CenterPoint Energy Non-REP Third Party

Competitive Retailer Information Portal (CRIP) User Guide



CenterPoint Energy (CNP) Competitive Retailer Relations System Administrators will setup and grant access to an organizations assigned contact administrator.



Table of Contents:

- CRIP Homepage: <u>Competitive Retailers (centerpointenergy.com)</u>
 - o Login
 - o Request Access
 - Forgot Password
 - o Request Access
 - CRIP User Guide (PDF)
- Online Agreement
- Historical Usage Request/LOA
- Change Password
- Administration (CRIP Administrators only)
 - Pending User Requests
 - o View Users
 - Manage User DUNS
 - View Organization Details
 - Manage Organization
- Resources
 - o CRIP User Guide
 - o Online Agreement



CenterPoint Energy Competitive Retailer Relations Home Page

The Competitive Retailer Relations Homepage includes the CRIP Login path for the Non-REP Third Party Historical Request/LOA, "Request Access" and "Forgot Password" Features. Use the link <u>CenterPoint Energy :: Competitive Retailer Information Portal - Login Page</u> to access this site.





Login:

Click Login to take you to the Login page.



Enter your User ID and Password, and then click "Sign In".

Energy	
mpetitive Retailer Information F	Portal (CRIP)
	Don't have an online access?
Sign In	Simply create your user profile and get access to our onli services.
* Indicates required fields	Register Today >
User ID*	
ljsand1027@gmail.com	
Password* Forgot your password?	
Remember me	

Request Access:



- For new organizations needing access, please contact CenterPoint Energy's CR Relations at <u>CR.Support@CenterPointEnergy.com</u> to request information.
- For existing organizations already setup in our system, please proceed with the directions below. Click on "**Register Today**" to begin the process of being added to an organization

CenterPoint. Energy		
in now for access to CRIP.	iler Information Porta	(CRIP)
		Don't have an online access?
Sign In		Simply create your user profile and get access to our online ser
* Indicates required fields		Register Today
User ID*		
User ID*		
Password*	Forgot your password?	
Password*		
Remember me		
Sign In >		

Request Access (cont.):



Create a new profile by completing the required information in the form below.

reate Profile	
eate a user profile for quick	access to CenterPoint Energy account services, energy information and efficiency tips.
	First Name*
	First Name*
	Last Name*
	Last Name*
	Email Address*
	Email Address*
	Confirm Email Address*
	Confirm Email Address*
	Create Password*
	Create Password*
	X Must be 8-20 characters X At least one numeric character X Cannot use spaces X At least one alpha character X Cannot use tabs X At least one upper case character X At least one special character X At least one upper case character
	Confirm New Password*
	Confirm New Password*
	Select a Security Question*
	Select a Security Question*
	Security Question Answer*
	Security Question Answer*
	Terms And Conditions By checking this box and continuing. I agree to the <u>Terms of Use</u> for this site.
	I'm not a robot
	Back Continue > Cancel

Request Access (cont.):



Enter the password and click "Sign In". This will take you to the ADD NEW USER screen.

CenterPoint. Energy		
My Account		
	Welcome Jennifer,	
	Your User ID is: jennifer.ballance@gmail.com	
	Thank you for creating your online profile.	
	Sign In	
	To get started, please enter your password below.	
	Password	
	Sign In C	ancel
/		

Select the Organization that you want and enter the required information. Click "Submit"

ConterPoint. Energy			Jennifer Ballance •
ADD NEW USER			
ORGANIZATION INFORMATION			
Organization*	International LLS. Venture Capital I. North American Venture Capital I.C. North American Venture Capital I.C. Norther Data and Power Company LLC Norther Energy LLC Capital Energy LLC OhmConnect Tense, LLC Company LLC	na Energy Cunaiment Specialitit, inc	
USER INFORMATION			
First Name* Middle Name	Jennifer		
Last Name*	Ballance		
Job Title*	Analyst		
Department*	EMO		
Employee Ref.#			
CONTACT INFORMATION			
Primary Phone Number*	7132070000		
Secondary Phone Number			
WORK LOCATION			
Street Address 1			
Street Address 2			
City			
State			~
Zip Code			
Email Address*	jennifer.ballance@gmail.com		/
			« Back Submit >

Request Access (cont.):

Your request will be submitted to the Administrator for that Organization for approval. The user will



not be able to log into CRIP until the Administrator approves the user.

Information Your request for approval has been submitted. You will NOT be able to log in until the site administrator approves your request	ORMATION	
Your request for approval has been submitted. You will NOT be able to log in until the site administrator approves your request	• Information	
	Your request for approval has been submitted. You will NOT be able to log in until the site administrator approves your request	

Once the user has been approved, the new user will receive an email confirming approval. At this time, the new user will be able to log into CRIP.



Forgot Password:

Click on Login button.





Select the "Forgot your password?" link:

Energy	
ompetitive Retailer Info	rmation Portal (CRIP)
	Don't have an online access?
Sign In	Simply create your user profile and get access to our online services.
* Indicates required fields	Register Today S
User ID*	
User ID*	
Password* Forgot yo	our password?
Password*	
Remember me	
Sign In E	



Forgot Password (cont.):

After entering the User ID, click "Continue":

nergy				
New Pass	word			
	1 Enter Email Address	2 Set Password	3 Confirmation	
To set yo [*] User ID (Ema Ijsand1027@gm	ur password, pl ail Address) ail.com	ease tell us your	email address.	

An email will be sent to the address entered with additional information needed to reset the password:





Forgot Password (cont.):

Click on "Reset Password" in the received email.

Customer Notification: CenterPoint Energy Password Reset Requested
February 5, 2024
RE: ConterPoint Energy Password Reset Requested
Hello Lysette Ballance,
Here's a link to reset your password.
Rest Paissond
It excises in 24 hours. Send us another reset request if this link expires. Contact us if you did not make this
request or have questions. Theors for managing your business the quick and easy online way.
Your Customer Service team
<u>LanterFortichersy</u> com
CIC PWRESET 24101
PLEASE DO NOT REPLY TO THIS EMAIL - REPLIES TO THIS MAILBOX ARE NOT MONITORED
This email was seet to: A2UREB2CPASSWORDEMAILS@CENTERPOINTENERGY.COM
Please click <u>lant</u> is update your preferences via My Account or contact customer service at during normal business hours.
This email was set by CenterPoint Energy, P 0 80x 4557, Houston, TX 77210-4567, United States
We respect your right to privacy. Click have to view our privacy policy.
© 2024 CenterPoint Energy – All Rights Reserved P O Box 4567, Houston, TX 77210-4567
f you would prefer not to receive further messages from this sender, please click here.



Forgot Password (cont.):

After entering the qualifying password and confirming the reCAPTCHA, click on "Continue".



Set New Password

1	Enter Email Address	2 Set Password	3 Confirmation	
New Password				
•••••				
 Must be 8-20 characters Cannot use spaces Cannot use tabs At least one special characters 	 At least one numeric At least one alpha cl At least one upper c 	: character naracter ase character		
Confirm New Password				
✓ I'm not a robot	reCAPTCHA Privacy - Terms			
Questions or Comments? Em.	ail us			
Continue >				<u>cancel</u>



Forgot Password (cont.):

You will receive notification that the password has been changed.

CenterPoint. Energy	
y Account in now to get access to your CenterPoint Energy online services, munication preferences, online service scheduling and more!	including billing and payment options, energy usage reports,
Sign In	Don't have an online access? Simply create your user profile and get access to our online services.
Your Password has been changed ✓ Write down your password in a secure place where you can find it again. * Indicates required fields	Register Today > \$ Pay as a guest You may also <u>pay as a guest</u> and register later.
User ID*	
Password* Forgot your password?	
Password*	
Remember me	
Sign In ≥	



ONLINE AGREEMENT:

Upon logging in, please read and accept the Online Agreement for important CRIP access information. You must agree to the Terms of Use to access any proprietary Retail End-Use Customer information contained within CenterPoint Energy's CRIP system.

The first time you log-in and accept the **ONLINE AGREEMENT**, confirmation of your acceptance will appear. After accepting the online agreement, you will have the option available to print the agreement for future reference.

Please read the Competitive Retailer Information Portal online agreement, click the check box below and click on the save button.
⊖ Print
Competitive Retailer Information Portal (CRIP)
Please read the Terms of Use and fill in the following form:
* NOTE: You must agree to the Terms of Use to access any proprietary Retail End-Use Customer information contained within CenterPoint Energy's CRIP system.
Competitive Retailer Information Portal (CRIP) Online License Agreement
This Agreement constitutes a legal agreement between you, an agent of a Competitive Retailer, Retail Electric Provider, or Third Party (User), and CenterPoint Energy Houston Electric, LLC (CenterPoint Energy), who is the Transmission and Distribution Service Provider (TDSP) providing electricity delivery service to your Retail Customers, by which you, as User, w be provided access privileges to CenterPoint Energy's online Competitive Retailer Information Portal via the Internet. You should carefully read the following terms and conditions before proceeding. In the event that you, as User, agree to the term of use, then please proceed with registration for access to the online Competitive Retailers Information Portal by completing the registration process located at the bottom of this page.
Terms of Use: All use of CenterPoint Energy's Competitive Retailers Information Portal ("CRIP") via CenterPoint Energy Internet World Wide Web pages is subject to the terms and conditions set forth below. Any access by a User to CRIP constitutes the User's agreement to abide by the following terms and conditions:
USER AGREES TO PROTECT. DEFEND. INDEMNIFY AND HOLD CENTERPOINT ENERGY. ITS CORPORATE AFFILIATES AND THEIR RESPECTIVE OFFICERS. DIRECTORS. EMPLOYEES AND AGENTS, FREE AND HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION. SUITS OR OTHER LITIGATION. (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING IN FAVOR OF ANY THIRD PARTY IN ANY WAY OCCURING, INCIDENT TO. ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE DATA CONTAINED WITHIN THE CRIP. SYSTEM, WHERE, AND TO THE EXTENT THAT SUCH CLAIMS. DEMANDS, CAUSES OF ACTION. SUITS OR OTHER LITIGATION ARE CAUSED BY THE SOLE. JOINT. CONCURRENT, CONTRIBUTING OR COMPARATIVE NEGLIGENCE OR FAULT OF USER. ITS CORPORATE AFFILIATES. OR THEIR RESPECTIVE OFFICERS. DIRECTORS, EMPLOYEES OR AGENTS.
If you agree to the Terms of Use and wish to register to use the CRIP system, check the 'I Agree' box below and press "Save":
Jagree with the terms and conditions. Save S



HISTORICAL USAGE REQUEST/LOA (NEW):

After clicking on the login button, you will be directed to the HISTORICAL USAGE REQUEST/LOA landing page.

nterPoint. ergy					USETTE BALLAN
(Historical Usage (LO/	A) Resources *			
storical Usage Request / LOA					
Authorization for the request of Historical Usana Information 3/14/2023					
REQUESTER INFORMATION					
Company Name: CenterPoint Energy					
Requester Name*		Email*			
Requester Title*		Phone Number*			
Requester Street Address*		City*	State*		Zip Code*
			тх	~	
Data Type*	Note: Interval Dat:	a may only be requested for IDR account	s	E	Or Unlimited 🗌
V					
v					
EGID'S requested (Linit out per request) Separate ESI IDS by a space, comma, semicolon, of camage	return				
				11	
By checking this box requesting party affirms that they have authorization from the customer i	dentified to obtain the	Customer's historical usage information	and holds the TDSP harml	less for provid	ding the historical data to requested
and a state of the					
party as identified on this form.					
party as identified on this form.					Submit (
parry as identined on this form.					Submit



HISTORICAL USAGE REQUEST/LOA (NEW) cont.

- Fill out the required information on the LOA request form (Note: you can now select up to 24 months of historical usage)
- Check the authorization box
- Click Submit

	Illine de tree de	011		
	Historical Usage (l	LUA) Resources *		
torical Usage Request / LOA				
tolical Usage Request / LOA				
Authorization for the request of Historical Usage Information:3/14/2023				
REQUESTER INFORMATION				
Company Name: CenterPoint Energy				
Requester Name*		Email*		
LYSETTE BALLANCE		lysette.ballance@centerpointenergy.co	m	
Requester Title*		Phone Number*		
ACCOUNT MANAGER		7132077526		
Deguarter Street Arkinger*		Citure	State*	Zin Code*
		HOUSTON		77002
Data Type*	Note: Interval D	Data may only be requested for IDR account	5	
Data Tyne"				
Both Summary and Interval Data	Note: Interval E	Data may only be requested for IDR account	S	
Number of Months"				
24 ~				
:SIIDs Requested" (Limit 500 per request) Separate ESI IDs by a space, comm	a, semicolon, or carnage return			
1002900000000000000000				
			"	
² By checking this box requesting party affirms that they have authorization	on from the customer identified to obtain	the Customer's historical usage information	n and holds the TDSP harmless for prov	iding the historical data to requested
barty as identified on this form.				
				0.1/10
				Submit



HISTORICAL USAGE REQUEST/LOA (NEW) cont.

- Review and select ESI-IDs
- Check authorization box
- To cancel without submitting, click cancel
- Click Submit

gy				e	LYSETTE BALL
		Historical Usage (LOA) Resour	ces *		
ical Usage/LOA > Customer Validation					
damaa Malfala dama					
stomer Validation					
Requester Name					
LYSETTE BALLANCE					
Number of Months					
24					
Data Type					
Both Summary and Interval Data					
Customer Name					
Jané Mintz					
By hitting the submit button, I affirm that	t Requesting Party has authorization from Custo	omer associated with each ESI ID sh	wn to be authorized below to obtain Custon	ner's historical usage information for the	period
of time requested above and the Requesti	ng Party holds CenterPoint Energy LLC harmles:	s for providing the historical data to	the Requesting Party.		
ESI D	Customer Name	Street Address	Street Name	Customer Zip	
	nu0 5***	1000	DINOL	11035	
Submit Submit					



HISTORICAL USAGE REQUEST/LOA (NEW) cont.

Once confirmed, a "submit message" will verify your LOA request has been made. You will receive an email with the historical usage data requested.

CenterPoi Energy	nt,						● LYSETTE BALLANCE ▼
		DashBoard	SafetyNet -	Historical Usage -	Administration -	Resources -	
SUBMIT	MESSAGE						
	CenterPoint Energy will For questions regarding t	ll return the reque his request, email	sted usage data v I <u>usage.req@cente</u>	ia email to lysette.ballan <u>erpointenergy.com</u>	ce@centerpointenerg	y.com within 3 business days.	
Copyrig	nt © 2023 - CENTERPOINT ENERG	6Y. ALL RIGHTS RES	ERVED.				



CHANGE PASSWORD:

The **CHANGE PASSWORD** link gives individuals the ability to independently change their password.

Email" lysette ballance@centerpointenergy.c Phone Number* 7132077526	m		
Email" lysette ballance@centerpointenergy.c Phone Number* 7132077526	om		
Email* lysette ballance@centerpointenergy.c Phone Number* 7132077526	om		
Email* ysette ballance@centerpointenergy.c Phone Number* 7132077526	om		
Phone Number* 7132077526	om		
Phone Number* 7132077526			
7132077526			
City*	State*		Zip Code*
HOUSTON	TX	~	77002
Interval Data may only be requested for IDR accourt	its		
	HOUSTON HOUSTON Customer Authorization* dd/yyyy Image: Authorization and the second se	HOUSTON TX Of Customer Authorization* Df Customer Authorization* Customer Authorization* TX Expiration Date* mmild/yyyy Interval Data may only be requested for IDR accounts	HOUSTON TX Of Customer Authonization* Addyyyy Interval Data may only be requested for IDR accounts



CHANGE PASSWORD cont.

- Enter current Password and New Password and Confirm New Password
- Select Submit
- Password must satisfy the following:
 - Must contain at least 8 characters
 - Must contain a combination of uppercase letters, lowercase letters, numbers, and symbols

	DashBoard	SafetyNet -	Premise Search	Add New Organization	View All Organizations
HANGE PASSWORD					
Password					
New Password					
Confirm New Passwor	d				
Submit 📀 <u>Clo</u>	<u>50</u>				



Administration:

The **Administration** header link allows administrators to respond to Pending User Requests, View Users View Organization Details, and Manage Organization Details.

CenterPoint . Energy			🖯 Sireesha Jampani
Premise S Premise Search	earch Safety-Net - Dashboard	Historical Usage (LOA) Report Download	Administration • Resources • Pending User Requests Vew User
O Please select one of the following premise information search	options:		View Organization Details Manage Organization
Search by ESIID: Please enter the exact ESIID. Enter ESIID.			
Search by Meter Number: Please enter the exact meter number Enter meter number.	er.		
 Search by Address: Please enter the exact address or at least right-hand side of these fields. (i.e. 100% and MA% for 1008 MAIN 	the first 3 digits of the street number and the 4 ST). You can further narrow your results by :	trst 2 characters of the street name followed by the "%" v pecifying a street prefix.	wild Card character. The street number and name allow for the "%" wild Card to be used only at the
Street# Enter street	Street Prefix	Street Name Enter Street Name	Apt / Unit Enter Apt / Unit
			Submit 🕥 « Reset
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Pending User Request:

The Pending User Requests link provides the Administrator the means to approve or reject a new user request.

CenterPoint. Energy							🕒 Sireesha Jampani 🗸
	Premise Search Safety	-Net • Dashboard Historical U	sage (LOA) Rep	ort Download A	dministration *	Resources *	
	Use this page to appreciate the second se	ove or reject new user profiles. Please ex	pand this section for	more details.		+	
Rame		Email Address	Created	Last Login	Approve	Reject	
test, Ra	nghu	Raghu test@gmail.com	2/23/2024	2/23/2024	0	0	
-Seater, ST	test	test teser@pmail.com	2/23/2024	2/23/2024	٥	0	
Copyright @	2024 - CENTERPOINT ENERGY, ALL	RIGHTS RESERVED.					

The user is responsible for creating their own profile in CRIP at the direction of the assigned Organization Administrator. Refer to the steps in the **Request Access** section of this guide. When a new request to add a user is submitted, the Administrator will receive an email notifying them of the request.



Pending User Request (cont.):

Competitive Retailer Information New User Access Request							
Competitive Retailer Relations	×	ن 🕲	Reply	ペラ Reply All	ightarrow Forward	ŋ	
To 🤗 Nalabolu, C_Prathap X; 😑 Malkey, Karen R; 🛑 Ballance, Lysette S; 🔗 Alluri, C_Srinivas					Wed 2/7/	2024 12:4	49 PM
Retention Policy Inbox (90 days) Expir	res 5/7/2024						
(i) If there are problems with how this message is displayed, click here to view it in a web browser.							
CenterPoint. Energy	_						
February 07, 2024							
Hello Competitive Retailer Information Portal (CRIP) Administrator,							
A new user has requested access to the Competitive Retailer Information Portal. Please login to t Competitive Retailer Information Portal to manage requests.	he						
User Email Address: jennifer.ballance@gmail.com							
Manage Requests							
Thank you Competitive Retailer Relations							
<u>CR.Support@CenterPointEnergy.com</u>							
PLEASE DO NOT REPLY TO THIS EMAIL - REPLIES TO THIS MAILBOX ARE NOT MONITORED							
This email was sent to: prathap.nalabolu@centerpointenergy.com.rrbeasley@centerpointenergy.com.Rqualls@Reliant.com.KAREN.MALKEY@c	SBCGLOBAL.NET;	krkul89@sbca	lobal.net;M	ary.Harrington@n	rg.com;sireesha.jan	npani@ce	nterpoir
This email was sent by: CenterPoint Energy Houston Electric, LLC							
We respect your right to privacy. Click here to view our privacy policy.							
© 2024 CenterPoint Energy – All Rights Reserved							

From the **Administration** header, select "**Pending User Requests**" from the drop down.

	Premise Search Safet	-Net - Dashboard Histo	rical Usage (LOA) Report Download	Administration - Resources -	
se Search	formation search antions:			Pending User Requests View Users View Organization Details Manage Organization	
Prease select one of the following premise in	ionation search options.				
Search by ESI ID: Please enter the exact ES	il ID.				
O Search by Meter Number: Please enter the	exact meter number.				
Search by Address: Please enter the exact a 1008 MAIN ST). You can further narrow your res Street#	address or at least the first 3 digits of the street number and the sults by specifying a street prefix. Street Prefix	first 2 characters of the street name Street Name	followed by the "%" wild card character. The street	number and name allow for the "%" wild card to t	e used only at the right-hand side of these fields. (i.e. 100% and MA



Pending User Requests (cont.):

From here the Administrator will have the option to Approve or Reject the user for the Organization.

Premise Search	Safety-Net - Das	shboard Historic	cal Usage (LOA)	Report Download	Administration *	Resources *
O Use this pa	ae to approve or reject ne	w user profiles. Pleas	se expand this sect	ion for more details.		+
o ose uno pu	je to approte of rejectine	n abor promoti rica				
Name	Email Address		Created	Last Login	Approve	Reject

Next, the Administrator will be able to select the **Default DUNS** and all **DUNS** for which they want for that new user to have access. The Administrator will also have the option to select the check box to make the new user an Administrator.

			Current Organiz	ation: NRG	×			
F	Premise Search	Safety-Net + E	Email	jennifer.ballance@gmail.com		Administration -	Resources +	
			Default DUNS	014396092-Reliant Energy LSE				
	O Use this pag	je to approve or reject	Select DUNS	014396092-Reliant Energy LSE 029692659-RELIANT ENERGY SOLUTIONS POLR	Î		+	
Name		Email Addr		039713354-Direct Energy	*	Approve	Reject	
Ballance, Jen	nifer	jennifer ball		Check here to make the User an Admin	ı	0	0	
				« Cancel Submi	0			

The **Default DUNS** can be selected for any user. This will typically be the DUNS that the user will use the most. If only one DUNS exist, then that DUNS will be the **Default DUNS**. In addition to selecting the **Default DUNS**, the administrator can select the DUNS that they want that user to have access to. Simply click on each DUNS that the user should have access to and click the "**Submit**" button to add the DUNS for that user.



View Users:

Administrators will use this page to delete users or modify user profiles.

CenterPoint. Energy										😫 Sireesha	lampani 🗸
	Premise Search	Safety-Net - Dashboa	rd Histo	rical Usage (LC	DA) Repor	Download	Administra	tion - Res	ources -		
	O Use this pa	ige to approve new users, delet	e users, or m	odify user profi	iles. Please exp	and this sectio	n for more det	ails. <u>ding Users</u> 🛱 M	+		
	Name	Email Address	Is Admin	Created	Last Login	Looked	View	Modify	Delete		
	Jampani, Sireesha	sireesha.jampani@centerpointenergy. com	Yes	2/23/2024	2/23/2024	-	8	ß			
	tester, test	test teser@gmail.com		2/23/2024	2/23/2024		8	ß			
Copyright @ :	2024 - CENTERPOINT E	ENERGY, ALL RIGHTS RESERVED.									

Click on the "plus" sign and receive details on the icons.

CenterPoint. Energy										🖨 Sireesha Ja	mpani 🗸
	Premise Search	Safety-Net - Dashboar	rd Histo	rical Usage (LC)A) Report	Download	Administrati	ion - R	esources -		
	Use this pay	ge to approve new users, delete) users, or me	odify user profi	les, Please expa	and this section	n for more deta	ills. ing Users 2	+ Manage User Duns		
0	Jampani, Sireesha	sireesha jampani@centerpointenergy. com	Yes	2/23/2024	2/23/2024		- 14	ß			
0	tester, test	test teser@gmail.com		2/23/2024	2/23/2024		А	B,			
Copyright @ 2	2024 - CENTERPOINT EI	NERGY, ALL RIGHTS RESERVED.									

CenterPoint. Energy										 \rm e Sire	eesha Jampani 👻
	Premise Search	Safety-Net - Dashboa	ard Histo	rical Usage (L	OA) Report	Download	Administra	tion - Reso	irces *		
	🚯 Use this pa	ge to approve new users, delet	e users, or m	odify user prof	iles. Please expa	and this sectio	n for more del	tails.	-		
	Current Organ	zation: TestbySiri									
	Organization T	ype: Competitive Retailer									
	To Modify a user	s profile, click the r button in the	e list.								
	To Delete a a u	iser's profile, click the 🍟 button in	the list.								
									_		
							Carl View Pen	ding Users 🖬 Ma	nage User Duns		
•	Name Jampani,	Email Address sireesha.jampani@centerpointenergy.	Is Admin	Created	Last Login	Locked	View	Modify	Delete		
	Sireesha tester, test	com test teser@omail.com	Tes .	2/23/2024	2/23/2024			CC CC			
		_						-	-		
Copyright © 2	024 - CENTERPOINT E	NERGY, ALL RIGHTS RESERVED.									
					3						



View Icon:

Clicking on the View icon will provide a view of the specific user.

CenterPoint. Energy											e s	ireesha Jampi
		Premise Search	Safety-Net - Dashboa	rd Histo	rical Usage (LC	DA) Report	Download	Administrat	ion - Res	ources *		
		🕲 Use this pa	ge to approve new users, delet	e users, or m	odify user profi	iles. Please expa	and this sectio	n for more det	ails. <u>ling Users</u> 8 M	+		
	•	Name	Email Address	Is Admin	Created	Last Login	Looked	View	Modify	Delete		
		Jampani, Sireesha	sireesha.jampani@centerpointenergy. com	Yes	2/23/2024	2/23/2024	-		ß			
		tester, test	test teser@gmail.com		2/23/2024	2/23/2024		А	ß			
							/					
Cop	yright © 202	24 - CENTERPOINT EI	NERGY. ALL RIGHTS RESERVED.									

User details will appear as below.

CenterPoint. Energy							😌 Sireesha Jampani 👻
	Premise Search Safety-Net	- Dashboard	Historical Usage (LOA)	Report Download	Administration -	Resources -	
	VIEW USERS DETAILS Current Organization: TestbySiri Organization Type: Competitive Retailer						
	USER INFORMATION					-	
	First Name Middle Name Last Name Job Title Depatriment Employee Ref.#	test it tester it it					
	CONTACT INFORMATION					-	
	Primary Phone Number Secondary Phone Number	4695446081					
	WORK LOCATION					-	
	Street Address 1 Street Address 2 City State Zip Code						
	LOGIN INFORMATION					-	
	Email Address Accepted Online Agreement Date Has Admin Access	test.teser@gmail.co Pending No	m				\mathbb{Q}
					« Back	» Modify Delete 🔊	



Modify Icon:

The Modify icon allows administrators to modify a user.

CenterPoint. Energy										θ :	Sireesha Jampani 🦌
	Premise Search	Safety-Net - Dashboa	rd Histo	rical Usage (LC	DA) Report	Download	Administratio	on - Res	ources -		
	O Use this pa	ige to approve new users, delet	e users, or m	odify user profi	iles. Please expa	and this sectio	n for more detai	ng <u>.Users</u> 8M	+		
•	Name	Email Address	Is Admin	Created	Last Login	Looked	View	Modify	Delete		
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Clicking on this icon will bring the Administrator to the **Modify User** screen to make any changes as needed.

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Modify Icon (cont.):

Once changes haven been completed to the user click Submit to save. Confirmation will be given on the successful update.

Success	×
User details modified successfully.	
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Delete Icon:

To delete a user, administrators will follow the steps below.

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After selecting the Delete icon, the popup window below will appear. Click OK confirming that the administrator wants to delete user.



Once the user has been deleted, confirmation of this deletion will be given.



Delete Icon(cont.):



Manage User DUNS:

Manage User DUNS is an enhanced feature that allows administrators to manage the DUNS view for each user. The administrator can allow a user to see all DUNS, or the administrator select specific DUNS based on CR brand management. To manage user DUNS, click on the "Manage User DUNS" link as shown below.

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The administrator can select the Default DUNS and the DUNS that the administrator wants to allow for the selected user to access. The Default DUNS is typically the DUNS the user accesses the most and will be the DUNS users see when initially entering Dashboard.



Manage User DUNS (cont.):

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Under the DUNS column, click on the "Select DUNS" and all DUNS available for that organization will be listed. DUNS can be selected/deselected as need providing access only to the DUNS that user should have access to.

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Manage User DUNS (cont.):

Click "Save" at the bottom of the page to save all updates.

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View Organization Details:

From the **Administration** link, click on "**View Organization Details**". This view provides information on all DUNS associated with the organization and provides information on the point of contact to request access to view information related to the organization.

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Manage Organization:

From the **Administration** header link, click on "**Manage Organization**". This page allows the administrator to update/change information in the "Request Login Instructions" box.

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Resources:

From the Resources link, the user will have access links to the CRIP User Guide and the most current Online Agreement completed by the user.