

Adding Additional Users in WaterSmart

Primary account holders can add additional users to their WaterSmart account.

Additional users can:

- Be invited to register for WaterSmart using their own email and password
- View water use data
- Update the account's household profile (for residential customers)
- Download historical data

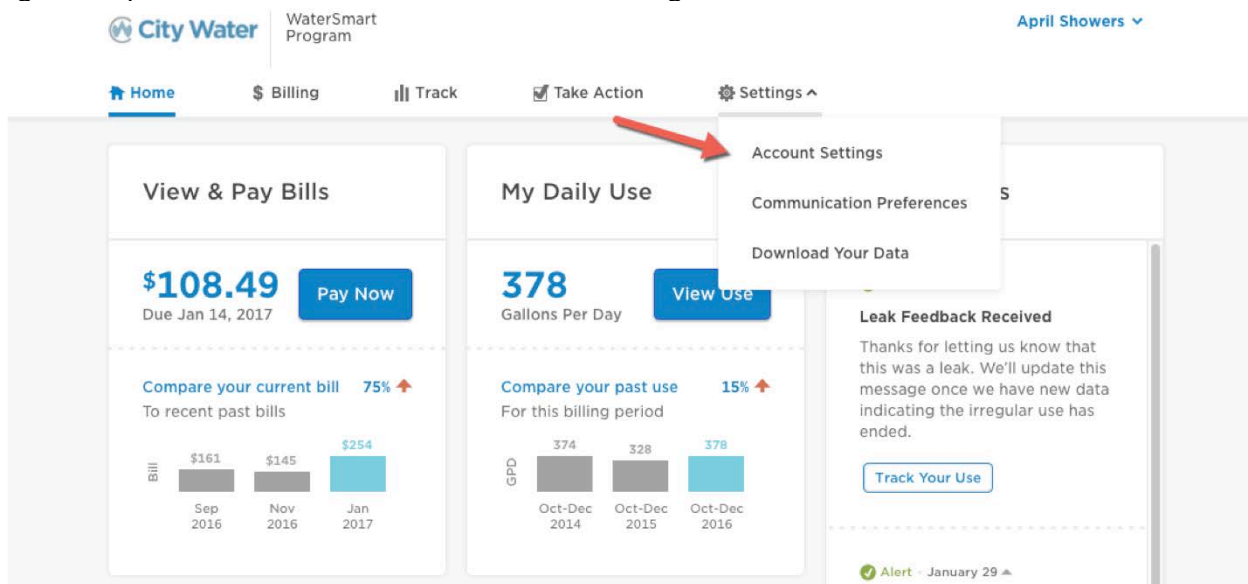
Additional users cannot:

- Add more additional users
- Configure or receive leak alerts
- See billing data
- See or respond to Forms
- Receive messages from the City

If multiple accounts are grouped, additional users will be able to see data for ALL accounts in the group.

How to Add Additional Users

To add additional users, the primary account holder must log into WaterSmart, click on the "Settings" drop down, and select "Account Settings."

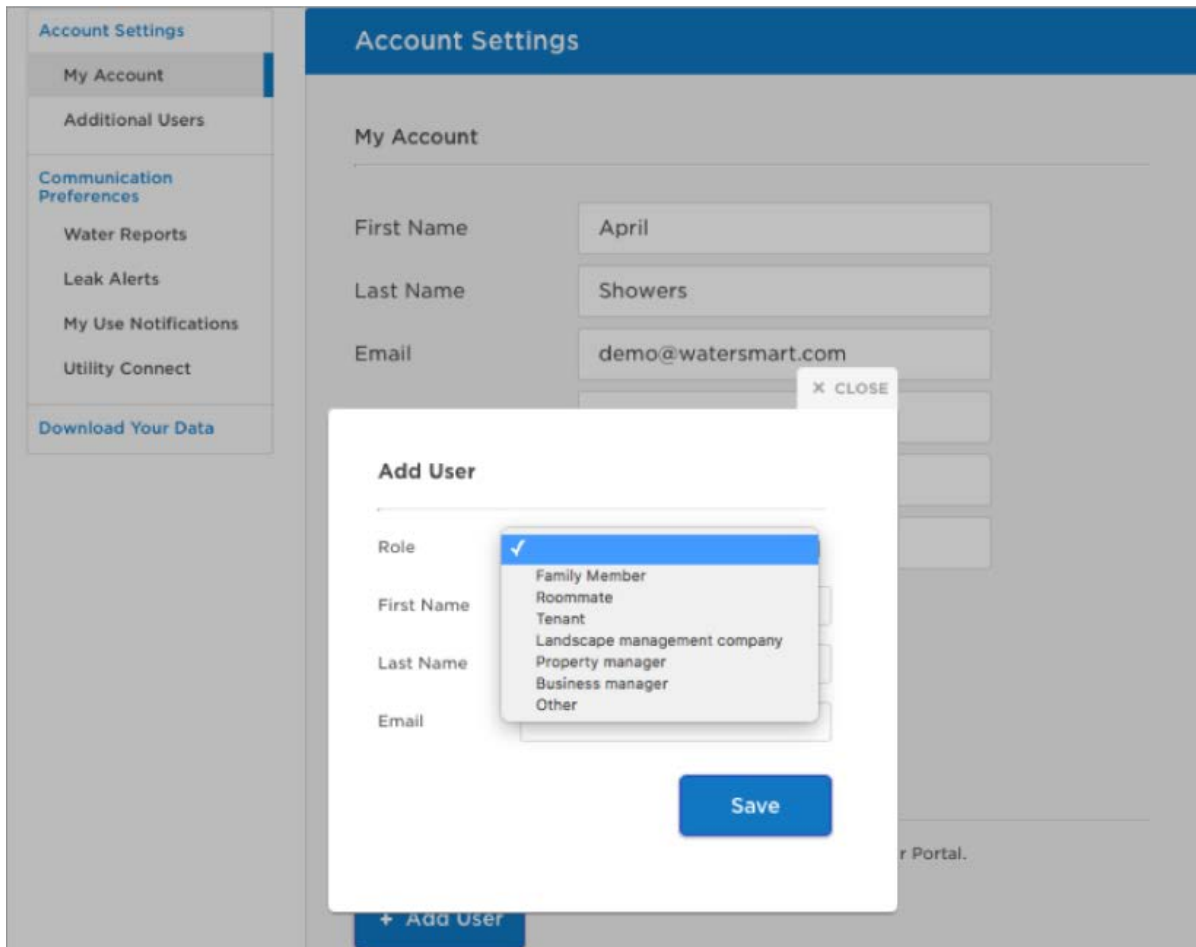


The screenshot displays the WaterSmart user interface. At the top, there is a navigation bar with the City Water logo, the text "WaterSmart Program", and a "April Showers" dropdown menu. Below the navigation bar are several tabs: "Home", "Billing", "Track", "Take Action", and "Settings". A red arrow points to the "Settings" dropdown menu, which is open and shows three options: "Account Settings", "Communication Preferences", and "Download Your Data". The main content area is divided into three columns. The left column, titled "View & Pay Bills", shows a current bill of \$108.49 due on Jan 14, 2017, with a "Pay Now" button. Below this, it compares the current bill to recent past bills, showing a 75% increase. The middle column, titled "My Daily Use", shows a current usage of 378 Gallons Per Day (GPD) with a "View Use" button. Below this, it compares the current usage to past usage, showing a 15% increase. The right column contains a "Leak Feedback Received" message and a "Track Your Use" button. At the bottom of the page, there is an "Alert" for January 29.

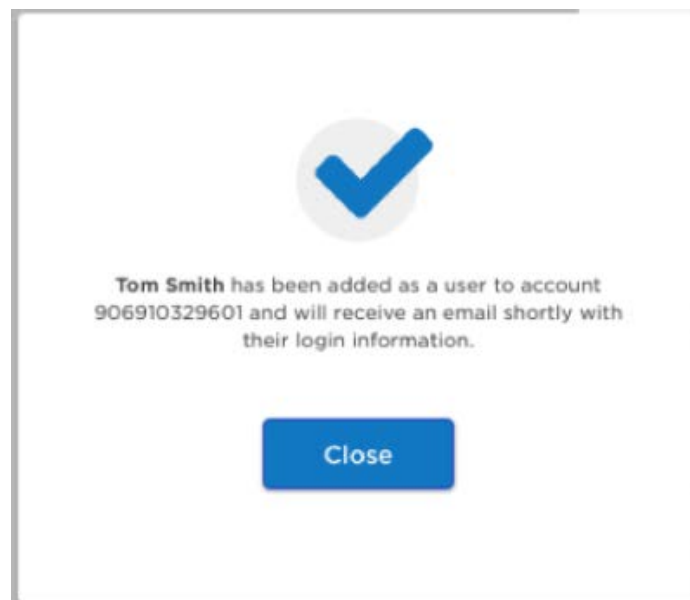
Under "Account Settings", the user will select "Additional Users" and "Add User".

The screenshot displays the 'Account Settings' interface. On the left, a sidebar menu includes 'Account Settings', 'My Account', 'Additional Users' (circled in red), 'Communication Preferences', 'Water Reports', 'Leak Alerts', 'My Use Notifications', 'Utility Connect', and 'Download Your Data'. The main content area is titled 'Account Settings' and contains a 'My Account' section with input fields for First Name (April), Last Name (Showers), Email (demo@watersmart.com), Password, Mobile Phone ((917) 445-7132), and Home Phone ((555) 555-5555). Below these fields is a 'Save' button and a link to 'Terms of service'. The 'Additional Users' section includes a note: 'Users will be invited to access your City of WaterSmart Customer Portal.' and a '+ Add User' button (circled in red). Below this is a table of existing users with 'Edit' and 'Delete' buttons for each.

NAME	ROLE	Edit	Delete
dana h	Tenant	Edit	Delete
Ellisa F	Roommate	Edit	Delete
Joe Gomez	Property manager	Edit	Delete



The user will enter the role, name, and email of the additional user(s). The new user will receive an email invitation to register for WaterSmart with their own email and password.





City of WaterSmart cityofwatersmart@watersmart.com via email.watersight.com
to me ▾

10:29 AM (43 minutes ago) ☆ ↶ ▾

 **City Water** WaterSmart Program

8258 Magnus Ln
808092899803



You've been invited!

Tom Avancena has invited you to access their City of WaterSmart WaterSmart Portal for 8258 Magnus Ln



Your password

2VNrWFGH

[Access your account](#)

Use this password to [log in](#) to your WaterSmart account, then select a new password in your [Account Settings](#).