



Energy Assistance Portal Access Request Form

Instructions for Supervisor:

All fields must be complete and returned to PAR@xcelenergy.com

Supervisor, please fill out the following sections so we may e-mail you the *EA Portal Navigation Guide* so you may forward to your agents.

Agency Information

Agency Name: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Agency Funding Type *(select from drop down):* _____ If other, explain: _____

Supervisor Information

Supervisor Name: _____ Contact Phone #: _____

E-mail Address: _____

Department Name: _____

Agent Information

The information provided is for Xcel Energy internal purposes only.

<i>E-mail Address</i>	<i>First Name</i>	<i>Last Name</i>	<i>Agent's Direct Office Phone #</i>	<i>Add, Update, or Revoke Agent</i>

Once agents have been granted access, they'll receive an e-mail from par@xcelenergy.com with the subject *Your new password for EAP*