Peak Saving Program
Partner Portal
Web Energy Dashboard Overview and Training

Updated: 12/20/18
Agenda

- Sign-Up Notification to the Partner Portal
- User Level and Data Access
- Account Activation
- Logging In
- Dashboard, Navigation and Links
- Demand (kW) and Energy Use (kWh) Data
- Event Data
- Program Links
Partner Portal Overview

• Upon Enrollment, the Service Point, Account ID, and possibly Parent ID are setup by Program Team in Service Portal based on information in Enrollment Agreement
• Within 5 business days of receipt of signed Enrollment Agreement, Partner receives notification to activate Account
• Parent Account requests are handled in the same manner
• Partner Portal works best with Google Chrome or Firefox browsers
Customer Aggregation

Non-Aggregated Accounts

Account Level
(one or more service points per Account ID)

Service Point Level
(one meter per service ID)

Meter Level

Commitment entered in Portal at this level

Your Company

Account 1
Service ID: 1234 5678 90

Account 2
Service ID: 3456 7890 12

Service ID: 2345 6789 01
Customer Aggregation

Aggregated Accounts

- **Parent Level**
  - (one or more service points per Account ID)
  - Parent ID

- **Account Level**
  - (one or more service points per Account ID)
  - Account 1
  - Account 2

- **Service Point Level**
  - (one meter per service ID)
  - Service ID

- **Meter Level**
  - 1234 5678 90
  - 2345 6789 01
  - 3456 7890 12

Commitment entered in Portal at this level
Activation Notifications

Test Subscription
SUBJECT: Colorado Springs Utilities - Peak Savings Test Program Subscription
Dear <Contact First Name> <Contact Last Name>,
Welcome to our Peak Savings Program!
Your account has now been set up and is ready for you to create a password and log in.
Please create your personal login by completing the following steps:
1. Click on the link to the Partner Portal <link> and click “Next” under “First time portal user?”
2. Enter your Account number
3. If you want to access more than one account, contact the Program Team at 719-668-7283 for different login information.
4. Enter your email address
5. Create your password
6. Click 'Submit' to activate your login
Your account will be included in the next planned Test Event.
If you have any questions, please contact the Program Team at 719-668-7283 between 8 a.m. and 5 p.m.

Program Subscription
SUBJECT: Colorado Springs Utilities – Committed Peak Load Reduction Acceptance
Dear <Contact First Name> <Contact Last Name>,
Congratulations! Your Committed Peak Load Reduction has been received and your account has been accepted into the Peak Savings Program.
Your account will be included for future called events.
If you have any questions, please contact the Program Team at 719-668-7283 between 8 a.m. and 5 p.m.
Account Activation

• This link provides you with the Sign-up and Log-in Page: https://csu-ceep-prod.autogridsystems.net/users/sign_in

• The first time you access the page to Activate your account, click on the button.

• If Logging In, type your account name and password, then click.
Account Activation

• To Activate you will need your account number, and email address or phone number
• Fill in form then click on the button
• Click on (Example) to see where to find your Account Number
Account Number (Example)

- Find your Account Number on your utility bill for the account you are activating.
- If you have questions, contact your Account Manager or Program Rep.
Account Activation

• To Activate your account, you will need your account number, and email address or phone number
• Fill in form then click on the button
• Click to get back to Log-in page
Account Activation

• If the submission is successful, you’ll be directed to the **DASHBOARD** tab (see below)
• If there is missing information, the **SUBMIT** button remains lightened
• If you submit and there is an error, you will get a message like this depending on error(s):

```
Invalid activation code and email combination.
```

anukta.banerjee+csuparent@auto-gri
Logging In

• If you click on the Phone Number radial you will need to enter an email address as your login username.
Logging In

• If you click on the Phone Number radial you will need to enter an email address as your login username
Program Screen

Peak Savings Program

What is it?
Our Peak Savings Program is a demand response program that offers business customers incentives when they reduce their electric demand during peak periods.

How does it work?
- Customers (Peak Savings Partners) reduce their demand during called events between April 1 and September 30.
- Events start between 11 a.m. and 6 p.m.
- Events will last no longer than 4 hours.
- Peak Savings Partners receive notice between 8 and 12 hours before an event is initiated.
- No more than 10 events may be called annually, excluding a single test event.
- Peak Savings Partners earn incentives when they participate.

The Incentives
- An annual incentive of $90/AVP of committed electric demand reduction.
- Free online electric energy monitoring dashboard, ability to download daily, monthly, and annual use.
- Free facility walk through to identify demand-saving opportunities.
Navigation

- Once logged in, tabs across top of screen provide main navigation option
- Current tab is underlined in **BLUE**
- Screen and options change for each tab
- Click on tab to navigate
- You should always see the Colorado Springs Utilities logo on top left of screen, and your login name on top right
## Dashboard

### Energy Saving Tips

Turn off computers and screens when away for long periods of time and shut down at the end of the day to save energy.

### Peak Savings Performance Widget

- **Events this year**: 0
- **Committed Peak Load Reduction**: 100.0 kw

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### Other Offerings

- **Rebates**: Check out our money-saving rebates on efficient products.
- **My Usage**: You can track your utilities use with My Usage to make informed decisions on ways to reduce your consumption and your bill.
- **Energy Audit**: We offer a FREE energy audit that is tailored to meet your company’s needs, no matter its size.
Dashboard Information

- Energy Saving Tips provided in top section, use right/left arrows to view individually or click on View all to see all tips together.
- Peak Savings Performance Widget area shows the peak savings events you’ve participated in this year to date, and your Committed Peak Load Reduction.
- Clicking on more details in Past Events takes you to the PAST EVENTS tab and provides detail on individual events.
Dashboard Information

- Rebates: Check out our money-saving rebates on efficient products.
- My Usage: You can track your utilities use with My Usage to make informed decisions on ways to reduce your consumption and your bill.
- Energy Audit: We offer a FREE energy audit that is tailored to meet your company’s needs, no matter its size.

Other Offerings section provides three links that connect you to other pages of our site, opening each in a new browser window or tab - click on each to access:
- Rebates page to business rebate information and links
- My Usage page for additional usage information
- Energy Audit page to view or sign up for an audit
Energy Use Tab

- The **ENERGY USE** tab provides several ways to view your electric data – first choose your view options:
  - Choose your service point view from the top left dropdown
  - Then select data period to view by clicking on Day, Month or Year, then select day or month in dropdown to right – selected view is highlighted grey
  - Lastly, select whether to view electric usage (kWh) or demand (kW)
Parent Data Selection

- Upon Parent login, this is the screen you will see, select line or type in account name or ID, or click on aggregate view sidebar to select Account(s) to view.
Parent Data Selection

• Click on the Account in the sidebar, you should see (selected), then click on

• Parents can view all Account data listed, but not as aggregated data
Meter Data Selection

• To view historical data, click on **ENERGY USE** tab and toggle aggregate view sidebar to hide

• Views below from actual pilot data
Daily Demand Data (kW)
Monthly Demand Data (kW)
Yearly Demand Data (kW)
Daily Energy Use Data (kWh)

- Day graph shows 24 hours of usage (kWh) data, providing the consumption rate of electricity through the day for the selected meter.
- Hovering your mouse over a given bar shows the exact data for that interval.
Monthly Energy Use Data (kWh)

JULY 2018

Colorado Springs Utilities
Yearly Energy Use Data (kWh)
Energy Use Tab

- Clicking on the **DOWNLOAD DATA AS CSV** button on the bottom right of the screen allows you to download data in comma separated values format (.csv)
  - This opens a dialogue box where you select the device, data type and range
  - .csv data can be imported or copied into most spreadsheet or database applications and then further manipulated as desired

*Note: Although the tab is called Energy Use, it can show either consumption (kWh) or demand (kW) data*
Past Events

- Click on the PAST EVENTS tab to view event data
- Toggle ⚐ to select Account data
- Click on an event line to view that data
Past Event Data

Event Report

generated September 5, 2018 at 07:22 am MDT

2:55 pm – 2:59 pm
- Actual Load: 223.38 kW
- Actual Load Shed: 26.55 kW
- Baseline Load: 249.93 kW
Past Event Data

<table>
<thead>
<tr>
<th>Event Details</th>
<th>Event Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date</td>
<td>08/16/2018</td>
</tr>
<tr>
<td>Event Time</td>
<td>02:30 pm - 03:30 pm MDT</td>
</tr>
<tr>
<td>Notification Date</td>
<td>08/15/2018</td>
</tr>
<tr>
<td>Notification Time</td>
<td>04:00 pm</td>
</tr>
<tr>
<td>Committed Demand Reduction</td>
<td>10.00 kW</td>
</tr>
<tr>
<td>Actual Load Shed</td>
<td>16.22 kW</td>
</tr>
<tr>
<td>Percent of Commitment Achieved</td>
<td>162.2 %</td>
</tr>
<tr>
<td>Reduction Achieved</td>
<td>16.22 kWh</td>
</tr>
<tr>
<td>Opted Out?</td>
<td>No</td>
</tr>
</tbody>
</table>

Disclaimer: The results displayed above are preliminary, and may not exactly reflect the data on your settlement. AutoGrid Energy is not responsible for any discrepancy herein or failure to act on event notifications. Please contact your account manager if you have further questions about the programs you are participating in.

- Previous screen shows graph of event data, hovering mouse over data provides details
- This slide shows the lower part of the Event data
- To print or save a PDF copy click on Download PDF (see previous slide)
Event Report

- PDF Report on right
- If multiple meters, select meter in Meter ID dropdown (below)
Program Contact Information

• Phone: 719-668-7283
• Email: PeakSavings@csu.org
• Visit: csu.org/peaksavings

• Energy Advisor: Jacob Naeb
• Phone: 719-321-7326
• Email: PeakSavings@csu.org