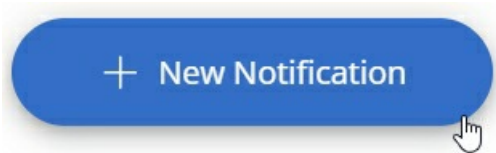


# Consumer Portal Notifications - SKY Admin

Last Modified on 06/18/2024 1:32 pm EDT

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

Send notifications to Consumer Payment Portal users by selecting the + **New Notification** icon.



Choose the recipient from a drop-down list (select one, multiple, or all users), enter a required email *Subject* and *Message*, and click **Send** to send the email notification or **Cancel** to discard and return to the *Notifications* page. A confirmation stating *Notification Sent* displays and the message is now listed under *Sent Notifications*.

## New Notification

To

All Users ✕

Subject

Referral Credit!

16 / 60

Message

Get a \$50 credit for every qualified new customer referral!

CancelSend

All sent notifications are viewable and searchable from the *Notifications* Page and viewable by the SKY user who sent them.

## Sent Notifications

🔍 Search Sent Notifications

4-19-2024 2:45 PM

**efportal@energyforce.net**

Referral Credit!

Get a \$50 credit for every qualified new customer referral!

Customers can view the notification in their email inbox.