

# Frequently Asked Questions: Versant Power My Account platform

## What is changing?

 We are launching a new and improved My Account experience, which is replacing the existing Online Services platform. It offers a modern design, simpler navigation, better usage visibility, improved self-service features, and new ways to manage your account online.

## How do I access My Account?

 You can access My Account from the Versant Power website (versantpower.com) by selecting "Sign In" at the top right of the page, or by visiting myaccount.versantpower.com.

#### Do I need to create a new account?

- o If you have previously used Versant Power's Online Services, **do not** create a new account. Sign in using your existing email and password credentials. We'll send you an email to reset your password and finish setting up your account.
- o If you have not previously used Versant Power's Online Services, use the "Not Registered for My Account? Sign up now" button to create an account. You'll need your full account number and service or mailing address zip code.

### How do I sign in?

Sign in using your credentials at myaccount.versantpower.com. Have you
previously used Versant Power's Online Services? See the question above for
more details.

### What if I forgot the credentials that I used for my previous Online Services account?

o If you don't remember your credentials, you can either make a new profile or call our Customer Contact Center: **207-973-2000**.

### Will my AutoPay or payment methods transfer?

Yes – AutoPay and methods will transfer to your new My Account experience.

### How do I make a payment?

Once signed in, navigate to the Payments section in the left sidebar and select Make a Payment. Select the account, choose a payment amount, payment date, and payment method, then select confirm. Review all the payment details, agree to the direct pay terms, then select Make Payment. You'll receive a payment confirmation number.



#### Start an Additional Service

- Once signed in, navigate to the Service Requests section in the left sidebar and select Service Request Forms. Choose the appropriate Start Service form (residential or non-residential). Once submitted, our Customer Contact Center may reach out to you to confirm the start service request.
- Please note that this form is for adding an additional service to your account.
   To start service at a new location, please call our Customer Contact Center:
   207-973-2000.

### Stop Service

- Once signed in, navigate to the Service Requests section in the left sidebar and select Stop Service. Once submitted, our Customer Contact Center may reach out to you to confirm the stop service request.
- Please note that online move-out requests are only available for customer's that are moving out all services on their account. If you would like to moveout a specific service, please call the Customer Contact Center: 207-973-2000.

#### Transfer Service

- Transfer service requests must be made by calling our Customer Contact Center: 207-973-2000.
- Can I manage multiple account numbers under one login?
- Yes you can add multiple account numbers under one login. To add an additional account number, navigate to the Profile section in the left sidebar and select Account Settings. Scroll down to the Add an Account section and input the full account number and a nickname for the account. Select Add Account. The account will be added to your profile.

### How do I report an outage or check outage updates?

- To report an outage, use the Report an Outage button within the Services tile to report an outage. You'll be asked for additional information, such as contact information, automated call back preferences, and outage reason.
- Details about your outage will be displayed at the top of My Account. To check broader outages, visit the <u>Versant Power Outage Map</u>.

### Who do I contact if I need help?

 If you need assistance with our new My Account experience, please call our Customer Contact Center: 207-973-2000.