BGE's Customer Consumption Data Website Guidelines

BGE's Customer Consumption Data Web (CDWeb) application provides gas and electricity suppliers, brokers, aggregators, third-party consultants and curtailment service providers with the capability to access BGE's customer consumption data without intervention from BGE. The data includes 12 months of gas and/or electric historic data, as well as electric interval data for any account that has an interval meter. We recommend using Internet Explorer when accessing this application. Other servers, such as Google Chrome, Firefox, etc., may not work as efficiently.

In addition, the CDWeb provides the following functionalities:

"CC&B Account Retrieval" option - This function allows the user to look-up a Choice ID when they are provided an Account ID from the customer. The Choice ID must be used when submitting a request for historic usage or interval usage.

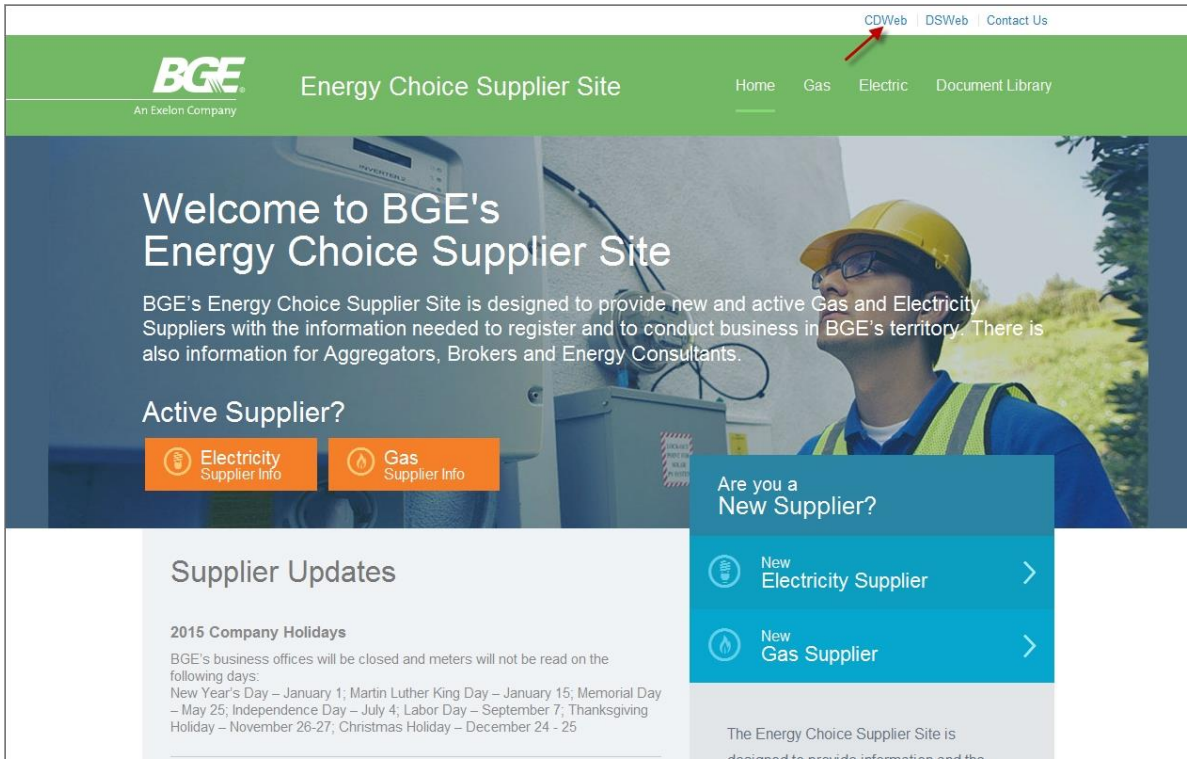
"Historical Interval" (HI) option – This option provides 12-months of hourly data for residential and non-residential customers who have a certified Advanced Metering Infrastructure (AMI) meter installed. The HI data will be processed slightly differently than the current process used to obtain 12-month 'historic usage' (HU) and 12-month '15-minute interval usage'. HI data will be available to retrieve the next business day.

To obtain access to this website, qualified users must complete a *BGE Customer Consumption Data Reporting Agreement*. BGE will assign one User ID and Password to the applicant only. If you have any questions or problems using this application, please contact the Electric Choice Program Unit for electric requests at electric.supplier.relations@bge.com or 410-470-6900. For gas requests, please contact the Gas Choice Program Unit at gaschoiceprogramsunit@constellation.com or 410-470-9598.

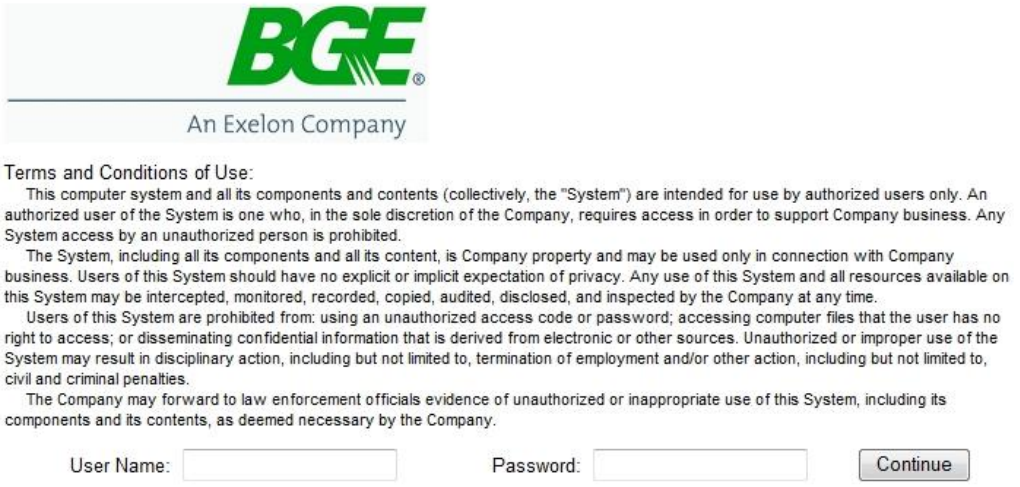
Accessing the CDWeb Application

Go to BGE's Electric Supplier Website at http://supplier.bge.com

Select the "CDWeb" Tab located at the top right corner. You may also select the CDWeb application from the Menu at the bottom of the screen.



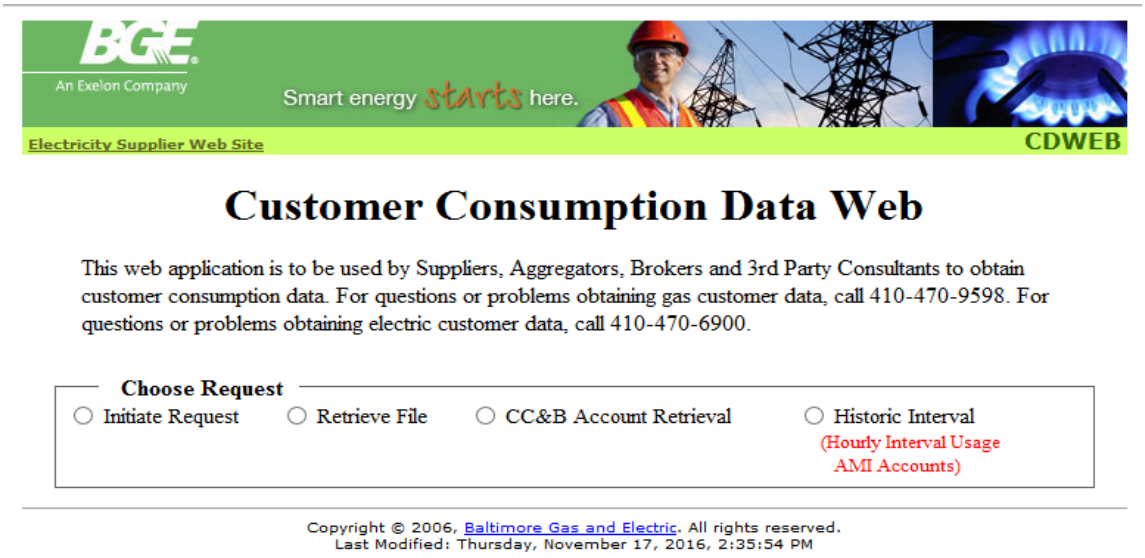
Input your "User Name" and "Password" (case sensitive) on the BGE Login screen. Click "Continue".



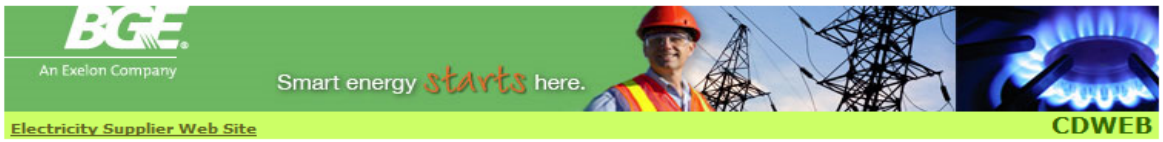
Choosing Your Type of Request

There are four options available (each will be described in detail):

1. **Initiate Request** (options on submitting your request)
2. **Retrieve File** (options on retrieving the output data)
3. **CC&B Account Retrieval** (identifying the customer's Choice ID or Account number.)
4. **Historic Interval** (hourly usage for customers with a certified AMI meter)



Once you select an option, a "Request Confirmation" will prompt. "Click" in the "Confirmation" box to proceed.



Customer Consumption Data Web

This web application is to be used by Suppliers, Aggregators, Brokers and 3rd Party Consultants to obtain customer consumption data. For questions or problems obtaining gas customer data, call 410-470-9598. For questions or problems obtaining electric customer data, call 410-470-6900.

Choose Request

(•) Initiate Request ( ) Retrieve File ( ) CC&B Account Retrieval ( ) Historic Interval (Hourly Interval Usage AMI Accounts)

Request Confirmation

[☑] I confirm that the Requestor has obtained written authorization from the BGE Customer to retrieve their data.

1. <u>Initiate Request</u> - offers three Request Types: (A) Display Request; (B) Create Request; and (C) Submit Request File:

Request Type

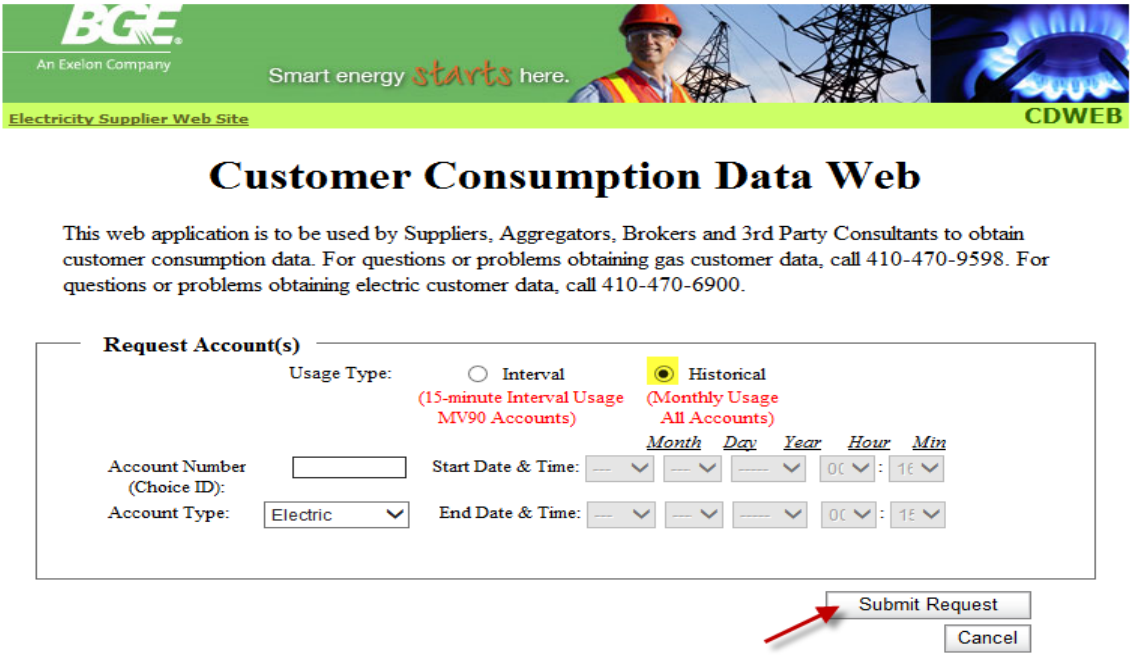
( ) Display Request ( ) Create Request ( ) Submit Request File

(A) <u>DISPLAY REQUEST</u> – is a snapshot of a single customer's 12-months of historical billed data or interval data (for large commercial customers with 15-minute interval meters).

When selecting "Display Request", you will have two options for the "Usage Type"

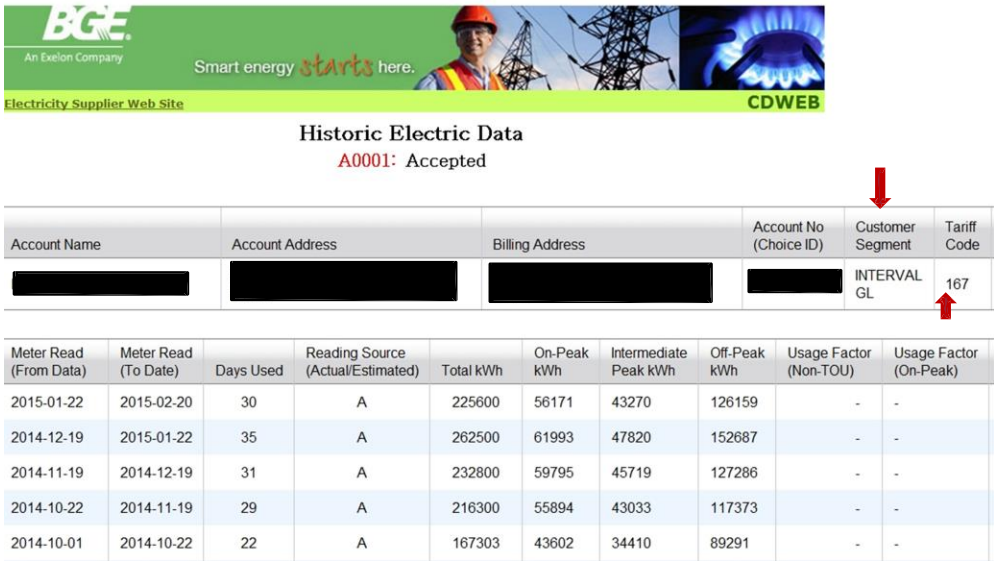
(1) Historical or (2) Interval

We recommend selecting the "Historical" usage option first to obtain the details of the customer's account. Enter the "Account Number (Choice ID)" and click the "Submit Request" button:



(1) <u>Historical Option</u> - provides detailed information regarding the customer's account (i.e.: Account Name, Account Address, Billing Address, Choice ID, Customer Segment, Tariff Code, Bill Group, Capacity and Transmission values for current year and previous year, etc.) If the Tariff Code denotes a number one "1" in front of the Tariff that signifies the customer is currently enrolled with a supplier.

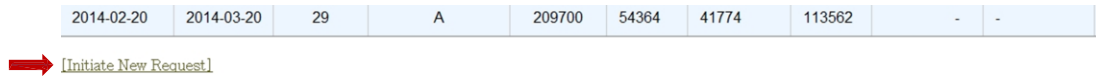
<u>Historical Output File Returned</u> – (The sample below denotes the customer has an interval meter, and is currently enrolled with a supplier.) The "Customer Segment" column will provide the "Rate Class" (i.e.: "R" for residential; "G" for small commercial; or "Interval GL" for large service customers with a primary service or GLP accounts with a 15-minute interval-metered account).



Account Name	Account Address	Billing Address	Account No (Choice ID)	Customer Segment	Tariff Code
[redacted]	[redacted]	[redacted]	[redacted]	INTERVAL GL	167

Meter Read (From Data)	Meter Read (To Date)	Days Used	Reading Source (Actual/Estimated)	Total kWh	On-Peak kWh	Intermediate Peak kWh	Off-Peak kWh	Usage Factor (Non-TOU)	Usage Factor (On-Peak)
2015-01-22	2015-02-20	30	A	225600	56171	43270	126159	-	-
2014-12-19	2015-01-22	35	A	262500	61993	47820	152687	-	-
2014-11-19	2014-12-19	31	A	232800	59795	45719	127286	-	-
2014-10-22	2014-11-19	29	A	216300	55894	43033	117373	-	-
2014-10-01	2014-10-22	22	A	167303	43602	34410	89291	-	-

(Scroll down and select "Initiate New Request" link at the bottom of the screen to return to the Home Page.)

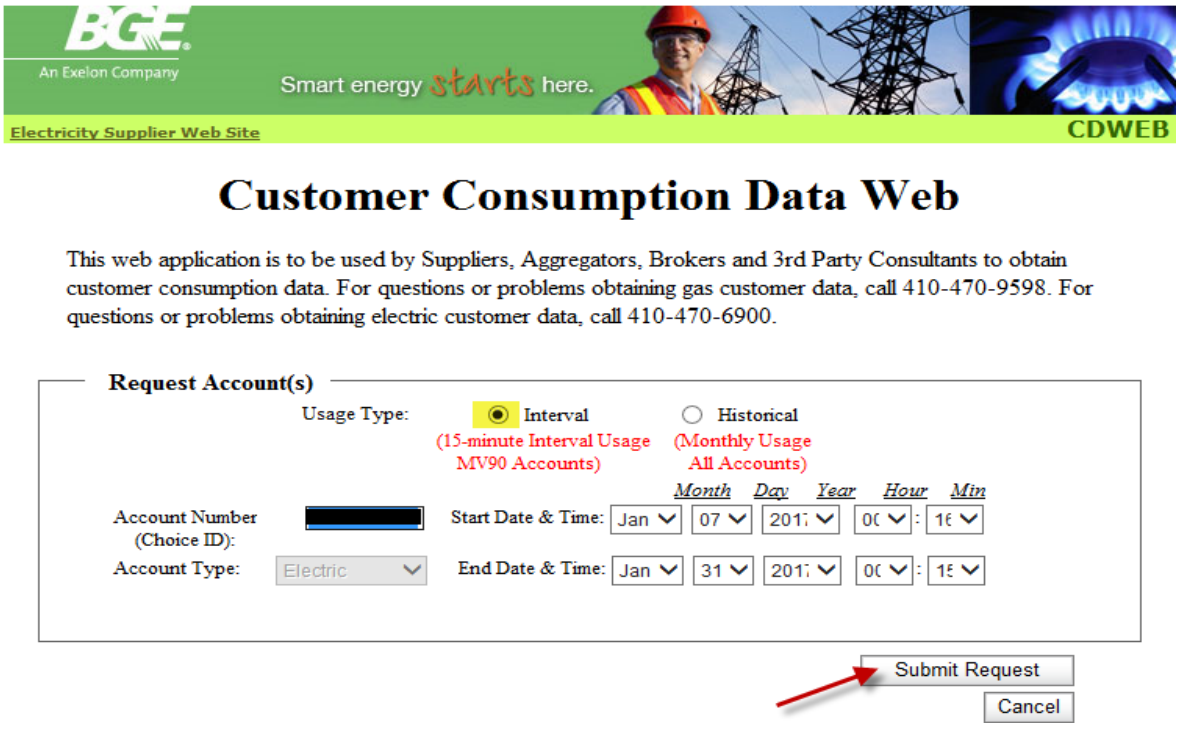


From the "Home Page" – repeat the following steps to select your next request:
Select "Initiate Request"
Click in the "Request Confirmation" box
Select "Display Request"
This time, select the "Interval" option for the "Usage Type"

(2) <u>Interval Option (15-minute interval data)</u> – is available for large service customers (primary service or GLP accounts with an interval meter). This data provides you with the customer's electric interval data on a 15-minute kWh basis for up to 45 days.

NOTE: For customers who have a certified Advanced Metering Infrastructure (AMI) meter, there is a separate process described later in the Guidelines. This process provides <u>hourly-interval data</u> and is available under the "Choose Request" option, referred to as "Historical Interval".

After selecting the "Interval" Usage Type, input the "Account Number (Choice ID)", the date parameters (no more than 45 days) and click the "Submit Request" button.



Interval Output File Returned:

Interval Electric Data

Account Name	Account No (Choice ID)	Start Date	End Date
[redacted]	[redacted]	2014-12-01	2014-12-05

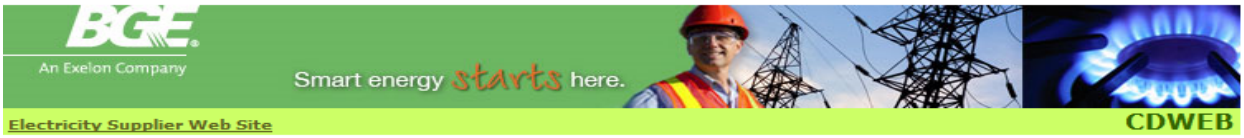
Reading Date	Start Time	End Time	kWH	Reading Source (Actual/Estimated)
2014-12-01	0016	0030	520	A
2014-12-01	0031	0045	290	A
2014-12-01	0046	0100	330	A
2014-12-01	0101	0115	310	A

Note: All 15-minute interval data begins with the 16th, 31st, and 46th minute and ends with the 30th, 45th, and 00 minute. The defaults for these intervals have been set at 00:16 for the Start Time and 00:15 for the End Time. This was done because BGE's normal billing period for interval- metered customers runs from 12:15AM to 12:15AM.

(Scroll down to the bottom of the page and select "Initiate New Request" link at the bottom of the screen to return to the Home Page.)

(B) **CREATE REQUEST** – Allows you to download an XML or CSV output file of a customer's historic or interval data. You may manually enter up to 10 accounts and you can include both historic and interval data in the same request.

From the Home Page, select "Initiate Request"
Click on the "Request Confirmation" Box
Select "Submit Request File"



Customer Consumption Data Web

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Choose Request

(•) Initiate Request ( ) Retrieve File ( ) CC&B Account Retrieval ( ) Historic Interval (Hourly Interval Usage AMI Accounts)

Request Confirmation

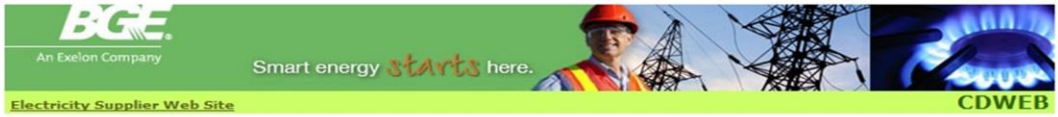
[☑] I confirm that the Requestor has obtained written authorization from the BGE Customer to retrieve their data.

Request Type

( ) Display Request [redacted] Create Request ( ) Submit Request File

Create Request - XML Output File Option

After selecting the "Create Request" option, you will receive the following prompt. Select the "XML" option, enter your "Email Address" and click the "Add Email" button. Your email address will populate under the "Email Address List" box.



Customer Consumption Data Web

This web application is to be used by Suppliers, Aggregators, Brokers and 3rd Party Consultants to obtain customer consumption data. For questions or problems obtaining gas customer data, call 410-470-9598. For questions or problems obtaining electric customer data, call 410-470-6900.

Request Transaction Information

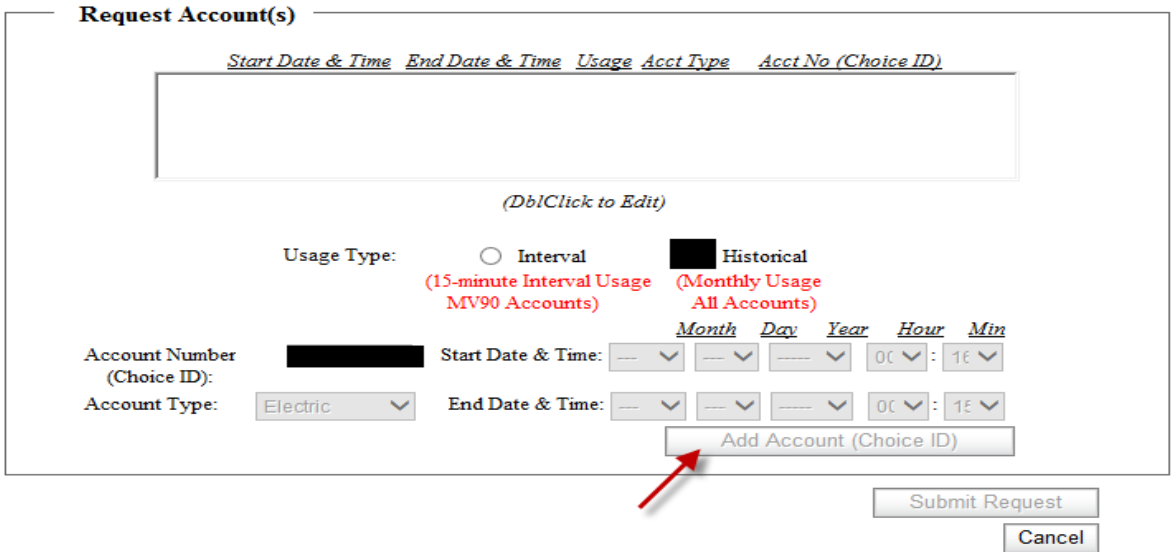
Output File Type: [redacted] XML ( ) CSV – Electric Only

Email Address (Type Address and Click Add) [redacted]

Add Email

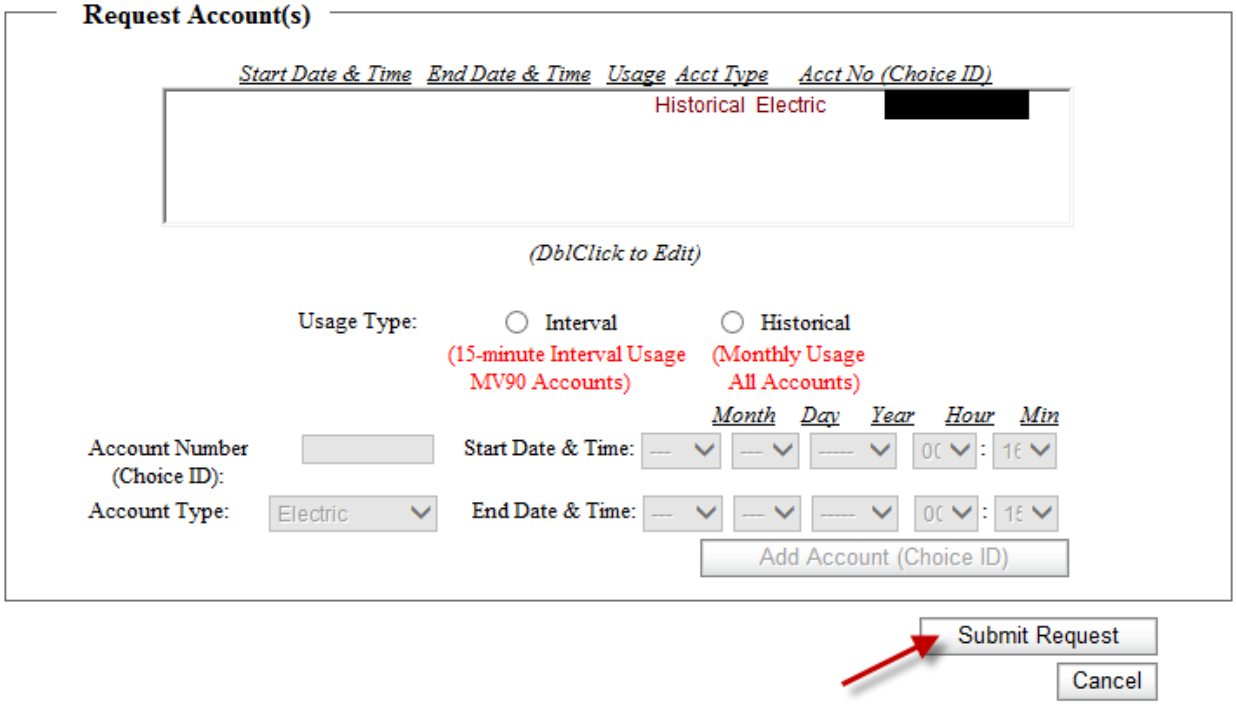
Email Address List (DblClick to Edit) [redacted]

The "Request Account(s)" box will display. Select the "Historical" option from the "Usage Type", input the "Account Number (Choice ID)", and click the "Add Account (Choice ID)" button.



The "Usage Account Type" and "Account No (Choice ID)" will be populated in the "Request Account(s)" box. If you would like to add multiple accounts, repeat the instructions above.

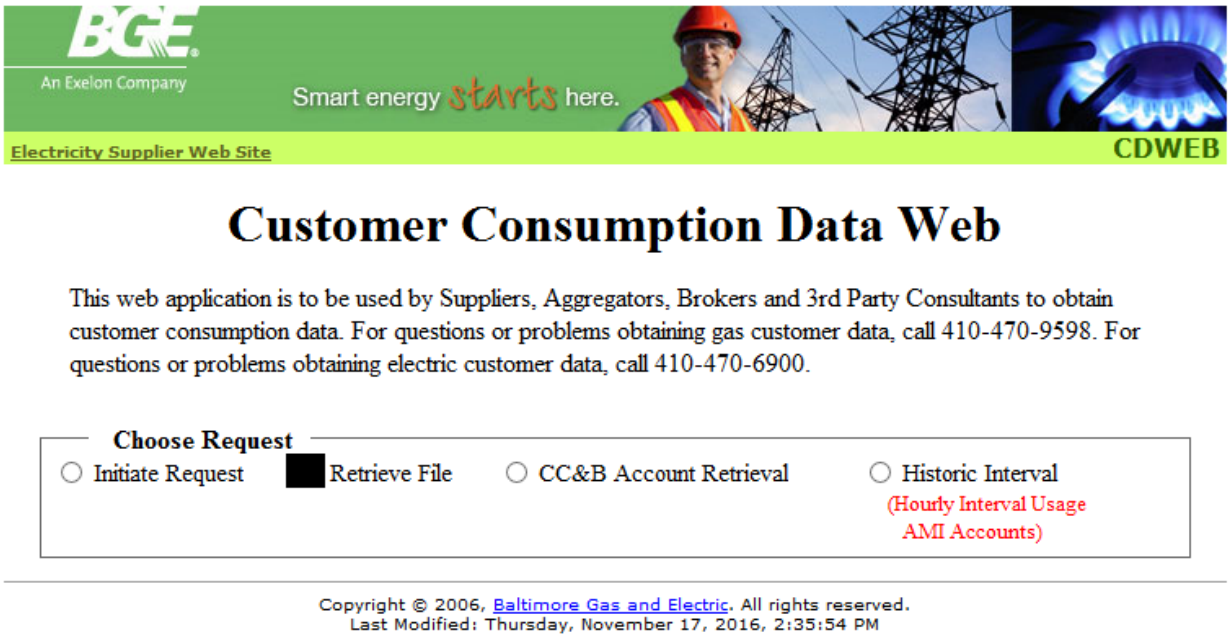
When you have finished adding your accounts, click on the "Submit Request" button.



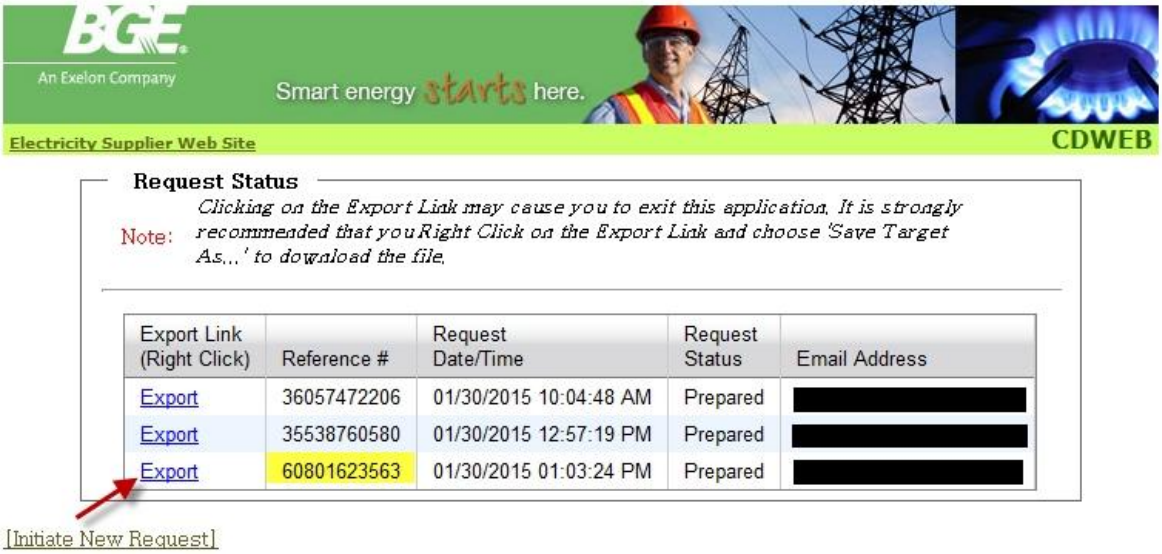
You will be provided a Reference Number for retrieving the associated output file. In addition, you will receive an email confirmation advising your data is available.

Click on the "Initiate New Request" link to return to the Home Page and retrieve your data.

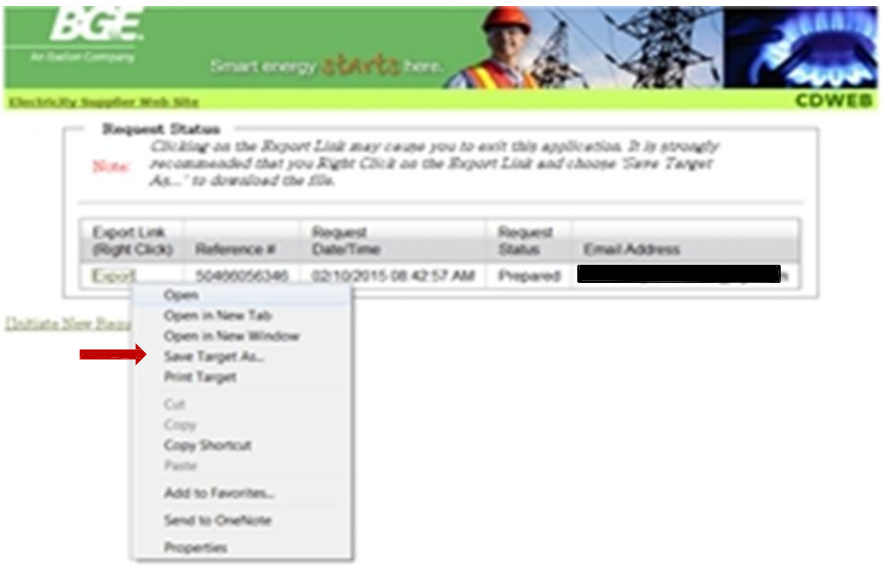
After returning to the Home Page, select the "Retrieve File" option.



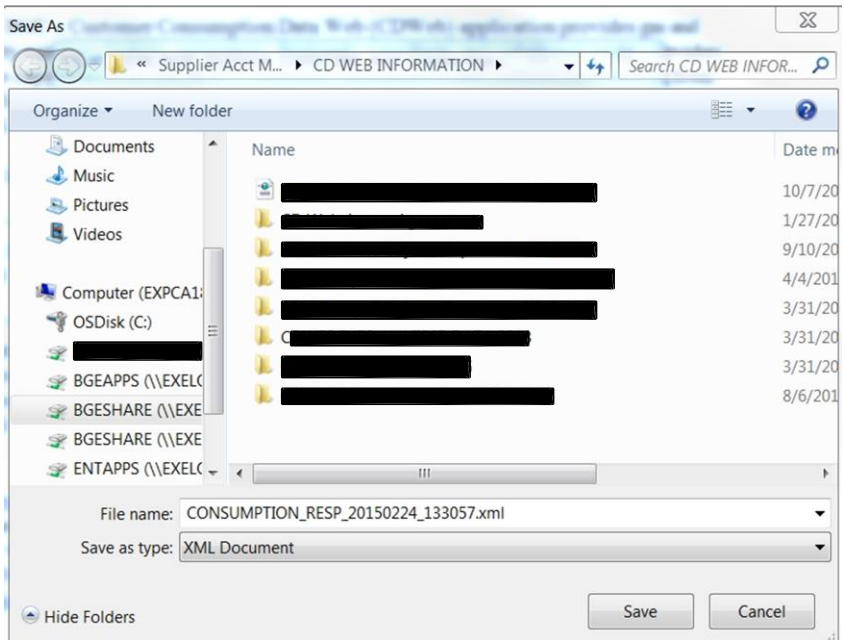
"<u>Right Click</u>" on the "Export" link associated with the email reference number.



Select "Save Target As" to export your data into a folder.



You will receive a similar prompt which will allow you to “Save” your file to the appropriate folder.



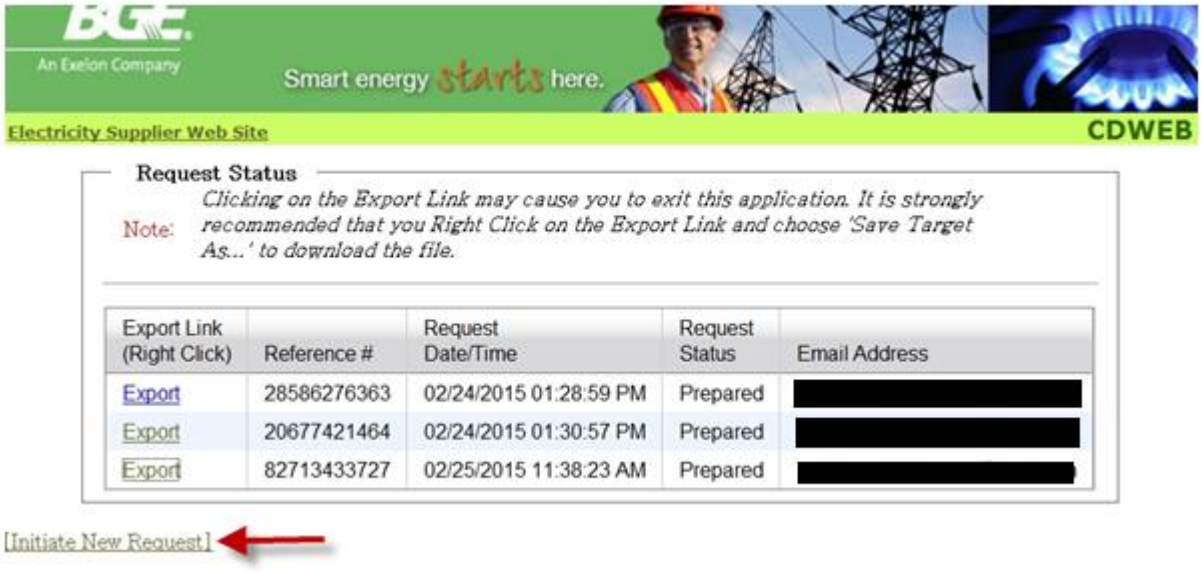
You will receive the following prompt when the download is complete.

If you click on the “Open” tab, you will be able to view your data (see sample below). Or you may close the prompt by clicking the “X” in the top right corner, or click on the “Close” tab button.

Sample XML Output File:

```
<?xml version="1.0" encoding="Windows-1252" ?>
- <CDWebData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:x
    <ElectricIntervalAccounts />
  - <ElectricHistoricalAccounts>
    - <Account AccountNumber="[redacted]" BillViewAccountNumber="[redacted]"
      [redacted]Segment="R" TariffCode="140" CapPLC="2.221107" CapPLCPrev="2.
      TransPLC="1.985139" TransPLCPrev="2.547556" TransPLCEffectiveDt="2015-0
      SpecialBilling="-" AccountAddress="[redacted]
      - <Status>
          <Code>A0001</Code>
          <Desc>Accepted</Desc>
        </Status>
      - <DataRequested>
        - <DataDetail>
            <FromDate>2014-12-01</FromDate>
            <ToDate>2014-12-30</ToDate>
            <DaysUsed>30</DaysUsed>
            <ReadingSource>A</ReadingSource>
            <Total_kWh>876</Total_kWh>
            <Peak_kWh>-</Peak_kWh>
            <Inter_kWh>-</Inter_kWh>
```

From here you can close the spreadsheet and you will return to your list of prepared files.

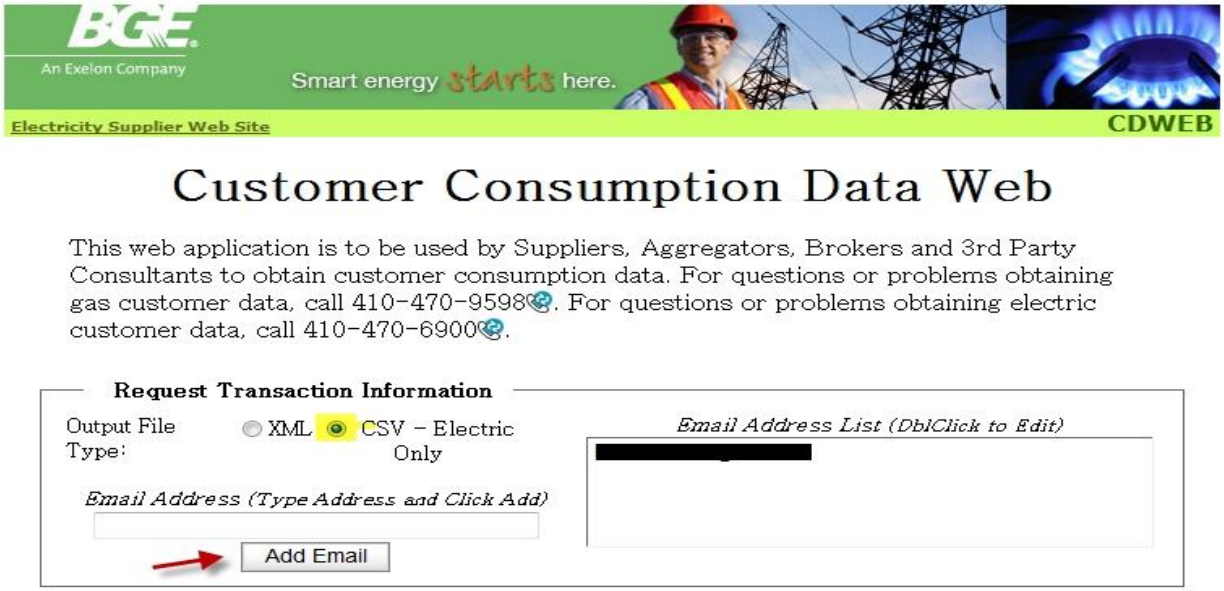


(Select "Initiate New Request" link at the bottom of the screen to return to the Home Page).

From the Home Page, select “Initiate Request”
Click in the “Request Confirmation” box
Select “Create Request”

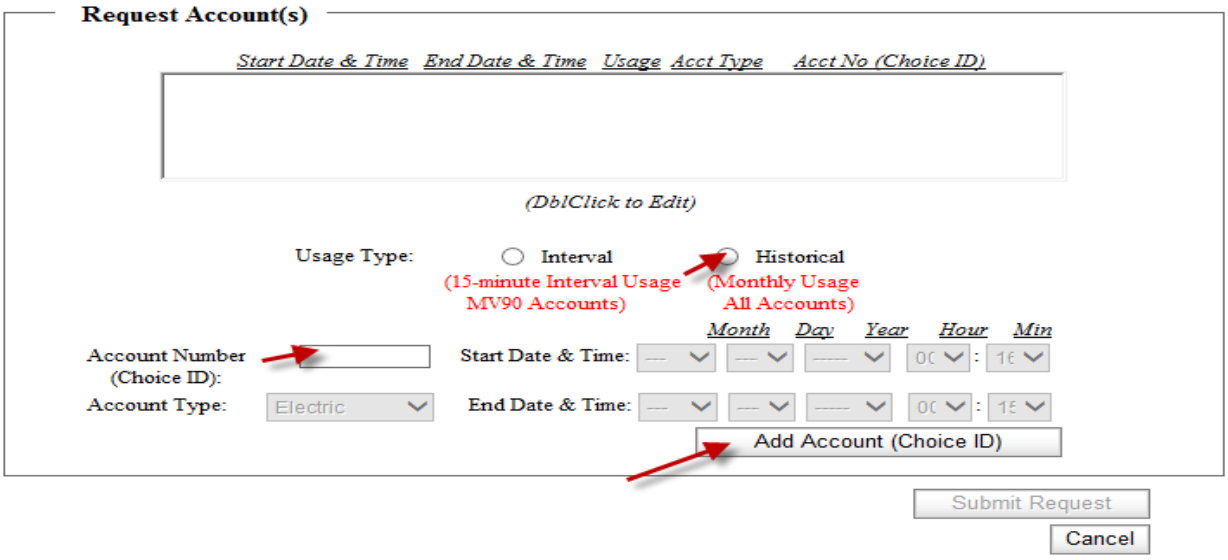
Create Request - CSV Output File Option

The CSV option is only intended for electric consumption requests. After selecting “Create Request”, select the “CSV” option, enter your “Email Address” and click the “Add Email” button. Your email address will populate under the “Email Address List” box.



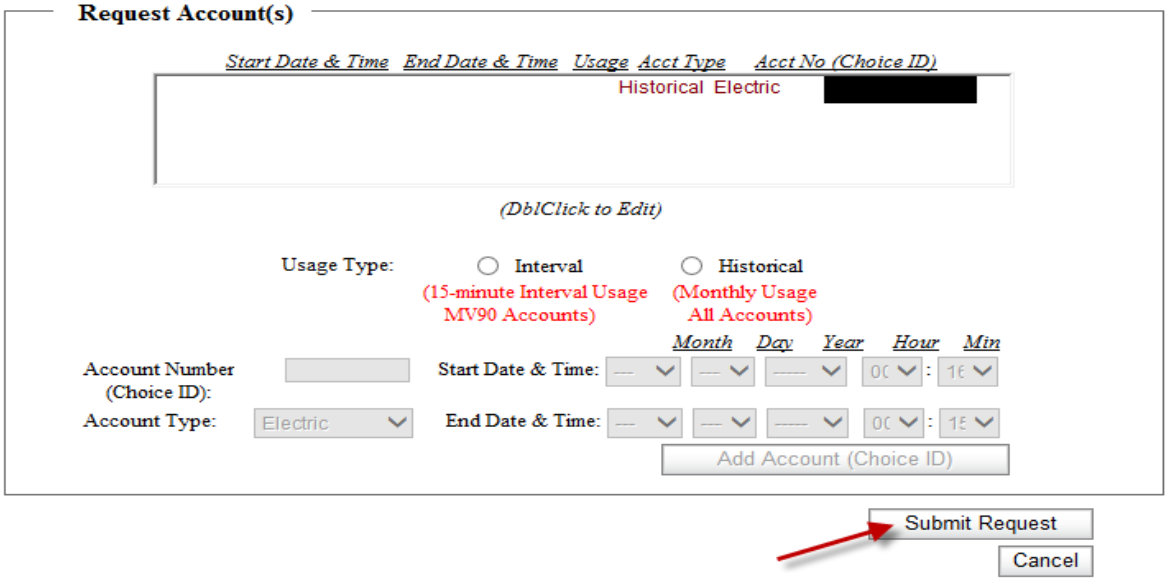
The “Request Account(s)” box will display:

Select the “Historical” option, input the “Account number (Choice ID)” and click the “Add Account (Choice ID)” button.



The “Usage Account Type” and “Account Number (Choice ID)” will display in the “Request Account(s)” box. If you would like to add multiple accounts, repeat the instructions above.

Click on the “Submit Request” button.

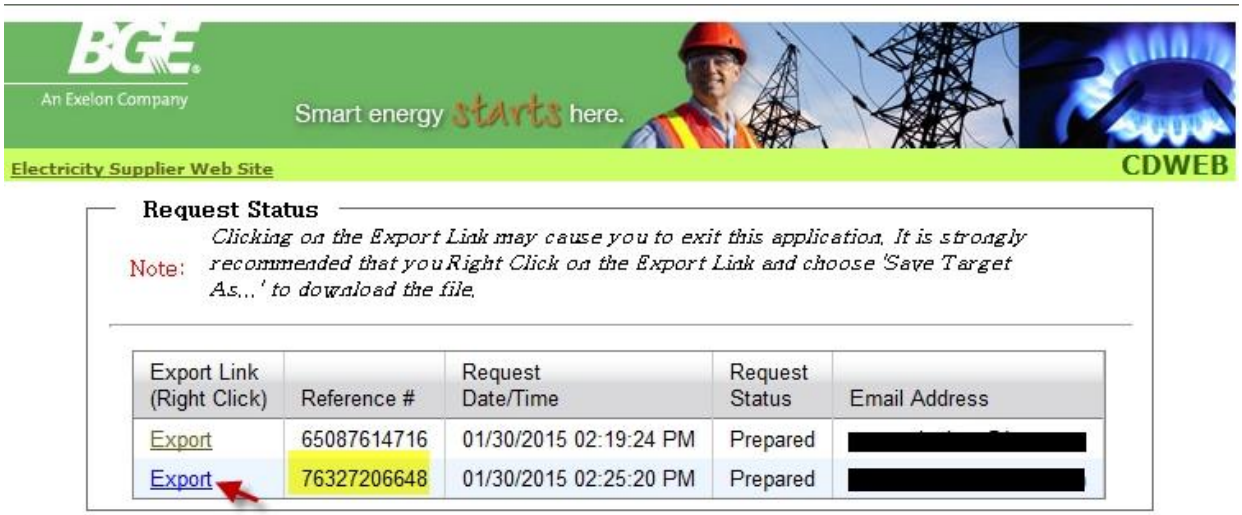


You will be provided a Reference Number for retrieving the associated output file. In addition, you will receive an email confirmation advising your data is available.

Click on the "Initiate New Request" link to return to the Home Page and retrieve your data.

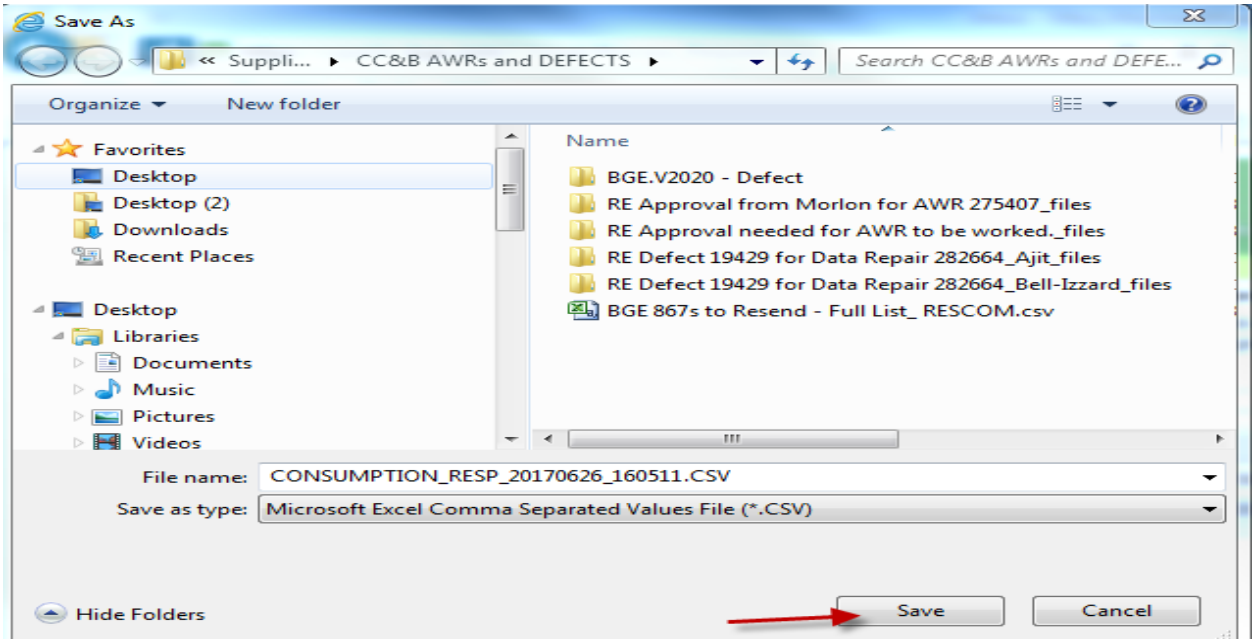
After returning to the Home Page, select the "Retrieve File" option.

A list of Reference numbers will appear. "**Right Click**" on the "Export" link associated with your "Reference Number".



Select the "Save Target As" to export your data into a folder as previously described.

Click the “Save” Button.



You will receive the following prompt when the download is complete.

If you click on the “Open” tab, you will be able to view your data (see sample below). You may close the prompt by clicking the “X” in the top right corner or click on the “Close” tab button.

(A Sample CSV output file is shown below)

<u>Create Request - CSV Output File for One Account</u>:

EH	Code	Desc	AccountN	AccountA	BillingAdc	AccountN	Segment	TariffCode	CapPLC	CapPLCEff	CapPLCPr
EH	A0001	Accepted	[redacted]				R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351
EH	A0001	Accepted					R	140	2.221107	6/1/2015	2.519351

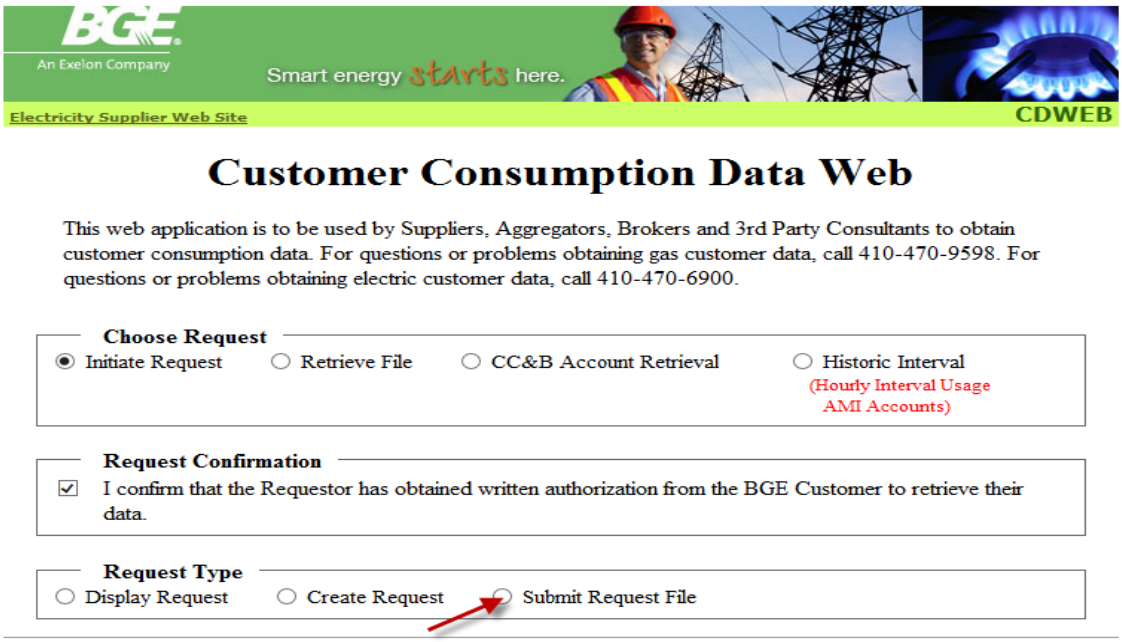
Create Request - CSV Output File with multiple accounts. Account with Interval Data and one account with Historical Data combined:
(Interval data will be listed first):

EI	Code	Desc	AccountName	AccountNumber	StartDate	EndDate	RdgDate	StartTime	EndTime	Kwh	RdgSource
EI	OK	All Data successfully	[redacted]	[redacted]	12/1/2014	1/1/2015	12/1/2014	16	30	4.35	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	31	45	4.05	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	46	100	3.6	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	101	115	3.9	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	116	130	4.2	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	131	145	4.05	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	146	200	3.75	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	201	215	3.6	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	216	230	3.9	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	231	245	4.35	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	246	300	4.05	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	301	315	3.6	A
EI	OK	All Data successfully			12/1/2014	1/1/2015	12/1/2014	316	330	3.9	A

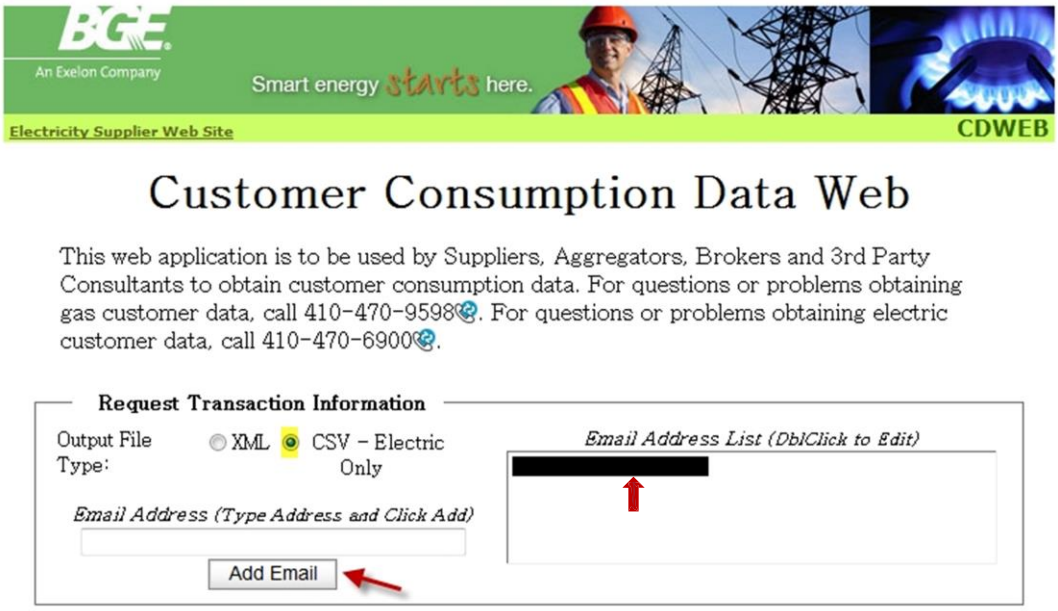
Close the file and return to the Home Page.

(C) **SUBMIT REQUEST FILE** – Allows you to download a "CSV" or "XML" output file for multiple accounts. It may include a customer's historic data, interval data, or HI data, if applicable. When requesting historical data only, a single file may include up to 250 accounts. When requesting interval data (15- minute interval usage) or historical interval data (hourly interval usage for certified AMI meters), you may include up to 20 accounts in a single file attachment.

From the Home Page, select "Initiate Request"
Click on the "Request Confirmation" box
and select "Submit Request File"



After selecting the “Submit Request File”, chose an option “XML” or “CSV”, enter your “Email Address” and click the “Add Email” button. Your email address will populate in the “Email Address List” box.



The “Submit File” prompt will display.

(At this time, you will need to create a spreadsheet to attach to your file.)

Instructions & Samples on how to “create the file” to attach to your “Submit Request File” option - (includes Input File Parameters - CSV or XML):

When selecting the Submit Request File option, you must create a file to attach to your request. For each attachment, we recommend you use the same account type (gas or electric). For the usage type, you may combine interval or historic in a single input file.

Note: When requesting historical usage, a single input file can include up to 250 accounts. When requesting 15-minute interval usage or hourly historical-interval usage, a single input file can include up to 20 accounts.

CSV Input File Criteria:

Choice ID Number
Usage Type Options (must use capital letters)
I – Interval
H - Historic

Account Type Options (must use capital letters)

G – Gas

E – Electric

Start Date (YYYY-MM-DD)

Start Time (HH:MM) (Valid MM values are 16, 31, 46)

End Date (YYYY-MM-DD)

End Time (HH:MM) (Valid MM values are 30, 45, 00)

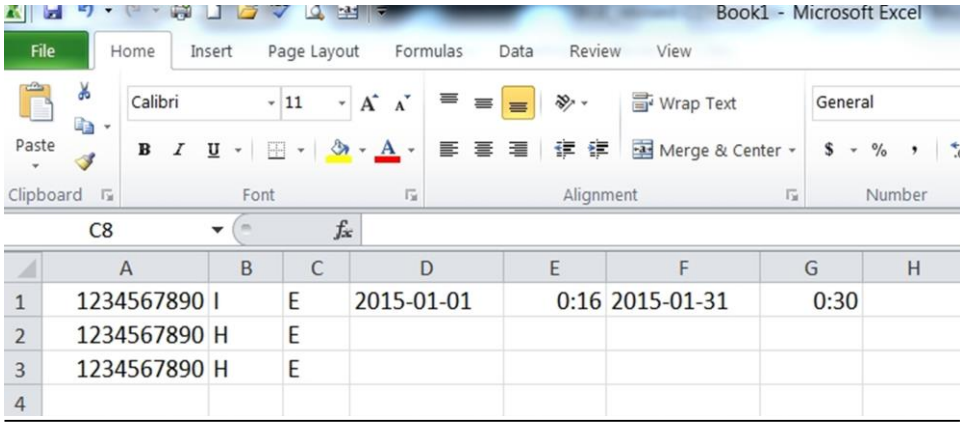
Using Microsoft Excel to create the CSV file will require the following:

Delete all multiple sheets (This is done by Right Clicking on the 'Sheet' tabs at the bottom and selecting 'Delete').

Save the input file with a CSV extension and close the CSV file in Microsoft Excel.

A pop-up message will appear asking if you want to save your changes. Click on the "Yes" button.

Sample - Microsoft Excel CSV Input File to attach to your request:

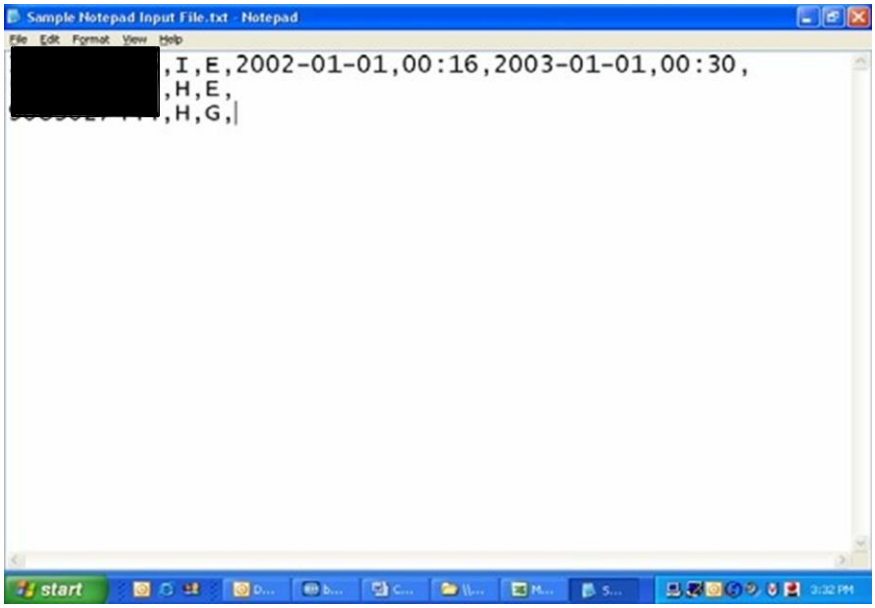


	A	B	C	D	E	F	G	H
1	1234567890	I	E	2015-01-01	0:16	2015-01-31	0:30	
2	1234567890	H	E					
3	1234567890	H	E					
4								

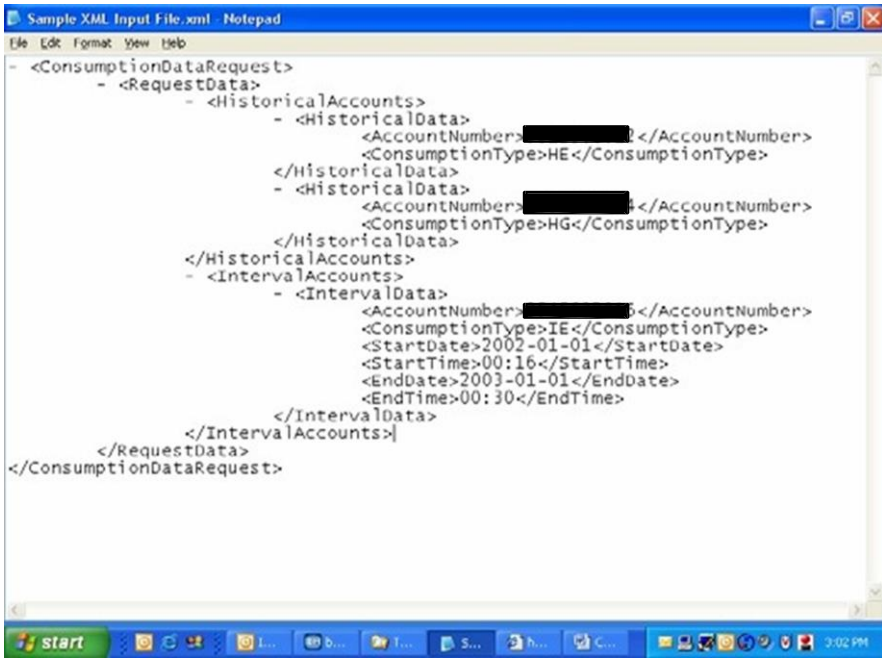
If using Microsoft Notepad or WordPad to create the CSV file, you must:

- Enter the Usage Type and Account Type data in uppercase
- Separate the data elements with a comma (no spaces)
- Hit the "Enter" key once the data has been entered
- Save the input file with a CSV extension

Sample - Microsoft Notepad CSV Input File (to attach to your request):



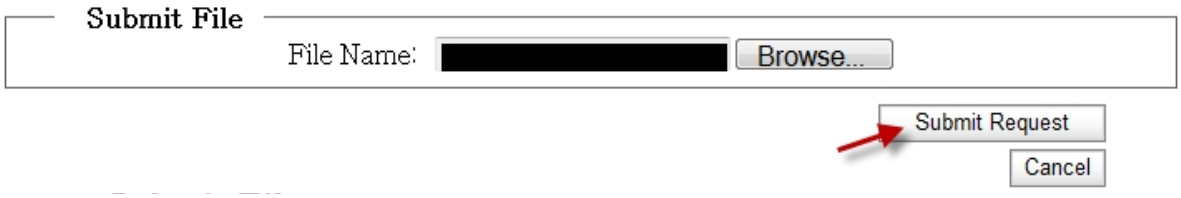
Sample Microsoft Notepad XML input file (to attach to your request):



(Return to the CD Web to continue with your “Submit File” process)

From the "Submit File" prompt, click on the "Browse" button to attach your file (the file name will show in the "File Name" box).

Click the "Submit Request" button.

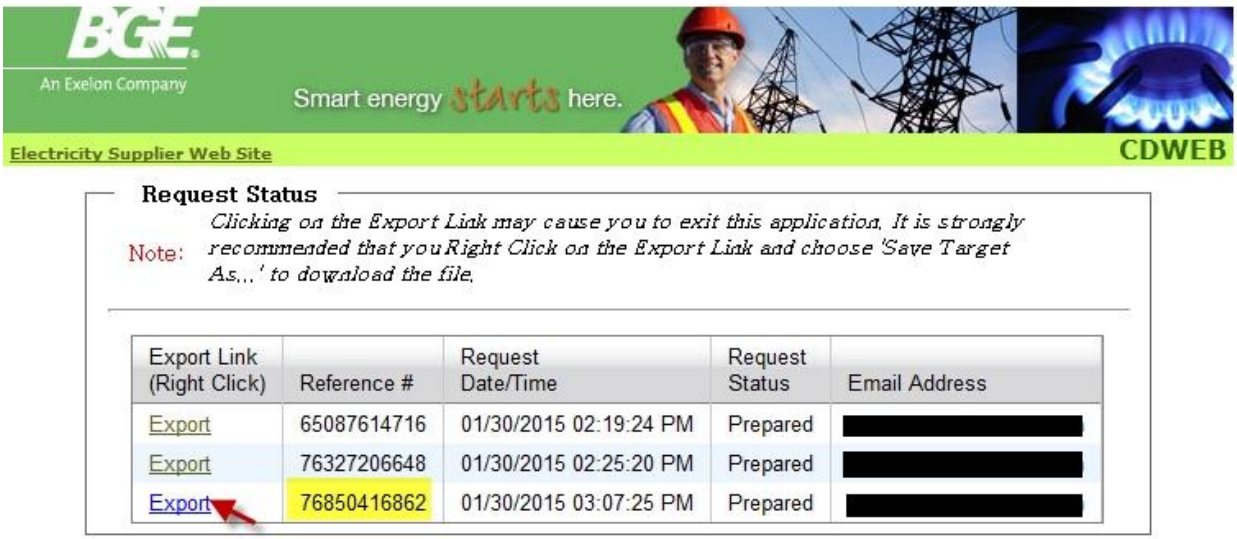


After submitting your Request, you will be provided a Reference Number for retrieving the associated output file. In addition, you will receive an email notification advising your data is available.

Click on the "Initiate New Request" link to return to the Home Page and retrieve your data.

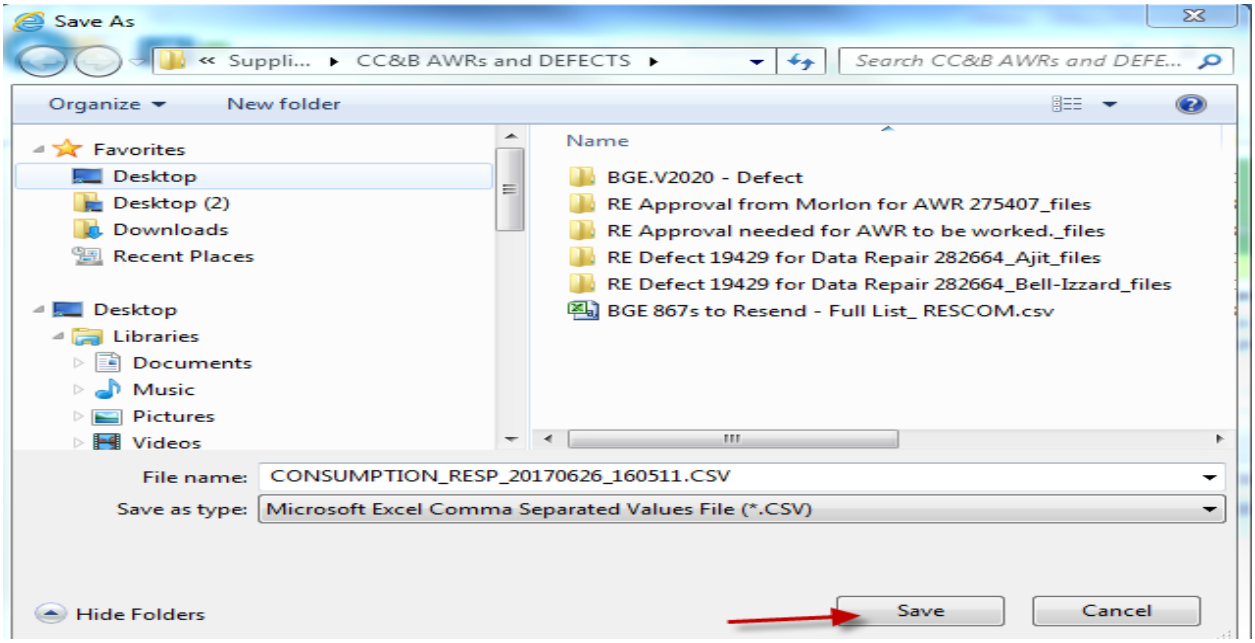
From the Home Page, click on the "Retrieve File" option.

"**Right Click**" on the "Export" Link associated with your Reference Number.



Select the "Save Target As" to export your data into a folder as previously described.

Click the "Save" Button.



You will receive the following prompt when the download is complete.

If you click on the "Open" tab, you will be able to view your data (see sample below). You may close the prompt by clicking the "X" in the top right corner or click on the "Close" tab button.

Results of a Microsoft Excel CSV Output File are shown in previous examples.

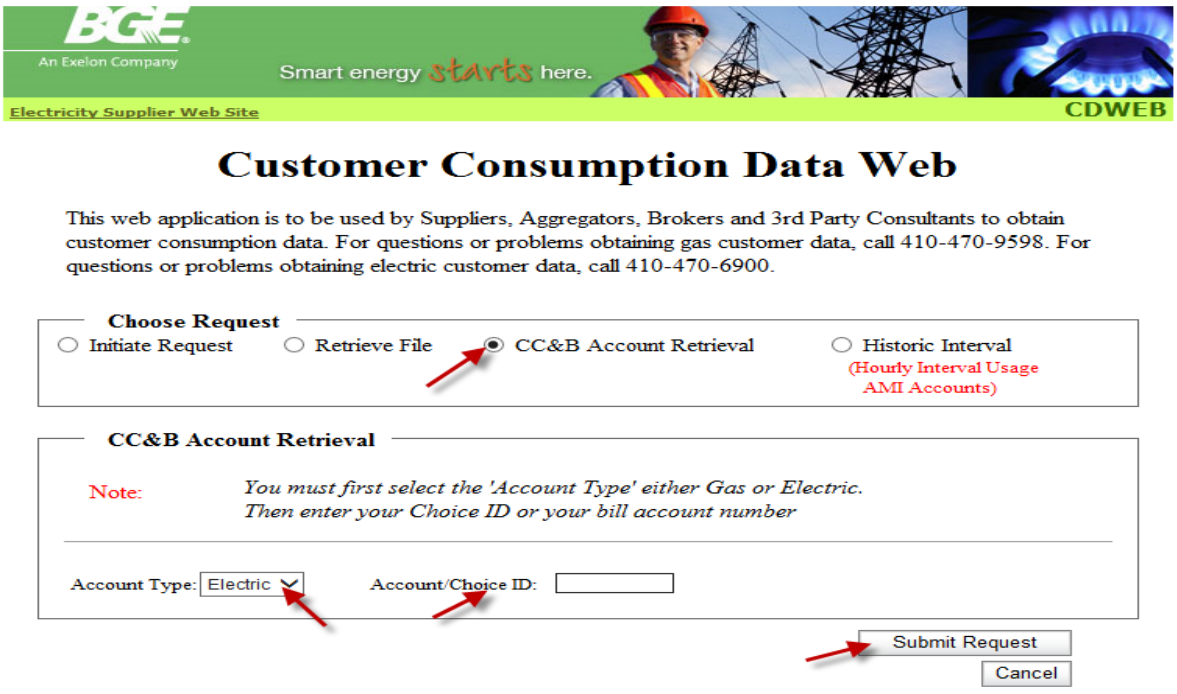
Close the spreadsheet and you will return to your list of prepared files.

2. <u>Retrieve File</u> – Instructions on how to retrieve your output data is described throughout this document. Sample file formats are also included. As stated earlier, you are provided two options to download your output file: "CSV" or "XML" format.

3. <u>CC&B Account Retrieval</u> – This function allows the User to look up the Choice ID when they are provided an Account ID from the customer. The Choice ID must be used when submitting a request for historical usage or interval usage.

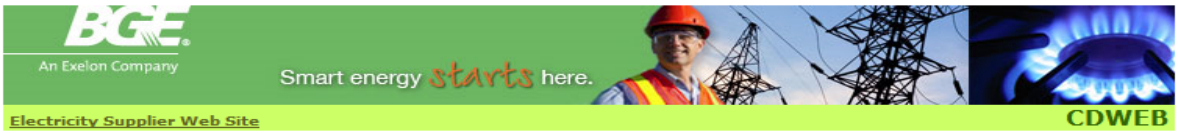
- From the Home Page, select the "CCB Account Retrieval" option
- Click the "drop down" arrow next to the "Account Type" box and select "Gas" or "Electric"

- Enter the “Choice ID” or “Account ID”
- Click on the “Submit Request” button



After submitting the request, the “Account ID”, “Choice ID” and “Account Type” will display.

4. **<u>Historical Interval (hourly data)</u>** – Provides **hourly** usage for residential and non-residential customers who have a certified Advanced Metering Infrastructure (AMI) meter installed. Historic Interval requests must be submitted by 8:00 P.M in order to retrieve the data the next business day (if submitted on a Friday, the data is available on Monday). Two options available to submit your request: “Create Request” and “Submit Request File”.



Customer Consumption Data Web

This web application is to be used by Suppliers, Aggregators, Brokers and 3rd Party Consultants to obtain customer consumption data. For questions or problems obtaining gas customer data, call 410-470-9598. For questions or problems obtaining electric customer data, call 410-470-6900.

Choose Request

○ Initiate Request ○ Retrieve File ○ CC&B Account Retrieval ◉ Historic Interval (Hourly Interval Usage AMI Accounts)

Request Confirmation

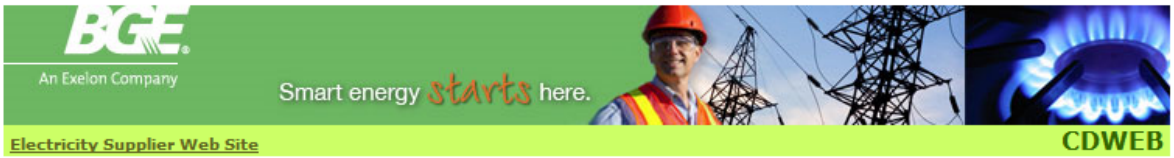
☑ I confirm that the Requestor has obtained written authorization from the BGE Customer to retrieve their data.

Residential Request Type

◉ Create Request ○ Submit Request File

(A) **<u>Create Request Option</u>** - allows you to enter up to 10 Choice IDs per request. (You do not need to attach a file with this Option.)

Select your "Output File Type" (XML or CSV) and enter your "Email Address". Click the "Add Email" box.



Customer Consumption Data Web

This web application is to be used by Suppliers, Aggregators, Brokers and 3rd Party Consultants to obtain customer consumption data. For questions or problems obtaining gas customer data, call 410-470-9598. For questions or problems obtaining electric customer data, call 410-470-6900.

Request Transaction Information

Output File Type: ○ XML ◉ CSV - Electric Only

Email Address (Type Address and Click Add)

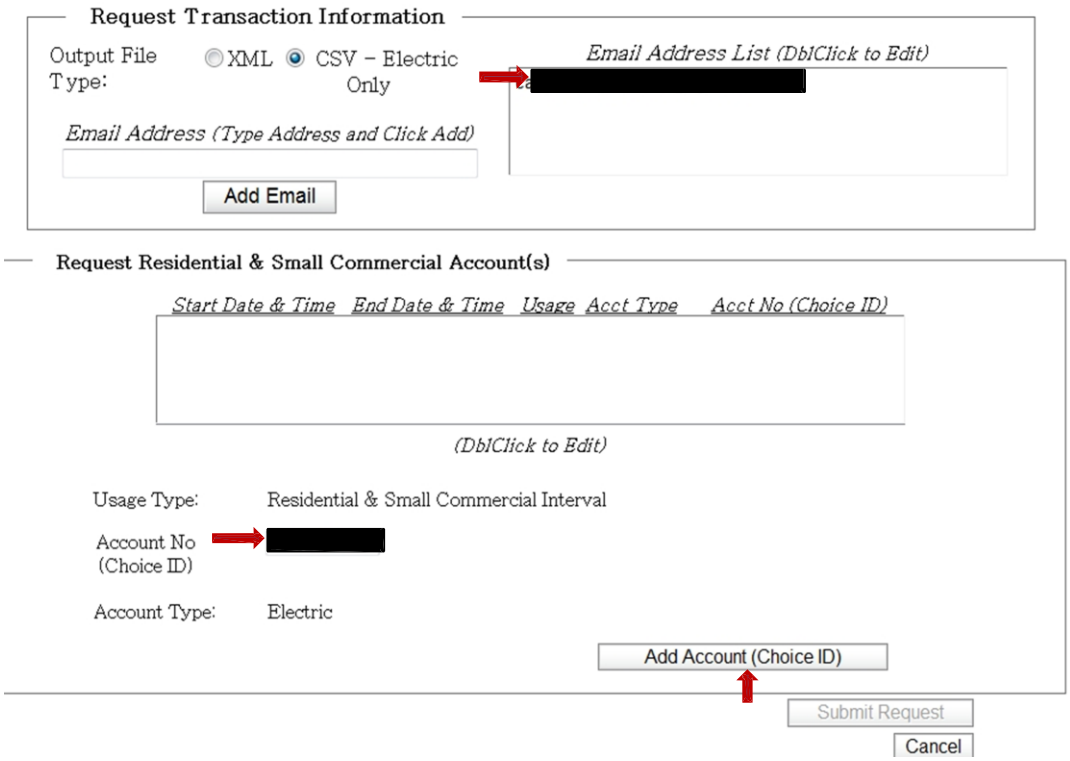
Add Email

Email Address List (DblClick to Edit)

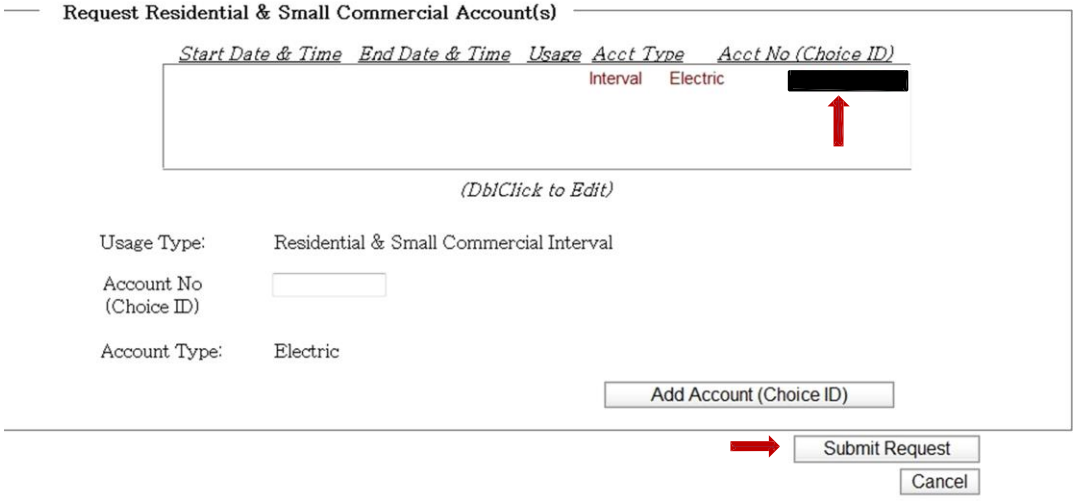
Submit Request

Cancel

Your email address will be added under the "Email Address List". Enter the "Choice ID" and click the "Add Account (Choice ID)" box:

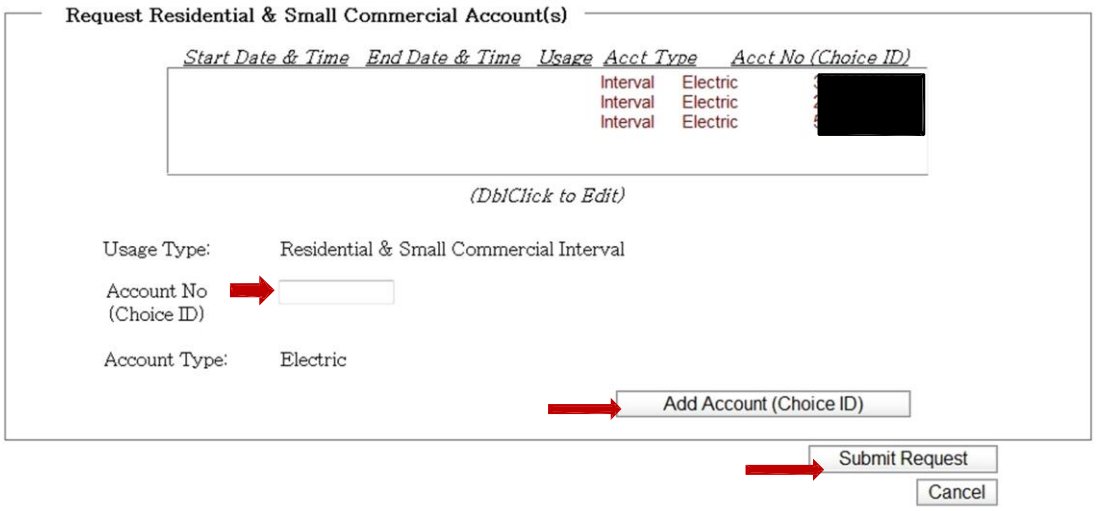


Your Choice ID Number will populate in the larger box, as shown below. If entering only one Choice ID, click on the "Submit Request" box:



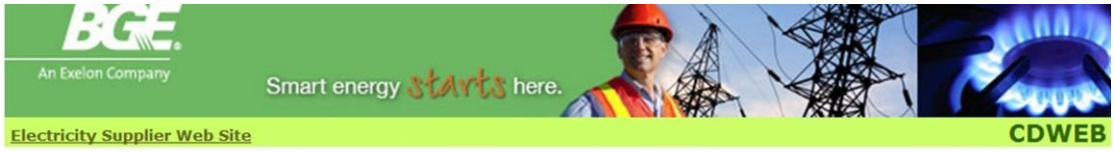
If entering multiple Choice ID's, click in the "Account No Choice ID" box and enter the next Choice ID. Click on the "Add Account (Choice ID)" box after each account number is added. Your Choice ID Number will populate in the larger box, as shown below.

Click the "Submit Request" button.



You will be provided a Reference Number for retrieving the associated output file.

Click on the "Initiate New Request" link to return to the Home Page and retrieve your data.

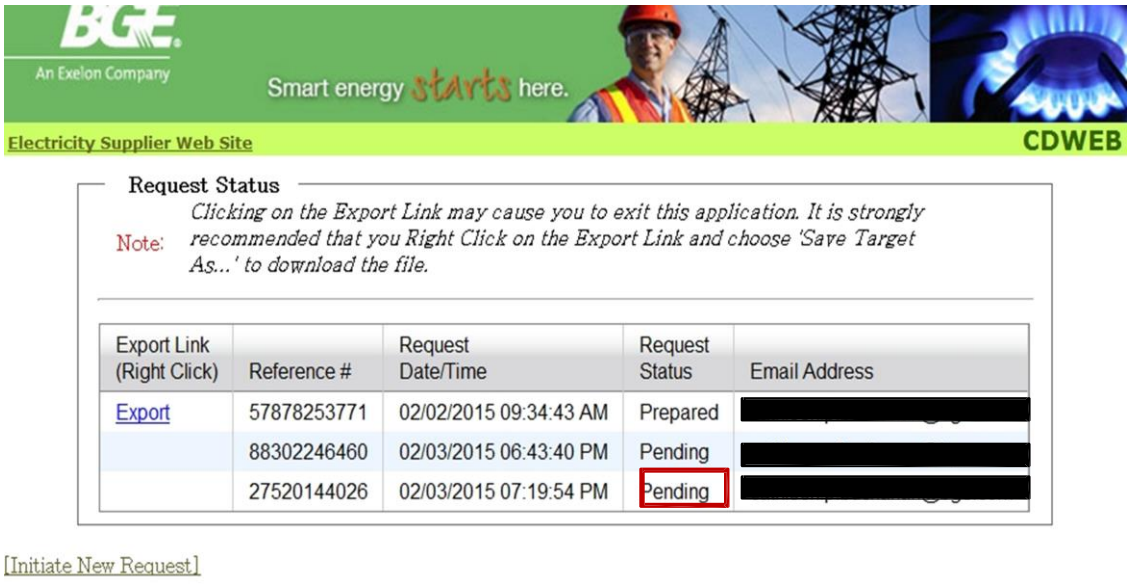


Your Reference Number is: 68047821485
Request has been submitted - **Thank You**

[Initiate New Request]

From the Home Page, click on the "Retrieve File" box:

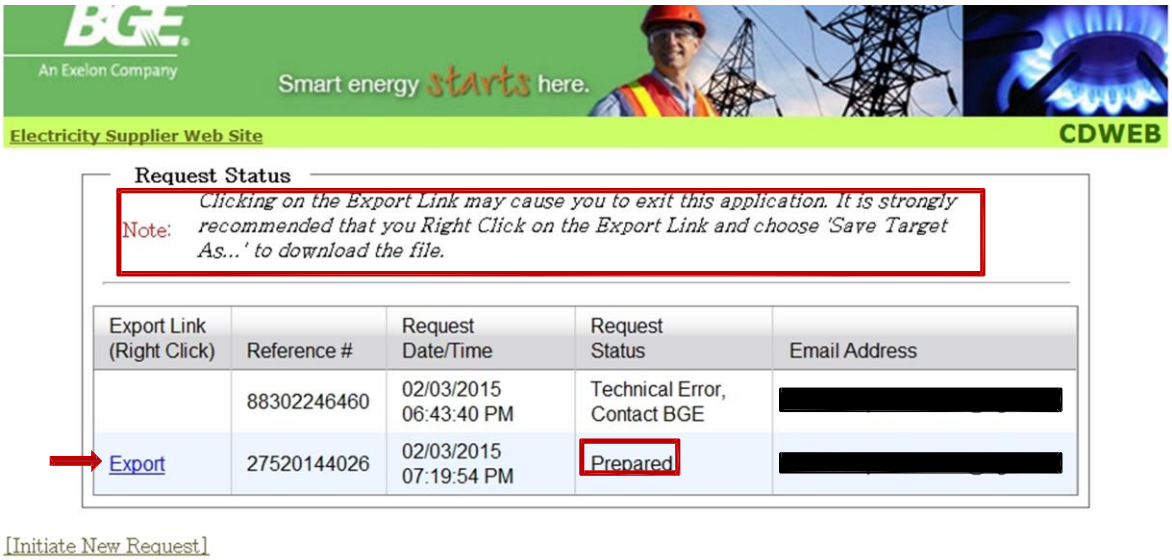
Notice your Request is pending. Remember, when requesting Historical Interval data (hourly data for AMI certified meters) your data will not be available to retrieve until the next business day.



The next day, after signing back into the CD Website, you may retrieve your data by selecting the "Retrieve File".

You will notice the "Request Status" changed from "Pending" to "Prepared", which allows you to retrieve your data. From here, you may export the data. (If you receive an error message, contact BGE).

"**Right Click**" on the "Export" Link associated with your Reference Number.



Select the "Save Target As" to export your data into a folder as previously described.

CSV Output File for Hourly Interval Data:

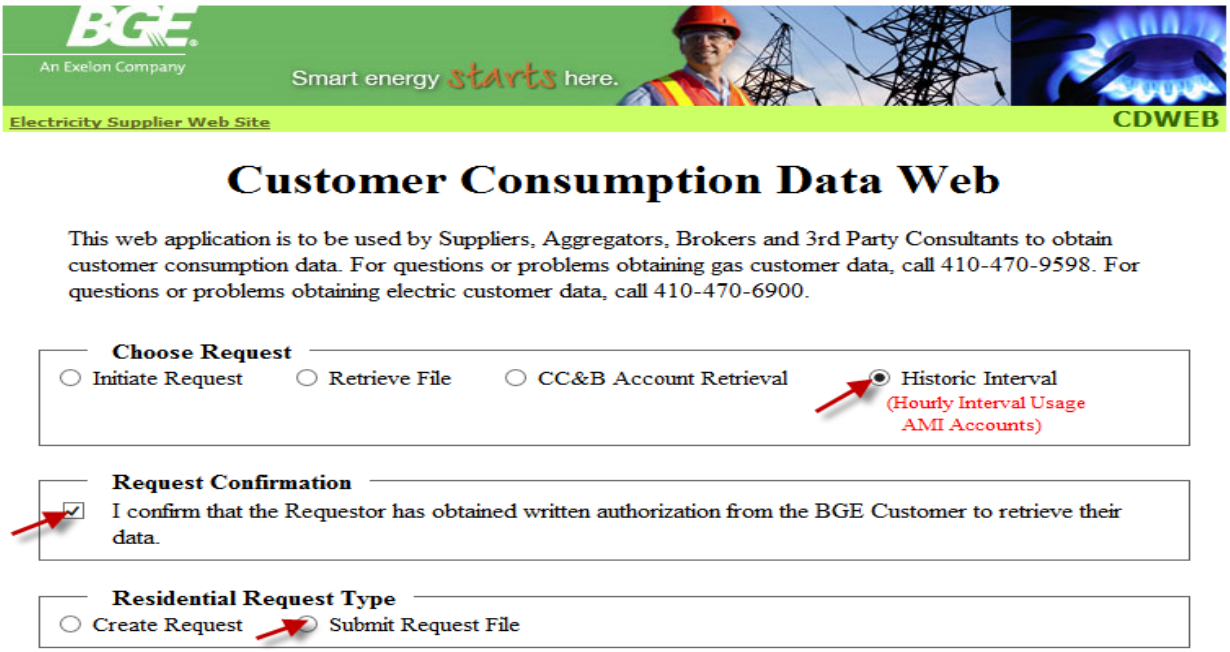
(Left Side of Data)

HI	Code	Desc	AccountName	AccountNumber	Segment	TariffCode	BillGroup	CapPLC	CapPLCPrev	CapPLCEffe	CapPLCPrevEffe	TransPLC
HI	OK	All Data successfull	[redacted]	[redacted]	RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024
HI	OK	All Data successfull			RLH	45	19	3.909152	2.677986	6/1/2015	6/1/2014	4.95024

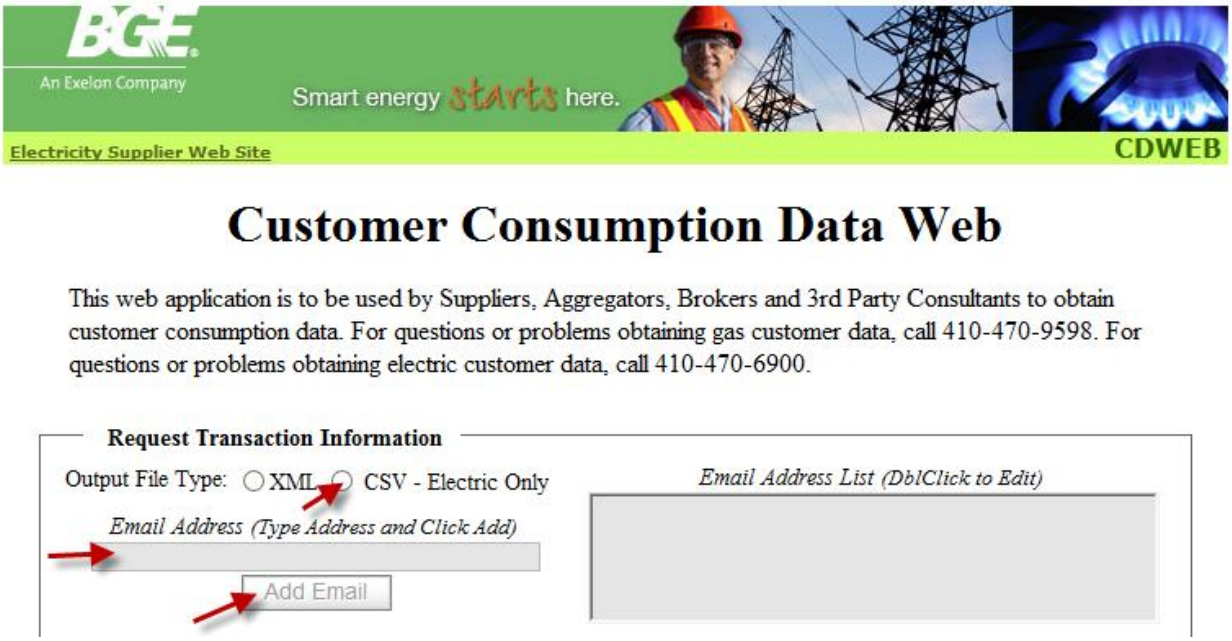
(Right Side of Data)

BillGr	CapPLC	CapPLCPrev	CapPLCEffe	CapPLCPrevI	TransPLC	TransPLCF	TransPLCE	TransPLCP	StartDate	EndDate	ReadDate	StartTime	EndTime	Kwh
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	2300	2359	5.365
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	2200	2259	3.007
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	2100	2159	6.444
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	2000	2059	4.071
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1900	1959	3.846
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1800	1859	4.095
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1700	1759	1.606
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1600	1659	2.613
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1500	1559	1.851
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1400	1459	1.546
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1300	1359	2.045
19	3.9092	2.677986	6/1/2015	6/1/2014	4.95024	2.652	1/1/2015	1/1/2014	2/2/2014	2/2/2015	2/2/2015	1200	1259	1.575

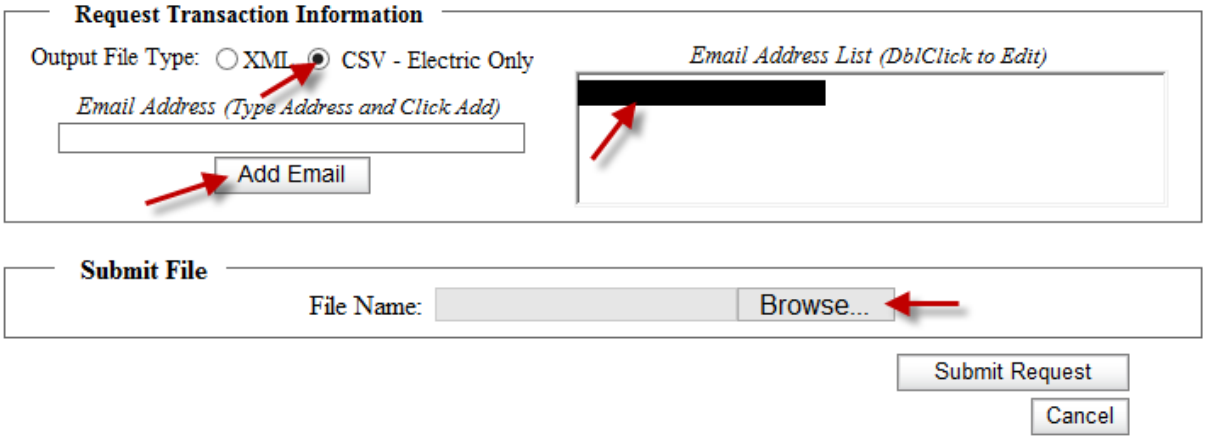
(B) <u>Submit Request File</u> – allows you to attach a file, as previously described.



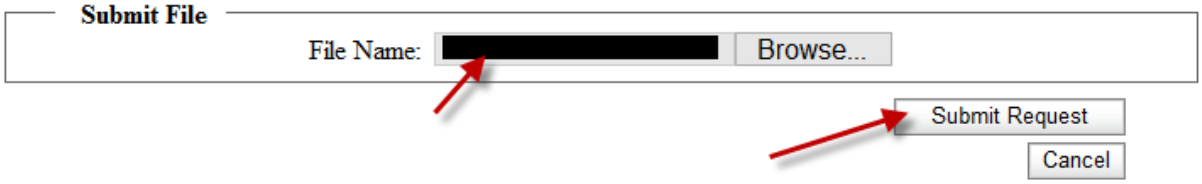
Select your output file "XML" or "CSV" and enter your email address. Click the "Add Email" button:



The following prompt will appear. Your email address will populate in the larger box to the right. Click the "Browse" button to attach your file as previously described.

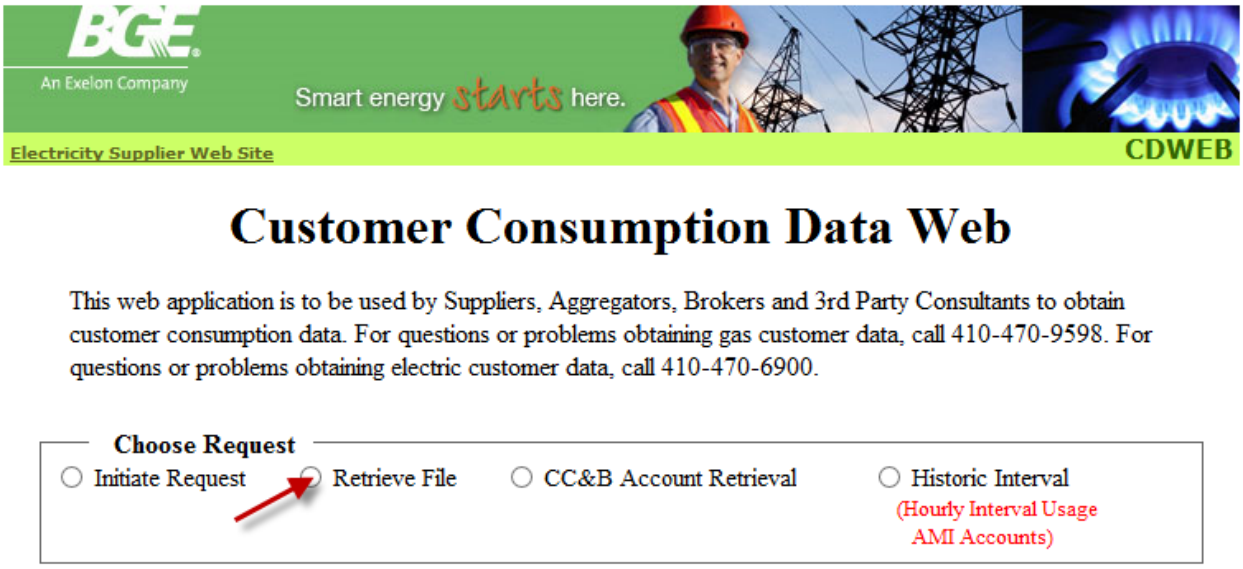


The file name will appear in the "File Name" box. Click the "Submit Request" button:

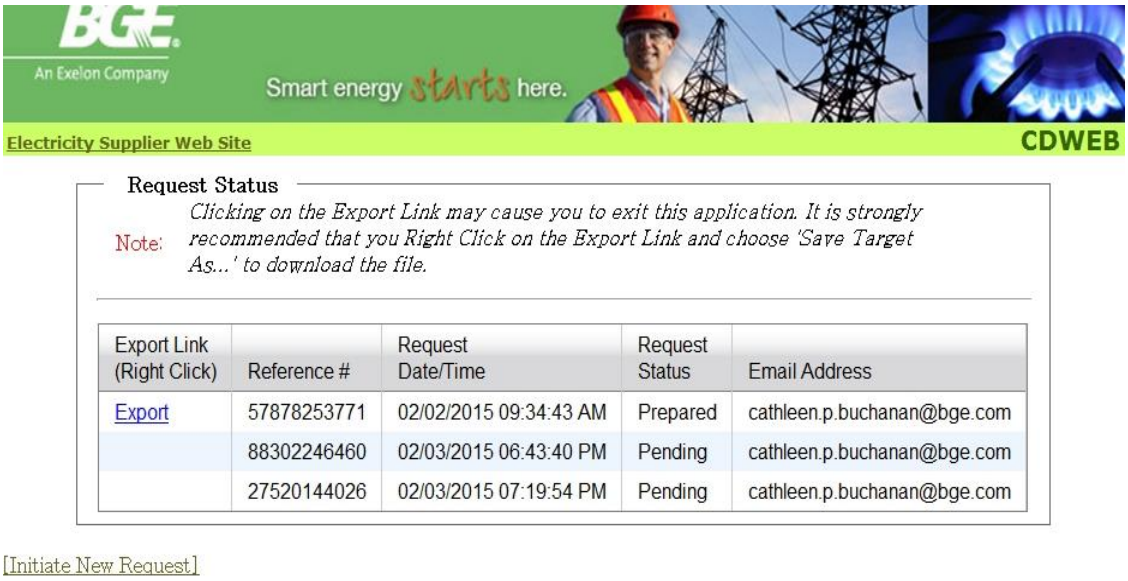


You will be provided a Reference for retrieving the associated output file. Click on the "Initiate New Request" link to return to the Home Page and retrieve your file.

Select the “Retrieve File” option.

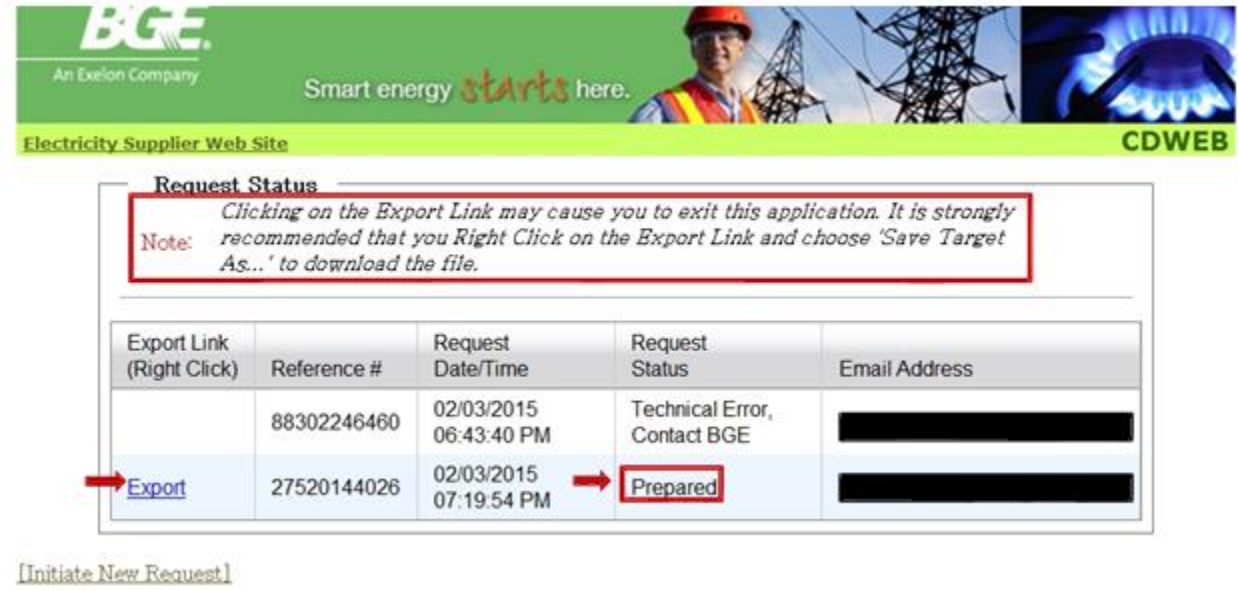


The “Request Status” is “Pending”. Remember, when requesting Historical Interval data (hourly data) your data will not be available to retrieve until the next business day.



The next day your request status will change from "Pending" to "Prepared", which allows you to retrieve the attached file submitted the day before. (If you receive an error message, contact BGE). From here, you may export your data. Refer to the export instructions as previously described (samples of output data were provided).

"**Right Click**" on the "Export" Link associated with your Reference Number.



Select the "Save Target As" to export your data into a folder as previously described.

These guidelines should provide you with the necessary capabilities to access BGE's Customer Consumption Data Website. If you have any questions or problems using this application, please do not hesitate to contact us.