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/supplierselfservice.do
2. In the **Your email address** field, enter your valid email address.
3. Click **Submit**. 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 **Save**.

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.

### 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**.

![Login Button](Image)

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

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

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 **Save**.

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

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8. Click **Edit** to change your user name.

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

   ![User Name field](image)

   **User Name** * LDaniels

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

10. Click **Save**.

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

11. You are prompted to login again. Click **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 **Login**.

**Complete Registration**

1. Click the link **Supplier Registration Form**.

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

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 **Next »**.

4. Read the notes displayed and click **Next »**.

5. Continue completing the fields and clicking **Next »**.

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

7. Click **Save & Send Updates**.

   **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.

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