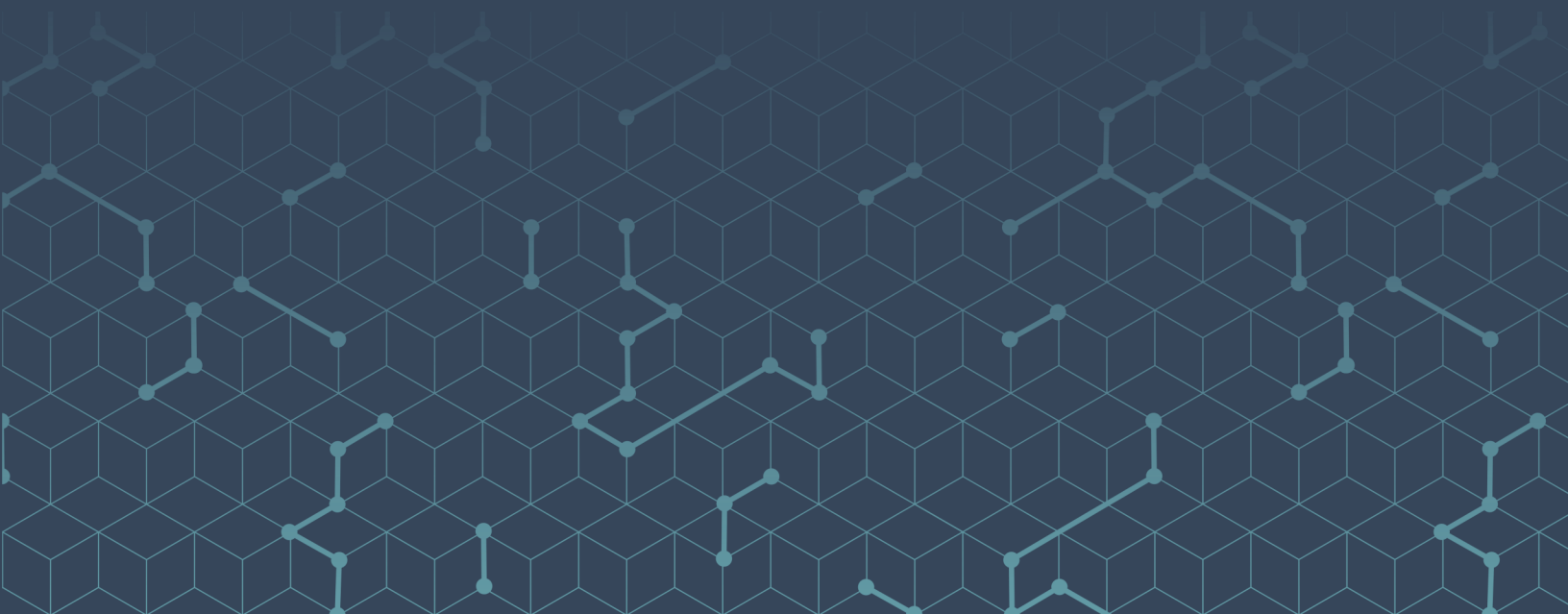


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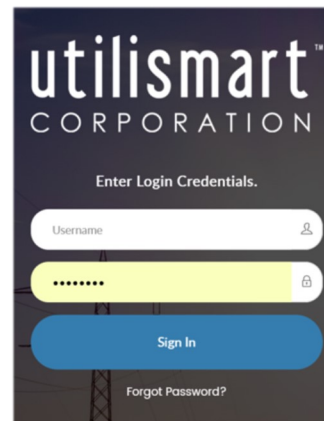
C O R P O R A T I O N

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.



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Enter Login Credentials.

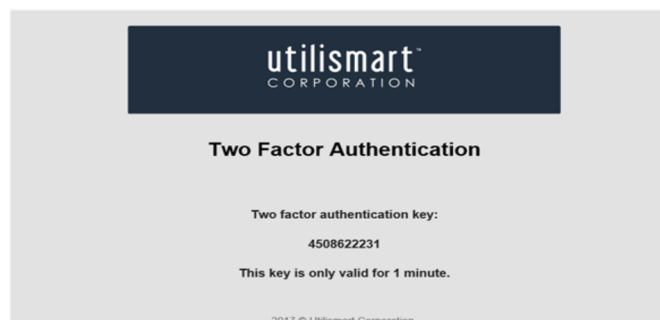
Username

Password

Sign In

[Forgot Password?](#)

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:



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Two Factor Authentication

Two factor authentication key:
4508622231

This key is only valid for 1 minute.

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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.”



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← New Widget

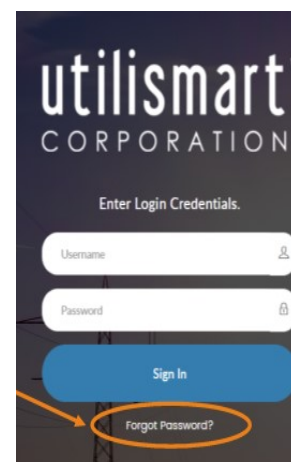
Dashboard

Facility Selected: None

User Name

My Profile

Logout



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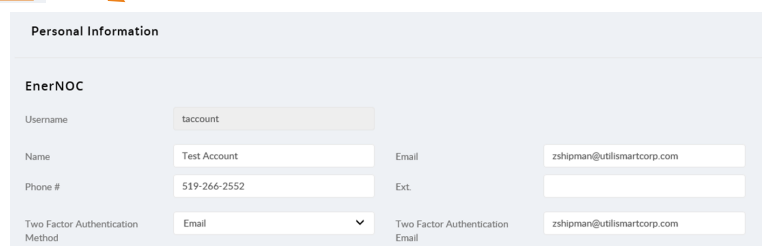
Enter Login Credentials.

Username

Password

Sign In

[Forgot Password?](#)



Personal Information

EnerNOC

Username: taccount

Name: Test Account

Phone #: 519-266-2552

Two Factor Authentication Method: Email

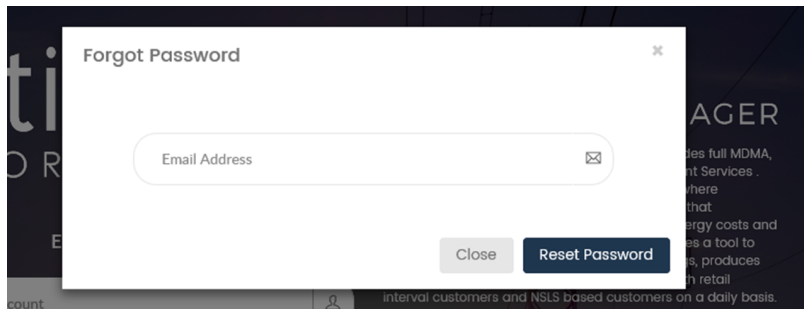
Email: zshipman@utilismartcorp.com

Ext:

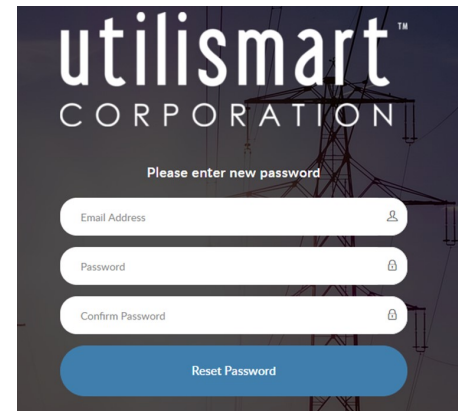
Two Factor Authentication Email: zshipman@utilismartcorp.com

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.



The screenshot shows a modal window titled "Forgot Password" with a close button (X) in the top right corner. Inside the modal, there is a text input field labeled "Email Address" with an email icon on the right. Below the input field, there are two buttons: a "Close" button and a "Reset Password" button.



The screenshot shows the Utilismart Corporation login page. At the top, the company logo "utilismart™ CORPORATION" is displayed. Below the logo, the text "Please enter new password" is shown. There are three input fields: "Email Address" with a user icon, "Password" with a lock icon, and "Confirm Password" with a lock icon. At the bottom, there is a blue button labeled "Reset Password".