

SCE EnergyManager[®]

Quick-Start Guide



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Overview

SCE EnergyManager is a web-based application that helps you monitor, analyze, and report your company's energy usage. With the knowledge and insight gained, you have the means to more effectively manage your energy costs.

Today's businesses play an important role in using energy responsibly and helping the environment. Because energy may be a significant part of your operating expenses, carefully monitoring, recording, and reporting your energy usage is important for giving your whole organization a better view of how to manage energy and costs.

SCE EnergyManager Benefits

- View a copy of your bill online before it arrives by mail.
- Track and analyze detailed energy usage data for up to 36 months.
- Identify usage variances from one time period to another, for one or more SCE Service Account.

Getting Started

You are ready to use SCE EnergyManager if you:

- Are an SCE business customer who has had monthly energy demand of more than 200 kilowatts (kW) at least three times in the past 12 months.
- Have an Edison SmartConnect (ESC) meter or an SCE Interval Data Recorder (IDR) meter for your Service Account(s).
- Use a current version of one of the following web browsers, for optimal performance: Google Chrome, Mozilla Firefox, or Microsoft Internet Explorer (you can use older versions, or other browsers such as Safari, but they may cause performance issues).
- Use a desktop or laptop computer (for the best experience).
- Have current versions of the following applications installed: Adobe Acrobat Reader (for accessing bill PDF bills) and Microsoft Excel (for exporting data).
- Have visited SCE.com to register for and access My Account.

SCE EnergyManager Reports

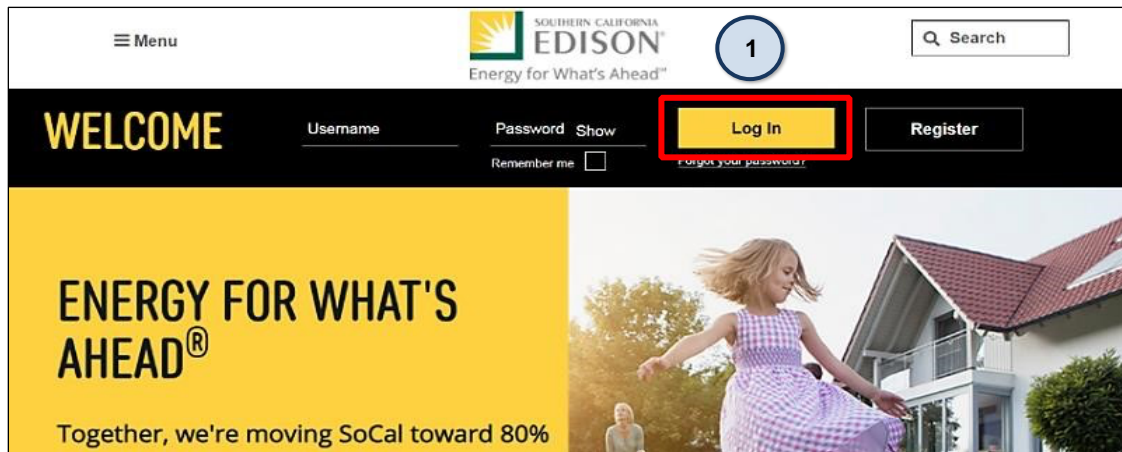
Available reports include:

- **Basic Usage** – View energy usage for your selected time period, along with a summary indicating minimum, maximum, and average usage (metered, at 15-minute intervals; unmetered, hourly or daily).
- **Consumption Usage** – View your data in 15-minute intervals (metered only) for your selected time period.
- **Usage & Demand Summary** – View your total kilowatt-hours (kWh) or kilovar-hours (kVarh), along with the maximum, minimum, and average kW/kVar for your selected service account and specified time period.
- **Service Account Bill List** – View your monthly SCE billing data for selected Service Accounts for a selected time period, in a list format.

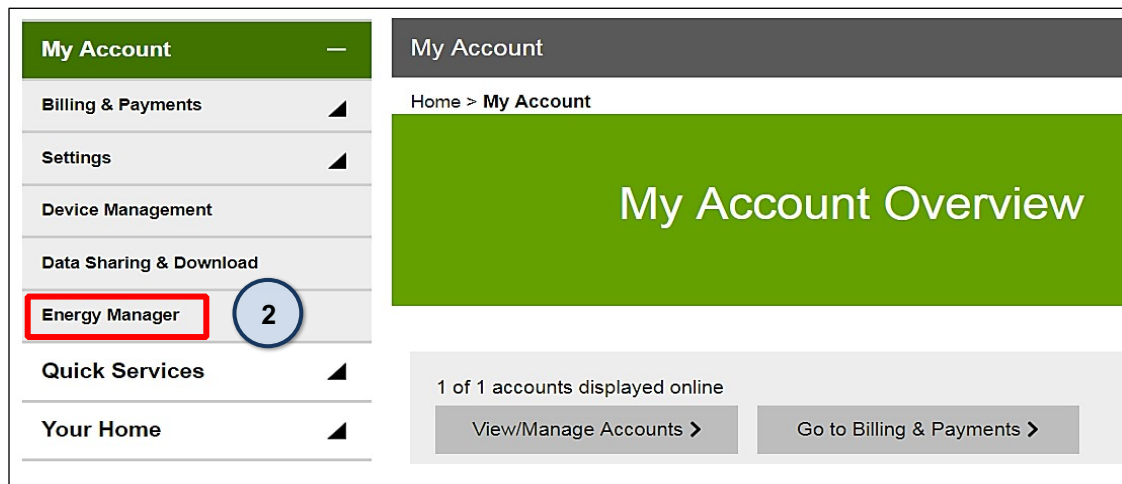
Each report has its own parameters. SCE EnergyManager will prompt you to make necessary adjustments for your desired report. For example, if a specific report only permits selecting one variable, a message will appear at the top, prompting you to adjust your selection.

Access SCE EnergyManager

1. Visit [SCE.com](https://www.sce.com) and log in:



2. From the My Account Overview screen, click **EnergyManager** in the left navigation menu:



Web Display Parameters

| Number of Service Accounts | Type of Data | Time Period |
|----------------------------|--------------|--------------------|
| 3 | Metered | Maximum of 31 days |
| 10 | Hourly | Maximum of 31 days |
| 20 | Daily | Maximum of 1 year |

Basic Report Setup

Energy Manager

Home > My Account > Energy Manager 6

Report Type Your Inbox SAI CPP System Updates

Basic Usage 1

Time Period 2

Last Week

From 3

04/21/2019
mm/dd/yyyy

To

04/27/2019
mm/dd/yyyy

Include on Report

kW

kWh

kVar

kVarh

Excess

Report Variables 5

Click for additional options

Web Display

Data + Graph

Data only

Inbox

Show Data as 4

Daily

8 **Generate Report >**

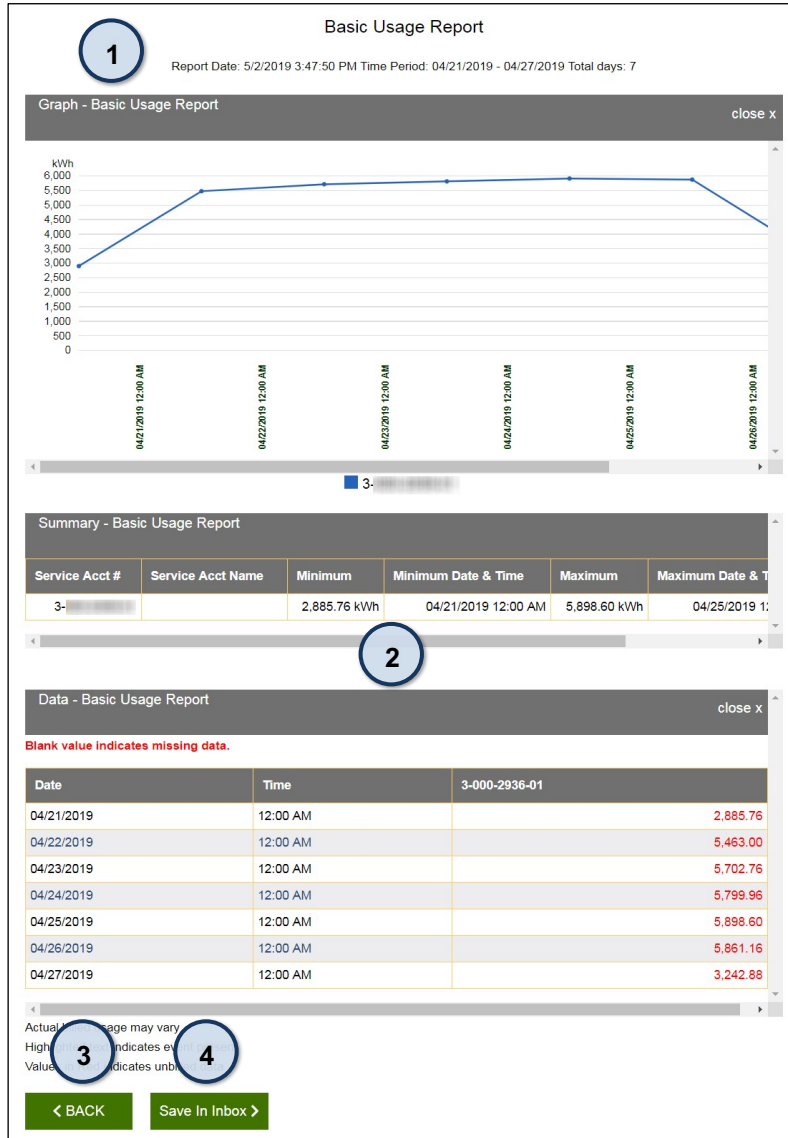
Select Accounts for the report or click here to [filter accounts](#)

Select All > Cancel All > 7 Page Size: 20

| <input type="checkbox"/> | Customer # | Customer Name | Service Acct # | Service Acct Name | Rate | |
|-------------------------------------|---------------|---------------|----------------|-------------------|---------------|---|
| <input checked="" type="checkbox"/> | 2- [REDACTED] | [REDACTED] | 3- [REDACTED] | | TOU-8-R-APS-E | 1 |
| <input type="checkbox"/> | 2- [REDACTED] | [REDACTED] | 3- [REDACTED] | | TOU-PA-3-A | 2 |

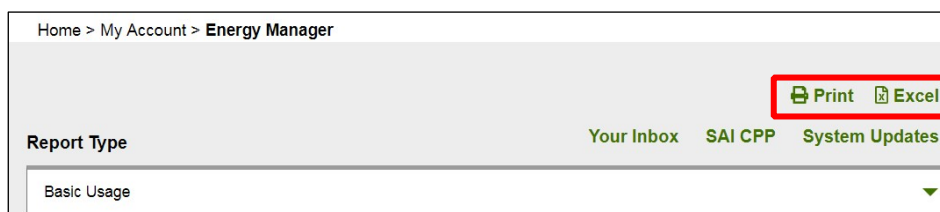
| | Component | Description |
|---|---|--|
| 1 | Report Type | Select the type of report to run. |
| 2 | Time Period | Select the Time Period and date range (if applicable). |
| 3 | Include on Report | Select a data element to include on the report. |
| 4 | Show Data as | Metered – usage in 15-minute intervals Hourly intervals Daily intervals |
| 5 | Report Variables | Additional options for Web Display include: Data + Graph Data only Or, you can select Inbox to send the report to your email. |
| 6 | Links across the top of the screen | Your Inbox – Set preferences for reports you run often. CPP – View detailed event information. System Updates – News and information. |
| 7 | Select Service Account(s) (some reports only run for one Service Account at a time) | Check the box(es) next to the Service Accounts you want to include in your report. |
| 8 | Generate Report | When all your report information is selected, click Generate Report . |

Web Display Report



| | Component | Description |
|---|---------------|---|
| 1 | Data Graph | When you select Data + Graph under "Web Display," the data appears as a line or bar graph, depending on the report. |
| 2 | Data | Displays data specific to the report. When you select Data Only under "Web Display," the data will not be in graph format. |
| 3 | Back Button | Takes you back to the report setup section, where you can choose, set up, and generate a new report. |
| 4 | Save in Inbox | Click Save in Inbox to save your selected report in Your Inbox and run it again in the future. |

Click **Print** to view and print your report as a PDF; click **Excel** to export your report to an Excel spreadsheet:



Your Inbox

Your SCE EnergyManager inbox can house up to 25 reports. Select **Inbox** when you set up your report or click **Save In Inbox** at the bottom of a Web Display report:

Report Type
Your Inbox
CPP
System Updates

Basic Usage
✓ ▼

Time Period

Last Month ▼

From

05/01/2019

mm/dd/yyyy

To

05/31/2019

mm/dd/yyyy

Include on Report

kW

kWh

kVar

kVarh

Excess

Report Variables

Click for additional options

Web Display

Inbox ✓

Show Data as

Daily ✓ ▼

Generate Report >

Your report request has been submitted. You will be notified via email when your report is ready in the Inbox

Data - Basic Usage Report
close x

Blank value indicates missing data.

| Date | Time | 3-000-2936-01 | |
|------------|----------|---------------|----------|
| 04/21/2019 | 12:00 AM | | 2,885.76 |
| 04/22/2019 | 12:00 AM | | 5,463.00 |
| 04/23/2019 | 12:00 AM | | 5,702.76 |
| 04/24/2019 | 12:00 AM | | 5,799.96 |
| 04/25/2019 | 12:00 AM | | 5,898.60 |
| 04/26/2019 | 12:00 AM | | 5,861.16 |
| 04/27/2019 | 12:00 AM | | 3,242.88 |

Actual billed usage may vary
Highlighted text indicates event present
Values in Red indicates unbilled data

< BACK

Save In Inbox >

When you set up your report, if you select **Inbox**, SCE will send an email notification (to the email address associated with your SCE My Account) when the report is ready for you to view in your SCE EnergyManager inbox.

To view all your saved reports, click **Your Inbox** at the top of the screen:



Report Type Your Inbox CPP System Updates

Basic Usage ✔ ▼

When the **Status** of a saved report is **Complete**, a PDF icon will appear in the **Download** column:

| <input type="checkbox"/> | Request # | Request Date Time | Report Type | Report Name | Status | Download |
|--------------------------|-----------|---------------------|----------------------|-------------------|----------|---|
| <input type="checkbox"/> | 165022 | 07/01/2020 01:39 PM | Energy Manager Basic | Basic Usage | Complete |  |
| <input type="checkbox"/> | 165021 | 07/01/2020 01:12 PM | Energy Manager Basic | Basic Usage | Complete |  |
| <input type="checkbox"/> | 165019 | 07/01/2020 11:14 AM | Energy Manager Basic | Basic Usage | Complete |  |
| <input type="checkbox"/> | 164542 | 05/29/2020 01:10 PM | Energy Manager Basic | Basic Usage | Complete |  |
| <input type="checkbox"/> | 164533 | 05/28/2020 11:56 AM | Cost Manager | Total Consumption | Complete |  |

At the bottom of the screen, there are **Delete** and **Back** buttons. To remove a report from the list, check the adjacent box and click the **Delete** button:

| | | | | | | |
|--------------------------|-------|---------------------|----------------------|----------------------|----------|---|
| <input type="checkbox"/> | 25268 | 06/03/2019 05:19 PM | Energy Manager Basic | Basic Usage | Complete |  |
| <input type="checkbox"/> | 25265 | 06/03/2019 05:02 PM | Bill Manager | Cost & Usage History | Complete |  |

Delete >

< Back



Helpful Resources

SCE EnergyManager Help Desk

Available for system access requests and general assistance.

Hours: Monday – Friday, 8 a.m. to 5 p.m.

Email: SCEEnergyManager@SCE.com