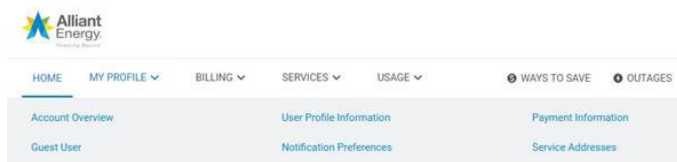


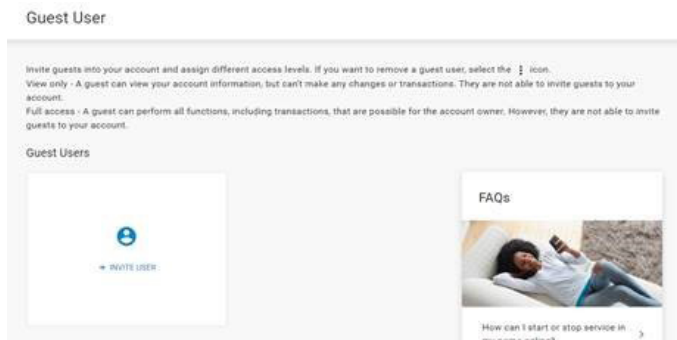
How to add a guest user in My Account

The primary account user can add guest users in My Account to give your colleagues access to Energy Analytics. Follow the instructions below or reach out to the Business Resource Center for assistance.

1. Log into My Account.
2. Click on “MY PROFILE,” then “Guest User.”



3. Click “INVITE USER.”



4. Complete the information in the pop-up window. You must complete this process for each account number to which you'd like your guest to have access.
5. Click “Submit.”

Invite User

Guests are secondary users with account access who can help manage the account. Example of guest users: Building Managers, Caretakers.

Invite User

Select Account

1 account selected

First Name

John

Last Name

Customer

Select Guest Role

Full Access

Email Address

john@email.com

Access Period (Up to)

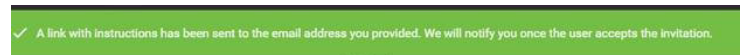
May 01, 2026

☒ I agree to Alliant Energy's [Terms of Use](#)

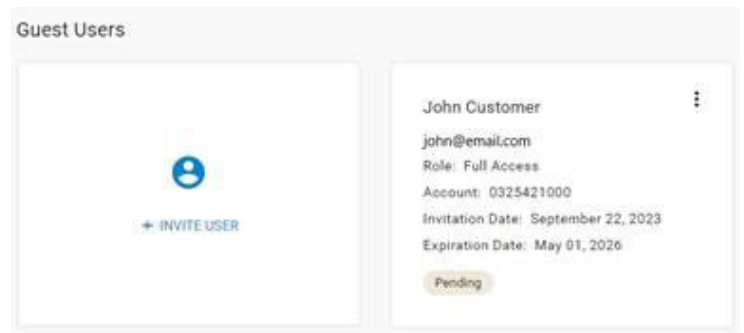
Cancel

Submit

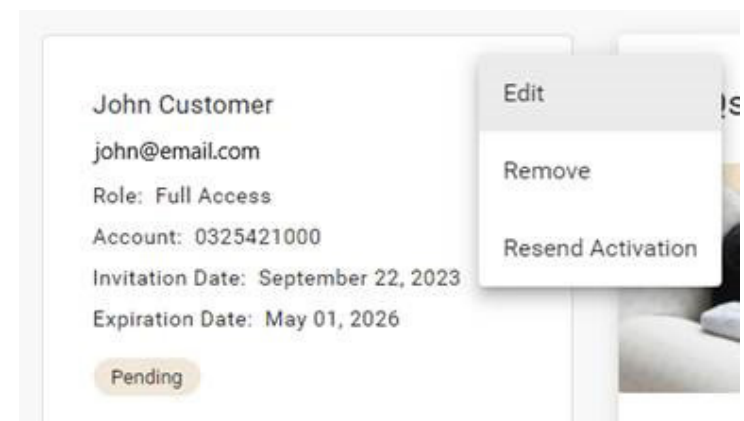
6. A confirmation will pop up that verifies you sent the invitation.



7. The recipient's status will remain “Pending” until they accept guest user access.



8. You may edit the guest's type of access or date it expires, resend the activation link or remove the guest. To do this, click on the menu and choose the appropriate action.



How to accept guest access

Once the primary account user has sent you a My Account guest user invitation, use these instructions to accept it.

1. Log into the email address used in the invitation.



Alliant Energy
Guest user invite

8/3/2023

Dear John Customer, The owner of Alliant Energy account number 9999999999...

2. Open the email and click one of two links:
 - a. If you already have an Alliant Energy username to which you'd like to link the guest access, click "Log in" and log in with your username.
 - b. If you don't have an existing username or would like to create a new one for your guest access, click "start now". This will take you through the process of creating a username and password to access the account information.

Example email:



Dear John Customer,

The owner of Alliant Energy account number 9999999999 - Full access has invited you to access their Alliant Energy account online. If you already have My Account, [Log in](#) to link this account or create a separate My Account to manage this guest account. If you haven't enrolled in My Account, [start now](#) to experience the benefits of online account access.

Please note, you have two days to respond to the guest user request.

Thank you,
Alliant Energy

Please do not reply to this message. We are not able to respond to messages sent to this address.