Create/Login/Manage Account

User Guide

Create/Login/Manage Account

Login/Signup/Activate User Account

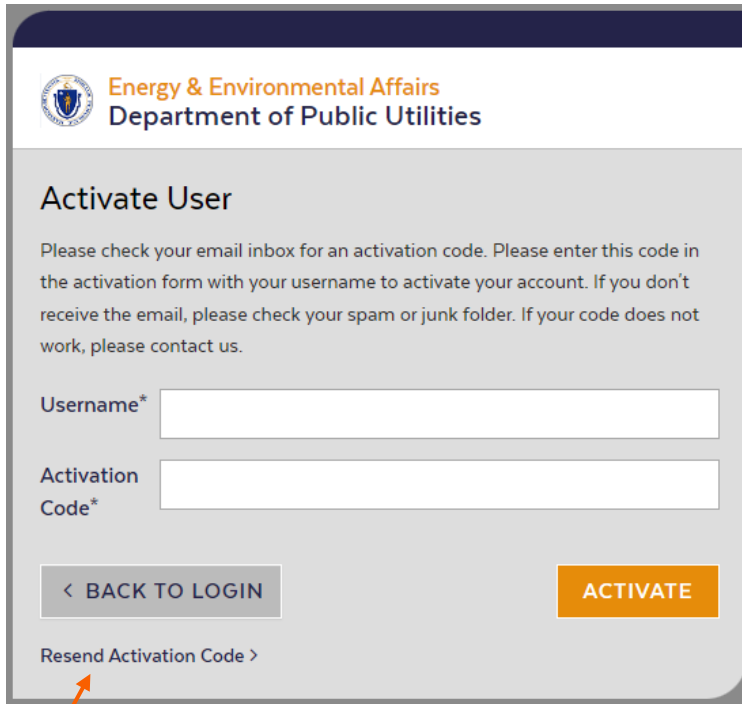|	
1. For returning users, proceed to Step 5 for instructions on Logging into an existing account. For first time users of the System, on the bottom of the Login screen click on the **Create an account >** link	
2. In the Sign-up screen complete, at minimum, all required fields highlighted with an asterisk to begin the account creation process. Click on the **SIGN UP** button when all required fields have been completed.	
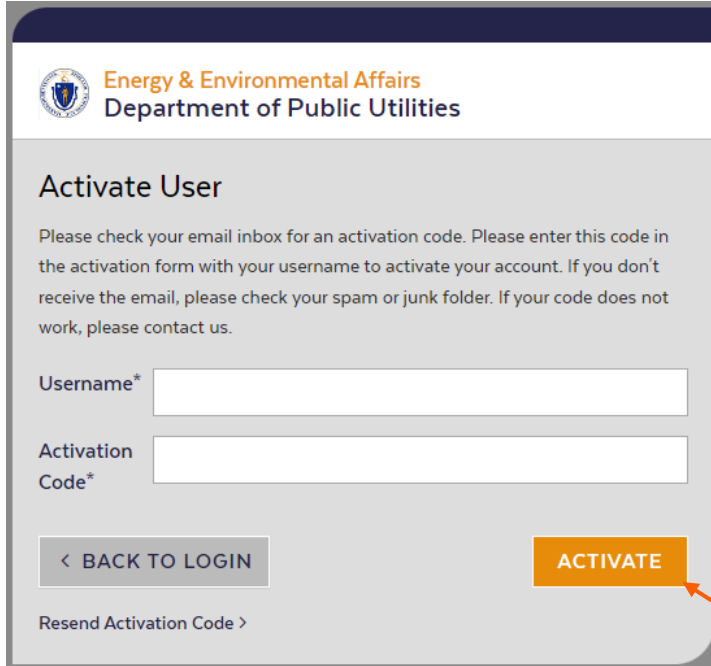
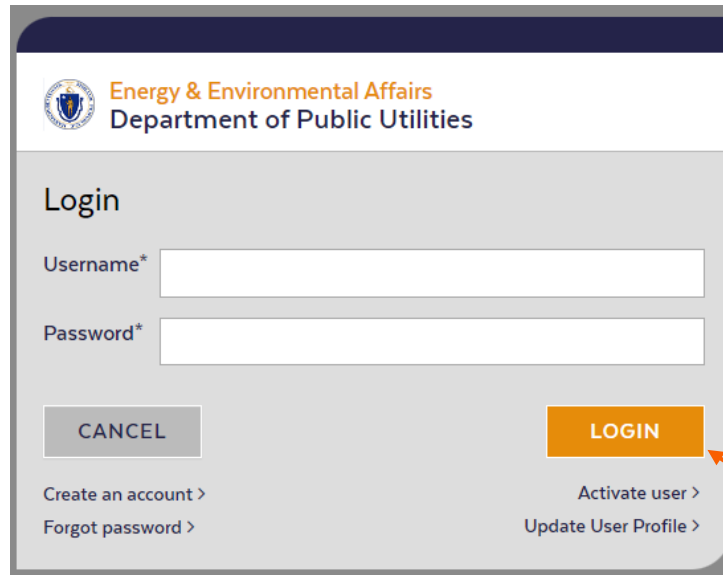|	
3. To complete the account creation process, the account must be activated by providing a code that will be sent to the email account provided in the previous step. Once the code is obtained enter the username and activation code and then click on the **ACTIVATE** button.	
4. If the activation e-mail cannot be located in the provided email account (Please check your email spam and junk folders), Click on the **Resend Activation Code >** link on the bottom of the screen. After providing your Username click on the **ACTIVATE** button and the Activation Email will be resent. Once the code is obtained enter the activation code and then click on the **ACTIVATE** button.	

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5. Upon completion of the Account Creation/Verification process you will be returned to the Login screen. Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.

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Forgot Password for an Account

1. From the Login screen click on the **Forgot Password >** link at the bottom of the screen. Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.	
2. From the Forgot Password screen provide the username for the account and click on the **SEND RESET CODE** button. Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen.	

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3. From the Forgot Password Screen, enter the Password Reset Code that was sent to the account email and then enter your New Password and Confirmation. Click on the **CHANGE PASSWORD** button to reset the account password.

If the password reset code e-mail cannot be found in the provided email account (Please check your email spam and junk folders), click on the **SEND RESET CODE AGAIN** button to send another email.

Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen.

4. Upon completion of the Password Reset process you will be returned to the Login screen. Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.

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Update User Profile for an Account

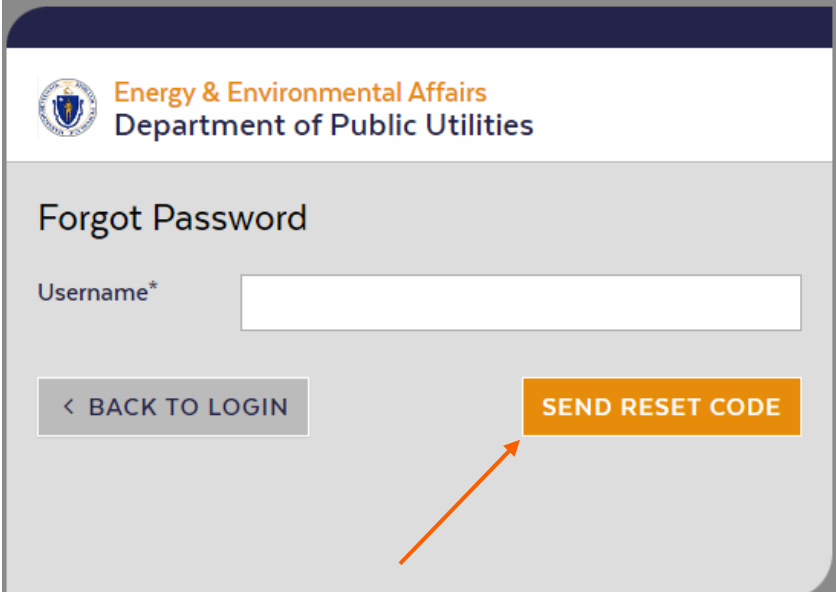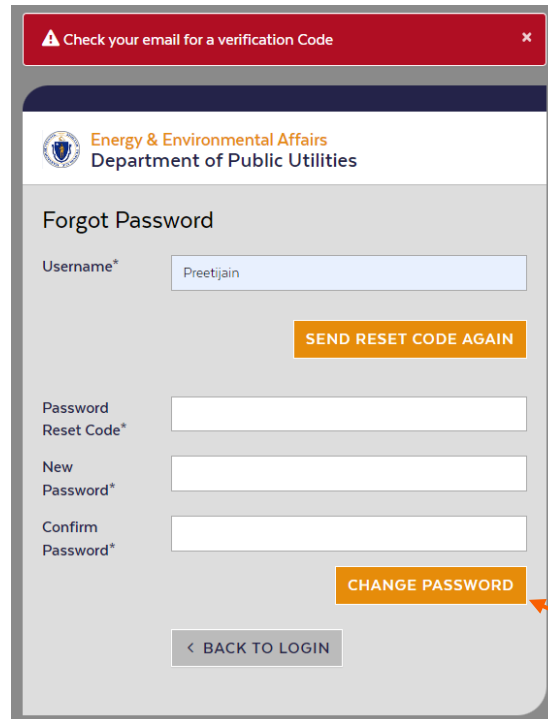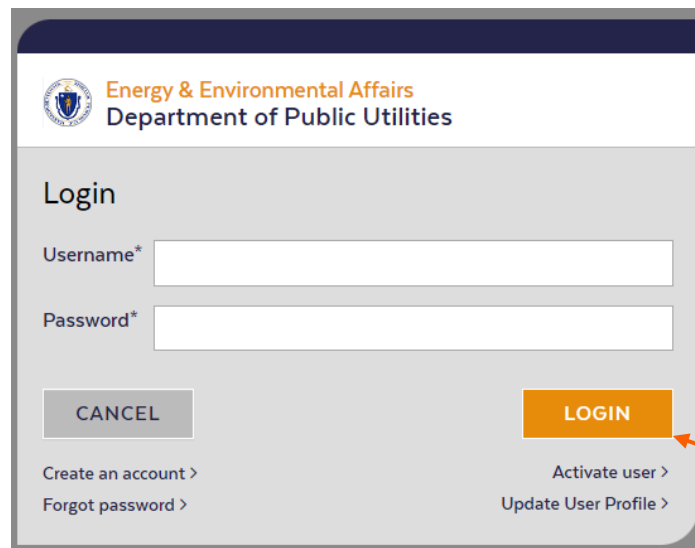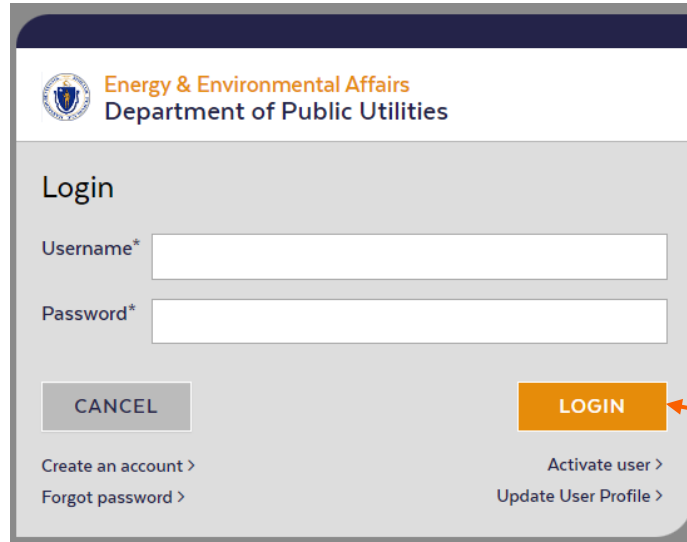|	
1. From the Login screen click on the **Update User Profile >** link at the bottom of the screen. Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.	**Energy & Environmental Affairs** **Department of Public Utilities** **Login** Username* Password* CANCEL LOGIN Create an account > Activate user > Forgot password > Update User Profile >
2. From the Login to Update screen, enter the Username and Password for the account and then click on the **LOGIN** button.	**Energy & Environmental Affairs** **Department of Public Utilities** **Login To Update** Username* Password* LOGIN
3. On the Update screen, provide the updated First Name, Last Name, and Phone Number associated with the account and then click on the **UPDATE** button. Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen	**Energy & Environmental Affairs** **Department of Public Utilities** **Update** First Name* Last Name* Phone Number* +1(___) ___-____ ‹ BACK TO LOGIN UPDATE

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4. Upon completion of the Update User Profile process you will be returned to the Login screen.

Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.