

# 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 customers' *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.



## User Maintenance

Consumer Portal accounts and the Energy Force customer number they are associated with.

### SETUP

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** to **Download** this list as an Excel file. The **Delete** 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 Accounts* to display the *Name* and *Customer Numbers* associated with that Portal account.

Consumer Portal User Maintenance

Email  
efportal@energyforce.net

Customer Accounts  
1 Customer Accounts

No More Results

efportal@energyforce.net

This user can view these customer accounts.

Name	Customer Number
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.