

Consumer Portal Notifications - SKY Admin

Last Modified on 10/02/2025 10:00 am CDT

Consumer Payment Portal Users and SKY Admins have access to the Energy Force Management tool featuring the *Notifications* page.

Send notifications to Consumer Payment Portal users by selecting the + **New Notification** icon.

+ New Notification

Choose the recipient from a drop-down list (select one, multiple, or all users), enter a required email *Subject* and *Message*, and click **Send** to send the email notification or **Cancel** to discard and return to the *Notifications* page. A confirmation stating *Notification Sent* displays and the message is now listed under *Sent Notifications*.

New Notification

To

All Users

Subject

Referral Credit!

16 / 60

Message

Get a \$50 credit for every qualified new customer referral!

Cancel

Send

All sent notifications are viewable and searchable from the *Notifications* page and viewable by the SKY user who sent them.

Sent Notifications

🔍 Search Sent Notifications

11-22-2024 3:06 PM

email@provider.net

Referral Credit!

Get a \$50 credit for every qualified new customer referral!

Customers can view the notification in their email inbox.