



Ohio Power Business Partner Portal

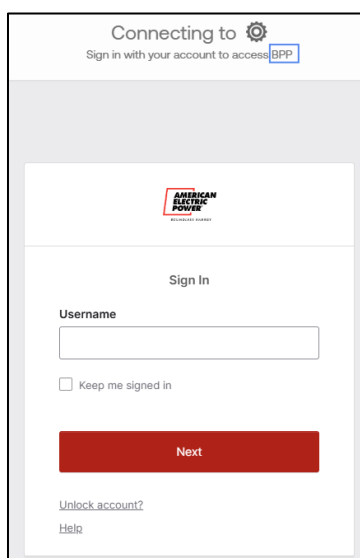
Rate Ready User Guide

Ohio Power's Business Partner Portal (BPP) features a Web-based program that allows registered External CRES Admin 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. With approved access by an AEP Administrator, External users must complete their Okta account activation, including password setup and multi-factor authentication (MFA), and receive the required BPP approval before accessing the application.

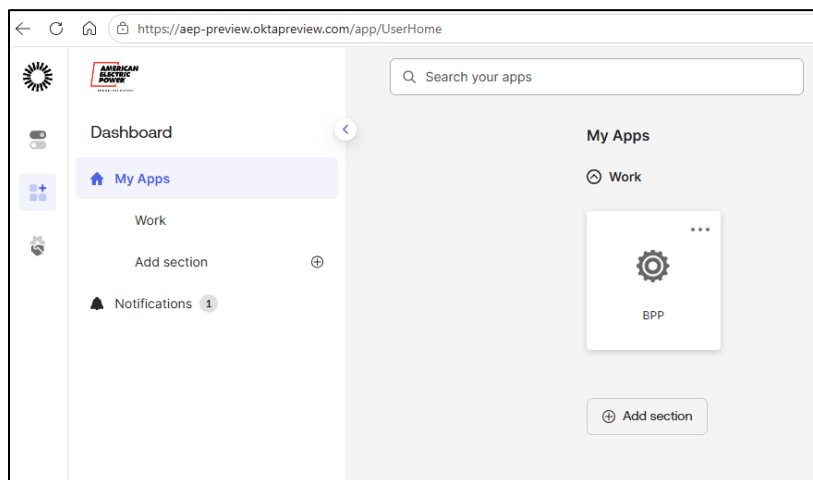
Login – Ohio Power Business Partner Portal at <https://bpp.aep.com>. Also, from the Okta My Apps dashboard, select BPP application tile to access the Business Partner Portal. If a user forgets their password, they can select the Forgot Password option during sign-in and follow the instructions to reset.

BPP Logon Screen:

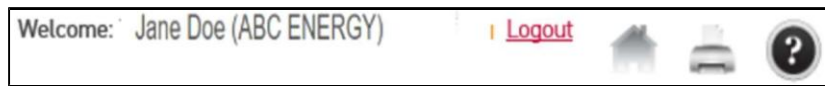


The screenshot shows the BPP Logon Screen. At the top, it says "Connecting to" with a gear icon and "Sign in with your account to access BPP". Below this is the American Electric Power logo. The main section is titled "Sign In" and contains a "Username" label and a text input field. Below the input field is a checkbox labeled "Keep me signed in". A red "Next" button is positioned below the checkbox. At the bottom, there are links for "Unlock account?" and "Help".

Okta Dashboard to BPP Application:



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 current 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 to 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 at 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 has 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

ADD RATE AMERICAN ELECTRIC POWER RATES

Supplier **Rate** ABC ENERGY

Rate Code Effective Date Requestor Approver Approved Date
4/21/2021 Jane Doe

Rate Detail

Charge 1 X +

* **Charge Class** ⓘ
Select One...

* **Charge Description** (Will appear on bill) ⓘ
40 Character limit

* **Charge Code** ⓘ
Select One...

* **Formula ID** ⓘ
Select One...

* **Business Line** ⓘ
Gen/Tran

* **Base Type** ⓘ
Regular

* **Rate Multiplier** ⓘ
Dollars and %

Summary

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 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

★ Base 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 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'

The screenshot shows the 'BUSINESS PARTNER PORTAL' for 'AMERICAN ELECTRIC POWER'. The page is titled 'ADD RATE' and shows a 'Supplier' dropdown set to 'ABC ENERGY'. Below this, a table displays rate information:

Rate Code	Effective Date	Requestor	Approver	Approved Date
TESTR0001851	4/21/2021	Jane Doe		

Below the table, the 'Rate Summary' section is highlighted in red. It contains a table with the following data:

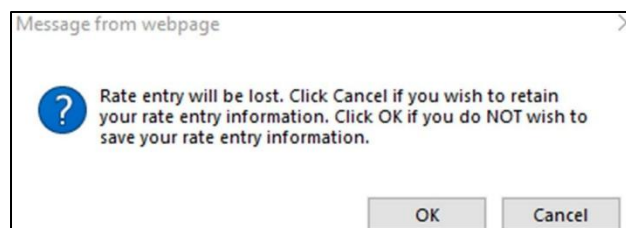
Formula ID	Charge Class	Rate Multiplier	Charge Description	Order on Bill	Estimated Amount
Metered KWH * RATE	Energy	0.0055	ENJOY ABC ENERGY	1	\$11.00
					\$11.00

At the bottom of the summary section, there are 'Submit' and 'Cancel' buttons.

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.

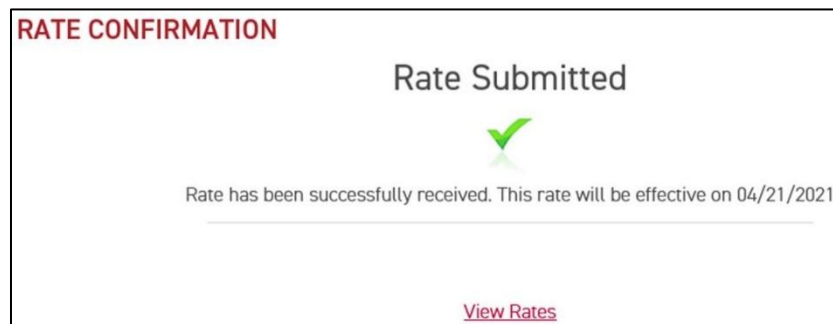


APPROVE

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.