

Supplier Portal Access Requests Quick Reference Guide

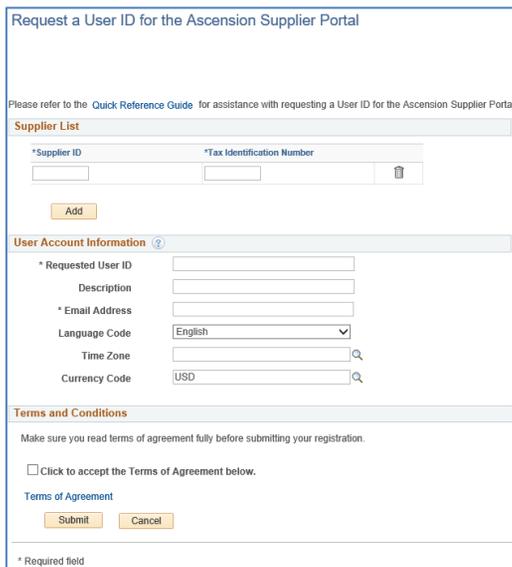
Purpose: This document provides instructions for existing Ascension suppliers to request a user ID for the Ascension Supplier Portal.

Audience: Representatives of existing Ascension suppliers who do not have a user ID to access the Supplier Portal.

1. Navigate to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.
2. Click the **Request a User ID** button in the top right corner of the page.



3. A new browser tab will open for the request.



Request a User ID for the Ascension Supplier Portal

Please refer to the [Quick Reference Guide](#) for assistance with requesting a User ID for the Ascension Supplier Portal

Supplier List

*Supplier ID	*Tax Identification Number	
<input type="text"/>	<input type="text"/>	

Add

User Account Information ⓘ

* Requested User ID

Description

* Email Address

Language Code

Time Zone

Currency Code

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

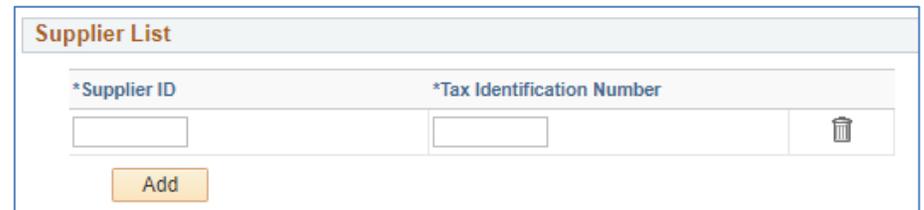
Click to accept the Terms of Agreement below.

Terms of Agreement

Submit **Cancel**

* Required field

4. Under the **Supplier List** section, enter your 10-digit Ascension supplier ID number in the **Supplier ID** field.
5. Enter your company's TIN or EIN in the **Tax Identification Number** field.



*Supplier ID	*Tax Identification Number	
<input type="text"/>	<input type="text"/>	

Add

6. To add additional supplier IDs, click the **Add** button. A new row will appear.
7. To remove a row, click the trash can icon.



*Supplier ID	*Tax Identification Number	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

8. Under the **User Account Information** section, enter your desired user ID in the **Requested User ID** field.
9. Enter your first and last name in the **Description** field.
10. Enter your email address in the **Email Address** field.

Note: Once your request for a user ID has been approved, your user ID and password will be sent to the email you provide here.

11. Select *English* from the **Language Code** dropdown.
12. Click the magnifying glass to select the appropriate time zone.
13. Enter *USD* in the **Currency Code** field.

User Account Information ?

* Requested User ID	<input type="text"/>
Description	<input type="text"/>
* Email Address	<input type="text"/>
Language Code	English ▼
Time Zone	<input type="text"/> 🔍
Currency Code	USD 🔍

14. Click the **Terms of Agreement** link at the bottom of the page to view the terms and conditions governing your submission.

15. Click the checkbox to accept the Terms of Agreement.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

16. Click the **Submit** button.

17. Message will display: "New User Profile has been submitted for Approval"

Message

New User Profile has been submitted for Approval

18. Click the **OK** button.

19. You will receive a confirmation email that your request has been submitted.
20. Once your request is approved by the MSC, you will receive two additional emails: one with your user ID and a link to the Supplier Portal and a second secure email with your password.
21. After logging in to the Supplier Portal, refer to the Quick Reference Guide for **Updating Supplier Portal Account Information** to change your password and update your security question.