

BENEFITS OF USING DELEGATED AUTHORITY

01Allow multiple users
to access accounts02Set access level for
each delegate03Monitor the actions of
your delegates04View activity on your account

For more information on delegated authority, visit WWW.OUC.COM/ DELEGATEDAUTHORITY

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2016-03



DELEGATED AUTHORITY

myOUC Online Features for Business Customers



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THE POWER IS IN YOUR HANDS.



WHAT IS DELEGATED **AUTHORITY?**

With Delegated Authority, you can grant OUC online account access to other people within your business, allowing them to complete self-service activities based on specific permissions decided by you.

WHY SHOULD I USE IT?

OUC understands that various members of your team have specialized responsibilities. Based on customer feedback, we developed Delegated Authority as a way to grant various levels of access to team members, allowing them to perform account activities without

sharing a single log-in. With Delegated Authority, you can assign bill payment to your Accounting team, outage reporting to your Facilities team, and start/stop access to your Property Management team — the power is in your hands.

HOW DO I GET STARTED?

Log into your myOUC Online Profile and click the Delegated Authority link in the left navigation. You will be asked to create an Access ID. Once set, you are ready to begin inviting delegates. Once accepted, your delegates are ready to begin using the access privileges you have assigned to them.

WHAT IS A DELEGATOR?

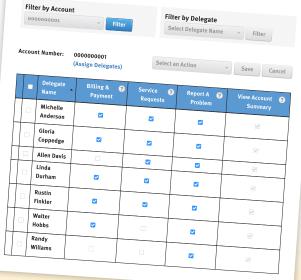
A Delegator is an individual in your company that has full access privileges on your account. The Delegator will be the individual that invites and assigns the access privileges to Delegates. This person would most likely be a high level individual with your company.

WHAT IS A DELEGATE?

A Delegate is an individual that has been granted specific account access privileges by the Delegator. Depending on the access levels granted by the Delegator, a Delegate can then perform activities such as Billing & Payment, Service Requests, Report a Problem, and View Account Summary.

Manage Delegates

The table below displays the permissions assigned to your delegates. Use Filter By Account to see all delegates that are assigned to each account and update their permissions. Use Filter By Delegates to review and update all account permissions assigned to an individual delegate. Unsaved modifications to permissions are highlighted in yellow while delegates slated to be deleted are highlighted in red. Be



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