SJE Panel Link Account Setup and Activation Form

Please fill in for **New** or **Existing** accounts. If existing account, provide device ID and account name.

Panel Link Unit ID:		Example: **68023**
Account Name:		Example: **City of Plymouth**
User First Last Name:		Example: **John Smith**
User Login Name:		Example: **jsmith**
User Mobile Number:		Example: **555-222-7777**
User Email:		Example: **js@plymouth.gov**
Billing Address:		Example: **1234 Elm St**
Billing City, State Zip:		Example: **Plymouth, MN 55441**
Billing First Last Name:		Example: **Judy Miller**
Billing Phone:		Example: **555-222-8888**
Billing Email:		Example: **jm@plymouth.gov**

Who should use this form?
End Users who wish to create an account for monitoring Panel Link devices and those who will be responsible for the service fee after the initial period is complete.

Example of End Users: A City, Municipality, Water district, Utility Service Company, etc…

Why create an account?
This form provides contact and billing information to AMI (Service Company). This will allow them to contact the End User directly with service renewal options after the initial period is complete.

Information from this new account will be used to setup a login username and password to grant access to the web portal.

Where to send this form?
Complete this form and send to your SJE contact person:

Detroit Lakes, MN	Matt Huseby (218-847-1317 x3458)	matt.huseby@sjeinc.com
Plymouth, MN	Troy LaDoux (763-559-0568 x6915)	troy.ladoux@sjeinc.com
Clearwater, FL	Julian Atchia (800-746-6287 x3462)	julian.atchia@sjeinc.com

When to create a new account?
It is recommended this form be submitted at least 24 hours prior to the device activation.

What happens next?
Once the form is submitted, the User will receive an e-mail from AMI with a link and instructions for login and account verification. Click on the link or cut and paste it into your browser URL. Once the account is verified, power up the device for final activation and setup. The device is then ready for use.

For activation of future Panel Link RTUs
Once the account is setup, the End User can activate additional Panel Link RTUs in the future by filling in the **Account Name** and the **Device ID** of the Panel Link that needs to be activated.