



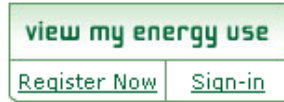
View My Energy Use on the Web

For the Residential Customer

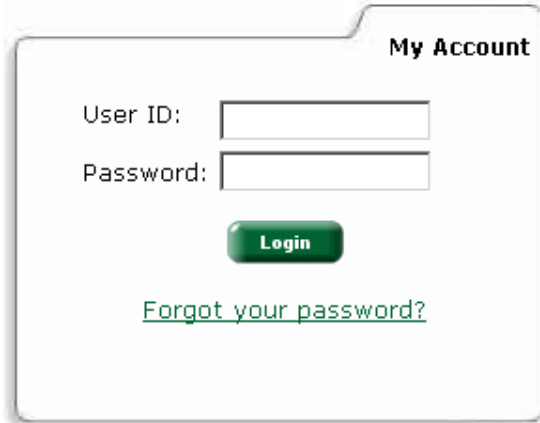
I. Login to MGE's My Account system

A. Visit [mge.com](http://www.mge.com) and Login (or Register)

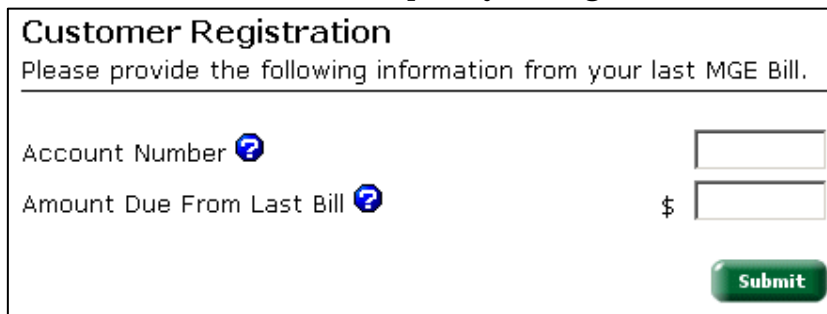
- i. Visit MGE's web site: <http://www.mge.com>
- ii. Click to Register or Sign-in to view energy use



- iii. If you are already registered, enter your User ID and Password and click the "Login" button

A screenshot of a login form titled "My Account". It contains two input fields: "User ID:" and "Password:". Below the fields is a green "Login" button. At the bottom of the form is a green link that says "Forgot your password?".

- If you are not registered, enter the Account Number and Amount Due from your most recent MGE bill. Click "Submit" and follow the instructions to complete your registration.

A screenshot of a "Customer Registration" form. The title is "Customer Registration". Below the title is the instruction: "Please provide the following information from your last MGE Bill." There are two input fields: "Account Number" with a question mark icon, and "Amount Due From Last Bill" with a question mark icon and a dollar sign symbol. Below the fields is a green "Submit" button.

II. View Your Energy Use

A. Click the "View My Energy Use" link from the left-side menu or "View (Energy Use) Detail" button.

- i. If you have only one account then you will be taken to the Account Information page. Click the "View My Energy Use" link in the menu on the left or click the "View" button under View Energy Use Detail in the upper right.

Customer Name					
Service Address 123 Address Street Madison, WI 53700		Account Number 00000000	Account Status Active	View Energy Use Detail View	
Account Information					
Amount Due From Last Bill	Due Date	Amount Paid	Date Paid	Account Balance	When to Expect Next Bill
\$159.00	7/17/2003	\$159.00	6/17/2003	\$153.62	7/30/2003
This is your account information as of 6/28/2003 1:23:00 AM. The Account Balance is different from your Amount Due because you are on Budget Billing.					

- ii. If you have more than one account then you will be taken to the Account Summary page. Click the "View My Energy Use" button on the left or one of the "View" buttons under View Energy Detail on the right. Clicking the "View My Energy Use" link will not specify which account to review. Clicking a "View" button next to an account will specify that account.

MGE Account Summary for Customer Name						
Click Detail button to get more detailed information about the account.						Select Account
						Select an Account to view
Service Address	Account Number	Amount Due From Last Bill	Due Date	Account Status	View Account Detail	View Energy Detail
123 Address Street Madison, WI 53703	00000000	\$419.98	7/9/2003	Active	View	View
123 Address Street Middleton, WI 53562	00000000	\$1,976.41	6/30/2003	Active	View	View
Total		\$2,396.39				

- B. Review all meters under one account (Energy Use Summary)
- i. The Energy Use Summary web page shows basic information and a simple graph for each meter under the selected account.

Energy Use Summary for Customer Name

Service Address: 123 Address St
Madison, WI 53705

Account Number: 00000000

Select Account or Meter
Acct: 00000000, 123 Address St

Below is a list of this account's meter numbers. Click a detail button or graph to see more information for that meter.

Service Type:	Gas
Meter Number:	G000000, My Gas Meter
Rate Schedule(s):	RD-1, FS-1 Gas: Residential Services
View Detail	

Service Type:	Electric
Meter Number:	E000000, My Electric Meter
Rate Schedule(s):	RG-1 Electric: Residential Service (RG-1)
View Detail	

■ This year ▲ Last year

Therms

Month	This year	Last year
Jan	180	160
Mar	120	160
May	60	60
Jul	20	20
Sep	20	20
Nov	20	100

kWh

Month	This year	Last year
Jan	500	500
Mar	400	500
May	400	500
Jul	1000	600
Sep	600	600
Nov	600	400

ii. Click a rate schedule link to get detailed information about that specific rate schedule.

iii. Select another account or meter from the upper right corner dropdown menu to see Energy Use information about that account or meter.

Do you want to see other accounts?

Select Account or Meter

Acct:00000000, 123 Address St

Acct:00000000, 123 Address St

Meter: G000000

Meter: E000000

Acct:00000000, 123 Address St

Meter: G000001

Meter: E000001

Meter: E000002

iv. Click the "View Detail" button or graph next to a meter to see detailed information about that meter's energy use.

Page 4

- C. Review detailed energy use information by meter
 i. The Energy Use Detail page shows detailed information about this meter's energy use and provides links to other information.

Natural Gas Energy Use for Customer Name

Service Address: 123 Address St
Madison, WI 53705

Account Number: 00000000

Meter Number: G0000000, My Gas Meter ([Change](#))

Rate Schedule(s): [RD-1](#), [FS-1](#) - Gas: Residential Services

Select an Account or Meter

Meter: G0000000, My Gas Meter ▾

Yearly Natural Gas Use Data

?	?	?	?	?	?	?	?
Billing Year	# Days	Total Therms	Monthly Therms Avg.	Htg Deg Days	High	Low	\$ Amount
2005	304	965	96.5	5,245	211	24	\$1,033.20
2004	368	1,137	94.8	6,916	216	14	\$1,164.39

Select Length of History

2004 Through 2005 ▾

Graph Last 24 Months
Download Data

Monthly Natural Gas Use Data

?	?	?	?	?	?
Read Date	# Days	Therms	Heating Degree Days	Therms/Degree Day	\$ Amount
Oct 07, 2005	29	28	88	0.318	\$47.44
Sep 08, 2005	34	28	12	NA	\$41.89
Aug 05, 2005	28	24	1	NA	\$33.76
Jul 08, 2005	31	28	19	NA	\$36.91
Jun 07, 2005	32	48	181	NA	\$59.15
May 06, 2005	29	83	444	NA	\$95.59
Apr 07, 2005	31	146	870	0.168	\$143.23
Mar 07, 2005	28	167	1,037	0.161	\$160.29
Feb 07, 2005	31	211	1,331	0.159	\$203.07
Jan 07, 2005	31	202	1,262	0.160	\$211.87
2005	304	965	5,245	NA	\$1,033.20

Place mouse arrow over question marks for more information.


[Energy Use FAQ](#)

[Calculate My Home Heating Rating](#)
See how your home's efficiency compares.

[Improve My Gas Energy Efficiency](#)
Take steps to reduce your home's natural gas use.

[Contact MGE](#)
More questions? Contact us.

- ii. The graph is by calendar year (Jan through Dec) and defaults to the current and previous year. Using the "Select Length of History" dropdown, you may choose to view just the current year or the current and two previous years. Adjustments are NOT shown on the graph.
- iii. Above the graph, there is a table showing yearly energy use.
- iv. Below the graph, there is a table showing monthly energy use.
- v. Click the "Name this meter" link next to the meter number at the top of the page to assign a meaningful name to the meter.



Name This Meter

Service Address: 123 Address St
Madison, WI 53705

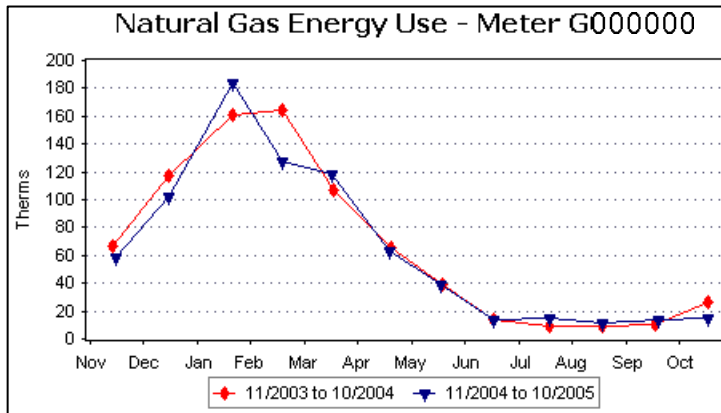
Account Number: 00000000

Meter Number: E000000


Rate Schedule(s): RG-1
Electric: Residential Service (RG-1)

Enter Descriptive Meter Name:

- vi. Click the "Graph Last 24 Months" button to see a graph of the most recent 12 months compared to one year ago.



- vii. Click the "Download Data" button to download the energy use data to your computer.



Download Natural Gas Use

Please follow these instructions to download your file:

- (1) Click on Comma Separated file.
- (2) Select "Save this file to disk" or "Save file as".
- (3) Select where you would like to save the file on your computer and enter a name for the file.
- (4) Click "Save".

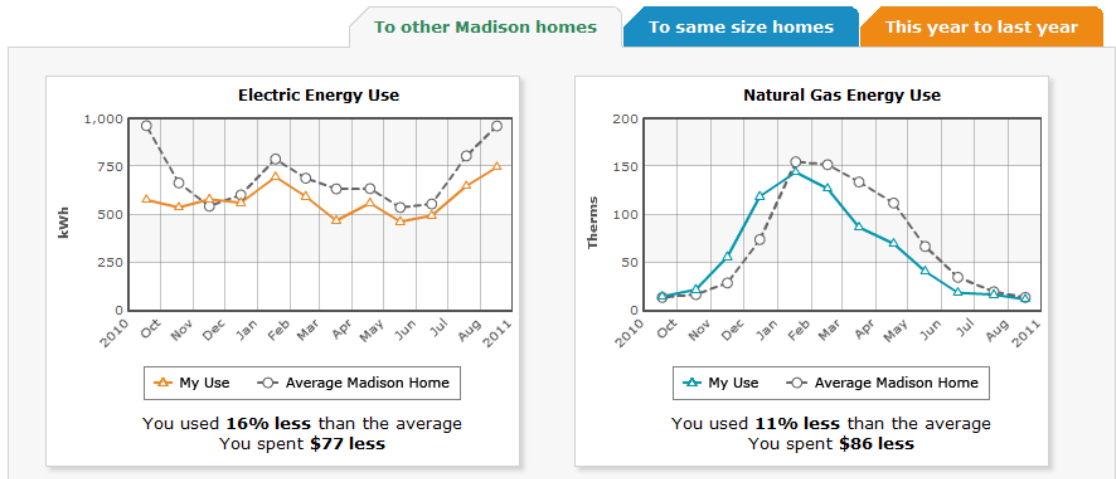
Select Comma Separated file:
[Comma Separated file \(.csv\)](#)

- viii. Links along the right side of the page to provide more information:
- "Energy Use FAQ" - Answers to some Frequently Asked Questions
 - "Improve My Energy Efficiency" - Helpful ideas for saving energy
 - "Contact MGE" - Contact information for Madison Gas & Electric Co.
 - "Sign up for green power" - for electric meters this links you to our web site's Green Power Tomorrow sign up form.
 - "How much green power am I buying?" - for electric meters, this allows you to see how much green power you have purchased for this meter in the last 12 months, the added cost and how much CO₂ and coal were saved because of your purchase.

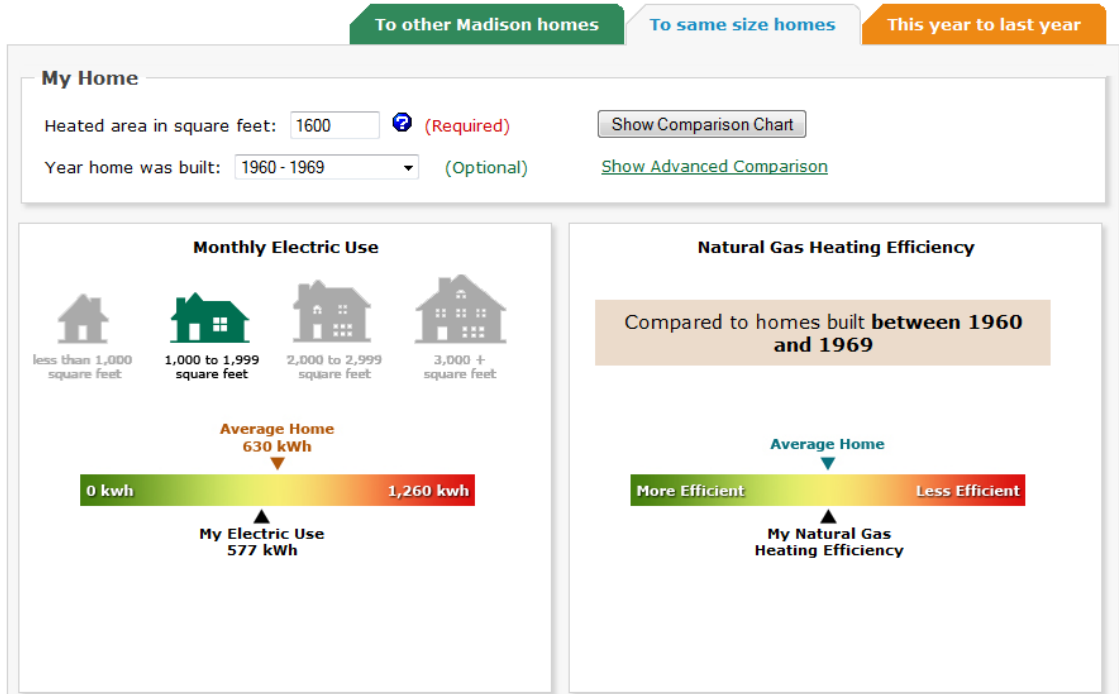
My Green Power Tomorrow Participation				
Service Address:	123 Address Street Madison, WI 53700			
Account Number:	00000000			
Meter Number:	E000000			
Rate Schedule(s):	RG-1 Electric: Residential Service (RG-1)			
?	?	?	?	?
Read Date	Green Power kWh	Added Cost for Green Power	Lbs CO ₂ Offset	Lbs Coal Saved
Feb 17, 2009	489	\$4.89	1,084	367
Jan 19, 2009	525	\$5.25	1,163	394
Dec 16, 2008	581	\$5.81	1,287	436
Nov 14, 2008	522	\$5.22	1,157	392
Oct 17, 2008	550	\$5.50	1,219	413
Sep 17, 2008	577	\$5.77	1,279	433
Aug 18, 2008	587	\$5.87	1,301	440
Jul 17, 2008	397	\$3.97	880	298
Jun 17, 2008	354	\$3.54	784	266
May 16, 2008	383	\$3.83	849	287
Apr 16, 2008	370	\$3.70	820	278
Mar 18, 2008	203	\$2.03	450	152
3/2008-2/2009	5,538	\$55.38	12,272	4,154

D. Compare your energy use with other Madison homes

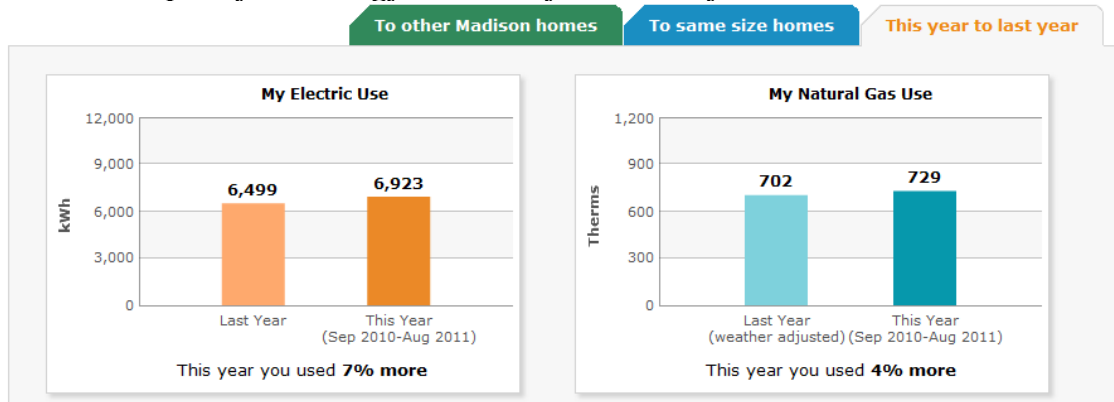
i. Compare monthly to more than 40,000 single family homes in Madison



ii. Compare average electric use and natural gas heating efficiency to single family homes of the same size and homes built during the same decade



iii. Compare your energy used this year to last year



E. Provide Energy Use account-level access to other users

- i. Click the "Allow Others Access" option from the menu on the left.
- ii. For a new user, enter a User ID, Password and User Name or select an existing user from the dropdown select box.

Set Up Users for Customer Name Accounts

New User Select a user to edit ▼

User ID (6-16 characters, at least 1 letter)

Password (6-16 characters, at least 1 number & letter)

Confirm Password

User Name

Functional Permissions

Select	Function
<input checked="" type="checkbox"/>	View Account Information
<input type="checkbox"/>	Start/Stop/Change Electronic Funds Transfer
<input type="checkbox"/>	Start/Stop Budget Billing

Account Permissions

Select	Service Address	Account Number
<input type="checkbox"/>	123 Address St Madison, WI 53700	00000000
<input type="checkbox"/>	124 Address St Madison, WI 53700	00000000

- iii. Click the checkbox next to the Functional Permissions that you would like the new user to have. View Account Information is required and will allow the user to view Energy Use Information for the selected accounts.

- iv. Click the checkbox next to the Accounts for which this user should have access. Clicking the "Select All" button will automatically check all of the account checkboxes.
 - v. Click the "Add User" button.
 - vi. You may update or delete an existing user after selecting them from the dropdown menu.
- F. Logging out
- i. Click the "Log Out" link from the menu on the left or the top of the page.