

# Enrollment Instructions for the November and February Election Windows

1. Go to: [biz.portlandgeneral.com](http://biz.portlandgeneral.com).
2. Enter log-on information and sign into your account. If you are a first time user on the .Biz website, register as a “First-Time User”.

The screenshot shows the 'Business Sign-in' page for Portland General Electric. On the left is a navigation menu with links: 'VIEW & DOWNLOAD BILLS', 'ONE-CHECK PAYMENTS', 'ACCOUNT GROUPS', 'MY PROFILE', 'WAYS TO PAY', 'PRICING PLANS', and 'CONTACT US'. The main content area has a 'Sign In' link in the top right. Below the header, there are two sections: 'Business Sign-in' and 'First-time User?'. The 'Business Sign-in' section includes fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Submit' button. A 'Forgot Password?' link is also present. The 'First-time User?' section provides instructions on how to register and a 'Register' button. At the bottom, there is a security disclaimer.

**Portland General Electric**

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**VIEW & DOWNLOAD BILLS**

ONE-CHECK PAYMENTS >

ACCOUNT GROUPS

MY PROFILE >

WAYS TO PAY

PRICING PLANS >

CONTACT US

**Business Sign-in**

Email Address

Password

☒ Remember Me

Submit

[Forgot Password?](#)

**First-time User?**

Register your account online to view and download bills, make one-check payments, manage accounts and learn about energy pricing.

Register

We understand that online security is important to our customers. Our web site uses a variety of hardware and software including, but not limited to, firewalls, digital certificates, authentication procedures, intrusion detection and Secure Socket Layer (SSL) encryption technology. See information about our [privacy policy](#) and security of customer information.

3. After log-in, you will be taken to the “View & Download Bills” page, shown below. Select “Pricing Plans” on the left tab.

The screenshot shows the 'View & Download Bills' page for Portland General Electric. The navigation menu on the left is the same as in the previous screenshot, but 'PRICING PLANS' is now highlighted. The main content area has a 'Sign Out' link in the top right. Below the header, there are sections for 'View & Download Bills', 'Select an Account Group', and 'View bills for this group by:'. The 'Select an Account Group' section includes a dropdown menu for 'Account Group'. The 'View bills for this group by:' section has two radio button options: 'Due Date' (selected) and 'Bill Date'. Below these options is a text explanation for the 'Bill Date' option. At the bottom, there is a section for 'Enter a Date Range' with a text input field and a note about the date range.

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**VIEW & DOWNLOAD BILLS**

ONE-CHECK PAYMENTS >

ACCOUNT GROUPS

MY PROFILE >

WAYS TO PAY

**PRICING PLANS >**

CONTACT US

**View & Download Bills**

Select criteria for viewing your current bills.

**Select an Account Group**

Account Group

**View bills for this group by:**

☒ Due Date


☐ Bill Date

This is the date the bill was printed; typically the first business day after the meter was read.

**Enter a Date Range**

Enter a date range of up to 6 months.

4. Select “Election Window” to enroll accounts.



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Election Window

Direct Access Historical Usage Release

Facts About Your Electricity Supply Choices

[Sign Out](#)

## View & Download Bills

Select criteria for viewing your current bills.

### Select an Account Group

Account Group

View bills for this group by:

☒ Due Date


☐ Bill Date

This is the date the bill was printed; typically the first business day after the meter was read.

Enter a Date Range

Enter a date range of up to 6 months.

5. Choose the account group in the drop down for which you would like to enroll accounts from.



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## Election Window

Changes to your pricing plan during this election window will become effective **Jan. 1**.

### Before You Begin

Complete this form by **5 p.m., Nov. 26** if any of the following apply:

- You are on PGE's Cost of Service price and want to switch to alternate pricing. You will default to PGE's Daily Market Pricing, effective **Jan. 1** unless you select a third-party **ESS**.
- You are on an alternate pricing plan and you want to switch to PGE's Cost of Service price for **2019**.

**If none of the above apply, you do not have to complete the election form.**

To determine if you are eligible, read our [FAQ](#).


### Select an Account Group

Account Group

Note: You can create customized groups of accounts to make the election process easier by including only those accounts you want to move to alternate pricing.

[Create a new group.](#)

6. Enter the contact information of the person submitting the election window changes for the account group.  
Enter the contact information for the person authorizing the election window changes.



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## Election Window

### Contact Information

Enter contact information for the person submitting the election window changes for account group

**Full Name**

**Email Address**

**Phone Number**

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### Authorization

Enter contact information for the person authorizing the election window changes.

**Full Name**

**Title**

7. Find the account that you would like to change the pricing plan for and select the pricing plan you would like to switch it to in the “Change To” column. The column immediately to the left of “Change To” shows you the current pricing option that the account is taking service under. Please note that there may be multiple pages of accounts, depending on how big your account group is.



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## Election Window


### Select Pricing Plans

Use the drop-down menu to select new pricing plans for eligible accounts in

If you select 'Alternate Pricing' for a Service Point ID it will default to PGE's Daily Marketing Pricing as of **Jan. 1** unless you select a third-party **ESS**.

<< < 1 > >>

Account Number	Service Point ID	Service Address	Current Plan	Change To
			Alternate Pricing	<input type="text"/> ▾
			Alternate Pricing	<input type="text"/> ▾
	.....		Alternate Pricing	<input type="text"/> ▾
			Alternate	<input type="text"/> ▾



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			Alternate Pricing	<input type="text"/>	▼
			Alternate Pricing	<input type="text"/>	▼
			Alternate Pricing	<input type="text"/>	▼
			Alternate Pricing	<input type="text"/>	▼
			Alternate Pricing	<input type="text"/>	▼
			Annual Cost of Service	<div> Alternate Pricing  Annual Cost of Service  Cancel Previous Request </div>	
			Alternate Pricing	<input type="text"/>	▼
			Alternate Pricing	<input type="text"/>	▼
			Alternate	<input type="text"/>	▼

- When your selections are complete, click “Next” located on the bottom right of the screen. This will take you to an Election Window summary page which summarizes the changes you have made for the enrollment window.



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Sign Out


## Election Window

### Summary

Confirm the following information is correct before submitting your request.

Account Number	Service Point ID	Service Address	Current Plan	Change To
			Annual Cost of Service	Alternate Pricing
			Annual Cost of Service	Alternate Pricing
			Annual Cost of Service	Alternate Pricing
			Annual Cost of Service	Alternate Pricing
			Annual Cost of Service	Alternate Pricing
			Annual Cost of	Alternate

9. Click “Submit” to finalize the changes. You will receive the following transaction confirmation and can download a PDF summary of your enrollment choices.



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## Election Window

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### Transaction Successful

Thank you for your election request.

Changes to your account(s) are effective **Jan. 1**.

[Download your election summary.](#) 

Done