



Utilities

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Peak Partners Portal Instructions

How to Log Into Your Peak Partners Portal

On the day the Peak Partners system is installed and set up, the technician will give you a user name and temporary password.

User name: _____

Temporary password: _____

You can access the portal using the following link: <https://ws5.powerportal.com/fcu/engagement>

The first time you visit, enter the user name and temporary password above to log into the portal. You will be prompted to change your password. Later, you may change your user name and password at your convenience.

How to Control My Thermostat

You can set the **mode** of the thermostat (Off, Cool, Heat) and also **set the temperature** through the Peak Partners Portal. To set the mode, click on the appropriate icon – heat / cool / off – at the bottom of the screen. To change the temperature set point, simply touch the temperature arc and move the arc to the desired temperature. The dashes around the arc are colored to provide you an indication of the energy savings of your system at the desired temperature (green is high savings, red is low savings).

How to Set My Programming Schedule

You also can **program your thermostat schedule** through the portal. Click on the Schedule tab at the top of the screen to show the schedule. To change the time and temperature, drag the small circles to select the time and temperature settings. You can select some pre-programmed settings from the drop box at the top of the page or choose your own custom settings.

The thermostat supports three different schedule types:

- **5-2 day-type:** This setting allows you to program differently for weekdays and weekends.
- **5-1-1 day-type:** This setting allows you to program differently for weekdays, Saturday and Sunday.
- **7 day-type:** This setting allows you to program differently for every day of the week.

Select the schedule type from the General Settings by selecting the gear icon at the top of the page. Within each schedule type, each day can be broken into up to four time-of-day ranges.

How to Use the Away and Vacation Functions of My Thermostat

If your plans change and you won't be home at the expected time, tap the Away tab and indicate that you will be away. It will temporarily override the programmed schedule, saving you energy and money. Remember to cancel the Away function when you get home.

During a vacation you can save energy and money if you choose not to run your standard program. Before leaving, simply tap the Vacation tab in the portal and enter the time and date that you want the thermostat to return to your standard program. We recommended setting this for a few hours before your estimated return. The thermostat will automatically adjust the temperature in your home while you are away and then reset it before you return.

