Metron Consumer Portal

Create Consumer User (one meter per account/email)

- Go to settings

- Users

- Add User

- Select Consumer User

- Meter ID

    - To make more information populate locate the Meter ID before setting up the user

    - Paste the Meter ID into the search, then select it this populates property address and name. Otherwise, I believe you would need to manually enter everything into.

- Add an email address

- Add in Phone Number

- Click Apply

- After clicking apply, the Consumer User will receive an email to access their account.

Consumer Group (multiple meters):

- Go to settings

- Select groups

- Add group

- Select Consumer Group

    - Enter name

    - Click add endpoints on bottom

    - Click the checkmark to each register you want to appear in that group and save group.

Metron Consumer Portal

- Now you must create a login for the Consumer Group (if you did not set up the Consumer Group the below will not work)

- Go to settings

- Select Users

- Add user

- Select Consumer Group User

- Choose the group

- Click the box "email as username" box

- Fill in other fields, property address, phone, etc.

- Click Apply

- *Note: if the email is already in use on another singular account, go to settings -> users and just delete that consumer user to be able to associate it to a 'consumer group'.*

- After clicking apply, the Consumer Group User will receive an email to access their profile with the appropriate list of associated properties.