

Consumer Portal User Maintenance - SKY Admin

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Consumer Portal Users and SKY Admins have access to the Energy Force Management tool featuring the Consumer Portal User Maintenance Page.

View customers' *Email* addresses used to sign up with on the Portal and associated Energy Force *Customer Numbers*, search the list for specific customers, and have the ability to delete Portal Customers.

User Maintenance can be found under *Energy Force* in SKY Admin.

Select **SETUP** on the *User Maintenance* card to view Consumer Portal accounts and the Energy Force customer number with which they are associated.



User Maintenance

Consumer Portal accounts and the Energy Force customer number they are associated with.

[SETUP](#)

Use the *Search* field at the top of the *User Maintenance* page to search and filter Portal users by Name or Email. Choose the **Ellipsis** icon to **Download** this list as an Excel file. The **Trash Can** icon can be selected to remove a Portal user and ensure they no longer have access to that Portal account.

Consumer Portal User Maintenance		1 Total Users	...	Search Users
Email	email@provider.net	Customer Number	100007	

Select the link under *Customer Number* to display the Energy Force name and customer number associated with that Portal account.

Associated Customer Info



ADAMS,ANSEL 100007

[Dismiss](#)

Note: If a customer is unable to sign in to the Consumer Portal due to a forgotten email used or used an incorrect email at sign up, Admins have control to delete that user and allow signing up again with the correct credentials.