

Insurance Reporting Supplier Guide

Entergy



2017



Step 1: Login to [PowerAdvocate.com](https://www.PowerAdvocate.com)

Brand new users:

To setup your account, click the link in the email-invitation

You will receive subsequent notifications about KPI requirement or Questionnaire submissions; however, to view the portal in the meantime please look at the Portals panel on your dashboard:

<https://poweradvocate.com/myDashboard.do?idp=poweradvocate-idp>

If you have further questions about this addition, please contact the Portal Owner Entergy Buyer at "nathaniel.weller@poweradvocate.com".

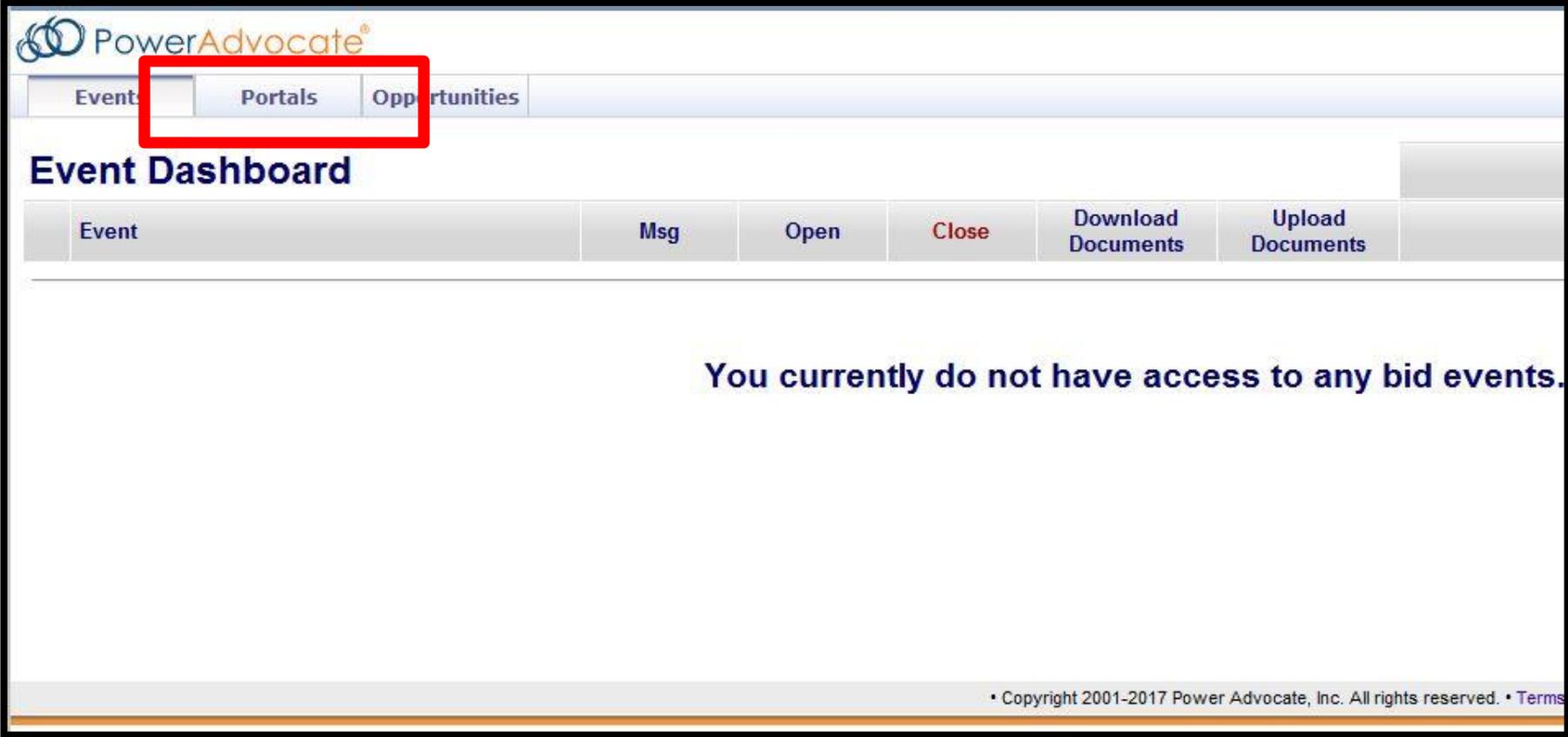
Existing users:

Follow the link in the email-invitation OR go to www.PowerAdvocate.com and click **Login**

The image displays the PowerAdvocate website interface. The top navigation bar includes the PowerAdvocate logo and a 'login' button, which is highlighted with a red box. Below the navigation bar, there is a main content area with a banner image and text. An inset window shows the 'PowerAdvocate - Login' page, which features a login form with fields for 'Username' (containing 'username123') and 'Password' (masked with dots). There are also links for 'Forgot Username' and 'Forgot Password', and a 'Login' button. Below the login form, there is a link for 'Frequently Asked Questions'. At the bottom of the inset, there is a disclaimer and contact information for PowerAdvocate Corporate.

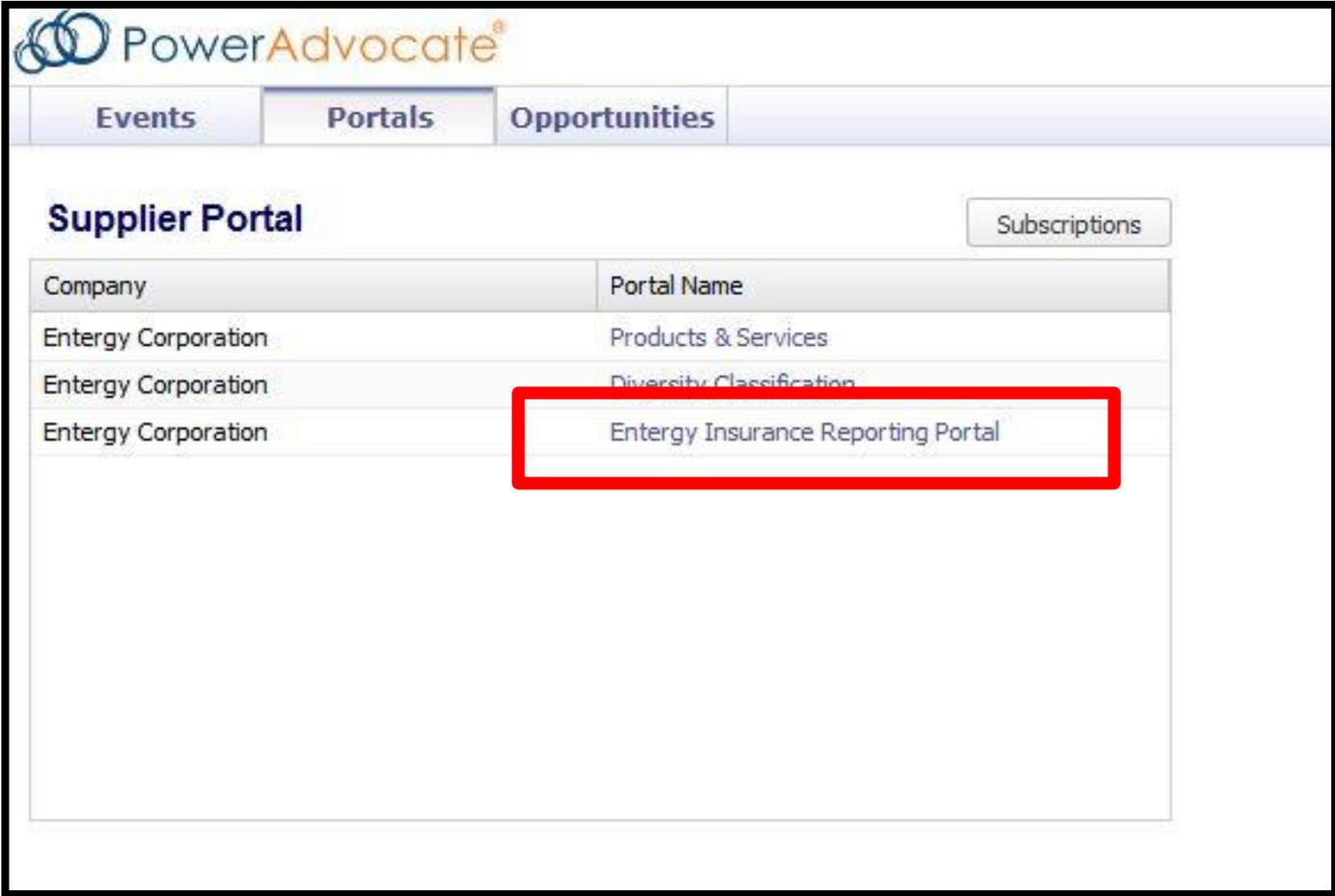
Step 2: Open *Portals*

Once logged into your *Event Dashboard*, click on the tab named *Portals*



Step 3: Open the *Entergy Insurance Reporting Portal*

In *Portals*, find and click on the *Entergy Insurance Reporting Portal*

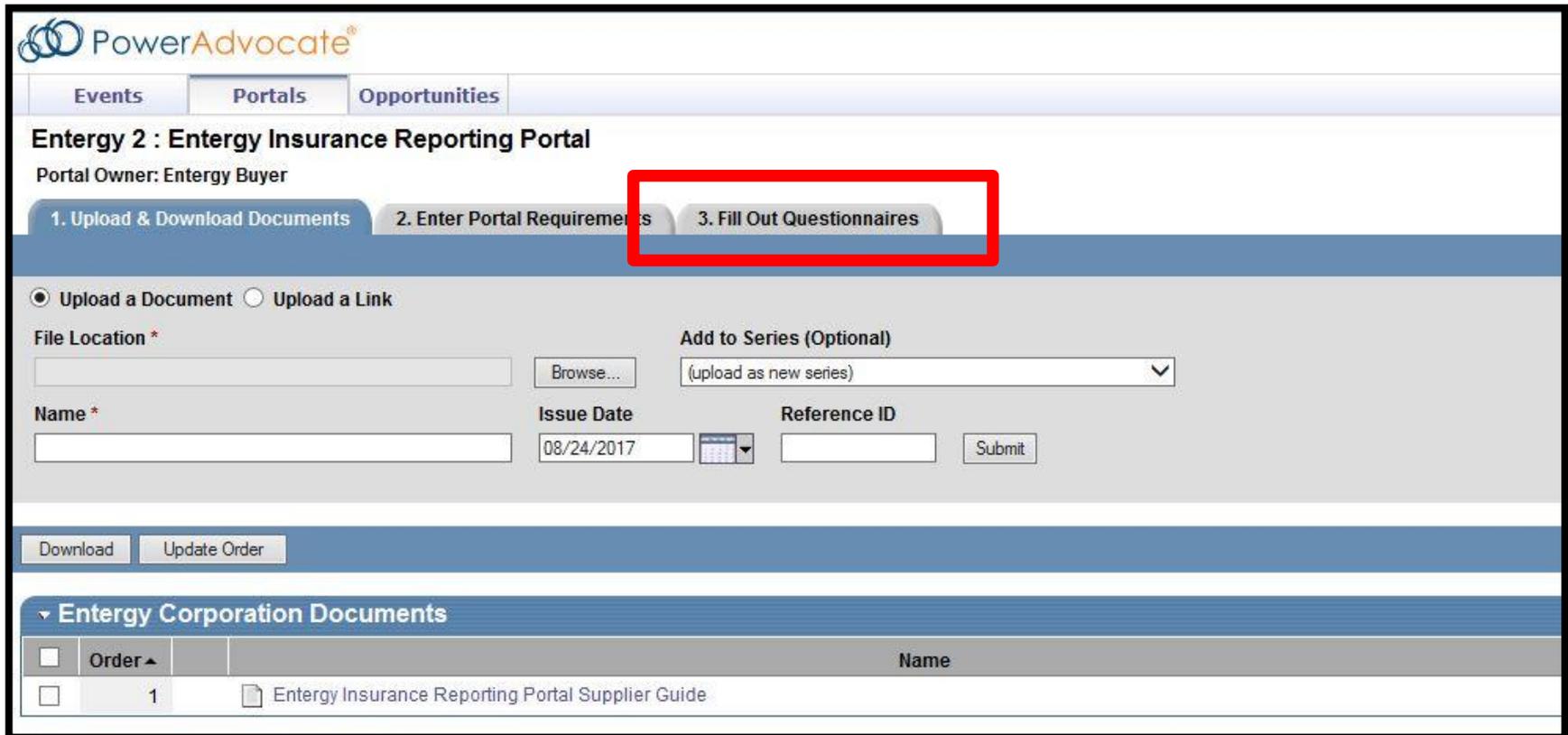


Step 4: Open tab 3. *Fill Out Questionnaires*

By default, you will be on tab 1. *Upload and Download Documents*

No action needed in 1. *Upload and Download Documents*

****Move immediately to tab 3. Fill out Questionnaires**



The screenshot displays the PowerAdvocate portal interface. At the top, there are navigation tabs for 'Events', 'Portals', and 'Opportunities'. Below this, the main heading is 'Entergy 2 : Entergy Insurance Reporting Portal', with 'Portal Owner: Entergy Buyer' underneath. A secondary navigation bar contains three tabs: '1. Upload & Download Documents', '2. Enter Portal Requirements', and '3. Fill Out Questionnaires'. The third tab is highlighted with a red rectangular box. Below the tabs, there are radio buttons for 'Upload a Document' (selected) and 'Upload a Link'. The form includes fields for 'File Location *' with a 'Browse...' button, 'Add to Series (Optional)' with a dropdown menu (set to '(upload as new series)'), 'Name *', 'Issue Date' (with a calendar icon and the value '08/24/2017'), and 'Reference ID'. A 'Submit' button is located at the bottom right of the form. Below the form, there are 'Download' and 'Update Order' buttons. At the bottom, a section titled 'Entergy Corporation Documents' contains a table with columns for 'Order' and 'Name'. The table has one row with 'Order' 1 and 'Name' 'Entergy Insurance Reporting Portal Supplier Guide'.

Order	Name
1	Entergy Insurance Reporting Portal Supplier Guide

Step 5. Open the Insurance Questionnaire

Click on the *Entergy Supplier Insurance Form*

The screenshot shows the PowerAdvocate portal interface. At the top, there are navigation tabs for 'Events', 'Portals', and 'Opportunities'. Below this, the page title is 'Entergy 2 : Entergy Insurance Reporting Portal' and the portal owner is 'Entergy Buyer'. There are three main steps: '1. Upload & Download Documents', '2. Enter Portal Requirements', and '3. Fill Out Questionnaires'. The '3. Fill Out Questionnaires' step is active. A table titled 'Questionnaires' is displayed, with a red box highlighting the 'Entergy Supplier Insurance Form' row.

Name	Frequency	Start Date
Entergy Supplier Insurance Form	One-Time	

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Step 6. Complete the Questionnaire

Complete ALL required questions and required documents

Click Save periodically to save work.

Entergy Supplier Insurance Form

ENTERGY SUPPLIER INSURANCE FORM

ENTERGY AND ITS AFFILIATED AND ASSOCIATED COMPANIES 639 LOYOLA AVENUE NEW ORLEANS, LA 70113-3125

must be listed as the Certificate Holder

Note: ESI is the authorized agent for all Entergy affiliates, but we cannot accept certificates that name "ESI".

GENERAL LIABILITY

Limits required: \$1 million per occurrence for Bodily Injury and Property Damage

1.1 - Policy Information

1.1.1 - Policy Term Start

1.1.2 - Policy Term End

NOTE: all policy terms should be at least one year unless otherwise approved by Supply Chain.

1.1.3 - Insurance Carrier

1.1.4 - Waiver of Subrogation Yes No

1.1.5 - Entergy named as Additional Insured Yes No

Save

Entergy Supplier Insurance Form

1.2 - Policy Limits

1.2.1 - Each Occurrence

1.2.2 - Damage to Rented Premises (Each Occurrence)

1.2.3 - Medical Expenses (Any one person)

1.2.4 - Personal and Adv Injury

1.2.5 - General Aggregate

1.2.6 - Products - Comp/Op Agg

1.2.7 - Form Type: "Claims Made" or "Occurrence"

1.3 Entergy

1.3.1 - Upload a Certificate of Insurance or other supporting documentation for this policy.

1.3.2 - This insurance policy complies with all additional Entergy requirements. Yes No

AUTOMOBILE LIABILITY

Limits Required: \$1 million combined single limits per occurrence for bodily injury and property

Save Submit Cancel



Step 7. Submit Questionnaire and Email Entergy

After questionnaire is complete:

Step 1: Click *Submit* button at the bottom of the screen.

Step 2: Email your Entergy representative to notify them of completed questionnaire.

1.3 Entergy

1.3.1 - Upload a Certificate of Insurance or other supporting documentation for this policy.

1.3.2 - This insurance policy complies with all additional Entergy requirements. Yes
 No

*As required by your Supply Chain representative

Need Assistance? Contact PowerAdvocate Support

If you have any technical issues logging in, filling out questionnaire, etc.

Please contact the PowerAdvocate Support Team

Email: Support@PowerAdvocate.com

Phone: (857) 453-5800

Hours include Monday-Friday 8AM – 8PM EST