



2022 Central Procurement Entity (“CPE”) Local Resource Adequacy (“RA”) Request for Offers and Commitments (“RFO”)

Power Advocate Registration Instructions

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

This RFO includes the three offer or commitment types listed in the following table. To participate in this RFO, register through Power Advocate at one or more of the following Public Registration Links associated with the offer or commitment types.


Offer Type	Power Advocate Links	Event ID
Non-Compensated Self-Shown Commitment(s) from CPUC LSEs	https://www.poweradvocate.com/pR.do?okey=132931&pubEvent=true	132931
Competitive Offer(s) from PG&E Participant	https://www.poweradvocate.com/pR.do?okey=132933&pubEvent=true	132933
Competitive Offer(s) from All Non-PG&E Participants	https://www.poweradvocate.com/pR.do?okey=132934&pubEvent=true	132934

How to Register

Step 1: Enter your email address and select “I’m not a robot”

Select Language
 English (U.S.)

Enter your e-mail

I'm not a robot
 

reCAPTCHA
Privacy - Terms

SEND CODE

Step 2: Click “Send Code”



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

[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.

Step 4: 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.

Participants that have an existing Power Advocate account may skip to Step 11 where you can continue registration if you have received your existing account’s PowerAdvocate Account Activation email. Steps 5 through 10 must be exercised if you do not have a pre-existing Power Advocate account.

Step 5: Enter Contact Information


---	<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Work Phone *"/>		
<input type="text" value="Job Title"/>		
<input type="text" value="Select Timezone*"/>		

If you encounter any digital or disability access issues or would like to provide PG&E with feedback or suggestions, please e-mail our ADA Support Team at ADAsupport@pge.com. The mailbox is monitored during regular business hours (M-F; 8am PPT - 5pm PPT). We will respond to your inquiry within 1 business day.

Step 5: Enter Company Name

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

Select Company

Step 6: 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:

[Company "Example Company" not listed? Click to add it.](#)

Please complete the following fields

<input type="text" value="Site Name"/>	
<input type="text" value="Address Line 1 *"/>	
<input type="text" value="Address Line 2"/>	
<input type="text" value="United States of America"/>	<input type="text" value="City *"/>
<input type="text" value="State or Province"/>	<input type="text" value="Zip / Postal code *"/>
<input type="text" value="Site Phone Number *"/>	<input type="text" value="Site Type"/>

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 7: Enter Login Information and click “Submit & Login”

Enter a Username and Password for your login

Username *

Password *

Confirm Password *

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SUBMIT & LOGIN

Step 10: 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 11: Now that you are registered click again on the pertinent offer or commitment type Power Advocate Link

Click the Power Advocate Link for the appropriate offer or commitment you are submitting in association with this RFO.


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Enter the email address that you registered and select “I’m not a robot”

Select Language
English (U.S.)

Enter your e-mail

I'm not a robot  reCAPTCHA
Privacy - Terms

SEND CODE

Step 12: Enter the verification code sent to your e-mail address and click “Continue”

Verification Code

[Resend Code](#)

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CONTINUE

Step 13: Your existing account will be identified. Select “Continue”

Step 14: 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 15: PowerAdvocate Event Registration Complete

Step 16: 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 and navigate via a web browser areas of the Power Advocate platform associated with one or more of the following offer or commitment 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 event name in the “My Bid Events” column.

Upload Documents

If you encounter any digital or disability access issues or would like to provide PG&E with feedback or suggestions, please e-mail our ADA Support Team at ADAsupport@pge.com. The mailbox is monitored during regular business hours (M-F; 8am PPT - 5pm PPT). We will respond to your inquiry within 1 business day.



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 Commitment or Offer 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 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.



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 CPESolicitations@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.