SUBJECT: CNP-M-A022216-01 CNP Letter of Authorization (LOA) Soon to be Available on CRIP

NOTICE DATE: February 22, 2016

**NOTICE TYPE**: Initial

DAY(S) AFFECTED: Monday, March 21, 2016

**SHORT DESCRIPTION:** CenterPoint Energy Houston Electric is pleased to announce that we will soon introduce a web-based automated historical usage request function on our Competitive Retailer Information Portal (CRIP).

**INTENDED AUDIENCE**: All Market Participants

**LONG DESCRIPTION:** CenterPoint Energy Houston Electric is pleased to announce that we will soon introduce a web-based automated historical usage request function on our Competitive Retailer Information Portal (CRIP). The new functionality will be available to Competitive Retailers, Aggregators, and other parties who currently request historical usage data using the manual Letter of Authorization (LOA) process. We believe that the new system will simplify the process for parties requesting usage data, and will allow us to fulfill LOA usage request much faster than the current manual process.

**ADDITIONAL INFORMATION**: The target go-live date for the new automated LOA function is, March 21, 2016. The manual LOA process will remain in place as parties transition to the new automated system. Over the next few weeks, CenterPoint will distribute more information concerning the new system and how parties may register on the CRIP. We will also host several WebEx calls to demonstrate the system.

The attached document contains initial information concerning the new system and how parties may register on the CRIP.

**CONTACT**: If you have any questions regarding this notification, please email <a href="mailto:cr.support@centerpointenergy.com">cr.support@centerpointenergy.com</a>

Competitive Retailer Relations CenterPoint Energy Houston Electric, LLC

## Here's a sneak peak of the LOA view:

• After clicking on the HISTORICAL USAGE REQUEST/LOA link on the left side of the screen, it will bring you to the page below.

| ECTRIC SERVICES - COMP          | ETITIVE RETAILERS INFORMATIO  | IN PORTAL Logo   |
|---------------------------------|---|--|
| DELUCE OF A DOLL                | Home > Historical Usage Request/Li  | OA   |
| PREMISE SEARCH REPORT DOWNLOAD  |   | GE REQUEST/LOA   |
| PREMISE MASTER LIST             |   |  |
| HISTORICAL USAGE<br>REQUEST/LOA | Authorization for the Request (<br>Requestor Information  | of Historical Usage Information: 2/22/2016   |
| CHANGE PASSWORD                 | Company Name:   | ENERGY LP RICHARD B  |
| ONLINE AGREEMENT LOGOUT         | Email Address:*   |  |
|                                 | Requestor Name:*  |  |
|                                 | Requestor Title:*   |  |
|                                 | Telephone Number:* 10-digit,numbers only  |  |
|                                 | Requestor Street Address:*  |  |
|                                 | City:*  |  |
|                                 | State:  | TX 🗸   |
|                                 | Zip Code:*  |  |
|                                 | Customer Information  |  |
|                                 | Customer Name:*   |  |
|                                 | Date of Customer<br>Authorization:*   |  |
|                                 | Expiration Date:*   | or Unlimited   |
|                                 | or Unlimited  Data Type:*   | Note: Interval Data may only be requested for IDR accounts   |
|                                 | Number of Months:*  | Note: If the request is for usage data greater than 12 months, submit request to usage req@centerpointenergy.com   |
|                                 | ESIIDs Requested:*  |  |
|                                 | (Limit 500 per request)<br>Separate ESI IDs by a space<br>comma, semicolon; or<br>carriage return |  |
|                                 |   | esting party affirms that they have authorization from the Customer identified to obtain the Customer's historical to TDSP harmless for providing the historical data to requested party as identified on this form. |

• Fill out the required information on the LOA request form.

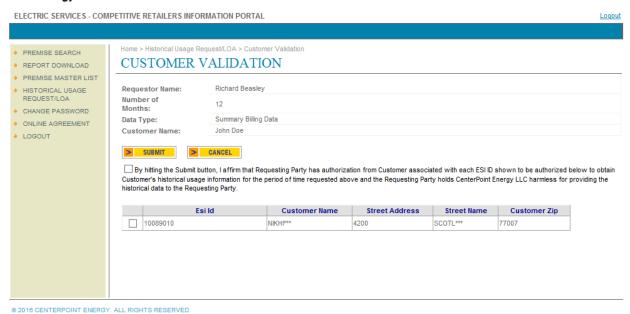


ELECTRIC SERVICES - COMPETITIVE RETAILERS INFORMATION PORTAL Logout Home > Historical Usage Request/LOA PREMISE SEARCH HISTORICAL USAGE REQUEST/LOA → REPORT DOWNLOAD PREMISE MASTER LIST Authorization for the Request of Historical Usage Information: 2/22/2016 HISTORICAL USAGE Requestor Information ENERGY LP RICHARD B CHANGE PASSWORD Company Name: ONLINE AGREEMENT Email Address:\* richard.beasley@centerpointenergy.com LOGOUT Requestor Name:\* Richard Beasley Requestor Title:\* Account Manager Telephone Number:\* 7132073439 1111 Louisana St. Requestor Street Address:\* City:\* Houston TX 🗸 State: 77002 Zip Code:\* Customer Information John Doe Customer Name:\* Date of Customer 02/21/2016 Authorization:\* Expiration Date:\* or **U**nlimited or Unlimited Data Type:\* Summary Billing Data Only ➤ Note: Interval Data may only be requested for IDR accounts 12 V Note: If the request is for usage data greater than 12 months, submit request to Number of Months:\* usage.reg@centerpointenergy.com 1008901 ESIIDs Requested:\* (Limit 500 per request) Separate ESI IDs by a space comma, semicolon; or carriage return ☑ By checking this box, requesting party affirms that they have authorization from the Customer identified to obtain the Customer's historical usage information and holds the TDSP harmless for providing the historical data to requested party as identified on this form.

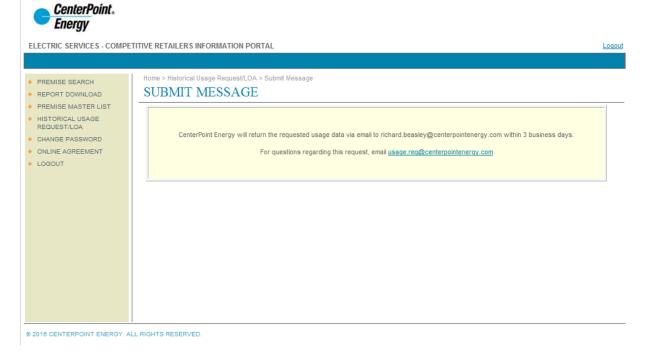
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• Next, you have the option of confirming the ESI-IDs.





 Once confirmed, you will press submit and you will receive an email with the historical usage data, and your LOA request has been made!



## Key LOA Highlights

- The results are returned via email.
- The data available is the same as the manual LOA process summary monthly data for all ESIs, Interval data for traditional Industrial and Large Commercial IDR.
- REP users who are already registered on CRIP will be able to use the LOA without making any changes.
- Non-REPs will need to register an Administrator on CRIP the first steps are to get a DUNS Number, and fill out a Connectivity Profile (also attached). Link for DUNS number: <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a>