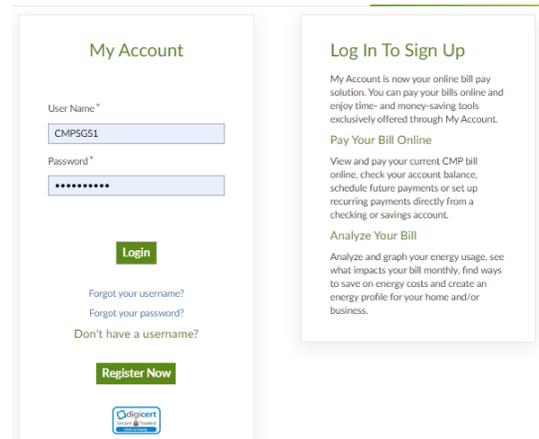# Loading Your Electricity Usage into Energy Star Portfolio Manager
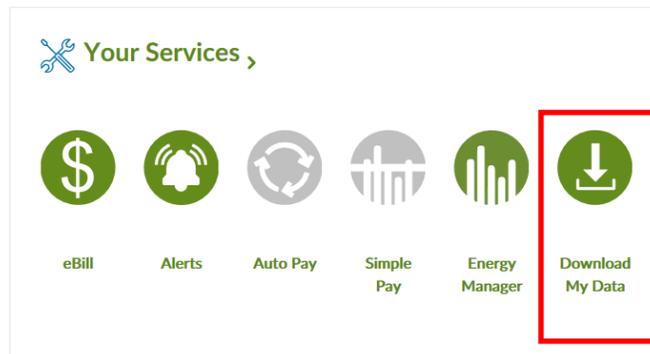
CENTRAL MAINE
POWER

# How to download your CMP electricity usage

If you don't already have one, create a My Account profile

- Log into your CMP account at www.cmpco.com.



- At the My Account landing page, select "Download My Data" from the Services box on the right side of the screen.

Take care of the environment.

This link opens to a new page

- Enter FROM date 01/01/2019
- Enter TO date 12/31/2019
- Make sure Comma Separated Value CSV is selected
- Click Submit

## Green Button

Account Number:     3501-░░░░░░░  | For Service at Address:  ░░░░░░░░, Richmond, ME, 04357

"Green Button" is the name of an online tool created by the utility industry to provide electricity usage data to utility customers. Currently, there are applications available for you to access usage data. As more and more utilities implement smart meters, application developers will create more innovative ways for you to manage your electricity usage.

### Download my data

You can download up to 13 months of historical hourly electricity usage data that has been captured by your smart meter! Your data is available in .csv format for your own personal analysis or in .xml format to be used with Green Button applications that can be found online. To download your data, simply fill out the fields below and click the submit button. It will take a moment for your data to display.

For more information, browse all FAQs

| From | To |
|------|-----|
|      |     |

Output format

Comma Separated Value (CSV) ⌄

**Submit**

- Your Download My Data file will include the following information but note, there are no column headers to reference:

| Account Number | Service Point ID | Meter ID | Interval end date/time | Meter Channel | kWh (usage) | Estimated or Gap Reads |
|----------------|------------------|----------|------------------------|---------------|-------------|------------------------|

- Once the Excel spreadsheet opens SAVE this file immediately to your computer!

Take care of the environment.

There are a few steps to follow in Excel to calculate the total monthly usage. Depending on the rate class the usage will be presented in either 15 minute or hourly interval data. We will total all the usage data to get the monthly total

- Scroll down to the last line of data for January.
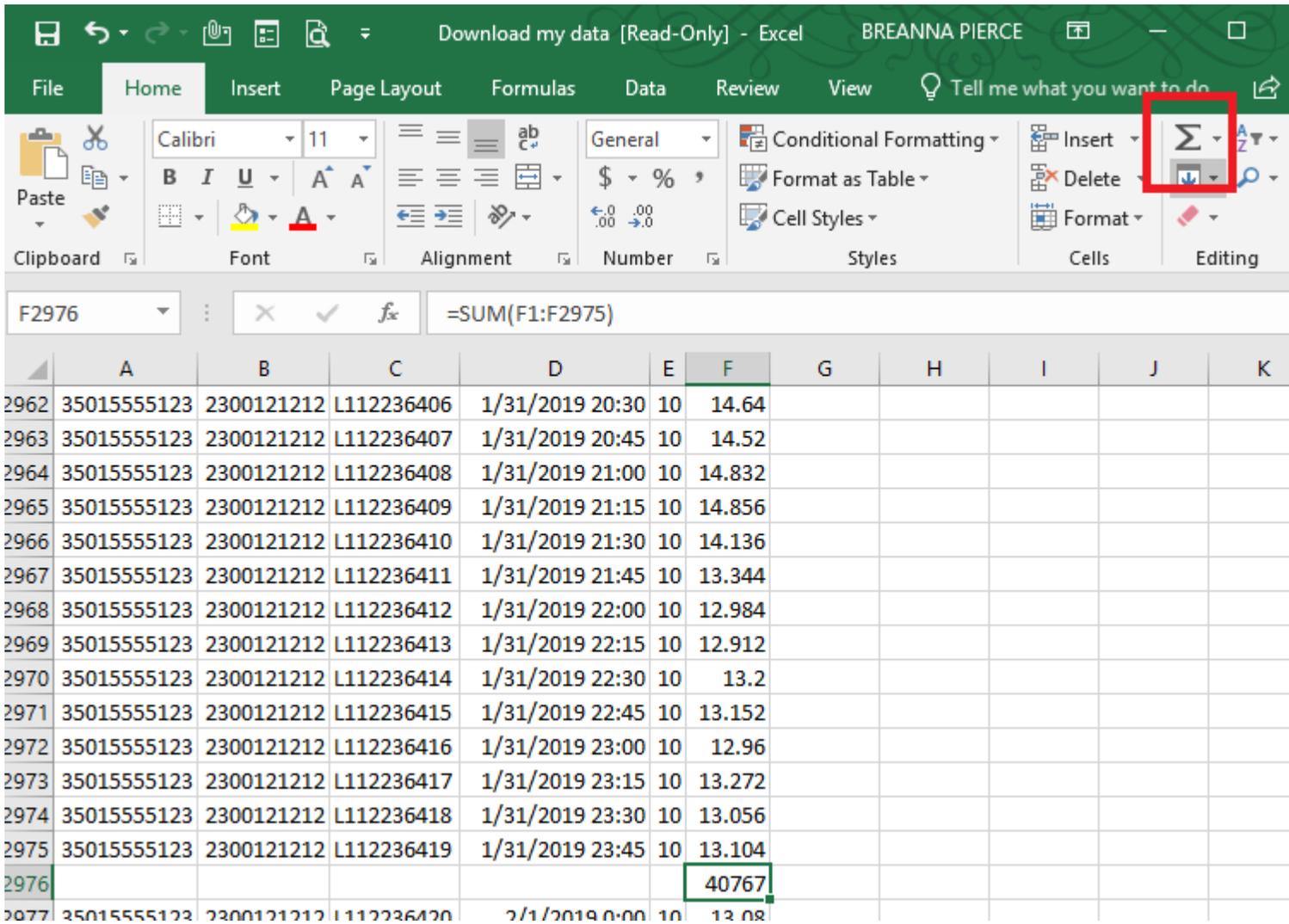- Right click on the first row of data for February. (Red box)
- Click Insert Row

| | | | | | | |
|---|---|---|---|---|---|---|
| 2971 | 35015555123 | 2300121212 | L112236415 | 1/31/2019 22:45 | 10 | 13.152 |
| 2972 | 35015555123 | 2300121212 | L112236416 | 1/31/2019 23:00 | 10 | 12.96 |
| 2973 | 35015555123 | 2300121212 | L112236417 | 1/31/2019 23:15 | 10 | 13.272 |
| 2974 | 35015555123 | 2300121212 | L112236418 | 1/31/2019 23:30 | 10 | 13.056 |
| 2975 | 35015555123 | 2300121212 | L112236419 | 1/31/2019 23:45 | 10 | 13.104 |
| 2976 | 35015555123 | 2300121212 | L112236420 | 2/1/2019 0:00 | 10 | 13.08 |
| 2977 | 35015555123 | 2300121212 | L112236421 | 2/1/2019 0:15 | 10 | 12.984 |
| 2978 | 35015555123 | 2300121212 | L112236422 | 2/1/2019 0:30 | 10 | 13.152 |
| 2979 | 35015555123 | 2300121212 | L112236423 | 2/1/2019 0:45 | 10 | 13.104 |

- Click the empty cell between January and February data (Red box shown below)
- Click and drag all the way back up to the first entry of data for January, highlighting all of the usage info for the month of January.

| | | | | | | |
|---|---|---|---|---|---|---|
| | 35015555123 | 2300121212 | L112236404 | 1/31/2019 20:00 | 10 | 13.8 |
| | 35015555123 | 2300121212 | L112236405 | 1/31/2019 20:15 | 10 | 14.376 |
| | 35015555123 | 2300121212 | L112236406 | 1/31/2019 20:30 | 10 | 14.64 |
| | 35015555123 | 2300121212 | L112236407 | 1/31/2019 20:45 | 10 | 14.52 |
| | 35015555123 | 2300121212 | L112236408 | 1/31/2019 21:00 | 10 | 14.832 |
| | 35015555123 | 2300121212 | L112236409 | 1/31/2019 21:15 | 10 | 14.856 |
| | 35015555123 | 2300121212 | L112236410 | 1/31/2019 21:30 | 10 | 14.136 |
| | 35015555123 | 2300121212 | L112236411 | 1/31/2019 21:45 | 10 | 13.344 |
| | 35015555123 | 2300121212 | L112236412 | 1/31/2019 22:00 | 10 | 12.984 |
| | 35015555123 | 2300121212 | L112236413 | 1/31/2019 22:15 | 10 | 12.912 |
| | 35015555123 | 2300121212 | L112236414 | 1/31/2019 22:30 | 10 | 13.2 |
| | 35015555123 | 2300121212 | L112236415 | 1/31/2019 22:45 | 10 | 13.152 |
| | 35015555123 | 2300121212 | L112236416 | 1/31/2019 23:00 | 10 | 12.96 |
| | 35015555123 | 2300121212 | L112236417 | 1/31/2019 23:15 | 10 | 13.272 |
| | 35015555123 | 2300121212 | L112236418 | 1/31/2019 23:30 | 10 | 13.056 |
| | 35015555123 | 2300121212 | L112236419 | 1/31/2019 23:45 | 10 | 13.104 |
| | | | | | | |
| | 35015555123 | 2300121212 | L112236420 | 2/1/2019 0:00 | 10 | 13.08 |
| | 35015555123 | 2300121212 | L112236421 | 2/1/2019 0:15 | 10 | 12.984 |
| | 35015555123 | 2300121212 | L112236422 | 2/1/2019 0:30 | 10 | 13.152 |

Take care of the environment.

- Click on the AutoSum Icon pictured below (Red box below)



This will populate the total usage for the month of January into this cell.
- Make note of this total for January (40,767 in this example above)
- **You will enter this into Energy Star Portfolio Manager**

Next you will scroll down to the last line of data for February.
- Right click on the first row of data for March.
- Click Insert Row
- Click on the empty cell between the two months, under the usage data
- Click and drag all the way back up to the first entry of data for February, highlighting all the usage info for February.
- Click on the AutoSum Icon

This will populate the total usage for the month of February into this cell.
**Make note of this total for February.**

**Complete the above steps for each month, noting the monthly total for each.**
**You can then run the date range 01/01/2019 – 12/31/2019**

- Once you have noted your monthly totals Click on the + icon at the bottom of the screen to add a second tab to the worksheet

| 2 | 35012222333 | 2300767676 | L112233475 | 1/1/2019 7:45 | 10 | 12.768 |
|---|---|---|---|---|---|---|
| 3 | 35012222333 | 2300767676 | L112233476 | 1/1/2019 8:00 | 10 | 12.84 |
| 4 | 35012222333 | 2300767676 | L112233477 | 1/1/2019 8:15 | 10 | 11.904 |
| 5 | 35012222333 | 2300767676 | L112233478 | 1/1/2019 8:30 | 10 | 11.376 |
| 6 | 35012222333 | 2300767676 | L112233479 | 1/1/2019 8:45 | 10 | 11.424 |
| 7 | 35012222333 | 2300767676 | L112233480 | 1/1/2019 9:00 | 10 | 11.544 |

◄ ► **Download my data** ⊕

Ready

In this new spreadsheet enter the following information in the top row as column headers
Then enter the data as you noted from the steps above.

| Interval start date/time | Interval end date/time | kWh (usage) | Estimated or Gap Reads |
|---|---|---|---|
| 1/1/2019 | 1/31/2019 | 40,767 | no |
| 2/1/2019 | 2/28/2019 | 45,645 | no |
| 3/1/2019 | And so on | For the full | year |

This is the information you will use for Energy Star Portfolio Manager.

Take care of the environment.

# TIPS FOR BUSINESS CUSTOMERS:

- **IF YOU DO NOT HAVE AN AMI METER:** You will have to manually load your monthly usage information from your monthly bills. If you would like to request an AMI meter so you can participate in services like Download My Data and Energy Manager, please call Customer Service at **1-800-565-3181**.

- **IF YOU GENERATE ELECTRICITY:** You will need to add the channel 10 (usage) and channel 20 (generation) data separately and subtract channel 20 from channel 10 to get the actual monthly usage. Some customers have generation on a second channel 10 meter. Those customers will need to total that meter data separately and subtract from their monthly usage.

- **IF YOU HAVE MULTIPLE ACCOUNTS ENTERED IN YOUR MY ACCOUNT PORTAL:** You will need to use the "Switch Account" link at the top of the Green Button Download page to download usage from multiple relevant accounts.

- **IF YOU ARE A COMMERCIAL AND INDUSTRIAL CUSTOMER OR ON SUMMARY BILLING:** Log into your Energy Manager for Business account (My Account and then Energy Manager in the "Services" box) and export your usage data by account and meter. Choose the Usage report to select meter, dates and kWh. You can then use the Excel link to export a spreadsheet of data in 15 minute increments. You will need to run a report by each account/meter and will need to keep track of which account you are in as you run reports.

- **IF YOU ARE A SMALL/MEDIUM CUSTOMER ON SUMMARY BILLING:** You will not be able to pull your usage data on your own. Please call Customer Service at **1-800-565-3181.**

Take care of the environment.