



Multi-Family Portal Training



# Multi-Family Portal Homepage



Link to portal

[www.aetexasco.com/multi-family-portal/](http://www.aetexasco.com/multi-family-portal/)

# Step 1: Log in to the AE Texas Portal

Welcome! Please log in below.

Log In    Forgot Password

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## FIRST TIME LOGIN

”Enter the login information provided to you by our sales team. You will be prompted to reset a unique password.

**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
2227	06/05/2025 11:35 PM	Resident is ending service. Property will gain power	CLEAR X
3331	06/04/2025 11:20 PM	Resident is ending service. Property will gain power	CLEAR X
2209	06/04/2025 3:05 PM	Power for unit 2209 was switched to property on 06/04/2025	CLEAR X
3313	06/02/2025 9:15 AM	Power for unit 3313 was switched to property on 06/02/2025	CLEAR X
2231	06/02/2025 9:15 AM	Power for unit 2231 was switched to property on 06/02/2025	CLEAR X
5	06/02/2025 2:30 AM	Power for unit 5 was switched to property on 05/31/2025	CLEAR X
2205	06/01/2025 1:51 PM	Power for unit 2205 was switched to property on 05/30/2025	CLEAR X
4423	06/01/2025 1:51 PM	Power for unit 4423 was switched to property on 05/30/2025	CLEAR X
2213	06/01/2025 1:51 PM	Power for unit 2213 was switched to property on 05/29/2025	CLEAR X
1119	06/01/2025 1:51 PM	Power for unit 1119 was switched to property on 05/29/2025	CLEAR X
4425	06/01/2025 1:51 PM	Power for unit 4425 was switched to property on 05/29/2025	CLEAR X
2229	06/01/2025 1:50 PM	Power for unit 2229 was switched to property on 05/28/2025	CLEAR X
3304	06/01/2025 1:49 PM	Power for unit 3304 was switched to property on 05/27/2025	CLEAR X

View unit alerts on things like...

- Daily Maximum Usage
- Resident Power is off
- Resident Power is on

Click Here to Clear Alerts

 **Alert Example**

Unit 5 used \$2.53 of electricity on 08/05/2025. Exceeds alert trigger of \$2.50

# Step 3: Units Status Listing 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 ⚡

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 ⚡

Enroll a Unit for New Electricity Through Referral Program

Notes (Alerts) for Every Unit

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 an "Activation Date:" label followed by a dropdown menu currently showing "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 i power . ( 06/01/2025)
- Unit 6: Power for 06/01/2025
- Unit 7: s power or unit is
- Unit 8: Power for unit 5 was switched to property on 05/31/2025 ( 06/02/2025)
- Unit 9: s power or unit is

Buttons for "TURN ON POWER" and "TURN OFF POWER" are visible next to the units. A teal arrow points from the "Order Activation" button in the modal to the "TURN OFF POWER" button for Unit 4.

Choose date and hit Order Activation/Deactivation

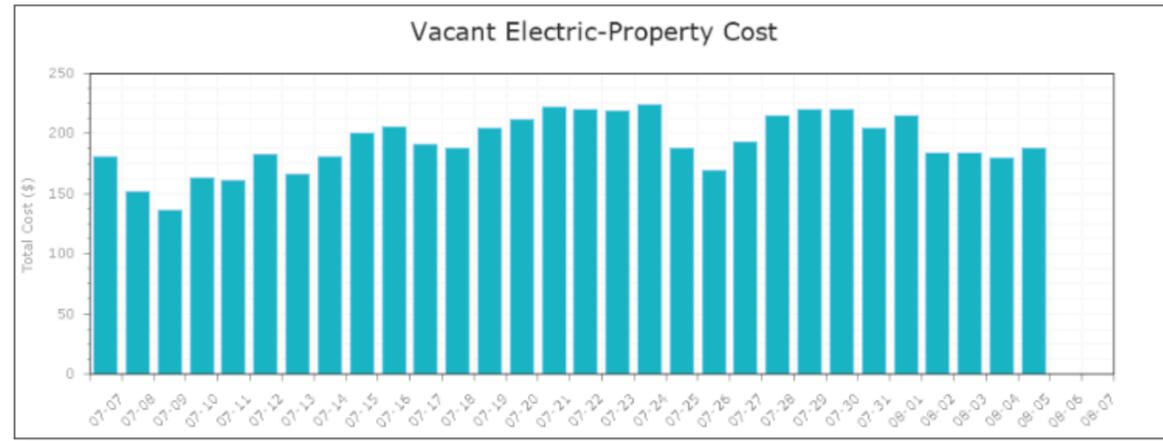
# Step 4: Usage and Billing Page



ESIID SEARCH >

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

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
A	05/28/2025	06/02/2025	6	168.03	\$28.32	\$4.72
C	05/28/2025	06/02/2025	6	29.02	\$6.08	\$1.01
D	05/28/2025	06/02/2025	6	227.85	\$37.90	\$6.32
E	05/28/2025	06/02/2025	6	115.70	\$19.95	\$3.33

Option to Select Service Dates

Graph Consumption by Daily/Weekly/Monthly

Average Daily Cost

# of Days Active

Total Charge/kWh for that Unit

# Step 5: Resident Enrollment Page



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

## RESIDENT ELECTRICITY REFERRAL OPTIONS



Three easy ways to help your residents get started with AE Texas:

1. Enter your resident's e-mail address and we'll send them instructions on how to get started.

Email Address:

2. Residents can call 855-481-9148 and provide promo code XXXXXX to get help from AE Texas customer service in finding the best electricity plan.

3. Refer your residents to [www.aetexasco.com](http://www.aetexasco.com) and they can shop online using promo code XXXXXX

### 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

# 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.





Thank you for choosing us for your electricity needs!

✉ [csa@aetexasco.com](mailto:csa@aetexasco.com)

