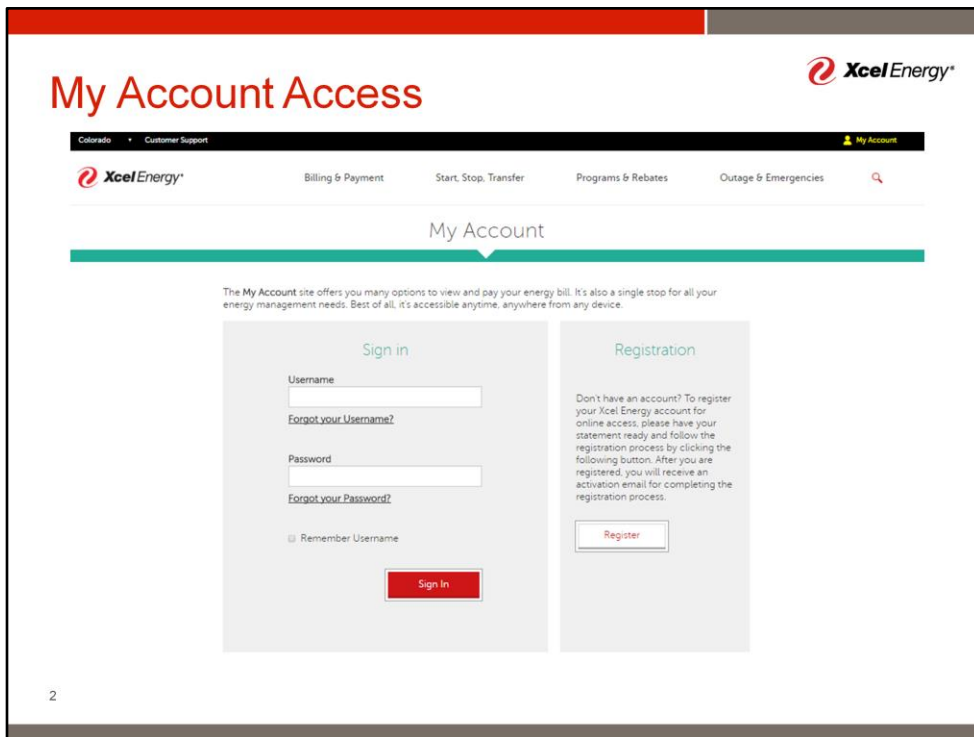




Using My Account & Delegating for Usage History



XcelEnergy.com allows for Xcel Energy customers to manage their account with such features as bill pay, e-bill and the ability to delegate your account information to third parties. This PowerPoint will focus on how to sign up for My Account and delegate a third party to see usage history.



On XcelEnergy.com you will find in the top right hand corner a section that says My Account. Click on that and you will be brought to the My Account sign in and/or Registration page.

Sign in if you have already registered, otherwise you will need to register. If you can sign in you may skip to slide 6.

Registration is done in 3 easy steps.

The screenshot shows a web form titled "Account Information – Step 1" with the Xcel Energy logo in the top right corner. The main heading is "Register for My Account". Below this is a progress indicator with three steps: Step 1 (active), Step 2, and Step 3. The form contains three input fields: "Account Number" (with the example value 123456789), "Phone Number", and "Premise Zip Code" (with the example value 55313-4444). A note states: "By clicking the button below, you agree to Xcel Energy's Terms and Conditions." At the bottom, there are two buttons: "Cancel" and "I Agree & Continue". A small number "3" is visible in the bottom left corner of the page.

Step 1 requires that you submit basic information around the Account with Xcel Energy; specifically Account Number, Phone Number and Premise Zip Code (this is the zip code for the address with Xcel Energy service).

General Information – Step 2

Xcel Energy

Register for My Account

STEP 1 STEP 2 STEP 3

*REQUIRED FIELDS

First Name* Last Name*

Email Address* Confirm Email Address*

Account Nickname for Account
#123456789
Ex. Home, Cabin or Rental

Would you like to enroll in eBill?
Go paperless with Xcel Energy's eBill online billing and payment. You will stop receiving a paper bill and start receiving an email alert when your new bill is ready to view.

Yes, enroll in eBill
 No, not at this time

Cancel Previous Next

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Step 2 requires you provide an email and other basic information. This will also be a chance to choose if you'd like to sign up for eBill (circled above). This is not required.

Log in Info/Security Questions – Step 3



Register for My Account



ALL FIELDS REQUIRED

User Name

Your user name can be an email address or a new user name you create. It must be at least 8 characters (letters and/or numbers) up to a maximum of 30. You can use one or more of the following special characters: !, @, #, \$, %, &, ' (), * (), +, -, =, <, >, ~, ^, _ (). Overlame are NOT used. Overlame cannot already be in use by another user. Enter a username and the portal will provide a response.

Password

Confirm Password

Security Question 1

What is your mother's maiden name

Security Question 2

What was your primary school name

Security Question 3

What was your middle school name

Cancel

Previous

Next

Step 3 will be where you will enter the log-in information that will serve as your My Account profile going forward. You must provide a User Name, Password and answers to 3 security questions.

Assigning Delegation Options



The following process is for Xcel Energy customers to assign different delegation options. Customer can either create log-in information for the third party representative or an existing log-in can be used.

Minnesota Customer Support My Account Sign Out

Xcel Energy Billing & Payment Start, Stop, Transfer Programs & Rebates Outage & Emergencies

Home My Account

Account 53- [REDACTED] 0 Manage Accounts

My Account

- My Account >
- My Bills >
- My Usage >
- My Programs >
- My Profile & Notifications >**

Heat a Home, Warm a Heart. Learn more about Energy Outreach Colorado Donation

Bill Summary

\$21.34
Due: October 21, 2016

[Pay Now](#)

Payment of \$21.34 Scheduled for October 21, 2016

[Payment Schedule](#)

Program Opportunities

- eBill >
- Averaged Monthly Payment >

Bill Trend

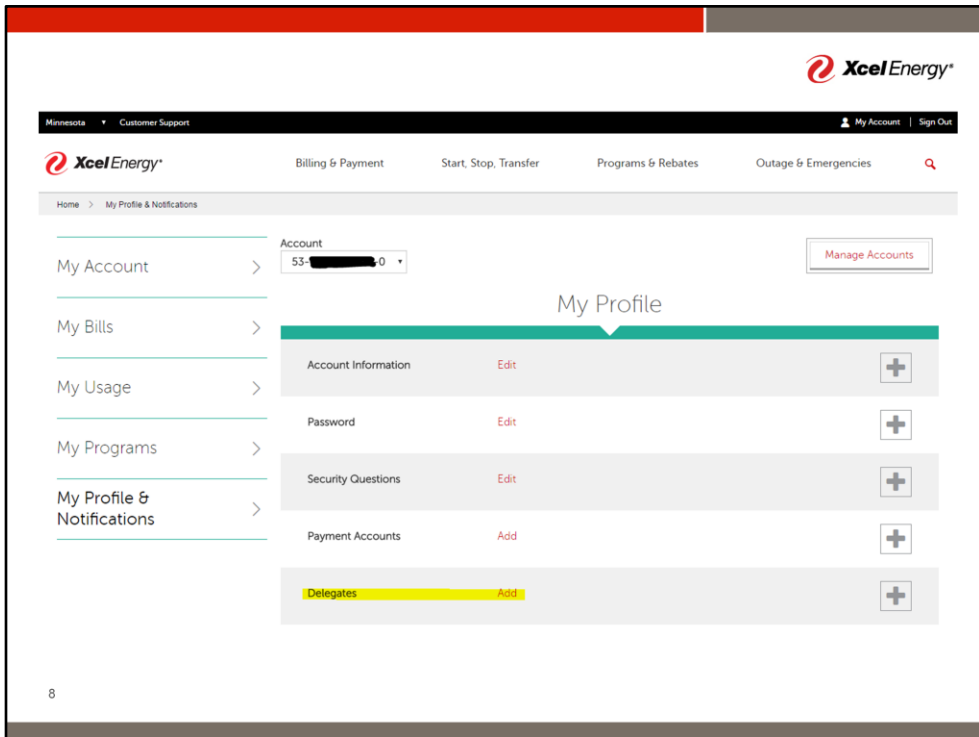
Drag or scroll the graph for complete view →

Month	2015	2016
Jan	\$30	\$32
Feb	\$30	\$32
Mar	\$28	\$28
Apr	\$24	\$24
May	\$22	\$22
Jun	\$20	\$20
Jul	\$20	\$20
Aug	\$25	\$25
Sep	\$18	\$18
Oct (Current)	\$21	\$21
Nov	\$24	\$24
Dec	\$30	\$30

[View Bill History](#)

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Once signed into My Account you will need to go to My Profile & Notifications



Once in My Profile you will need to choose the option **Delegates**, Add


The screenshot shows a web form titled "Add a Delegate" with the Xcel Energy logo in the top right corner. The form contains the following fields:

- Username***: A text input field.
- Email Address***: A text input field.
- Confirm Email Address***: A text input field.
- First Name / Company Name***: A text input field.
- Last Name**: A text input field.
- Permission***: A dropdown menu with "Select" as the current option.

At the bottom of the form, there are two buttons: a "Cancel" button and a red "Submit" button. A small number "9" is visible in the bottom left corner of the form area.

This is where either all new information can be entered and a unique log-in will be created or an existing log-in (Username, Email, Company, Permission).

Permissions will dictate what abilities an external My Account third party user can access.



Permission Options

- View Only
- View and Pay
- Full Access
- Usage Data Only

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The permissions options are listed above.

View Only – allows for third parties to review information related to a My Account

View and Pay – allows for payments to be submitted along with the view only access

Full Access – allows for third parties to submit any allowed requests a customer can make on their own via My Account

Usage Data Only – this will allow you to get up-to-date usage history without the need to submit a pay a Data Consent Form

