bge
AN EXELON COMPANY

Business Energy Manager

EmPOWER MARYLAND

Activate your account and access energy insights

In this fact sheet, you'll learn how to accept an invitation from an authorized **BGE Business Energy Manager** account while maintaining appropriate security controls.

Frequently asked questions

Q How is a "guest user" defined?

A Guest users are people either inside or outside of an organization who are not primary holders of BGE Business Energy Manager accounts but need visibility into one or more of these accounts.

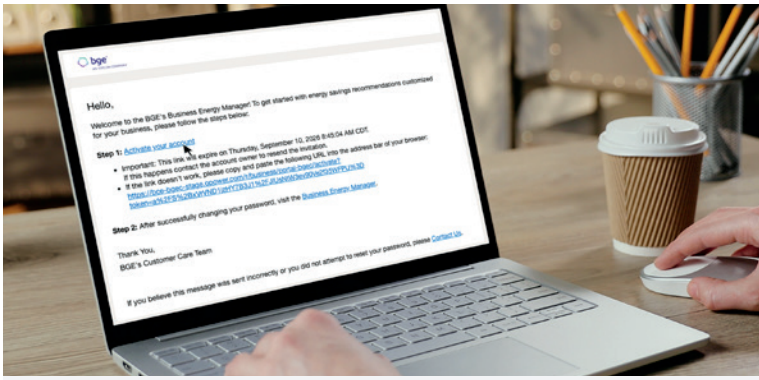
Q Who can grant access to guest users?

A Access can be granted only by authorized BGE Business Energy Manager account owners and select others.

Q What information can guest users access?

A Guest users have read-only access to assigned business accounts and can perform the following tasks depending upon permissions:

- View energy information for an account
- Explore energy usage trends, insights and recommendations
- Export billing data
- View the Business Profile and make updates
- Update guest username and password
- Switch between multiple billing accounts



How guest users can accept an invitation and activate an account

1. After the guest user receives their invitation email, they can click the **Activate Your Account** link in the email to begin account setup.
2. The guest user creates and confirms a password that meets security requirements then selects **Set Password**.
3. Once activation is complete, the guest user can sign into the BGE Business Energy Manager portal and access the account(s) assigned by the account owner.

Have questions about BGE Business Energy Manager? Need help enrolling?
Contact BGE at **1-800-265-6177** or email us at **BusinessCustomerService@BGE.com**.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to **BGESmartEnergy.com**.

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