TEMPLATE INSTRUCTIONS

IMPORTANT INFO ABOUT VALIDATION:

- Do *NOT* copy data from another spreadsheet and paste into the new one – the spreadsheet will not pass validation if that is done.
- As you move across each row you must use the drop-down boxes to select the correct data for each column. If you type the data in and it is not spelled or formatted exactly as the drop down, it will not pass validation.
- If you leave any of the boxes blank, it will not pass validation.
- A rate entered as 0 will not pass validation.
- A customer count of 0 will not pass validation.

STEP BY STEP GUIDE

1. Select the current year from the drop-down box.

2. Select the quarter from the drop down for reporting.

2. Select the service class from the drop down. Please note only RESIDENTIAL rates are required at this time.

3. Select the utility name from the drop down.

4. Select the service type (gas or electric) from the drop down.

5. Select the zone from the drop down. If you choose "All Zones" they must have the same rate across all zones. If the zones have different rates, please enter them individually. (Note: If you have not selected the utility and the service type, then the drop down box won't populate the zone options for that utility and service type).

6. Enter the number of customers that received that rate for the last quarter.

7. Select the term length from the drop down. You are only required to report for Variable (month-to-month) or Fixed (12 months) only.

8. Enter the rate. The averages should be weighted by the amount of commodity sold at each price within the category.

9. The unit of measure will automatically fill in based on the commodity and utility you selected.

10. The calculated average price will automatically fill in based on the commodity you selected.

11. Enter your ESCO Company Name.

12. Click tab to move to the next line.