## How to subscribe to Customer Portal Billing Alerts

**Step 1:** Sign into the BPA Customer Portal.

BONNEVILL	E POWER AD	MINISTRATION
CustomerPortal.bpa.	gov	bpa.gov
Welcome to the BPA Cus	tomer Portal	
The BPA Customer Portal is an online service which forecasts and contracts for customers who are: • currently doing business with BPA; and • have signed a Customer Portal Service Agree	provides access to bills, meter data, load/resource ment.	Customer sign in User Name
Sign In to the BPA Customer Portal If you work for a company which has a BPA Customer Portal account and you have a user name and password. Request a user name and password If you work for a company which has a BPA Customer Portal account and you DO NOT have a user name and password please contact your company's designated Customer Portal Administrator and request credentials for access.	Eligible to participate? If you work for a company which has a long term p or transmission agreement with BPA please cont BPA Account Executive about setting up a BPA Cus- tor account. If you do not have an assigned BPA Account Execu- would like more information about the BPA Custor yorda please call Customer Support Services at 5 20-04248. Doing Business with BPA Doing Business with BPA	ower tct your stomer tive, or ner 03- ty or ty or Contact Need help? Contact BPA about the Customer Portal: Phone: 503-230-4246 Email: CustomerPortal@bpa.gov

**Step 2:** Select the "Manage Alerts" link located on the left hand navigation bar.

Dashboard Meterin	g	Billing		Contracts	Forecasting	Energy Efficiency	NERC Compliance
Communicate with BPA	(-)	Dashb	oard			BPA Contacts	
News from BPA						Lewis,Meriwether	
Submit Feedback		Recent l	Jpdate	S		503-555-1212 Account Executive, Re	equirements Marketing
Activity Log		Date Posted	Topic	Description/ID		Clark, William	
Customer Account Team		to Portal 11/01/2012	Contracts			360-555-1212 Account Executive, Tr	ansmission
Tools & Resources	(-)	11/01/2012	Contracts		GUE (LOAD F	Jefferson, Thomas	
Search		11/01/2012	Contracts		TDANSMISSI	503-555-1234 Account Executive, Bi	ulk Marketing
Event Calendar		11/01/2012	Contracts		TRANSMISSI		BPA Customer Account Tea
Links		11/01/2012	Contracts		ATION TRANS		
Manage Alerts 🧹 Se	lect "N	lanage Alerts"	acts		ATION TRANS	Request Forms	
Learn More	(-)	11/01/2012	Contracts	Exhibit B		Submit a Billing Re	quest
Customer Portal Training		11/01/2012	Contracts	Exhibit B		Submit a Complian	ce Request
About Customer Portal Dat	а	11/01/2012	Contracts	Exhibit A		Submit a Contract F	Request
Need Help?	(-)	11/01/2012	Contracts	Exhibit A		Submit a Forecastin	ng Request
FAQs						Submit Customer P	ortal Feedback
						Suggest a Reliabilit	ty Matters Topic

Step 3	: Select	the box	located	by '	"Billing".
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Account   Conta							
Dashboard	Metering	Billing	Contracts	Forecasting	Energy Efficiency	NERC Compliance	
ommunicate with E	BPA (-)	Manage	Alerts				
News from BPA Submit Feedback		Receive email ale Customer Portal.	rts when items are	added or updated in	specific sections of th	ne	
Activity Log		Select the section	(s) you would like to	o receive alerts abou	it:		
Customer Account	Team	Activity Log					
Tools & Resources	(-)	Contracts					
Search		Dashboard					
Event Calendar		E Forcessation					
Links		T rorecasting					
Manage Alerts		Metering					
Learn More	(-)	Alert emails are d	lelivered between 6	am and 6pm PST.			
Customer Portal Tr	aining						
About Customer Po	ortal Data	Save C	ancel				
Need Help?	(-)						
FAQs							

## **Step 4:** Select the "Save" button on the bottom to save your selections.

Cueta	morPort						Account   Contact   Help	)   bpa.gov   Sign O
	Inerron	an.	pa.gov	<ul> <li>Expedition Power C</li> </ul>	ompany			Search
Dashboard	Metering		Billing	Contracts	Forecasting	Energy Efficiency	NERC Compliance	
Communicate wi	th BPA (	-)	Manage	Alerts				
News from BPA	A		Receive email a	alerts when items are	added or updated in	specific sections of th	e	
Submit Feedba	ick		Customer Porta	al.				
Activity Log			Select the secti	ion(s) you would like t	o receive alerts abou	it:		
Customer Acco	ount Team		Activity Log					
Tools & Resource	es (	-)	Billing					
Search			Contracts					
Event Calendar			Dasnboard					
Links			Forecasting					
Manage Alert	5							
Learn More	(	-)	Alert emails are	e delivered between 6	am and 6pm PST.			
Customer Porta	al Training							
About Custome	er Portal Data		Save	Select "Save"				
Need Help?	(	-)						
EAOc								