

Consumer Portal User Maintenance - SKY Admin

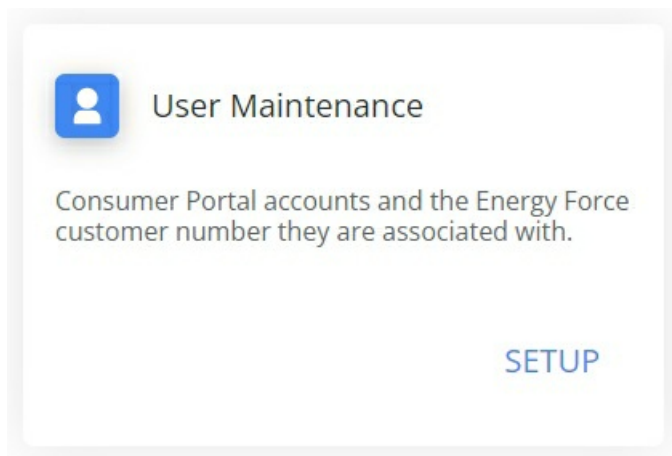
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Consumer Portal Users and SKY Admins have access to the Energy Force Management tool featuring the Consumer Portal User Maintenance Page.

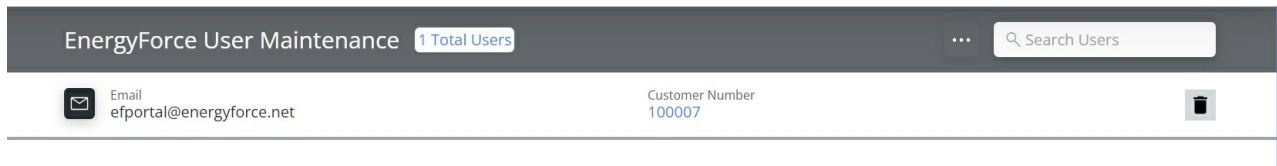
View customer's *Email* addresses used to sign up with on the Portal and associated Energy Force *Customer Numbers*, search the list for specific customers, and have the ability to delete Portal Customers.

User Maintenance can be found under *Energy Force* in SKY Admin.

Select **SETUP** on the *User Maintenance* card to view Consumer Portal accounts and the Energy Force customer number with which they are associated.



Use the *Search* field at the top of the *User Maintenance* page to search and filter Portal users by Name or Email. Choose the **Ellipsis** icon to **Download** this list as an Excel file. The **Trash Can** icon can be selected to remove a Portal user and ensure they no longer have access to that Portal account.



Select the link under *Customer Number* to display the Energy Force name and customer number associated with that Portal account.

Associated Customer Info



ADAMS,ANSEL 100007

Dismiss

Note: If a customer is unable to sign in to the Consumer Portal due to a forgotten email used or used an incorrect email at sign up, Admins have control to delete that user and allow signing up again with the correct credentials.