Supplier Registration Guide

January 2022

Registering with Consumers Energy

Consumers Energy uses the PowerAdvocate platform to discover and communicate with suppliers.

When you complete the Consumers Energy registration, you will be added to our database of suppliers and immediately visible to all buyers.

This is the first step in your journey to do business with us – welcome!

Tips for Success – Get Ready!

NOTE: The registration software will time out if the screen is idle for 10 minutes or more, or if the page is refreshed. If this happens you will be redirected to begin again, and your progress will not be saved.

To prevent this, we encourage you to move through the registration in one sitting. It is always possible to return and update your profile once you complete your initial registration.

Some fields may pre-fill with information from your company's prior submission. When these appear, please review and update as needed.

Tips for Success – Get Set!

Asterisks indicate a required field and include:

- Year founded
- Number of employees
- Company Tax ID Number (EIN)
- Company ownership (public, private or government)

If your company is certified diverse, please have a copy of your certification when you register. If you do not have your certificate, you can revisit this section later to add your diversity status.

Tips for Success – Go!

Thank you for beginning your journey to becoming a Consumers Energy supplier! We're glad to have you on board.

[Click](#) to access Consumer Energy's supplier registration page.
(works best in Edge or Chrome)

You can find the link and more information at:
consumersenergy.com/become-a-supplier

If you experience technical issues, please contact PowerAdvocate at support@poweradvocate.com or call 857-453-5800.

For questions related to the Consumers Energy Diversity Program, please email divmgr@cmsenergy.com

Verify Your Email

Please enter your email address and check the "I'm not a robot" box, then click the SEND CODE button.

Get Your Verification Code

You should quickly receive a verification email. If you do not, check your spam/junk folders and authorize all emails from *@poweradvocate.com.*

Your Email Verification Code

S sitemail@poweradvocate.com
To

Wed 12/1/2021 11:05 AM

↩ Reply   ↩↩ Reply All   → Forward   ⋯

Your verification code is 777555.

Please enter this code in our website to complete your registration for PowerAdvocate.

If you have any difficulty or questions please email support@poweradvocate.com for assistance.

PLEASE DO NOT REPLY TO THIS EMAIL. This is a PowerAdvocate system generated email and replies to this message will not be read.

An e-mail has been sent to **poweradvocatepo+polesupply@gmail.com** with a verification code. Please enter the code below.

Verification Code

Resend Code

Your use of the site is governed by these Terms of Use. By clicking "Continue" button below, 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.

BACK   CONTINUE

Return to the platform and enter your code.

Account Access

Select your existing account, if available, or Create New Account

If you select an existing account, validate the pre-filled information and skip the next slide.

Select Your Company

Complete your contact information and select your company using the built-in search options.

- If your email has a company domain, it will provide associated businesses first.

- If your email is not a company domain, use the search and filter option.

Please review carefully. Duplicate company entries can be created.

Company Information

Fill out company information, including:

- Location
- DBA
- Year founded
- Number of employees
- Ownership status
- Union status

- Revenue history
- Contact info
- EIN, DUNS, NAICS
- Diversity status

Diversity Information

Select YES to add or update diversity certificates.
Select NO to skip for now.

Upload Diversity Certificate From Your Files

Set Start and Expiration Date of Certificate

Products and Services

Provide an overview of your company's products and services.

- You must have at least 1 selection.
- Use the search bar to choose pre-selected options.
- Expand and collapse to view subcategories under primary options.

Create Login & Complete Registration

You'll be prompted to create a username and password.

- Both are case sensitive.
- Passwords must have 8 characters with 1 uppercase, 1 lowercase, 1 special character and 1 number.

After submitting, you'll receive registration confirmation to the email used to create the account.

Logging into PowerAdvocate

1. Go to **https://w3.poweradvocate.com/**

2. Click the LOGIN button in the upper-right hand corner.

3. Bookmark the page for future visits

4. Enter your case-sensitive username and password.

PowerAdvocate - Login

Username: [   ] Forgot Username
Password: [   ] Forgot Password

LOGIN

Frequently Asked Questions

By clicking on the "Login" button above in order to use this Site, you acknowledge that you have read, accept, and are bound by the Terms of Use.

Thank you!