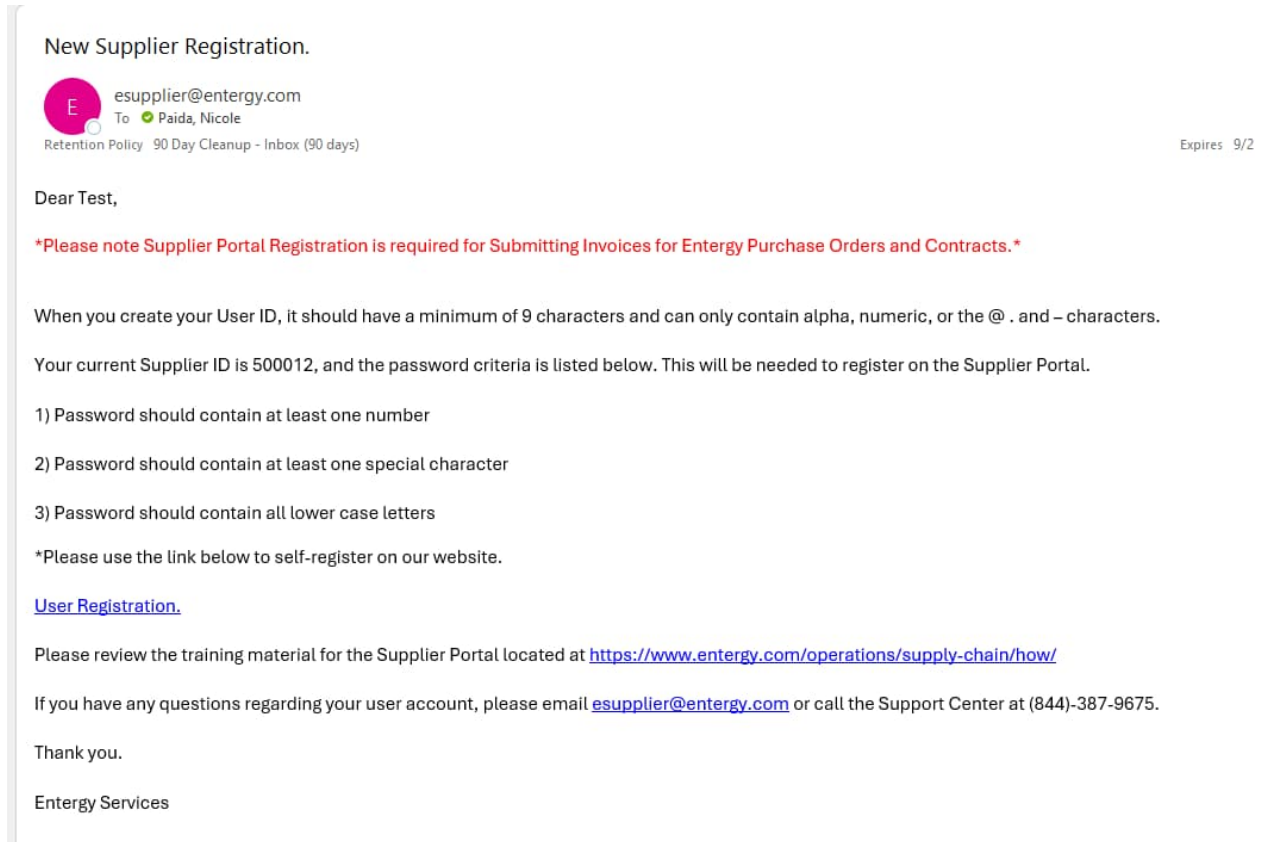


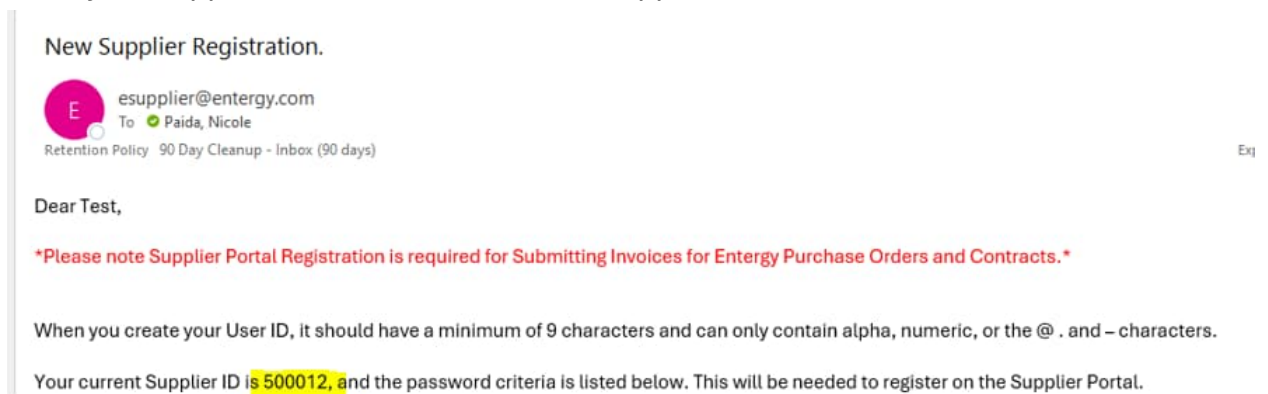


## New Registration

1. Receive registration email from [esupplier@entergy.com](mailto:esupplier@entergy.com)
2. Click “User Registration”




3. Enter your Supplier ID from the email in the Supplier ID box



4. Enter your Tax Identification Number as 9 digits in the Tax Identification Number box
  - a. Do **not** enter a hyphen

- b. Do **not** click “Add” unless you have multiple supplier IDs you are need tied to this username

**Supplier List**

*Supplier ID	Tax Identification Number	
500012	123456789	
<div>Add</div>		

5. Create an user name in the Requester User ID box
  - a. It must be at least 9 characters
  - b. It can only contain the below type of characters
    - i. Alpha
    - ii. Numeric
    - iii. @
    - iv. –
    - v. .
6. Create a password in the Password box and follow the below criteria
  - a. At least 8 characters
  - b. At least 6 lower case characters
  - c. At least 1 number
  - d. At least 1 symbol
7. Reenter your password in the Confirm Password box
8. Enter your name in the Description box
9. Enter your email in the Email ID box
10. Select your language in the Language Code box
11. Enter your time zone in the Time Zone box (*optional*)
12. Enter USD in the Currency Code box
13. Select **Current** in the Rate Type box

### User Account Information

* Requested User ID	<input type="text" value="upgradetest"/>
* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>
Description	<input type="text" value="Test"/>
* Email ID	<input type="text" value="esupplier@entergy.com"/>
* Language Code	<input type="text" value="English"/> ▼
Time Zone	<input type="text" value="CST"/> 🔍
* Currency Code	<input type="text" value="USD"/> 🔍
* Rate Type	<input type="text" value="Current"/> ▼

14. Check the box by “Select to accept the Terms of Agreement below.”

### Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

☒ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

15. Click Submit

16. Your username and password will not be available right away as they will need to be approved. You will receive an email from esupplier@entergy.com stating when your username has been approved. Once the email has been received, you may log into the Supplier Portal.

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## User ID Registration



esupplier@entergy.com

To esupplier

Retention Policy 60 Day Cleanup - Inbox (60 days)

Expires 8/22/2025

 Reply

 Reply All

Your User ID upgradetest associated with Supplier ID 500012 has been approved.

You will be notified at this email address of any changes.

If you have any question or feedback regarding your User ID upgradetest, please call the Support Center at (844)-387-9675 or email at [esupplier@entergy.com](mailto:esupplier@entergy.com)

Thank you,  
Entergy Services Inc.