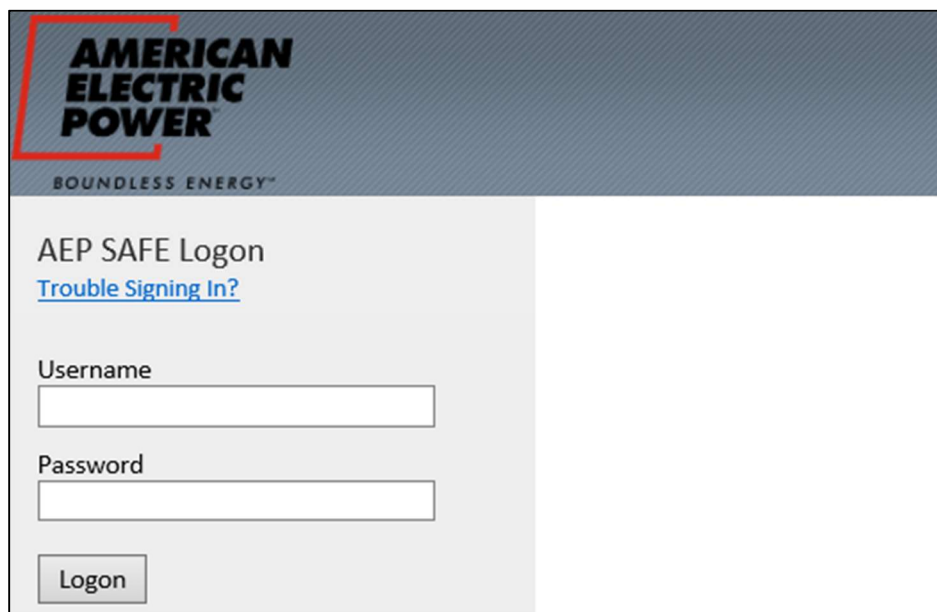# Rate Ready User Guide - Business Partner Portal

AEP Ohio's Business Partner Portal (BPP) features a Web-based program that allows registered CRES Brokers and CRES Users to manage rates for their CRES Provider.

The registration process to receive access to the BPP must be complete prior to entering rates into BPP. Once the registration for CRES Brokers/Users is approved by an AEP Administrator, an email will be sent with a link to the BPP.

The login page for the BPP requires your approved User ID or Password to enter. If a user forgets their User Id or Password, they can click on 'Trouble Signing In' and be routed to Iforgot.aep.com where you can reset the password.

While navigating through your pages within the BPP, you will find helpful Icons.
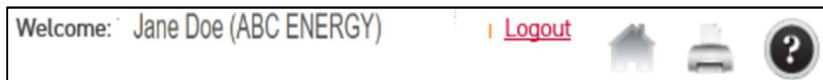
On the upper right hand corner in the body of each page are several icons.
> **Welcome Header**: Informs the user of the <u>current</u> CRES Provider who the user is acting on behalf of during the session at that point.
> **Home**: Returns you to your providers list of rates
> **Print**: Allows the Rate List to be printed
> **Help**: Provides online help.

Run cursor over this information symbol throughout the application to receive additional information concerning that field that is displayed next the corresponding symbol.

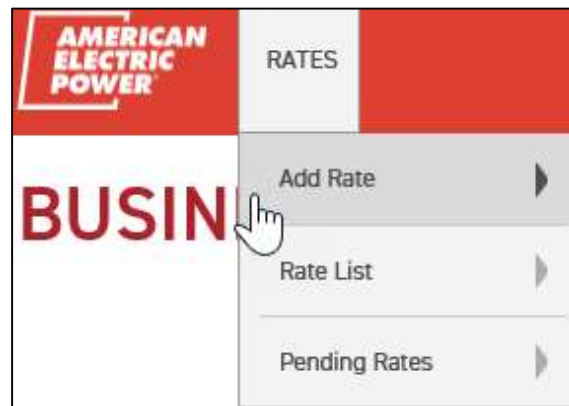**Helpful information about entering rates in the BPP.**

- **Rate Code** is a unique identifier of the rate. It is a total of 12 alphanumeric characters. The first 4 characters are entered by the user and the last 8 characters are system generated.
- The **effective date** of the rate is defaulted to a date 6 days from the current date. It may be changed to a date greater than the default date.
- Only one rate code may be entered at a time; submitted and then approved.
- **Approved** rates cannot be modified, or deleted. Approved rates do not expire. It is the responsibility of the supplier to ensure customer is on the appropriate rate.
- AEP Administrators are not permitted to edit any rates.
- Only the rates assigned to the specific provider are viewable.
- If you have access to **Multiple CRES DUNS Registrations**, then your Rate Ready session will be based on whoever you enter that screen as. If you would like to manage Rates using another CRES Provider, then you will need to click the *AEP Logo* to navigate back to the **CRES Provider** Selection page to change your CRES provider Session.

Rate Ready Add Process

- Add Rate
- Rate Detail
- Base Type
    - Regular
    - Seasonal
    - Stepped
- Summary
- Approve
- Rate List

ADD RATE

Hover over **Rates** in the header at the top to reveal the Rate Pages available. Click Add Rate to be navigated to the Add Rate Page.

Enter the following fields.

Rate Code: Required field – Rate Code is a unique identifier of the rate. It is a total of 12 alphanumeric characters. The first 4 characters are required to be entered and the last 8 characters are system generated

Effective Date: Required field - The effective date of the rate is defaulted to a date 6 days from the current calendar date. It may be changed to a date greater than the default date

Remarks: Optional field - Free format text may be entered to any rate code when the code is created

Description: Required field - Description of the rate entered at the time the rate code is created. (40 characters – free-form text) *This field may be used in the future to display on the Rate Ready bill.*

State: Required field – Check the Box of the State, OHIO.

RATE DETAIL

Next, click on **'Rate Detail'** at the bottom of the Add Rate screen. The Rate Details screen will display and allow entry to the following fields

Charge Class: Required field – Dropdown list box which will allow you to select the type of charge being entered

Charge Code: Required field - Dropdown list box which allows you to select the charge to be entered

Formula ID: Required field - Dropdown list box which allows you to select how you want the charges calculated.

Business Line: Static – Defines the line of business for each charge. This field will default to G&T – Generation and Transmission (Ohio Choice).

Base Type: Required field - Dropdown list box which allows you to select either regular, Stepped or Seasonal Rate

Charge Description: Required field – Freeform text that will appear on the charge line in the provider section of the bill (40 character limit) and should describe the charge being billed

Rate Multiplier: Required field – This is the rate to be applied in the calculation charge. Field format allows 7 places either side of the decimal. Enter flat charge or cost per unit in dollars. Enter percent of discount as a decimal. (Enter.05 as 5%)

BASE TYPE
Select from the dropdown list box one of the following
- Regular
- Stepped
- Seasonal

Business Type: Stepped

Name	Range From	Range To	Rate
Step1	0		
Step2			
Step3 (Optional)			

Enter Step Range **From** and **To** as well as the **Rate**.

Base Type: For this example is stepped

Range From: kW or kWh beginning for the step

Range To: kW or kWh ending for the step

Rate: Charge

Example:
Step 1 Range From: 0 Range To: 499 Rate .032117
Step 2 Range From 500 Range To: 999 Rate .030092
Step 3 Range From 1000 Range To: Rate .201111

Business Type: Seasonal

If Seasonal is selected, the 'Seasonal Date Type' field defaults to Calendar Month.

Seasonal rate entry will default with 3 seasons checked. If the user is trying to enter 2 seasons i.e., May to October and November to April - the check box for season 3 needs to be "unchecked"

In the dropdown list box, select the 'From and To' months for each season to be entered. Complete the 'Range From' and 'Range To' and enter your rate.

NOTE:
Seasonal rates must cover an entire calendar year. Seasonal Rates have an additional option of adding STEPS within the Season.

RATE SUMMARY

Next, click on '**Rate Summary**'

This will allow a 'reasonable check' on the rate entered prior to approving the rate. This calculation is based on 2000 Kwh. If this does not appear correct make modification by selecting View Details link to go back to Rate Detail screen.
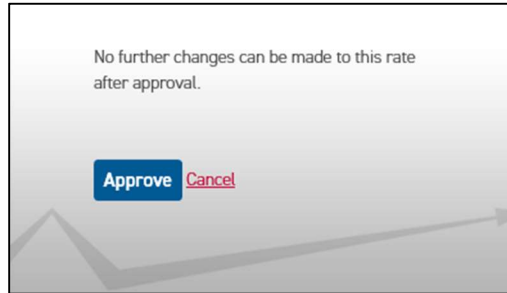
After you have reviewed your rate, click on the **Submit** button. A message will display to Approve or Cancel.

If you choose Cancel, it will take you back to the summary screen. If you Click *Cancel* on this page, a message will display confirming action and the rate entry will be deleted.
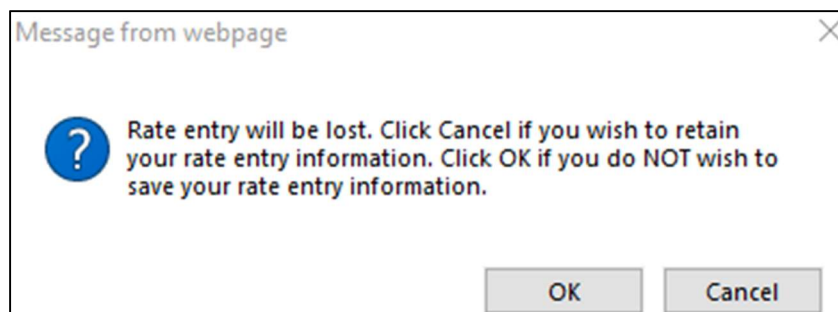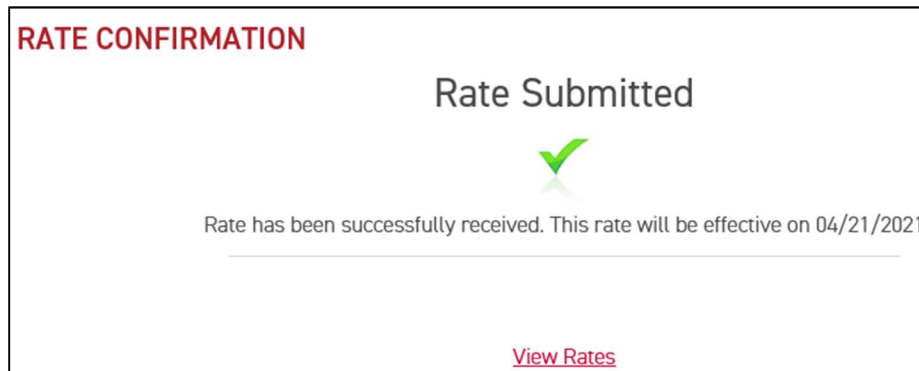
APPROVE
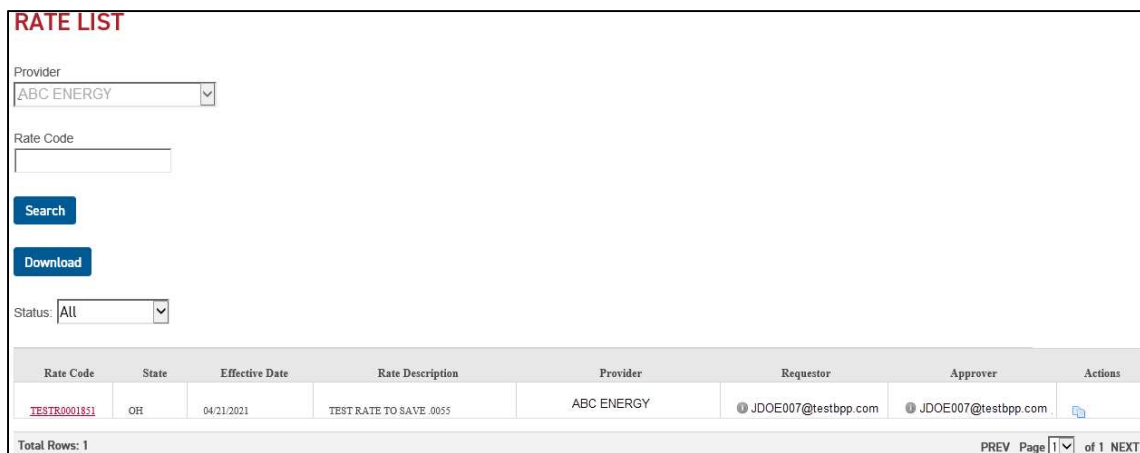Once you click on **'Approve'**, no further changes can be made.

A message will display stating that the rate has been submitted.

RATE LIST
Clicking on **'View Rates'** will allow the user to view all rates entered by user's provider.

NOTE:
Click on the print icon located on the right hand corner of the application to print provider entered rates.