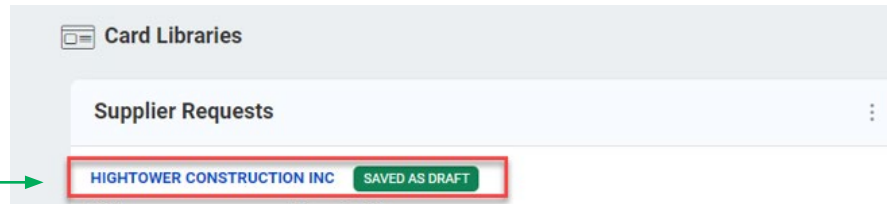


# QUICK REFERENCE GUIDE

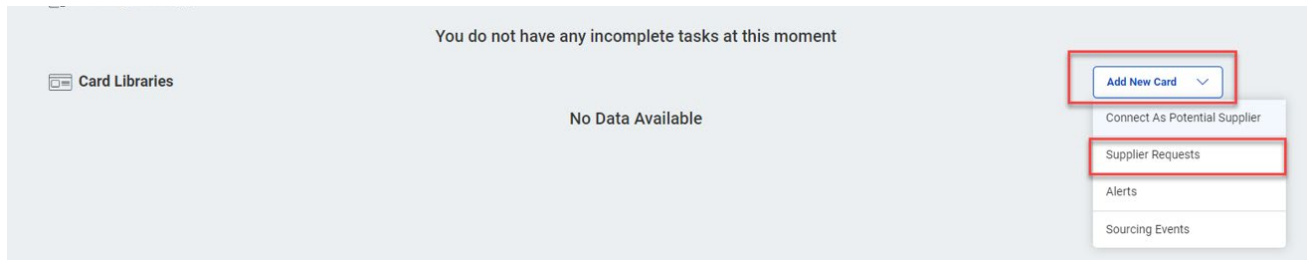
## COMPLETING YOUR SUPPLIER REGISTRATION

1. Log in to Zycus at <https://zsn.zycus.com/zsp/guest/genericRegister/IDA822>.
2. Complete **one of the following** based on the landing page you see:

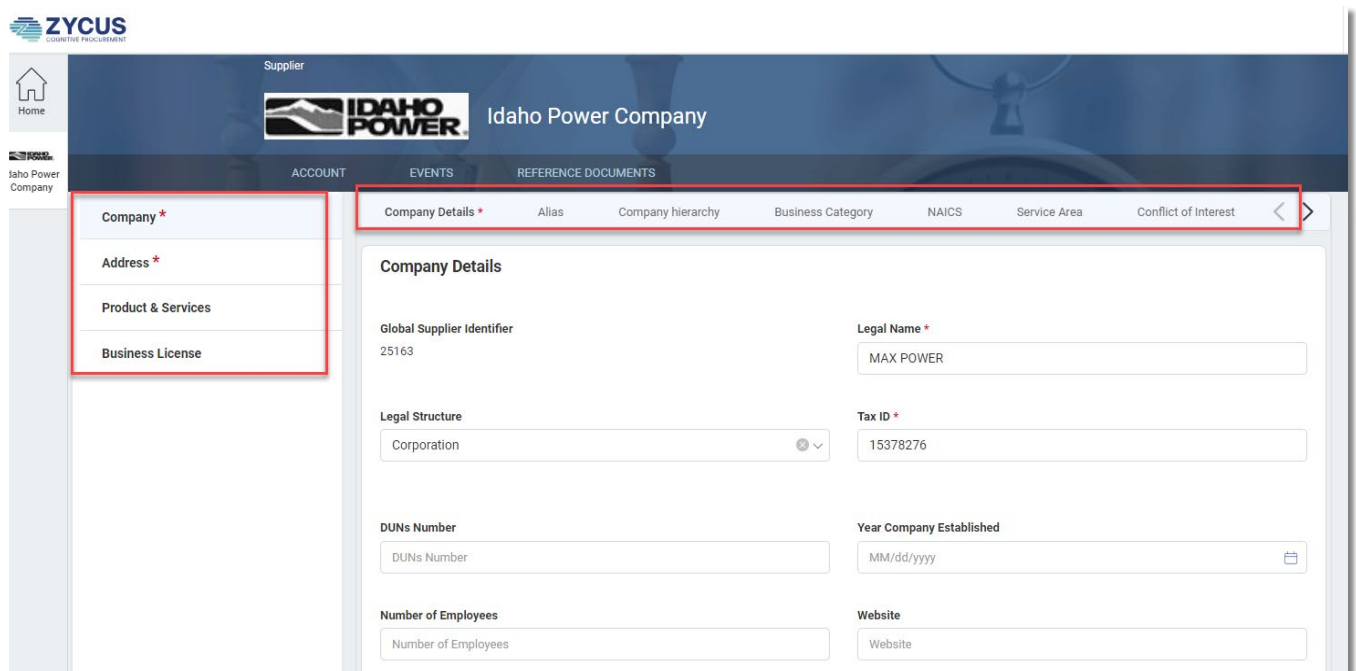
- If your landing page displays a Supplier Request under Card Libraries with a green SAVED AS DRAFT, click your supplier name in blue, then proceed to step 3.



- If your landing page displays no information under Card Libraries, click **Add New Card > Supplier Requests**, then click your supplier name in blue (as shown in the previous screenshot).



3. You will be directed to your company profile. For every tab (along the top) and every subsection within each tab (along the left), fill out the required fields (indicated with an asterisk).
- To add new entries within a subsection (for example, to add a business category), click **Add New** in the upper-right corner of that subsection. In the pop-up box, fill in the required fields and click **Save**. You may add multiple entries using this method, but only one entry is required.
  - To advance through each page listed across the top, simply scroll down through each section. Then, select the next required page (marked with an \*) on the left.



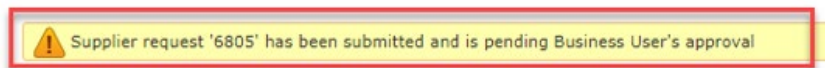
4. After filling out the required fields, click **Save & Submit** > **Submit** and respond yes to the confirmation box.



If a required field is not filled out, an error message will display toward the top of the screen indicating which tab and subsection needs attention. Click **Show All** to open a dialog of all the errors.

- Hover over an error until it turns blue, then click. This will take you directly to the field needing filled. Fill in the missing field(s), then click **Submit** again.

» If you have successfully registered, a success message will display either as a pop-up or banner at the top.



## Helpful Hints

- For the Business License tab, check your Secretary of State's webpage. Your state registration number can usually be found there. If your state doesn't have a registration requirement, just put your state code in as the State Registration Number.
- On the Products and Services tab, the Taxonomy identifies the services you provide. Select the best fit from the drop-down menu. Add as many as you want, but only one is required.
- If there is no red asterisk on the page, subsection or field, you can skip that field.
- If you are doing business using a DBA and you prefer your checks to be made out to the DBA name, please fill out the DBA Alias section. This section is only required if you wish to use a DBA.

Still have questions?  
Email [SupplierAdmin@idahopower.com](mailto:SupplierAdmin@idahopower.com).