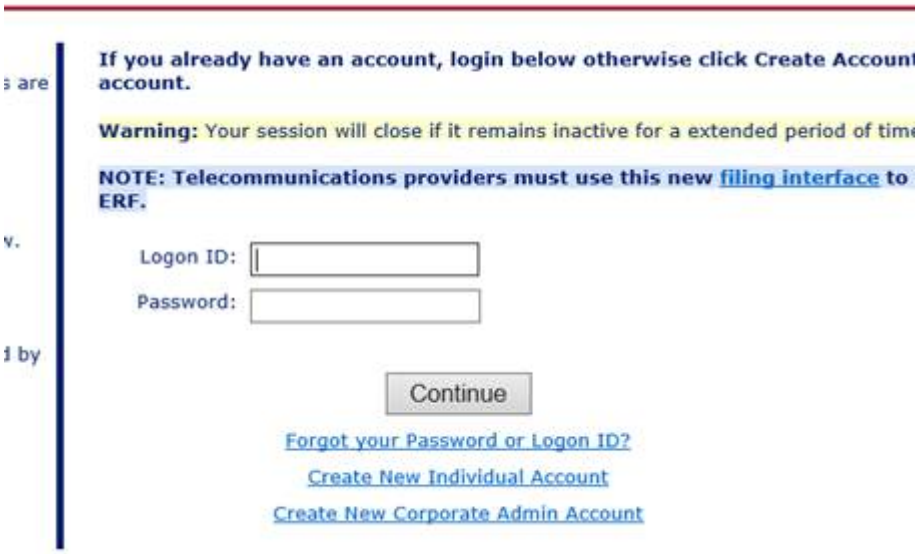
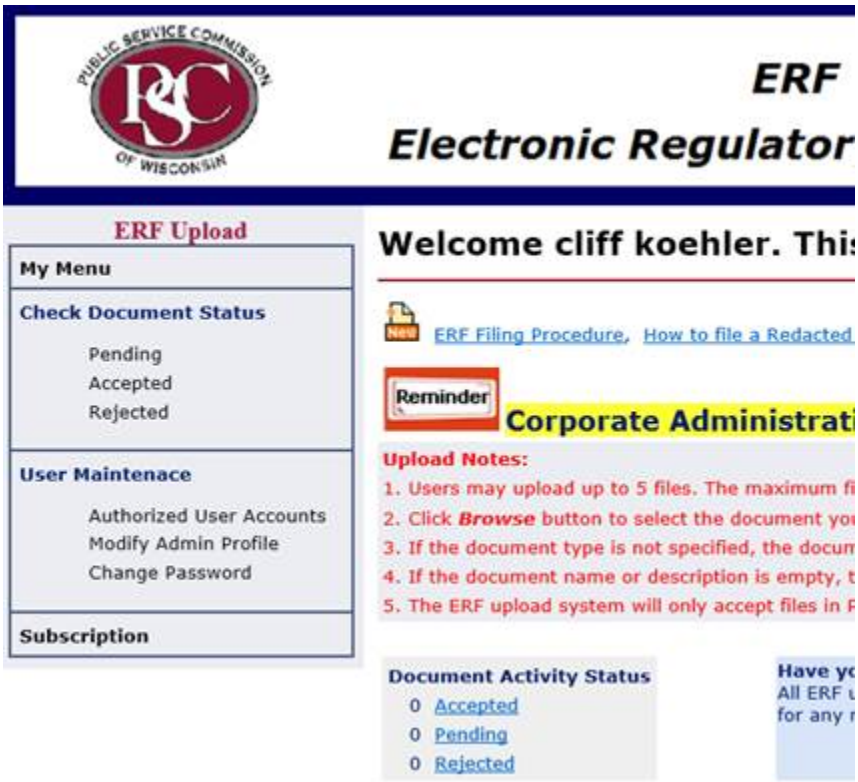
You need to log in to your Corp Admin account, PSCXXXX (where XXXX is the utility number, without leading zeroes). You probably need to get a password reminder for that. To get the password reminder, click on the link just below the <Continue> button at login.

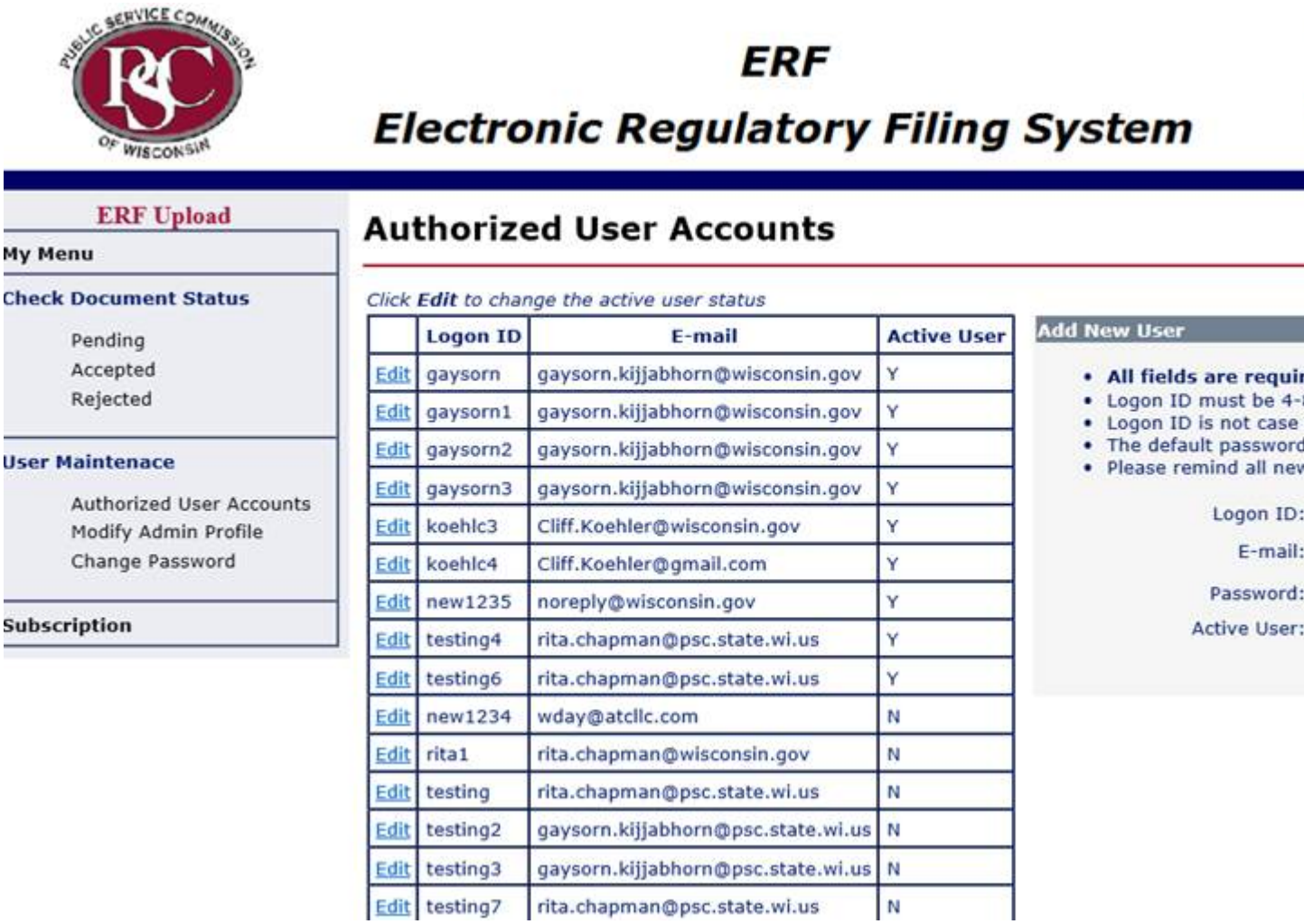


This takes you to a Welcome screen.



Click on “Authorized User Accounts” in the menu on the left.

This screen shows each user. Click on “Edit” to the left of the person’s address that you want to change or inactivate.



	Logon ID	E-mail	Active User
Edit	gaysorn	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	gaysorn1	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	gaysorn2	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	gaysorn3	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	koehlc3	Cliff.Koehler@wisconsin.gov	Y
Edit	koehlc4	Cliff.Koehler@gmail.com	Y
Edit	new1235	noreply@wisconsin.gov	Y
Edit	testing4	rita.chapman@psc.state.wi.us	Y
Edit	testing6	rita.chapman@psc.state.wi.us	Y
Edit	new1234	wday@atcllc.com	N
Edit	rita1	rita.chapman@wisconsin.gov	N
Edit	testing	rita.chapman@psc.state.wi.us	N
Edit	testing2	gaysorn.kijjabhorn@psc.state.wi.us	N
Edit	testing3	gaysorn.kijjabhorn@psc.state.wi.us	N
Edit	testing7	rita.chapman@psc.state.wi.us	N

Here you can change information on this line and then click “Update”.

Edit	gaysorn1	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	gaysorn2	gaysorn.kijjabhorn@wisconsin.gov	Y
Update Cancel	gaysorn3	gaysorn.kijjabhorn@wisconsin.gov	Y
Edit	koehlc3	Cliff.Koehler@wisconsin.gov	Y