

Energy Information Online (EIO) instructions



To access EIO

Open your Internet browser and type in the following URL:
<http://mn.centerpointenergy.com/EIO>.
This will bring you to the EIO screen on the CenterPoint Energy Web site.

First-time users

If you are a first-time user of EIO, you will need an ID and password before you can access the system. To request an ID and password, follow these instructions:

STEP 1. On the EIO page, choose the *Register* button.

STEP 2. An e-mail prompt will appear with the name of the EIO administrator in the "to" field. Send an e-mail to the administrator, requesting an EIO ID and password and include:

- First and last name
- Title
- Your contact phone number
- Company name
- An account number (Customers with multiple accounts need only provide one account number.)

Within two business days, you will receive an e-mail response with your ID and password.

NOTE: Your energy usage data will only reflect data after your EIO ID and password creation date. For data prior to your ID and password creation, contact Jim Buckley at James.Buckley@centerpointenergy.com.

Users with an ID and password

STEP 1. On the EIO page, choose the Log In button.

STEP 2. Enter your ID and password in the appropriate fields. Note: **ID and PASSWORD are always UPPER CASE.**

STEP 3. Choose the Log In button.

STEP 4. Choose the report you wish to run, Monthly Reporting or Daily Reporting. Up to one month of data can be accessed at a time. For more than one month of information, each month must be run separately.

Monthly usage

- Monthly usage (therms) and billing activity reflect billing cycles.
- Data is available for account activity after Jan. 25, 2006
- Date parameters on the criteria screen include the first day of your billing cycle.

Daily usage

- Daily usage (therms) is available for interruptible and transport accounts only.
- Data is available for account activity after Jan. 25, 2006

STEP 5. For daily or monthly data, enter the desired date parameters and choose the Run Report button. There could be a short to moderate wait to see the report. When complete, "Done" will appear at the bottom of the screen.

STEP 6. Once the report appears, you can view it as is, or you can export the report to Excel. To export the file to Excel, choose the Export to Excel button.

STEP 7. A file download pop up box will appear. From here you have two options: to Open or Save the document:

Export option 1: Open file

If you choose the Open button, the file will appear as an Excel file link. You can tell if this is the case by the appearance of Web navigation buttons on your screen. This only allows you to view the data, not modify or save it.

Export option 2: Save file

If you choose the Save button, a Save As pop up box will appear. Select the location where you'd like to save the file, i.e. Desktop or a file folder, and the file name. Choose the Save button.

Opening the saved file from your designated location will allow you to manipulate the information to serve your individual business needs.

Monthly reporting terms

The following is a reference guide for the headers you'll find in the monthly reporting.

Field name	Definition
CONTRACT_ACCT	Customer account number
BILL_RUN_DATE	Date account billed
MAIL_NAME1	Name in which bill is mailed to
MAIL_NAME2	Second name to whom bill is mailed to - second line
MAIL_NAME3	Third name to whom bill is mailed to - third line
MAIL_ADDR	Mailing street address of account bill
MAIL_CITY	Mailing city of account bill
SERVICE_ADDR	Service street of account
SERVICE_CITY	Service city of account
ADJUSTMENT	Bill adjustment
TO_READING	Actual read of meter on last day of billing cycle
FROM_READING	Actual read of meter on last day of previous billing cycle
TO_READ_MON	Month of last day of billing cycle
TO_READ_DAY	Last day of billing cycle
TO_READ_YR	Year of last day of billing cycle
FROM_READ_MON	Month of first day of billing cycle
FROM_READ_DAY	First day of billing cycle
FROM_READ_YR	Year of first day of billing cycle
CCF	100 cubic feet of gas
THERM_FACT	Factor applied to uncorrected reads
THERM	Usage in corrected therms
CUST_CHARG	Basic monthly charge
DELIVERY_CHARG	Delivery charge of gas
COST_OF_GAS	Cost of gas
TOTAL_COST	Current total bill from CenterPoint Energy
PRE_TAX_AMT	Sum of bill line items subject to tax
SALES_TAX	Sales tax
TOTAL_BILL	Total invoiced amount of current and past due charges
PUR_GAS_ADJ	Purchas gas adjustment - part of commodity cost per tariff
FRAN_FEE	Franchise fees of municipalities
INT_ADJ_RATE	Billing adjustment rate during periods when rate cases are pending
INT_ADJ_AMT	Billing adjustment amount during periods when rate cases are pending
DEGREES	Not used
PER_THERMS	Not used
PERIOD	Month of first day of billing cycle
ESTIMATE	Estimated bill (Y/N)
BILL_PLAN_CODE	Not used
CYCLE	Billing cycle of account - Determines when an account's meter will be read and invoiced
BILL_FLAG	Account bill flagged for exception to track record
BILL_RATE	Rate class of account
SUMM_ACCT	Business partner of account
PREV_GAS_AR	Transport imbalance charges
PREV_OTHCHG_AR	Previous balance in arrears for other charges
MTR_UNIT_CODE	Unit of measure
MTR_CHANGE	Change of meter (Y/N)
BILL_CODE	Ledger of bill type (i.e. on cycle charges, rebill, adjusted bill)
REV_MONTH	Month of first day of billing cycle
MTR_DIALS	Number of meter dials