

Welcome

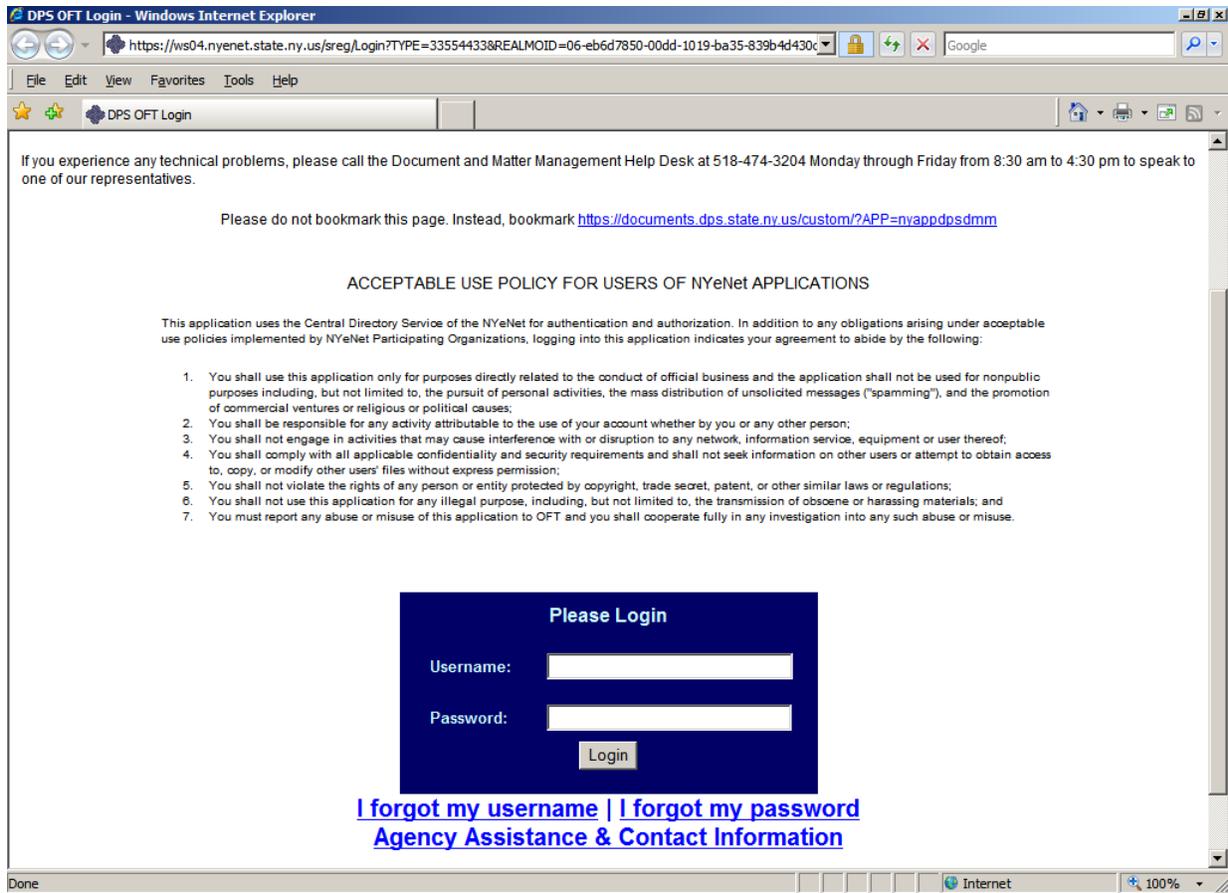


**New York State Department of
Public Service
ESCO Offer Management**

**Guide for ESCO Offer Input and
Maintenance**

New York Power To Choose

Login Screen

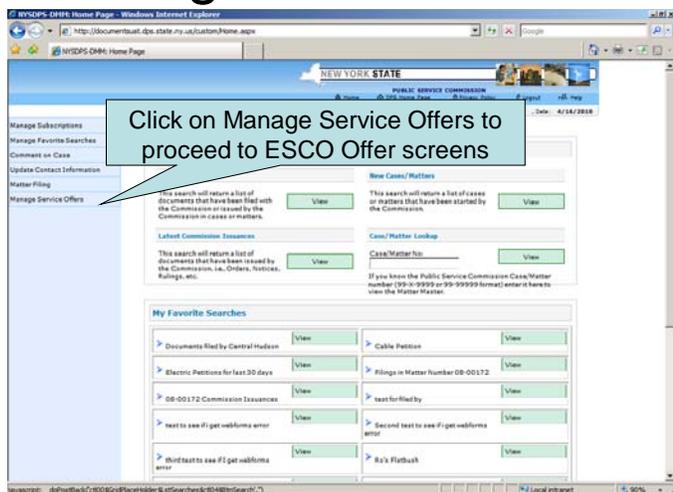


You will be given your own unique User Name and Password. Once you have logged in you will only be able to add and modify offers for the company(s) you represent.

There are links to assist in getting help if you forget your username and/or password. There is also a link for Agency Assistance and Contact Information.

Upon successful login:

Manage Service Offers



At this point, you are logged into the Manage Service Offers site

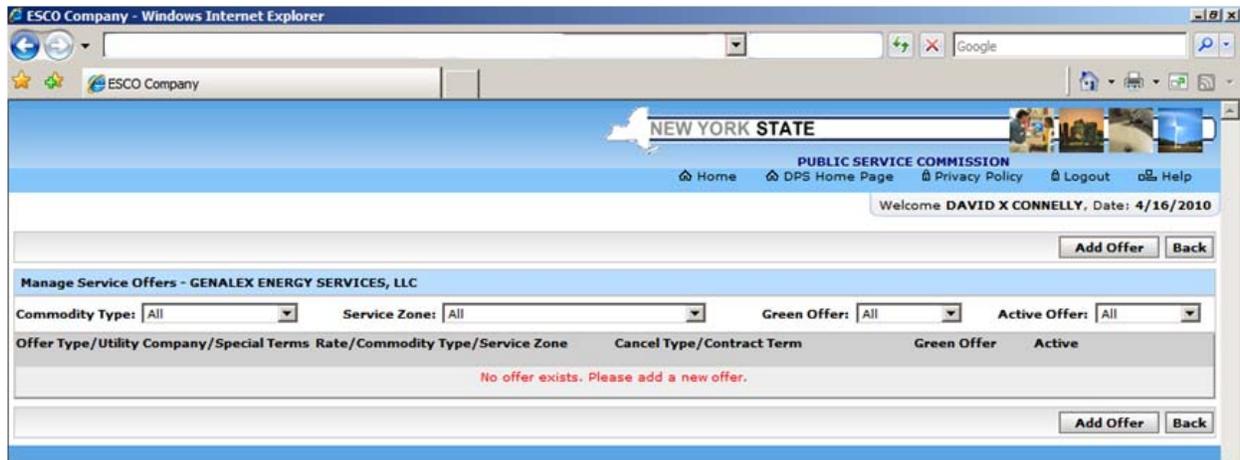
You are now logged into the application where you may add, modify, or delete offers

Manage Service Offers

The screenshot shows a web application interface for the New York State Public Service Commission. At the top, there is a blue header with the text 'NEW YORK STATE' and 'PUBLIC SERVICE COMMISSION'. Below this, there are navigation links: Home, DPS Home Page, Privacy Policy, Logout, and Help. A welcome message reads 'Welcome DAVID Y CONNELLY, Date: 5/28/2010'. The main content area is titled 'Manage Service Offers' and contains a form with a 'Company:' label, a dropdown menu with 'Select' as the current value, and a 'Go' button. There are 'Back' buttons in the top right and bottom right corners of the form area.

Your company name will be available to select on this screen. Please make a selection and click Go to continue to enter new offers or view and edit existing offers

Add or Modify Offers



The first time you log in and arrive at this screen, you will not have any offers displayed.

- Click the Add Offer button to add new offers

Add New Offer - ESCO

NEW YORK STATE
PUBLIC SERVICE COMMISSION
Home DPS Home Page Privacy Policy Logout Help
Welcome DAVID Y CONNELLY. Date: 5/28/2010

Add New Offer Save Back

ESCO Company: AGWAY ENERGY SERVICES, LLC

*Commodity Type: Select Green Offer: Yes No

*Utility Company: Select Active Offer: Yes No

*Service Zone: Select *Min Contract Term: Term Unit: Select

Referral Offer: *Cancellation Fee:

*Offer Type: Select *URL to Sample Sales Agreement:

*Rate:

Comments: Characters remaining: 300

Save Back

- **NOTICE** that any field preceded with * is required
- Drop-down lists do not allow multiple selections
- *Commodity Type:
 - Will be either Electric or Gas
 - If you provide only Electric commodity or only Gas commodity, your commodity will default
- *Utility Company:
 - Drop-down list of Utilities
 - select one from list that will be pertinent to this particular offer
 - Choices available to select are based on the Commodity Type selected
 - Note: offer will have to be re-entered for each unique utility
- *Service Zone:
 - Drop-down list of Service Zones based on Utility and Commodity selected
 - Note: offer will have to be re-entered for each additional Service Zone
 - An offer for National Grid that is available in several Service Zones will have to be entered for each Service Zone individually
 - ALL Zones represents all Zip Codes in all of the Service Zones served by selected Utility
- Referral Offer:
 - Checkbox to indicate offer as an ESCO Referral Offer (leave blank if not)

- Note that placing a check in the checkbox will mark this particular offer as an ESCO Referral Offer and will change which fields are required
- *Offer Type:
 - Typically values are Fixed or Variable
 - This field is not required IF the Referral Offer box is checked
- *Rate:
 - This is a numeric field
 - This field is not required IF the Referral Offer box is checked
- Rate Unit:
 - This field will automatically populate based on the selected commodity
- Green Offer:
 - This field will only be available for Electric commodity offers
 - Select the Yes radio button only if the offer is considered “Green Energy”
 - An offer can be identified as “Green Energy” ONLY if the energy is 100% renewable energy sold to the NYISO and distributed in New York State. If you are selling products based on RECs please do not list them on the PTC.
- Active Offer:
 - Select “Yes” if this offer is active and should be shown on the public website
 - Select “No” if you wish to keep the offer in your internal view but not make it available to the public
- *Min Contract Term:
 - Should contain a number that represents: day(s), month(s) or year(s)
- Term Unit:
 - Select day(s), month(s) or year(s)
- *Cancellation Fee:
 - Enter any fees that may be charged if customer cancels contract (This is a text field)
- *URL to Sample Sales Agreement
 - Enter the url of the webpage on your website that describes or contains your Service Sales Agreement
- Comments:
 - Any comments you wish to enter to better describe the rates

Add New Offer – Utility

Welcome to NYSDPS. Version(1.0.0.31.2)

NEW YORK STATE

PUBLIC SERVICE COMMISSION

Home PSC Calendar Ask DMM Logout Help

Enter Matter/Case No Go Welcome Adriance-co1, Lynn , Date: 06/01/2010

Save Back

Add New Offer

Utility: New York State Electric & Gas

*Commodity Type: Select Active Offer: Yes No

*Service Zone: Select *Offer Type: Variable

*Rate:

Comments:

Characters remaining: 300

Save Back

- **NOTICE** that any field preceded with * is required
- Drop-down lists do not allow multiple selections
- *Commodity Type:
 - Will be either Electric or Gas
 - If you provide only Electric commodity or only Gas commodity, your commodity will default
- *Service Zone:
 - Drop-down list of Service Zones based on Commodity selected
 - Note: offer will have to be re-entered for each additional Service Zone
 - An offer that is available in several Service Zones will have to be entered for each Service Zone individually
 - ALL Zones represents all Zip Codes in all of the Service Zones served
- *Rate:
 - This is a numeric field

Example of a Completed Offer

The screenshot shows a web application interface for adding a new offer. The header includes the New York State logo and the Public Service Commission name. The user is identified as DAVID Y CONNELLY, dated 5/28/2010. The form is titled 'Add New Offer' and contains the following fields:

- ESCO Company: AGWAY ENERGY SERVICES, LLC
- Commodity Type: Electric
- Utility Company: National Grid
- Service Zone: NGRID in All Zones
- Referral Offer:
- Offer Type: Variable
- Rate: 0.05, Rate Unit: kwh
- Comments: Comments about the offer go here|
- Green Offer: Yes No
- Active Offer: Yes No
- Min Contract Term: 6, Term Unit: Month(s)
- Cancellation Fee: No Fee
- URL to Sample Sales Agreement: http://www.someurl.com

At the bottom of the form, it indicates 'Characters remaining: 268'. There are 'Save' and 'Back' buttons at the top right and bottom right of the form area.

- Once offers have been entered, you will be presented with a list of offers to review and/or edit
 - The list of existing offers can be sorted by Commodity Type, Service Zones, Green Offers or Active Offers.
 - Selecting a value from the drop-down list in one or more of the choices will filter your list for ease of management

Sample list of completed offers may look like this:

Commodity Type:	Service Zone:	Green Offer:	Active Offer:
Offer Type/Utility Company/Comments Offer Type: Variable Utility Company: National Grid Referral Offer: No Offer URL: http://www.someurl.com Comments: Comments about the offer go here	Rate/Commodity Type/Service Zone \$0.05/kwh Commodity Type: Electric Service Zone: NGRID in All Zones	Cancellation Fee/Min Contract Term Cancellation Fee: No Fee Min Contract Term: 6 Month(s) Last Updated On: Never	Green Offer: Yes Active: Yes
Offer Type/Utility Company/Comments Offer Type: ECHO Referral Utility Company: CONSOLIDATED EDISON COMPANY OF NEW YORK, INC. Referral Offer: No Offer URL: http://www.google.com Comments: Potential sales tax savings. Green power offered. Call for details. Prices are subject to change. (Everything but Westchester)	Rate/Commodity Type/Service Zone \$0.0690/kwh Commodity Type: Electric Service Zone: ConEd in Zone J	Cancellation Fee/Min Contract Term Cancellation Fee: No Fee Min Contract Term: 12 Month(s) Last Updated On: 28-MAY-10	Green Offer: Yes Active: No
Offer Type/Utility Company/Comments Offer Type: Variable Utility Company: National Grid Referral Offer: No Offer URL: https://www.suburbanpropane.com/sterling_nimo_signup.html Comments: this is junk!	Rate/Commodity Type/Service Zone \$5/kwh Commodity Type: Electric Service Zone: NGRID in Zone D	Cancellation Fee/Min Contract Term Cancellation Fee: None Min Contract Term: 5 Month(s) Last Updated On: 27-MAY-10	Green Offer: No Active: No
Offer Type/Utility Company/Comments Offer Type: Variable for 1st month Utility Company: CONSOLIDATED EDISON COMPANY OF NEW YORK, INC. Referral Offer: No Comments: Potential sales tax savings. Green power offered. Call for details. Prices are subject to change.	Rate/Commodity Type/Service Zone \$0.0690/kwh Commodity Type: Electric Service Zone: ConEd in Zone H	Cancellation Fee/Min Contract Term Cancellation Fee: No Fee Min Contract Term: None Last Updated On: 29-MAR-10	Green Offer: Yes Active: No
Offer Type/Utility Company/Comments Offer Type: Variable for 1st month Utility Company: CONSOLIDATED EDISON COMPANY OF NEW YORK, INC. Referral Offer: No Comments: Potential sales tax savings. Green power offered. Call for details. Prices are subject to change.	Rate/Commodity Type/Service Zone \$0.0690/kwh Commodity Type: Electric Service Zone: ConEd in Zone I	Cancellation Fee/Min Contract Term Cancellation Fee: No Fee Min Contract Term: None Last Updated On: 29-MAR-10	Green Offer: Yes Active: No

Notice the select boxes above the offers grid. You may filter the grid by utilizing those select boxes.

Example:

- If you wish to filter by Commodity Type, select either Gas or Electric and the grid will change to display only offers for the selected Commodity Type
- If you wish to filter by Service Zone, you may select a specific Service Zone and the grid will change to display only offers for the selected Service Zone
- Active Offers allows you to filter for only offers with the status of Active (Yes), Inactive (No) or All offers (All)

Notice the icons on the right-hand margin of the grid.

- The icon with the pencil is the icon you will click on to edit the particular offer.
- The icon with the red circle with a minus sign is the icon you would use to mark the offer for deletion.

This grid is designed to aid in managing your offers and to make editing existing offers for changing rates and/or terms easy.

www.newyorkpowertochoose.com

- At this time, the website for the public to select offers based on commodity and zip code is being redesigned
- All the functionality that currently exists on www.newyorkpowertochoose.com will still be available
- The user experience will be greatly enhanced with the new design
 - We will preview the new site for your review as soon as possible
- For more information please contact Robin Taylor:
 - Email: robin.taylor@dps.ny.gov
 - Phone: 518-473-8175