

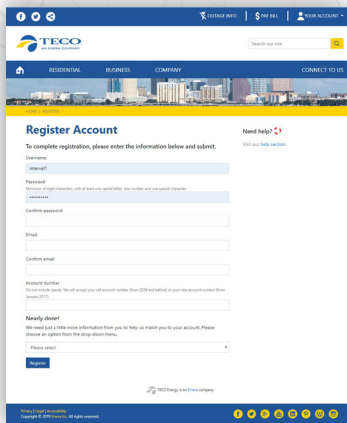


YOUR ACCOUNT ENROLLMENT GUIDE

Register and enroll multiple users

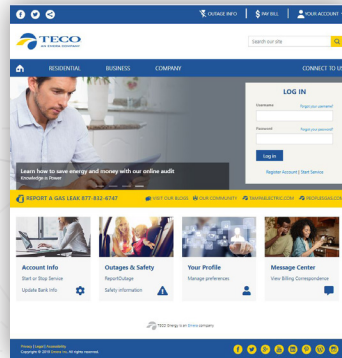
1. REGISTER

Go to Your Account at: <https://account.tecoenergy.com/Account/Register> and complete your initial user registration.



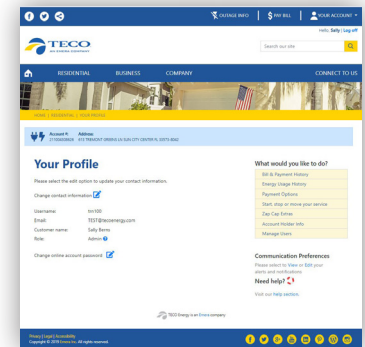
2. LOG IN

Log in using your username and password at: <https://account.tecoenergy.com/>.



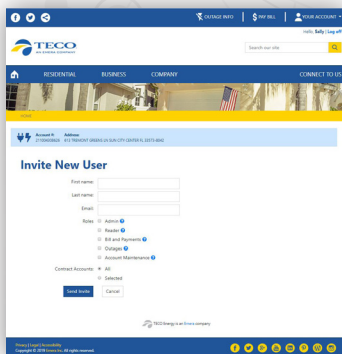
3. INVITE ADDITIONAL USERS

Navigate to 'Your Profile' and select 'Manage Users.' Once on the 'Manage Users' screen, select 'Invite new user.'



4. COMPLETE INVITATION

Complete the user invitation and a registration email will be sent to the new user's email. Once they create their username and password, they will be able to log in. While completing the invitation, you can designate user roles and what accounts the user can see if you have more than one.



5. MANAGE USERS

Manage your users at any time. You can adjust roles or access to accounts as well as disable users if needed.

