



OHIO[®]

A unit of American Electric Power

AEP Ohio Business Partner Portal

Obtaining Usage Data and Pre-Enrollment Data

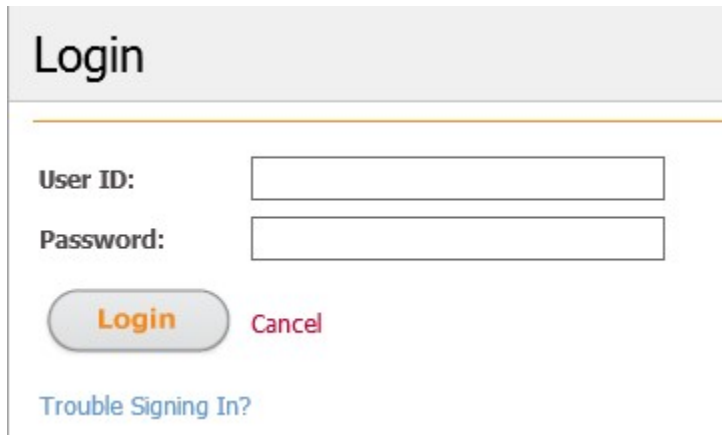


The purpose of this documentation is to provide the end user with instructions on how to utilize the AEP Ohio Business Partner Portal. Currently a user will be able to download 12 months of historical cumulative data, customer attributes, and the pre-enrollment list text files from the portal. If there are any questions or concerns please contact AEP Ohio at OhioChoiceOperation@aep.com

AEP Ohio Business Partner Portal

You must have “XAM Broker,” “CRES User,” or “Allotment Approver” role in External Access Manager in order to view/download customer historical usage. You can check with your specific CRES XAM Broker for access, or contact OhioChoiceOperation@aep.com for details.

1. **Login** - AEP Business Partner Portal at <https://businesspartner.aep.com> (If you forgot your password, use “Trouble Signing In?” link which will direct you to AEP IForgot password reset):



Login

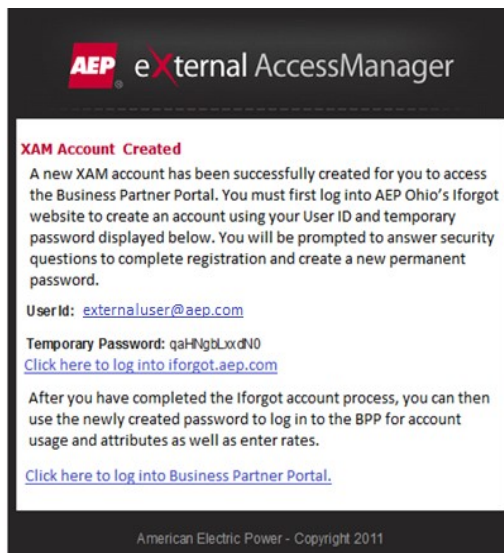
User ID:

Password:

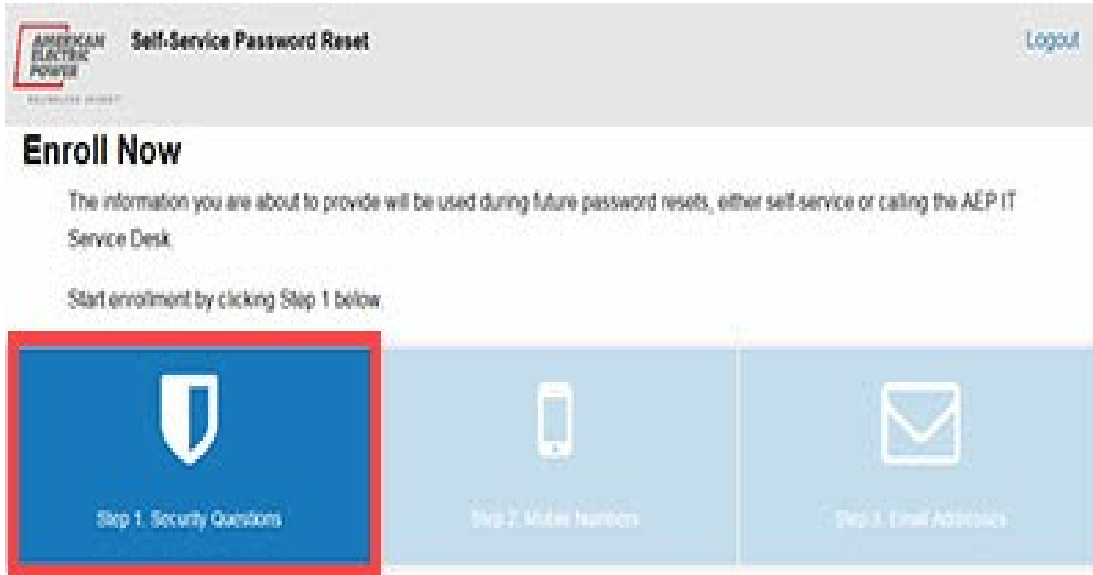
Login Cancel

[Trouble Signing In?](#)

2. **Adding New User** – When adding a new user locate the ‘Request – New Access’ link on the left hand side of the screen. This will direct you to the ‘Access Request’ screen where you will select your application and input the new user’s first/last name, email address, and company. Once information for the new user has been entered you will then select the permissions: “XAM Broker” or “CRES User”. The Ohio Choice Operations group will then be prompted to review and accept/reject request.
3. **Setting up I Forgot Account for New User** - When a user is created and approved, an Email is sent to the user with the user ID and temporary password. New user will click the ‘Click here to log into iforgot.com’ link.



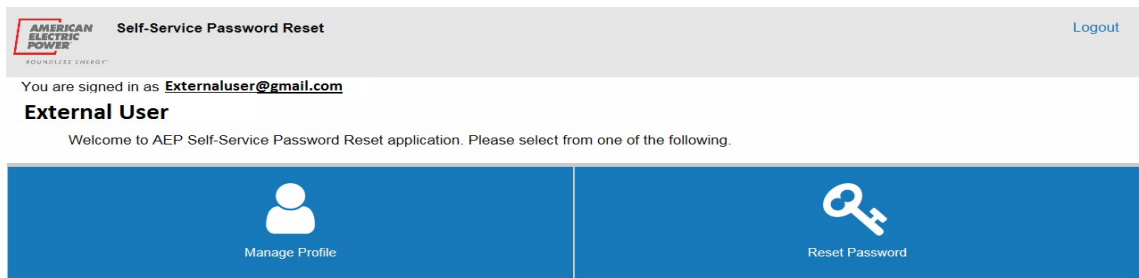
User will then be directed to the Self Service Password Reset screen where they will enter user ID and temporary password. Next the 'Enroll Now' page will appear where user will select "Step 1 Security Questions". User shall select and provide answers for 5 security questions. **Answers must be at least 4 characters in length.*




User is then prompted to Enroll Mobile Phone. This is optional for the external users to provide a mobile phone number. The mobile phone number may be used in the future to text a verification code to reset password. User can skip adding a phone number by selecting "Next."

Iforgot will then ask for a required email address which will be used to send a verification code should user need to reset their password.

After user has successfully enrolled in Iforgot.aep.com, user will Select "Reset Password" to create a permanent password.



 **Reset Password**

Please note that according to AEP policy, your new password must not be a previously used password, contain a minimum 8 characters, lowercase letter, uppercase letter and at least 2 numbers or special characters +!&!^-%_?:= combined.

Current Password

show password

New Password

Password Strength:
 show password

Confirm New Password

show password

[Please click here to see where your password will **not** be reset.](#) (This link is only accessible inside the AEP network)

***Note** Current Password is the temporary password

- 4. Pre-Enrollment Data** – Click the “Pre-Enrollment Data” link on the left hand side of the landing screen under “Rates, Allotments, Usage Data” to obtain the AEP Ohio Pre-Enrollment files.

This page (Pre-Enrollment Data) will give you access to download the pre-enrollment list data text files for AEP Ohio’s Columbus Southern Power (CSP) and Ohio Power (OP) rate jurisdictions. The Excel format file will also be included. All three can be downloaded in one zip file. **Note due to the size of the files, download time may vary.*

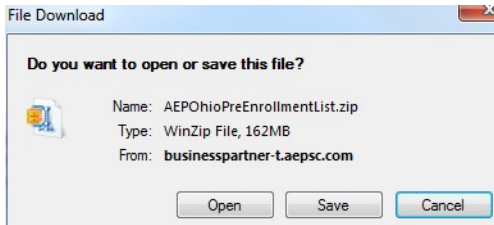
Click on “Download” to obtain the files.

Download Pre-Enrollment Lists

- Includes all accounts in the AEP Ohio Service Territory -- Ohio Power and Columbus Southern Power. (Size: Up to 1 GB each.)
- Includes the Pre-Enrollment List data format (35 KB).
- Does not include customers who opted off the Pre-Enrollment Lists.
- Click **Download** to begin downloading the Pre-Enrollment lists.

Lists Last Updated: 10/01/2013

You will be prompted to Open/Save/Cancel:



- 5. **Historical Usage Data** – Click on “Download SDIs” link under the “Usage Data” header on the left hand column of the screen to obtain customer attributes/historical cumulative data.

This will bring you to the following screen:

Obtain Usage Data

Create SDI Usage Data Selection List

- For individual usage summary, click the SDI link from the selection list.
- When selection list is ready, click **Download** to begin downloading usage data. File is in csv format.

SDI ⓘ **Add**

17 digit numeric field

Enter the SDI number in the appropriate box and click “Add.” The SDI will be displayed underneath.

SDI ⓘ **1. Enter SDI** **Add**

17 digit numeric field **2. Click "Add"**

Click a link to view SDI's summary data

SDI Selection List	X
001400607	X

3. SDI will be displayed

Download

You can click the single “X” beside the SDI and accept the prompt to remove an SDI at anytime. To remove all SDIs click on the “X” at the top of the column and accept the prompt:

SDI Selection List		X
001400607	X	← Will remove all SDIs listed
000406210	X	

← Will remove individual SDI

Click on any SDI link in the list to begin viewing cumulative data/attributes:

Click a link to view SDI's summary data

SDI Selection List		X
001400607	X	Click on any SDI link will take you to the usage/attribute screen.
001400607	X	
001400607	X	

You will be taken to the Usage Summary screen:

Usage Summary

SDI: [View](#) [Return to SDI Selection List](#)

SDI: 001400607
 Customer Name: Harry Callahan
 Service Address: 3366 Speedway Blvd. Columbus, Ohio 43235
 Billing Address: 14818 Union Blvd. San Francisco, CA 94102

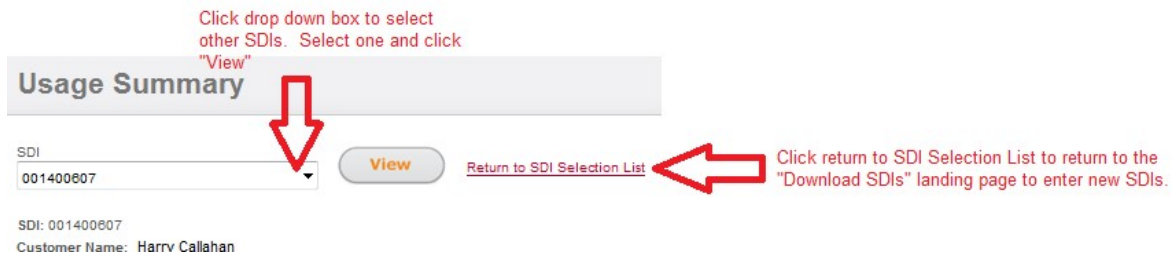
Current Peak Values	Effective Date	
	From	To
Network Services PLC - Current	4.5300000	01/01/2013 - 12/31/2013
Network Services PLC - Future	N/A	N/A
Capacity PLC - Current	5.6300000	06/01/2013 - 05/31/2014
Capacity PLC - Future	N/A	N/A

The top portion of the screen shows SDI, name, and addresses. The PLC values and their respective effective dates are displayed. As the future values are calculated, they will appear here as well.

AEP Ohio Business Partner Portal

Click the drop down box to select and view any other SDI you have entered from the first screen. After selecting the SDI, you will need to click on "View" to move to that respective SDI. To return back and enter a fresh list of SDIs, or to download the attributes you can click "Return to SDI Selection List" link.

Click drop down box to select other SDIs. Select one and click "View"



Usage Summary

SDI: 001400807 [View](#) [Return to SDI Selection List](#)

SDI: 001400807
Customer Name: Harrv Callahan

Additional attributes are displayed:

Current Account Details	
Tariff	732
Description	TRAFFIC LIGHT TARIFF
Revenue Class	400
Net Metered	N
Mercantile Account	N
PIPP Customer	N
Budget Bill	N
Customer Switched	N
Read Cycle	8
Profile Group	CCCSFLAT
Delivery Loss Factor	1.0932

The cumulative data is displayed for a rolling 12 months. It is listed by the latest revenue period in descending order to the oldest revenue period. The tariff code, bill period start/end dates and the number of days for the respective revenue period are listed for each row.

If the account has on-peak and off-peak usage it also is displayed in the appropriate column.

AEP Ohio Business Partner Portal

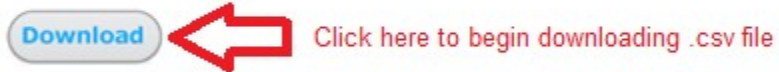
Note On The Summary Data:

- AEP Ohio billed usage may not match metered usage due to tariff requirements, contractual obligations, or other requirements.
- Data appears only for those months that have available data.

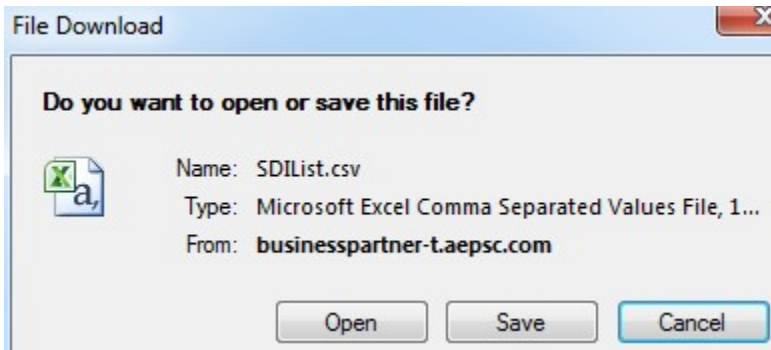
Month	Tariff Code	Bill Period Start	Bill Period End	# Of Days in Period
1	732	10/09/2013	11/06/2013	28
2	732	09/10/2013	10/08/2013	28
3	732	08/09/2013	09/09/2013	31
4	732	07/11/2013	08/08/2013	28
5	732	06/11/2013	07/10/2013	29
6	732	05/10/2013	06/10/2013	31
7	732	04/11/2013	05/09/2013	28
8	732	03/12/2013	04/10/2013	29
9	732	02/09/2013	03/11/2013	30
10	732	01/11/2013	02/08/2013	28
11	732	12/08/2012	01/10/2013	33
12	732	11/07/2012	12/07/2012	30

Billed kWh	On Peak kWh Usage	Off Peak kWh Usage	Billed kWh
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000
1475.0000000	0.0000000	0.0000000	0.0000000

6. **Downloading Historical Usage/Attributes** – Click on “Download” after entering SDIs on the “Obtain Usage Data” screen to be prompted to save a comma separated value file:



By accessing this web portal, the inquiry hereby certifies that it is



Because Microsoft Excel will read the contents as “general,” if you open the file with Excel as the default program for CSV files, SDIs will be presented in scientific notation. Importing data in “general” format will convert all numeric values to numbers. It’s highly advised that you save the file locally first and then import into Excel as text. Both CSP & OP SDIs are accompanied with leading zeroes as a prefix. These should be imported as text to remain intact.

Questions or Concerns? Contact AEP Ohio at OhioChoiceOperation@aep.com