MyAccount
USER GUIDE

Monitoring and paying your lease just got a whole lot easier.
Welcome to MyAccount
Minnesota Power’s online payment tool

Use MyAccount to view and pay your Minnesota Power ShoreLand lease or electric bill, or make changes to your account.

This booklet will guide you how to use your home computer, tablet or smartphone to make a payment on your lease bill, and monitor energy use if you are also a Minnesota Power electric customer.

Let’s get started!
1. Go to www.mnpower.com and select MY ACCOUNT

2. First-time users need to Register for MyAccount

After you register the first time, you will simply Log in with your username and password to start using MyAccount.
3. **Information you will need** to register for MyAccount:
   - Last 4 digits of your phone number listed on the account
   - Name on account
   - Exact account number
   - Email address *(The same email address cannot be registered to more than one account)*

4. Choose and enter a unique **password** for your account. A **secret question** and **secret answer** allows an alternative method of verification if you forget your password.

5. **Email is the default bill delivery option.** You have the option to choose paper if you prefer to receive your bill via postal mail. You may also choose to receive your bill both electronically and via postal mail by selecting both options.

6. Click on **CREATE ACCOUNT** and you will be logged in

If you need assistance please call 1-800-228-4966.
Here’s how customers with multiple accounts can view them.

1. **Log into MyAccount** using your username and password.

2. From the dashboard, find and click on the blue **Select Property** button.

3. A **dropdown menu** will appear, listing your accounts.

4. The **blue checkmark** will confirm which account you are currently viewing.

5. Select another account by clicking anywhere on the account information.

**TIP:** Prior to making an online payment always double-check to make sure you have the correct account selected.
Navigating the Dashboard

We believe you will find MyAccount to be a very intuitive tool, so feel free to click around and explore all the options.

The screenshot above highlights some of the key information areas to help get you started.

1. Back to www.mnpower.com
2. Your account number and address
3. Current balance due
4. View or pay your bill electronically
5. Dashboard home
6. User profile, customer service and settings
View Billing History

Click VIEW/PAY BILL to access your Billing and Payment history.

1. Make an online payment by clicking Pay Bill.
2. Select or change your preferred bill delivery option.
3. View Bill renders a PDF copy of the bill or letter you wish to view. Save or print your document as desired.
4. Customers with multiple lease accounts can click Select Account to view and make payments on other accounts.
If you have questions, please contact customer service:

1-800-228-4966