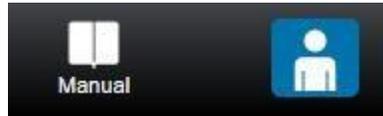


# Changing your Login ID for online access

Along the upper-right of your browser screen you will see the Toolbar as shown below. Hover over the “person” icon with your mouse will display the menu to select **Settings** or **Logout**. Click on Settings.



Consumer Menu

 **Menu**

- My Contacts
- Consumer Customer Chooser
- Consumer Register Another Account
- My Billing Addresses
- Pay Bill
- My Meters
- My Locations
- My Transactions
- Paperless Billing
- Automatic Bank Draft
- Contact Us
- View My Bill
- Landlord Report

### User Settings

Name	<input type="text" value="John Snow"/>	
Password	<input type="password" value="****"/>	<a href="#">Reset Password</a>
Confirm Password	<input type="password" value="****"/>	
Email (Login ID)	<input type="text" value="jsnow@got.com"/>	
Phone Number	<input type="text" value="(704) 873-5611"/>	
Language	<input type="text" value="English"/>	
System Color	<input type="text" value="3D649F"/>	<a href="#">Reset</a>
System Text Color	<input type="text" value="FFFFFF"/>	<a href="#">Reset</a>
Welcome Page	<input type="text" value="View My Bill - CustomerViewMyBill.aspx"/>	
Default Customer Care Billing Cycle	<input type="text" value="(All)"/>	
Password Last Changed	4/14/2014 9:31 AM	

- Your Name is the name that you registered as or is the name on the account
- We do not allow you to see the **Password** that is already on file, but you can enter a new one here if necessary; or you can click **Reset Password** to have a link sent, via the email address listed below, that can be used to help reset your password.
- Your EMAIL (**Login ID**) is the email you used when you originally created this online profile, and can be changed; You must change the email here to change the email used for logging into the system. Change or deleting your email under “My Contacts” will not change the Login ID.
- You can also see when your **Password** was **Last Changed**.

Click [**Save**] on the far-right side of the screen to record your changes or [**Cancel**] if you change your mind.