

Emergency Lighting agents – empower registration process:

1. Go to empower.abb.com and click the **Register Now** button.
2. Click the **Get ABB ID to Register** button under New External User (complete the ABB ID profile using your company email as your ID). Once done, an activation email will be sent to the registered email address.
3. **Activate the Account** (via the email sent).
4. **Wait 5 minutes** (for the ABB ID to sync) before logging into empower.
5. Go to empower.abb.com and click the **Log in** button and sign in with your ABB ID and password.
6. If agents are asked if they are an Existing T&B Access User or New User, they can choose either option.
7. Complete the empower profile:
 - a. (Under Personal Information):
 - Relationship to ABB = **'Manufacturers Representative'**
 - Role = **'Non-Zenith Representative'**
 - b. For the ABB Manager email address: **enter your ABB Regional Manager's email address**
 - c. Click the **Register** button
8. After an agent registers for empower:
 - d. Their access will not work until their ABB Regional Manager contacts empoweru@abb.com and their setup is completed. **Agents should not contact empowerU after registration since their ABB Regional Manager must provide the required information.**
 - e. Below is an example email that is sent to the ABB Regional Manager's email address the agent entered during registration. A copy is also sent to the Agent. **NOTE: The ABB Regional Manager does not need to provide the attachment to empowerU.**

Hi Otoniel Cajigas,

Deborah Johnson has registered for empower as an agent and as their ABB Manager, we need further information from you to process their request. Please contact empoweru@abb.com and provide this information:

- Include Deborah's agent partner ("3000") number. Instructions for searching and creating partner numbers can be found here: <https://empoweru.lessonly.com/preview/lesson/507916-managing-agent-partner-id>
- Indicate which product lines the agent will support (Installation Products, Emergency Lighting, SP, SB, etc).

Please be aware that pending registrations are held for just **1 week**, therefore, please complete this process as soon as possible, otherwise the profile will be deleted and the registration will need to be resubmitted.

9. When the ABB Regional Manager emails empoweru@abb.com a SFDC case will be created for the empower Support Team. Once the agent's profile is setup, empower Support will email the agent and ABB Regional Manager from the case.
10. For additional account or product requests, agents should reach out to their ABB Regional Manager who will need to contact empoweru@abb.com.