

## Obtain Energy Meter Usage Data - CenterPoint

You will need energy data that covers all of the energy used by all building systems and occupants during the time period from January 1 to December 31 of the reporting year to benchmark your building. Because of when your meters are read, it is best to collect your billing data from December of the year prior to the reporting year to January of the year following the reporting year.

Previous Reporting Year	Reporting Year														Following Year
← Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	→	
If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.	Include this bill info (energy or water consumption) in reporting.												If utility bill begins in Dec. and ends in Jan, include this bill info in reporting.		

There are several ways to obtain this data from CenterPoint Energy.

- 1) The **recommended method** is to download your data from the My Account Online portal at the CenterPoint Energy website by following the directions in Appendix A. My Account Online is located at the following URL:

<http://www.centerpointenergy.com/services/naturalgas/business/manageyouraccount/registerforonlineaccess/MN/>

This is the recommended approach because:

- a. You will obtain your data immediately,
  - b. You will obtain the data electronically which can more easily be uploaded into Portfolio Manager, and
  - c. You will not need to go through the consent form process to get your data.
- 2) You can also obtain the data directly off of the monthly billing statements you'd received for those months.
  - 3) Otherwise, you can request the 14 months of usage by emailing:

[custserv@centerpointenergy.com](mailto:custserv@centerpointenergy.com)

or call their Business Customer Hotline (BCH) at 612-321-4939. The expected turn around time for your data is within 2-3 days via email or fax. By email, you will receive an Excel spreadsheet with the data and by fax it will be an image of the data.

If there are **multiple individually-metered CenterPoint Energy customers** in the building, the ordinance contains a provision that requires tenants to provide utility information to the building owner upon request. The tenants can:

- 1) Provide you with their data from spreadsheets that they have created. Each tenant can follow any of the options identified above to get their own data.
- 2) Use CenterPoint consent forms to have their data sent to you. Appendix B describes this process and the CenterPoint consent form is included in Appendix C. Email the consent forms to:

[custserv@centerpointenergy.com](mailto:custserv@centerpointenergy.com)

and the request will usually be handled within 2-3 business days. The information can be emailed or faxed and will be in the form of an Excel spreadsheet.

Once all energy usage data has been obtained, follow the instructions in Step 6 of the Portfolio Manager Guide to upload this information into Portfolio Manager.

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## Appendix A – Accessing Account Information Online

Below is an example for reporting year 2014. To register for My Account Online, go to the link at:

<http://www.centerpointenergy.com/services/naturalgas/business/manageyouraccount/registerforonlineaccess/MN/>

and click on the **Register Now** button:

### REGISTER FOR ONLINE ACCESS

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My Account is a free tool that gives you instant online access to your account information 24 hours a day, seven days a week in a secure setting. Use it to:

- View your natural gas use for up to 24 months—you can even view a bar chart of your usage history.
- Find out if your most recent payment was applied to your account.
- Make a payment.
- Enroll in other account services, such as automatic payment and bill reminders.
- Receive a customized report of your home's energy use with My Energy Analyzer.
- And much more!

**Register today** for 24-hour secure access to your account information and other convenient account services.

**Register and view your account information now.**

**Register Now »**

**Already registered?**

**Sign In »**

To register for My Account access, you will need your CenterPoint Energy account number, which can be found on your bill. For more information, view our [frequently asked questions](#).

To register, you will need your account number and also the number of the street address of the property. Fill in the fields and follow the instructions to complete your registration.

## Register for My Account

**1** Enter Your Information      **2** Verify Information      **3** Create Your Account

\* Indicates required fields

\* Account Number

[Find your account number](#)

\* House Number








[Continue](#)

Already registered? [Sign In](#)

New Customer? [Start Gas Service](#)

### Don't have your account number?

Simply select from the options below to complete the transaction.

-  [Make a Payment](#)
-  [Request a Payment Extension](#)
-  [Set Up Payment Arrangements](#)
-  [Request a Credit Reference Letter](#)
-  [Request a Reconnect for Non-Payment](#)
-  [View Gas Appointment Status](#)
-  [Report a Payment](#)

If you have already registered, you can simply login.

\*Indicates required fields

### Sign In To My Account

\* User ID  
 \*


\* Password  
 \*

Remember Me

[Sign In](#)

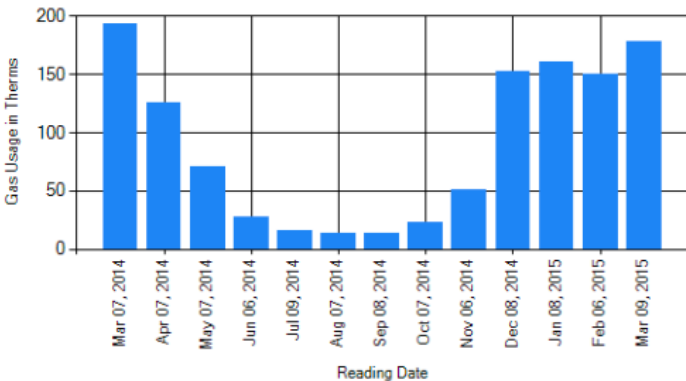
Need Help?  
[Forgot User ID](#) | [Forgot Password](#)

This will bring you to your My Account page.

 **Total Usage for Mar 07, 2014 - Mar 09, 2015**  
1174 therms [View with My Energy Analyzer](#)

**GAS**

View Gas Usage  View Gas Charges



Reading Date	Gas Usage in Therms
Mar 07, 2014	195
Apr 07, 2014	130
May 07, 2014	75
Jun 06, 2014	30
Jul 09, 2014	20
Aug 07, 2014	15
Sep 08, 2014	15
Oct 07, 2014	25
Nov 06, 2014	50
Dec 08, 2014	155
Jan 08, 2015	165
Feb 06, 2015	150
Mar 09, 2015	180

[<< View Prev 12 Months](#)

**How can we help you?**

- Billing & Payment
  - [Enroll in Automatic Payment](#)
  - [Manage Budget Plan](#)
  - [+ More Billing & Payment Options](#)
- Gas**
  - [View Service Appointments](#)
  - [+ More Gas Options](#)
- Home Service Plus
  - [Schedule and Manage Repair Appointments](#)
  - [+ Home Service Plus](#)
- Other Options
  - [View Promotions](#)
  - [Start New Service](#)
  - [Add Another Account](#)
  - [Contact Us](#)

Under the **How can we help you?** column on the right, click on the **More Gas Options** under the **Gas** heading. This brings up the option to **View Gas Usage History**:

 Gas

[View Service Appointments](#)

[More Gas Options](#)

[View Gas Usage History](#)

[Stop Service](#)

[Transfer Service](#)

Click on the **View Gas Usage History** link to open the Your Gas Use History page. You should see a table with up to 24 months of your natural gas usage and charges history:

Reading Date	Meter Reading	Therms	Gas Charges	Basic Charges
Mar 09, 2015	1132.0	178.0	\$142.96	\$9.50
Feb 06, 2015	979.0	150.0	\$123.20	\$9.50
Jan 08, 2015	850.0	161.0	\$142.27	\$9.50
Dec 08, 2014	711.0	152.0	\$133.68	\$9.50
Nov 06, 2014	580.0	51.0	\$52.58	\$8.00
Oct 07, 2014	536.0	23.0	\$28.60	\$8.00
Sep 08, 2014	516.0	13.0	\$19.55	\$8.00
Aug 07, 2014	505.0	13.0	\$20.26	\$8.00
Jul 09, 2014	494.0	16.0	\$23.07	\$8.00
Jun 06, 2014	480.0	27.0	\$31.56	\$8.00
May 07, 2014	457.0	71.0	\$70.74	\$8.00
Apr 07, 2014	395.0	126.0	\$149.82	\$8.00
Mar 07, 2014	285.0	193.0	\$190.86	\$8.00
Feb 06, 2014	117.0	198.0	\$165.76	\$8.00
Jan 08, 2014	9945.0	241.0	\$186.73	\$8.00
Dec 06, 2013	9734.0	127.0	\$99.78	\$8.00
Nov 06, 2013	9623.0	63.0	\$55.92	\$8.00
Oct 07, 2013	9568.0	18.0	\$21.94	\$8.00
Sep 06, 2013	9552.0	14.0	\$19.08	\$8.00
Aug 07, 2013	9540.0	13.0	\$18.63	\$8.00
Jul 09, 2013	9529.0	19.0	\$23.94	\$8.00
Jun 06, 2013	9512.0	30.0	\$32.55	\$8.00
May 07, 2013	9486.0	92.0	\$75.20	\$8.00
Apr 08, 2013	9405.0	135.0	\$102.56	\$8.00
Mar 07, 2013	9286.0	151.0	\$111.76	\$8.00

[Go Back to My Account](#)

You will need the data that is provided in the table, specifically the Reading Date and Therms columns. You should copy and paste this table into a spreadsheet and save it for later use with the Portfolio Manager. See Step 6d in the Portfolio Manager How To Guide.

	A	B	C	D	E
1	Reading Date	Meter Reading	Therms	Gas Charges	Basic Charges
2	3/9/2015	1132	178	\$142.96	\$9.50
3	2/6/2015	979	150	\$123.20	\$9.50
4	1/8/2015	850	161	\$142.27	\$9.50
5	12/8/2014	711	152	\$133.68	\$9.50
6	11/6/2014	580	51	\$52.58	\$8.00
7	10/7/2014	536	23	\$28.60	\$8.00
8	9/8/2014	516	13	\$19.55	\$8.00
9	8/7/2014	505	13	\$20.26	\$8.00
10	7/9/2014	494	16	\$23.07	\$8.00
11	6/6/2014	480	27	\$31.56	\$8.00
12	5/7/2014	457	71	\$70.74	\$8.00
13	4/7/2014	395	126	\$149.82	\$8.00
14	3/7/2014	285	193	\$190.86	\$8.00
15	2/6/2014	117	198	\$165.76	\$8.00
16	1/8/2014	9945	241	\$186.73	\$8.00
17	12/6/2013	9734	127	\$99.78	\$8.00
18	11/6/2013	9623	63	\$55.92	\$8.00
19	10/7/2013	9568	18	\$21.94	\$8.00
20	9/6/2013	9552	14	\$19.08	\$8.00
21	8/7/2013	9540	13	\$18.63	\$8.00
22	7/9/2013	9529	19	\$23.94	\$8.00
23	6/6/2013	9512	30	\$32.55	\$8.00
24	5/7/2013	9486	92	\$75.20	\$8.00
25	4/8/2013	9405	135	\$102.56	\$8.00
26	3/7/2013	9286	151	\$111.76	\$8.00

## **Appendix B – Data Request Via Consent Form**

Before CenterPoint Energy can release any customer energy usage data to a third party, we require authorization from the customer of record for the CenterPoint Energy account using an appropriate consent form.

The CenterPoint Energy customer(s) must sign a Consent Form authorizing the release of their data to you (the requesting entity). We must validate the consent form before customer energy usage data can be released to you. You can use our model consent form attached as Appendix C to obtain the customer's consent. Follow these directions for completing this form:

1. Identify all of the customers within your building who are individually metered and subject to the ordinance (i.e. all non-residential customers)
2. Prepare a template consent form by completing Section 1: "Requestor Information" and print a copy for each tenant
3. Each tenant must enter their account number, service address and name in the customer section of the consent form, sign and date the form and return it to you.
4. Once all forms have been completed and signed, submit your request along with consent forms to CenterPoint Energy by sending an email to

[custserv@centerpointenergy.com](mailto:custserv@centerpointenergy.com)

Your request will usually be handled within 2-3 business days. The information can be emailed or faxed. Invalid or incomplete forms will be returned to you.

## **Report Format**

The energy use report will be in the form of an Excel spreadsheet. An example for reporting year 2014 is shown below:



	A	B	C	D	E	F
1	XXXXXXXX					
2	Reading Date	Bill Date	Days	Reading	Therms	Amount
3	1/17/15	1/22/15	31	3,845	413	297.69
4	12/18/14	12/20/14	33	3,432	371	291.84
5	11/15/14	11/20/14	30	3,107	208	173.31
6	10/16/14	10/21/14	29	2,925	19	43.18
7	9/17/14	9/20/14	32	2,908	0	30.03
8	8/16/14	8/21/14	29	2,908	0	30.03
9	7/18/14	7/23/14	31	2,908	1	30.71
10	6/17/14	6/21/14	32	2,907	38	56.66
11	5/16/14	5/21/14	29	2,874	131	19.63
12	4/17/14	4/22/14	30	2,759	231	184.49
13	3/18/14	3/21/14	31	2,555	349	258.81
14	2/15/14	2/20/14	29	2,247	407	290.1
15	1/17/14	1/22/14	31	1,887	413	297.69
16	12/18/13	12/20/13	33	1,516	371	291.84

You will need the data in the Reading Date and Therms columns for later use with the Portfolio Manager. This is further explained in Step 6d in the Portfolio Manager How To Guide.

## Appendix C – CenterPoint Energy Consent Form

**CENTERPOINT ENERGY ACCOUNT INFORMATION**



**RELEASE OF CONFIDENTIAL INFORMATION AUTHORIZATION**

Attention: CenterPoint Energy Representative

Please provide \_\_\_\_\_ [Company Name] with utility information on our CenterPoint Energy account(s) listed below, including monthly and annual consumption reports, rates, and costs. I certify that I have the authority to approve the release of my company's utility account information.

CenterPoint Energy may forward the requested utility information directly to:

Contact Individual's Name:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Customer Information**

**CenterPoint Energy  
Account Numbers**

\_\_\_\_\_  
Company/Facility

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_

\_\_\_\_\_  
Authorized by *(Please Print)*

\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
E-mail

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

Send completed form to:

Attn: Correspondence  
CenterPoint Energy  
Phone: 507-387-1962/Fax: 507-387-1997  
[Billiejo.wilson@centerpointenergy.com](mailto:Billiejo.wilson@centerpointenergy.com)

