

# Accessing the Merchant Portal

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The Merchant Portal can be accessed at any time from within Energy Force when a customer is set up with the Portal.

Select **EF Portal** in the menu bar of Energy Force to navigate to the [Merchant Portal Login](#) page.



## Merchant Portal Login

Enter the *Username* and *Password* as directed and select **Login**. This will display the Merchant Portal Dashboard.

A screenshot of a 'Merchant Login' page. The page has a title 'Merchant Login' and a sub-instruction: 'To access your control panel, please enter your username and password in the fields below.' Below this are two input fields: 'Username' and 'Password', followed by a large dark blue 'Login' button.