Business Website Guide

Below is information on how to navigate and utilize our new and improved online business website.

View Account Manager Information

1. After signing in, select DTE Account Manager. All of the account managers contact information, and their assigned accounts, will be displayed.

Change Administrator

1. After signing in, select My Profile & Preferences.
2. My Profile & Preferences screen
   Select Switch Administrator.
3. Switch Administrator screen

   Select an existing delegate or create a new user for the account administrator and then Continue.
4. Confirmation screen

   Enter your password to confirm change, then select Continue.

Manage My Notifications

1. After signing in, select the My Profile & Preferences.
2. My Profile & Preferences screen

   Scroll down to the bottom and select Manage Notifications.
3. Manage Notifications screen
   This screen will allow you to choose your notification preference for several components of your account.

Create New Groups

1. After signing in, select Manage Groups.
2. Manage Group screen
   Select Create New Group.
3. Create New Group screen
   Create a new group name. Select at least two accounts and Continue.
4. Verify Information screen
   If the information presented on this screen is correct, select Create Group. If the information is incorrect, select Edit Group to submit your changes.
5. Confirmation screen
   You have successfully created a new group.

Create New User

1. After signing in, select Manage Users.

2. Manage Users screen
   Under Create New User, you have the option to create delegates to View/Pay, Move In, Move Out and Usage. Select the appropriate option.

3. Create User screen
   Enter the required information and select Continue.

4. Verify Information screen
   If the information presented on this screen is correct, select Create User. If the information is incorrect, select Edit User to submit your changes.

5. Confirmation screen
   You have successfully created a new user.

View Programs You Are Currently Enrolled In

1. After signing in, select My Programs.

2. My Programs screen

   The group name and account information will be listed. If you would like to see information on another account associated with the user name and password you signed in with, select Switch Account. Directly below the account information, you will see the programs you are currently enrolled in.

Enroll Or Disenroll In Electronic Bill and Automatic Payment Plan

1. After signing in, select My Programs.

2. My Programs screen

   The group name and account information will be listed. If you would like to see information on another account associated with the user name and password you signed in with, select Switch Account. Directly below the account information, you will see the option to Enroll or Disenroll. Select your option.

   Enroll Screen
   1. Enter the requested information and select Enroll.
   2. Confirmation screen
      You have successfully enrolled. Select I'm Done.
   Disenroll Screen
   3. Verify the information on the screen is correct and select Disenroll
   4. Confirmation screen

View Electrical Interval Data

1. After signing in, select Energy Usage. Select Electric Interval Data.

2. Electric Interval Data screen

All of the accounts associated with the user name and password you signed in with will be listed. Select the arrow for the account you which to receive data.

2. Switch Meter screen
Select the meter.

3. Usage History screen

Fill in the requested information. Select Generate Report.

View Electric Consumption History

1. After signing in, select Energy Usage. Select Electric Consumption History.

2. Electric Consumption History screen

Select the account you wish to receive the report. Change meter if necessary. Select Generate Report. The report will be accessible at the bottom of the page with the option to open or save it.

View Gas Usage History

1. After signing in, select Energy Usage. Select Gas Usage History.

2. Gas Usage History screen

Select the blue arrow.

4. Switch Meter screen
Select the meter.

5. Usage History screen

If data is available, it will appear on the screen.