EA Portal Access Request Form

Instructions:

Please have supervisor fill out this EA Portal Access Request Form and email completed form to: PAR@xcelenergy.com

Agent Information

Agency Name	***Agent worker Email Address***	***First Name***	***Last Name***	***Agent's Office Phone #***	***Add, Update, or Remove Agent***
Example	Example	Example	Example	Example	Example
Ruff Agency	john.l.smith@Ruffagency.com	John	Smith	612-330-0001	Add or remove or update

Instructions:

Supervisors, please be sure to fill out Supervisor Information section so we can forward the EA Portal Guide and Troubleshooting Guide to you via email.

Supervisor Information

Supervisor Name	**Supervisor Email Address**	**Supervisor Phone #**

Additional Users' Information

Agency Name	***Email Address***	***First Name***	***Last Name***	***Agent's Office Phone #***	***Add, Update, or Remove Agent***