

# utilismart™

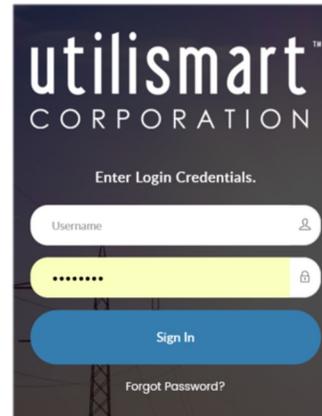
C O R P O R A T I O N

C&I Energy Manual  
Getting Started Guide



## LOGIN SCREEN

The login screen provides secure access to the Utilismart web site. When accessing the Utilismart Energy Manager portal you will need to enter your user name and password to access the site.



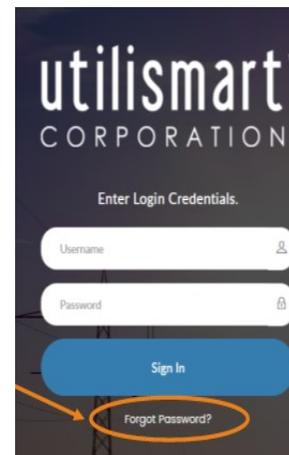
With the new HTML5 version of the site, you will have the opportunity to **opt-in** to two-factor authentication. This means that in addition to your password you will be required to enter a code that you can elect to receive by either text message or email. This code along with your password will be required at each login and the code will change (a new email or text will be received) at each password change. If you subscribe to email two factor authentication you will receive the email below:



## RESET PASSWORD MADE EASY

Did you forget your password? In a few clicks you can reset your password from your own device. First, in order for this function to work, you must have "My Profile" updated.

Once you are logged into the portal, under your user name, in the top right hand corner, click to open the menu and select "My Profile."



**Personal Information**

**EnerNOC**

Username	taccount		
Name	Test Account	Email	zshipman@utilismartcorp.com
Phone #	519-266-2552	Ext.	
Two Factor Authentication Method	Email	Two Factor Authentication Email	zshipman@utilismartcorp.com

Ensure that all the information is correct and up to date. Both phone number and email fields must be filled out in order for the "Forgot Password" function to work accordingly. Once this information is saved, you will now be able to use the "Forgot Password" option.

If you are in a scenario where you forget your password, open up the portal login page and click "Forgot Password." A window will pop up asking you to enter your email address, please do so with the email that is associated with your account. You will receive an email which will provide you with a link to reset your password. After you enter your new password, click "Save Password," and you are all set.

