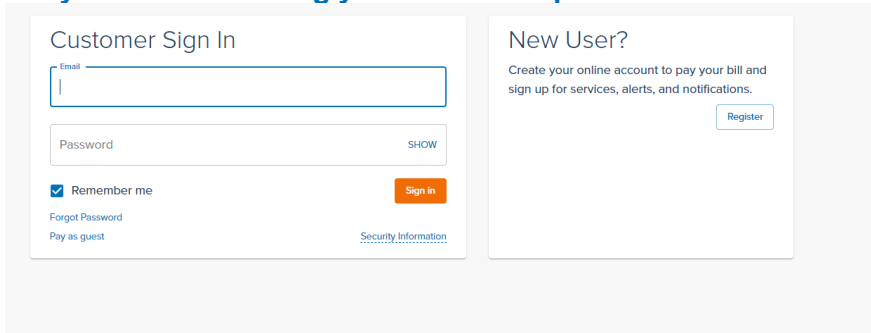


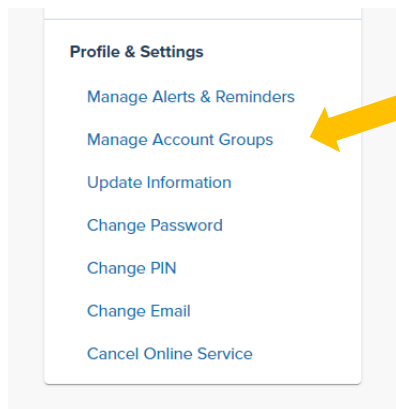
1. Sign into your account using your email and password.



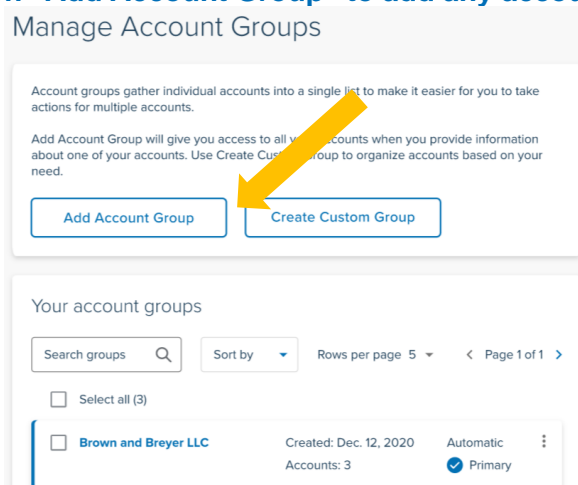
The image shows two side-by-side forms. The left form is titled "Customer Sign In" and contains fields for "Email" and "Password" with a "SHOW" link. Below these are a "Remember me" checkbox, a "Sign in" button, and links for "Forgot Password" and "Pay as guest". A "Security Information" link is at the bottom right. The right form is titled "New User?" and contains a "Register" button and text: "Create your online account to pay your bill and sign up for services, alerts, and notifications."

Accounts are added to automatic groups based on Person ID, so you only need to register one account associated with each Person ID and every other account associated with that ID will automatically be added. You will need two pieces of information to register an account – the business name that PGE has on record, as well as the business phone number or EIN.

2. On the navigation menu to the left of the page, click on “Manage Account Groups.”



3. Click on “Add Account Group” to add any accounts that are associated with different Person IDs.



The image shows the "Manage Account Groups" page. It includes a header "Manage Account Groups" and a sub-header "Account groups gather individual accounts into a single list to make it easier for you to take actions for multiple accounts." Below this is a paragraph: "Add Account Group will give you access to all your accounts when you provide information about one of your accounts. Use Create Custom Group to organize accounts based on your need." There are two buttons: "Add Account Group" and "Create Custom Group". A yellow arrow points to the "Add Account Group" button. Below this is a section titled "Your account groups" with a search bar, "Sort by" dropdown, "Rows per page 5" dropdown, and "Page 1 of 1" navigation. A table lists account groups:

<input type="checkbox"/>	Account Group Name	Created	Accounts	Automatic	Primary
<input type="checkbox"/>	Brown and Breyer LLC	Dec. 12, 2020	3	Automatic	<input checked="" type="checkbox"/>

4. Enter the account number, business name, and phone number or EIN (these must exactly match what PGE has on file – please contact your Key Customer Manager if you need assistance).

Manage Account Groups

Add account group

An account group can be created by entering a single account number and any accounts related to that individual account will automatically be included in the group.

Account number [Sample bill](#)

Business name

Identify the PGE account by entering one of the following

(EIN) Employee identification number Phone number

5. All accounts should now be visible on the account group page.