



ShoreLand

MyAccount

USER GUIDE



Monitoring and paying your lease
just got a whole lot easier.

Welcome to **MyAccount**

Minnesota Power's online payment tool

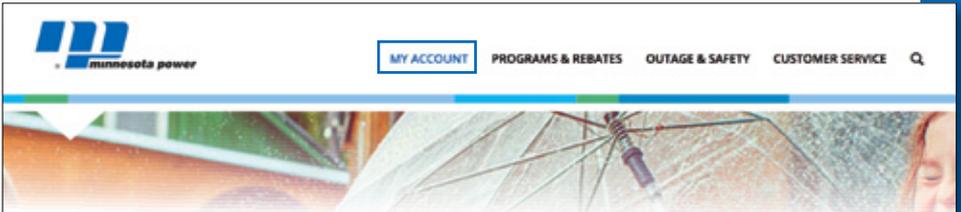
Use MyAccount to view and pay your Minnesota Power ShoreLand lease or electric bill, or make changes to your account.

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.

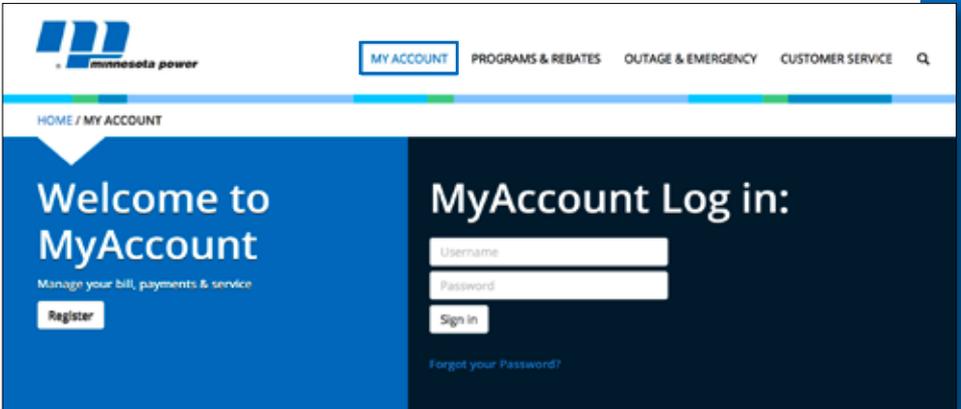
Let's get started!

Registering for MyAccount

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.

Registering for MyAccount (continued)

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**)

The screenshot shows the Minnesota Power MyAccount registration interface. At the top left is the Minnesota Power logo with the tagline "AN ALLETE COMPANY". To the right are input fields for "name" and "Password", and a "Login" button. Below these are links for "Remember me" (with a radio button), "Forgot your Password?", and "Create an Account". The main heading is "Create your account below", followed by the text "If you need assistance please call Minnesota Power at 218-355-3070." and a link to the "Minnesota Power Privacy Policy". The registration form consists of several fields: "Registration Code (Last 4 digits of phone number)" with a placeholder "Last 4 digits of your phone number"; "Name on Account" with a placeholder "Exactly as it appears on your statement"; "Account Number" with a placeholder "Exactly as it appears on your statement"; "Email Address" with a placeholder "name@domain.com"; "Choose Password" with a placeholder "New password must be 6 or more characters"; "Re-enter Password"; "Secret Question" with a dropdown menu showing "What street did you grow up on?"; "Secret Answer"; and "Select bill delivery" with a dropdown menu showing "Select Bill Delivery Option". At the bottom center is a "CREATE ACCOUNT" button.

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.

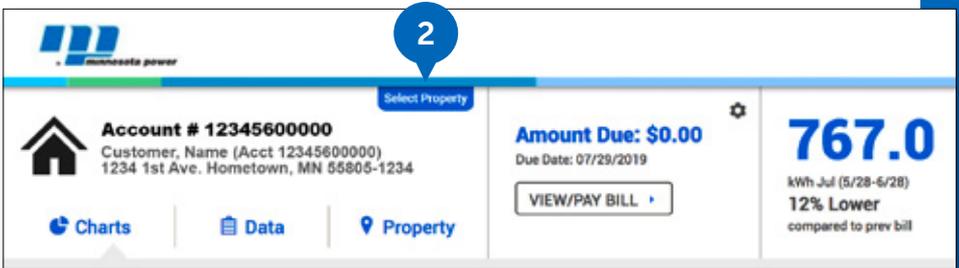
6. Click on **CREATE ACCOUNT** and you will be logged in

If you need assistance please call 1-800-228-4966.

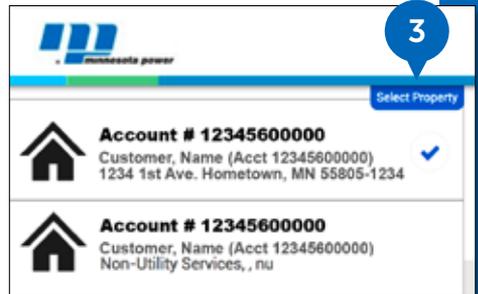
Viewing different accounts (if applicable)

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.

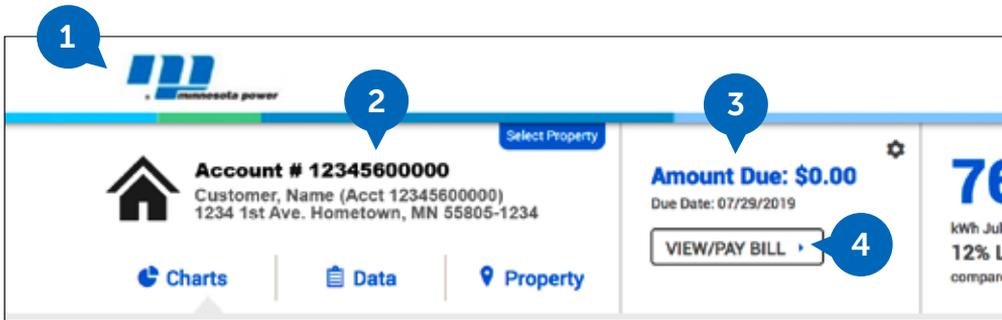


3. A **dropdown menu** will appear, listing your accounts.
4. The **blue checkmark** will confirm which account you are currently viewing.
5. Select another account by clicking anywhere on the account information.



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

5 Dashboard Notifications 1 View/Pay Bill 6

57.0 (5/28-6/28) lower ed to prev bill

0% Profile Complete

Dehumidifier \$25 BONUS Rebate

View Billing History

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

Account # 12345600000 [Select Account](#) 4 1 PAY BILL

Customer Name (Acct 12345600000)
1234 1st Ave. Hometown, MN 55805-1234

Amount Due: \$0.00 2 Bill Delivery Options
Email no Paper yes

To pay online, click the "Pay Bill" button above. Click here to view other payment options.
Multiple Account holders: Please click the "Select Account" button above to view another account's balance or make a payment on a different account.

| Date | Type | Due Date | Amount | View |
|------------|---------------------|----------|------------|---------------------------|
| 3/7/2017 | Payment (Thank You) | | (\$865.00) | |
| 2/21/2017 | Bill | 3/9/2017 | \$865.00 | View Bill |
| 2/9/2017 | Payment (Thank You) | | (\$865.00) | |
| 1/29/2017 | Bill | 2/6/2017 | \$865.00 | View Bill |
| 1/9/2017 | Payment (Thank You) | | (\$865.00) | |
| 12/21/2016 | Bill | 1/9/2017 | \$865.00 | View Bill |

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.



AN ALLETE COMPANY

If you have questions, please contact customer service:
1-800-228-4966