


Quick Reference Guide

Supplier Registration

Purpose: Use to provide your general information in TC Energy Supplier Management Tool


Initial Registration

1. Use a web browser to navigate to:
<https://tc.aravo.com/aems/supplierservice.do>
2. In the **Your email address** field, enter your valid email address.
3. Click . You will receive an email containing additional instructions for registration.

 **Note: Check your junk mail if you don't receive the email in your inbox.**


4. Click the link provided in the email.
5. Complete the fields displayed.

 **Note: All fields with a red asterisk (*) are mandatory.**

6. Click .
You will receive 3 emails:
 - One containing a link to continue the registration.
 - One containing a Username.
 - One containing a Password.

 **Note: Check your junk mail if you don't receive the email in your inbox.**

7. Click the link provided in the email.

 **Note: You must complete the registration form within 30 days. If you do not complete the registration form in 30 days, it will expire.**

8. In the **Username** field, enter the username provided in an email.

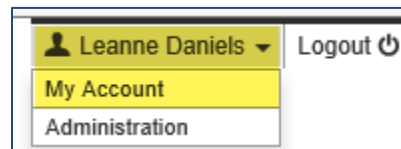
9. In the **Password** field, enter the password provided in an email.

10. Click .

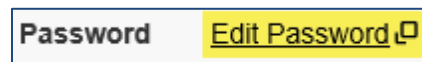
Change Password and User Name

It is recommended you change your password and user name to something memorable.

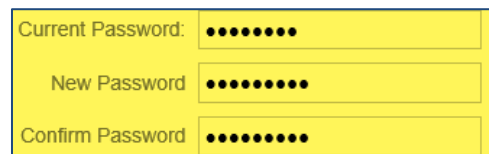
1. To change your password, click the drop-down arrow next to your name and select **My Account**.




2. In the **Password** field, click the **Edit Password** link.



3. Another window is opened. Enter the **Current Password** (from the email).

A screenshot of a password change form. It has three input fields, all highlighted in yellow. The first field is labeled 'Current Password:' and contains seven dots. The second field is labeled 'New Password' and contains seven dots. The third field is labeled 'Confirm Password' and contains seven dots.

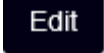
4. Enter a **New Password**.

 **Note: TC Energy recommends a strong password (a password containing a mix of lower case letters, upper case letters, numbers, and special characters) but it is not enforced.**


5. Re-enter the new password in the **Confirm Password** field.

6. Click .


7. A confirmation is displayed. Click **Close Window**.

8. Click  to change your user name.


9. In the **User Name** field, enter a memorable name.



A screenshot of a form field labeled 'User Name *' with a red asterisk. The text 'LDaniels' is entered in the field.

 **Note:** The User Name field is case sensitive. LDaniels is different from ldaniels.

10. Click .

 **Note:** You will receive an email to confirm the user name and password have been updated.

11. You are prompted to login again. Click



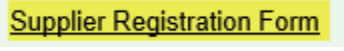
A red button with the text 'Login again'.

12. In the **User Name** field, enter the user name you created.

13. In the **Password** field, enter the password you created.

14. Click .

Complete Registration


1. Click the link .

 **Note:** The task is available from the Home or Tasks tab.




A screenshot of two navigation tabs: 'Home' with a house icon and 'Tasks' with a briefcase icon.

2. Select the checkbox to confirm you have read the Privacy Statement and agree to the terms.


 **Note:** You cannot continue if you do not agree to the terms and select the checkbox.

3. Click .


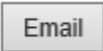
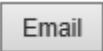
4. Read the notes displayed and click .


5. Continue completing the fields and clicking .

6. On the *Review & Submit* screen, review the information entered to confirm it's correct.

7. Click .

 **Note:** An email confirmation is sent confirming you have completed the registration.

 **Note:** After you have sent the registration, an  button is displayed. Click  to send yourself a copy of the information entered to keep for your personal records.

 **Note:** If additional information is required, you will receive an email listing the required information.