**AEP Ohio Business Partner Portal**
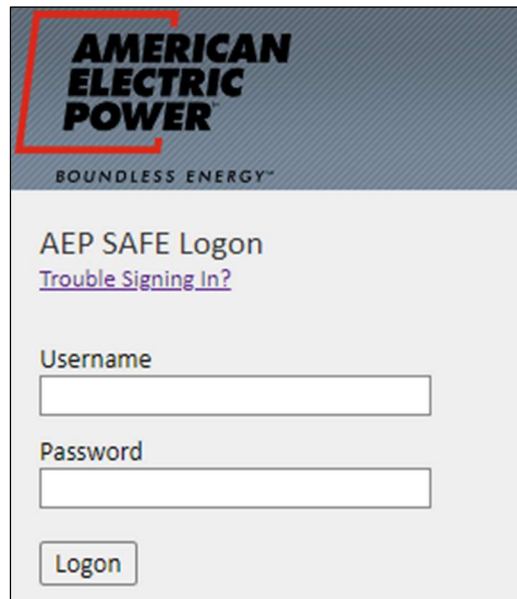

**Obtaining Usage Data and Pre-Enrollment Data**

# BUSINESS PARTNER PORTAL

The purpose of this documentation is to provide the end user with instructions on how to utilize the AEP Ohio Business Partner Portal.  Currently a user will be able to download AEP Ohio pre-enrollment list text files, customer's 12 months of historical cumulative data, and customer's interval data (if applicable) with an appropriate AEP Letter of Authorization (LOA) from the portal.  If there are any questions or concerns please contact AEP Ohio at [OhioChoiceOperation@aep.com](mailto:OhioChoiceOperation@aep.com)

AEP Ohio Business Partner Portal

You must have "CRES Broker" or "CRES User," role in BOLT and BPP in order to view/download customer historical usage.  You can check with your specific CRES Broker for access, or contact OhioChoiceOperation@aep.com for details.

1. **Login** - AEP Business Partner Portal at https://businesspartner.aep.com (If you forgot your password, use "**Trouble Signing In?**" link which will direct you to AEP iForgot password reset):



2. **Pre-Enrollment Data** – Click the "BPP Reports" link under the "Usage Data/Reports" header on the top to obtain the AEP Ohio Pre-Enrollment files.

This page (BPP Reports) will give you access to download the pre-enrollment list data text files for AEP Ohio's Columbus Southern Power (CSP) and Ohio Power (OP) rate jurisdictions.  The Excel format file will also be included.  All three can be downloaded in one zip file.  *Note due to the size of the files, download time may vary.*

- Check the Box at the bottom, "By clicking, the party seeking the customer information associated with this inquiry hereby certifies that it is entitled to such information pursuant to applicable law".
- Click on "Download" to obtain the files.

You will be prompted to Open/Save/Cancel. *Pop up will differ based on Internet Broswer.*



3. **Historical Usage Data** – Click on "Download Data" link under the "Usage Data/Reports" header on the top of the screen to obtain customer attributes/historical cumulative data.

   This will bring you to the following screen:



Enter the SDI number in the appropriate box and click "Search." The SDI will be displayed underneath with a link to view summary data.

*If you have Multiple CRES Provider's you are responsible for working, you may select the approriate CRES Provider in the dropdown to seach on behalf of to retrieve data.*



Click on the SDI Link populated in the graph. You will be taken to the Usage Summary screen:

The top portion of the screen shows SDI, name, and addresses. The PLC values and their respective effective dates are displayed. As the future values are calculated, they will appear here as well.

Following this portion will be additional account attributes.

| Current Account Details | |
| --- | --- |
| Tariff | 15 |
| Description | RESIDENTIAL SERVICE |
| Revenue Class | 10 |
| Net Metered | N |
| Mercantile Account | N |
| PIPP Customer | N |
| Budget Bill | Y |
| Customer Switched | N |
| Read Cycle | 4 |
| Profile Group | CCOHRESA |
| Delivery Loss Factor | 1.0932 |
| AMI Meter Flag | Y |

The bottom portion of this page will display the Summary Usage Data. The cumulative data is displayed for a rolling 12 months. It is listed by the latest revenue period in descending order to the oldest revenue period.

## Note On The Summary Data:

- AEP Ohio billed usage may not match metered usage due to tariff requirements, contractual obligations, or other requirements.
- Data appears only for those months that have available data.

| Month | Tariff Code | Bill Period Start | Bill Period End | # Of Days in Period | Billed kWh |
|---|---|---|---|---|---|
| 1 | 15 | 12/03/2020 | 01/05/2021 | 33 | 983.0000000 |
| 2 | 820 | 10/31/2020 | 12/02/2020 | 32 | 822.0000000 |
| 3 | 820 | 10/02/2020 | 10/30/2020 | 28 | 863.0000000 |
| 4 | 820 | 09/02/2020 | 10/01/2020 | 29 | 1184.0000000 |
| 5 | 820 | 08/04/2020 | 09/01/2020 | 28 | 1641.0000000 |
| 6 | 820 | 07/03/2020 | 08/03/2020 | 31 | 2191.0000000 |
| 7 | 820 | 06/04/2020 | 07/02/2020 | 28 | 1893.0000000 |
| 8 | 820 | 05/05/2020 | 06/03/2020 | 29 | 922.0000000 |
| 9 | 820 | 04/03/2020 | 05/04/2020 | 31 | 722.0000000 |
| 10 | 820 | 03/05/2020 | 04/02/2020 | 28 | 670.0000000 |
| 11 | 820 | 02/05/2020 | 03/04/2020 | 28 | 707.0000000 |
| 12 | 820 | 01/07/2020 | 02/04/2020 | 28 | 848.0000000 |

| On Peak kWh Usage | Off Peak kWh Usage | Billed kW | Interval Data |
|---|---|---|---|
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |
| 0.0000000 | 0.0000000 | 0.0000000 | N |

4. **Downloading Historical Usage (Cumulative or Interval)** – Once SDI number has been searched, the options for downloading cumulative and interval (if applicable) will appear.

**CUMULATIVE**:

Cumulative bubble will already default to be selected.

▪ Check the Box at the bottom, "By clicking, the party seeking the customer information associated with the inquiry hereby certifies that it is entitled to such information pursuant to applicable law, and that the party seeking the information has obtained the consent of the customer to acquire such information from American Electric Power (AEP)."

▪ Click on "Download" to obtain the files.



You will be prompted to Open/Save/Cancel. *Pop up will differ based on Internet Broswer.*



**INTERVAL**:

Interval option will  be grayed out if BPP does <u>not</u> have a valid LOA  on file for that SDI number and CRES Provider combination.



8

With a valid LOA on file for your SDI number and CRES Provider, the Interval option (if applicable) will be aviable.

Check the Box at the bottom, "By clicking, the party seeking the customer information associated with the inquiry hereby certifies that it is entitled to such information pursuant to applicable law, and that the party seeking the information has obtained the consent of the customer to acquire such information from American Electric Power (AEP)."

Click on "Download" to obtain the files.

Select cumulative or interval data for the download. Data is returned in .csv format.
Must have Valid Letter of Authorization on file for this SDI to choose Interval, otherwise must choose Cumulative.

○ Cumulative (one entry per month)

◉ Interval (15 minute increments)

☑ By clicking, the party seeking the customer information associated with the inquiry hereby certifies that it is entitled to such information pursuant to applicable law, and that the party seeking the information has obtained the consent of the customer to acquire such information from American Electric Power (AEP).

**Download**

You will be prompted to Open/Save/Cancel. *Pop up will differ based on Internet Broswer.*

Do you want to open or save **IntervalData.csv** from bpp.aep.com?        Open    Save  ▾    Cancel    ×

Because Microsoft Excel will read the contents as "general," if you open the file with Excel as the default program for CSV files, SDIs will be presented in scientific notation. Importing data in "general" format will convert all numeric values to numbers. It's highly advised that you save the file locally first and then import into Excel as text. Both CSP & OP SDIs are accompanied with leading zeroes as a prefix. These should be imported as text to remain intact.

Questions or Concerns? Contact AEP Ohio at OhioChoiceOperation@aep.com