



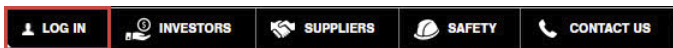
How to Access Non-Residential Interval Data on the Analyze Usage Tool

Step 1

Access the FirstEnergy Corp website at firstenergycorp.com

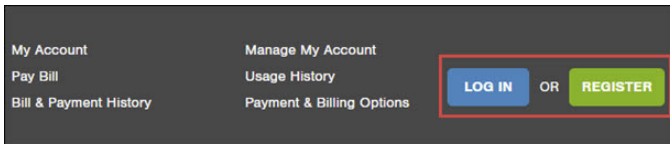
Step 2

Select the **LOG IN** button on the upper right-hand portion of the screen.



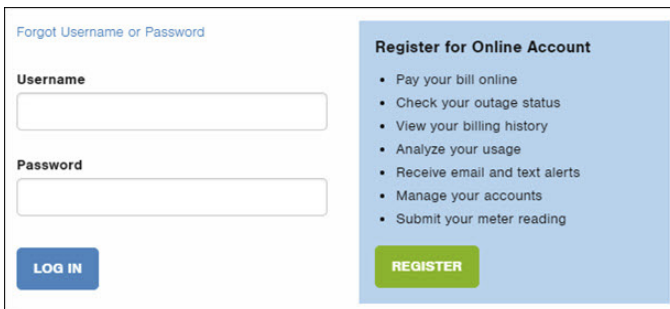
Step 3

In the drop-down menu, click the **LOG IN** button to sign into your account. If you have not yet registered your account, click the **REGISTER** button and complete the registration process.



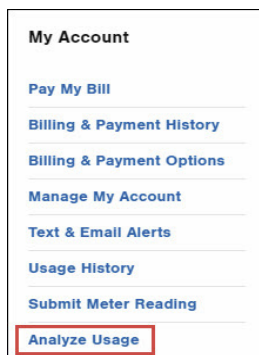
Step 4

When presented with the login screen from FirstEnergy, enter the account Username and Password and click the **LOG IN** button.



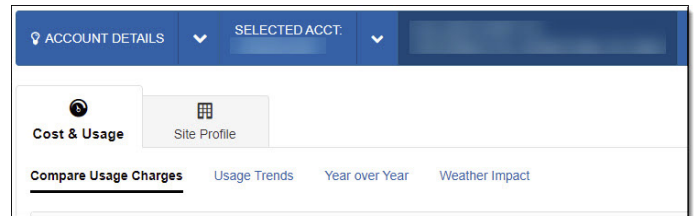
Step 5

Once logged in, the My Account page is displayed. On the left-hand side of the page, click the **Analyze Usage** link from the menu.



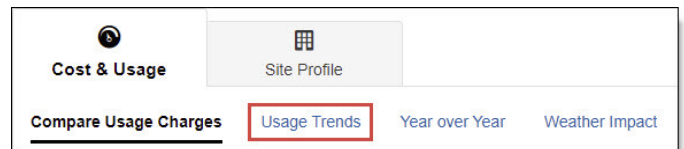
Step 6

The Analyze Usage screen displays.



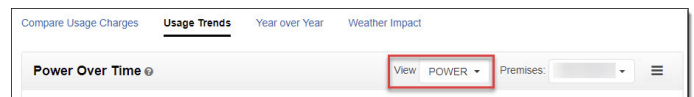
Step 7

In the Cost & Usage section click on the **Usage Trends** link.



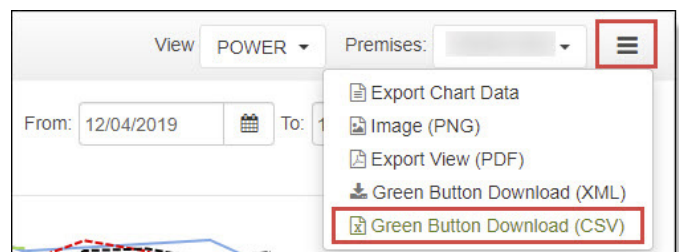
Step 8

On the Usage Trends part of the chart, click the drop down next to view and select **Power**. This will allow you to view your units of measure such as kWh, kVA, kVAR, kW, and Power Factor.



Step 9

Once the View has been set to Power, click the ellipses, and select the **Green Button Download** highlighted in green. The (XML) option will download data into and XML format. The (CSV) option will download data into an excel file.

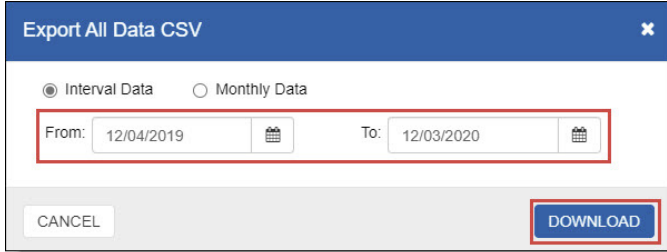


Continued on the next page.

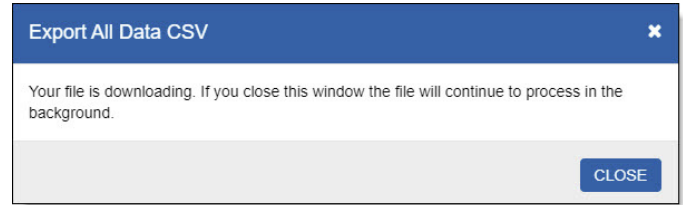
ANALYZE USAGE TOOL

Step 10

Once selected, ensure the Interval Data radio button is selected. Enter the desired From and To dates and click the **DOWNLOAD** button.



Note: While the interval data is being gathered, the following message displays.

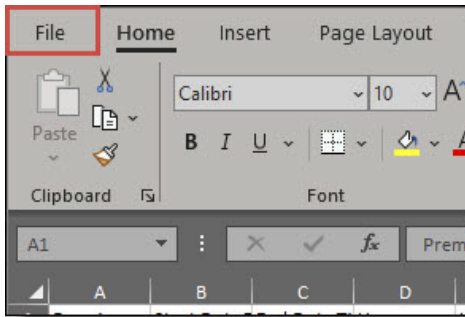


Note: The download file is typically displayed at the bottom of the screen. You may also navigate to your “downloads” folder and retrieve it. The naming convention for the file is the name of the account and a date/time stamp. Note, the file will be in the .CSV format. For example, AccountName_csv_2020-12-09-21_39_45.csv

Saving the Excel File

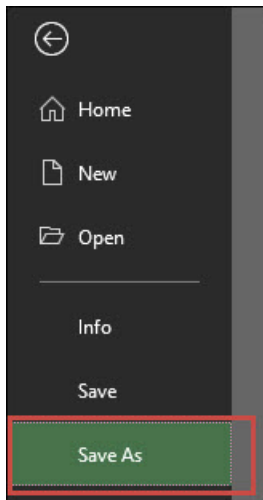
Step 1

When the file is opened it displays in CSV formatting. Save the file as a .XLSX to make any edits or modifications to the output. After opening the new file, click **File** in the Excel application.



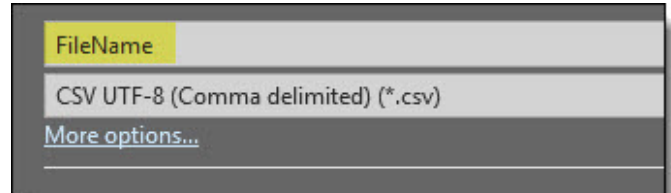
Step 2

Click **Save As**.



Step 3

In the **FileName** field enter the desired file name E. For example, “AccountName_csv_2020-12-09-21_39_45”



Step 4

In the drop down for the type of file, change the type to the desired excel format either the .xlsx file format or the .xls format.

