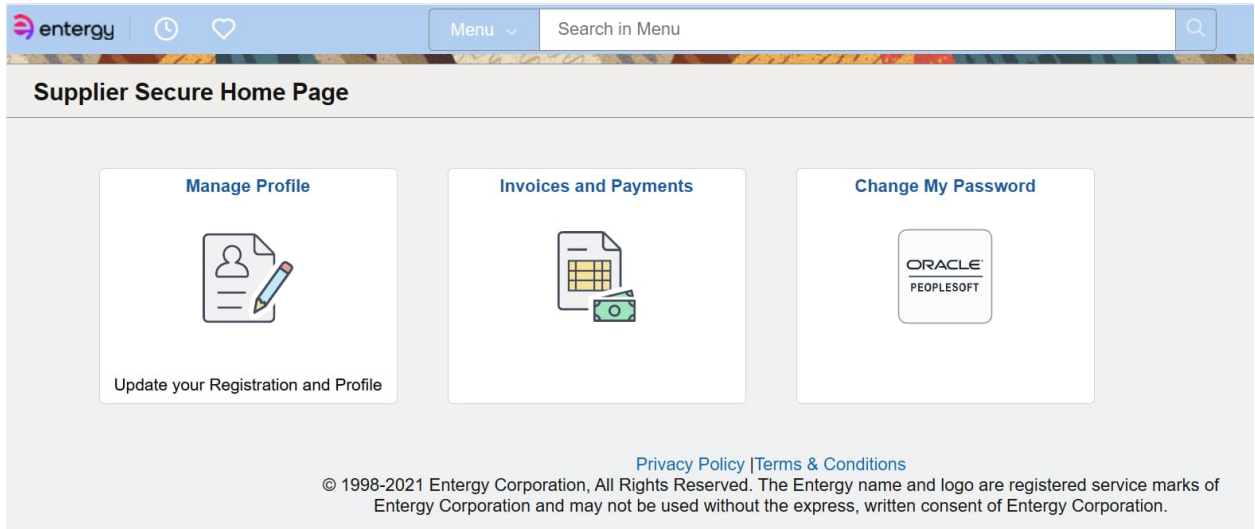


Name Change Request

1. Log into the Supplier Portal
2. Click “Manage Profile”



3. Click “Create New Request”

Supplier Change Request Selection

Select Supplier

*Supplier

Create New Request

No records found.

4. Click “Company Profile”

5. Update the company name

6. Select an Audit Reason Code and check “Confirm Changes”
7. Click “Submit”
8. Your request will be denied, and you should receive an email from esupplier@entergy.com with the correct form to process a name change.