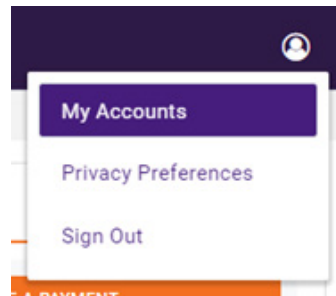


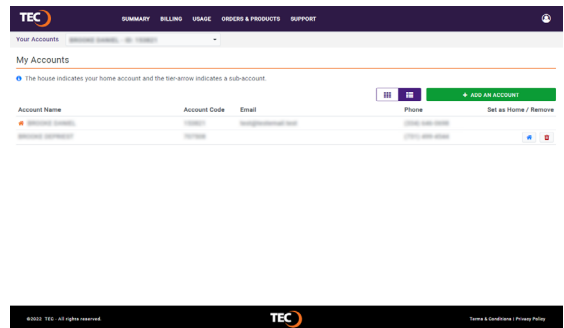


Advanced Customer Portal How To: How To Manage Your Account(s)

1. Once you have logged in, click the “My Accounts” link found by clicking the “User” icon in the top right corner of the dashboard.



2. Here you will see all the TEC accounts that have been linked to your customer portal.

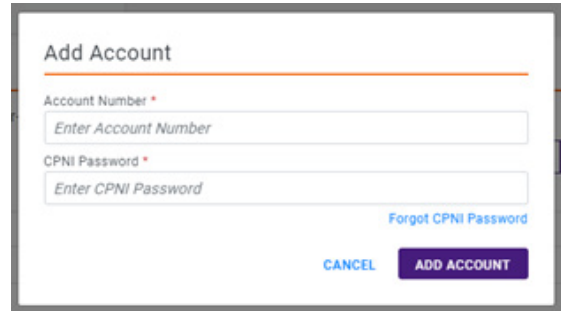


3. To link a new TEC account to your customer portal, click the green “Add An Account” button.



4. The “Add Account” modal window will appear requiring you to supply the following:
- a. Your account number
 - b. Your CPNI password

If you have forgotten your CPNI password, click the “Forgot CPNI Password” link and supply the necessary information to recover your CPNI password.



5. After supplying the necessary account information, click the “Add Account” button.

You will then be able to switch between accounts from the “Your Accounts” dropdown just below the main menu.

