

## 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 either using the “Site Navigation” drop down on the top-right of your screen, or you can click on the lightning bolt button on the login page.

The screenshot shows the RP3 online application system interface. At the top right, the user is logged in as 'Staff APPA' and the 'Site Navigation' dropdown menu is circled in red. Below this, the page title is 'Utility User - Staff APPA'. In the center, there is a form titled 'Please select the application and utility:'. The 'Utility:' dropdown is circled in red and shows 'Test Utility 2'. The 'Application:' dropdown shows '2017 Reliable Public Power Provider (RP3) Appli'. A 'View' button is located below the form.

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

The screenshot shows the 'Utility Users' section of the online application system. The '+ Add User' button is circled in red. Below it is a table of utility users and a table of applications.

First Name	Last Name	Primary	Active?
Staff	APPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
user2	test	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Application	Phase
2014 Test Application	Reconsideration
2015 Test Application	Grading

- 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.

The screenshot shows the 'Create New Utility User' pop-up screen. The 'First Name', 'Last Name', and 'Email' fields are highlighted in yellow. The form includes fields for Prefix, Title, Address 1, Address 2, City, State, Zip Code, Office Phone, Other Phone, Login, Email, Utility, Company, Preferred Methods of Contact (Phone, Email, U.S. Mail), Best Time to Contact, Is Active, and Role. The 'Save' button is highlighted in blue.

- 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

**Questions? Reach out to our team at [RP3@PublicPower.org](mailto:RP3@PublicPower.org).**