

Manage Users



Residential Utility Customers



Business Utility Customers



DTE Energy Company



Powered by Google Search

▶ Visit Other DTE Energy Web Sites


- Residential Customers
- Business Customers**
- DTE Energy Company
- My Account
- Billing / Payment
- Save Energy
- Start / Stop Service
- Problems / Safety
- Products / Programs
- Large Businesses

Jane signs in using her e-mail address and the password she created during registration.

E-mail Address

Password

[Forgot Password](#)
[Register](#)



Welcome to DTE Energy

How can we help?

- [Pay my bill](#)
- [Save energy](#)
- [Use MyEnergy Analyzer](#)



Products and Services for your small to mid-size business

[Open the toolbox ▶](#)

EnergyConnections

Energy news that impacts your business.

[Subscribe today ▶](#)

- Builders / Contractors

- Landlords

- Municipalities

- Police / Fire




Powered by Google Search

▶ Visit Other DTE Energy Web Sites

Residential Customers | **Business Customers** | DTE Energy Company

My Account | Billing / Payment | Save Energy | Start / Stop Service | Problems / Safety | Products / Programs | **Large Businesses**

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	
0001 2345 6	ACME Co	Electric	View Details
0002 3456 7	ACME Co	Electric	View Details

Landing page. Shows a list of all DTE Energy accounts that user has access to. Since Jane is the Administrator, she has access to all accounts.



Powered by Google Search

▶ Visit Other DTE Energy Web Sites

- Residential Customers
- Business Customers**
- DTE Energy Company
- My Account
- Billing / Payment
- Save Energy
- Start / Stop Service
- Problems / Safety
- Products / Programs
- Large Businesses

Jane Smith - [Sign Out](#)

Manage My Account

- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - User List

User ID	Name	Phone Number		
iimiones10	Jones, Jim	313-244-7000-245	Manage User	Remove User

[Back to Account Summary](#)



Powered by Google Search

▶ Visit Other DTE Energy Web Sites

- Residential Customers
- Business Customers**
- DTE Energy Company
- My Account
- Billing / Payment
- Save Energy
- Start / Stop Service
- Problems / Safety
- Products / Programs
- Large Businesses

Jane Smith - [Sign Out](#)

- Manage My Account
- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Select Accounts

Steps **1** 2 3 4

User ID: jimjones10
 Name: Jim Jones Business Phone: 313-244-7000 Ext.: 245
 Job Title: supervisor accts payable E-mail: jimjones10@acme.com

Please select accounts Jim Jones will have access to:

Select	Account Number	Current Payment Manager	Account Information	Service Type
<input checked="" type="checkbox"/>	0001 1234 5	jimjones10 (Jim Jones)	ACME Co	Electric
<input checked="" type="checkbox"/>	0002 3456 7	jimjones10 (Jim Jones)	ACME Co	Electric

All accounts that Jim currently has access to are displayed.

Manage My Account

- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Set User Access Level

Steps 1 2 3 4

Below are DTE Energy Accounts Jim Jones will have access to.
By default, every user can view selected Account Details and Print Bills. If you do not want Jim Jones to have access to an account, select **Remove Account**. If you want Jim Jones to be able to make payments, please check Manage Payments. If Manage Payments is disabled, that means the role has been assigned to another user. You must remove the Manage Payments role from the other user before you can reassign the role to Jim Jones.

Available Accounts

Manage Payments	Account Number	Current Payment Manager	Account Information	Service Type	
<input checked="" type="checkbox"/>	0001 1234 5	jimjones10 (Jim Jones)	ACME Co	Electric	<input type="button" value="Remove Account"/>
<input checked="" type="checkbox"/>	0002 1234 6	jimjones10 (Jim Jones)	ACME Co	Electric	<input type="button" value="Remove Account"/>

If Jane does not want Jim to view accounts anymore she would select Remove Account.

If Jane does not want Jim to manage payments anymore she would uncheck Manage Payments.

Manage My Account

- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Set User Access Level

Steps 1 2 3 4

Below are DTE Energy Accounts Jim Jones will have access to. By default, every user can view selected Account Details and Print Bills. If you do not want Jim Jones to have access to an account, select **Remove Account**. If you want Jim Jones to be able to make payments, please check Manage Payments. If Manage Payments is disabled, that means the role has been assigned to another user. You must remove the Manage Payments role from the other user before you can reassign the role to Jim Jones.

Available Accounts

Manage Payments	Account Number	Current Payment Manager	Account Information	Service Type	
<input type="checkbox"/>	0001 2345 6	jimjones10 (Jim Jones)	ACME Co	Electric	<input type="button" value="Remove Account"/>
<input type="checkbox"/>	0002 3456 7	jimjones10 (Jim Jones)	ACME Co	Electric	<input type="button" value="Remove Account"/>

Jane wants Jim to continue to view accounts.
Jane removes Jim from access to account 0001 2345 6.
Jane does not want Jim to manage payments anymore.



Powered by Google Search

▶ Visit Other DTE Energy Web Sites

Jane Smith - [Sign Out](#)

- Manage My Account
- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Set User Access Level

Steps 1 2 3 4

Below are DTE Energy Accounts Jim Jones will have access to.
By default, every user can view selected Account Details and Print Bills. If you do not want Jim Jones to have access to an account, select **Remove Account**. If you want Jim Jones to be able to make payments, please check Manage Payments. If Manage Payments is disabled, that means the role has been assigned to another user. You must remove the Manage Payments role from the other user before you can reassign the role to Jim Jones.

Available Accounts [Edit](#)

Manage Payments	Account Number	Current Payment Manager	Account Information	Service Type
<input checked="" type="checkbox"/>	001 1234 5	jimjones10 (Jim Jones)	ACME Co	Electric
<input type="checkbox"/>	0002 3456 7	jimjones10 (Jim Jones)	ACME Co	Electric

[Cancel](#) [Reset](#)

[Back](#) [Continue](#)



Powered by Google Search

Visit Other DTE Energy Web Sites

- Residential Customers
- Business Customers
- DTE Energy Company
- My Account
- Billing / Payment
- Save Energy
- Start / Stop Service
- Problems / Safety
- Products / Programs
- Large Businesses

Jane Smith - [Sign Out](#)

- Manage My Account
- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Accounts Change Verification

Steps 1 2 3 4

Below are requested role changes for Jim Jones.
 Please be aware that if the Manage Payments role is removed from any DTE Energy Account, payments scheduled by Jim Jones will be cancelled, and the Manage Payments role will be automatically reassigned to the administrator.

User ID: jimjones10
 Name: Jim Jones Business Phone: 313-244-7000 Ext.: 245
 Job Title: supervisor accts payable E-mail: jimjones10@acme.com

Accounts [Edit](#)

Account Number	Current Payment Manager	Account Information	Service Type	Role Change
0001 1234 5	jimjones10 (Jim Jones)	ACME Co	Electric	Remove access to account
0002 3456 7	jimjones10 (Jim Jones)	ACME Co	Electric	Remove Manage Payments role

[Cancel](#) [Reset](#) [Back](#) [Submit Account Change](#)



Powered by Google Search

▶ Visit Other DTE Energy Web Sites

- Residential Customers
- Business Customers**
- DTE Energy Company
- My Account
- Billing / Payment
- Save Energy
- Start / Stop Service
- Problems / Safety
- Products / Programs
- Large Businesses

Jane Smith - [Sign Out](#)

- Manage My Account
- Account Summary
- Create User Profile
- Update Online Account
- Manage User
- Payment Center

Manage User - Accounts Change Confirmation

Steps 1 2 3 **4**

Below are requested role changes for Jim Jones.
 Please be aware that if the Manage Payments role is removed from any DTE Energy Account, payments scheduled by Jim Jones will be cancelled, and the Manage Payments role will be automatically reassigned to the administrator.

User ID: jimjones10
Name: Jim Jones **Business Phone:** 313-244-7000 **Ext.:** 245
Job Title: supervisor accts payable **E-mail:** jimjones10@acme.com

Changed Accounts

Account Number	Current Payment Manager	Account Information	Service Type	Role Change
0001 1234 5	jimjones10 (Jim Jones)	ACME Co	Electric	Remove access to account
0002 3456 7	jimjones10 (Jim Jones)	ACME Co	Electric	Remove Manage Payments role

[Manage My Users](#)

[Back To Account Summary](#)