

### **The Change in credentials regarding :**

As we know that both Plant Head(PH) and Energy Manager(EM) keeps on changing for the Designated Consumers. Then DC has to changed the credentials and make it in the name of new EM or PH.

The process for the same is very simple and DC can directly change the credentials. The process is as such:

1. Plant will login from his/her existing login id and password.
2. Then Plant Head will click on the my info section above and DC registration form will appear.
3. Plant Head can change any of the credentials of the EM or PH.
4. Once the name, e-mail id or phone number gets updated, the new credentials goes on the updated e-mail id.
5. It is important to note that EM cannot change the credentials, its only in the hands of the PH.

Note: BEE as an Administrator is always there to support from the backend and provide/change the credentials but the authority has been given in the hands of DC Plant Head also.