MyFuelPortal   **Version:** 1.29.21   **ID:** SE-001
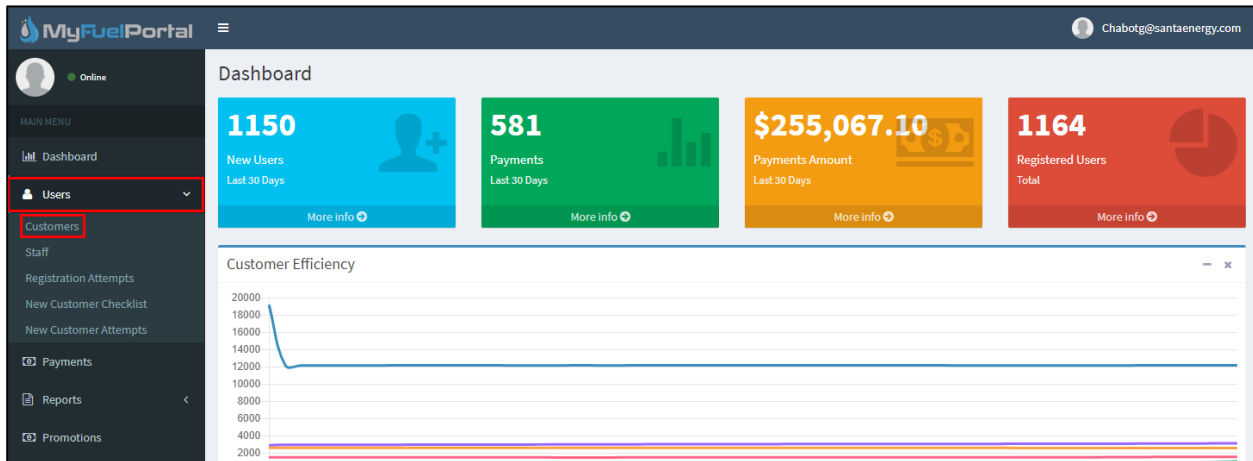
Abstract

This is a reference guide for performing key tasks on the admin side of the Santa Energy customer portal.
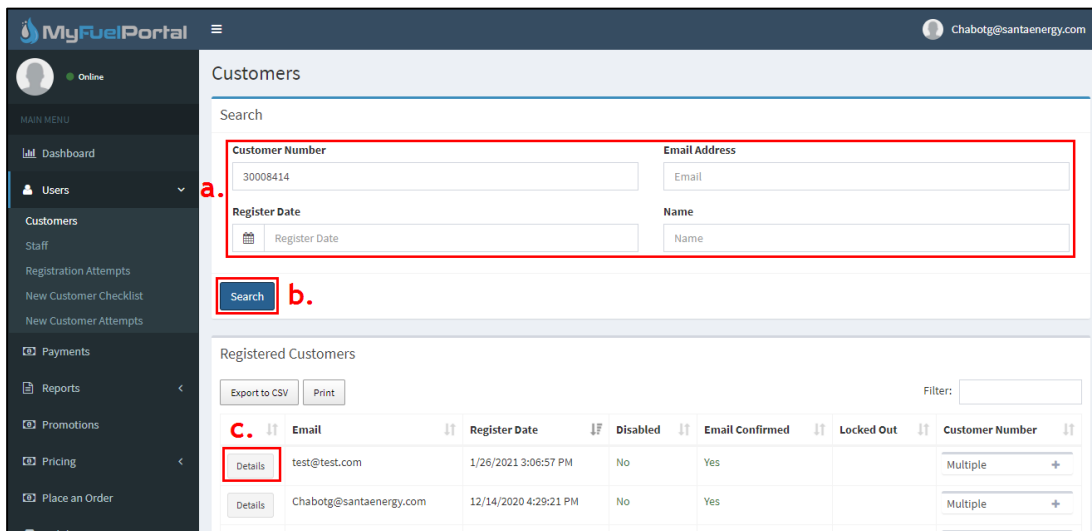
Dashboard

When you first login to the admin side of the MyFuelPortal (info.santaenergy.com/Admin/) you are brought to the main screen Dashboard.

From this screen you can access a customer's account by clicking on the **Users** dropdown on the left then selecting **Customers.**
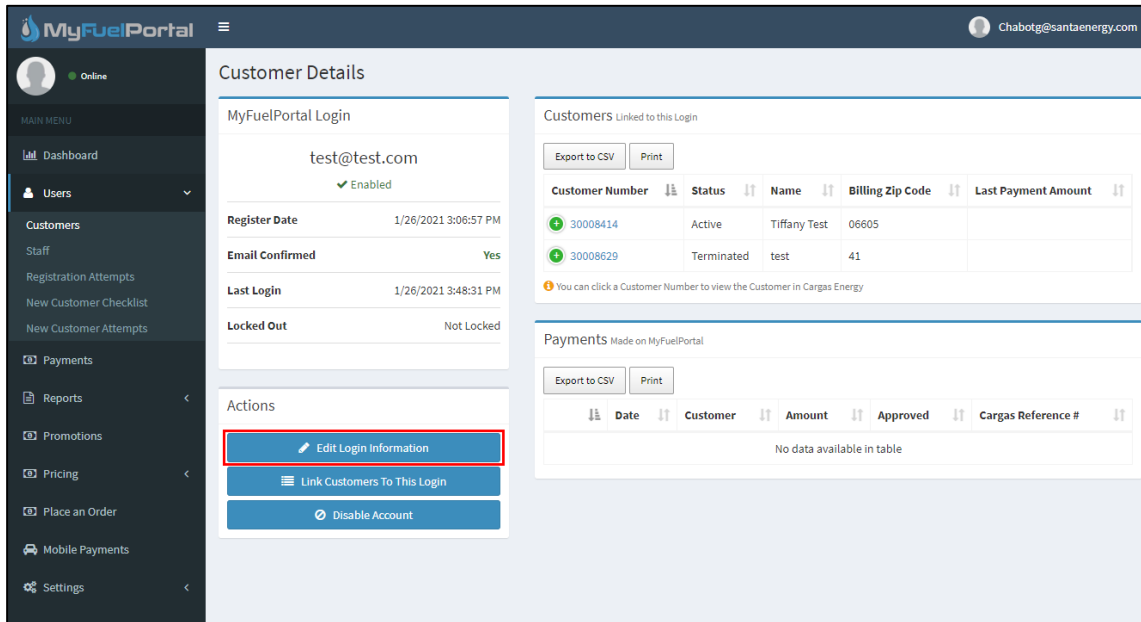

From the Customer section, you can then:

    a. Search for the customer you are looking for by customer number, email address, register date, or name

    b. Select **Search** when the information has been filled out

    c. Click on the **Details** button next to the customer you want to view.

Edit Customer Information

From the Customer's page you can then click on the **Edit Login Information** button:

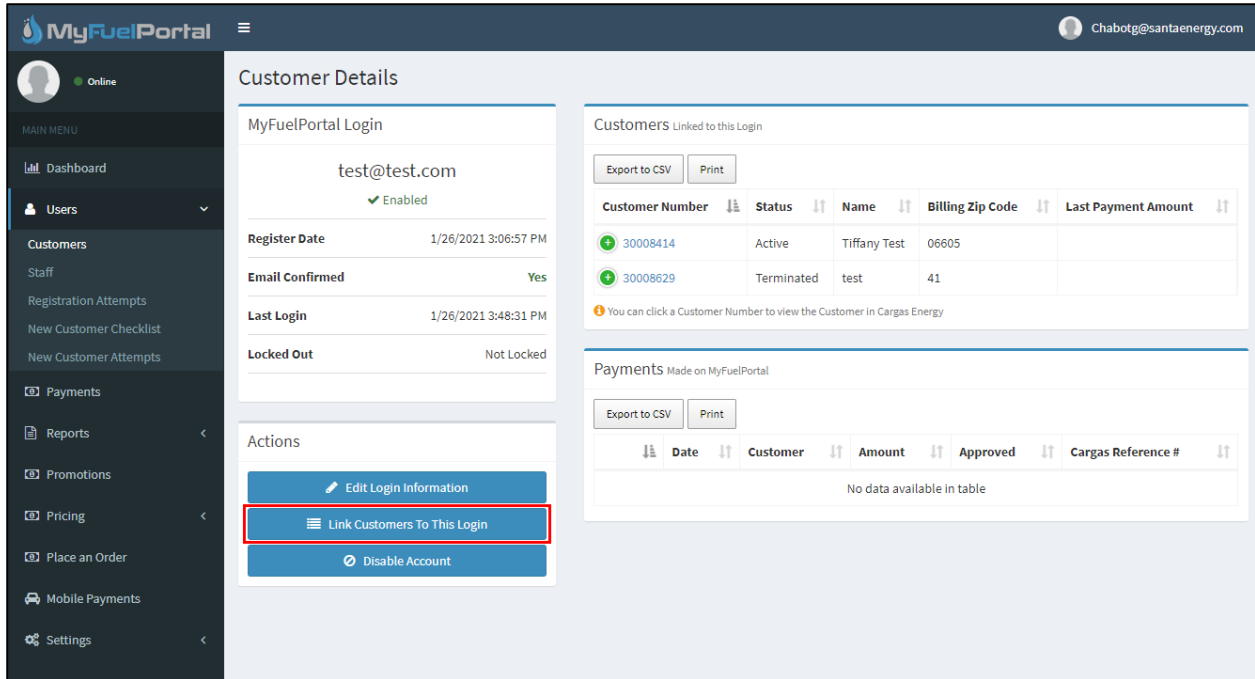A popup window will then appear where you can edit the customer's email or password:
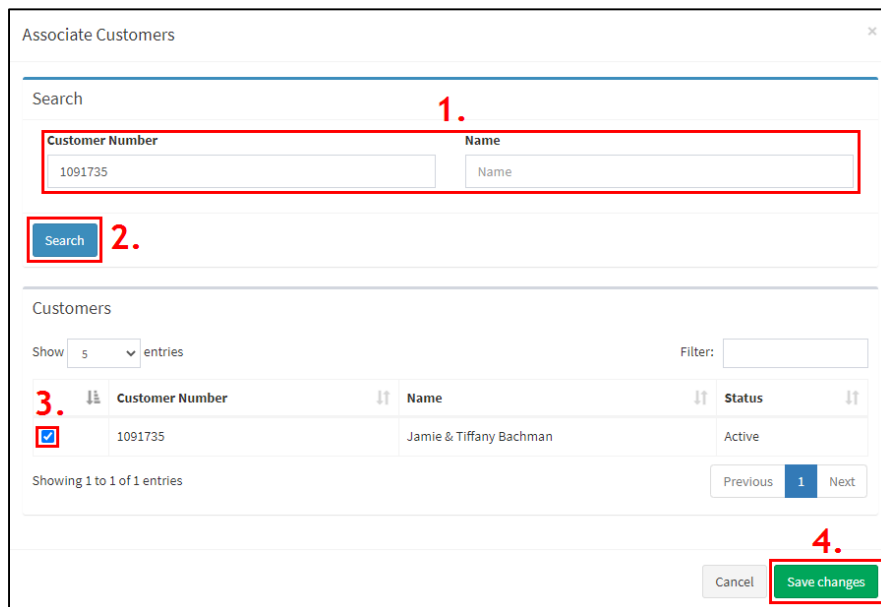

Link Customers to the Same Login

On the same Customer's page you can also select the blue **Link Customers To This Login** button in order to attach another customer account to the same login.

This is for customers who have multiple accounts but would like to access each of them from the same login point on the Fuel Portal.

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After selecting the **Link Customers To This Login** button, a popup will appear.

1. Enter in the Customer Number or Name
2. Select **Search**
3. Click the check box to the correct customer in the search results
4. Select **Save changes** to link that account to the customer's login.

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