Respond to an Access Request

Individuals within your company are able to grant access to the Jaggaer supplier portal to individuals other than themselves. After they have initiated the invitation, the invitee, will receive an email like the one shown below.

Click **Register Now** to gain access to your company’s supplier portal.

![Email Example](image-url)
After clicking Register Now in the email invitation, the registration page opens in a browser window. Click the drop-down in the upper right-hand corner to select a language, if desired.

Fields marked with a star are required. Verify your first and last name and enter your phone number in the appropriate field. Update your time zone if needed.

![New User Registration](image)

Proceed to the **Your Login** section of the page. Confirm your email address and establish a password.

> Your email address acts as your username when accessing the supplier portal. Store your username and password in a safe place! You will need this information to login to the portal and make changes in the future.

Answer the Account Recovery Question and click **Create Account** to establish your account.

![Your Login](image)

You may now login to the supplier portal by accessing the [Jaggaer login page](#).