



When you try to log into the Supplier Portal, but your password is already expired, you will get the below message. To resolve this, please follow the below steps:

1. Click Sign Out to Change Password

The screenshot shows the Entergy Supplier Portal interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns, and a red banner with the Entergy logo and the slogan 'WE POWER LIFE'. Below the banner, the page is divided into two main columns. The left column is titled 'Supplier Home' and contains a 'Warning and Legal Notice' section. The right column is titled 'Welcome' and features the Entergy logo and a 'Welcome to the Supplier Portal' message. Below the welcome message, there is an 'Announcements' section and an 'Upcoming Events' section. In the 'Supplier Home' column, there is a 'Supplier Login' section with input fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. A yellow highlighted box contains the message: 'Your password has expired. If you have entered this site as a Guest, please sign out and log back in under your correct User Id. On log in, you will be directed to a page where you can change your password. Sign Out to Change Password'.

2. The below blue screen will appear, enter your current User ID and Password



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You have requested a secure resource. Please signon with your User ID and Password.

User ID

Password

Select a Language

English 

Sign In

Enable Screen Reader Mode

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3. Click Sign In
4. Click "Click here to change your password."



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Your password has expired.
[Click here to change your password.](#)

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5. Enter your current password and new password twice.
 - a. Password criteria is:
 - i. At least 8 characters
 - ii. At least 6 lower case characters
 - iii. At least 1 number
 - iv. At least 1 symbol
 - v. Not one of your last 5 passwords
6. Click "Change Password"



Description Financial Services

*Current Password

*New Password

*Confirm Password

7. Click "Yes"

*Current Password

*New Password

*Confirm Password

Your password has successfully been changed, Continue to Homepage?

8. The below screen will appear, you are already logged in, just go to the Main Menu above the red banner to navigate in the Supplier Portal
 - a. You will receive "User Already Logged In, Sign In as a Different User" if you try to enter your User ID and Password and click sign in



Entergy WE POWER LIFE™ Home | Worklist | Add to Favorites | Sign Out

Supplier Login

User ID:
Password:

[Forgot Password ?](#)

Welcome



Welcome to the Supplier Portal

This is the central access point for our suppliers to register and maintain their company information as well as conduct electronic transactions in support of Entergy purchase orders and contracts. The portal will also allow your business to view invoice activity.

Announcements

Supplier Portal Announcements
Please remember to ALWAYS break out tax onto the tax line when entering an invoice. DO NOT enter the tax amount as part of the unit price.

Suppliers logging into the portal MUST always enter their assigned Supplier User ID and Password. Do not use anyone else's credentials besides your own.

3/1/18: Due to issues with contract invoice attachments, we are requiring all attachments to be in a PDF format without spaces or underscores in the attachment name.

Upcoming Events

- 7 Upcoming Events
- Supplier Portal Training

Contact Us

Issues regarding the Supplier Portal should be directed to asupplier@entergy.com

FAQs

Terms and Conditions

- Terms and Conditions

How Do I?

- How do I reset my password?
- What do I do if I forget my User ID?

More...

- Suppliers Code of Conduct
- Suppliers' Code of Conduct

Training

- Training

All...

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