Linking Multiple Accounts through the Customer Portal



Customers who manage multiple properties or meters can optimize their Portal experience by linking their accounts together by registering the

accounts on the Customer Portal using the same email address and password.

- 1. To view and/or manage the complete list of accounts, please select the **Settings** dropdown menu from your Customer Dashboard.
- 2. Pick Account Settings.
- 3. Next, select the **Additional Accounts** option in the left menu there will be an Add Account button.

| | 🕈 Home | \$ Billing | III Track | Take Action | 🕸 Settings 🔨 🚺 |
|---|--|---------------------------|---|--|---|
| | SERVICE ADD | New Brau | nfels TX 78132 | ACCOUNT NUMBE | Account Settings 2 Communication Preferences |
| | Account Se | ettings | Account | t Settings | Download Your Data |
| | Addition | al Account | My Accour | nt | |
| | Communica | ation | First Name | | |
| 2 | Preferences My Use Notifications Utility Connect Messages Urgent Notices & | Last Name | | | |
| | | onnect es Notices & | Password | | *** |
| | Service | Alerts | Primary Pho | ne | |
| | | | By clicking Save | one . Lagree to the <u>Terms of Service</u> | |
| | 1 | | Save | | |
| | -1- | | Additional | Accounts | |
| | | | Add additional accounts to WaterSmart by entering your properties' account numbers and zip codes. | | |
| | | | + Add | account | |
| | | | Additional | Users | |

Enter the Account number and the corresponding zip code, then press "Add."

| 1y Use Notifications Itility Connect | Primary Phone | (888) 888-8888 | - | |
|---|--------------------------------|---|--------------|--------------------|
| lessages Irgent Notices & | Alternate Phone | | - | |
| ervice Alerts | By clicking Save, Lagree to th | ne <u>Terms of Service</u> | X CLOSE | |
| | Add Account | | | |
| | Account numb | **** | | |
| | Zip code | 78132 | | nt numbers and zip |
| | | | d | |
| | Additional Users | | | |
| | Users will be invited to | access WaterSmart, and will be able to / future meters linked to this account. | view data fo | or accounts |

Additional Account will now show under the Additional Accounts field.

| Additional Accounts | |
|--|--|
| Add additional accounts to Wat codes. | erSmart by entering your properties' account numbers and |
| Name | |
| Combined Summary 2 Accounts | View |
| 1234 TXWC Way, Irrigation Only ######## | View Delete |
| | |
| + Add account | |

Additional Accounts can be viewed, and you can toggle between them from the new Combined option button at the top of your Customer Dashboard. You can now also Add accounts from here.

| AS & WATI | WaterSmart | | English | Accounts | 1399 Sattler Rd, Office, Irrigation-Only |
|-----------------------|------------------------|------------------|-------------|---------------|--|
| Home S Billing | | III Track | Take Action | Action Settin | 2 Accounts |
| | | - TX 70170 | | | 1399 Sattler Rd, Office, Irrigation-Only ######## |
| 99 Sattler R | 2d. Offic, New Braunfe | IS TX 78132 | | | 1399 Sattler Rd, Office, Irrigation-Only ######### |
| Account Settings | | Account Settings | | | • Add account |
| Му Ассо | ount | | | | + Add account |
| Additional Accounts | | My Account | | | |
| Addition | nal Users | | | | |
| Communica | ation | Email | custo | mer.service@b | waterco.com |
| Preferences | | Password | | | |
| My Use Notifications | | Primary Phone | | 312-4600 | - |
| | onnect | Alternate Phone | | | - |
| Utility Co Message | 75 | Alternate Pho | ne | | |



Sign up for alerts

Register to access your data

SAVE Money saving actions