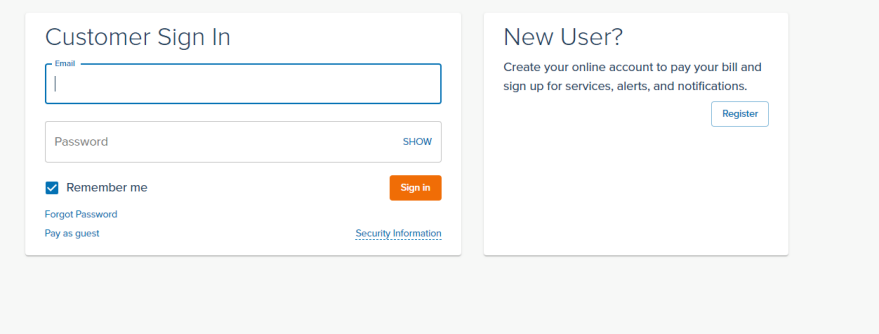
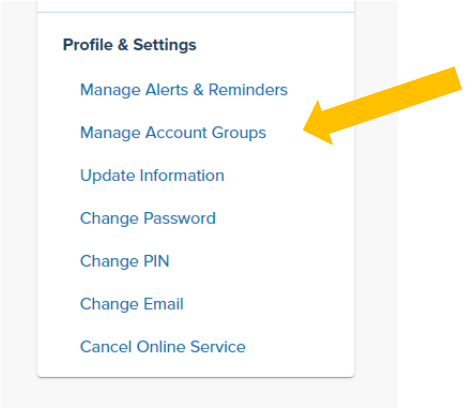
Adding accounts to an existing user on PortlandGeneral.com

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

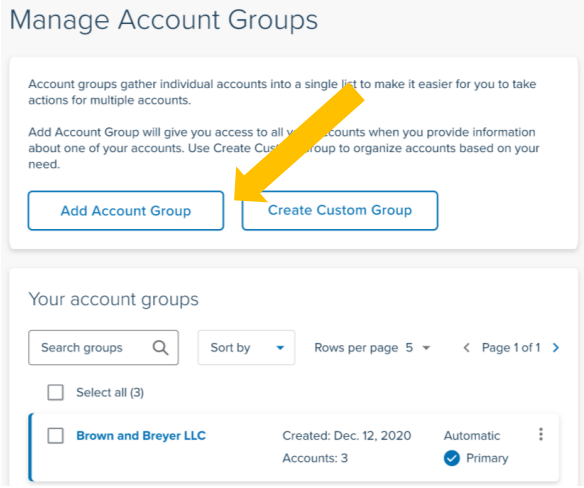


Accounts are added to automatic groups based on Person ID, so you only need to register one account associated with each Person ID and every other account associated with that ID will automatically be added. You will need two pieces of information to register an account – the business name that PGE has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

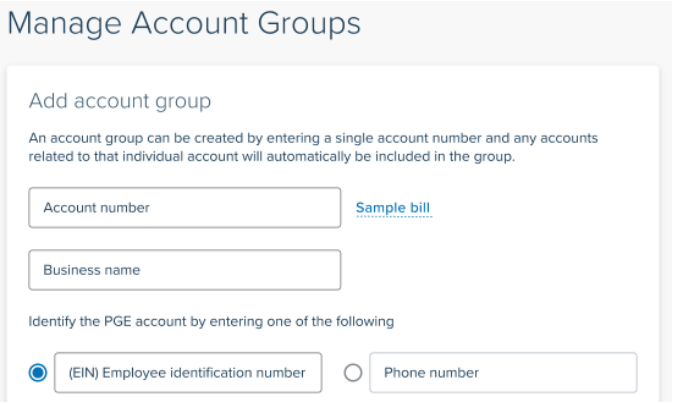
2. On the navigation menu to the left of the page, click on "Manage Account Groups."



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



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).**



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