

# RATE MANAGEMENT PORTAL USER GUIDE

Rate Management Portal is a Web-based program that allows registered Administrators and Users to enter rates schedules.

The registration process to receive access to the External Access Manager must be complete prior to entering rates into the Rate Management Portal. Once the registration for CRES users is approved by an AEP Administrator, an email will be sent with a link to the Rate Management Portal.

## Helpful information about entering rates in the Rate Management Portal

**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.

Late payment charges and budget billing are currently not available for supplier's charges.

## Icons



Run cursor over this symbol throughout the application and information concerning that field is displayed.



In the upper right hand corner of the screen are several icons.

Home: Returns you to your providers list of rates

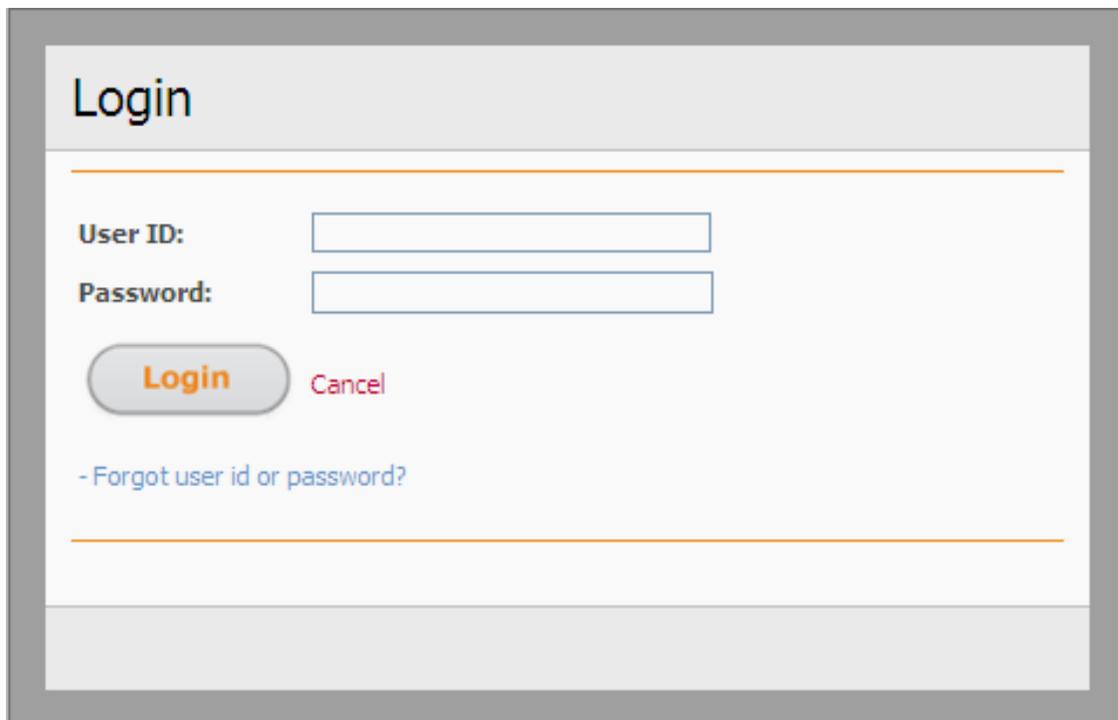
Print: Allows the Rate List to be printed

Help: Provides online help.

## Rate Entry Process

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

The login page for the Rate Management Portal allows for User ID or Password entry. If a user forgets their User Id or Password, they can click on 'Forget user id or password' and an email will be sent to have it reset.



The screenshot shows a login interface with a light gray header containing the word "Login". Below the header is a white form area with a thin orange horizontal line. The form contains two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below the input fields are two buttons: a rounded "Login" button with orange text and a "Cancel" link in red text. At the bottom of the form area, there is a blue link that says "- Forgot user id or password?". A second thin orange horizontal line is located below the link. The entire form area is enclosed in a gray border.

## ADD RATE

Click on 'Add Rate' function. The Add Rate screen will display.

The screenshot shows the 'Add Rate' interface in the AEP Rate Management Portal. The page has a dark sidebar on the left with 'Rates', 'Add Rate', and 'Rate List' options. The main content area is titled 'Add Rate' and features a 'CRES Rate' header. Below the header is a table with columns: Rate Code, Effective Date, Requestor, Approver, and Approved Date. The 'Effective Date' column contains the value '12/22/2011'. A 'Rate' form is displayed below the table, containing fields for Rate Code (R0000495), Effective Date (12/22/2011), State (Ohio), Remarks (80 Character Limit), and Description (40 Character Limit). A 'Rate Detail' link is visible at the bottom of the form.

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.***

## 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

The screenshot shows the 'Add Rate' interface. On the left is a sidebar with 'Rates', 'Add Rate', and 'Rate List'. The main content area is titled 'Add Rate' and 'CRES Rate'. Below this is a table with columns: Rate Code, Effective Date (12/22/2011), Requestor, Approver, and Approved Date. The 'Rate Detail' section is active, showing a 'Charge 1' form with fields for Charge Class, Charge Code, Formula ID, Business Line, Base Type, and Rate Multiplier. A 'Charge Description' field is also present with a 40-character limit. A 'Summary' section is visible at the bottom of the form area.

**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

**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%)

**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

## 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

## BASE TYPE

### Business Type: Seasonal

\* Base Type <sup>1</sup>

Seasonal <sup>1</sup>

Seasonal Date Type <sup>1</sup>

Calendar Month <sup>1</sup>

Season1

From <sup>1</sup> To <sup>1</sup>  Stepped? <sup>1</sup>

January <sup>1</sup> 1 <sup>1</sup> January <sup>1</sup> 31 <sup>1</sup>

Name	Range From <sup>1</sup>	Range To <sup>1</sup>	Rate <sup>1</sup>
Step1	0		
Step2			
Step3 (Optional)			

Season2

From <sup>1</sup> To <sup>1</sup>  Stepped? <sup>1</sup>

January <sup>1</sup> 1 <sup>1</sup> January <sup>1</sup> 31 <sup>1</sup>

Name	Range From <sup>1</sup>	Range To <sup>1</sup>	Rate <sup>1</sup>
Step1	0		
Step2			
Step3 (Optional)			

Season3 (Optional)

From <sup>1</sup> To <sup>1</sup>  Stepped? <sup>1</sup>

January <sup>1</sup> 1 <sup>1</sup> January <sup>1</sup> 31 <sup>1</sup>

Name	Range From <sup>1</sup>	Range To <sup>1</sup>	Rate <sup>1</sup>
Step1	0		
Step2			
Step3 (Optional)			

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"

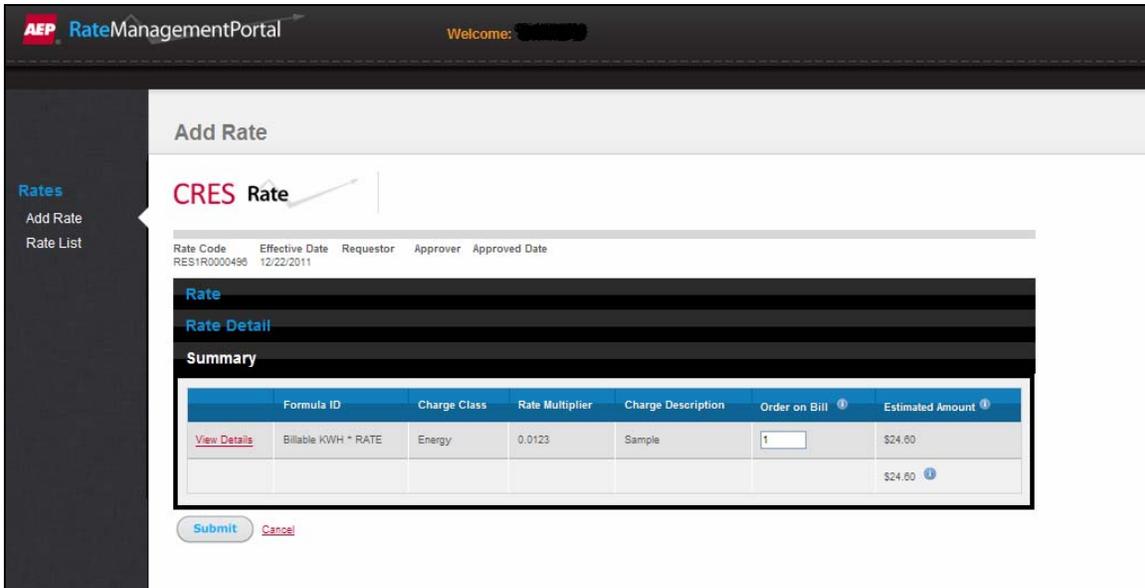
In the dropdown list box, select the 'From and To' months for each season to be entered. Complete the 'Range From' and 'Range To' and enter your rate.

#### NOTE:

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

# RATE SUMMARY

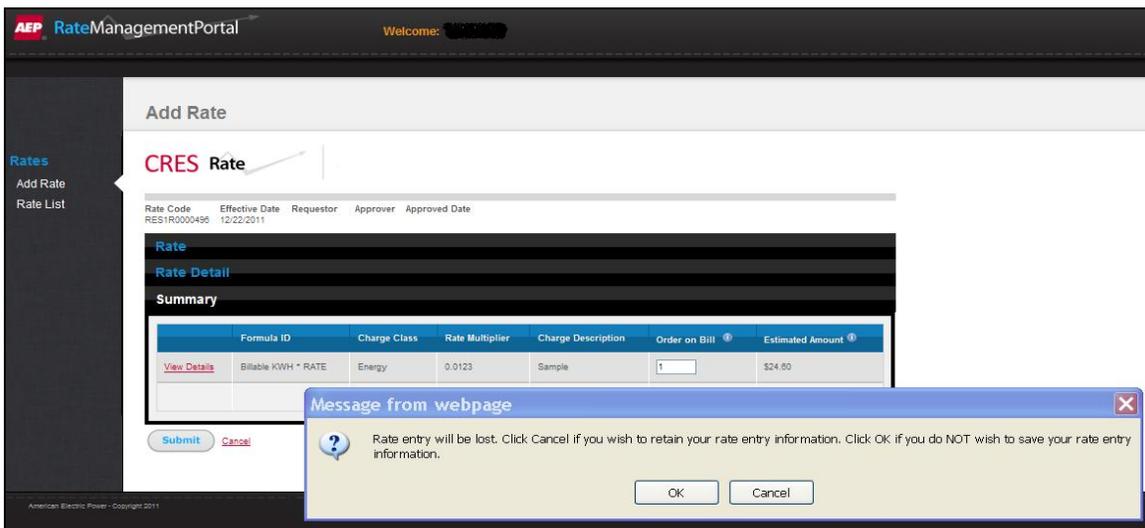
Next, click on 'Rate Summary'



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.

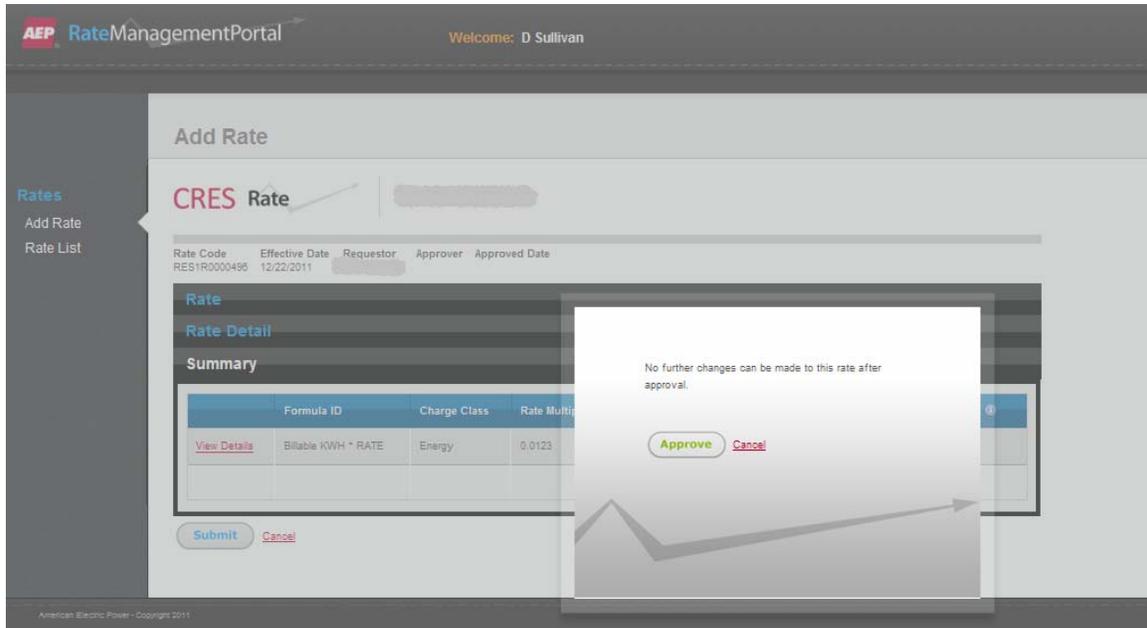
After you have reviewed your rate, click on the Submit button. A message will display to Approve or Cancel.

If you choose Cancel, a message will display confirming action and the rate entry will be deleted.



## APPROVE

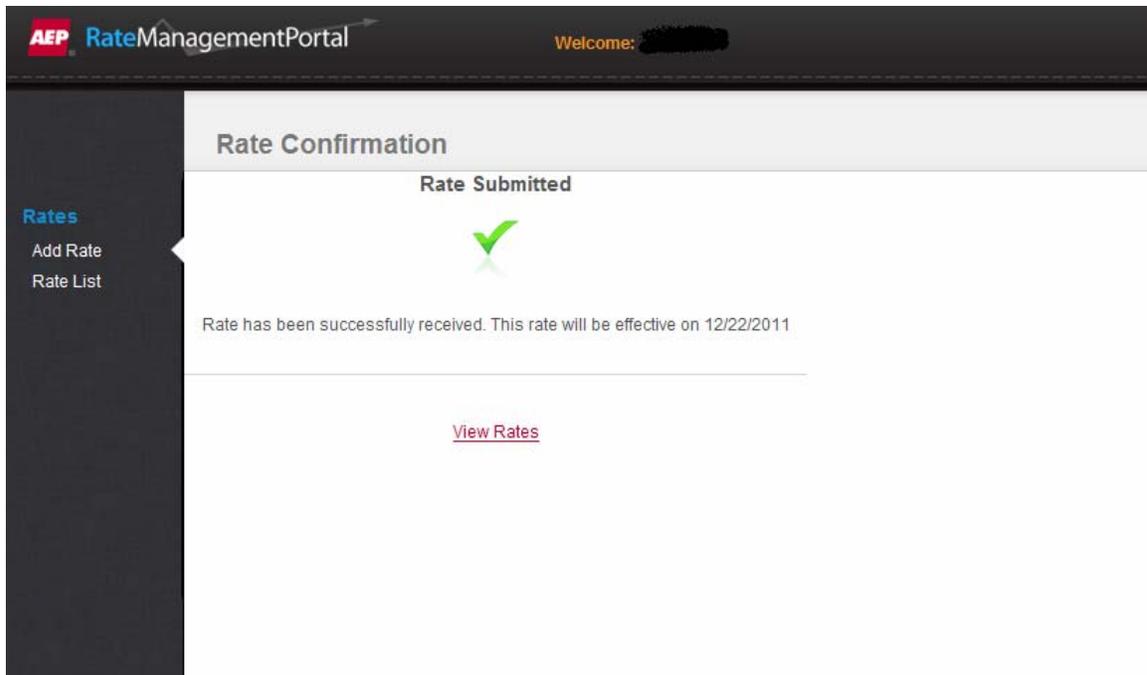
Once you click on 'Approve', no further changes can be made.



The screenshot shows the AEP Rate Management Portal interface. The header includes the AEP logo and 'RateManagementPortal' with a 'Welcome: D Sullivan' message. The main content area is titled 'Add Rate' and shows a 'CRES Rate' form. A modal dialog box is overlaid on the form, containing the text: 'No further changes can be made to this rate after approval.' Below the text are two buttons: 'Approve' (highlighted in green) and 'Cancel' (in red). The background form shows a table with columns for 'Formula ID', 'Charge Class', and 'Rate Multiplier'. The table contains one row with the following data:

Formula ID	Charge Class	Rate Multiplier
Billable KWH * RATE	Energy	0.0123

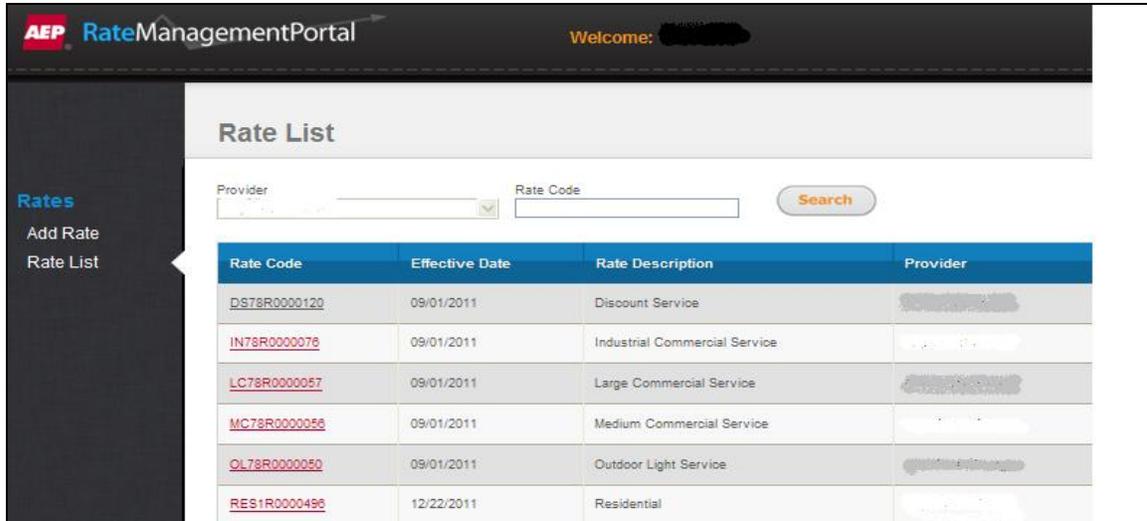
A message will display stating that the rate has been submitted.



The screenshot shows the AEP Rate Management Portal interface after a rate has been submitted. The header includes the AEP logo and 'RateManagementPortal' with a 'Welcome:' message. The main content area is titled 'Rate Confirmation' and displays a 'Rate Submitted' message with a green checkmark icon. Below the message, it states: 'Rate has been successfully received. This rate will be effective on 12/22/2011'. A 'View Rates' link is visible below the message.

## RATE LIST

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



The screenshot displays the AEP Rate Management Portal interface. At the top, the logo 'AEP Rate Management Portal' is visible on the left, and a 'Welcome:' message is on the right. The main content area is titled 'Rate List'. Below the title, there are search filters for 'Provider' (a dropdown menu) and 'Rate Code' (a text input field), followed by a 'Search' button. A table lists the rates with the following columns: Rate Code, Effective Date, Rate Description, and Provider. The table contains six rows of data.

Rate Code	Effective Date	Rate Description	Provider
<a href="#">DS78R0000120</a>	09/01/2011	Discount Service	[Redacted]
<a href="#">IN78R0000076</a>	09/01/2011	Industrial Commercial Service	[Redacted]
<a href="#">LC78R0000057</a>	09/01/2011	Large Commercial Service	[Redacted]
<a href="#">MC78R0000056</a>	09/01/2011	Medium Commercial Service	[Redacted]
<a href="#">OL78R0000050</a>	09/01/2011	Outdoor Light Service	[Redacted]
<a href="#">RES1R0000496</a>	12/22/2011	Residential	[Redacted]

### NOTE:

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