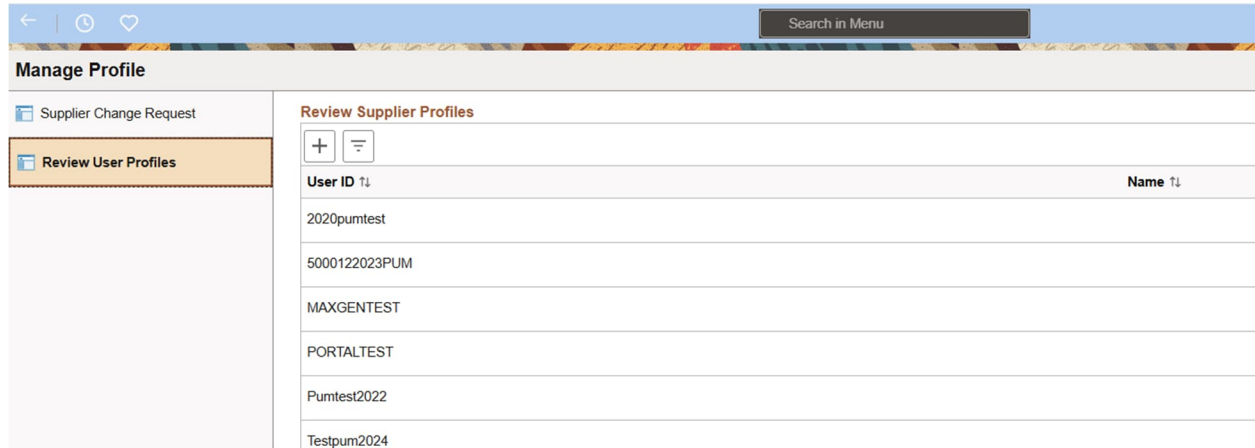# Set Up Users with Limited Roles

1. Log into the Supplier Portal
2. Click "Manage Profile"
3. Click "Review User Profiles"
4. Click the "+" to add a new user

5. Create a username in the User ID box
   - It must be at least 9 characters
   - It can only contain the below type of characters
     i. Alpha
     ii. Numeric
     iii. @
     iv. –
     v. .
6. Enter the name of the user
7. Create a password in the Password box and follow the below criteria
   - At least 8 characters
   - At least 6 lower case characters
   - At least 1 number
   - At least 1 symbol
8. Reenter your password in the Confirm Password box
9. Enter "US Dollar" in the Currency box
10. Select "Current" in the Rate Type box
11. Select your language in the Language Code box
12. Enter the user's email address in the Email Address box
13. Under Supplier User Roles, select the role type for the user

- Supplier Inquiry – can only view inquiry pages, cannot submit invoices or update supplier information
- Supplier Invoice Entry – can submit invoices and view inquiry, cannot update supplier information
- If the individual needs access to update supplier information and/or create additional users, they will need the Supplier Admin role. This role cannot be set up through this page. It is only set up through registering via the New User Registration email. Please have the individual email esupplier@entergy.com a copy of your company's W9 to start the registration process

14. Select the Company's Name this individual is to have the above role for
15. Click "Save"