RE: PROCEDURE TO RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF

To Whom It May Concern,

Southern California Edison (SCE), has implemented a consolidated **Customer Information Standardized Request (CISR-S) form** (Authorization Form) which an SCE customer may use to authorize a designated Agent and Consultant (Agent), to receive service account information or act on their behalf for certain transactions. This Authorization Form is designed to protect the privacy rights of the SCE Customers, therefore, this form must be completed in its entirety by the SCE customer and the Agent. Any alterations to an Authorization Form after it has been executed by the SCE customer will render the Authorization Form null and void.

CUSTOMER INFORMATION

- The customer information portion of the form should be filled out by someone in the customer's organization who has the authority to financially bind the customer (e.g. CFO of a company or City Manager of a municipality). *(NOTE: The individual named should be the same individual as the authorized customer signer at the end of the form.)*
- In this section, list all service account(s) for which you wish to authorize access. If there are more than three (3) service accounts please list the additional service accounts and service addresses on a separate sheet and attach it to this form. The preferred attachment format is an Excel spreadsheet.

INFORMATION, ACTS AND FUNCTIONS AUTHORIZED

Through the Authorization Form, an SCE customer may authorize an Agent to receive information and/or act on their behalf to perform the specific acts and functions listed below. The SCE customer should initial, or put an "X" inside all applicable boxes for each item they wish to authorize. *(NOTE: SCE will provide standard customer information without charge up to two (2) times in a twelve (12) month period per service account. After two (2) requests in a year, the customer may be responsible for charges that may be incurred to process the request.)*

1. Request and receive billing records, billing history and all meter usage data used for bill calculations for your service account(s).
2. EPA Benchmarking.
3. Request and receive copies of correspondence in connection with your account(s). This option must be checked along with the following suboption(s):
   a. Request and receive copies of correspondence relating to verification of rate, date of rate change, and related information.
   b. Request and receive copies of correspondence relating to contracts and service agreements.
   c. Request and receive copies of correspondence relating to previous or proposed issuance of adjustments/credits.
   d. Request and receive copies of correspondence relating to previously issued or unresolved/disputed billing adjustments.
4. Request investigation of utility bills.
5. Request special metering and the right to access interval usage and other metering data.
6. Request rate analysis.
7. Request rate changes. *(Note: Permits Agents to change customer's rates; however, any rate requested on behalf of an SCE customer must be submitted on a valid Rate Change Request form (Form CSD-179) and signed by the customer. Form CSD-179 is a contractual agreement between SCE and the customer that holds the customer responsible to perform all requirements of the rate initiated on their behalf.)*
8. Request and receive verification of balances on listed service account(s), or discontinuance notices.

Continued . . .

BASIS OF AUTHORIZATION

- SCE's customer can indicate (by initialing one box only) the duration of this authorization allowing their Agent access to designated type(s) of information or to perform certain functions. Duration of authorization may be either:
    - One-time only; or
    - One year [a twelve (12) month period from the date of execution of Authorization Form]; or
    - For a given period of time, but limited to no more than thirty-six (36) months from date of executed Authorization Form.
- If no time period is designated or cleary specified, the authorization will be limited to a one- time authorization.
- Customers may renew their authorization by submitting a new Authorization Form.

RELEASE OF ACCOUNT INFORMATION

- Indicate how SCE should provide the information requested to your Agent. You may check all that apply. Most information is available either by:
    - Hard copy via US Mail, or
    - Facsimile (626) 543-7321, or
    - Electronic format via electronic mail. *(NOTE: SCE cannot guarantee the confidentiality of customer information delivered via electronic mail.)*
- SCE's customer must complete and sign this Authorization Form in its entirety, including the Executed Date, City and State fields located on Page 2 in the Release of Account Information section. *[NOTE: The Authorization Form must be signed by someone in the customer's organization who has the authority to financially bind the customer (e.g. CFO of a company or City Manager of a municipality).]*
- The Agent must also read and sign this Authorization Form including the Executed date field located on page 2 in the Release of Account Information Section.
- SCE does not guarantee the accuracy of rate analyses when usage information is provided by the customer or Agent.

SUBMITTING THIS AUTHORIZATION

- All completed and fully executed authorization requests should be **MAILED TO:** Southern California Edison, 3rd Party Authorizations, P.O. Box 800, Rosemead, CA 91771-0001, **FAXED TO:** (626) 543-7321, or **E-MAILED TO:** 3rdparty@sce.com **HOURS:** Mon. - Fri. 7:00 a.m. - 3:30 p.m. Keep a copy of the completed Authorization Form for your records.
- **Please note that submission of this form only provides the Agent with authorization by an SCE customer to request and receive data and/or perform certain functions on their behalf. Once a copy of this fully executed form is on file with SCE, the Agent must provide SCE with a written request (E-mail is acceptable) for information or action to be taken before any information is released or action is taken by SCE. The Agent's written request must identify specific service account(s) and detail the specific information that SCE shall release and/or the specific functions SCE is to perform.**

QUESTIONS

If you have questions or need additional forms, please contact 3rd Party Authorizations at **Phone:** (844) 235-2068, **PAX:** 39355, **FAX** (626) 543-7321, or **E-mail:**3rdparty@sce.com **HOURS:** Mon. - Fri. 7:00 a.m. - 3:30 p.m.

Thank you,
SOUTHERN CALIFORNIA EDISON

Enclosures

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL℠ Company

Explanation of Customer Information Provided

- **Billing/Usage Includes:**
  - Usage Data by peak, by month, if applicable
  - Default 12 months (includes read date, number of days in billing cycle kW, kWh, KVAR), if applicable
  - Revenue (total billed, by peak, by month), if applicable

- **Basic Meter Data Includes Existing:**
  - Meter Number
  - Make
  - Model
  - Meter Form
  - Potential Transformer (PT) Ratio
  - Current Transformer (C.T.) Ratio
  - Meter Voltage & Phase
  - Billing Constant (Multiplier)

- **Interval Data:**

  (Available for accounts with interval metering)
  - Daily records of 15 or 60 minute kW and kWh
  - When there are multiple meters for a single service account, the total usage for all meters will be aggregated

- **Standard Confidential Information Includes but is not limited to:**
  - Customer Name
  - Service Account No.
  - Service Address
  - Billing Address
  - Rate Schedule
  - SIC Code
  - Service Voltage
  - Meter Number

- **Number of Requests Provided:**
  - Information will be provided up to two (2) times within a twelve (12) month period per service account without charge
  - More than two (2) requests within a twelve (12) month period, customers may be responsible for charges that may be incurred in order to process the request