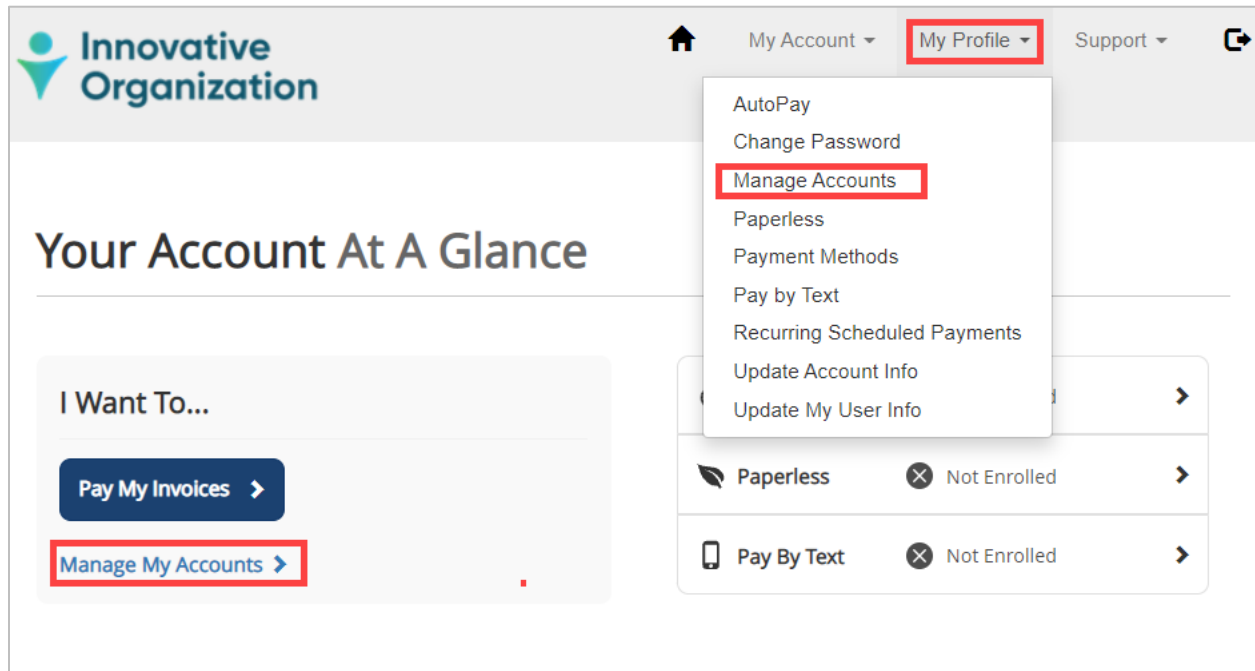


Account Management – Linking Accounts

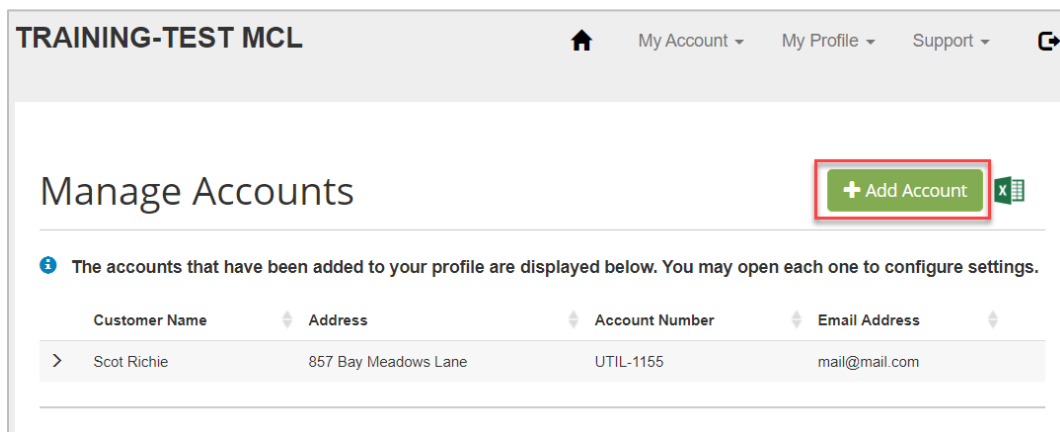
The Account Management feature allows your customer to add additional accounts associated with one login (registration). This feature links accounts together so customers can login to the Customer Portal and are able to manage multiple accounts on the Manage Accounts page.

How to Link Accounts:

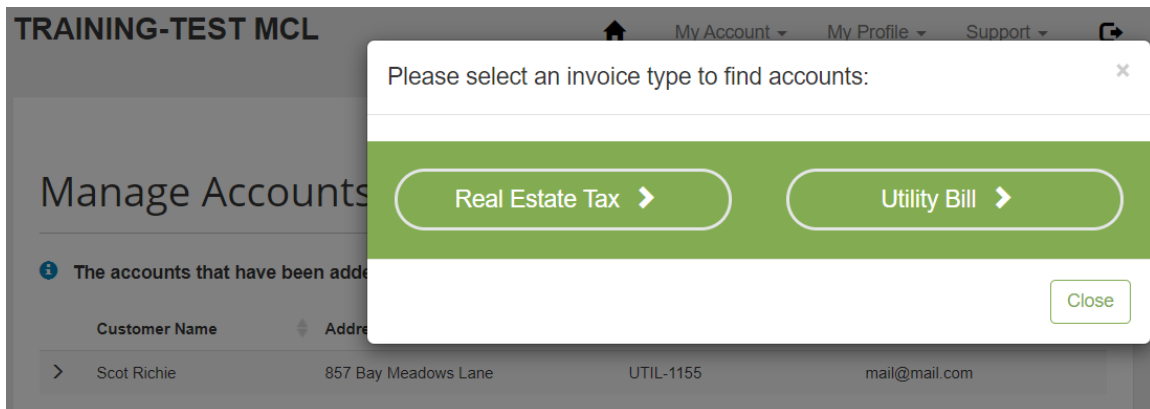
1. From the Customer Portal the registered user selects the **Profile** menu and selects **Manage Accounts** or selects **Manage My Accounts** from the Customer Portal dashboard.



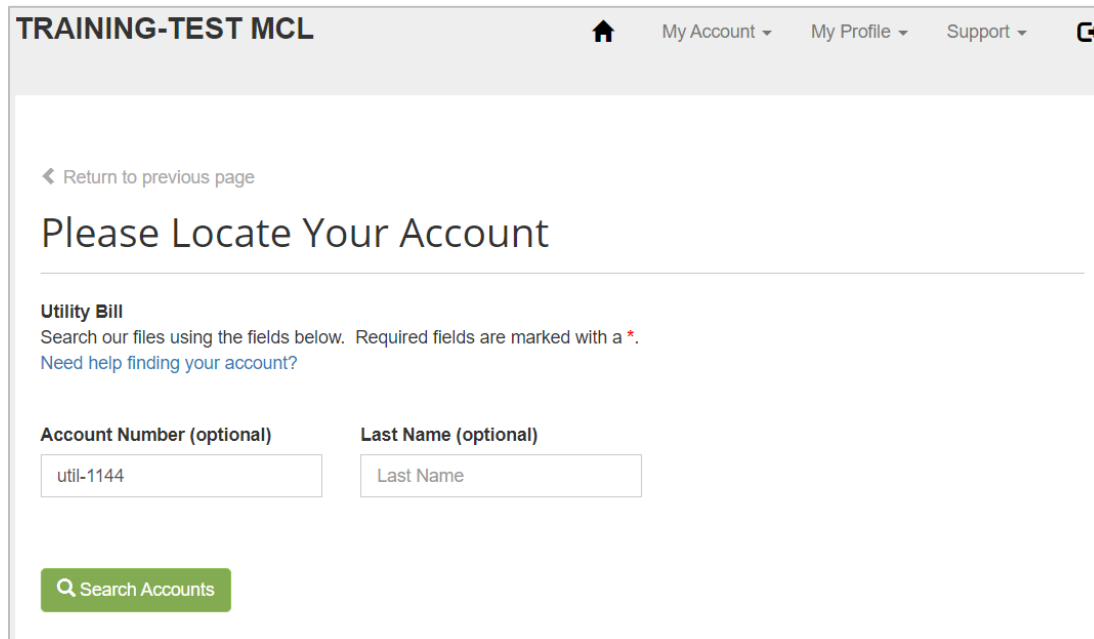
2. From the Manage Accounts page the user selects **Add Account**.



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
Home
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
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Account Settings</p> <p>Invoice Type(s) Utility Services</p> <hr/> <p>Default Payment Method None Edit payment methods</p> <hr/> <p>Remove this account from my profile</p> </div> <div style="width: 48%;"> <p>Account Services</p> <p>AutoPay Not Enrolled Edit AutoPay enrollment</p> <hr/> <p>Paperless Billing Not Enrolled Edit Paperless enrollment</p> <hr/> <p>Pay By Text Not Enrolled Edit Pay By Text enrollment</p> </div> </div>				
>	Scot Richie	857 Bay Meadows Lane	UTIL-1155	mail@mail.com