# **EnergyCAP Home**

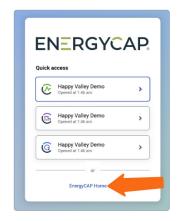
EnergyCAP Home helps you manage your users and their application access.

#### Login to EnergyCAP Home

Use the URL login.energycap.com and enter your email address. If this is your first time, you'll be asked to verify your email address and create a password.

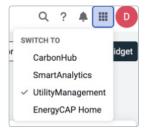


You can select one of your recent applications or go to EnergyCAP Home for more options.



#### **Easily switch between applications**

After you log in to an application it's easy to switch between applications or go back to EnergyCAP Home.



### Join an organization

After you are invited to join an organization it is listed on the left hand side of the page. If you have more than 100 organizations you need to use the search function to organizations. Selecting an organization provides links to log in. As an admin, you can invite and manage users.

The right side shows your recent logins.

Home	Happy Valley Demos	Demo					Edit organization <del>-</del>
Search organizations	Users				Invite	Applications	
✓ Demos	Search by nam	o or omail	Show inv	Show invited users		UtilityManagement	Open
Happy Valley Demo	Search by ham	e or ernan		iteu users		G CarbonHub	Open
Nittany Mountain Softwar	Name 🛧	Email	Last login	Role 🕐	î		
	Adam		yesterday	Admin 🗸	1 I I		
	Cameron		06/05/2023	Admin 🗸	1		
	Catrin		06/01/2023	Admin 🔫	÷		
	Chris		05/31/2023	Admin 🔫	1		
	Dav		yesterday	Admin 🗸	Ť.		

# **EnergyCAP Home**

### **EnergyCAP Home Admin**

When you are an EnergyCAP Home admin for your organzation you can manage users' access.

- Edit the organization name.
- Change access control settings.
- Invite users to join the organization. When you subscribe to more than one product, the user is created automatically in each application.
- Admins can invite users and change their role.
- Remove users and pending invitations.
- Add a child organization. (Only if the organization is configured to have child organizations, for example, Utility Providers and consultants.)

Users			Invite
Search by name or email		Show invited us	ers
Name 🛧	Email	Last login	Role ③
Adam	@energycap.c	com 06/01/2023	Admin 🗸 📋
Cameron	@energy	/cap.c 06/05/2023	Admin 👻 📋
Catrina	@energycap.c	om 03/26/2024	Admin 👕
Chris	@energyc	cap.com 03/29/2024	Admin
Dave	i@energyd	cap.co 03/29/2024	General User

### **Roles and permissions**

An EnergyCAP Home Admin role is separate from your role and permissions in UtilityManagement, CarbonHub, and SmartAnalytics.

Regardless of the EnergyCAP Home role, a user can be assigned any role in the application.

Users and Roles						]
Active Users Inactive Users User (	Groups Roles & Permissions	•			Independent of EnergyCAP Home role	
Role Name	Users	Туре	Ť	Description		
> Administrator: Accounting	0	System	)	Access to all accou management.	nting, bill, and workflow settings, features, and functions. View only access to o	ther application settings and user
> Administrator: Facilities	0	System	)	Access to all facility settings, features, and functions. Can create, edit, and approve bills. Cannot export bills or modify exported bills. View only access to accounting settings and user management.		
> Administrator: Full Access	52	System	)	Full access to all se	ttings, features, and functions including user management.	