

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

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

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.

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.

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

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](#)

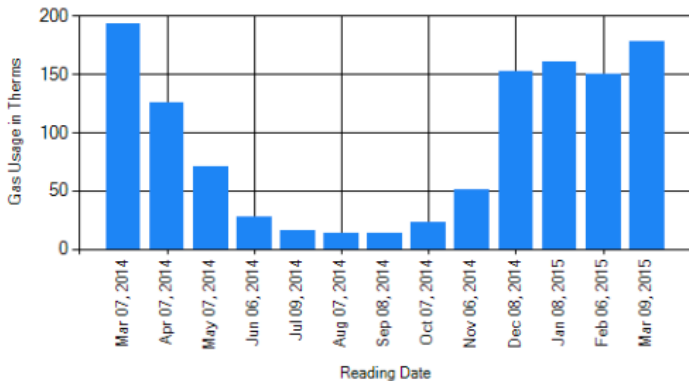
Need Help?
[Forgot User ID](#) | [Forgot Password](#)

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

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	XXXXXXX					
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



CONSENT TO DISCLOSE UTILITY CUSTOMER DATA

All requested information must be provided for the consent to be valid. This form may be available from your utility provider in other languages. To obtain a copy in another language, please contact your utility provider.

TO BE COMPLETED BY THE DATA RECIPIENT

Utility Name and Contact		
CenterPoint Energy		
Physical and Mailing Address		
505 Nicollet Avenue, P.O. Box 59038, Minneapolis, Minnesota 55459-0038		
Phone	Email	Fax
612-372-4727	custserv@centerpointenergy.com	612-321-4806
For additional information, including the utility's privacy policy, visit www.CenterPointEnergy.com		

By signing this form, you allow your utility to give the following information to:		
Organization/Trade Name		
Contact Name (if available)		
Physical and Mailing Address		
Phone	Email	Fax
<p>This organization will receive the following customer data:</p> <p>Information from your meter collected by your utility service provider from natural gas service</p> <p>Information regarding your participation in renewable energy, demand-side management, load management, energy efficiency or other utility programs</p> <p>Other (specify) _____</p>		
<p>This information will be used to:</p> <p>Provide you with products or services you requested</p> <p>Offer you products or services that may be of interest to you</p> <p>Determine your eligibility for an energy program</p> <p>Analyze your energy usage</p> <p>Other (specify) _____</p>		
<p>DATA COLLECTION PERIOD</p> <p>The relevant timeframe associated with the requested data is from _____ and will end on _____ be effective until terminated by you.</p> <p>You may terminate this consent at any time by sending a written request with your name and service address to your utility.</p>		



CUSTOMER DISCLOSURES

*** Customer data can provide insight into activities within the premises receiving utility service. Your utility may not disclose your customer data except (1) if you authorize the disclosure, (2) to contracted agents that perform services on behalf of the utility, or (3) as otherwise permitted or required by laws or regulations.***

*** You are not required to authorize the disclosure of your customer data. Not authorizing disclosure will not affect your utility services.***

*** You may access your standard customer data from your utility without any additional charge.***

*** Your utility will have no control over the data disclosed pursuant to this consent, and will not be responsible for monitoring or taking any steps to ensure that the data recipient maintains the confidentiality of the data or uses the data as authorized by you. Please be advised that you may not be able to control the use or misuse of your data once it has been released.***

*** In addition to the [Customer Data] described above, the data recipient may also receive the following from your utility; your name; account number; service number; meter number; utility type; service address; premise number; premise description; meter read date(s); number of days in the billing period; utility invoice date; base rate bill amount; other charges including base rate and non-base rate adjustments; taxes; and invoice total amount. Your utility will not provide any other information, including Personally Identifiable Information such as your Social Security Number or any financial account number to the data recipient thought this consent form.***

TO BE COMPLETED BY THE CUSTOMER

PLEASE READ THE ABOVE CUSTOMER DISCLOSURES BEFORE SIGNING THIS FORM

By signing this form you acknowledge and agree that you are the customer of record for this account and that you authorize your utility service provider to disclose your customer data as specified in this form.

CUSTOMER ACCOUNT NUMBER

SERVICE ADDRESS

PRINTED NAME

SIGNATURE OF CUSTOMER OF RECORD

DATE SIGNED