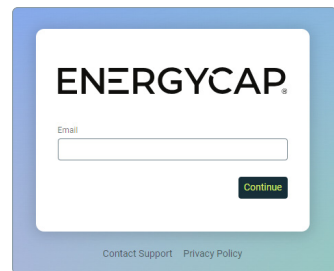


EnergyCAP Home

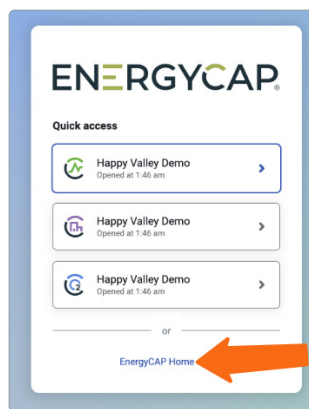
EnergyCAP Home helps you manage your users and their application access.

Login to EnergyCAP Home

Use the URL login.energycap.com and enter your email address. If this is your first time, you'll be asked to verify your email address and create a password.

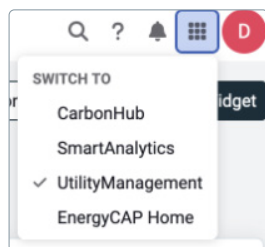


You can select one of your recent applications or go to EnergyCAP Home for more options.



Easily switch between applications

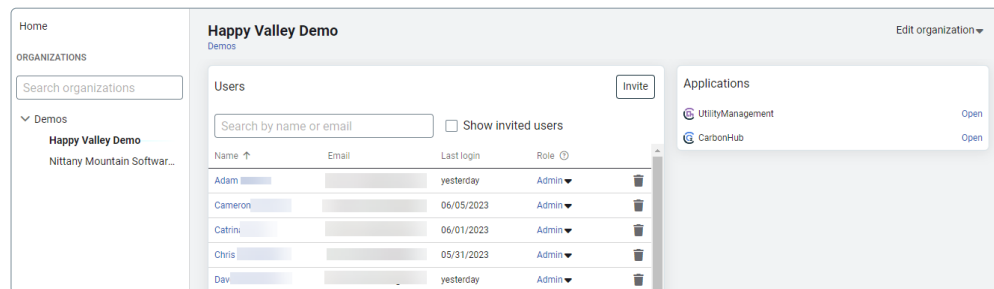
After you log in to an application it's easy to switch between applications or go back to EnergyCAP Home.



Join an organization

After you are invited to join an organization it is listed on the left hand side of the page. If you have more than 100 organizations you need to use the search function to organizations. Selecting an organization provides links to log in. As an admin, you can invite and manage users.

The right side shows your recent logins.

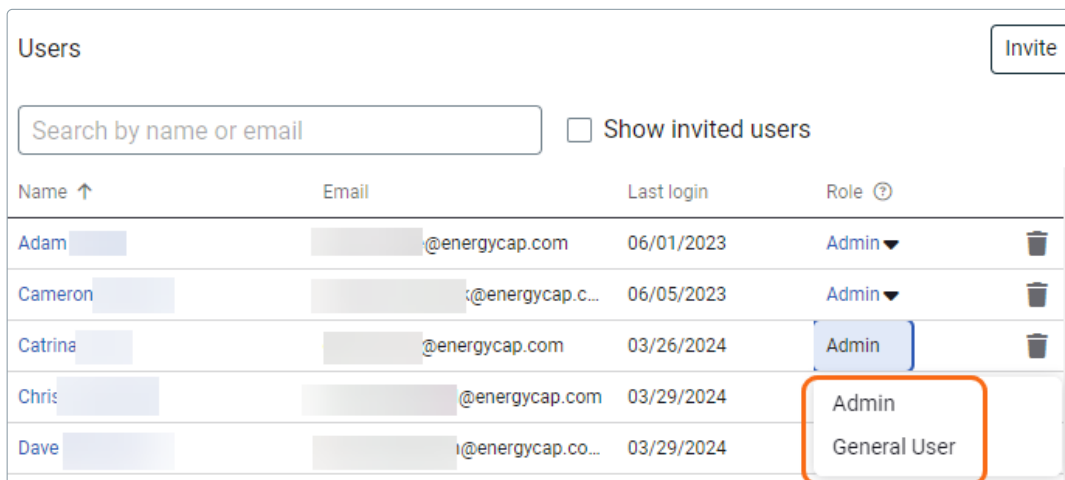


EnergyCAP Home

EnergyCAP Home Admin

When you are an EnergyCAP Home admin for your organization you can manage users' access.

- Edit the organization name.
- Change access control settings.
- Invite users to join the organization. When you subscribe to more than one product, the user is created automatically in each application.
- Admins can invite users and change their role.
- Remove users and pending invitations.
- Add a child organization. (Only if the organization is configured to have child organizations, for example, Utility Providers and consultants.)

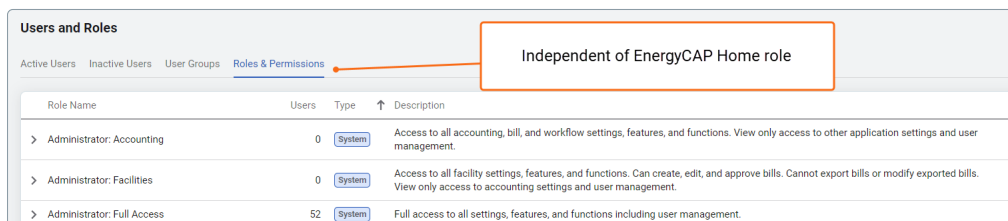


Name ↑	Email	Last login	Role ?
Adam	@energycap.com	06/01/2023	Admin ▼
Cameron	@energycap.c...	06/05/2023	Admin ▼
Catrina	@energycap.com	03/26/2024	Admin
Chris	@energycap.com	03/29/2024	Admin General User
Dave	@energycap.co...	03/29/2024	

Roles and permissions

An EnergyCAP Home Admin role is separate from your role and permissions in UtilityManagement, CarbonHub, and SmartAnalytics.

Regardless of the EnergyCAP Home role, a user can be assigned any role in the application.



Role Name	Users	Type	Description
> Administrator: Accounting	0	System	Access to all accounting, bill, and workflow settings, features, and functions. View only access to other application settings and user management.
> Administrator: Facilities	0	System	Access to all facility settings, features, and functions. Can create, edit, and approve bills. Cannot export bills or modify exported bills. View only access to accounting settings and user management.
> Administrator: Full Access	52	System	Full access to all settings, features, and functions including user management.