



Muli-Family Portal Training



# Step 1: Log in to the AE Texas Portal

Type in Email

Welcome! Please log in below.

Log In Forgot Password

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## FIRST TIME LOGIN

Click the “Forgot Password” button and reset your password with the link sent to your email

**REMINDER TO ADD THIS LINK TO YOUR FAVORITES!**

<https://multi.aetexasco.com>

# Step 2: Home and Alerts Page

  
ESIID SEARCH >

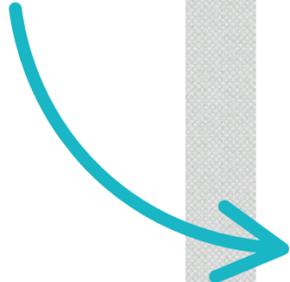
- HOME
- ALERTS**
- UNIT STATUS LISTING
- PROPERTIES
- USAGE AND BILLING
- USERS
- ENROLL
- ACTIVITY

Refer your residents to AE Texas - great rates and reliable service! **REFERRAL INFORMATION** ⚡

Show Alerts: Active ▾

UNIT	DATE	DESCRIPTION	ACTION
<a href="#">2227</a>	06/05/2025 11:35 PM	Resident is ending service. Property will gain power	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">3331</a>	06/04/2025 11:20 PM	Resident is ending service. Property will gain power	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">2209</a>	06/04/2025 3:05 PM	Power for unit 2209 was switched to property on 06/04/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">3313</a>	06/02/2025 9:15 AM	Power for unit 3313 was switched to property on 06/02/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">2231</a>	06/02/2025 9:15 AM	Power for unit 2231 was switched to property on 06/02/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">5</a>	06/02/2025 2:30 AM	Power for unit 5 was switched to property on 05/31/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">2205</a>	06/01/2025 1:51 PM	Power for unit 2205 was switched to property on 05/30/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">4423</a>	06/01/2025 1:51 PM	Power for unit 4423 was switched to property on 05/30/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">2213</a>	06/01/2025 1:51 PM	Power for unit 2213 was switched to property on 05/29/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">1119</a>	06/01/2025 1:51 PM	Power for unit 1119 was switched to property on 05/29/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">4425</a>	06/01/2025 1:51 PM	Power for unit 4425 was switched to property on 05/29/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">2229</a>	06/01/2025 1:50 PM	Power for unit 2229 was switched to property on 05/28/2025	<a href="#">CLEAR</a> <span>✕</span>
<a href="#">3304</a>	06/01/2025 1:49 PM	Power for unit 3304 was switched to property on 05/27/2025	<a href="#">CLEAR</a> <span>✕</span>

View Units Here and Create Alerts for Daily Maximum Usage



Click Here to Clear Alerts



**Alert:** Power On/Off for Units



# Step 3: Units Status Listing Page



ESIID SEARCH >

- HOME
- ALERTS
- UNIT STATUS LISTING**
- PROPERTIES
- USAGE AND BILLING
- USERS
- ENROLL
- ACTIVITY

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REFERRAL INFORMATION ⚡

SEARCH >

Select Units: All Power Statuses

UNIT	POWER STATUS	NOTE		
1	Property power on	Power for unit 1 was switched to property on 05/16/2025 (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡
2	Property power on	Resident is ending power service. Property will gain control of power (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡
3	Property power on	Power for unit 3 was switched to property on 05/16/2025 (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡
4	Resident has power or unit is off		TURN ON POWER ⚡	ENROLL ⚡
5	Property power on	Power for unit 5 was switched to property on 05/31/2025 (06/02/2025)	TURN OFF POWER ⚡	ENROLL ⚡
1101	Resident has power or unit is off		TURN ON POWER ⚡	ENROLL ⚡
1102	Resident has power or unit is off		TURN ON POWER ⚡	ENROLL ⚡
1103	Resident has power or unit is off		TURN ON POWER ⚡	ENROLL ⚡
1104	Property power on	Resident is ending power service. Property will gain control of power (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡
1105	Property power on	Resident is ending power service. Property will gain control of power (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡
1106	Property power on	Resident is ending power service. Property will gain control of power (06/01/2025)	TURN OFF POWER ⚡	ENROLL ⚡

Unit Power Status



Unit Number



Notes for Every Unit



Enroll a Unit for New Electricity Through Referral Program



Click Here to Turn Power On/Off

Blue = Power Needs to be Turned On  
Green = Power Needs to be Turned Off



# Step 3.1: Units Status Listing Page - Turning On/Off Unit

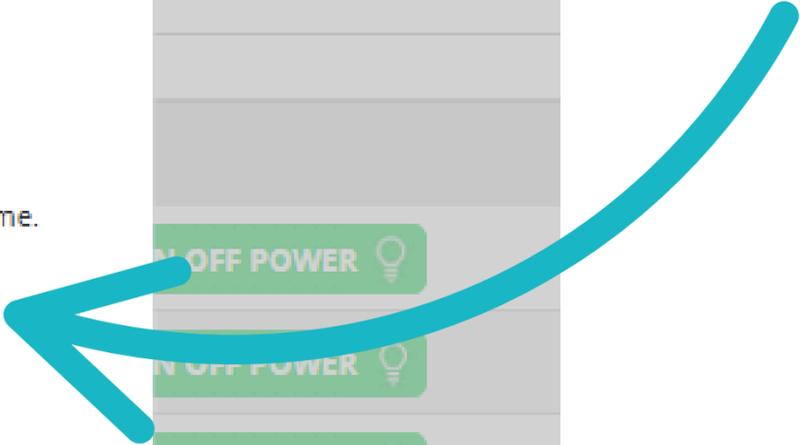
The screenshot displays a web interface for managing unit power. A modal dialog titled "Activate Unit" is open, containing the following text: "You are about to request that the power be turned on for unit 4. Please choose the day that you would like the power to be turned on from the list below." Below this text is a date selection dropdown menu labeled "Activation Date:" with the placeholder "Select Date...". Underneath the dropdown is a checkbox with the text: "Please confirm that the unit is vacant and that you understand that power will be put in the property's name." At the bottom of the modal is a black button labeled "Order Activation".

The background shows a table of unit statuses. Visible rows include:

- Unit 4: Power for 06/01/2025
- Unit 5: Resident power . . .
- Unit 6: Power for 06/01/2025
- Unit 7: Power for unit 5 was switched to property on 05/31/2025 (06/02/2025)

Buttons for "TURN ON POWER" and "TURN OFF POWER" are visible next to the unit entries.

Choose date and hit Order Activation/Deactivation



# Step 4: Properties Listing Page



ESIID SEARCH >

- HOME
- ALERTS
- UNIT STATUS LISTING
- PROPERTIES**
- USAGE AND BILLING
- USERS
- ENROLL
- ACTIVITY

Property Information

Property Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Street Address:	<input type="text"/>	Fax Number:	<input type="text"/>
	<input type="text"/>	Auto Shutoff on Gain:	<input type="text"/>
City:	<input type="text"/>	Days Before Auto Shut Off:	<input type="text"/>
State:	<input type="text"/>	High Usage Threshold:	<input type="text"/>
Zip Code:	<input type="text"/>	Web Code:	<input type="text"/>
Utility Company:	<input type="text"/>	Daily Fee:	<input type="text"/>
		Rate:	<input type="text"/>
Post Pay Product:	<input type="text"/>	CSA:	<input type="text"/>

Post Pay Available    Pre Pay Available

**SAVE**   **DE-ACTIVATE**

Units

+ Add New Unit Refresh

UNIT	RESIDENT ID	ESIID	POWER STATUS	HIGH USAGE THRESHOLD	REP OF RECORD	POWER ON	IS ACTIVE
101	0	10443722222853991	Resident has power or unit is off	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
102	0	10443722222853992	Resident has power or unit is off	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
103	0	10443722222853993	Resident has power or unit is off	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
104	0	10443722222853994	Resident has power or unit is off	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
105	0	10443722222853995	Resident has power or unit is off	No	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unit Number



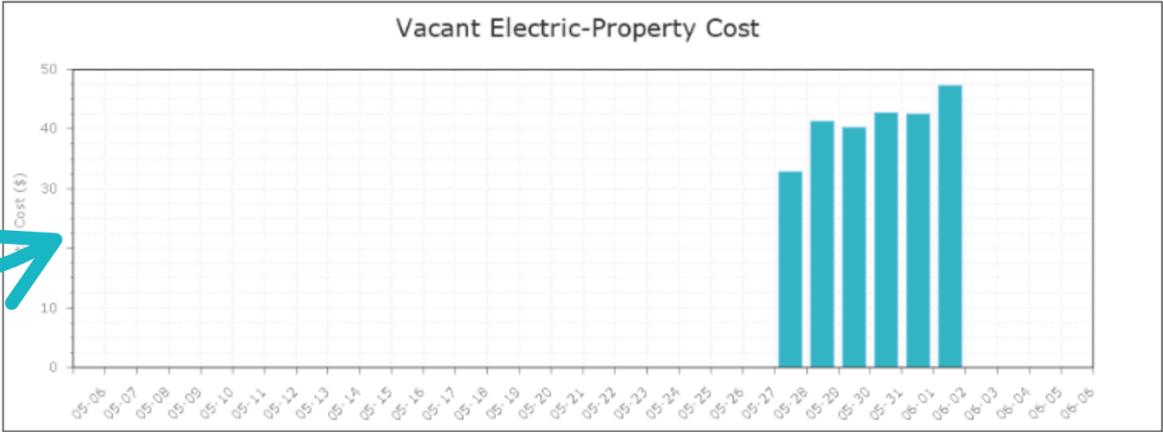
# Step 5: Usage and Billing Page



ESIID SEARCH >

- HOME
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Graph Consumption: Daily



Click on the graph for cost details. Unit details shown below.

Property Electricity Cost Summary From: 5/6/2025 to: 6/6/2025

Total Units Billed: 9

Total Cost: \$247.24

UNIT	SERVICE DATE FROM	SERVICE DATE TO	DAYS ACTIVE	TOTAL KWH	ESTIMATED COST	AVERAGE DAILY COST
<u>A</u>	05/28/2025	06/02/2025	6	168.03	\$28.32	\$4.72
<u>C</u>	05/28/2025	06/02/2025	6	29.02	\$6.08	\$1.01
<u>D</u>	05/28/2025	06/02/2025	6	227.85	\$37.90	\$6.32
<u>E</u>	05/28/2025	06/02/2025	6	115.70	\$19.95	\$3.33

Click column name to sort

Property Cost Graph

Option to Select Service Dates

Unit and Property Name

Dates of Service

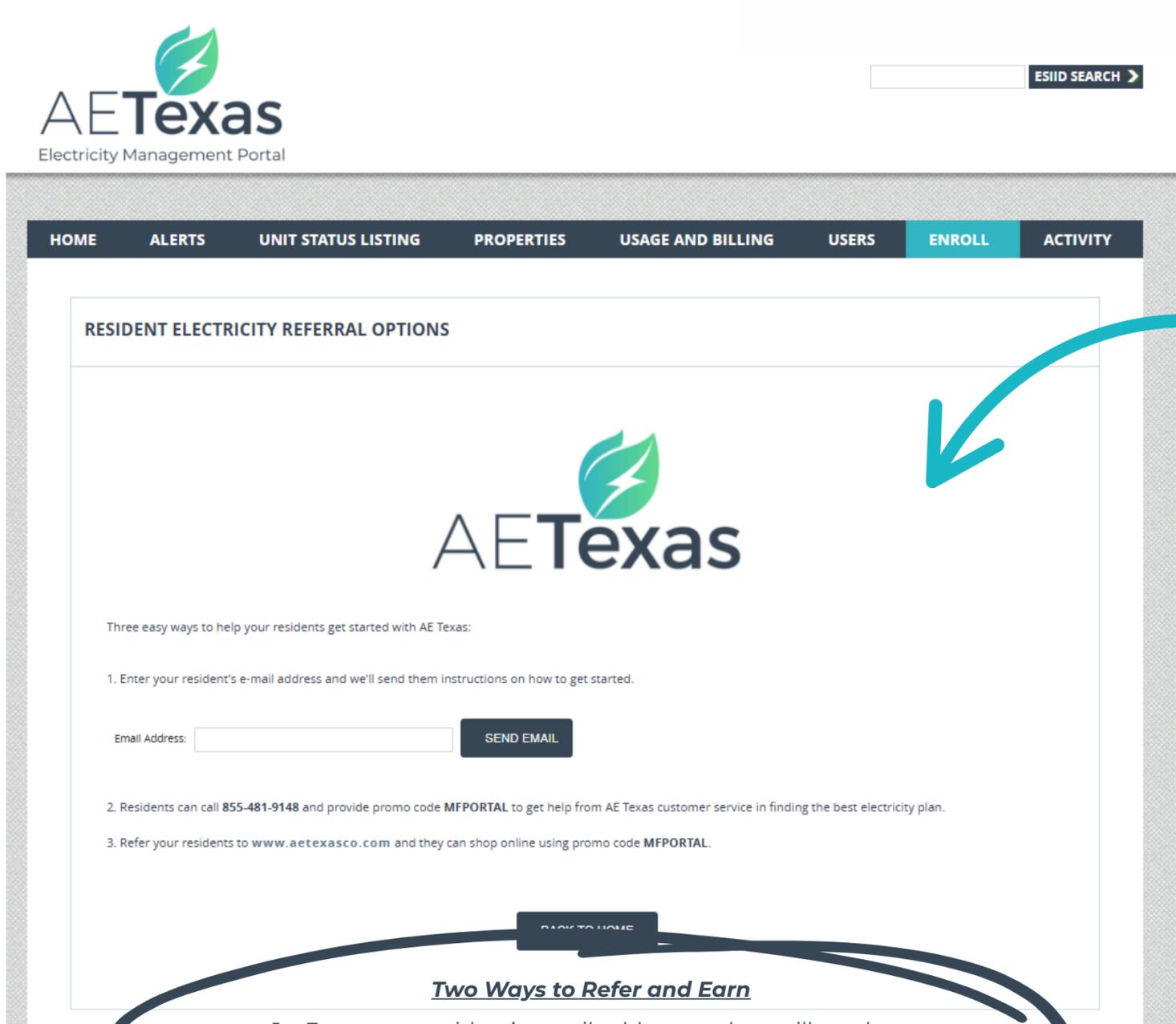
Daily Active and Total Charge/kWh for that Unit

Graph Consumption by Daily/Weekly/Monthly

Average Daily Cost

# Step 6: Resident Enrollment Page

# Referral Program



- Give your residents peace of mind in choosing AE Texas, your trusted energy partner, to help create a seamless move-in experience for them.
- Earn money back when residents sign up through your portal referral link. Use dollars toward property enhancements, community events, and more.



- Two Ways to Refer and Earn**
1. Enter your resident's email address and we will send instructions on how to get started with AE Texas
  2. Call 844-335-1713 and give your unique promo code



Thank you for choosing us for your electricity needs!

