US SOLAR

Step 2: Sharing Your Electricity Usage

First, register your Xcel account online (skip if you already have one).

Second, add US Solar as an account Delegate (share your usage only).

Last, our team will create a personalized proposal to see how much you can save, based on your electric history information.
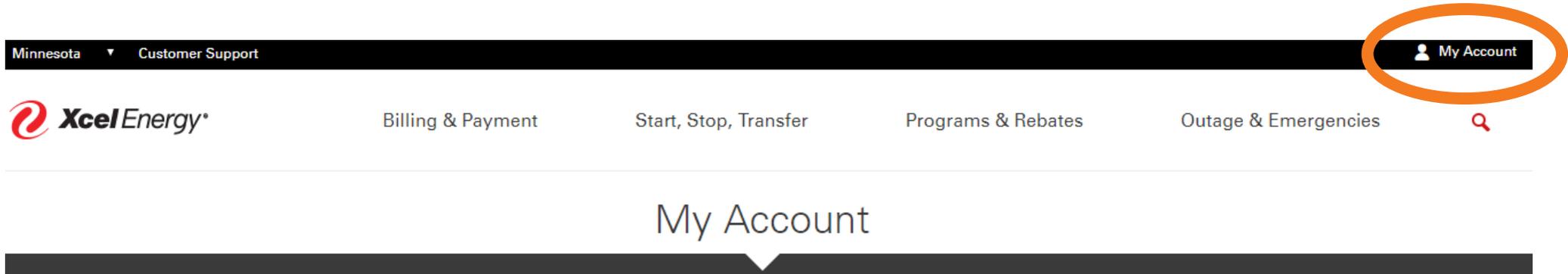
Don't wait - it only takes a few minutes!

Register your Xcel account online

To get started: You'll need your Xcel account number and an email address

US SOLAR

Register your account: start at myaccount.xcelenergy.com

Open your web browser and visit **myaccount.xcelenergy.com**.

Click the 'Register' Button.

Register for My Account

① STEP 1　② STEP 2　③ STEP 3　④ STEP 4

ALL FIELDS REQUIRED

Account Number ❓
Enter your account number, found on the front of your bill.
Ex. 53-1234567-5

Phone Number
Enter the phone number associated with this account.
Ex. (952) 555-1234

Premises Zip Code
Ex. 55313 or 55313-4444

By clicking the button below, you agree to Xcel Energy's Terms and Conditions.

Cancel

I Agree & Continue

Most common registration issues:

- Incorrect account number (Located on your bill)
- No phone number on file with Xcel Energy (If there's no phone number on file, you will get an error message.)
- Incorrect zip code
- Using an unapproved web browser. Use modern web browsers: Internet Explorer 9+ [compatibility mode set to off], Firefox 31+, Safari 7+, Google Chrome 36+

If you are having trouble registering, please call Xcel at **1-800-895-4999**.

Enter your Xcel electric account number and corresponding info, then click the 'I Agree & Continue' Button.

US SOLAR

Register your account: Step 2 – enter user info

Register for My Account

STEP 1   STEP 2   STEP 3   STEP 4

*REQUIRED FIELDS

First Name*

Last Name*

Email Address*

Confirm Email Address*

Account Nickname for Account
#5100114342492

Ex. Home, Cabin or Rental

Cancel   Previous   Next

Register your account with the email address you wish to use, and click the 'Next' Button.

US SOLAR

Register your account: Step 3 – set up security info

Register for My Account

STEP 1   STEP 2   STEP 3   STEP 4

ALL FIELDS REQUIRED

Username

Enter a username that is easy for you to remember.
Usernames are 6-60 characters long and are not case sensitive.

Create a Password

Your password needs to be 7-20 characters long and must include at least one number and one letter.

Confirm Password

Security Question 1

Select   ▼   Enter your Answer

Security Question 2

Select   ▼   Enter your Answer

Security Question 3

Select   ▼   Enter your Answer

Cancel   Previous   Next

Enter a username and password that you will remember, or record this information somewhere safe.

Set up security questions in case you forget your password, then click the 'Next' Button.

Register your account: Step 4 – billing settings

Register for My Account

STEP 1 ✓ STEP 2 ✓ STEP 3 ✓ STEP 4 [4]

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

For no changes to how you receive your Xcel bill, select 'No, not at this time.'

How would you like to receive your payment notifications?
We'll remind you when your Xcel Energy bill is due, and let you know when your payment has been processed for complete ease of mind.

Payment Reminder
Reminder when your payment is due.

Days Prior to bill due date
10 ▼

☐ Email
☐ Text/SMS

Payment Applied
Notification each time a payment was applied to your Xcel Energy account.

☐ Email
☐ Text/SMS

For no additional email notifications from Xcel regarding payments, uncheck the Email Box.

Check your email, you're almost done!

A confirmation email has been sent to ☐☐☐☐☐☐.com.
Please use the link provided in the email to activate (or authenticate) your account.

Last, click the 'Create My Account' Button.

TERMS AND CONDITIONS

By selecting the text message option, you will receive multiple text message notifications from Xcel Energy related to outages in your area, your Xcel Energy bill or payments made to Xcel Energy. Message and data rates may apply. Message frequency depends on customer selections.

To cancel, text 'STOP' to 98936.
For Help, text 'HELP' to 98936 or call 800-895-4999.

Supported Carriers: AT&T, Sprint, Virgin Mobile, T-Mobile®, MetroPCS, U.S. Cellular®, Verizon Wireless. T-Mobile® is not liable for delayed or undeliverable messages.

Cancel   Previous   Create My Account

US SOLAR

Register your account: Step 5 – verify your email

Log into your email platform. Open the email from Xcel Energy and click the verification link to confirm your email address.
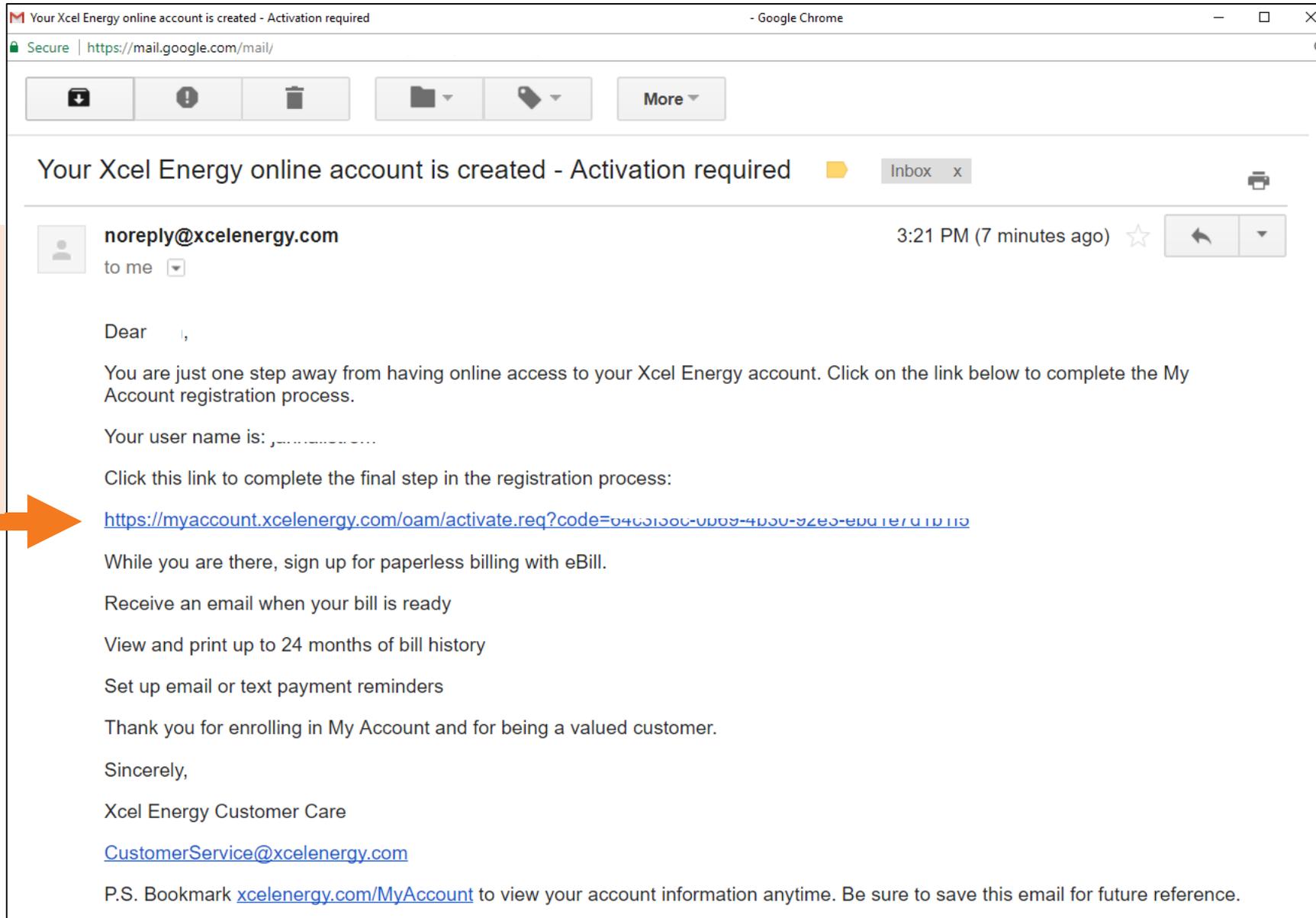
Your Xcel Energy online account is created - Activation required — Google Chrome

🔒 Secure | https://mail.google.com/mail/

Your Xcel Energy online account is created - Activation required 🟡 | Inbox x

noreply@xcelenergy.com   3:21 PM (7 minutes ago)
to me ▾

Dear   ,

You are just one step away from having online access to your Xcel Energy account. Click on the link below to complete the My Account registration process.

Your user name is: ,_____

Click this link to complete the final step in the registration process:

https://myaccount.xcelenergy.com/oam/activate.req?code=64c3138c-0b69-4b30-92e3-ebd1e7d1b1f5

While you are there, sign up for paperless billing with eBill.

Receive an email when your bill is ready

View and print up to 24 months of bill history

Set up email or text payment reminders

Thank you for enrolling in My Account and for being a valued customer.

Sincerely,

Xcel Energy Customer Care

CustomerService@xcelenergy.com

P.S. Bookmark xcelenergy.com/MyAccount to view your account information anytime. Be sure to save this email for future reference.

US SOLAR

Share Your Electricity Usage:
Add US Solar as a Delegate

To get started: Log in to your online account at myaccount.xcelenergy.com

US SOLAR

Add US Solar as Delegate: Step 1 – sign in

Open your web browser and visit myaccount.xcelenergy.com.

Click the 'Sign In' Button.

Add US Solar as Delegate: Step 2 – add delegate

👤 My Account | Sign Out

Xcel Energy®

Billing & Payment | Start, Stop, Transfer | Programs & Rebates | Outage & Emergencies | 🔍

Home > My Profile & Notifications

Account
1012-51-7834587-2 ▼

Manage Accounts

My Account >

My Bills >

My Usage >

My Programs >

My Profile & Notifications >

My Profile

Account Information	Edit	➕
Password	Edit	➕
Security Questions	Edit	➕
Payment Accounts	Add	➕
Delegates	Add	➕

Click 'My Profile' first.
-A new page will load-
Click 'Add' second.

US SOLAR

Add US Solar as Delegate: Step 3 – add US Solar info

Enter the information, as shown below. Then click the 'I Agree, Submit' Button.

Minnesota ▾   Customer Support

My Account | Sign Out

Xcel Energy®

Billi...   Outage & Emergencies   🔍

Home > My Profile & Notifications

My Account   Acc... Manage

My Bills   10

My Usage

My Programs

My Profile &
Notifications

Add a Delegate ✕

*REQUIRED FIELDS

Username*

USSolarTeam

Email Address*

community@us-solar.com

Confirm Email Address*

community@us-solar.com

First Name / Company Name*

US Solar

Last Name

Permission*

Usage Data Only ▾

...can only see the information located on the usage data tab.

Expiration Date*

08/10/2018

By clicking the "I Agree" button below you give the Usage Data Only Delegate access to your information pursuant to this Authorization.

Cancel   **I Agree, Submit**

Username:

USSolarTeam

Email Address:

community@us-solar.com

First Name/Company Name:

US Solar

Permission:

Usage Data Only

Expiration Date:

One year from today

US SOLAR

✔ **Step 2: Complete**

You're on your way to a brighter tomorrow!

Look at the next page to see the information that US Solar has access to as a Delegate to your Xcel *My Account*.

US SOLAR

My Account & Delegation: What does it mean?

My Account (Xcel account online)

- *My Account* is your online portal to your Xcel Energy account.

- Creating your *My Account* gives you online access to your Xcel payment and energy usage information.

- Creating your *My Account* does NOT mean that you must pay your Xcel bill online or stop getting paper bills.

Delegation (sharing electric info)

- You can give other users access to your Xcel *My Account*, these users are called Delegates.

- There are different levels of access available for your account Delegates.

- US Solar is requesting Usage History Only access. We won't be able to see payment information or history. We will only be able to see your account's charges and electrical usage history.

- We need this information in order to determine your Sunscription size and eligibility.

US SOLAR

US Solar Delegate View – what we can see