Step 1: Please follow the link to access supplier registration:

https://www.poweradvocate.com/publicRegister.do?companyKey=LH%2BTVf4pOnk%3D
Step 2: Please enter the security code shown in the pop-up box

To ensure the security of the website, please enter the characters exactly as you see them on your screen.
Step 3: Please enter your email address

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

Email Address: john.doe@poweradvocate.com

* 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.

Cancel  Continue
Step 4: Please enter your basic user information

- First Name: John
- Last Name: Doe
- Email Address: john.doe@poweradvocate.com
- Work Phone: 555-555-5555

* Required Field
Step 5: Please enter your company’s name

PowerAdvocate, Inc. Confidential
Step 6: Please select or add your company

If your company name is listed as one of the Exact or Similar Matching Companies, please select it.

If your company name is not listed in the Matching Companies, please add it here (you might need to scroll down).
Step 7: Please enter your login and personal information

- **User Name**: john_doe
- **Password**: ********
- **Confirm Password**: ********

- **Salutation**: Mr.
- **Full Name**: John Doe
- **Title**: Manager
- **Time Zone**: (UTC-5:00) Eastern Standard Time
Step 8: Please select or add your company location

If your address is listed as a Registered Location, please select it and skip to Step 10 of this guide.

If your address is not listed as a Registered Location, please select to add it.
Step 9: Please add your location information
Step 10: Please add your business information

Note: NAICS Codes are required fields. If you do not have a secondary NAICS Code, just enter “NA”
Step 11: Please add your business biography
Step 12a: Please select your company’s diversity classification(s)

Please refer to our diversity webpage for more information on our diversity program: [https://www.evergy.com/partner-with-us/suppliers/who-qualifies](https://www.evergy.com/partner-with-us/suppliers/who-qualifies)
Step 12b: Please upload your supporting diversity documentation, if applicable

If you indicate you are a diverse organization, you will be prompted to upload the proper documentation.
Step 13: Please select the Products & Services your company provides

Please select all the products and services your company provides and add them.
Step 14: Please click on Finish

You need to click on “Finish” to submit your company registration.

After submitting your company’s registration, you may go back and edit your information at any time by logging in to https://www.poweradvocate.com/