

Leviton Building Manager Online (BMO) User and HUB Setup

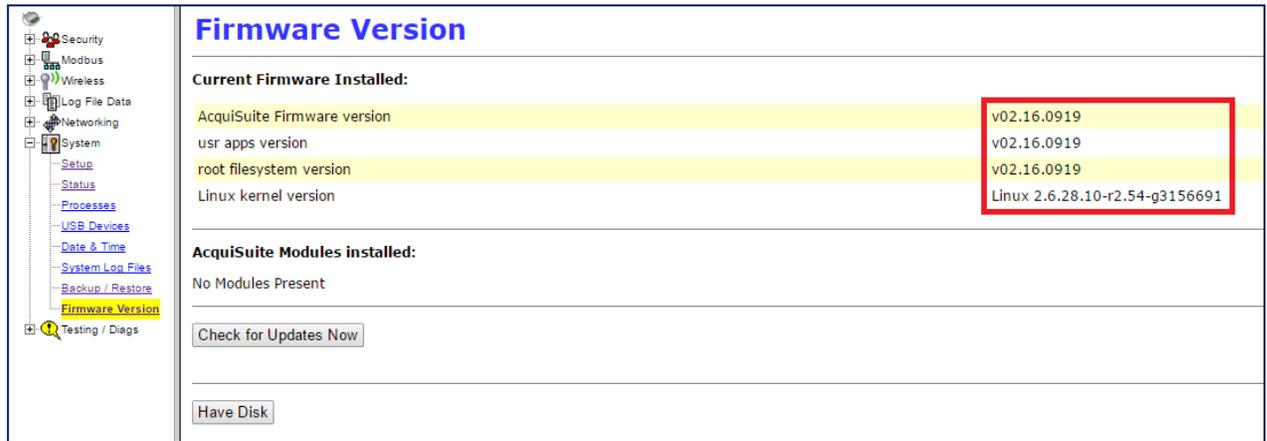
Product: BMOSW-XXX, BMO 3.0 Software

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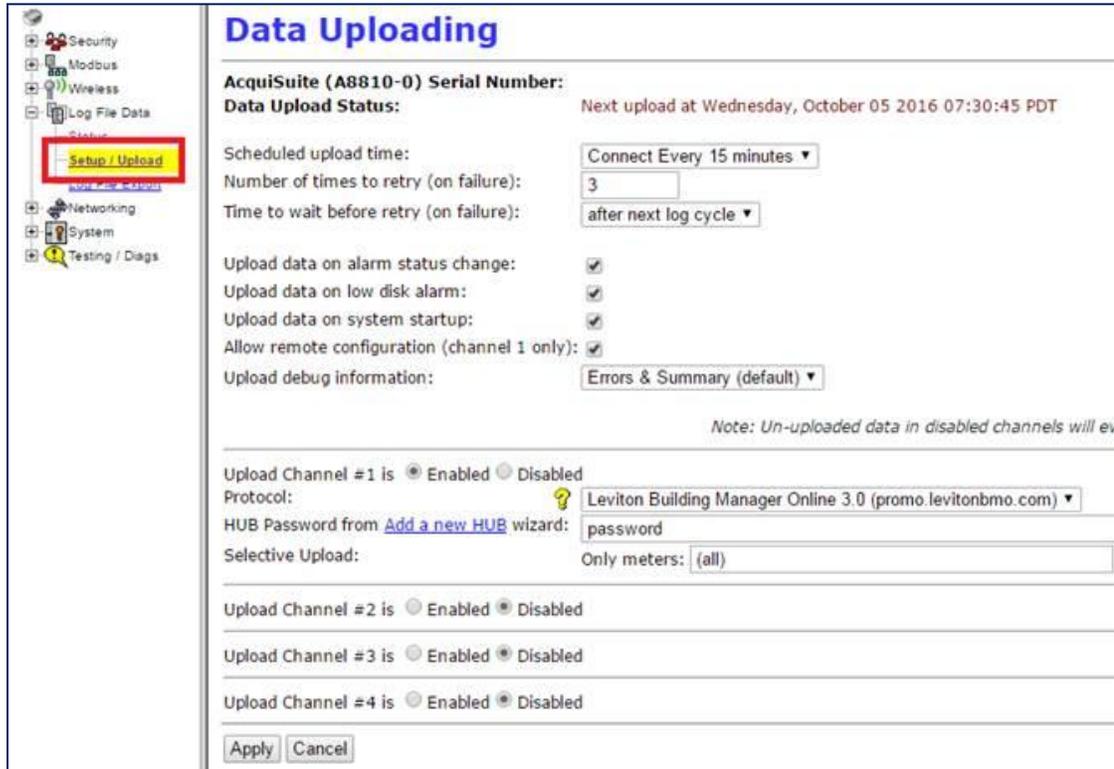
Date: October 5, 2016

Summary: This article is a step-by-step guide for creating a new user account for Leviton Building Manager Online (BMO) and adding HUBs in order to view their uploaded data. This process requires that you have access to your HUB(s) via your web browser and access to the internet.

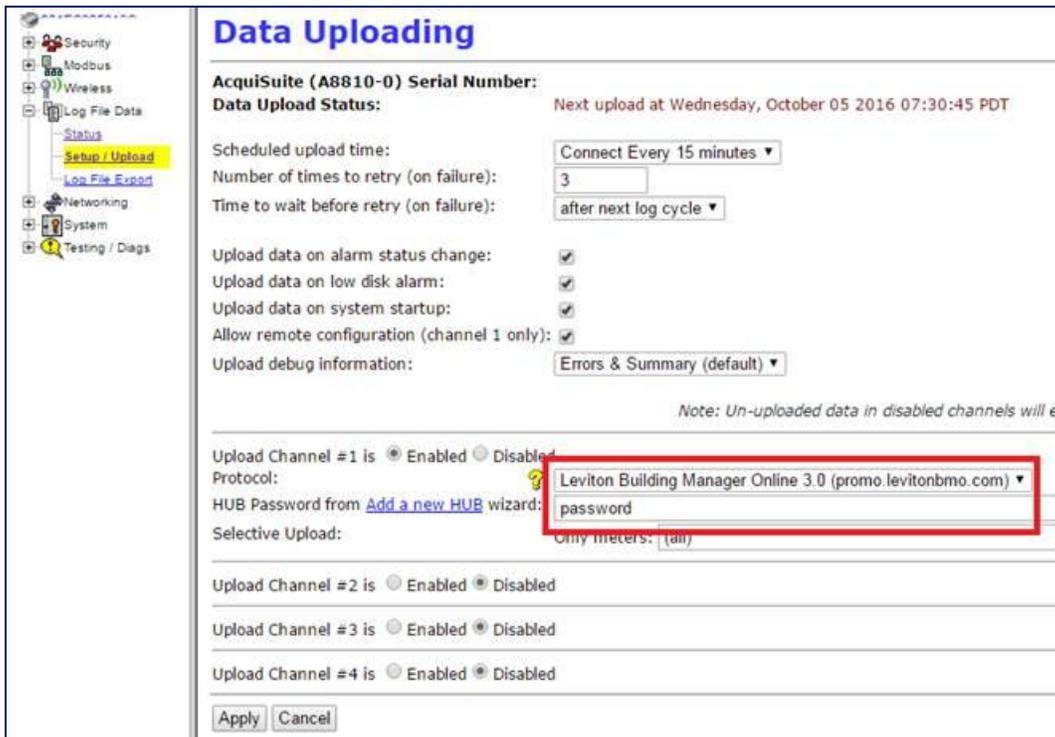
1. Log in to the HUB in which you want to send data to Leviton BMO. Prior to setting up the HUB to upload to BMO 3.0, please ensure that your EMH has been updated to the following firm-ware version (or newer). Go to “System” and then “Firmware Version”. To update, go to “Check for Updates Now” and ensure all updates have been installed.



- 2. Once the firmware has been updated, go to “Setup/Upload” under “Log File Data.”



3. Under “Upload Channel #1,” verify the following settings and hit “Apply” when finished.
 - a. Make sure protocol is set to “Leviton Building Manager Online 3.0 (promo.levitonbmo.com)”
 - b. In the “Password” field, type in a password of your choice (the default is “password”). Write this password down because you will need it later.
 - c. *Note: the password you enter into the upload channel’s “Password” field is different than the password you use to log into your HUB and the password you will create to log into Leviton BMO 3.0. Do not confuse the three.*



4. In your web browser, go to "<http://promo.levitonbmo.com>." Click on "Sign Up Here"

LEVITON VerifEye™ BMO 3.0

Sign In

Sign in with your Username and Password

Login Name or Email address

Password

Keep Me Logged In [Forgot Password?](#)

LOGIN CLEAR

Don't have an account? **Sign Up Here**

ABOUT LEVITON

Leviton is the smart choice, providing the most comprehensive range of solutions to meet the needs of today's residential, commercial and industrial buildings. Leveraging more than a century of experience, Leviton helps customers create sustainable, intelligent environments through its electrical wiring devices, network and data center connectivity solutions, and lighting energy management systems. From switches and receptacles, to daylight harvesting controls, networking systems, and equipment for charging electric vehicles, Leviton solutions help customers achieve savings in energy, time and cost, all while enhancing safety.

f t y i p g+ b

5. Fill out the form with your information and hit "Register" when finished.
 - a. *Note: the password you create in this form is the password you will use to log into your Leviton BMO 3.0 account. It is different than the password you entered into the upload channel's "Password" field and is also different than the password you use to log into your HUB. Do not confuse the three.*

**VerifEye™ BMO 3.0**

 **User Registration**

Please enter your details below to create new account

Login Name *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-Mail Address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *

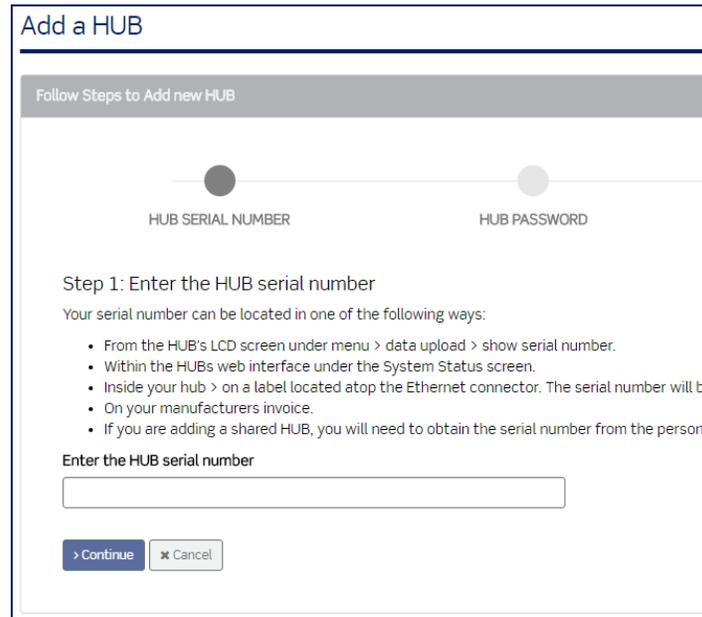
Confirm Password *

Provide a password for the new account in both fields.

First Name *

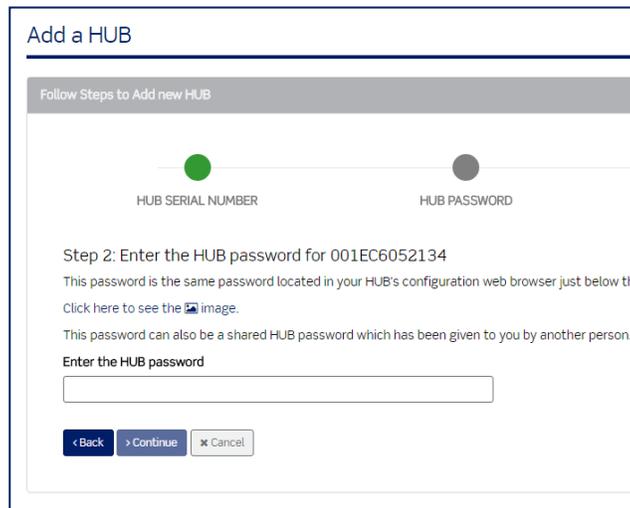
Last Name *

6. After you have created your account, it will bring you to the “Add HUB Wizard.”
 - a. Step 1: In the “Enter the HUB serial number” field, enter the serial number of your HUB. Hit continue.



The screenshot shows the 'Add a HUB' wizard interface. At the top, it says 'Add a HUB'. Below that is a progress bar with two steps: 'HUB SERIAL NUMBER' (indicated by a dark grey circle) and 'HUB PASSWORD' (indicated by a light grey circle). The main content area is titled 'Step 1: Enter the HUB serial number'. It includes a list of ways to find the serial number: from the HUB's LCD screen, within the HUB's web interface, on a label at the Ethernet connector, on the manufacturer's invoice, or from a shared HUB provider. Below the list is a text input field labeled 'Enter the HUB serial number' and two buttons: '> Continue' and '✕ Cancel'.

- b. Step 2: In the “Enter the HUB password” field, enter the password you set for the HUB upload channel. This is the password you set in step 2.



The screenshot shows the 'Add a HUB' wizard interface at Step 2. The progress bar now shows 'HUB SERIAL NUMBER' as a green circle and 'HUB PASSWORD' as a dark grey circle. The main content area is titled 'Step 2: Enter the HUB password for 001EC6052134'. It provides instructions on where to find the password (in the HUB's configuration web browser or a shared password) and includes a link to see an image. Below the instructions is a text input field labeled 'Enter the HUB password' and three buttons: '< Back', '> Continue', and '✕ Cancel'.

Upload Channel #1 is Enabled Disabled

Protocol:

HUB Password from [Add a new HUB](#) wizard

Selective Upload: [help](#)

- c. Step 3: Enter in a name for the HUB
 - d. Step 4: Add HUB to a group. *Note: groups are used to help organize how you view HUBs. One group can have multiple HUBs.*
 - i. If you have not created a group yet, select “No” when asked if you want to add the HUB to an existing group. Enter a new group name in the “New Group Name” text box. Hit “Submit” when you are done.
 - ii. If you have already created a group, select “Yes”, and then select a group for the HUB.
 - e. Step 5: Confirm and select “Save”.
7. The process is now finished and you can now view your HUB data in Leviton Building Manager Online 3.0!