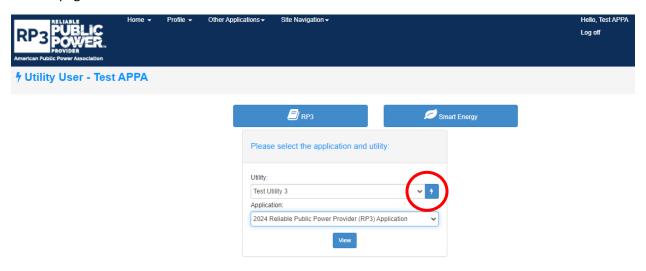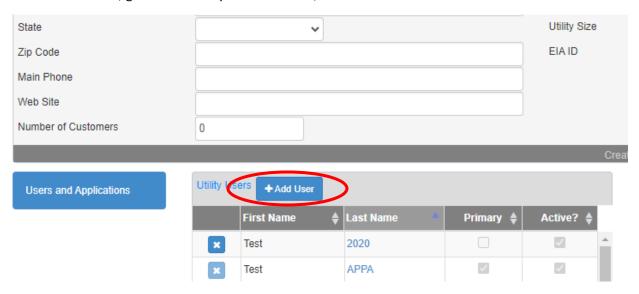## How to Create New Users in the Online System

If you are the primary user for your utility, you have the ability to create new user accounts. To do this, log into the online application system at https://rp3.publicpower.org and follow these easy steps:

- Go to your utility profile. You can access this by clicking on the lightning bolt button on the login page.
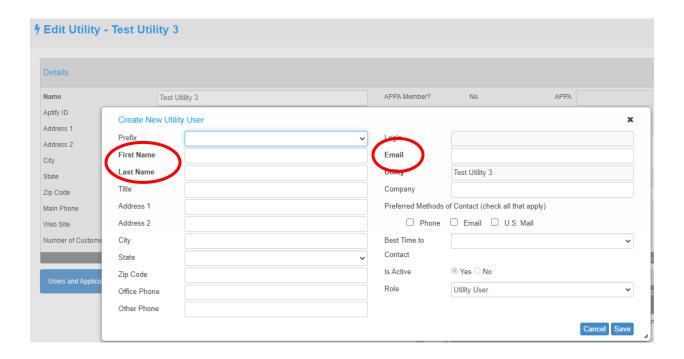

- From there, go to the "Utility Users" section, and click on the "Add User" button.

- You will get a pop-up screen where you can fill in the user details. Only the first name, last name, and email are required.

- Hit save, and you're all set! The new user will receive an email generated from the online system prompting them to set up their password.

NOTE: The new user will be able to view all questions in your utility application, but will not be able to make any changes. If the user will be working on the application, be sure to assign the questions to the user.

Questions? Reach out to our team at RP3@PublicPower.org.