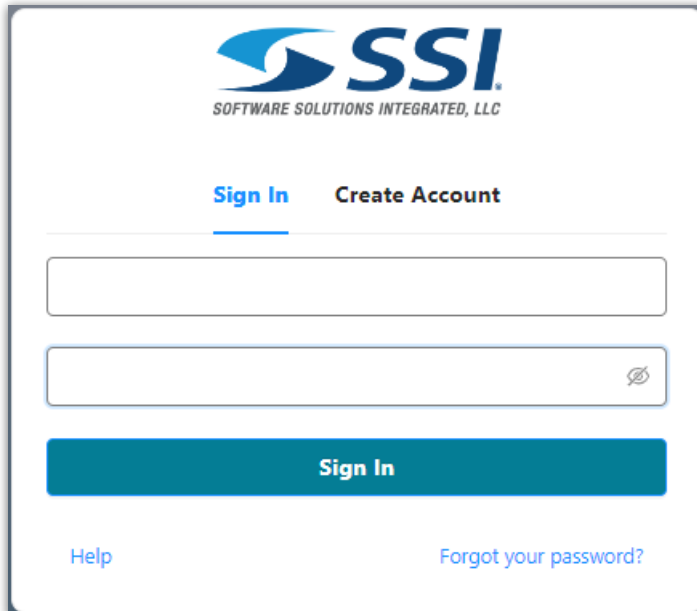


# Logging In and Out

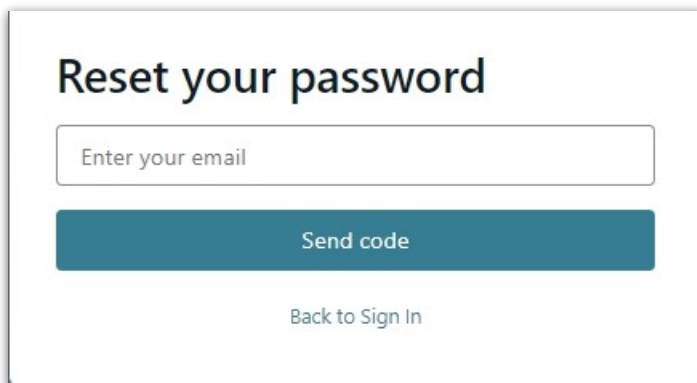
Last Modified on 05/22/2025 3:32 pm CDT

## Sign In to Energy Force Portal

1. Navigate to the payment portal to log into an existing account.
2. On the *Sign In* screen, enter the account email address and password and choose **Sign in**.

The screenshot shows the SSI (Software Solutions Integrated, LLC) login page. At the top is the SSI logo. Below it are two links: "Sign In" (highlighted with a blue underline) and "Create Account". There are two input fields: the first is for the email address, and the second is for the password, which includes a toggle icon for visibility. A large blue "Sign In" button is positioned below the fields. At the bottom, there are two links: "Help" and "Forgot your password?".

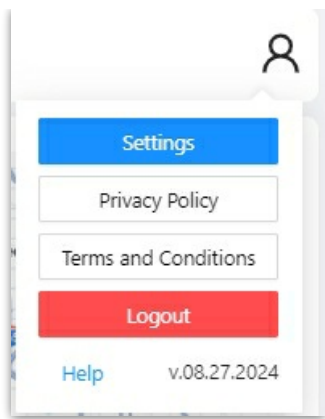
**Note:** Optionally choose **Forgot your password?** to reset your account password. Enter your email address and choose **Send code**. Enter the code when prompted and select **Confirm**. Create a new password to log in.

The screenshot shows the "Reset your password" screen. It features a title "Reset your password" at the top. Below the title is a text input field with the placeholder text "Enter your email". Underneath the input field is a large blue button labeled "Send code". At the bottom of the screen is a link that says "Back to Sign In".

## Log Out of Energy Force Portal

Select the *My Account* drop-down in the upper right corner of the screen and choose **Logout**.

**Note:** The Portal will log users out after 15 minutes of inactivity.



Optionally select **Privacy Policy** to display Privacy information or **Terms & Conditions** to view the Terms and Conditions for the payment portal.

Selecting **Help** in the bottom left corner opens the Payment Portal Help Center.

**Note:** Users are automatically logged out after 60 minutes of inactivity.