

SUPPLIER REGISTRATION GUIDE



2018



The Registration Process



Step 1: Please follow the link to access FirstEnergy's Supplier Registration Portal:

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



The Registration Process



Step 2: Please enter the security code shown in the pop-up box


The screenshot displays the FirstEnergy website registration interface. At the top left is the FirstEnergy logo, followed by the text "Powered By PowerAdvocate". A navigation menu on the left lists various options: Email Check, User Information, Company Search, Company Selection, Personal Information, Location Information, Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled "Email Security Check" and contains a welcome message: "Welcome! For security purposes, please enter your email address below." Below this is an "Email Address *" input field. A red asterisk indicates a required field. A "Cancel" button and a "Continue" button are positioned below the input field. A pop-up box is overlaid on the page, containing the text: "To begin registration, enter the security code shown in the image below." Below this text is a "Security Code *" input field. Underneath the input field is a security code image showing the characters "xnpmm" in a blue, slightly distorted font. A black arrow points from the text "To ensure the security of the website, please enter the characters exactly as you see them on your screen" to the security code image. Below the image is a "Click here for audio." link and a "Submit" button. At the bottom of the page, there is a footer with contact information: "PowerAdvocate Corporate: (657) 453-5700 • PowerAdvocate Technical Support: (657) 453-5800 • support@poweradvocate.com Copyright 2001-2017 Power Advocate, Inc. All rights reserved. • Terms of Use".


To ensure the security of the website, please enter the characters exactly as you see them on your screen

The Registration Process



Step 3: Please enter your email address



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Email Check	Email Security Check
User Information	Welcome! For security purposes, please enter your email address below.
Company Search	Email Address * : <input type="text"/>
Company Selection	* Required Field
Personal Information	Your use of the site is governed by these Terms of Use . By clicking on the "Continue" button below to start this registration process, 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.
Location Information	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>
Business Information	
Business Biography	
Diversity Classifications	
Products And Services	


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The Registration Process



Step 4: Please enter your basic user information



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Email Check	User Information
User Information	
Company Search	First Name * : <input type="text" value="Mary"/>
Company Selection	Last Name * : <input type="text" value="Smith"/>
Personal Information	Email Address: <input type="text" value="john.doe@pademo25.com"/>
Location Information	Work Phone * : <input type="text"/>
Business Information	* Required Field
Business Biography	
Diversity Classifications	
Products And Services	

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The Registration Process



Step 5: Please enter your company's name

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Email Check
User Information
Company Search
Company Selection
Personal Information
Location Information
Business Information
Business Biography
Diversity Classifications
Products And Services

Company Search

Please type your company name in the box and click Continue.

Company Name * :

* Required Field

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The Registration Process



Step 6: Please select or add your company

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Company Selection

The companies below are registered with names similar to the company name you entered. If your company name is displayed in the list, please select it and then click Continue.

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to PowerAdvocate, Inc..

Exact Matching Companies

Select	Company Name	Active Users	Office
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Similar Matching Companies

Select	Company Name	Active Users	Office
<input type="radio"/>	PowerAdvocate	177	
<input type="radio"/>	PowerAdvocate Example Supplier 8	3	
<input type="radio"/>	PowerAdvocate Vendor	3	
<input type="radio"/>	PowerAdvocate Example Supplier 7	1	


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If your company name is listed as one of the Exact or Similar Matching Companies, please select it

The Registration Process



Step 6: Please select or add your company



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- Email Check
- User Information
- Company Search
- Company Selection**
- Personal Information
- Location Information
- Business Information
- Business Biography
- Diversity Classifications
- Products And Services

Company Selection

Select	Company Name	Active Users	Office
<input type="radio"/>	PowerAdvocate	177	
<input type="radio"/>	PowerAdvocate Example Supplier 8	3	
<input type="radio"/>	PowerAdvocate Vendor	3	
<input type="radio"/>	PowerAdvocate Example Supplier 7	1	
<input type="radio"/>	PowerAdvocate Inc.	1	
<input type="radio"/>	PowerAdvocate Test Supplier	0	

Similar Matching Companies

Add company name (as you would like it to appear in our database):


If your company name is not listed in the Matching Companies, please scroll down to add it


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Step 7: Please enter your login and personal information



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Email Check	Personal Information
User Information	
Company Search	
Company Selection	
Personal Information	Login Information
Location Information	Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password must be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphabetic character.
Business Information	User Name * : <input type="text" value="mary.smith"/>
Business Biography	Password * : <input type="password" value="....."/>
Diversity Classifications	Confirm Password * : <input type="password" value="....."/>
Products And Services	

Personal Information

Salutation: ▼

Full Name:

Title * :

Time Zone * : ▼

Mobile Phone:

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Step 8: Please select or add your company location

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Location Information

Registered Locations

Select	Site Name	Address	State/Province	Zip/Postal Code	Coun...	P
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Add New Location

Back Cancel Continue

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If your address is listed as a Registered Location, please select it and skip to Step 10 of this guide


If your address is not listed as a Registered Location, please select to add it

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Step 9: Please add your location information



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Email Check	Add Location Information	
User Information	Country * :	United States <input type="button" value="v"/>
Company Search	Address 1 * :	179 Lincoln Street
Company Selection	Address 2:	
Personal Information	Town/City * :	Boston
Location Information	State/Province * :	Massachusetts <input type="button" value="v"/>
Add Location Information	Zip/Postal Code * :	02111
Business Information	Address Type * :	Business Office <input type="button" value="v"/>
Business Biography	Site Type * :	Corporate <input type="button" value="v"/>
Diversity Classifications	Site Name:	
Products And Services	Site Phone:	
	Site Description:	

* Required Field


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<https://www.poweradvocate.com/index.html>

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Step 10: Please add your business information



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Email Check	Business Information
User Information	DUNS number: <input type="text"/>
Company Search	Company Website: <input type="text"/>
Company Selection	Company Phone Number: <input type="text"/>
Personal Information	Company Fax Number: <input type="text"/>
Location Information	Company Email Address: <input type="text"/>
Add Location Information	Primary NAICS Code* : <input type="text"/>
Business Information	Secondary NAICS Code: <input type="text"/>
Business Biography	
Diversity Classifications	
Products And Services	

Please enter other customer references that are in our industry or are an affiliate of our company:


Company Name	Contact Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


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Step 11: Please add your business biography



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Email Check	Business Biography
User Information	Year Company was Founded: <input type="text"/>
Company Search	Number of Permanent Employees * : <input type="text"/>
Company Selection	Is your company unionized? * : <input type="radio"/> Yes <input type="radio"/> No
Personal Information	Annual Revenue for 2016: <input type="text"/>
Location Information	Annual Revenue for 2015: <input type="text"/>
Add Location Information	Annual Revenue for 2014: <input type="text"/>
Business Information	Company Ownership: <input type="text" value="Privately Owned"/>
Business Biography	
Diversity Classifications	
Products And Services	

Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


* Required Field


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Step 12a: Please select your company's diversity classification(s)



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Email Check

User Information

Company Search

Company Selection

Person Information

Location Information

Add Location Information

Business Information

Business Biography

Diversity Classifications

Products And Services

Diversity Classifications

Please indicate below whether you are a diverse supplier and select all applicable diversity classifications. *

FirstEnergy views a diverse business as one that meets federal and state regulatory certification requirements. A small business must meet the size criteria set forth in the Code of Federal Regulations, Small Business Size Regulations (CFR Title 13, Part 121).

- To register in the SBAs PRO- Net database, go to Department of Defenses Central Contractor Registration (CCR) web site, which is www.ccr.gov. Click on START NEW REGISTRATION to begin process.
- For detailed information on diversity classifications please click [HERE](#)
- Diverse-owned businesses wishing to provide self certification please complete the FirstEnergy Supplier Profile Form, available [HERE](#)

Please indicate below your business classification. Note: Diverse Businesses may fit into more than one category.

Diverse Not Diverse

Diversity Classifications

Diversity Classification	Document	Reference ID
<input type="checkbox"/> Minority-Owned Business Enterprise (MBE)		
<input type="checkbox"/> Woman-Owned Business Enterprise (WBE)		
<input type="checkbox"/> Physically Challenged		
<input type="checkbox"/> SBA 8(a) Program		
<input type="checkbox"/> SBA HUBZone Business (HUBZone)		
<input type="checkbox"/> Service Disabled Veteran-Owned Business Enterprise		
<input type="checkbox"/> Small Business Enterprise		
<input type="checkbox"/> Small Disadvantaged Business Enterprise (SDB)		
<input type="checkbox"/> Veteran-Owned Business Enterprise (VBE)		

The Registration Process



Step 12b: Please upload your supporting diversity documentation, if applicable

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If you indicate you are a diverse organization, you will be prompted to upload the proper documentation.

Load Diversity Document

Classification: Woman-Owned Business Enterprise (WBE)

Document * : Browse...

Effective Date * :

Expiration Date * :

* Required Field

Submit Cancel

Diversity Classifications

Diversity Classification

- Minority-Owned Business
 - Asian-Indian American
 - Asian-Pacific American
 - Black American
 - Hispanic American
 - Native American
- Woman-Owned Business Enterprise (WBE)
- Physically Challenged
- SBA HUBZone Business (HUBZone)
- Service Disabled Veteran-Owned Business Enterprise
- Small Business Enterprise

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Step 13: Please select the Products & Services your company provides

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Products And Services

Please select your products and services below:

Attention: Buyers find your company based on your selections. Please be as specific as possible and select all products and services that you provide.

All Items

- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology
 - Computer Hardware
 - Computer Software
 - Software
- IT Services
- Information Technology
- Mining Equipment

Saved Items

- Information Technology
 - Computer Software
 - Software

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Please select all the products and services your company provides and add them

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Step 14: Please click on Finish

After submitting your company's registration you may go back and edit your information at any time by logging in to <https://www.poweradvocate.com/>

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Products And Services

Please select your products and services below:

Attention: Buyers find your company based on your selections. Please be as specific as possible and select all products and services that you provide.

All Items

- Boilers
- Chemicals
- Construction and Maintenance
- Corporate
- Electrical Equipment
- Environmental - Pollution Control
- Facilities
- Fleet and Vehicles
- Gas Processing Equipment
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology

Saved Items

- Information Technology
 - Computer Software
 - Software
 - IT Services
 - IT Services
 - Internet Services
 - Storage Services

Buttons: Back, Cancel, Finish

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You need to click on "Finish" to submit your company registration