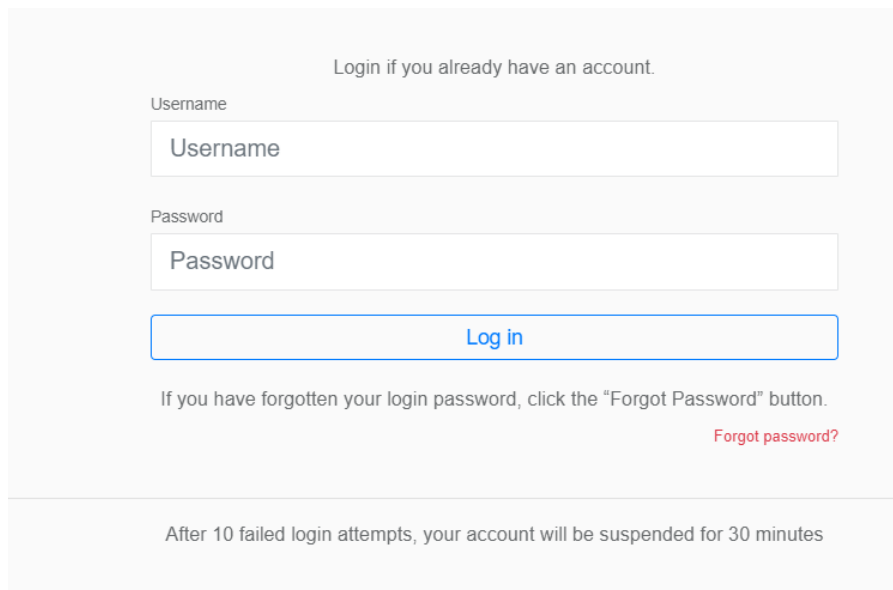


NYSEG RG&E Government Contact Portal Users Guide

NYSEG and RG&E offer a portal for government personnel to provide their contact information, so they can be kept informed on issues, projects, programs and outage restoration efforts. This portal allows members of government entities to update their contact information for NYSEG and RG&E and select communication preferences such as e-mail or text.

Portal Access

Each contact in the portal has a unique username and password allowing for secure access to the portal. The portal can be accessed at <https://nysegrgepr.com/admin/>



The screenshot shows a login interface with a light gray background. At the top, it says "Login if you already have an account." Below this are two input fields: "Username" and "Password", each with a placeholder text of the same name. A blue "Log in" button is positioned below the password field. Underneath the button, there is a line of text: "If you have forgotten your login password, click the 'Forgot Password' button." To the right of this text is a red link labeled "Forgot password?". At the bottom of the form, a gray box contains the text: "After 10 failed login attempts, your account will be suspended for 30 minutes".

Usernames are your first name and last name with no space between them. The first time you log in you will be asked to change your password.

If you have forgotten your password, click on the Forgot Password link to reset it. Your password must be at least 8 characters and contain at least one uppercase letter, at least one lowercase letter, and at least one special character.

If you want to reset your password please enter your email.
If your email is associated with a User in the system, you will be sent a link to reset your password.
After resetting your password, you will receive another email with your credentials. If your email is not associated with a User, please send a request to government.relations@nysegrgeplo.com

Did you forget your password?

Email address

[Back to login](#)

If you enter your e-mail to request a password reset and receive the following message, please contact NYSEG and RG&E at government.relations@nysegrgeplo.com for assistance.

There is no registered user with this email address.

Home Page

Once you have logged in you will be at your home page. The home page allows you to view and in certain areas edit information for yourself and your organization. It also provides a history of the notifications sent to a staff member.

Details For Selected Staff Member	Notification History
Organization Information <input type="button" value="Open"/>	
Other Staff Members <input type="button" value="Open"/>	
Details For Selected Staff Member	

Organization Information

This section provides basic information about your organization. The most important information in this section is the name and contact information for your assigned Program Manager from the NYSEG and RG&E Government & Community Relations team.

If any information in this section needs to be updated, please send a request to government.relations@nysegrgeplo.com.

Organization Information

Close

Government Organization Name

test

County

State

New York


Verified:


✖ NO


Program Manager:

Other Staff Members

This section shows other staff members from your organization that have contact information in the portal. Any member of an organization can add or delete a staff member or edit information of an existing staff member.

To delete a staff member, click on the  symbol in the staff member's row and click Delete.

To edit a staff member, click on the  symbol in the staff member's row and click Edit. This will bring up the that staff member's information as shown in the Staff Member Information section below, where you can edit and save the information.

To add a staff member, click on the  button. This will bring up a blank staff member's information page as shown in the Staff Member Information section below, where you can enter and save the information.

Other Staff Members

+ Add





Search

Q

Close

Found 4

Show 10

First Name ↑↓	Last Name ↑↓	Organization ↑↓	Title ↑↓	Last Login ↑↓	
Tom	Tester	test	Master Tester	06/10/2021	
John	Doe	test			
Ed	Test	test		02/19/2021	
Frederic	Smith	test	Prof.		

Staff Member Information

The Staff Member information page looks like the sample below and shows the contact information we currently have for you and others in your organization. Required information is noted with a red asterisk. You can select your communication preferences by checking the box next to the contact information. After making changes be sure to click on the green Save button.

Details For Selected Staff Member

First Name *

Last Name *

Title

Login *

Password *

First time to the site? You are required to create a password. Your password must be at least 8 characters and contain at least one uppercase letter, at least one lowercase letter, and at least one special character.

Confirm Password

Street Address

13 Main St

City

Bingh

County

Broome

State

New York

Zip

13902

Verified

Contact Methods

Business Phone Primary *

ext

Business Phone Secondary

ext

Mobile Phone Primary

Mobile Phone Secondary

Home Phone

Fax

Work Email *

Alt Email 1

Alt Email 2

Select Communication Preference

Show Modification info

Cancel

Save

Delete

Notification History

The history lists all notifications sent to a staff member including the subject, date and the status. Past notifications can be viewed by clicking on the **id** number for the notification,

Notification History

Search

☒ Auto refresh

Found 6

id	From	To	Subject	Create Date	Status	
61092	government.relations@nysegrgeplo.com			01/15/2021	opened	
61633	government.relations@nysegrgeplo.com			01/18/2021	delivered	
63836	government.relations@nysegrgeplo.com			02/01/2021	delivered	
64308	government.relations@nysegrgeplo.com			02/08/2021	delivered	

Semi-Annual Contact Information Verification

All staff members in the portal will receive a semi-annual e-mail request from NYSEG and RG&E to review, edit and approve their contact information. The e-mail will come from **government.relations@nysegrgeplo.com** and will provide the current contact information for you and all other staff members on record for your organization. You will receive several reminder emails until the contact information for all staff members in your organization has been reviewed, updated and/or approved.

There are three options available:

1. Approve all information – if the information for all organization members is correct, click on this button to approval all the information.
2. Approve – if the information is correct for a specific organization member it can be approved by clicking on this button.
3. Edit – if any of the information for an organization member needs to be updated, click on this button to log in and make updates. Contact data is password protected and you will only be able to view and update information for members of your organization.

Approve all Information

Organization Name

Organization Members			
Title: First Name: tester Last Name: test	Business Phone Primary: 600-386-7911 (ext) Business Phone Secondary: (ext) Mobile Phone Primary: 600-396-7911 Work Email: bartosz@datamomentum.com	Address: NY	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Edit Approve</div>
Title: Prof First Name: Fred Last Name: Smith	Business Phone Primary: 111-111-1111 (ext) Business Phone Secondary: 222-222-2222 (ext) Mobile Phone Primary: 333-333-3333 Mobile Phone Secondary: 444-444-4444 Work Email: lukasz@datamomentum.com	Address: Some nices alcovw NY 12007 Albany	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Edit Approve</div>

Assistance

Please contact NYSEG and RG&E at government.relations@nysegrgeplo.com if you need assistance accessing or using the portal.