

Property Manager Portal **QUICK START GUIDE**

NV Energy has a new website for landlords and property managers.

We have simplified and modernized the Property Manager Portal. This new website makes it easy for you to review your account and properties, so you can manage your energy services in one place.

All the functions available today in the new Property Manager Portal allows you to:

- View all your properties at a glance.
- Connect/Disconnect Service.
- Manage your properties by assigning additional users and roles.
- Sign into MyAccount to view and pay your bills.

Additional functions coming soon:

- Single sign in capability for the Property Manager Portal and MyAccount.
- Pay multiple bills at once.



SOUTHERN NEVADA ONLY

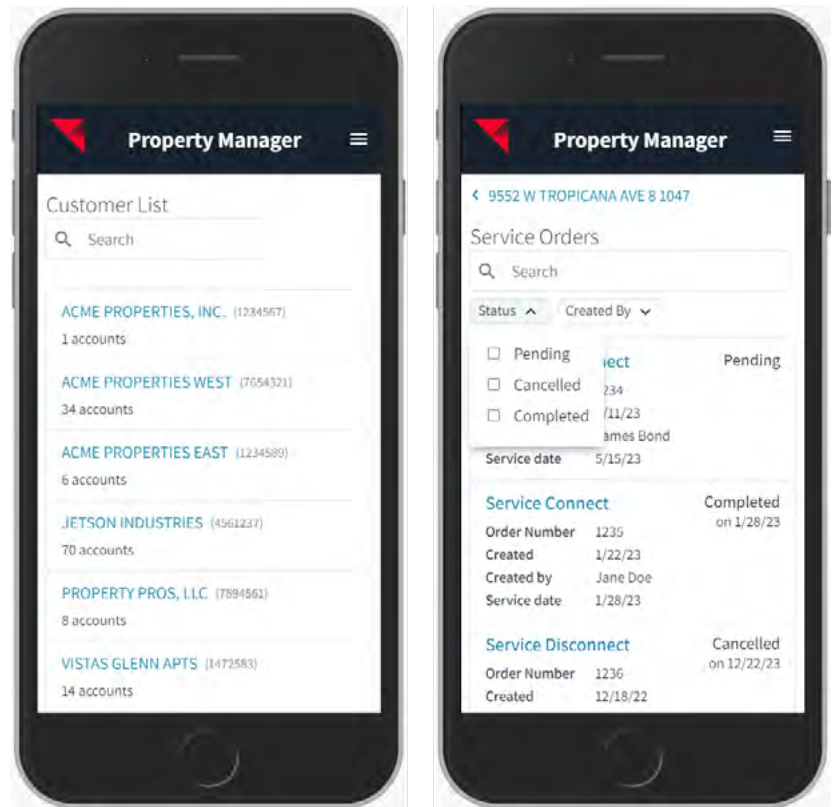
Getting started on the Property Manager Portal is easy.

STEP 1

Create an online profile at nvenergy.com/propertymanager

STEP 2

Link accounts to your profile. In order to use the Property Manager Portal, you must have an NV Energy Multi Service Account set up. First time Multi Account Service customers can set up their account by contacting the Business Solutions Center Monday through Friday from 7 a.m. to 6 p.m., excluding holidays, at (702) 402-1000, Toll free: (866) 791-0345 or by email at BusinessServices@nvenergy.com



STEP 3

Stay informed about your properties.

The Property Manager Portal allows you to:

- View pending, cancelled and completed service orders
- View when your bill is available or when a payment is due.

Once your accounts are added to your profile, you can:

- Manage new users to share access to some, or all, of your accounts so they can manage your properties.
- Connect and Disconnect Services for multiple properties.