How to Add Accounts

While on the Dashboard, go to the menu and click **Settings**. Then click **Accounts**.

Your primary account number appears at the top. You must enter the account number of the account you want to add, plus the amount of the most recent bill for that account in the spaces provided under **Link Additional Accounts**. Add one or more. Click the Add Row button if you need to add more than five. When you have finished, click the Go button.

Once your accounts are linked, you'll see both listed at the top. A message in green will appear to the side indicating the accounts have successfully linked. You must log off and log back on so data is available for the newly linked account(s).

Once you have added an account, and logged back on, the newly added account information is included on your Dashboard.
1. You will still see your primary account in the upper right-hand corner.
2. Now both locations and all 9 meters will show on the upper left-hand side.
3. The Combined Usage Report now shows all electric and all water meters on the same graph, differentiated by color.
To look at data for each individual meter, you can go to the menu, click **Reports**, then click **Meter Usage Chart**. You can then choose a specific meter and the type of data you would like to see.

Linking accounts adds all locations and meters together so you can access all with a single login. As a result, it will take longer for your data to appear when logging on.

To Unlink accounts, select **Accounts** under the **Settings** option on the Dashboard menu.
Click the small X in the upper right hand corner of the added account button located under **Current Account Numbers**.
A box will appear to ask if you're sure you want to unlink accounts. Click **Ok**.
You will need to log off and log back on to complete the unlinking progress.