

Supplier Portal Creating a New User Account

Suppliers must follow the instructions below in order to create a supplier user account in Edison:

1. Navigate to: https://hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
2. Click the **Supplier Portal Home Page** link
3. In the middle of the page, click the **Create New User Accounts** link
4. Complete the registration fields as detailed below then click "Submit"
 - Enter your full 10-digit **Supplier ID**
 - Enter the **Tax Identification Number** (no dashes) associated with the Supplier ID entered
 - Enter a **Requested User ID** of your choice starting with TN@
 - Enter the email address you want associated with the user account
 - Click to accept the **Terms of Agreement**
5. After clicking Submit, you will be routed back to the Edison **Supplier Portal Home Page**
6. Check your email inbox for the email address you entered in Step 4 above. You should receive three emails (check your email junk folder if you do not receive the emails):
 - a. First email – Lets you know your user account request was approved and provides your Edison Access ID and Supplier ID
 - b. Second email – Welcome email containing your Supplier ID and Edison Access ID
 - c. Third email – Provides your temporary password (there could be a slight delay in receiving this email)
7. After you have received all of the emails, follow Steps 1 and 2 above then click **Sign In** in the middle of the page
8. Enter your Edison Access ID then click **Continue**
9. Enter your temporary password (do not copy and paste) then click **enter**
10. Complete your user profile:
 - a. **Reset Your Password:**
 - i. Enter temporary password in **Current/Temporary Password** field then click enter on your keyboard
 - ii. Enter a new password in the **New Password** field then click enter on your keyboard
 - iii. Enter new password again in the **Confirm New Password** field then click enter on your keyboard
 - b. **Setting up your Security Profile** screen will appear. Click **Continue**.
 - i. Security Image and Phrase – Change your image and phrase until satisfied then click **Continue**
 - ii. One-Time Password – enter email address for one-time passcode to be sent when forgetting your password
 - c. Agree to Terms and Conditions of Acceptable Use Policy
 - d. Agree to Network Access Rights and Obligations
11. When completed, you will be routed to the Home page of the user account profile and you may follow any of the navigations on the next page.

Navigation for viewing payments:

NavBar button>Menu>Supplier>Review Payment Information>Review Supplier Payments

Navigation for viewing, adding, and editing certain addresses:

NavBar button>Menu>Supplier>Maintain Supplier Information>Manage Supplier Addresses

Navigation for viewing, adding, and editing contacts:

NavBar button>Menu>Supplier>Maintain Supplier Information>Manage Supplier Contacts