ESM Supplier Registration

If you are already signed up for Mercury Commerce, ESM Solutions has transferred your ESM Mercury Commerce bid system information into the ESM Solutions sourcing system. To access the system, you only need to reset your password.

For all new accounts, click this link to begin the registration process. You may follow the step-by-step guide below to complete this process:

1. Provide the required company information as shown below and click Next.

2. Review and agree to the terms of the privacy policy and terms of use and click Next.

3. Using the form shown below, select the commodity code(s) that best describe the products and/or services your company provides and click Next.

4. Set up a security question and password using the form shown below and click Next.

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5. Your registration is now complete! Thank you for your interest in Joliet Junior College.

<u>After you reset your password or register</u>

- Once you have registered, we recommend you view your customers and email notification options located in your ESM profile. This will allow you to customize the emails you receive from the system. If you do not choose to customize this information you will receive emails from all institutions utilizing the ESM sourcing system, not just the Joliet Junior College.

- We have been informed that the automated emails from ESM (noreply@esmsolutions.com) may go to your junk mail. If this happens, please add the email address to your address book to help ensure you receive all notices.

- If you have questions for ESM, please contact ESM Solutions Customer Support **(877) 969-7246 Option 3**