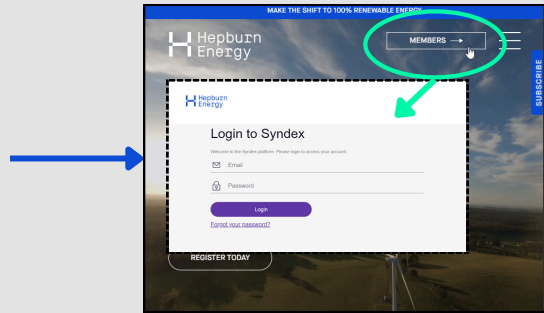


This page offers a quick guide to using the Hepburn Energy Online Portal.

## Log In

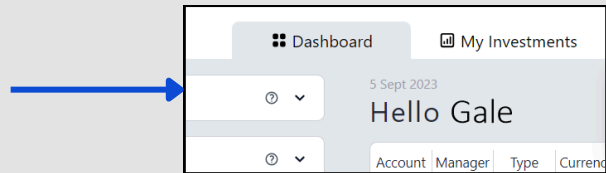
Once your account is activated, you can log in directly at any time by clicking the **member login button** on the top right corner of our website: [www.hepburnenergy.coop](http://www.hepburnenergy.coop)



## View & Edit your Details

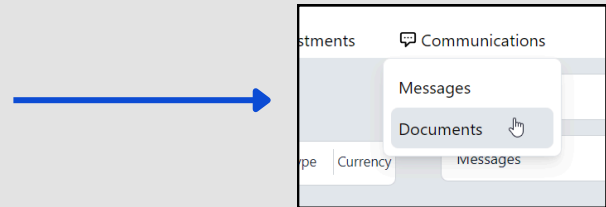
### Shareholding

View your shareholding details by exploring the main **Dashboard** & the **My Investments** tabs



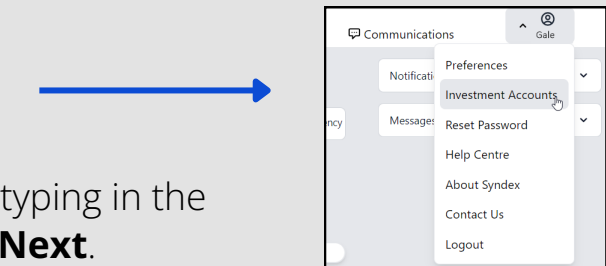
### Statements

View your Hepburn Energy Statements by exploring **Communications > Documents**



### Personal Details

View your Personal Details by selecting **Investment Accounts** from the dropdown next to your name.



Then select **Edit**, next to the correct account

You can then update any details available by typing in the fields and then click **Save & Exit** OR **Save & Next**.

If you need to update your name you will need to upload a document of the proof of the change in the supporting documents section.

To update your residential address please email [community@hepburnenergy.coop](mailto:community@hepburnenergy.coop)

## Bank Account & Dividend Plans

Currently, the Hepburn Energy Online Portal does not have these features. If you have any questions or require an update to your nominated bank account, tax file number or dividend reinvestment plan please contact [community@hepburnenergy.coop](mailto:community@hepburnenergy.coop)

## Forgot your password?

On the [login page](#), select **Forgot your password?** and follow the prompts to reset.

If you have any more questions, please take a look at the complete **Hepburn Energy Online Portal User Guide**, contact [community@hepburnenergy.coop](mailto:community@hepburnenergy.coop) or call (03) 53486760.