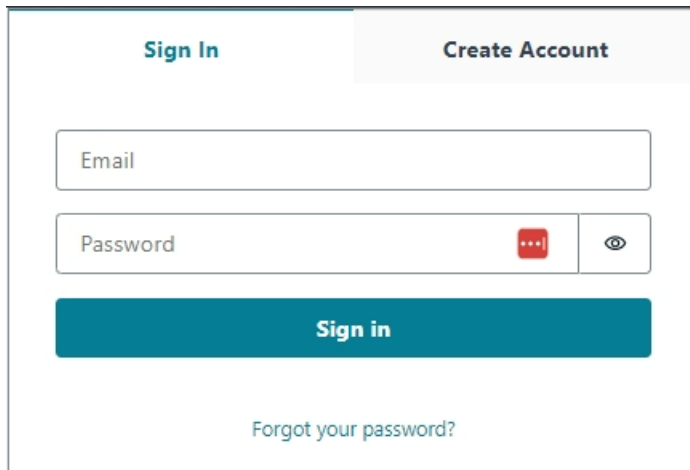


# Logging In and Out of Energy Force Portal

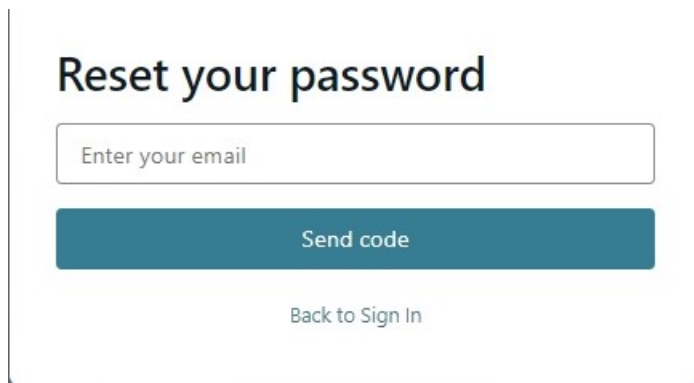
Last Modified on 10/31/2023 4:57 pm EDT

## Sign In to Energy Force Portal

1. Navigate to the payment portal to log into an existing account.
2. On the **Sign In** tab enter the account email address and password and choose **Sign in**.

A screenshot of the 'Sign In' form in the Energy Force Portal. The form has two tabs at the top: 'Sign In' (active) and 'Create Account'. Below the tabs are two input fields: 'Email' and 'Password'. The 'Password' field has a red eye icon to its right. Below the input fields is a large teal button labeled 'Sign in'. At the bottom of the form is a link that says 'Forgot your password?'.

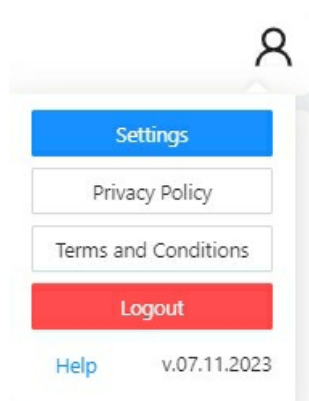
**Note:** Optionally choose **Forgot your password?** to reset your account password. Enter your email address and choose **Send code**. Enter the code when prompted and select **Confirm**. Choose your new password to login.

A screenshot of the 'Reset your password' form. The form has a title 'Reset your password' at the top. Below the title is an input field labeled 'Enter your email'. Below the input field is a large teal button labeled 'Send code'. At the bottom of the form is a link that says 'Back to Sign In'.

## Log Out of Energy Force Portal

Select the *My Account* drop-down in the upper right corner of the screen and choose **Logout**.

**Note:** The Portal will log users out after 15 minutes of inactivity.



Optionally select **Privacy Policy** to display Privacy information or **Terms & Conditions** to view the Terms and Conditions for the payment portal.

Selecting **Help** in the bottom left corner opens the Payment Portal Help Center.