



# Price Electric Cooperative

A Touchstone Energy® Cooperative

## Smart Hub How-To: Adding a Secondary Registered User

Primary Smart Hub users can now add secondary users to their accounts. The primary user controls the maintenance of credentials for secondary users including unsubscribing, resetting password, and two-factor authentication.

To add a secondary user, the primary user must login to Smart Hub and navigate to the Settings menu, then Registered Accounts. Click Add User.

**REGISTERED ACCOUNTS**

Unsubscribe All Accounts **Add Account**

Customer	Account(s)	Action
SHANNON BUFORD 415 REGINALD DR	356900	

**ADDITIONAL USERS**

Add users to your registered accounts rather than sharing sign in information with others.

Frequently Asked Questions

**Add Users**

Email	Name	Action
		Reset Password

Then you will add your secondary user's information.

**ADD USERS**

Enter the email and name of additional users you would like to have access to your account information.


Email \*  Confirm Email \*  Name \*



# Price Electric Cooperative

A Touchstone Energy® Cooperative

Once the information has been entered, if you return to the Registered Accounts screen, you will see the Additional Users section displays the information you just entered. The additional user will have to go to their email to verify the account.



## REGISTERED ACCOUNTS

[Unsubscribe All Accounts](#) [Add Account](#)

Customer	Account(s)	Action
<b>SHANNON BUFORD</b> 415 REGINALD DR	356900	

### ADDITIONAL USERS

Add users to your registered accounts rather than sharing sign in information with others.


[? Frequently Asked Questions](#)

[Add Users](#)

Email	Name	Action
suzi.que@nisc.coop	Suzi Que	<a href="#">Reset Password</a>



**Price Electric  
Cooperative**

A Touchstone Energy® Cooperative 

## **Secondary User FAQ**

### **What information can additional users see?**

Secondary users can see and take action on all screens and information for your specified accounts **EXCEPT**:

- Manage My Registered Accounts
- Update My Secret Hint Question

### **Why would I want to add additional users?**

To allow another person access to your account with their own login credentials, without sharing your login credentials.

### **Can I modify my additional users?**

As the primary user, only you have the ability to remove a secondary user or reset their login password.

### **What happens to additional users if I delete my Smart Hub registration?**

If you delete your Smart Hub registration, all secondary users you add will also be deleted and will no longer have access to your account information.

### **What if a user is already a registered Smart Hub user?**

If that user is already registered, then that specific email address could not be used to add as an additional user.

### **Can I modify my additional users?**

As the primary user, only you have the ability to remove a secondary user, disable their two-factor authentication method or reset their login password.

### **What happens to additional users if I delete my Smart Hub registration?**

If you delete your Smart Hub registration, all secondary users you add will also be deleted, along with their two-factor authentication method and will no longer have access to your account information.