

DIDF Partnership Pilot Prescreening Power Advocate Registration Instructions

PG&E strongly encourages Participants to register with Power Advocate ASAP.

To participate in this Prescreening Application process, register through Power Advocate at one or more of the following Public Registration Links associated with the offer types.

	Power Advocate Links	Event ID
Prescreening Application	https://www.poweradvocate.com/pR.do?okey=117292&pubEvent=true	117292

How to Register

Step 1: Click one of the links above

This panel will be displayed asking you to confirm that you are not a robot.



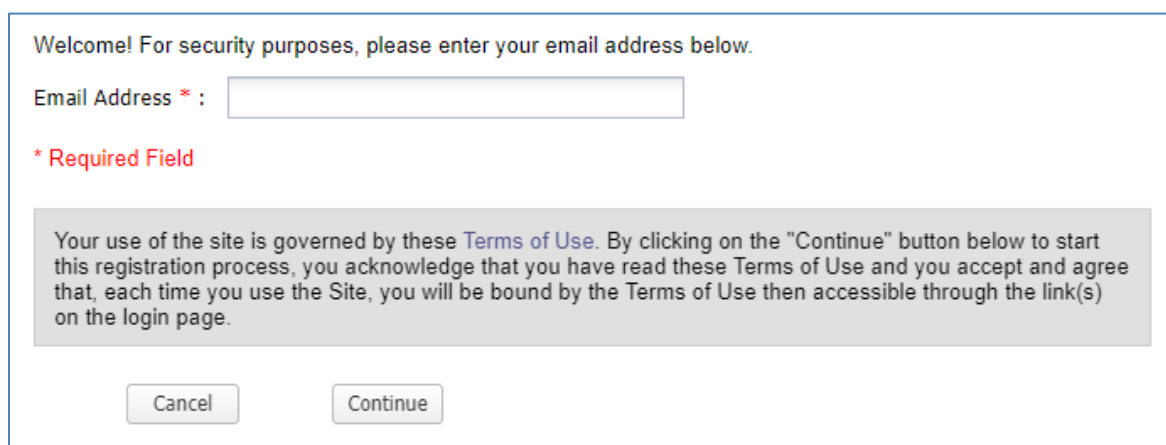
To begin registration, enter the security code shown in the image below.

Security Code * :



Cliquez ici pour voir le français

Step 2: Enter your email address and click “Continue”



Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

Your use of the site is governed by these [Terms of Use](#). By clicking on the "Continue" button below to start this registration process, 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.

Step 3: 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 email.

Reason for request access * :

* Required Field

Participants that have an existing Power Advocate account may skip to Step 12 where you can continue registration if you have received that existing account’s PowerAdvocate Account Activation email. Steps 4 through 11 must be exercised if you do not have a pre-existing Power Advocate account.

Step 4: Enter Contact Information

First Name * :

Last Name * :

Email Address:

Work Phone * :

* Required Field

Step 5: Enter Company Name

Please type your company name in the box and click Continue.

Company Name * :

* Required Field

Step 6: Select the name of your company OR add yourself as a new company

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 solicitation you would need to complete a registration for “DarkStar Energy” and a separate registration for “DarkStar Energy_FlashingLight Energy”.

The companies below are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select "Add company name" and enter your company name, then click Continue.

Registered Companies with similar names to ABCXYZ.

Exact Matching Companies			
Select	Company Name	Active Users	Office Locations

Similar Matching Companies			
Select	Company Name	Active Users	Office Locations

Add company name (as you would like it to appear in our database):

Step 7: Enter Login and Contact Information

Login Information

Please enter a user name and password. These are case sensitive fields ("JDoe" is not the same as "jdoe"). Your user name and password each must be at least 8 characters in length. In addition to plain alphabet characters, your password must have at least 1 number or non-alphanumeric character.

User Name * :

Password * :

Confirm Password * :

Contact Information

Salutation: ▼

Full Name:

Title * :

Time Zone * : ▼

Phone:

Fax Number:

Mail Stop:

* Required Field

Step 8: Location Information

If you are new company that has not previously registered on Power Advocate, please choose “Add New Location”

The registered locations below are associated with your company. Look through the entire list below. If your location is listed, please select it using the appropriate radio button and click Continue.

If your company location is not listed, select Add New Location and click Continue.

Registered Locations						
Select	Site Name	Address	State/Province	Zip/Postal Code	Country..	Phone

Add New Location

Step 9: Enter Location Information

If you added a new location you will be asked to provide location information.

Country * :

Address 1 * :

Address 2:

Town/City * :

State/Province * :

Zip/Postal Code * :

Site Type * :

Site Name:

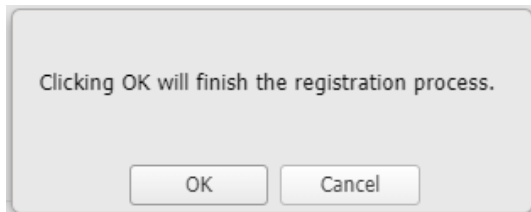
Site Phone:

Site Description:

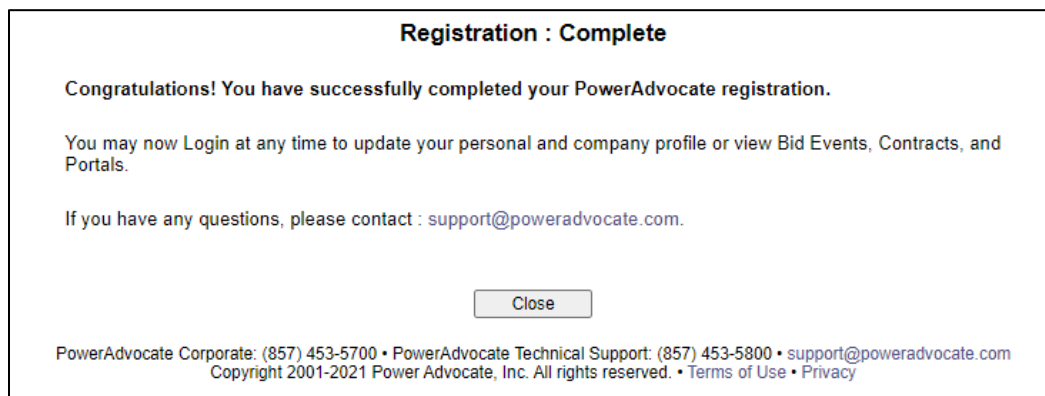
* Required Field

Step 10: Initial Registration Complete

This message will be displayed. Click OK.



This message will then be displayed. It can be ignored. The “Close” button is currently not functional. [Exit PowerAdvocate.](#)

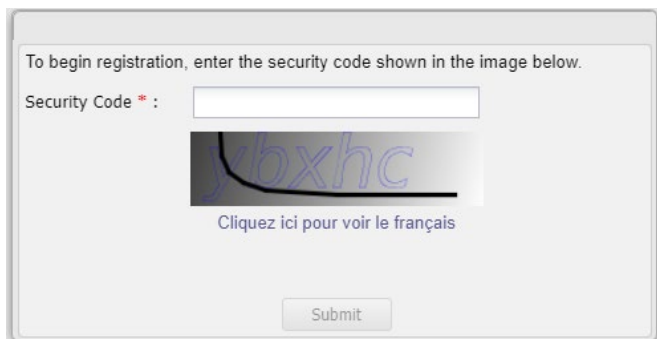


Step 11: Now that you are registered click again on the pertinent offer type Power Advocate Link

Click the Power Advocate Link for the offer type you are segment of the solicitation you wish to participate in.

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This panel will again be displayed asking you to confirm that you are not a robot.



Enter the email address that you registered.



Welcome! For security purposes, please enter your email address below.

Email Address * :

* Required Field

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Cancel

Continue

Step 12: Enter Business Information (Optional)

The information in this section is not required.

Parent Company:

Company Legal Name:

Doing Business As:

Tax ID Number (EIN):

DUNS Number:

Company Website:

Company Phone Number:

Company Fax Number:

Company Email Address:

Primary NAICS Code:

Secondary NAICS Code:

Please enter other customer references that are in our industry or an affiliate of our company:

Company Name	Contact Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back

Cancel

Continue

Step 13: Enter Business Biography Information

Year Company was Founded * :

Number of Permanent Employees * :

Is your company unionized? * : Yes No

Annual Revenue for 2020:

Annual Revenue for 2019:

Annual Revenue for 2018:

Company Ownership:

Owner Name	Title	Email	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required Field

Step 14: Enter Products and Services

You must add one item to Finish.

Please select your products and services below:

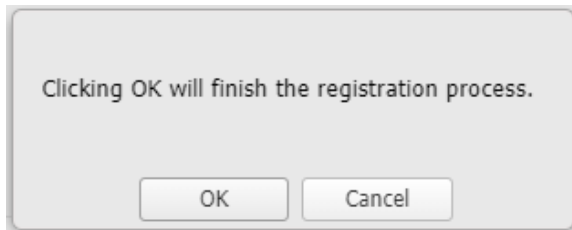
All Items

- Boilers
- Chemicals
- Construction and Maintenance
- Corporate
- Electrical Equipment
- Environmental - Pollution Control
- Facilities
- Fleet and Vehicles
- Gas Processing Equipment
- Generation Fuel
- Government and Regulatory
- Industrial Parts and Supplies (MRO)
- Information Technology
- Instrumentation and Control

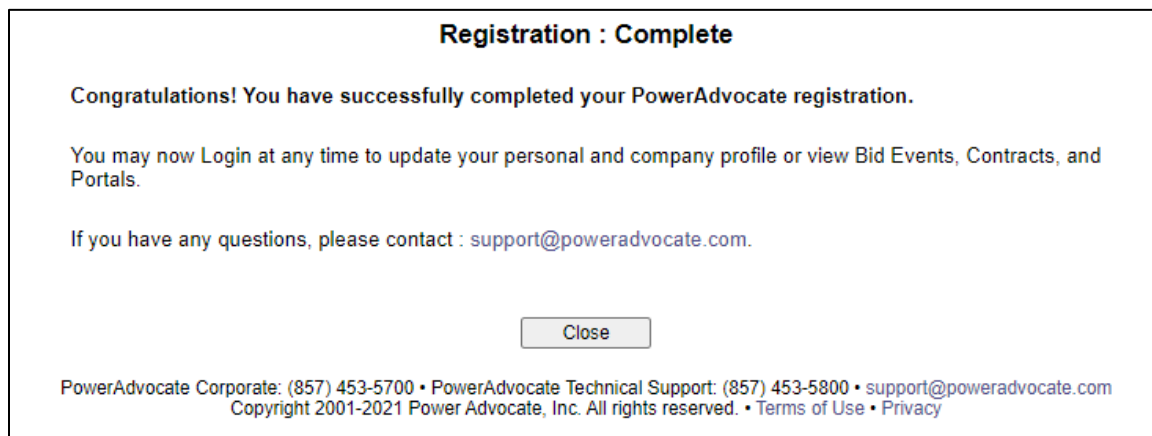
Saved Items

Step 15: Applicant Registration Complete

This message will be displayed. Click OK.



This message will then be displayed. It can be ignored. The “Close” button is currently not functional. [Exit PowerAdvocate.](#)



Step 16: New 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 and navigate via a web browser areas of the Power Advocate platform associated with one or more of the following offer type links depending upon which of these links you employed when following the instructions above.

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

For any issues related to access to the Power Advocate, please contact Power Advocate Technical Support: (857) 453-5800 support@poweradvocate.com.

Power Advocate 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, Power Advocate support may be unable to help.

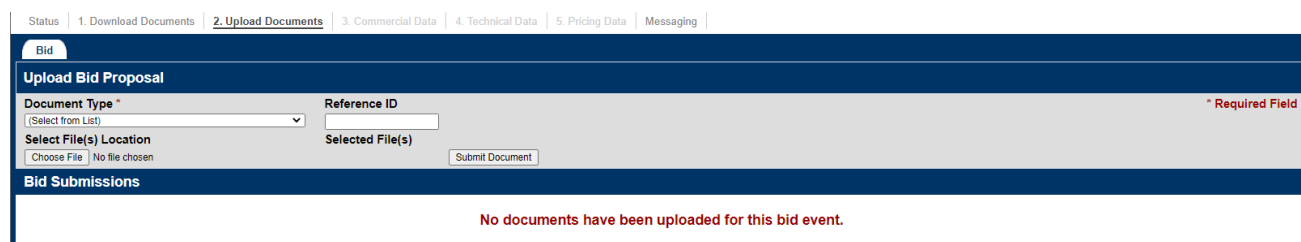
Logging In

Open a web browser and go to <http://www.poweradvocate.com>. 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 **User Name** and **Password** (both are case-sensitive). If you have an account but do not remember your user information, click “Forgot User Name” or “Forgot Password” and they will be emailed to you.
- 3) Click the **Events** tab if it is not already displayed. If needed, the event number and name can be found in the table above. You can search for an event using the number or name, if needed.
- 4) Click the event name in the “Event” column.

Upload 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 all Bid information under this category and not in either “Technical Information” or “Pricing”. You do not need to enter a “Reference ID”.

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 on the DIDF Partnership Pilot webpage.

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

- 1) Click “Dashboard” on the ribbon in the upper right corner of the PowerAdvocate screen.



- 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 a Prescreening Application related question, please email PartnershipPilotDIDF@pge.com. As a reminder, if you have any technical questions related to the Power Advocate platform, please contact Power Advocate Technical Support: (857) 453-5800 support@poweradvocate.com.