

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 cr.support@centerpointenergy.com

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.



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Home > Historical Usage Request/LOA

HISTORICAL USAGE REQUEST/LOA

Authorization for the Request of Historical Usage Information: 2/22/2016

Requestor Information

Company Name:	ENERGY LP RICHARD B	
Email Address:*	<input type="text"/>	
Requestor Name:*	<input type="text"/>	
Requestor Title:*	<input type="text"/>	
Telephone Number:*	<input type="text"/>	
<small>10-digit, numbers only</small>		
Requestor Street Address:*	<input type="text"/>	
City:*	<input type="text"/>	
State:	TX <input type="button" value="v"/>	
Zip Code:*	<input type="text"/>	

Customer Information

Customer Name:*	<input type="text"/>	
Date of Customer Authorization:*	<input type="text"/>	
Expiration Date:*	<input type="text"/>	or <input type="checkbox"/> Unlimited
<small>or Unlimited</small>		
Data Type:*	<input type="button" value="v"/>	Note: Interval Data may only be requested for IDR accounts
Number of Months:*	12 <input type="button" value="v"/>	Note: If the request is for usage data greater than 12 months, submit request to usage_req@centerpointenergy.com
ESIIDs Requested:*	<div><input type="text"/></div> <div>(Limit 500 per request) Separate ESIIDs by a space comma, semicolon, or carriage return</div>	

☐ 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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- Fill out the required information on the LOA request form.



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- REPORT DOWNLOAD
- PREMISE MASTER LIST
- HISTORICAL USAGE REQUEST/LOA
- CHANGE PASSWORD
- ONLINE AGREEMENT
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HISTORICAL USAGE REQUEST/LOA

Authorization for the Request of Historical Usage Information: 2/22/2016

Requestor Information

Company Name:	ENERGY LP RICHARD B
Email Address:*	<input type="text" value="richard.beasley@centerpointenergy.com"/>
Requestor Name:*	<input type="text" value="Richard Beasley"/>
Requestor Title:*	<input type="text" value="Account Manager"/>
Telephone Number:*	<input type="text" value="7132073439"/>
<small>10-digit, numbers only</small>	
Requestor Street Address:*	<input type="text" value="1111 Louisiana St."/>
City:*	<input type="text" value="Houston"/>
State:	<input type="text" value="TX"/> ▼
Zip Code:*	<input type="text" value="77002"/>


Customer Information

Customer Name:*	<input type="text" value="John Doe"/>
Date of Customer Authorization:*	<input type="text" value="02/21/2016"/>
Expiration Date:*	<input type="text" value=""/>
<small>or Unlimited</small>	or <input checked="" type="checkbox"/> Unlimited
Data Type:*	<input type="text" value="Summary Billing Data Only"/> ▼
	Note: Interval Data may only be requested for IDR accounts
Number of Months:*	<input type="text" value="12"/> ▼
	Note: If the request is for usage data greater than 12 months, submit request to usage.req@centerpointenergy.com
ESIIDs Requested:*	<input type="text" value="1008901"/>
<small>(Limit 500 per request) Separate ESI IDs by a space comma, semicolon; or carriage return</small>	

☒ 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.

SUBMIT

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



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Home > Historical Usage Request/LOA > Customer Validation

CUSTOMER VALIDATION

Requestor Name: Richard Beasley

Number of Months: 12

Data Type: Summary Billing Data


Customer Name: John Doe

☐ By hitting the Submit button, I affirm that Requesting Party has authorization from Customer associated with each ESI ID shown to be authorized below to obtain Customer's historical usage information for the period of time requested above and the Requesting Party holds CenterPoint Energy LLC harmless for providing the historical data to the Requesting Party.

	Esi Id	Customer Name	Street Address	Street Name	Customer Zip
<input type="checkbox"/>	10089010	NKHI***	4200	SCOTL***	77007

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



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Home > Historical Usage Request/LOA > Submit Message

SUBMIT MESSAGE

CenterPoint Energy will return the requested usage data via email to richard.beasley@centerpointenergy.com within 3 business days.

For questions regarding this request, email usage_req@centerpointenergy.com

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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: <http://www.dnb.com/get-a-duns-number.html>