IBM Registration/Enrollment for ESI Pkg

Step 1 - If you do not already have an IBM Intranet PW

NEW Users MUST obtain a userid and password from Common WEB Authentication (CWA) site before IBM User can request application access using the Procurement Portal.

2. Please use the referenced website to apply for an intranet password and when you have it proceed to Step 2

Step 2

Follow these steps to enroll for ESI:
2. Click My Portal to access your personalized My Portal page. You will be prompted the userid and password you obtained from the IBM intranet password Web site.
3. Click New User App. Enrollment
4. The New User Enrollment page appears. Enter 9000000001 as the Company Number or search Company Name IBM and use the hot link. Hit Continue.
5. Enter your intranet ID (@us.ibm.com) and click the "Select Application" field to open a drop-down list of restricted applications for which you can enroll and select ESI - Packaging Application then click Continue.
6. The first New User Enrollment (continues...) page appears. Complete any of the fields on this page that have not been prefilled with your user information pulled from the IBM intranet password site's Bluepages.
   a. Click in the Desired role field to open a drop-down list of user roles. Select Host Regular user.
   b. The remaining fields are self-explanatory. Fields designated with an asterisk (*) are required fields and must be completed in order to complete the transaction; the other fields are optional. When finished, click Continue at the bottom of the page.
      Note: The role selected may not be the role assigned. The approver of the request will make the final decision as to the role you are assigned.

A second New User Enrollment (continues...) page appears.
   a. Click in the Select company type field to open a list of company types. Select Customer (host).
   b. Enter your location (RTP, Rochester, Dublin, etc.)
   c. Click in the Select requested access level field to open a list of access levels. Select Author. Click Continue.

The New User Enrollment Final Review page appears, displaying your selections from the previous pages. Review the information listed. If you need to make any changes, click your browser’s Back button until you get to the page where you need to make a change, then continue until you get back to this point. When everything on this final page is correct, click Submit at the bottom of the page.

A final New User Enrollment page appears. Make a note of the request number, because having it handy will be helpful if you need to inquire about the status of your request. You will be notified of the status of your request by e-mail sent to the address that you provided. After your enrollment is approved, you will receive a note containing a link to the ESI - Packaging Application database.

If you need application assistance, please contact the ESI Admin Team (esiadmin@us.ibm.com)