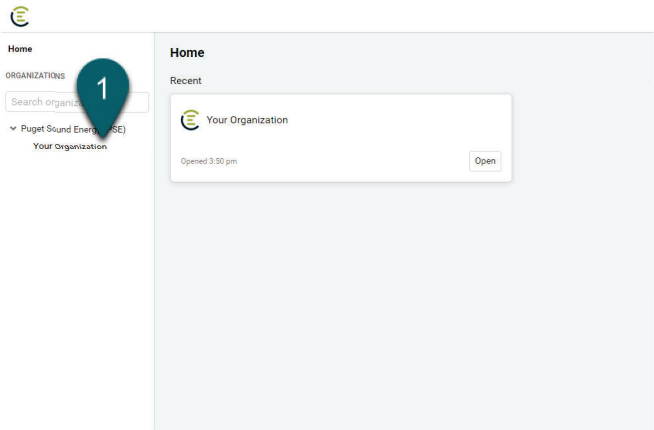**PUGET SOUND ENERGY**

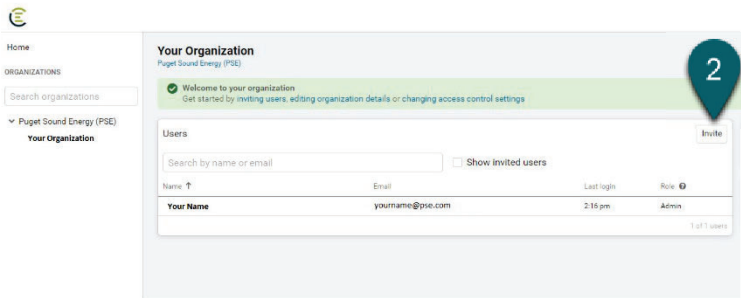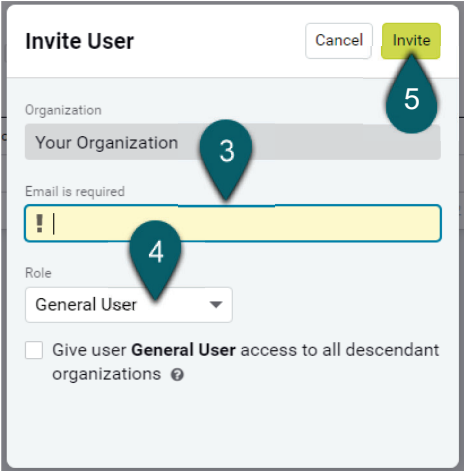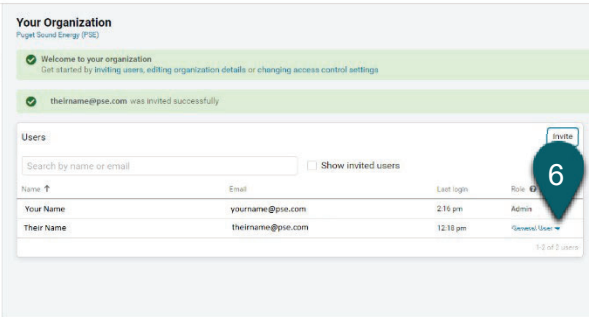# EnergyCAP: Adding a User

Purpose	By the end of this job aid you will be able to add a user to your EnergyCAP account.
Audience	EnergyCAP customers and PSE users.

	1	In EnergyCAP, click the organization from the dropdown menu on the left-hand side of the screen.
	2	Click **Invite**.

EnergyCAP: Adding a User, continued

	3	Input the user's email.
	4	Select the type of role from the drop-down menu and whether the user should have access to all descendant organizations.
	5	Click **Invite**.
	6	Result: If the user has access to another Organization within EnergyCAP, you can see the user in the Active Users list. New users will show as pending until the user creates an EnergyCAP sign-in.