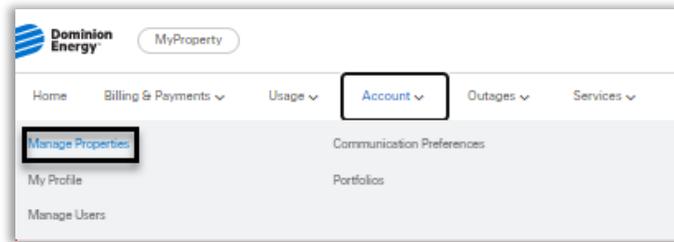


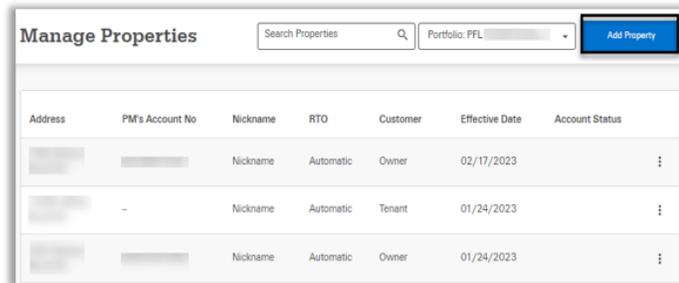
Adding Additional Properties

Follow the steps below to add additional properties to your account.

1. Once you are signed into your account, click 'Account' at the top of the screen, then select 'Manage Properties'.



2. Click 'Add Property' in the top right-hand corner.



3. Enter the address of the residence. Click the drop down and select the address. Select the properties you would like to add. Complete address details and then click NEXT.



4. Complete the RTO Enrollment, then click NEXT.

Add A New Property

Step 2: RTO Enrollment

Do you want to enroll in RTO?

RTO program authorizes Dominion to automatically put service in a landlord's name in between tenants. When a tenant contacts Dominion to disconnect their electric service, we will keep the service on in the landlord's name as of the specified date. The service will remain in the landlord's name until a new tenant requests service or the landlord disconnects the service.

Yes, enroll all units in RTO

Which type of RTO do you want to enroll into?

Seasonal Automatic

Yes, enroll some units in RTO

No, don't enroll in RTO

Back **Next**

5. Verify your information and agree to the Terms & Conditions. Then click SUBMIT.

Add A New Property

Step 3: Review & Confirm

Property [Edit](#)

Service Address

Units

RTO Enrollment [Edit](#)

Enrolled in RTO

I agree to the [Terms & Conditions](#)

Back **Submit**

6. You will receive a message that your properties have successfully been added.