

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.

The screenshot displays the BGE Energy Choice Supplier Site. At the top right, a navigation bar includes links for CDWeb, DSWeb, and Contact Us, with a red arrow pointing to CDWeb. The main header features the BGE logo and the text 'Energy Choice Supplier Site', along with navigation links for Home, Gas, Electric, and Document Library. The central banner area contains a large heading 'Welcome to BGE's Energy Choice Supplier Site' and a descriptive paragraph. Below this, there are two orange buttons for 'Electricity Supplier Info' and 'Gas Supplier Info', and a blue box titled 'Are you a New Supplier?' with options for 'New Electricity Supplier' and 'New Gas Supplier'. A 'Supplier Updates' section lists '2015 Company Holidays' with a detailed list of dates. The footer is divided into three columns: 'Helpful Links' (with a red arrow pointing to 'CDWeb'), 'Site Information' (including Legal, Site Standards, and Sitemap), and 'Stay Connected' (with social media icons and contact numbers for Electric and Gas).

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



Terms and Conditions of Use:

This computer system and all its components and contents (collectively, the "System") are intended for use by authorized users only. An authorized user of the System is one who, in the sole discretion of the Company, requires access in order to support Company business. Any System access by an unauthorized person is prohibited.

The System, including all its components and all its content, is Company property and may be used only in connection with Company business. Users of this System should have no explicit or implicit expectation of privacy. Any use of this System and all resources available on this System may be intercepted, monitored, recorded, copied, audited, disclosed, and inspected by the Company at any time.

Users of this System are prohibited from: using an unauthorized access code or password; accessing computer files that the user has no right to access; or disseminating confidential information that is derived from electronic or other sources. Unauthorized or improper use of the System may result in disciplinary action, including but not limited to, termination of employment and/or other action, including but not limited to, civil and criminal penalties.

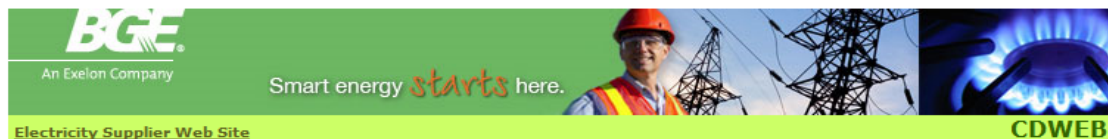
The Company may forward to law enforcement officials evidence of unauthorized or inappropriate use of this System, including its components and its contents, as deemed necessary by the Company.

User Name: Password:

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)



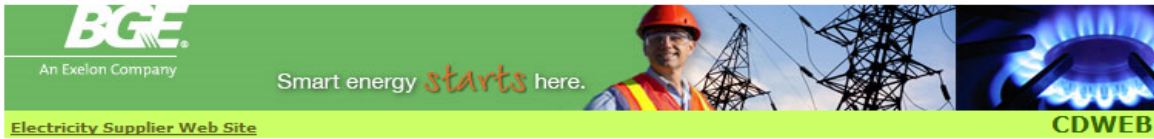
Customer Consumption Data Web

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)

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



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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.

1. Initiate Request - 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) **DISPLAY REQUEST** – 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:

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Request Account(s)

Usage Type: Interval Historical
(15-minute Interval Usage MV90 Accounts) (Monthly Usage All Accounts)

Account Number (Choice ID): Start Date & Time: 00 : 1E

Account Type: End Date & Time: 00 : 1E

(1) **Historical Option** - 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.

Historical Output File Returned – (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).

Historic Electric Data

A0001: Accepted

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.)

2014-02-20	2014-03-20	29	A	209700	54364	41774	113562	-	-
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➔ [\[Initiate New Request\]](#)

From the “Home Page” – repeat the following steps to select your next request:

Select “Initiate Request”

Click in the “Request Confirmation” box

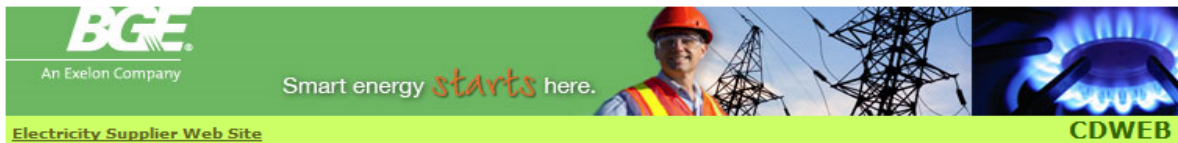
Select “Display Request”

This time, select the “Interval” option for the “Usage Type”

(2) **Interval Option (15-minute interval data)** – 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 **hourly-interval data** 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.



Customer Consumption Data Web

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Request Account(s)

Usage Type: Interval (15-minute Interval Usage MV90 Accounts) Historical (Monthly Usage All Accounts)

Account Number (Choice ID):

Account Type:

Start Date & Time:

End Date & Time:

➔

Interval Output File Returned:



Interval Electric Data

Account Name	Account No (Choice ID)	Start Date	End Date
		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”

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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
 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.

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Request Transaction Information

Output File Type: XML CSV - Electric Only

Email Address (Type Address and Click Add)

Email Address List (DbClick to Edit)

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.


Request Account(s)

<u>Start Date & Time</u>	<u>End Date & Time</u>	<u>Usage</u>	<u>Acct Type</u>	<u>Acct No (Choice ID)</u>
(DbClick to Edit)				

Usage Type: Interval Historical
(15-minute Interval Usage MV90 Accounts) *(Monthly Usage All Accounts)*

Account Number (Choice ID): [Redacted] Start Date & Time: -- -- -- 00 : 1E

Account Type: Electric End Date & Time: -- -- -- 00 : 1E



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.


Request Account(s)

<u>Start Date & Time</u>	<u>End Date & Time</u>	<u>Usage</u>	<u>Acct Type</u>	<u>Acct No (Choice ID)</u>
		Historical	Electric	[Redacted]
(DbClick to Edit)				

Usage Type: Interval Historical
(15-minute Interval Usage MV90 Accounts) *(Monthly Usage All Accounts)*

Account Number (Choice ID): [Empty] Start Date & Time: -- -- -- 00 : 1E

Account Type: Electric End Date & Time: -- -- -- 00 : 1E



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.

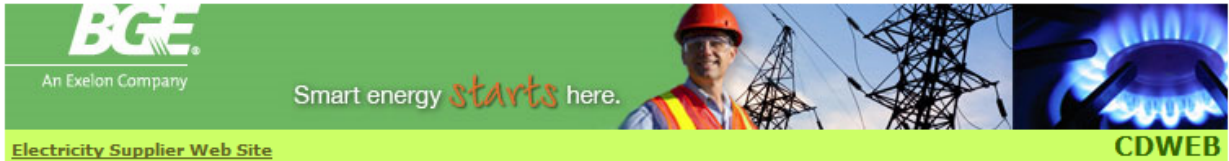
Click on the “Initiate New Request” link to return to the Home Page and retrieve your data.



Your Reference Number is: 60801623563
Request has been submitted - Thank You

 [\[Initiate New Request\]](#)

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



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Choose Request

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

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Last Modified: Thursday, November 17, 2016, 2:35:54 PM

“**Right Click**” on the “Export” link associated with the email reference number.

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Electricity Supplier Web Site **CDWEB**

Request Status
Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Note: Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	36057472206	01/30/2015 10:04:48 AM	Prepared	[REDACTED]
Export	35538760580	01/30/2015 12:57:19 PM	Prepared	[REDACTED]
Export	60801623563	01/30/2015 01:03:24 PM	Prepared	[REDACTED]

[Initiate New Request](#)

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

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Electricity Supplier Web Site **CDWEB**

Request Status
Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

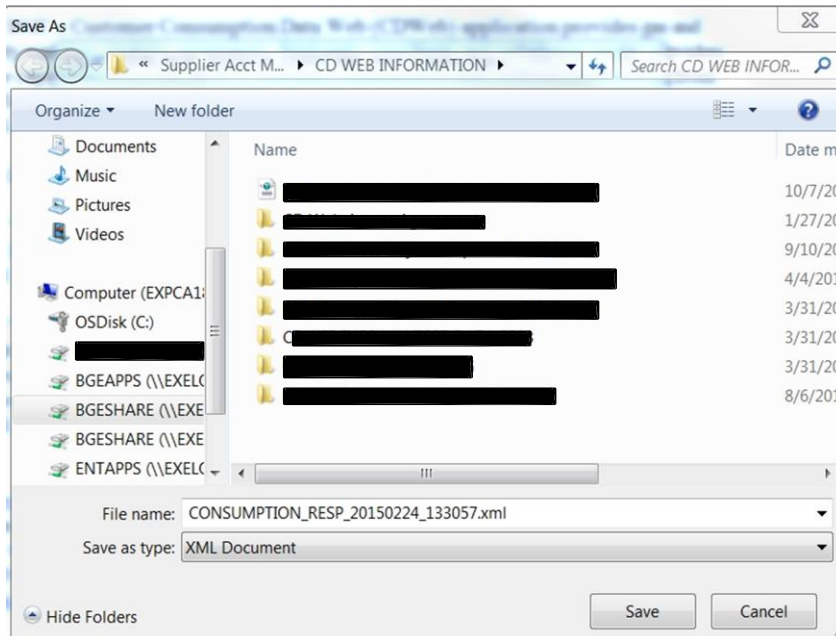
Note: Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	50990056386	02/10/2015 08:42:57 AM	Prepared	[REDACTED]

- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Send to OneNote
- Properties

[Initiate New Request](#)

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="██████████" BillViewAccountNumber="██████████"
    ██████████ Segment="R" TariffCode="140" CapPLC="2.221107" CapPLCPrev="2.
    TransPLC="1.985139" TransPLCPrev="2.547556" TransPLCEffectiveDt="2015-0
    SpecialBilling="-" AccountAddress="██████████"
  - <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.

Request Status

Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	28586276363	02/24/2015 01:28:59 PM	Prepared	██████████
Export	20677421464	02/24/2015 01:30:57 PM	Prepared	██████████
Export	82713433727	02/25/2015 11:38:23 AM	Prepared	██████████

[\[Initiate New Request\]](#) ←

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

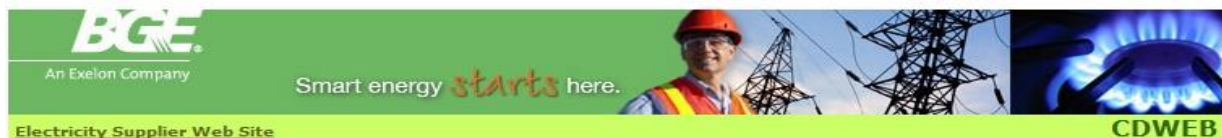
From the Home Page, select “Initiate Request”
Click in the “Request Confirmation” box
Select “Create Request”

Request Type

Display Request Create Request Submit Request File

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.



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Request Transaction Information

Output File Type: XML CSV - Electric Only

Email Address (Type Address and Click Add)

Email Address List (DbiClick to Edit)

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.

Request Account(s)

<i>Start Date & Time</i>	<i>End Date & Time</i>	<i>Usage</i>	<i>Acct Type</i>	<i>Acct No (Choice ID)</i>
(DbfClick to Edit)				

Usage Type: Interval (15-minute Interval Usage MV90 Accounts) Historical (Monthly Usage All Accounts)

Account Number (Choice ID): Start Date & Time: --- -- 00 : 1E

Account Type: Electric End Date & Time: --- -- 00 : 1E

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.

Request Account(s)

<i>Start Date & Time</i>	<i>End Date & Time</i>	<i>Usage</i>	<i>Acct Type</i>	<i>Acct No (Choice ID)</i>
		Historical	Electric	██████████
(DbfClick to Edit)				

Usage Type: Interval (15-minute Interval Usage MV90 Accounts) Historical (Monthly Usage All Accounts)

Account Number (Choice ID): Start Date & Time: --- -- 00 : 1E

Account Type: Electric End Date & Time: --- -- 00 : 1E

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.

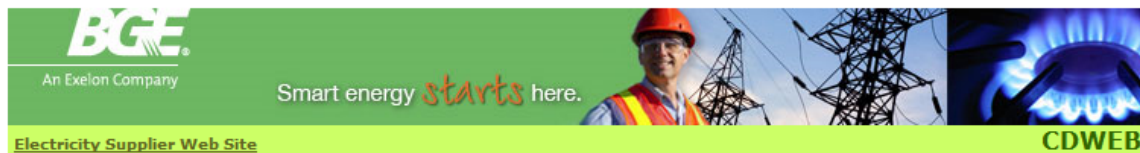
Click on the “Initiate New Request” link to return to the Home Page and retrieve your data.



Your Reference Number is: 76327206648
Request has been submitted - Thank You

[\[Initiate New Request\]](#)

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



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)

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

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Electricity Supplier Web Site CDWEB

Request Status
Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Note: *Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.*

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	65087614716	01/30/2015 02:19:24 PM	Prepared	[REDACTED]
Export	76327206648	01/30/2015 02:25:20 PM	Prepared	[REDACTED]

[\[Initiate New Request\]](#)

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

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Smart energy *starts* here.

Electricity Supplier Web Site CDWEB

Request Status
Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

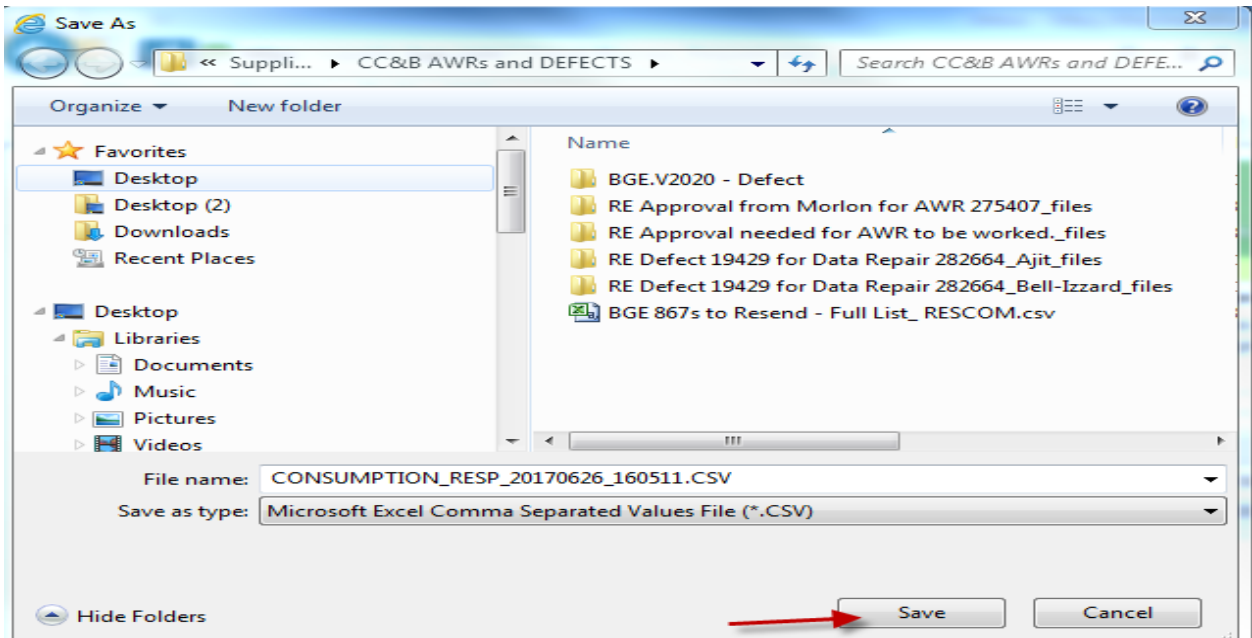
Note: *Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.*

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	50490056346	02/10/2015 08:42:57 AM	Prepared	[REDACTED]

Context Menu:

- Open
- Open in New Tab
- Open in New Window
- Save Target As...**
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Send to OneNote
- Properties

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)

Create Request - CSV Output File for One Account:

EH	Code	Desc	AccountN	AccountA	BillingAcc	AccountN	Segment	TariffCode	CapPLC	CapPLCEff	CapPLCPr
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
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:

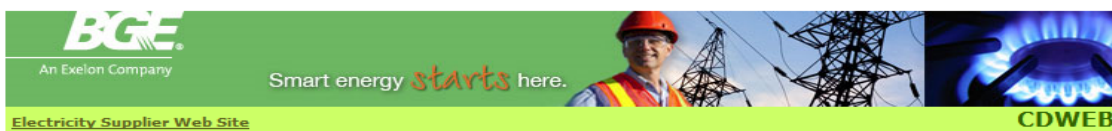
(Interval data will be listed first):

EI	Code	Desc	AccountName	AccountNumber	StartDate	EndDate	RdgDate	StartTime	EndTime	Kwh	RdgSource
EI	OK	All Data successfully			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”



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)

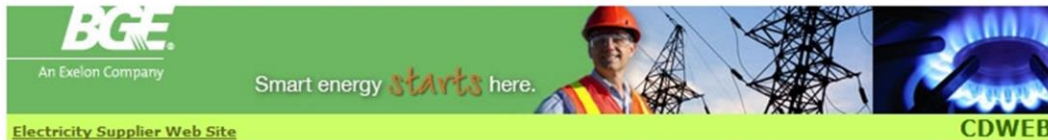
Request Confirmation

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

Request Type

Display Request Create Request 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.



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.

The screenshot shows a web form titled "Request Transaction Information". It has two radio buttons for "Output File Type": "XML" (unselected) and "CSV - Electric Only" (selected). Below this is a text input field for "Email Address (Type Address and Click Add)" and an "Add Email" button. To the right is a box titled "Email Address List (DbClick to Edit)" containing a single blacked-out entry with a red arrow pointing to it.

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)

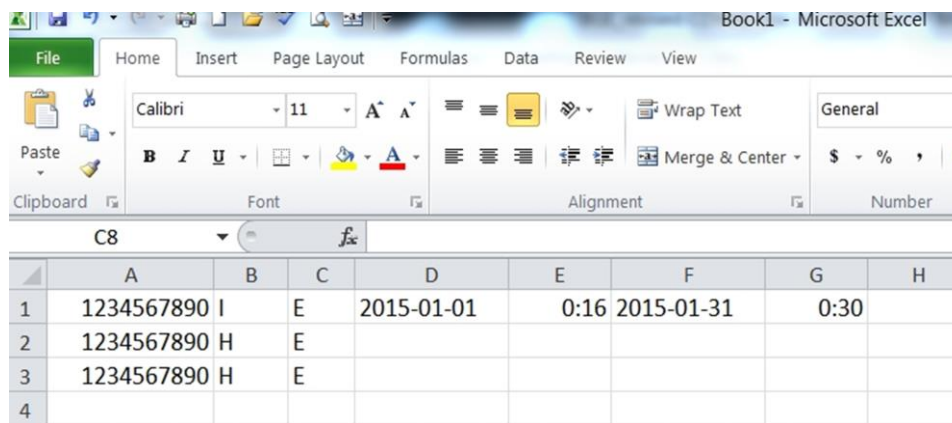
Using Microsoft Excel to create the CSV file will require the following:

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:



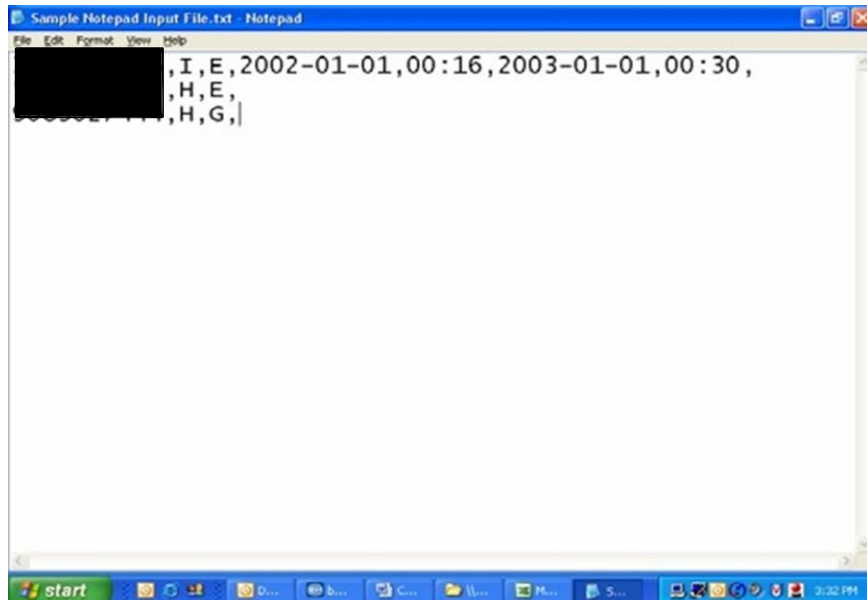
	A	B	C	D	E	F	G	H
1	1234567890	I	E	2015-01-01	0:16	2015-01-31	0:30	
2	1234567890	H	E					
3	1234567890	H	E					
4								



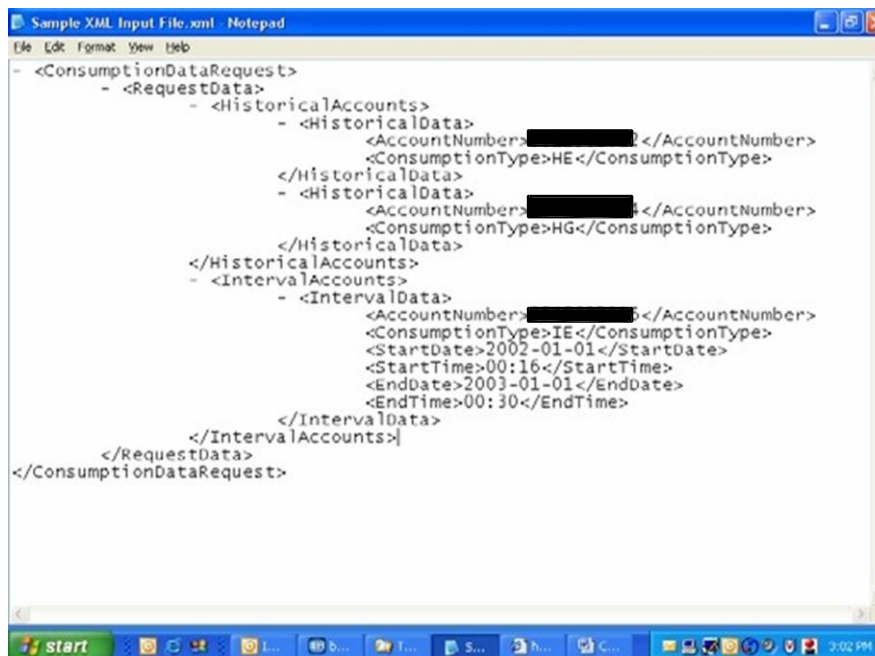
If using Microsoft Notepad or WordPad to create the CSV file, you must:

- 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.

Submit File

File Name:

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.



Your Reference Number is: 76850416862
Request has been submitted - **Thank You**

[\[Initiate New Request\]](#)

From the Home Page, click on the “Retrieve File” option.



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)

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



Request Status

Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Note: *Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.*

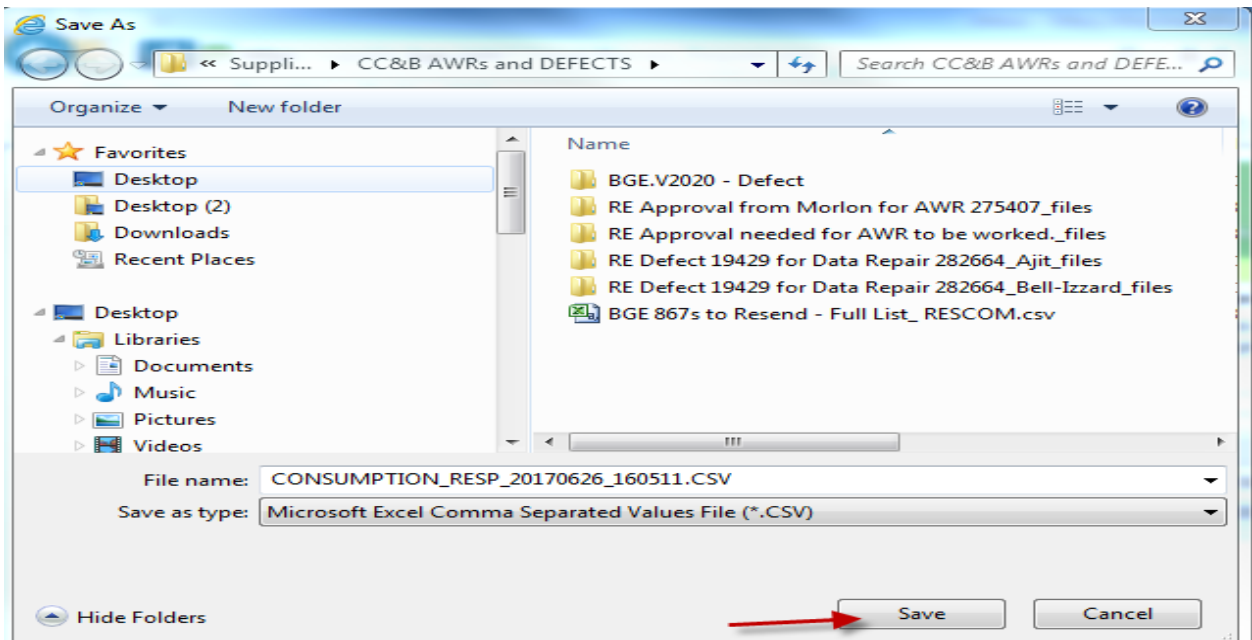
Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	65087614716	01/30/2015 02:19:24 PM	Prepared	[REDACTED]
Export	76327206648	01/30/2015 02:25:20 PM	Prepared	[REDACTED]
Export	76850416862	01/30/2015 03:07:25 PM	Prepared	[REDACTED]

[\[Initiate New Request\]](#)

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.

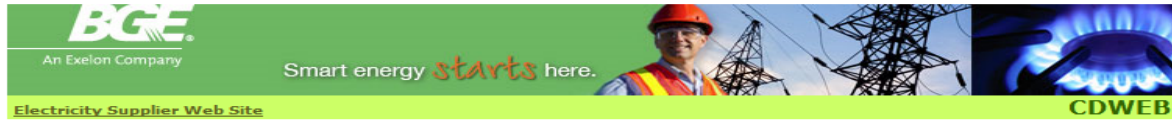
Close the spreadsheet and you will return to your list of prepared files.

2. Retrieve File – 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. CC&B Account Retrieval– 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



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)

CC&B Account Retrieval

Note: You must first select the 'Account Type' either Gas or Electric. Then enter your Choice ID or your bill account number

Account Type: Account/Choice ID:

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

Request Account Type

SUCCESS: Choice ID found

Account ID	Choice ID	Account Type
██████████	██████████	E-RES

[\[Initiate New Request\]](#)

4. Historical Interval (hourly data) – 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

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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.

Residential Request Type

Create Request
 Submit Request File

- (A) **Create Request Option** - 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 List (DbClick to Edit)

Email Address (Type Address and Click Add)

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

Request Transaction Information

Output File Type: XML CSV - Electric Only

Email Address List (DbiClick to Edit)

Email Address (Type Address and Click Add)

Add Email

Request Residential & Small Commercial Account(s)

Start Date & Time	End Date & Time	Usage	Acct Type	Acct No (Choice ID)
(DbiClick to Edit)				

Usage Type: Residential & Small Commercial Interval

Account No (Choice ID)

Account Type: Electric

Add Account (Choice ID)

Submit Request

Cancel

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:

Request Residential & Small Commercial Account(s)

Start Date & Time	End Date & Time	Usage	Acct Type	Acct No (Choice ID)
		Interval	Electric	
(DbiClick to Edit)				

Usage Type: Residential & Small Commercial Interval

Account No (Choice ID)

Account Type: Electric

Add Account (Choice ID)

Submit Request

Cancel

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.

Request Residential & Small Commercial Account(s)

<i>Start Date & Time</i>	<i>End Date & Time</i>	<i>Usage</i>	<i>Acct Type</i>	<i>Acct No (Choice ID)</i>
		Interval	Electric	
		Interval	Electric	
		Interval	Electric	

(Db)Click to Edit

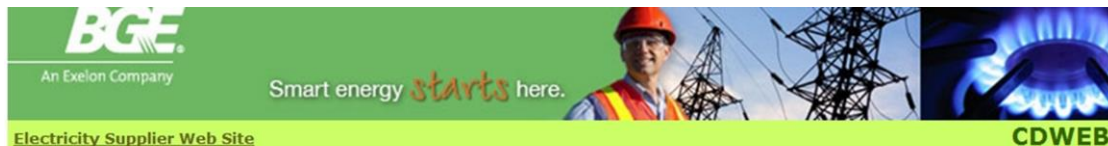
Usage Type: Residential & Small Commercial Interval

Account No (Choice ID)

Account Type: Electric

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:



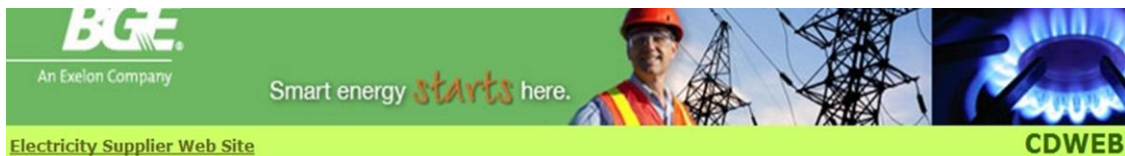
Customer Consumption Data Web

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)

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.



Request Status

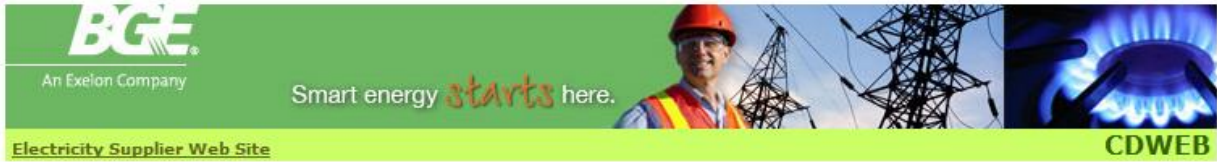
Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Note:

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	57878253771	02/02/2015 09:34:43 AM	Prepared	[REDACTED]
	88302246460	02/03/2015 06:43:40 PM	Pending	[REDACTED]
	27520144026	02/03/2015 07:19:54 PM	Pending	[REDACTED]

[\[Initiate New Request\]](#)

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



Customer Consumption Data Web

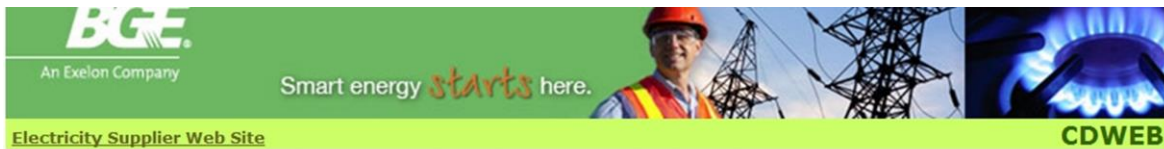
This web application is to be used by Suppliers, Aggregators, Brokers and 3rd Party Consultants to obtain customer consumption data. For questions or problems obtaining gas customer data, call 410-470-9598. For questions or problems obtaining electric customer data, call 410-470-6900.

Choose Request

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

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.



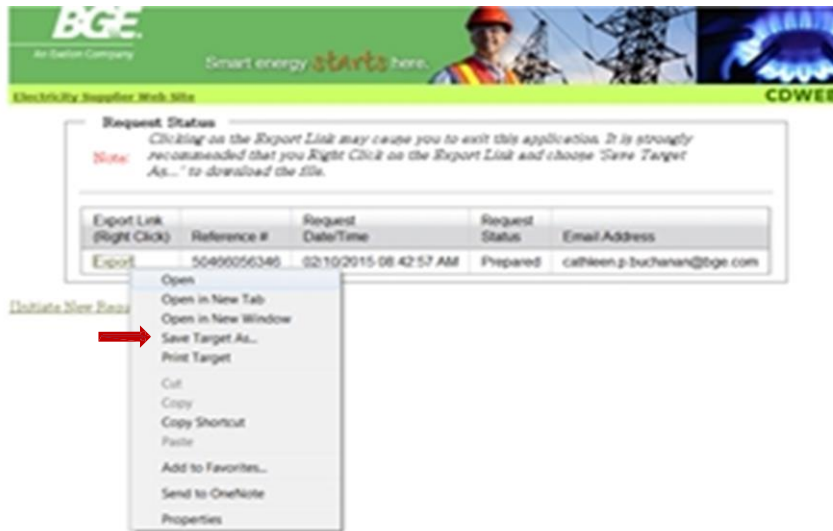
Request Status

Note: Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
	88302246460	02/03/2015 06:43:40 PM	Technical Error, Contact BGE	[REDACTED]
Export	27520144026	02/03/2015 07:19:54 PM	Prepared	[REDACTED]

[\[Initiate New Request\]](#)

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



CSV Output File for Hourly Interval Data:

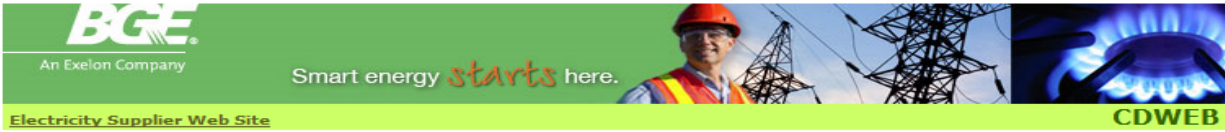
(Left Side of Data)

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

(Right Side of Data)

BillGr	CapPLC	CapPLCPrev	CapPLCEffe	CapPLCPrev	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) **Submit Request File** – allows you to attach a file, as previously described.



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)

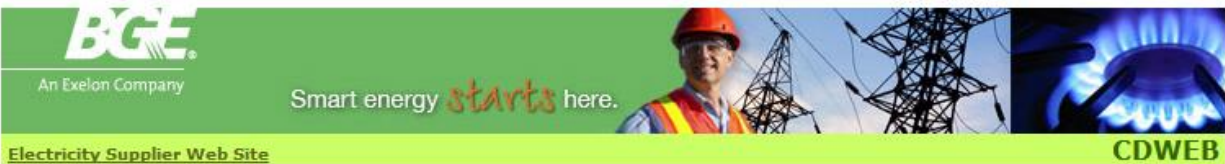
Request Confirmation

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

Residential Request Type

Create Request **Submit Request File**

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



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)

Email Address List (DbClick to Edit)

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.

Request Transaction Information

Output File Type: XML CSV - Electric Only

Email Address (Type Address and Click Add)

Email Address List (DbClick to Edit)

Submit File

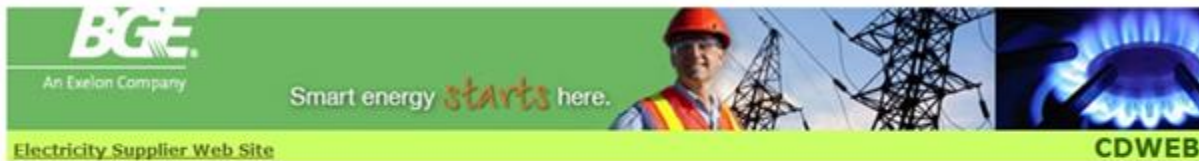
File Name:

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

Submit File

File Name:

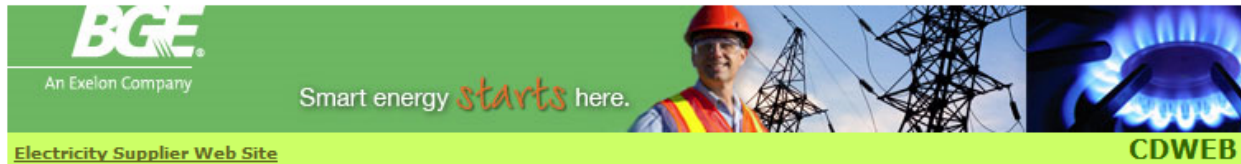
You will be provided a Reference for retrieving the associated output file. Click on the “Initiate New Request” link to return to the Home Page and retrieve your file.



Your Reference Number is: **27520144026**
Request has been submitted - Thank You

[\[Initiate New Request\]](#)

Select the “Retrieve File” option.



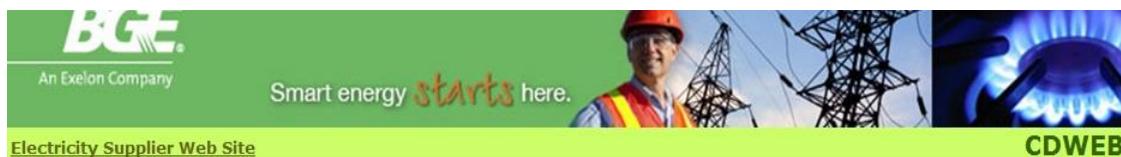
Customer Consumption Data Web

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)

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.



Request Status

Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Note:

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
Export	57878253771	02/02/2015 09:34:43 AM	Prepared	cathleen.p.buchanan@bge.com
	88302246460	02/03/2015 06:43:40 PM	Pending	cathleen.p.buchanan@bge.com
	27520144026	02/03/2015 07:19:54 PM	Pending	cathleen.p.buchanan@bge.com

[Initiate New Request]

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.

Request Status

Note: Clicking on the Export Link may cause you to exit this application. It is strongly recommended that you Right Click on the Export Link and choose 'Save Target As...' to download the file.

Export Link (Right Click)	Reference #	Request Date/Time	Request Status	Email Address
	88302246460	02/03/2015 06:43:40 PM	Technical Error, Contact BGE	[REDACTED]
Export	27520144026	02/03/2015 07:19:54 PM	Prepared	[REDACTED]

[\[Initiate New Request\]](#)

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.