

## Welcome!

It is important that you read through the Guidelines before performing your first calculation. They begin on page 3.

## Enrollment and Service Agreement

Southern California Edison's (SCE) Tenant Bill Calculation Service is available to all Mobilehome Park and Manufactured Housing Communities served on SCE's rate schedule, Schedule DMS-2.

### How do you enroll?

There are 3-steps required to enroll:

1. Register as a user on-line.
2. The second step is on the phone. You will need to request a Bill Calculation Service Agreement by calling **1-800-684-8123**.
3. The last, and final step is by mail. After completing the Bill Calculation Service Agreement simply return it in the mail and we'll do the rest.

For more information, access the [Mobilehome Park Tenant Bill Calculation](#) page on SCE.com.



## Guidelines: Things to Know Before Calculating CCA Bills

- Before working with the CCA Generation tool, you will need to download and complete the Mobilehome Park Tenant Bill Calculation tool. The information entered in this tool will then be imported into the CCA Generation tool.
  - ⚠ The first time you open the Mobilehome Park Tenant Bill Calculation tool, you will be prompted to **Enable Content**. **You must click Enable Content at the top of the window in order to calculate tenant bills.**

- The tool will be updated every time there is a factor change (rate change) or if it needs to be modified. **Always check SCE.com for updated versions of the tool before calculating bills. The template version can be seen as highlighted below:**

Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.xltn

- Always begin a new bill period by opening the Mobilehome Park Tenant Bill Calculation template (without the bill period dates).

Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.xltn

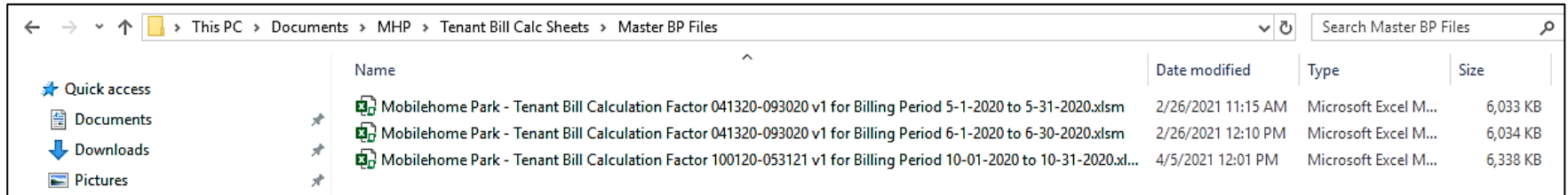
- Once you agree to and submit the disclaimer, the Import button is always active and used to auto-fill information entered from a previous bill period. You can overwrite any information that has changed.

## Files Used to Create and Maintain CCA Bill Calculations

**Mobilehome Park Tenant Bill Calculation Template:** Used to enter all park data for the first time and for beginning every new bill period.

Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period DATE to DATE.xlsm

**Bill Period Master File:** Created after the first and subsequent tenant bill calculations for a bill period are completed and saved. They will be Microsoft Excel files.



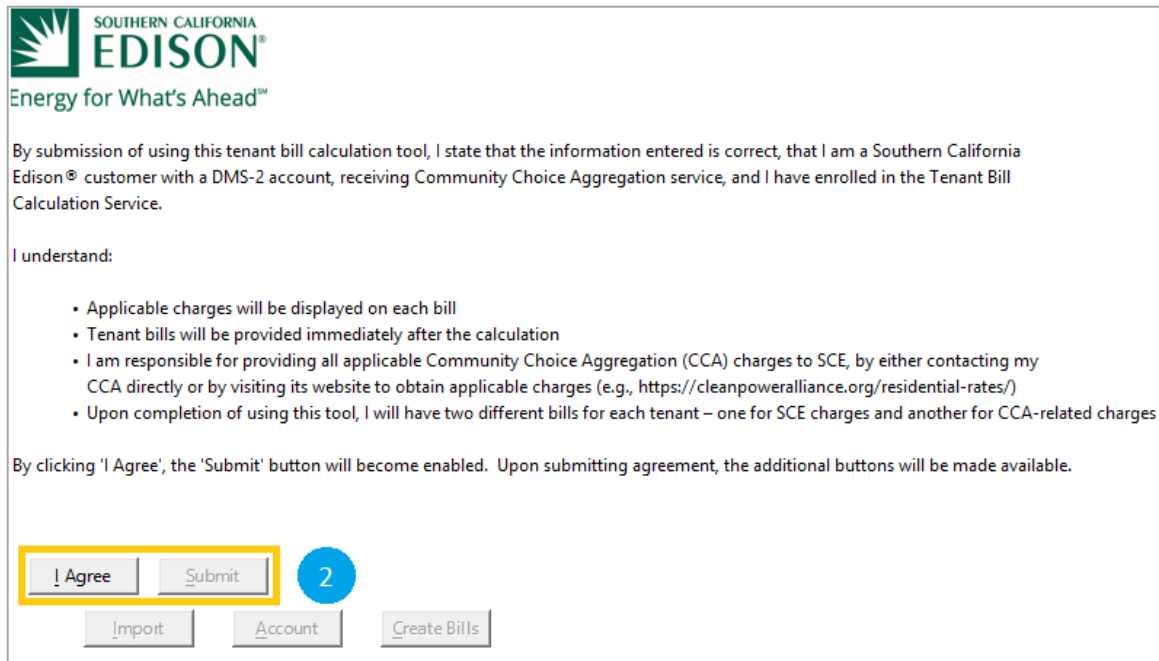
Name	Date modified	Type	Size
Mobilehome Park - Tenant Bill Calculation Factor 041320-093020 v1 for Billing Period 5-1-2020 to 5-31-2020.xlsm	2/26/2021 11:15 AM	Microsoft Excel M...	6,033 KB
Mobilehome Park - Tenant Bill Calculation Factor 041320-093020 v1 for Billing Period 6-1-2020 to 6-30-2020.xlsm	2/26/2021 12:10 PM	Microsoft Excel M...	6,034 KB
Mobilehome Park - Tenant Bill Calculation Factor 100120-053121 v1 for Billing Period 10-01-2020 to 10-31-2020.xlsm	4/5/2021 12:01 PM	Microsoft Excel M...	6,338 KB

Now that you have completed and saved the Mobilehome Park Tenant Bill Calculation template as an excel file, you are ready to import the information into the **CCA Generation tool**.

## Getting Started: Disclaimer

1. Launch the CCA Generation tool. *The main window displays with a disclaimer.*
2. Read through the disclaimer and click **I Agree** and then **Submit**.

*Until you acknowledge that you have read and agree with the disclaimer, the additional buttons remain unavailable. Each time you launch the template to calculate tenant bills for a new bill period, you will need to perform step 2.*



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Energy for What's Ahead™

By submission of using this tenant bill calculation tool, I state that the information entered is correct, that I am a Southern California Edison® customer with a DMS-2 account, receiving Community Choice Aggregation service, and I have enrolled in the Tenant Bill Calculation Service.

I understand:

- Applicable charges will be displayed on each bill
- Tenant bills will be provided immediately after the calculation
- I am responsible for providing all applicable Community Choice Aggregation (CCA) charges to SCE, by either contacting my CCA directly or by visiting its website to obtain applicable charges (e.g., <https://cleanpoweralliance.org/residential-rates/>)
- Upon completion of using this tool, I will have two different bills for each tenant – one for SCE charges and another for CCA-related charges

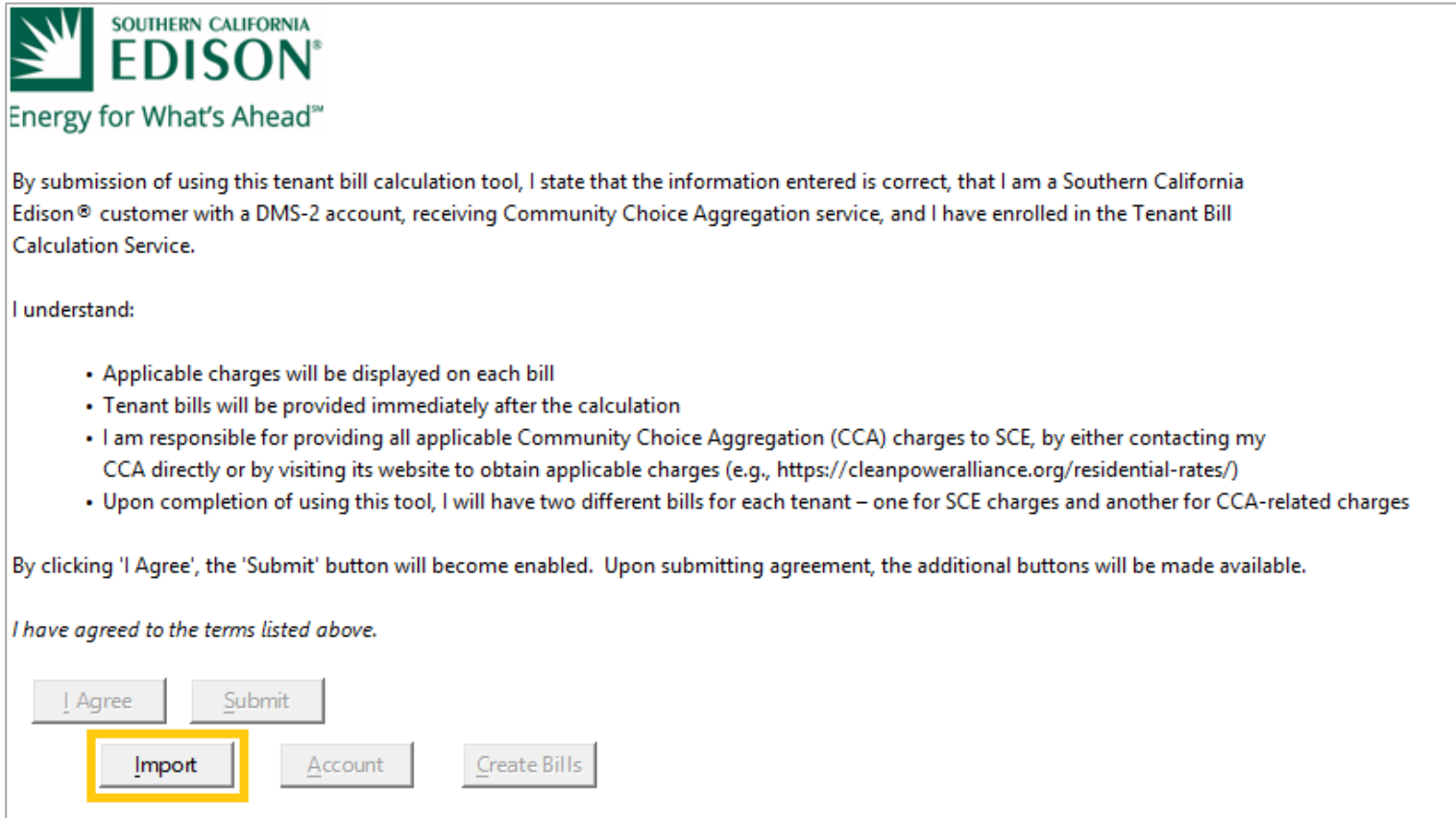
By clicking 'I Agree', the 'Submit' button will become enabled. Upon submitting agreement, the additional buttons will be made available.


**I Agree** **Submit** **2**

Import Account Create Bills

## Getting Started: Import and Account Buttons

*The Import button is activated. Once the Import is complete, the Account button will be activated.*



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**EDISON**<sup>®</sup>  
Energy for What's Ahead<sup>SM</sup>

By submission of using this tenant bill calculation tool, I state that the information entered is correct, that I am a Southern California Edison<sup>®</sup> customer with a DMS-2 account, receiving Community Choice Aggregation service, and I have enrolled in the Tenant Bill Calculation Service.

I understand:

- Applicable charges will be displayed on each bill
- Tenant bills will be provided immediately after the calculation
- I am responsible for providing all applicable Community Choice Aggregation (CCA) charges to SCE, by either contacting my CCA directly or by visiting its website to obtain applicable charges (e.g., <https://cleanpoweralliance.org/residential-rates/>)
- Upon completion of using this tool, I will have two different bills for each tenant – one for SCE charges and another for CCA-related charges

By clicking 'I Agree', the 'Submit' button will become enabled. Upon submitting agreement, the additional buttons will be made available.

*I have agreed to the terms listed above.*

## Getting Started: Import (all bill periods after the first time)

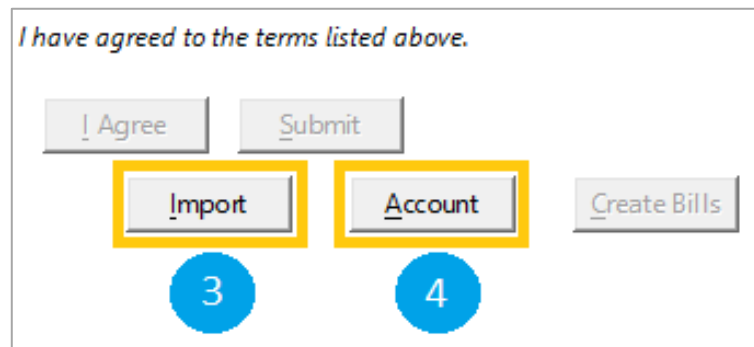
*The last button, Create Bills, remains grayed out until the Account information is entered and saved.*

Once you agree to the disclaimer and click Submit, the Import button is always active and can be used to auto-fill data entered from a previous bill period.



If the Mobilehome Park is new to the program, then complete Account information must be entered the first time the tool is used. After the first time, start the new bill period by clicking the Import button.

3. Click the **Import** button.
4. When the import is complete, you will be directed to the Account where the imported information will be pre-filled.



## Account Window

- The information previously saved in the Mobilehome Park File has been imported and auto-filled into the appropriate fields.

### Mobilehome Park Account Information

Service Account	<input type="text" value="000000000"/>	Multi Dwelling	<input checked="" type="checkbox"/>	Utility Users Tax (UUT) - Current	<input type="text" value="4.50000"/>
Name	<input type="text" value=""/>	Community Choice Aggregation (CCA)	<input checked="" type="checkbox"/>	UUT - Previous	<input type="text" value="5.00000"/>
Street Address	<input type="text" value=""/>	Transitional Bundled Service CCA (TBS-CCA)	<input type="checkbox"/>	**UUT Change Date	<input type="text" value="11/12/2020"/>
City	<input type="text" value="WEST COVINA"/>	Vintage Year	<input type="text" value="2018"/>	Energy Surcharge - Current	<input type="text" value=""/>
State	<input type="text" value="CA"/>	Transitional Bundled Service Factor (TBS-Factor)	<input type="text" value=""/>	Energy Surcharge - Previous	<input type="text" value=""/>
Zip Code	<input type="text" value="91793-3645"/>	CCA Rate - Current	<input type="text" value=""/>	**Energy Surcharge Change Date	<input type="text" value=""/>
*Email Address	<input type="text" value=""/>	CCA Rate - Previous	<input type="text" value=""/>		
Billing Rate	<input type="text" value="DATE 5"/>	**CCA Rate Change Date	<input type="text" value=""/>		
**Bill Period Start Date	<input type="text" value="11/1/2020"/>				
**Bill Period End Date	<input type="text" value="11/30/2020"/>				
Sub-Meter Max Read	<input type="text" value="99999"/>				

*\* - Optional (If provided it will be displayed on generated bills.)*  
*\*\* - Input All Date Formats As: m/d/yy (i.e.: 4/1/21) or m/d/yyyy (i.e.: 4/30/2021)*



# CCA Generation Tool



\*\* indicates there is a specific style that applies to the way the information is entered in the field.

## 6. Enter the **CCA Rate - Current**.

If there is a change to CCA Rate, enter the newest rate in the **CCA Rate – Current** field, enter the older CCA Rate in the **CCA Rate - Previous** field, and enter the date the rate changed in the **CAA Rate Change Date** field.

Mobilehome Park Account Information

Service Account

Name

Street Address

City

State

Zip Code

\*Email Address

Billing Rate

\*\*Bill Period Start Date

\*\*Bill Period End Date

Sub-Meter Max Read

Multi-Dwelling

Community Choice Aggregation (CCA)

Transitional Bundled Service CCA (TBS-CCA)

Usage Year

Transitional Bundled Service Factor (TBS-Factor)

Utility Users Tax (UUT) - Current

UUT - Previous

\*\*UUT Change Date

Energy Surcharge - Current

Energy Surcharge - Previous

\*\*Energy Surcharge Change Date

CCA Rate - Current

CCA Rate - Previous

\*\*CCA Rate Change Date

6

Update

\* - Optional (if provided it will be displayed on generated bills)  
\*\* - Input All Date Formats As: m/d/yyyy (i.e.: 4/1/21) or m/d/yyyy (i.e.: 4/06/2021)

# CCA Generation Tool

To find the current rate price, visit your Community Choice Aggregation (CCA) website.

- Find "Your Rate" on the SCE bill. You will need this to find the appropriate rate category on your CCA's website.
- Find the energy charge type on the bill. You will need this to determine which rate price within the rate category to use.
- Visit your CCA's website to get the rate price using the rate category and energy charge type you found in Steps A and B.
- Be sure to pay close attention to the rate effective dates so the correct rate is used.

For further assistance on how to find needed input information, contact your CCA.

The diagram illustrates the process of finding the current rate price. It shows an SCE Bill on the left and a CCA Website on the right. The SCE Bill details new charges from the Clean Power Alliance, including a rate category of 'DOMESTIC' (marked 'a') and a 'Clean Power - Total' charge (marked 'b'). The CCA Website displays 'Domestic Rates' (marked 'a') and a table of rate options. The 'Clean Power' option (marked 'b') is selected, and the '100% Green Power' option (marked 'c') is also visible. A yellow arrow points from the SCE Bill to the CCA Website, indicating the flow of information.

Period	Lean Power	Clean Power	100% Green Power	100% Green Power (Default Jurisdictions)

7. Enter the **Energy Surcharge - Current**. Click [here](#) to find the current Energy Surcharge. For questions regarding the Energy Surcharge, please contact your CCA.

If there is a change to the Energy Surcharge, enter the newest surcharge in the **Energy Surcharge - Current** field, enter the older surcharge in the **Energy Surcharge - Previous** field, and enter the date the surcharge changed in the **Energy Surcharge Change Date** field.

8. Click **Update**, then click the **X** on the upper right of the screen to close the Account window.

**Mobilehome Park Account Information**

Service Account: [0000000000]  
Name: [REDACTED]  
Street Address: [REDACTED]  
City: WEST COVINA  
State: CA  
Zip Code: 91793-3445  
\*Email Address: [REDACTED]  
Billing Rate: PAGE 1  
\*\*Bill Period Start Date: 11/1/2020  
\*\*Bill Period End Date: 11/30/2020  
Sub-Meter Max Read: 90000

Multi Dwelling   
Community Choice Aggregation (CCA)   
Transitional Bundled Service CCA (TRIS-CCA)   
Vintage Year: 2018  
Transitional Bundled Service Factor (TBS-Factor): [REDACTED]  
CCA Rate - Current: [REDACTED]  
CCA Rate - Previous: [REDACTED]  
\*\*CCA Rate Change Date: [REDACTED]

Utility Users Tax (UUT) - Current: 4.50000  
UUT - Previous: 5.00000  
\*\*UUT Change Date: 11/12/2020

**Energy Surcharge - Current** [REDACTED]  
**Energy Surcharge - Previous** [REDACTED]  
**\*\*Energy Surcharge Change Date** [REDACTED]

**7**

**Update** **8**

\* - Optional (If provided it will be displayed on generated bills.)  
\*\* - Input All Date Formats As: m/d/yy (i.e.: 4/1/21) or m/d/yyyy (i.e.: 4/30/2021)

## Save Account Information

*After closing the Account window, you are returned to the disclaimer window.*

**At this point, it is important to Save the sheet before continuing to calculate the bill.**

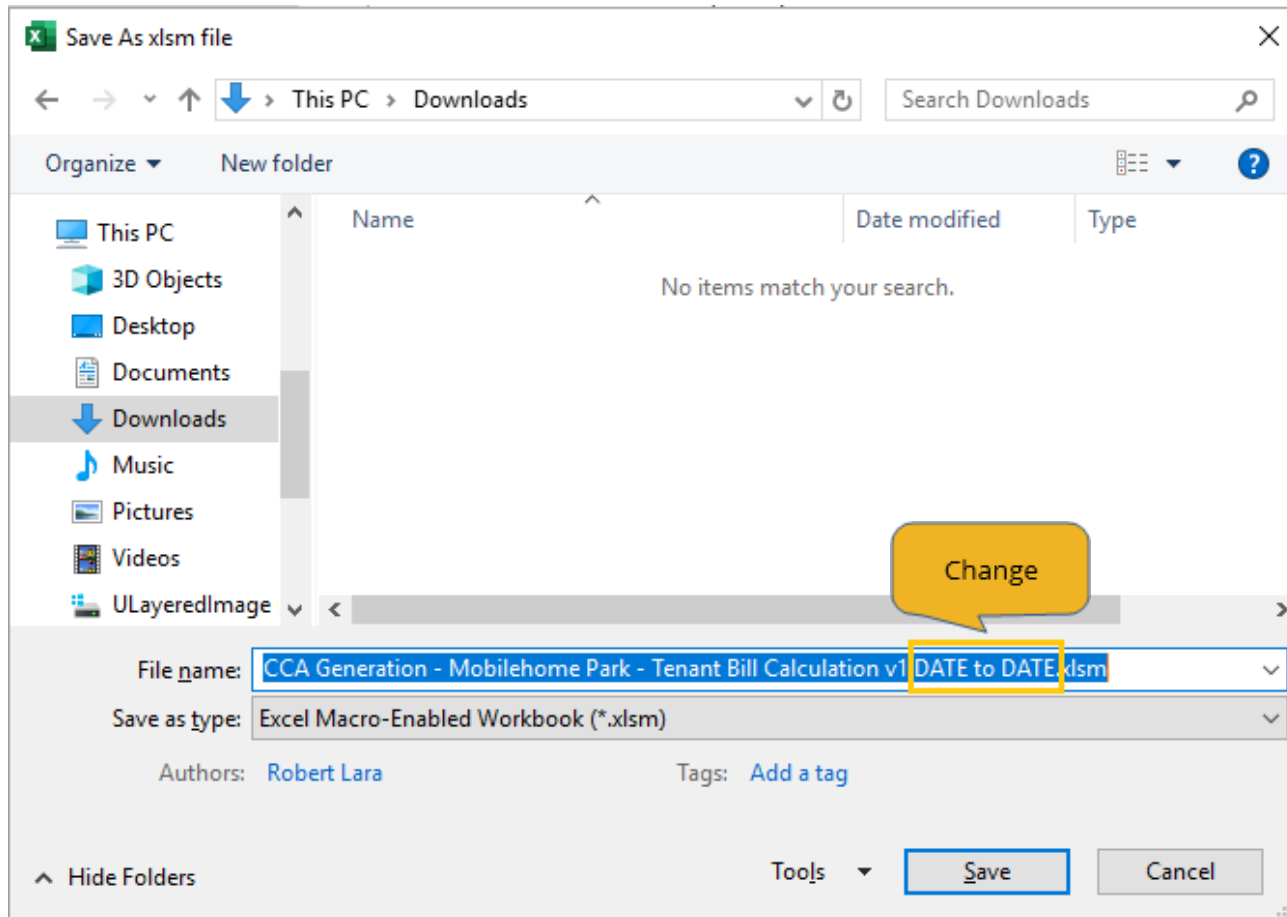
9. Click the **Save** icon at the top of the sheet.
10. Ensure that you have included the **Billing Period Dates** in the title of the file.

*Create a folder to house all saved calculation sheets for each tenant.*

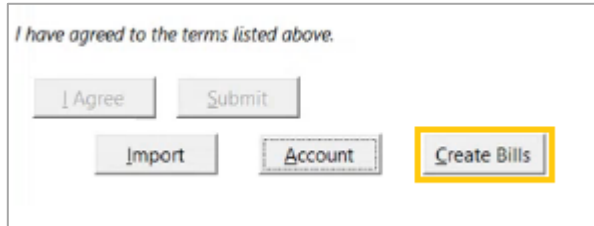
***You must save the sheet before creating the bill.***



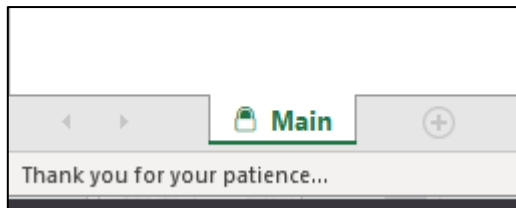
**Do not delete the version when saving your file.** You will need to distinguish older versions of the file from newly released versions. Only specify the dates of the bill period at the end of the file name.



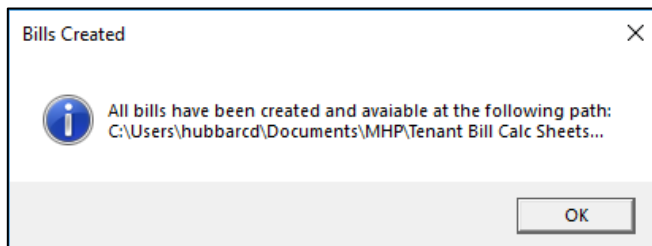
## 11. Click **Create Bills**.



*As the bills are created, you can see the progress in the lower left corner of your screen.*

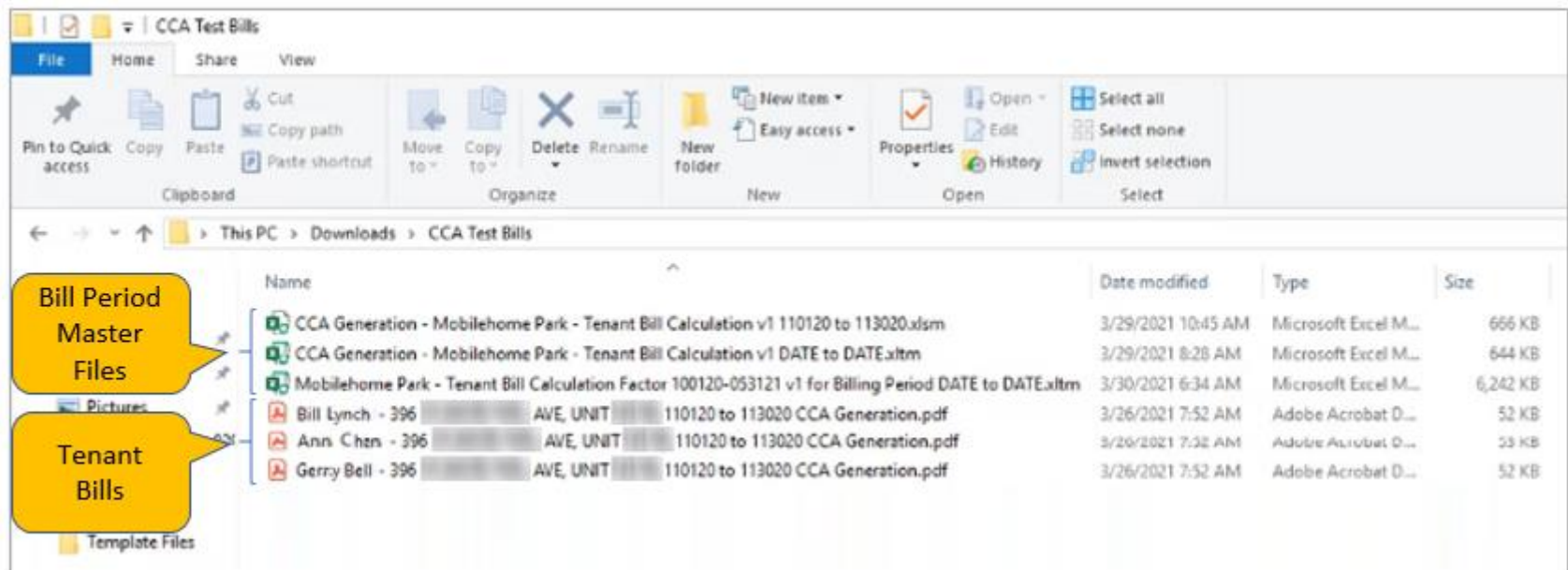


*When all tenant bills have been created, a dialog box displays confirming their creation along with the path to see each bill (in the same location where master file for the bill period was saved).*



# CCA Generation Tool

When you navigate to your file folder, bills for all your tenants will display. You can organize your tenant bills in a way that works for your needs.



## Example of one of the bills:

Southern California Edison (SCE) has prepared a bill calculation from information provided by the Mobilehome Park (MHP) management. Payment should be sent as directed by MHP management. DO NOT SEND PAYMENTS TO SCE. For questions, please contact property owner/management.

Owner Name: [REDACTED]  
 Owner Rate: DMS-2  
 Tenant Name: ANN CHEN  
 Tenant Address: [REDACTED] CALIFORNIA AVE, UNIT [REDACTED]  
 Tenant Number: 2

Rate Schedule	Medical Baseline	Start Date	End Date	Start Read	End Read	Total Usage
DOMESTIC	0	11/1/2020	11/30/2020	0	246	246

### Generation Charges

Community Choice Aggregation (CCA) - Total	213.2 kWh	x	\$0.07184	\$15.32
Community Choice Aggregation (CCA) - Total	32.8 kWh	x	\$0.06884	\$2.26
<b>CCA Generation Subtotal</b>				<b>\$17.58</b>
Utility Users Tax:	\$17.58	x	5.00000%	\$0.32
Utility Users Tax:	\$17.58	x	4.50000%	\$0.50
Energy Surcharge	237.8 kWh	x	\$0.00029	\$0.07
Energy Surcharge	8.2 kWh	x	\$0.00030	\$0.00
<b>Sub-Total of CCA Generation Charges</b>				<b>\$18.47</b>
<b>Your new charges</b>				<b>\$18.47</b>



## Next Bill Period – Using the Import Feature

Prior to calculating bills for the next bill period, do the following:

1. On SCE.com, determine if a new version of the CCA Generation Tool has been added. *If a new version **is available**, download the file and use it going forward. If a new version **is not** available, continue to use the template downloaded previously to calculate tenant bills since nothing has changed.*
2. Perform the steps provided on Pages 3-12 of this document.