

# 2025 Central Procurement Entity ("CPE") Local Resource Adequacy ("RA") Request for Offers and Commitments ("RFO") PowerAdvocate User Guide

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# **PowerAdvocate Registration Instructions**

# PG&E CPE strongly encourages Participants to register with PowerAdvocate as soon as possible.

This RFO includes the two offer types listed in the following table. To participate in this RFO, register through PowerAdvocate at one of the following Public Registration Links based on your Participating Organization (PG&E or non-PG&E).

Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s)	https://www.poweradvocate.com/pR.do?okey=228584&pub	228584
from PG&E Participant	Event=true	
Competitive Offer(s)	https://www.poweradvocate.com/pR.do?okey=228582&pub	228582
from All Non-PG&E	Event=true	
Participants		

## **How to Register**

## Step 1: Enter your email address and select "I'm not a robot"

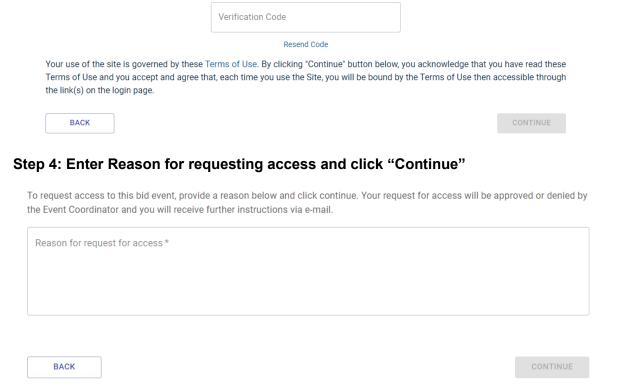


Step 2: Click "Send Code"





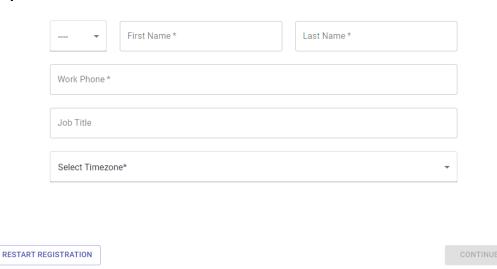
#### Step 3: Enter the verification code sent to your e-mail address and click "Continue"



Participants that have an existing PowerAdvocate account may skip to Step 10 where you can continue registration if you have received your existing account's PowerAdvocate Account Activation email.

Steps 5 through 9 must be exercised if you do not have a pre-existing PowerAdvocate account.

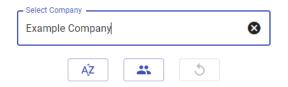
#### **Step 5: Enter Contact Information**





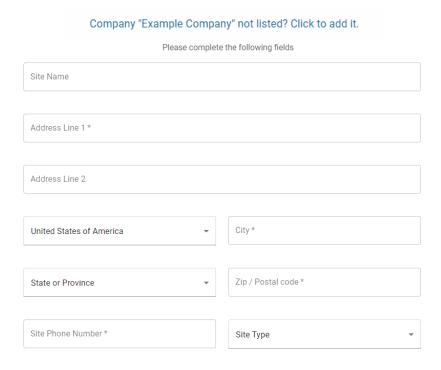
## **Step 6: Enter Company Name**

Search our database for your company. If it doesn't exist, add it.



#### Step 7: Select the name of your company OR add yourself as a new company

If your company does not already exist in the PowerAdvocate database, please add the company by clicking on the below link and filling out the necessary information:



Only one registration per company is required. If you are planning to enter into a Joint Venture or Partnership you will need to complete a new registration for the Primary Company Joint Venture or Partnership. Please use the Primary Company Joint Venture or Partnership format to create the company name.

For example, if your company name is primary and your company name is "DarkStar Energy" and you plan to enter into a joint venture or partnership with a company named "FlashingLight Energy" while participating in this RFO you would need to complete a registration for "DarkStar Energy" and a separate registration for "DarkStar Energy\_FlashingLight Energy".



# Step 8: Enter Login Information and click "Submit & Login"

Enter a Username and Password for your login

Username \*

Password \*

Confirm Password \*

SUBMIT & LOGIN

# **Step 9: Initial Registration Complete**

You will receive an e-mail with the following language:

## Registration: Complete

Congratulations! You have successfully completed your PowerAdvocate registration.

You may now Login at any time to update your personal and company profile or view Bid Events, Contracts, and Portals.

# Step 10: Now that you are registered click again on the pertinent offer or commitment type PowerAdvocate Link

Click the appropriate PowerAdvocate Link based on your Participating Organization (PG&E or non-PG&E).

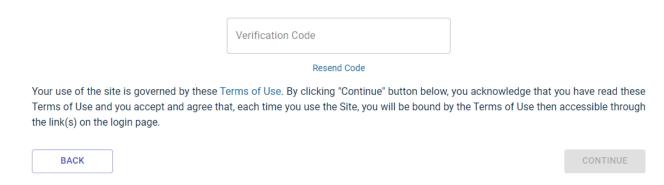
Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s) from PG&E Participant	https://www.poweradvocate.com/pR.do?okey=228584&pub Event=true	228584
Competitive Offer(s) from All Non-PG&E Participants	https://www.poweradvocate.com/pR.do?okey=228582&pub Event=true	228582

Enter the email address that you registered and select "I'm not a robot."





Step 11: Enter the verification code sent to your e-mail address and click "Continue"



Step 12: Your existing account will be identified. Select "Continue"

#### Step 13: Enter Reason for requesting access and click "Continue"

To request access to this bid event, provide a reason below and click continue. Your request for access will be approved or denied by the Event Coordinator and you will receive further instructions via e-mail.

Reason for request for access \*

BACK

CONTINUE

**Step 14: PowerAdvocate Event Registration Complete** 

#### Step 15: Once approved, Participants Will Receive an Email Confirming Registration

Once registration is complete, participants will receive a confirmation email advising that their access to the event is available. After access is granted, you will be able to enter the platform via web browser and navigate areas of the PowerAdvocate platform associated with one of the following event links depending upon which of these links you employed when following the



instructions above.

Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s)	https://www.poweradvocate.com/pR.do?okey=228584&pub	228584
from PG&E Participant	Event=true	
Competitive Offer(s)	https://www.poweradvocate.com/pR.do?okey=228582&pub	228582
from All Non-PG&E	Event=true	
Participants		

If you do not receive a confirmation email in a timely fashion, check your spam or junk folder for emails from PowerAdvocate.

For any issues related to access to the PowerAdvocate, please contact PowerAdvocate Technical Support: (857) 453-5800 or <a href="mailto:support@poweradvocate.com">support@poweradvocate.com</a>.

PowerAdvocate functions in most web browsers, however, using older browsers such as Internet Explorer (IE) may cause certain functionality to work unexpectedly. Should you encounter problems, PowerAdvocate support may be unable to help.

# Logging In

Open a web browser and go to <a href="http://www.poweradvocate.com">http://www.poweradvocate.com</a>. The PowerAdvocate login page will be displayed (you may wish to bookmark this page for quick access).

- 1) Click the orange **Login** button.
- 2) Enter your account **Username** and **Password** (both are case-sensitive). If you have an account but do not remember your user information, click "Forgot Username" or "Forgot Password" and they will be emailed to you.
- 3) Click the event name in the "My Bid Events" column.



# **Downloading Documents**

Select the "Download Documents" tab. A list of RFO documents/materials will be displayed.



Select the relevant documents based on your Offer/Commitment type by clicking the "Download" checkbox to the right of the file information.

Be sure you download files based on the Offer/Commitment package requirements listed in Attachments 1 and 2 of the 2025 PG&E CPE Local RA RFO – Solicitation Protocol.

After selecting the necessary files for download, click the "Download Selected Files" button.

# **Uploading Documents**

Select the "Upload Documents" tab. A panel like the following will be displayed.



Under the "Document Type" header, pull down the drop-down list and select "Commercial and Administrative". Please submit <u>all</u> Commitment or Offer information under this category and not in either "Technical Information" or "Pricing". <u>You do not need to enter a "Reference ID"</u>.

Under "Select File(s) Location" click the "Choose File" button and navigate to the location from which you will be uploading your documents.

Be sure you submit files corresponding to all items listed in the Solicitation Protocol.

Your submittals must be complete before the posted deadline, which can be found as follows:



1) Click "Dashboard" on the ribbon in the upper right corner of the PowerAdvocate screen.

Dashboard Profile Company Help Logout

- 2) Find the event name in the "Event" column.
- 3) The close date will be listed in the "Close" column.

Submittals will not be accepted after the close deadline.

If you have an RFO-related question, please email <a href="mailto:CPESolicitations@pge.com">CPESolicitations@pge.com</a>. As a reminder, if you have any technical questions related to the PowerAdvocate platform, please contact PowerAdvocate Technical Support: (857) 453-5800 or <a href="mailto:support@poweradvocate.com">support@poweradvocate.com</a>.

**End of Document**