISTRATION](#)      [CONTINUE](#)

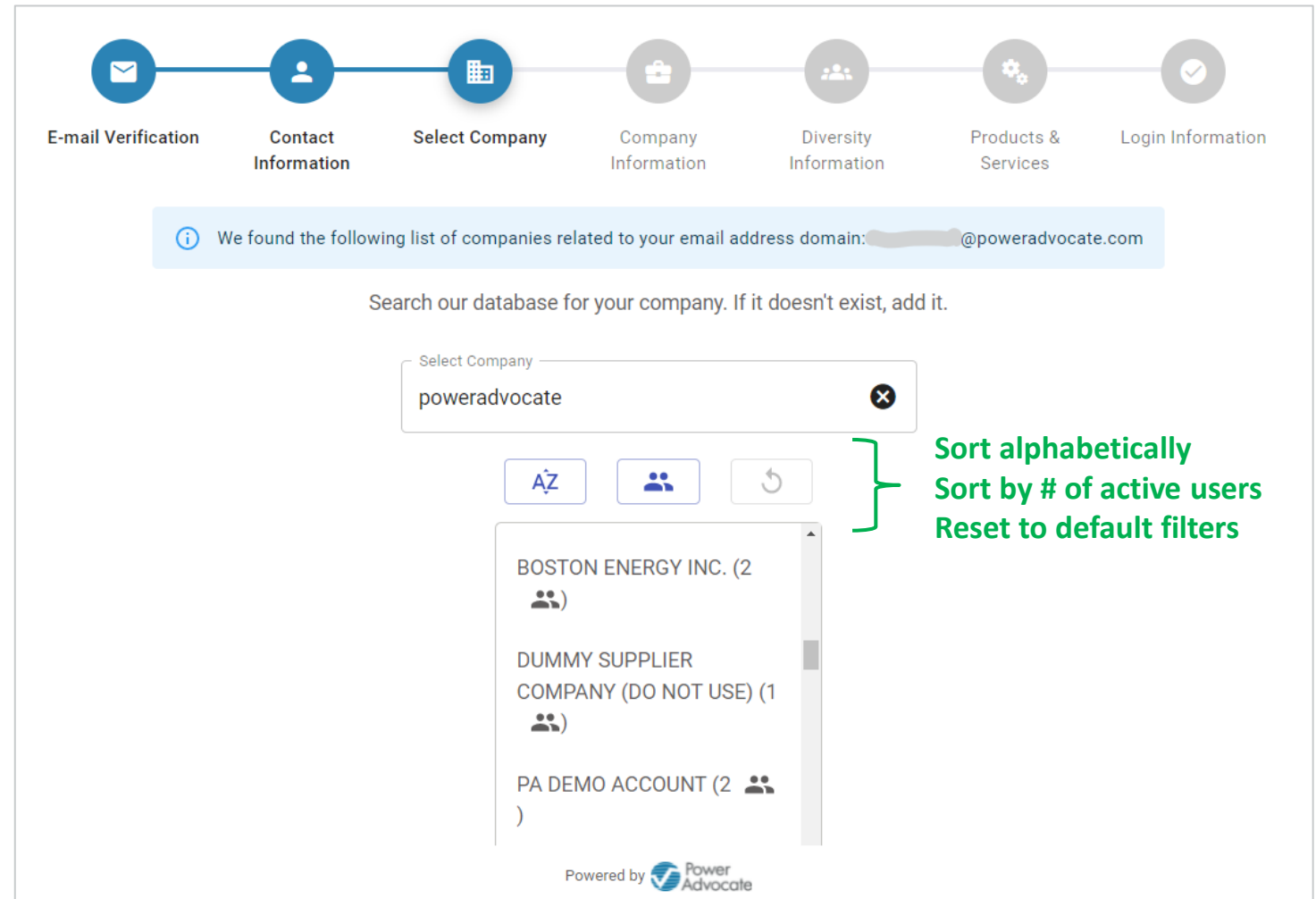
Powered by  Power Advocate

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# 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   [User Icon]   [Refresh Icon]

BOSTON ENERGY INC. (2)  
[User Icon]

DUMMY SUPPLIER  
COMPANY (DO NOT USE) (1)  
[User Icon]

PA DEMO ACCOUNT (2)  
[User Icon]

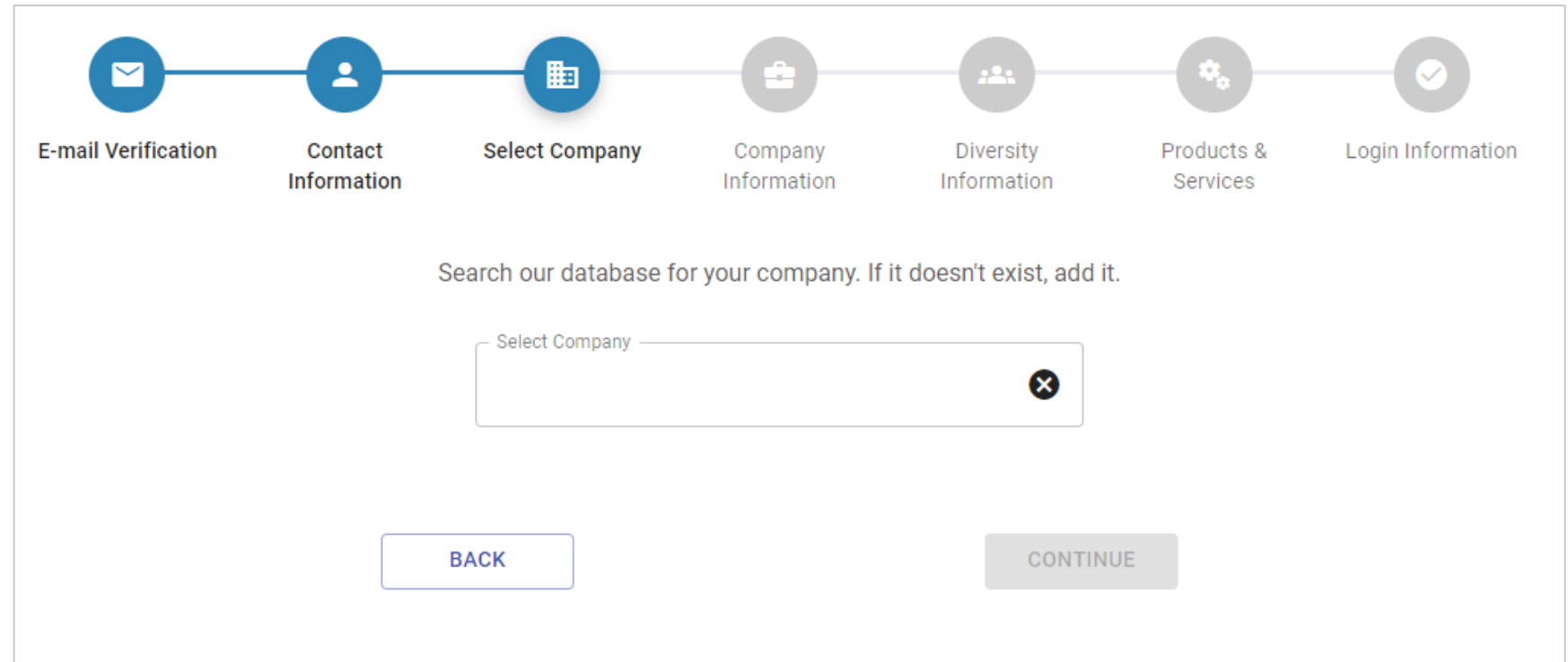
Sort alphabetically  
Sort by # of active users  
Reset to default filters

Powered by 

# 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



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

BACK    CONTINUE

# 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

AZ    [Icon]    [Refresh]

- 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

Parent Company (if applicable)

Company Ownership\*  
 Privately Owned ▼

Company is Unionized  Yes  No

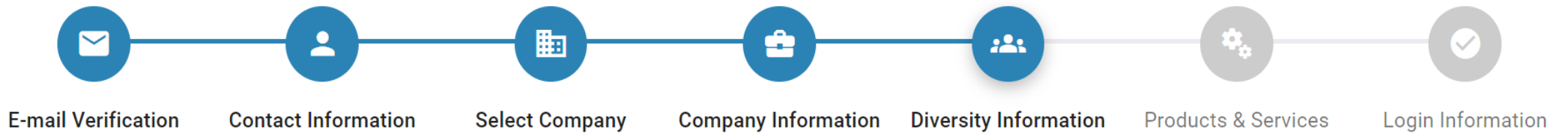
BACK
CONTINUE

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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.

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		<input type="text"/>	mm/dd/yyyy	mm/dd/yyyy

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

Set Start and Expiration Date of Certificate

Upload Diversity Certificate From Your Files



# 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.*


# 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.

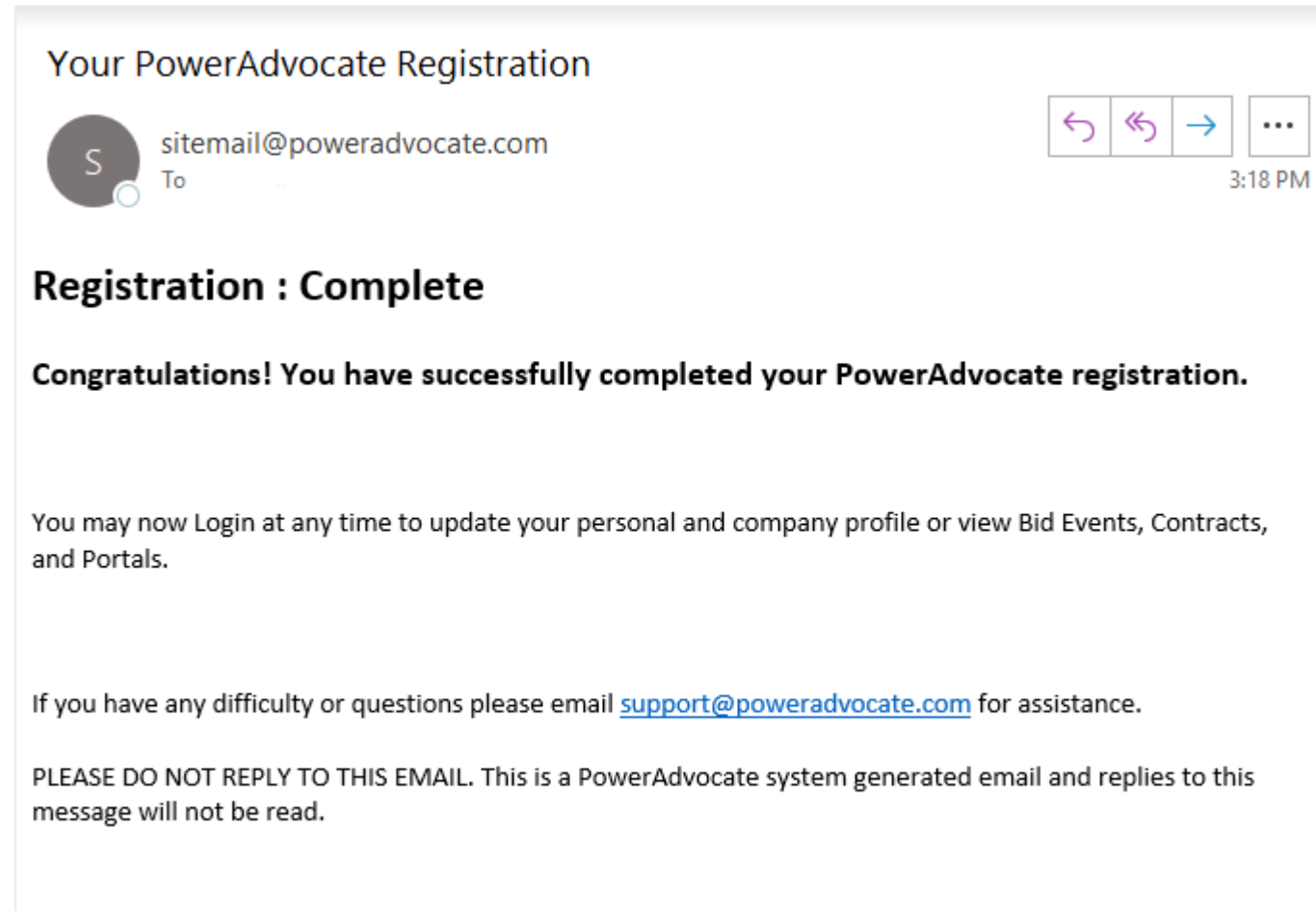
- Username must be...
  - at least 8 characters
  - available in the database
- Password must have at least...
  - 8 characters
  - 1 uppercase letter
  - 1 lowercase letter
  - 1 special character
  - 1 number



The screenshot shows a registration progress bar 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. Below the progress bar, the user is prompted to 'Enter a Username and Password for your login'. There are three input fields: 'Username \*' containing 'example', 'Password \*' with masked characters, and 'Confirm Password \*'. Red error messages are displayed below each field: 'Username should be at least 8 characters long' for the username, 'Password must have at least 8 characters with 1 uppercase, 1 lowercase, 1 special character and 1 number' for the password, and 'The passwords must match' for the confirm password field. At the bottom, there are two buttons: 'BACK' and 'SUBMIT & LOGIN'.

# Registration Completed Email

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



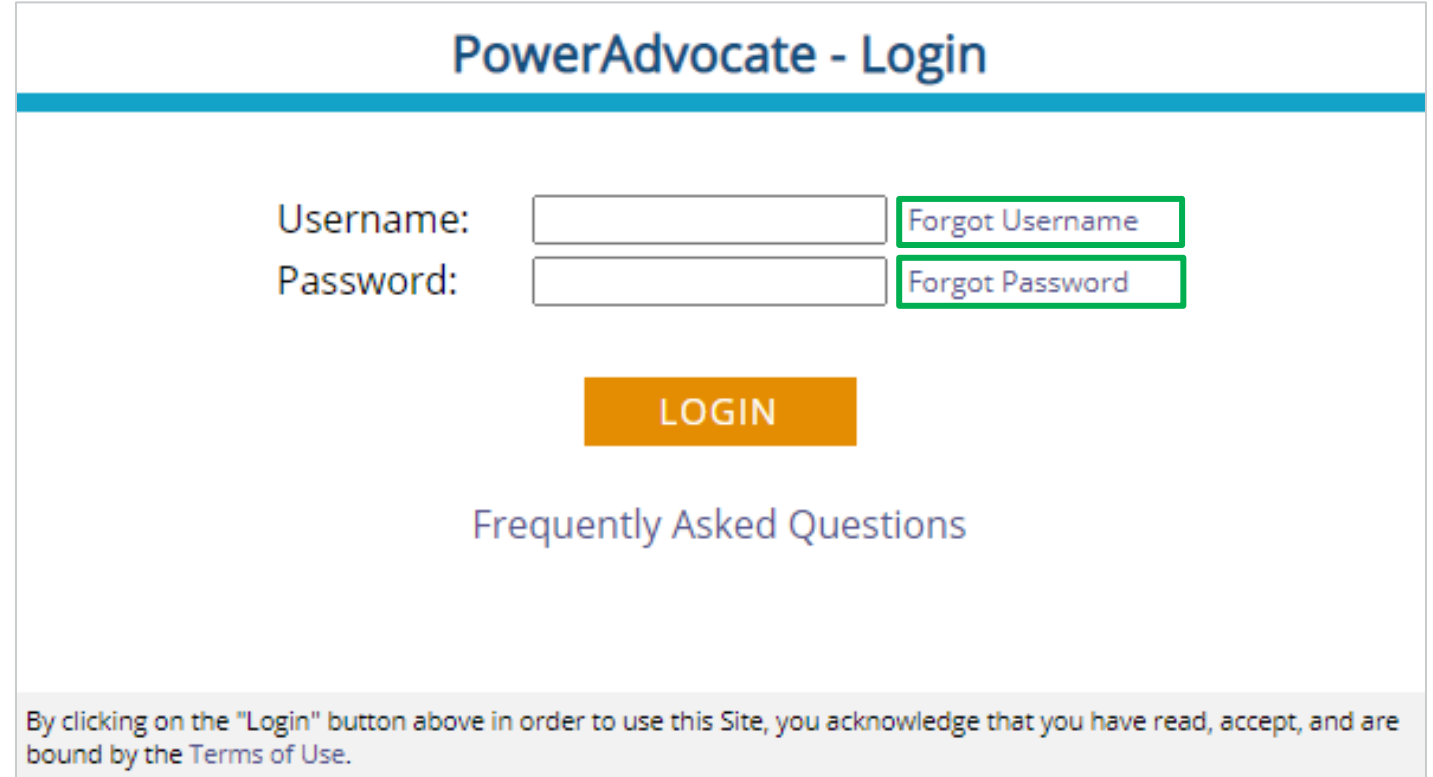
## Logging into PowerAdvocate

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 page. 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](mailto: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](mailto:psegsupplierdiversity@pseg.com).

