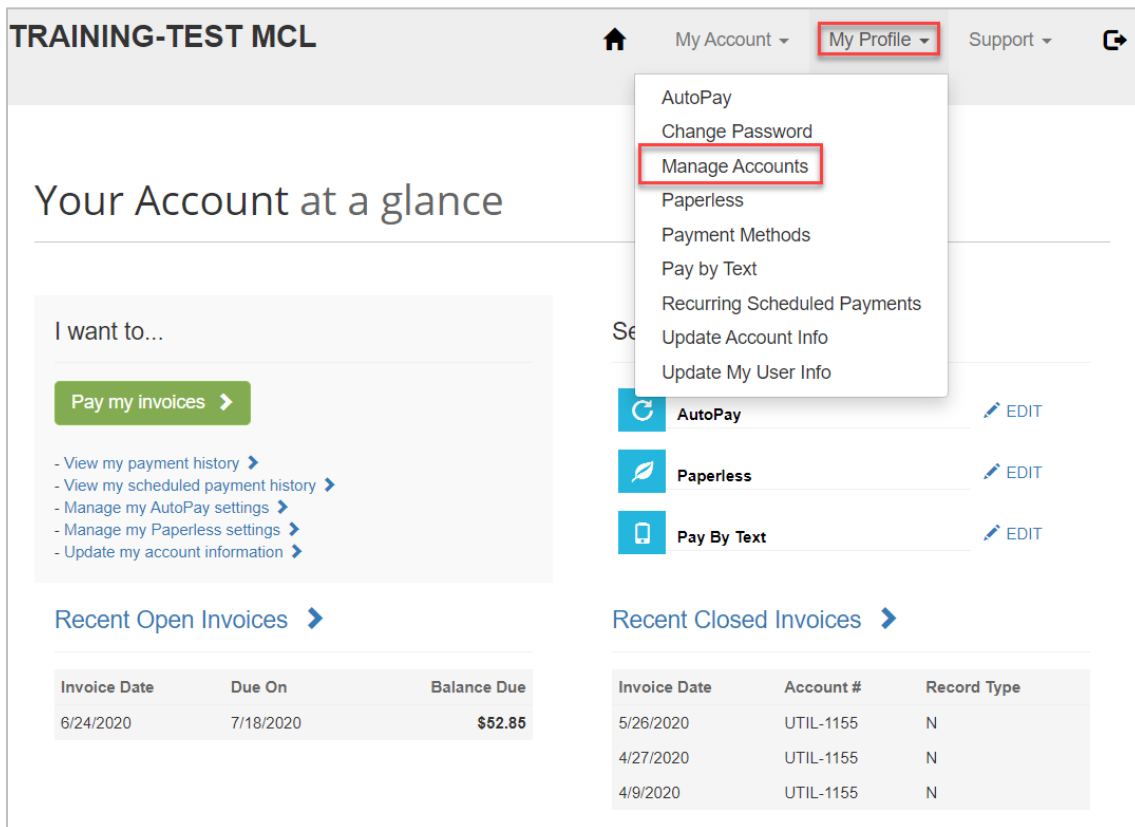


Account Management – Linking Accounts

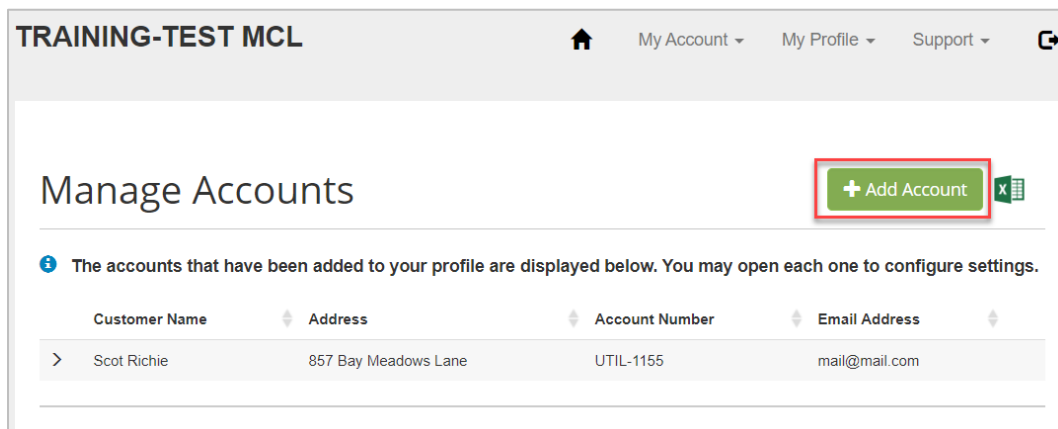
The Account Management feature allows your customer to add additional accounts associated with one login (registration). This feature links accounts together so customers login to the Customer Portal and are able to manage multiple accounts on the Manage Accounts page.

How to Link Accounts:

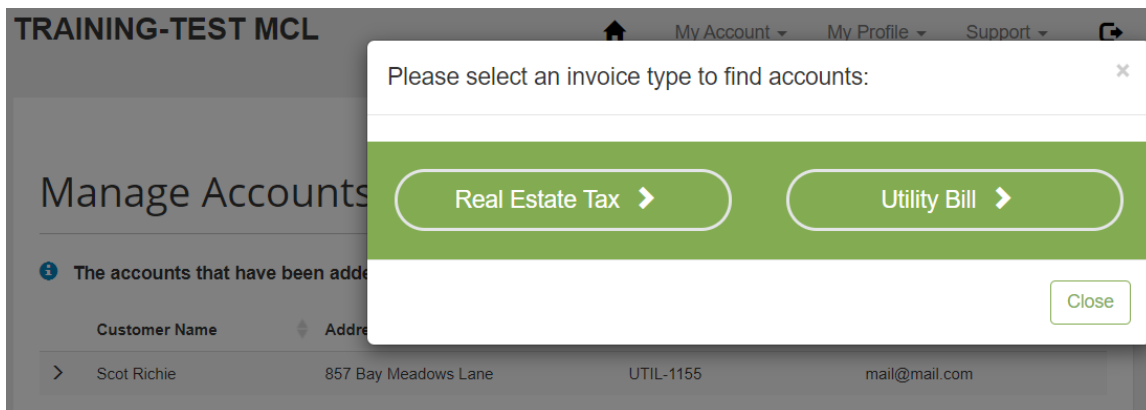
1. From the Customer Portal the registered user selects the **Profile** menu and selects **Manage Accounts**.



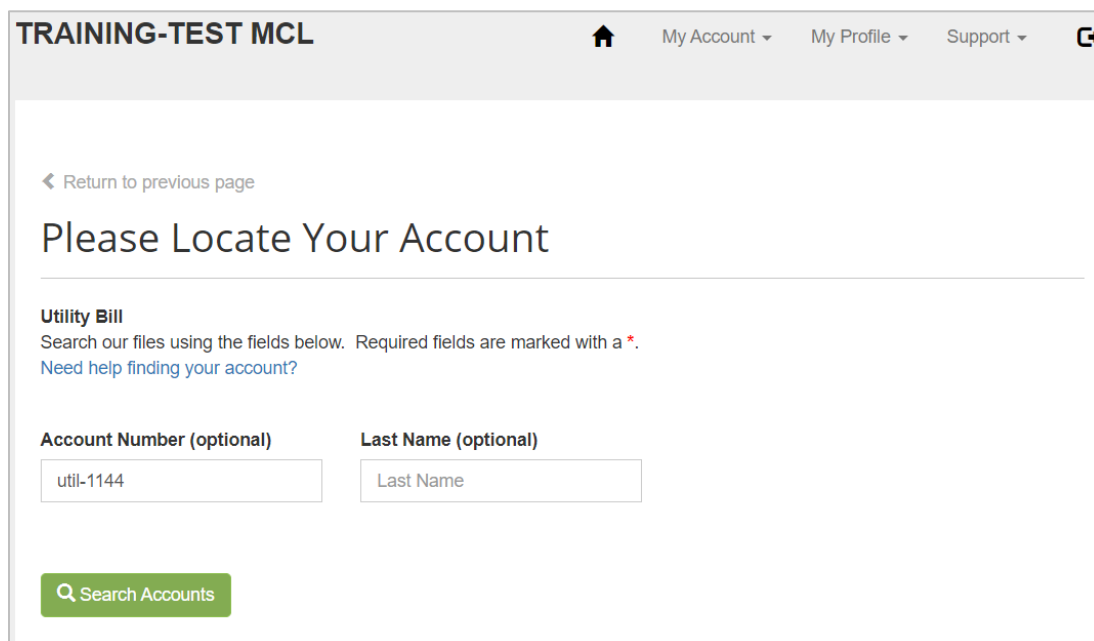
2. From the Manage Account page the user selects **Add Account**.



3. User selects the invoice type of the account to be added.



4. User enters the information to locate the desired account and selects **Search Accounts**.



- The user selects the account to add by selecting the user and clicking on **Add to my profile**.

Return to previous page

Add Accounts to Profile

We found the following account(s). Please select one or more accounts to add to your profile.

Select	Customer Name	Account Number	Address
<input checked="" type="checkbox"/>	Sly Lachtna	UTIL-1144	4 NW. Vine St.

[Add to my profile](#)

- The Manage Accounts page appears with the new account added to existing account profile. From this page the user can add a payment method, enroll in AutoPay, Paperless and Pay by Text.

TRAINING-TEST MCL

My Account My Profile Support

Manage Accounts

[+ Add Account](#)

The accounts that have been added to your profile are displayed below. You may open each one to configure settings.

Customer Name	Address	Account Number	Email Address
▼ Sly Lachtna	4 NW. Vine St.	UTIL-1144	mail@mail.com
> Scot Richie	857 Bay Meadows Lane	UTIL-1155	mail@mail.com

Account Settings

Invoice Type(s)
Utility Services

Default Payment Method
None
[Edit payment methods](#)

[Remove this account from my profile](#)

Account Services

AutoPay
Not Enrolled
[Edit AutoPay enrollment](#)

Paperless Billing
Not Enrolled
[Edit Paperless enrollment](#)

Pay By Text
Not Enrolled
[Edit Pay By Text enrollment](#)