

Create Additional Users





Residential Utility Customers



Business Utility Customers



DTE Energy Company



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E-mail Address

 Password

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Jane Smith - [Sign Out](#)

Manage My Account

- [Account Summary](#)
- [Create User Profile](#)
- [Update Online Account](#)
- [Manage User](#)
- [Payment Center](#)

Account Summary

Account Number	Account Information	Service Type	
000123456	ACME Co.	Electric	View Details
000234567	ACME Co.	Electric	View Details

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Jane Smith wants Jim Jones to have access to the online account.



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Create User Profile - User Information

Steps **1** 2 3 4 5

Please enter the following information about the additional user of Your Online Profile.
* Indicates a required field

First Name** Last Name**

Business Phone*: () . Extension:

E-mail*:

Job Title*:

User ID*:

Password will be created and e-mailed to the user

User ID is created by the Administrator. It must be at least 8 characters long and must include at least one number and one letter.



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Create User Profile - Select Accounts User Can View

Steps 1 2 3 4 5

Below is a list of DTE Energy Accounts that can be assigned to Jim Jones
You can use Search Accounts to locate a specific account in the list.

Search Criteria

Account Number: Account Information: Service Type: Electric
 Gas

Please select accounts Jim Jones can view:
To select all accounts, check Select All

Select	Account Number	Account Information	Service Type
<input type="checkbox"/>	0001 2345 6	ACME Co.	Electric
<input type="checkbox"/>	0002 3456 7	ACME Co.	Electric

All KCS accounts with the same Tax ID are displayed.
Jane can allow Jim to view some or all of the accounts.
Multiple users can view multiple accounts.
By selecting all, Jane will let Jim view all accounts.



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Create User Profile - Set User's Access Level

Steps 1 2 **3** 4 5

Below are DTE Energy Accounts you have selected for Jim Jones.
All users can view Account Details and Print Bills. If you want Jim Jones to be able to make payments, please check Manage Payments. You can modify these settings later.

Available Accounts

Manage Payments	Account Number	Account Information	Service Type	
<input checked="" type="checkbox"/>	0001 2345 6	ACME Co	Electric	Remove Account
<input type="checkbox"/>	0002 3456 7	ACME Co	Electric	Remove Account

[Cancel](#) [Reset](#) [Back](#) [Continue](#)

The accounts that Jim was granted view access to are displayed.

Jane can allow Jim to make payments on some or all accounts. Jane wants Jim to manage payments on all accounts.

Only one user can have payment rights on an account. Default is the Administrator.



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Create User Profile - Validating Profile

Steps 1 2 3 **4** 5

Please confirm that the information below is accurate.

User

User ID: jimjones10

Name: Jim Jones

Business Phone: 313 . 244 . 7000 Ext.: 245

Job Title: supervisor accts payable

E-mail: jimjones10@acme.com

Selected Accounts

Account Number	Account Information	Service Type	Manage Payments
0001 2345 6	ACME Co	Electric	Yes
0002 3456 7	ACME Co	Electric	No



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Create User Profile - Confirmation

Steps 1 2 3 4 **5**

The user profile for Jim Jones has been created and the user has been granted access to the following accounts:

Account Number	Account Information	Service Type	Manage Payments
0001 2345 6	ACME Co	Electric	Yes
0002 3456 7	ACME Co	Electric	No

[Manage My Accounts](#)

[Create Another User Profile](#)

Process complete. Jim will receive an e-mail with a system generated password.

Jane signs out. She can sign in again later using her e-mail address.

Jane can create additional users at any time by selecting Create User Profile. She can also change access rights for Jim by selecting Manage User.