



Registration Quick Start Guide

1. If you have previously registered with FPL and have a **User ID and Password**, please skip to step 8. If you have not registered and need to create a **User ID and Password**, click [here](#).

2. Next, enter your company's **Tax ID** and **Zip Code** then click the **Continue** button.

Please note: For the next step, locate the APIN number sent to you by email.

Tax ID (TIN, SSN or VATIN) :	→		00-0000000,000-00-0000 or AAxxxxxxxx
Zip or Postcode of your company headquarters	→		USA: 5 numeric digits. Other countries: up to 10 characters
Continue			

3. Next, enter the APIN number sent to you by email. Then click the **Continue** button.

OR:	
Accounting, Financial and Procurement information: If you have been issued a APIN (Accounts Payable Invitation Number) from NextEra Energy/FPL's Accounts Payable department and require access to Accounting Financial and Procurement information please enter :	
APIN (Accounts Payable Invitation Number):	EHN6Yit5
Case sensitive	

Note: APIN numbers are sent to the company email address on file with FPL. See the example below.

NextEra/FPL **APIN** (Accounts Payable Invitation No)

Dear FPL ACME A/C SYSTEMS 1558235 (Vendor No 1000854001),

Here's your **APIN**. You'll be able to view invoice and payment status once you create a user id here: [NextEra/FPL Supplier Portal](#)

You'll need the following for this one time setup:

1. your company's Tax Id,
2. your company's Zip (as shown on your IRS Form W-9),
3. your **APIN**: **EKKG7FiI7** (this **APIN** expires after 45 days).

4. Complete the information below to create your **User ID and Password**.

Supplier User ID:			6 or more letters and/or numbers, no spaces.
Password:			Case sensitive, 8 or more letters and numbers, no spaces. Must be different from Supplier User ID.

5. Next, complete the **Security Information** section to verify your identity in the event you forget or need to reset your password.

Security Questions:		- Select one - 
Security Answer:		

6. Enter a valid **Company Email Address** along with your **First and Last Name** before submitting.

E-mail Address:		
Retype E-mail Address:		
First Name:		
Last Name:		

7. Shortly after creating your **User ID and Password**, you will receive an email from FPL confirming your registration was successful.

Subject:	NextEra/FPL Correspondence
NextEra/FPL Correspondence	

8. Next, send an email to contractor-admin@fpl.com requesting access to use the **Web Incentive Processing System**. Your access request must be received from the **primary email address** that FPL has **on file** for your company. Please include your **Company name, FPL Vendor Number and User ID**.

9. During the time your request is being processed, we recommend that you and your office staff review the **Web Incentive Processing System User Guide**. The user guide provides **step-by-step instructions** for using the new online system.

You can access the user guide by clicking [here](#). You can also access the user guide by typing www.fpl.com/IncentiveProcessing in your Web Browser.

	www.fpl.com/IncentiveProcessing	
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10. When you receive an email from FPL confirming access has been granted, you are ready to log in and start using our online system. Go to the [Participating Independent Contractor \(PIC\)* Login](#) web page by clicking [here](#).

Log in by entering the **User ID and Password** you created in steps 1 through 5.

Click on the **Web Incentive Processing System** link to launch the application and start submitting Incentives/Job Requests online.

Participating Independent Contractor Information

Web Incentive Processing System



IMPORTANT: As a Participating Independent Contractor, you are entirely responsible for maintaining the confidentiality of your username(s), password(s), and your account(s), as well as all activities that occur under your account(s). In order to prevent any unauthorized use of FPL's Web Incentive Processing System, you should immediately change your password to prevent access for any employee that is no longer employed by your company. Please click [here](#) to access the Registration FAQs that include instructions for changing your password. If you need additional assistance, please contact your local FPL Program Specialist by clicking [here](#).

Get answers to Frequently Asked Questions by clicking [here](#).

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