


# Administrator Registration

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DTE Energy



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 Residential Utility Customers	 <b>Business Utility Customers</b>	 DTE Energy Company
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Done Local intranet 100%



Residential Utility Customers



Business Utility Customers



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E-mail Address

Password

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[Register](#)



Welcome to DTE Energy

How can we help?

- [Pay my bill](#)
- [Save energy](#)
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Products and Services for your small to mid-size business

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- [Sign In](#)
- Online Account Management**
  - ▶ Electric Service
  - ▶ Natural Gas Service
  - ▶ Customer Generation
  - Technical Seminars
  - Your Energy Savings




### Running an energy-intensive business?

Information and resources for primary electrical service and natural gas transportation service business customers.



### Detailed electric usage data at your fingertips


[Access MV - Web ▶](#)



### Reduce demand charges

24/7 access to energy data


[LOAD|watch ▶](#)



### Save energy, save money!


With Your Energy Savings<sup>SM</sup>

[Rebates and special offers ▶](#)



### Obtain your DTE Energy bills online, anytime

[Online Account Manager ▶](#)



### You can afford to build a high-performance facility!

[Construction incentives ▶](#)



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### Online Account Management

Online Account Management lets you easily obtain your gas and electric bills any time from any location. Online Account Management gives you access to the following information:

- Account balance and details
- Bill history
- Payment history
- Bill payment online

#### Use Online Account Management to your advantage

With this service, sharing your billing information with multiple people in your business is effortless.

- Energy managers can access copies of bills to help manage energy costs
- Budget managers will have access to actual bill amounts to help maintain budgets
- Payment administrators can obtain payment due dates to coordinate approval processes and make payments quickly and easily online

#### Request Online Account Management today!

To use this service you will first need a Personal Identification Number (PIN). If you are a large commercial, industrial, manufacturing or institutional business, your DTE Energy Account Manager can assist you with obtaining a PIN. You will need to provide your Tax Identification Number. If you do not know who to contact, please call **800.477.4747** for assistance.

If you are a small business customer, no PIN number is required. Simply [register here](#) to begin using online account services.

The Online Account Management system is easy to use. If you are a registered user or are just curious to know more about Online Account Management, you can review the following step-by-step instructions to learn more.

- [Register an Administrator](#) (first time)\*
- [Create Additional Users](#)\*
- [View Accounts](#)\*
- [Make a Payment](#)\*
- [Manage Users](#)\*
- [Forgot Password](#)\*
- [Create a New Administrator](#)\*

[Questions about Online Account Management?](#)  
See the [FAQs](#)



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## Registration - Select Customer Type

As a registered user, you will be able to:

Pay Online, View your Bill, View Personalized Energy Savings, Update Account Information, Start/Stop Service and more.

Please select which type of customer you are to start the registration process.

### Customer Type

Residential Customer Type:  Current  New  Former

Business Customer Type:  Current  New  Former

- Current: You currently have service with us and receive a DTE Energy bill.
- New: You have never had an account in your name with DTE Energy.
- Former: You had an account in your name or you are currently a customer and do not know your DTE Energy account number.



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- Former: You had an account in your name or you are currently a customer and do not know your DTE Energy account number.

### DTE Energy Account Number \*

Your account number could have one of two possible formats. Click the image below to see how to locate your account number on your billing statement, then enter it in the appropriate place:



OR



XXXX	XXX	XXXX	X
------	-----	------	---

0000	9999	1
XXXX	XXXX	X

Cancel

Start Registration Process



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Manage My Account

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

### Registration - Credentials Validation

Please enter your Federal Tax ID and PIN to help us identify you:

\* Required Information

Federal Tax ID \*:  (Format: 999999999)

PIN \*:

(If you do not know your PIN, please contact your DTE Energy Account Manager or call 1.800.477.4747)

The customer's Administrator, Jane Smith, enters her company's Federal Tax ID and the PIN she received in the mail from her AAA.

Cancel

Reset

Back

Validate Credentials

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### Registration - Administrator Information

Steps **1** 2 3

Tax ID: \*\*\*\*\*5555

Please enter the following information about the administrator of your new online profile:

\* Required Information

First Name \*:  Last Name \*:

Business Phone \*: (  )  .  Extension:

E-mail \*:

Job Title \*:

User ID \*:

Password \*:

(Password must be at least 8 characters long must include at least one letter and one number)

Confirm Password \*:

Secret Question \*:

Secret Answer \*:

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### Registration - Validating Profile

Steps 1 2 3

Tax ID: \*\*\*\*\*5555  
Please confirm that the information bellow is accurate.

Administrator Information

User ID: janesmith99  
Name: Jane Smith Business Phone: 313 . 244 . 7000 Ext.: 123  
Job Title: manager accounts payable E-mail: janesmith@acme.com  
Secret Question: What is your favorite vacation spot? Secret Answer: Traverse City

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Jane Smith - [Sign Out](#)

Manage My Account

### Registration - Confirmation

Steps 1 2 3

- Account Summary
- Create User Profile
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Tax ID: \*\*\*\*5555

Your Online Profile has been created and is now active.  
All DTE Energy Accounts associated with your Tax ID are now ready to be managed.  
You may now manage your accounts or create additional user profiles.

Jane Smith is now registered as the Administrator of the online account.

- View Account Summary
- Create User Profiles

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