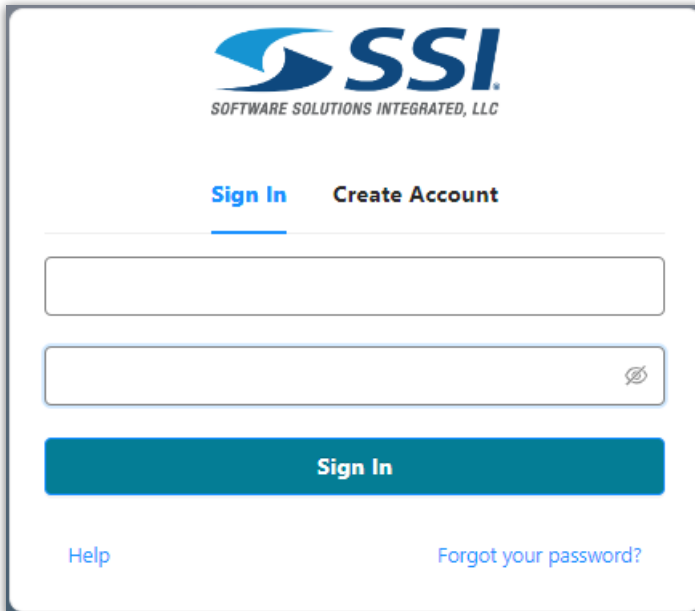


# Logging In and Out

Last Modified on 10/14/2024 10:49 am CDT

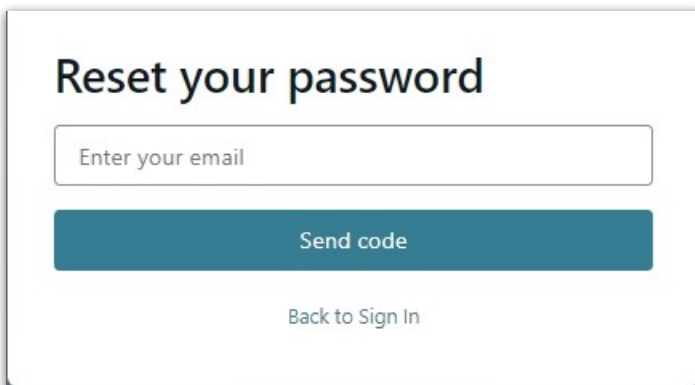
## Sign In to Energy Force Portal

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) sign-in interface. At the top is the SSI logo. Below it are two tabs: 'Sign In' (selected) and 'Create Account'. There are two input fields: the first for email address and the second for password, which includes a toggle for visibility. A teal 'Sign In' button is positioned below the fields. At the bottom, there are links for '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.

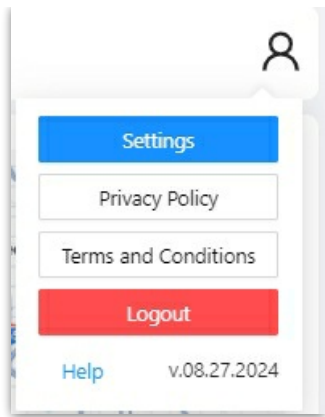


The screenshot shows the 'Reset your password' page. It features a large heading 'Reset your password' at the top. Below the heading is a text input field with the placeholder text 'Enter your email'. A teal 'Send code' button is located below the input field. At the bottom of the page is a link that 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.