

# Clean Energy Navigator

# User Guide

### English

Clean Energy Navigator is an energy management platform which gives you access to free, personalized insights to find ways to save money and be more energy efficient, manage your energy use faster and easier, and reduce the time you spend on your energy bills.

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#### 1. How do I Login?

a) Visit your Account Sign In portal at <u>https://myaccount.aesindiana.com</u>. Type in your username and password. You should use your AES Indiana My Account credentials. If you forgot your login information, click "Forgot username or password" and follow the instructions.

Account Sign In   Username   Username   Password   Password   Password   Password   Password   Spin   Forgot username or password?   Prist-time user? Create Online   Account	aes Indiana Home	Contact Us	LogIn	Shop
	Username Username Username Username Sasword Remember username Sign In Forgot username or password? First-time user? Create Online		diar	na

b) Once you are logged in to your account, you can access Clean Energy Navigator by Selecting it under "Ways to Save" on the left navigation.

aes Indiana		Home Contact Us Log Out Shop
Home / My Account My Account	Welcome,	
Account Summary		
Billing & Payments One Time Payment View Bills Account Activity Plans & Options E-Bill Paperless Billing Payment Extensions Green Power	Payment Due Date: 4/22/2022 \$78.78 Make a Payment View My Bill My Energy Usage kWh Used per Billing Period	Paperless Billing Easy and secure way to receive, view and pay your bill. Enroil for E-Bill
Ways to Save Energy Clean Energy Navigator CoolCents <sup>®</sup> Air Conditionin A Sates My Profile Alerts & Notifications		359 315 264 270



#### 2. How can I find out why my bill is higher than normal?

The Clean Energy Navigator home page shows your billing history and a list of your sites at the bottom. To navigate the billing analysis:

a. Select "Analyze Usage & Charges"; you will need to select the site you want to look at.

acs In	ndiana				Welcome:	Log (
<sup>)</sup> Clean Energy Nav	vig 🗸 Account #					
illing History	Ø	From: Apr 2021 👻	To: Apr 2022 -		it? ite energy saving vleting your site profile	Q
10k		11011. Apr 2021 *	10. Apr 2022	Analyze Usa	ge & Charges your usage. See how	
7.5k 5k 2.5k 0 pp <sup>(b)</sup> get	and water water water	Odrib werte derte serie se	D wash parts		d save money by tailored energy saving	, \$
	State Tax, and Other Fees Electricity			Search A	ddress or Name Q	
Your Sites	State Tax, and Other Fees Electricity		mpared to 🖕 Cr ast Month			□
Your Sites	# of Name			ompared to 🖕 Es	t. Planned 🔒 U	Jnlock More
Your Sites	♦ # of Services ♦ Name	Charge L	ast Month	Compared to Es	t. Planned savings	Jnlock More Savings
Customer Charge, 3	♦ # of Services ♦ Name 1	Charge L	ast Month +20%	+21%	t. Planned L Savings Create Plan	Jnlock More Savings



The first view is the billing comparison, which allows you to compare your current bill with the previous month's bill or with the same month of the previous year. It also breaks down the reasons why bills are different, including changes in energy consumption and demand.

000

Clean Energy Navig.	🗸 🖌	count #			*		Site Profile 6% Cor
lost and Usage	Action	15	Site Pro	file			
npare Charges	Cost & Usage Tr	ends Ye	ear Over Year	Weather Impact	Operating Schedule	Annual Demand Intensity E	nd Uses
	-	ges ar	e \$184 hi	gher than t	ne previous bi		Electricity (\$) •
rompare Charg	tricity char	<b>'ges ar</b> March 24, 20		gher than t	Why are the c	II. harges different?	
Your elect	tricity char	March 24, 20	022 🔻	-		II. harges different?	Electricity (\$) • +\$157 +\$31
Your elect	Bill for:	March 24, 20	Previous Month	-	Why are the of Energy Charges ( O Weather O	II. harges different?	+\$157
Your elect	Bill for:	March 24, 20	022 🔻	-	Why are the of Energy Charges ( Weather O C Operations a Days in Billin	harges different? )   Details nd Other Factors g Period	+\$157 +\$31 +\$108 +1 day / +\$18
Your elect	Bill for:	March 24, 20	Previous Month	-	Why are the o Energy Charges ( ♥ Weather ♥ ♥ Operations a ■ Days in Billin Customer Charge	harges different? P   Details nd Other Factors @ g Period @ s, State Tax, and Other Fees @   Dr	+\$157 +\$31 +\$108 +1 day / +\$18 tails +\$27
Your elect	Bill for:	March 24, 20	Previous Month	-	Why are the of Energy Charges ( Weather O C Operations a Days in Billin	harges different? P   Details nd Other Factors @ g Period @ s, State Tax, and Other Fees @   Dr	+\$157 +\$31 +\$108 +1 day / +\$18

b. You can go even deeper with the analysis of your energy and demand by going to the "Cost & Usage Trends" tab, which displays the meter data in the trend graph.





Log Out

Over time, the graph will show the different types of consumption, if it is relevant to your company. You can also view the weather information for each month by scrolling the cursor over the bars.



c. You can view even more granular consumption data by changing the view by month, week, or

day.





#### 3. How can I compare the energy consumption between my sites?

a. If you want to view all your sites, select your Contract ID in the top menu. If you have multiple contracts, you will see the drop-down list at the very bottom of the page.

Your Sites						Search Address or Name	ດ 🔲 ≡
Address 🔶	# of Services 🔶 N	Name 🔶	Last Charge	Compared to Last Month	Compared to	Est. Planned Savings	Unlock More Savings
	1		\$1,225	+20%	+21%	Create Plan	6% Complet
	1		\$939	-10%	+9%	Create Plan	6% Comple
	1		\$768	+14%	+6%	Create Plan	6% Comple
	1		\$785	+5%	+3%	Create Plan	6% Comple
	1		\$1,185	+5%	+1%	Create Plan	6% Comple
	1		\$829	+5%	<b>-2</b> %	Create Plan	6% Comple

You can sort the sites by a variety of criteria by pressing the up or down arrows in the column headers. For example, you can sort by compared to last year to see trends over time for each site.



b. By selecting the BI Tool (Business Intelligence and data visualization tool), you can compare your sites' costs and usage over the previous year and the previous months.



You can view the aggregated usage and costs across your sites, as well as compare between sites by selecting "Sites" from the View Type drop down menu and changing the Data View to "Compare data."





#### 4. How do I find opportunities to save money?

a. The browser will recommend actions you can take to save energy in the tabs. You will end up with a prioritized list of recommended actions, your savings plan, and the actions you have completed. To get personalized recommendations, make sure to answer the Basic Questions in the Site Profile tab. For even more personalized recommendations, answer the Advanced Questions.

Cost and Usage	Actions	E Site Profile	$\sum_{i=1}^{n}$
Tell AES about this Site			=
Basic Question These are the bas recommendations	ic questions needed to provi	de customized	Basic Questions Providing us with these details about your site allows us to better analyze your data and provide more targeted recommendations.
-	estions nore detailed questions will a rther for better insights.	llow us to tailor	<ul> <li>Business Details</li> <li>What is the main business activity at this site?</li> <li>Please select</li> </ul>
Assessment R Complete these qu Assessment Snaps	estions to receive your cust	om pdf Building	Do you know exactly how big this site is (m² / sq. ft)? ○ Yes ○ No
			Reset Save

For each recommendation, you will be able to see a description of the recommended action to generate savings for your business.

Cost and Usage	Actions	Site Profile				
Recommendation	15 0	Sort By: Relevance	Ŧ			Ξ
		t air conditioners ioners use about 15% less electricity th erature controls Read more	ian standard models. Ti	hey also typically include additiona	al temperature a	and timer
♀ Why this was reco	mmended?			No Thanks	Completed	Add To Plan



b. Click "Add to Plan" to have actions appear in Savings Plan section.

Sost and Usage	Actions	E Site Profile	
ecommendatio	15 @	Sort By: Relevance	=
٥	Install low energy lig Light-emitting diodes (LE last about ten twenty time Read more	D) fixtures and compact fluorescent lamps (CFLs) use around a	a one fifth to one third of the energy of incandescent lamps and
♀ Why this was reco	mmended?		No Thanks Completed Add To Plan
			$\sim$
Recommendations	Savings Plan 1 C	ompleted 1 Sort By: Potential Savings	
ecommendations Savings Plan e	Install low energy l	Sort By: Potential Savings	

c. If you complete an action, it will appear in the Completed section. This action will be marked in your consumption tab with an icon showing that you completed it so you can see how it impacts your costs and consumption.

Recommendations	Savings Plan 1 Completed 1 Sort By: Potential Savings	Ξ
	Install multi-speed brushless motors Brushless permanent magnet motors are much more efficient than permanent split capacitor (PSC) motors and will lead to reduction of ventilation energy consumption. Your contractor is the Read more	
Why this was reco	ommended?	Remove



d. If you don't want to run a recommended action, you can select "No Thanks" and it won't

#### appear anymore.

	Install low energy lighting Light-emitting diodes (LED) fixtures and compact fluorescent lamps (CFLs) use around a or last about ten twenty times longer. LED Read more	ne fifth to one third of the energy of incandescent lamps and
Why this was rec	ommended?	No Thanks Completed Add To Plan

e. There are other ways you can explore to find savings opportunities. The operating schedule graphic shows the demand during every day of the week and every hour of the day.

S Cost and Usage	Actions		Site Pr							
mpare Charges	Cost & Usage Trend	is Year	Over Year	Weather In	npact C	perating Sched	ule Ar	nual Demand Inte	nsity End	Uses
ad Duration Curve							K			
Operating Sche	dule 😡							Choose a View	Electricity D	emand (kW) 👻
Sun										15.2 kW
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										3.1 kW
12 am 2 ar	m 4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm 8 p	m 10 pm	
Average Demand by	Day of Week								What is th	he "Operating Sched
									What are	"Unassigned Hours"

This allows you to see if you are effectively shutting down the operations when the sites are down.



f. View your load duration curve to visualize how consistently you are using energy at all times

Sost and Usage	Actions	Site P					
ompare Charges C	cost & Usage Trends	Year Over Year	Weather Impact	Operating Schedule	Annual Demand Intensit	ty End Uses	
V Load Duration C	V Varve Ø				Choose a View	Electricity Demand (kW) -	
40							
30							
(MAY) 20							
10			******				
0	1,000	2,000	3,000 4,0	000 5,000 Hours	6,000	7,000 8,000	••••

of the year.

consumption.

g. The end-use analysis shows a breakdown of the main components that contribute to a site's

ि sost and Usage	Actions	E Profile				
mpare Charges Co ad Duration Curve	ost & Usage Trends	Year Over Year Weather Impact	Operating Schedule	Annual Demand In	tensity End Uses	$\gtrsim$
End Uses Ø				Choose a	View Electricity Usage	(kWh) 👻 🔳
What Affects	the Energy l	Jsage at this Site?	Usage (kWh)	You (kWh / sq ft)	Similar Sites (kWh / sq ft)	Efficient Sites (kWh / sq ft)
		Lighting	22,693	6.72	1.12	0.2
	279		19,723	5.84	0.73	0.15
7%		Space Cooling	16,832	4.98	0.66	0.12
	Percent of	Other and Process Loads	9,347	2.77	1.32	0.33
1193	Your Total	Office Equipment	5,558	1.65	0.78	0.3
	Energy Use	Refrigeration	4,295	1.27	0.6	0.1
		Cooking	3,537	1.05	0.5	0.13
		Water Heating	1,768	0.52	0.25	0.06
	23%	Computing	758	0.22	0.11	0.03
20%	2010	Space Heating	0	0	0	(
			ou have provided, your Multifan npares to similar Sites over the			

This helps you focus on those end uses of energy that are most significant to your bill.



#### 5. How can I facilitate the budgeting process?

a. The Cost & Usage Trends tab shows bills for the last 12 months and you can zoom out to see

#### an even longer period.



As you make changes to your operation or facilities, you can note those changes on the graph to help keep track of how they may affect your budget. Daylight savings has been added to the graph as a note on November and March.

b. Click "Add Note" under the graph to add notes or events.

mpare Charges Cost & Usa	Add Note							nsity	End Use	s	
ad Duration Curve		and events are vith the best exp			tility Accour	nt Manager s	so we can				
	Fuel Type		Electricity								
Usage Over Time 📀	Account		727690					) - S	ervice ID	727690 -	=
1D 1W 1M 1Y All	* Title							e	1 To: 0	4/23/2022	<b>6</b>
	* Description	(240 character	limit)								
24k											160
							4				
(G 18k	* Note Date										120
e 55 87 12k	04/23/2022		Ê			🗹 Dis	play on Graph				S S
100 18%											ane in
6k 6k	Cancel						Save				40 7
				-			-				
0 Apr May	Jun Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	0
Usage 🔺 Events Flags 🚥 Avg	) Temperature 🛛 🚥 Avg Hi	gh temperature	Avg Low ten	nperature							
View Events Add Note											



c. You can download information in different formats such as CSV and PNG.



d. Another useful feature for budgeting is the Weather Impact graph. Weather Impact shows how your energy consumption may be affected by temperature trends.





AES is proud to bring you this tool for understanding your energy use and charges. For additional help please contact the <u>AES Indiana Customer Service</u>.

