



Adding Additional Users in WaterSmart

Primary account holders can add additional users to their WaterSmart account.

Additional users can:

- Be invited to register for WaterSmart using their own email and password
- View water use data
- Update the account's household profile (for residential customers)
- Download historical data

Additional users cannot:

- Add more additional users
- Configure or receive leak alerts
- See billing data
- See or respond to Forms
- Receive messages from the City

If multiple accounts are grouped, additional users will be able to see data for ALL accounts in the group.

How to Add Additional Users

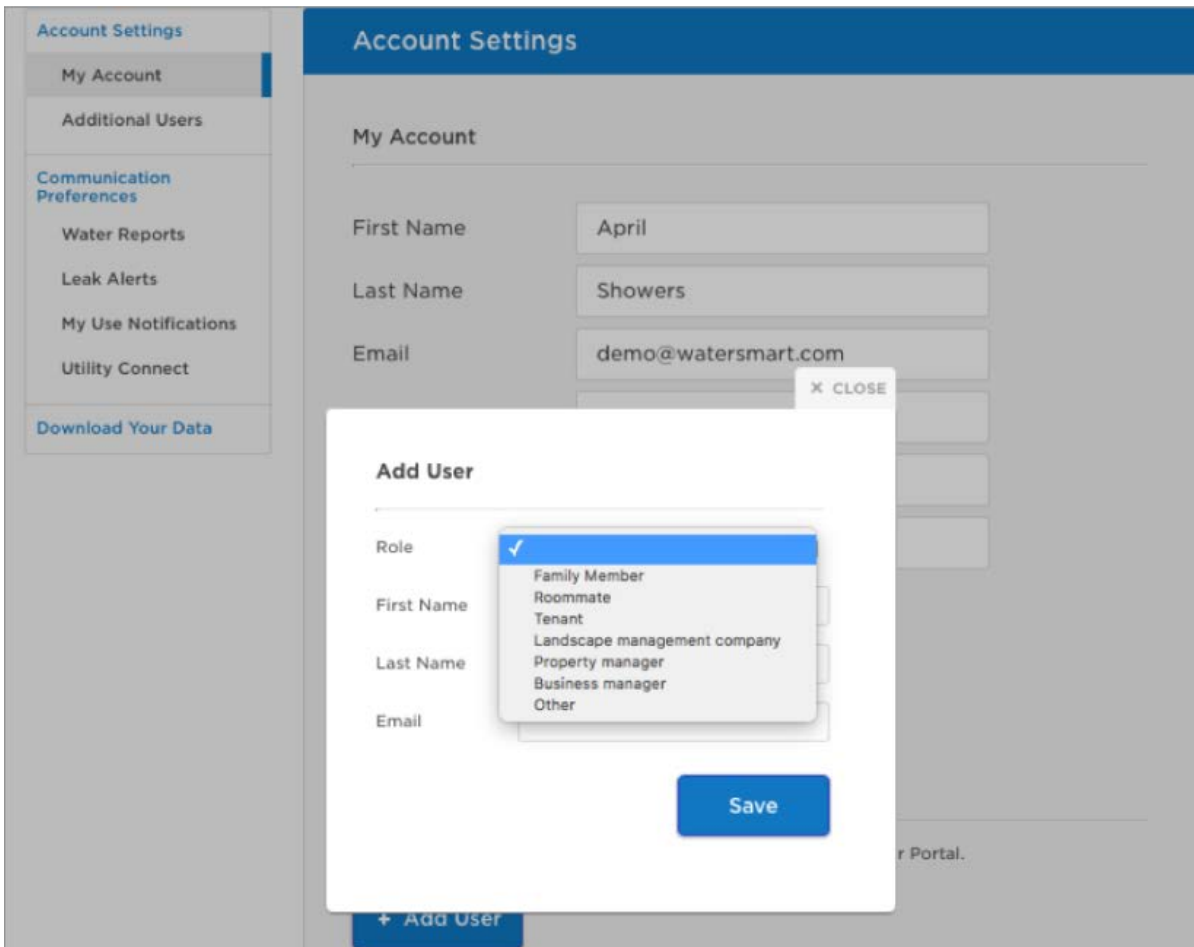
To add additional users, the primary account holder must log into WaterSmart, click on the "Settings" drop down, and select "Account Settings."

The screenshot displays the WaterSmart user interface. At the top, there is a navigation bar with the following items: Home, Billing, Track, Take Action, and Settings. The 'Settings' menu is open, showing three options: Account Settings, Communication Preferences, and Download Your Data. A red arrow points to the 'Account Settings' option. Below the navigation bar, there are two main panels: 'View & Pay Bills' and 'My Daily Use'. The 'View & Pay Bills' panel shows a current bill of \$108.49 due on Jan 14, 2017, and a comparison of current bills to recent past bills (75% increase). The 'My Daily Use' panel shows a current usage of 378 Gallons Per Day and a comparison of past usage (15% increase). On the right side, there is a 'Leak Feedback Received' notification and a 'Track Your Use' button. At the bottom, there is an 'Alert' for January 29.

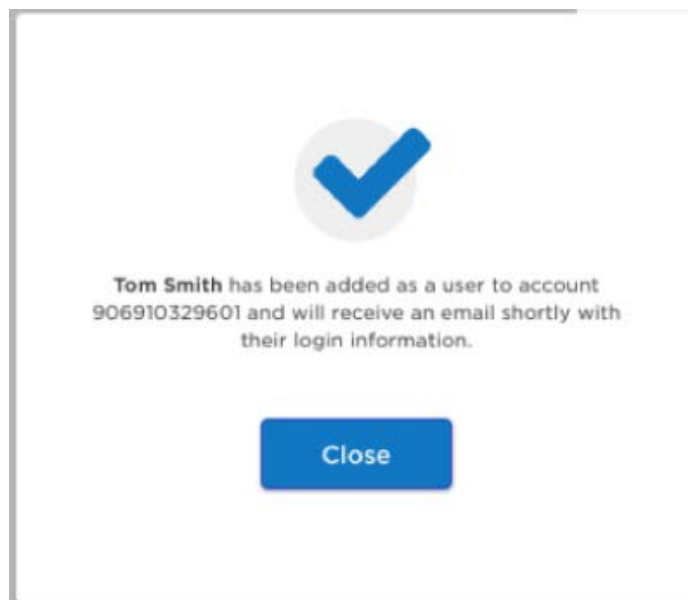
Under "Account Settings", the user will select "Additional Users" and "Add User".

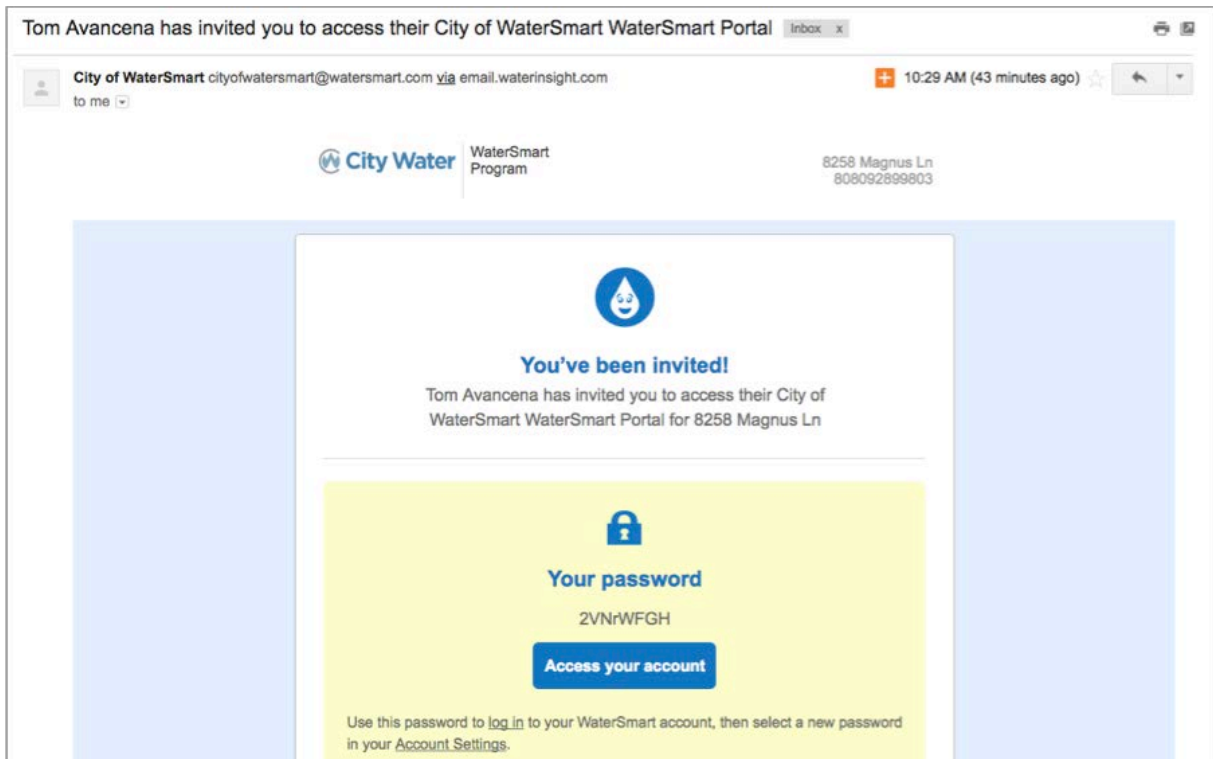
The screenshot shows the 'Account Settings' page. On the left sidebar, 'Additional Users' is highlighted with a red circle. The main content area has a blue header 'Account Settings' and a 'My Account' section with input fields for First Name (April), Last Name (Showers), Email (demo@watersmart.com), Password, Mobile Phone ((917) 445-7132), and Home Phone ((555) 555-5555). Below this is a 'Save' button and a link to 'Terms of service'. The 'Additional Users' section includes a note: 'Users will be invited to access your City of WaterSmart Customer Portal.' A blue button with a plus sign and the text '+ Add User' is circled in red. Below this is a table of existing users.

NAME	ROLE	Edit	Delete
dana h	Tenant	Edit	Delete
Ellisa F	Roommate	Edit	Delete
Joe Gomez	Property manager	Edit	Delete



The user will enter the role, name, and email of the additional user(s). The new user will receive an email invitation to register for WaterSmart with their own email and password.





Please reach out to our Water Conservation team if you would like more assistance to add additional users by calling (805) 564-5460 or email ami@santabarbaraca.gov.