Automated Benchmarking Tool User Guide

Creating a New Account

1. Home Page
   Click the Register button at the bottom of the page.
2. Registration

To create your user profile, fill out the email address and password fields. Your password should be at least eight characters long and include at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters.

Read through the Terms and Conditions, and check the box at the bottom to accept the terms. If you do not check the box for Terms and Conditions, you cannot create a user profile.
3. Building Registration

On the Building Registration page, enter either a Meter Number or Georgia Power Account Number, and click the Create button.

The system uses the Meter Number or Account Number you enter to return associated building addresses.

Note: Meter Numbers must be 7-digit numbers and Account Numbers must be 10-digit numbers. The Account Number can be found on any bill, and the Meter Number can be found on the meter box in the building.
4a. Building Verification: No Address Returned

If you entered an incorrect Meter Number or Account Number, no address will be returned on this page.

Please call 1-877-310-5607 if you have difficulty finding matches for the Meter Number or Account Number.

4b. Building Verification: Addresses Returned

If you have entered a valid Meter Number or Account Number, you will get to the Building Verification page.

Multiple addresses could display on this page because the system returns all addresses corresponding to the Meter Number you entered.

Please select your building address and click Confirm.

If you have trouble finding your address, please call 1-877-310-5607.
5. **Account Confirmation**

On this page, select all of the premise account(s) that are associated with your building, and click the Next button.

You can also add a Georgia Power Account Number with the *Add Account* button, which guides you back to the Building Registration page (Step 3 above).

One reason you may need to add another account is if your building is at a cross street, and that street has a different address. For example, if the building is at the intersection of 123 Main Street and 456 Pine Street, the system might only return the accounts associated with 123 Main Street. Please click the *Add Account* button to add the other account or address associated with this account that needs to be benchmarked.

The Building Type is either “R” for residential or “C” for commercial. The Georgia Power Automated Benchmarking Tool supports commercial building types and multifamily buildings with residential customers who may have their own Georgia Power account. Select those residential premises within your multifamily building to ensure inclusion in the benchmarking score.
6a. Confirmation – Fewer Than Five Accounts

Enter the Account Number, Account Holder Name and date the form was signed, check the Consent Signed box and upload a signed consent form for each account number to proceed. If you do not fill in all fields with the correct information, you will not proceed to the View Your Meter Number for Portfolio Manager page.

If you have five or more accounts associated with the address, you will not need to go through this step and should proceed to Step 6b.
6b. Confirmation – Greater Than 50% Usage From One Account

Enter the Account Number, Account Holder Name and date the form was signed; check the Consent Signed box, and upload a signed consent form for each Account Number to proceed. If you do not fill in all fields with the correct information, you will not proceed to the View Your Meter Number for Portfolio Manager page.

If no account associated with the address comprises more than 50 percent of the usage, you will not need to go through this step and should proceed to Step 7.

<table>
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<tr>
<th>Account Number</th>
<th>Account Holder Name</th>
<th>Date of Signature</th>
<th>Consent Signed</th>
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Back to Registered Building Profiles
7. Registered Building Profiles

Once you have completed the process above, you will now see your listed address with a link to download usage data to be uploaded to Portfolio Manager.

You can also add more building profiles by clicking the Add Profile button.

Consult the Portfolio Manager documentation to set up an account with Portfolio Manager and start posting data.

8. Questions

If you have any questions, please call 1-877-310-5607.