Granting access in My Account

Instructions for current My Account users

Customers can easily grant *My Account* access to or revoke access from another person.

- At the My Account Overview screen, select “View, Add & Remove Accounts” from the left-hand menu.

- Select the down arrow next to the account and click Invite.
• Enter the new user’s email address and select access type

Types of Access:
- **Guest Access** allows a person to have view only access to the account; they are not able to complete any transactions or make any changes to the account
- **Account Holder** access grants a user the same access as the primary account holder; the user is able to complete all transactions and make changes to the account

• An email will be sent to the invited user.
• The invited user will need to have their individual My Account activated. If they do not, an activation link is provided in the email.
• Once they are active in *My Account*, the Alliant Energy account will automatically be available
• Guest Access enables use of all functionality in the *Energy Edge* section of *My Account*.

To Revoke access from a user, select the Revoke Access button next to the appropriate user.

If you have additional questions or need assistance, please contact your Key Account Manager or call 1-866-ALLIANT (1-866-255-4268).