

Ohio Power Business Partner Portal

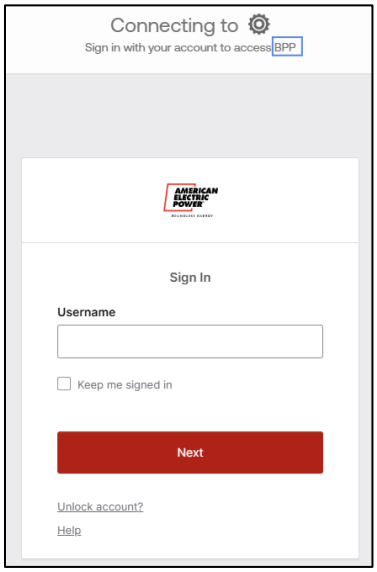
Obtaining Customer Data and Pre-Enrollment Data

The purpose of this documentation is to provide the end user with instructions on how to utilize the Ohio Power Business Partner Portal. Currently a user will be able to download Ohio Power pre-enrollment list text files, reports pertaining to their customers, customer's 12 months of historical cumulative data, and customer's interval data (if applicable) with an appropriate AEP Letter of Authorization (LOA) from the portal. If there are any questions or, concerns please contact Ohio Power at OhioChoiceOperation@aep.com

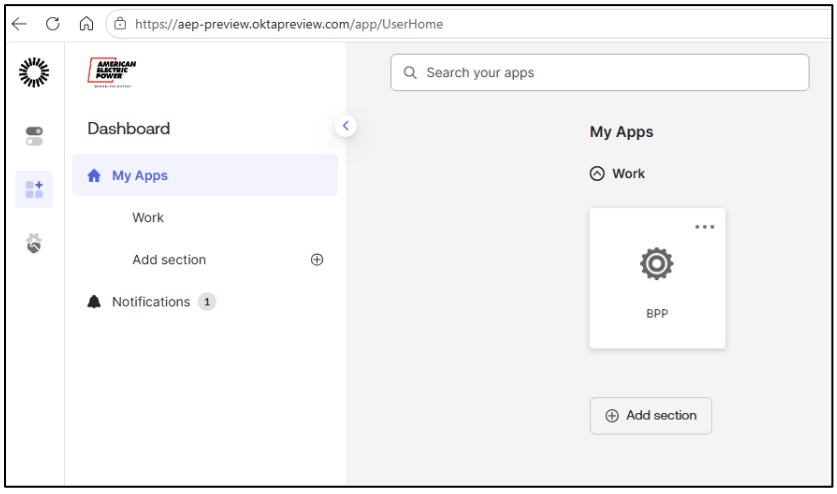
You must have the appropriate CRES Admin or CRES User access in BPP, supported by the corresponding Okta authorization, to view or download customer data. If you need access, contact your designated CRES Admin or contact OhioChoiceOperation@aep.com for details.

1. **Login** - Ohio Power Business Partner Portal at **https://bpp.aep.com.** Also, from the Okta My Apps dashboard, select BPP application tile to access the Business Partner Portal. If you forgot your password, select Forgot Password during sign-in and follow the instructions to reset it.

BPP Sign on Page:



OKTA Dashboard:

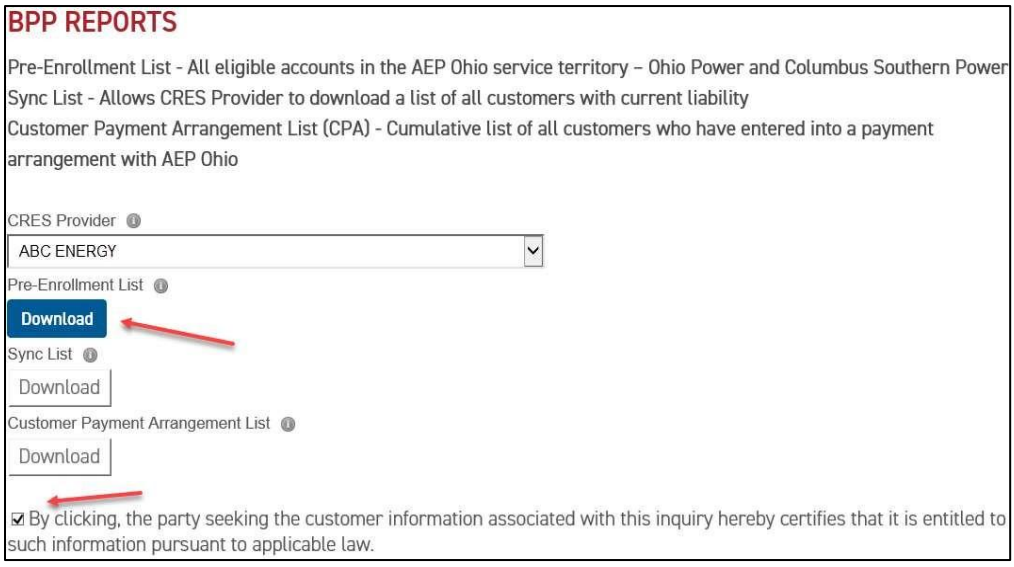


2. **Pre-Enrollment Data** – Click the "BPP Reports" link under the "Usage Data/Reports" header on the top to obtain the Ohio Power Pre-Enrollment files.

   This page (BPP Reports) 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.*

- Check the Box at the bottom, "By clicking, the party seeking the customer information associated with this inquiry hereby certifies that it is entitled to such information pursuant to applicable law".
- Click on "Download" to obtain the files.

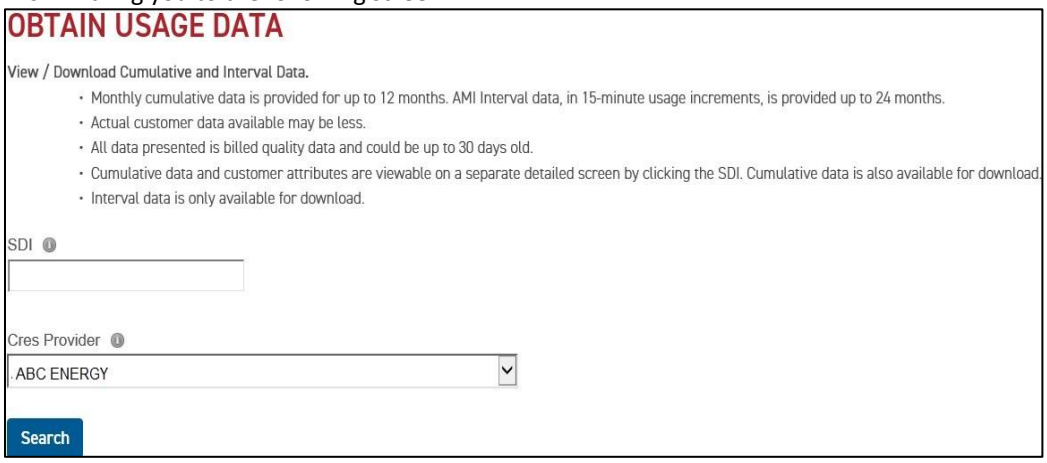


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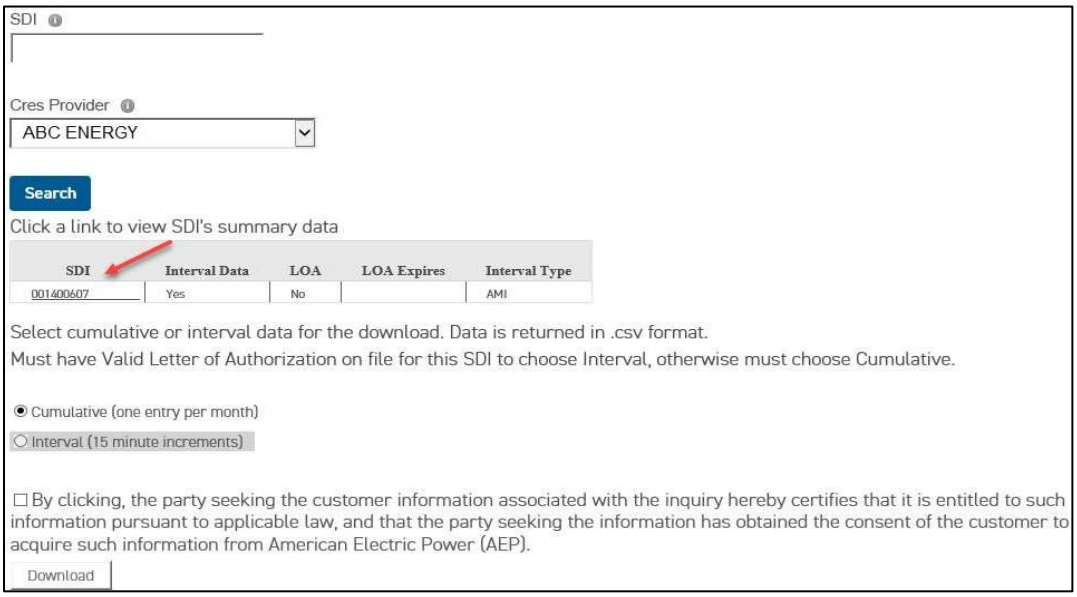
3. **Historical Usage Data** – Click on "Download Data" link under the "Usage Data/Reports" header on the top of the screen to obtain customer attributes/historical cumulative data.

   This will bring you to the following screen:

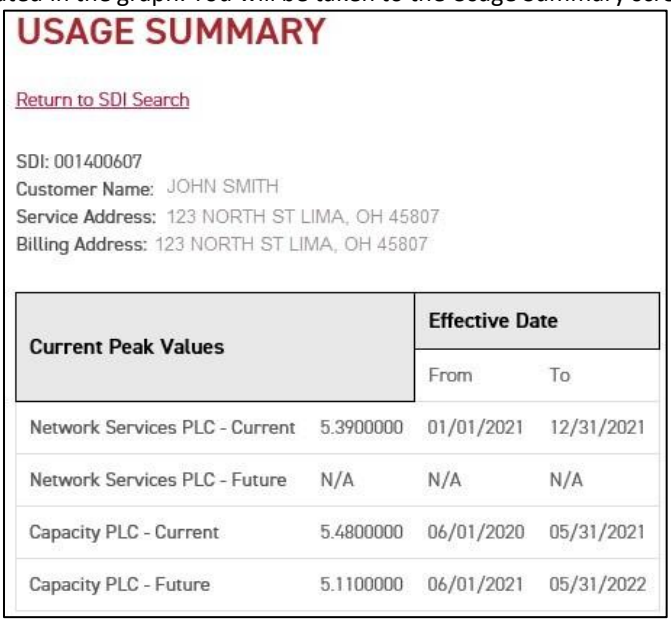


Enter the SDI number in the appropriate box and click "Search." The SDI will be displayed underneath with a link to view summary data.

If you have Multiple CRES Provider's you are responsible for working, you may select the appropriate CRES Provider in the dropdown to search on behalf of to retrieve data.



Click on the SDI Link populated in the graph. You will be taken to the Usage Summary screen:



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.

Following this portion will be additional account attributes.

Current Account Details	
Tariff	15
Description	RESIDENTIAL SERVICE
Revenue Class	10
Net Metered	N
Mercantile Account	N
PIPP Customer	N
Budget Bill	Y
Customer Switched	N
Read Cycle	4
Profile Group	CCOHRESA
Delivery Loss Factor	1.0932
AMI Meter Flag	Y

The bottom portion of this page will display the Summary Usage Data. 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.

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.

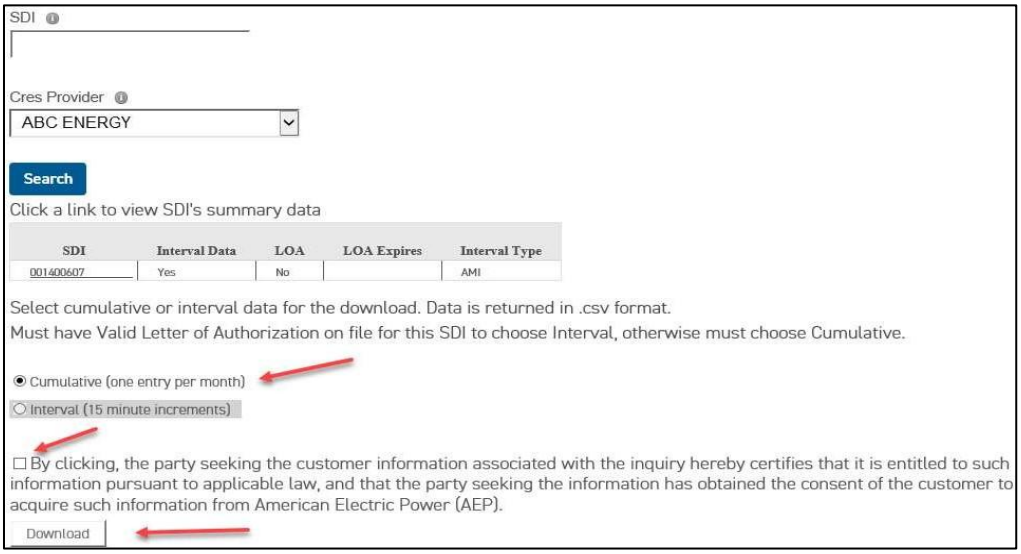
Month	Tariff Code	Bill Period Start	Bill Period End	# Of Days in Period	Billed kWh
1	15	12/03/2020	01/05/2021	33	983.0000000
2	820	10/31/2020	12/02/2020	32	822.0000000
3	820	10/02/2020	10/30/2020	28	863.0000000
4	820	09/02/2020	10/01/2020	29	1184.0000000
5	820	08/04/2020	09/01/2020	28	1641.0000000
6	820	07/03/2020	08/03/2020	31	2191.0000000
7	820	06/04/2020	07/02/2020	28	1893.0000000
8	820	05/05/2020	06/03/2020	29	922.0000000
9	820	04/03/2020	05/04/2020	31	722.0000000
10	820	03/05/2020	04/02/2020	28	670.0000000
11	820	02/05/2020	03/04/2020	28	707.0000000
12	820	01/07/2020	02/04/2020	28	848.0000000

On Peak kWh Usage	Off Peak kWh Usage	Billed kW	Interval Data
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N
0.0000000	0.0000000	0.0000000	N

4. **Downloading Historical Usage (Cumulative or Interval)** – Once SDI number has been searched, the options for downloading cumulative and interval (if applicable) will appear.

CUMULATIVE:
Cumulative bubble will already default to be selected.

- Check the Box at the bottom, "By clicking, the party seeking the customer information associated with the inquiry hereby certifies that it is entitled to such information pursuant to applicable law, and that the party seeking the information has obtained the consent of the customer to acquire such information from American Electric Power (AEP)."
- Click on "Download" to obtain the files.

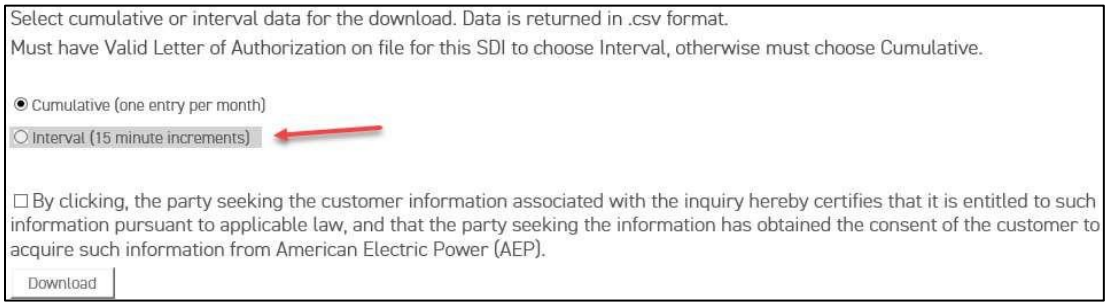


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INTERVAL:

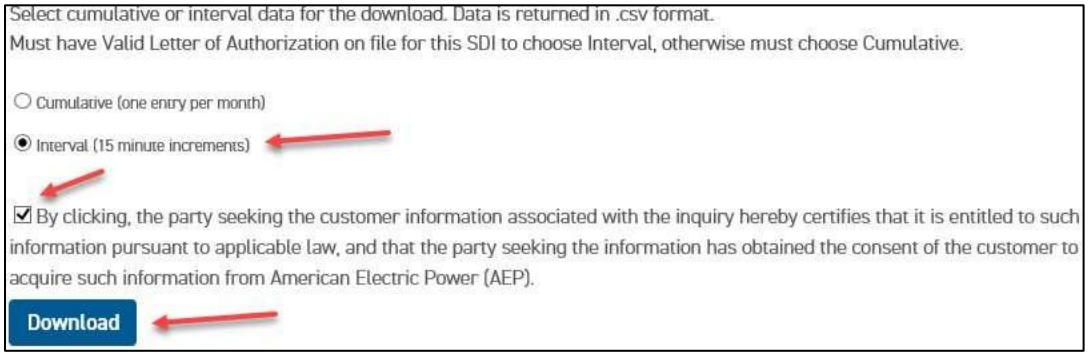
Interval option will be grayed out if BPP does not have a valid LOA on file for that SDI number and CRES Provider combination.



With a valid LOA on file for your SDI number and CRES Provider, the Interval option (if applicable) will be available.

Check the Box at the bottom, "By clicking, the party seeking the customer information associated with the inquiry hereby certifies that it is entitled to such information pursuant to applicable law, and that the party seeking the information has obtained the consent of the customer to acquire such information from American Electric Power (AEP)."

Click on "Download" to obtain the files.



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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 it 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.