

Logging into the *peaksaver* website



1. Go to www.controlyourthermostat.ca
2. Enter your username and password. Your username is your utility account number. Enter it with no leading zeros (0) or dashes. Your password is the first six letters of your last name, without spaces or capitals.

RECORD YOUR USERNAME AND PASSWORD HERE FOR EASY FUTURE REFERENCE:

Username: _____

Password: _____

3. Click "Submit". This takes you to your General Account page.

General Account Page



THIS IS WHERE YOU CAN MANAGE YOUR *peaksaver* PROGRAMS:

- View and change thermostat settings
- View program history
- Review Frequently Asked Questions
- Locate contact information
- Perform account administration

Thermostat Settings



TO CHANGE YOUR THERMOSTAT SCHEDULE:

1. Under "Thermostat", move your cursor over the thermostat name and select "Schedule" from the drop-down menu.
2. Select "Cooling" or "Heating".
3. Slide the thermometers left or right to change the start times.
4. Move the arrows on each thermometer up or down to adjust the cooling or heating temperatures.

5. Click "Submit" to send the settings to the thermostat.



TO TEMPORARILY CHANGE YOUR THERMOSTAT SETTINGS:

1. Under "Thermostat", move your cursor over the thermostat name and select "Manual" from the drop-down menu.
2. Enter or select the new temperature to set. Select "HOLD" to maintain this temporary setting across any program changes.
3. Select the "MODE" and "FAN" settings that you want to set.
4. Click "Submit" to send your settings to the thermostat.

Thermostat Settings



TO CHANGE THE NAME ON YOUR THERMOSTAT:

1. Under "Thermostat", position your cursor over the thermostat name and select "Change Label" from the drop-down menu.
2. Enter a new name for the thermostat in the "Change Thermostat Name To" text box.
3. Click "Submit". The new name will appear under "Thermostat" in the sidebar menu.

Program History



TO VIEW THE CONTROL HISTORY OF A PROGRAM:

1. Under Programs, click the "Control History" link.
2. Select the time period to view from the drop-down menu.
3. Click "View".

Account Administration



ADMINISTRATOR CHANGE LOGIN

New User Name:

New Password:

Confirm Password:

TO CHANGE YOUR USERNAME OR PASSWORD:

1. Under Administration, click the "Change Login" link.
2. A new username can be entered in the "New User Name" text box.
3. A new password can be entered in the "New Password" and "Confirm Password" text boxes.
4. Click "Submit".

Please click "Log Off" to exit the website when you are finished viewing and modifying your *peaksaver* settings.