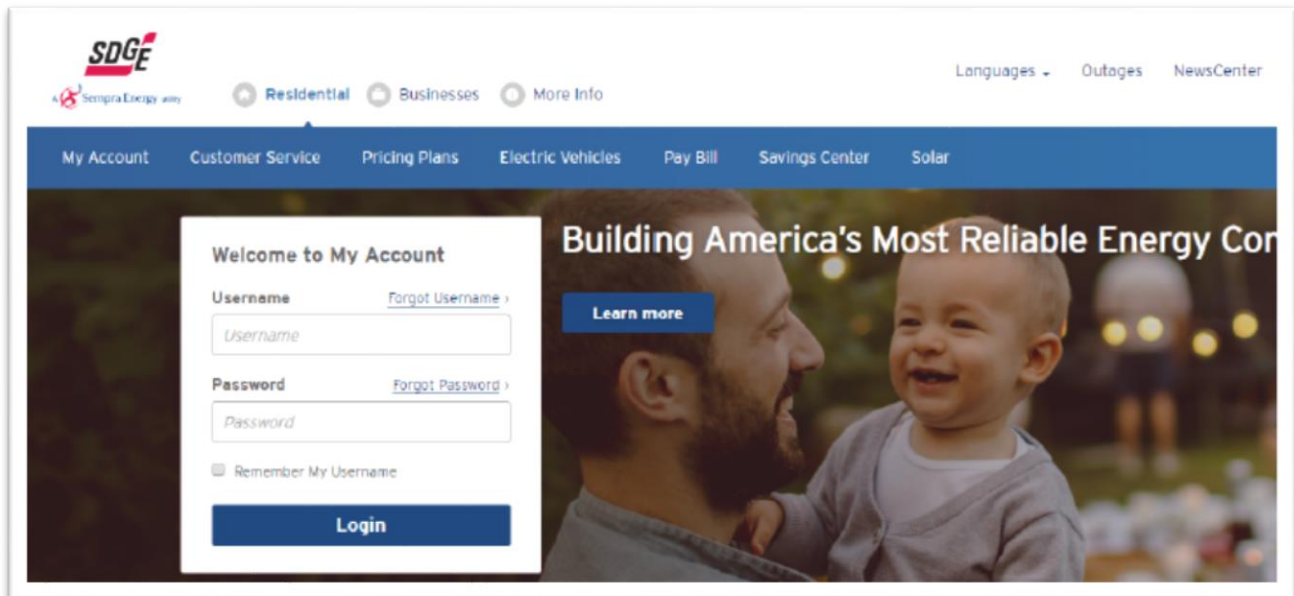


## SGIP Resource: How to Generate your SDG&E “Business Energy Report”

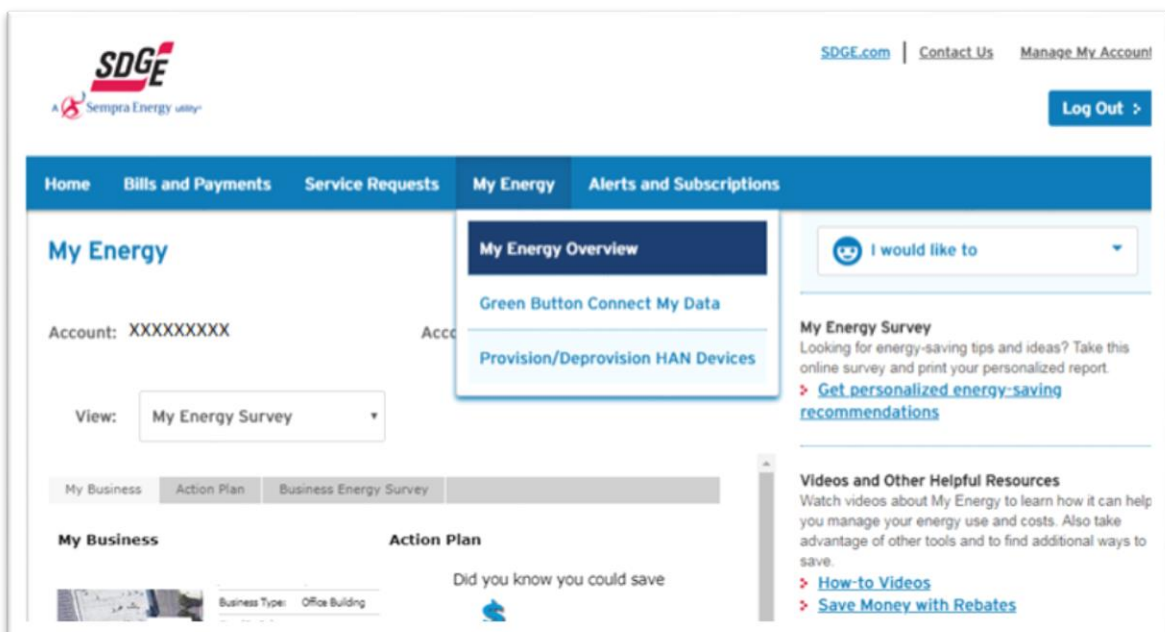
### Step 1

-Go to <https://www.sdge.com/> and log into your account.



### Step 2

-Once logged in, go to “My Energy” -> “My Energy Overview”



### Step 3 – Click on “Get personalized energy-saving recommendations”

The screenshot shows the SDGE My Energy dashboard. At the top left is the SDGE logo with the text "A Sempra Energy Utility". At the top right are links for "SDGE.com", "Contact Us", and "Manage My Account", along with a "Log Out" button. A blue navigation bar contains "Home", "Bills and Payments", "Service Requests", "My Energy", and "Alerts and Subscriptions". The "My Energy" section displays account details: "Account: XXXXXXXX" and "Account Number: XXXXXXXX". A "View:" dropdown menu is set to "My Energy Overview". Below this are sections for "Bill-to-Date Estimate" (showing "You are 12 days into your billing cycle." and "Estimated Cost to Date \$12.51") and "My Bill Highlights" (showing "Your electric use decreased for this bill."). On the right, a "My Energy Survey" section is highlighted with a red box, containing the text "Looking for energy-saving tips and ideas? Take this online survey and print your personalized report." and a link: "Get personalized energy-saving recommendations". Below this is a "Videos and Other Helpful Resources" section.

### Step 4 – Click on “Action Plan” and Select the individual “Actions” by clicking the radio buttons

This screenshot shows the "Action Plan" section of the SDGE My Energy dashboard. The "View:" dropdown menu is now set to "My Energy Survey". The "Action Plan" tab is selected and highlighted with a red box. Below the navigation tabs, the "Actions to Save More" section is visible, with a "My Business" icon. A "Projected Annual Savings" progress bar shows a goal of \$7,590 and current savings of \$0. Below this, a summary shows "0 of 18 Actions Selected". A table of actions is displayed, with the first action highlighted by a red dashed box and a red arrow pointing to it. The table lists four actions with their respective savings potential:

Action	Save Up To
OFFICE/ELECTRONICS: Purchase Equipment with the EnergyStar Logo	\$5,900 Per Year
LIGHTING: Janitorial Crew Should Clean and Light Just One Area at a Time	\$4,200 Per Year
LIGHTING: Planned and Proactive Lighting Maintenance	\$2,800 Per Year
COOLING: Raise Summer Temp. Setting / Install Programmable Thermostat	\$1,500 Per Year

At the bottom of the page, there are "Go Back" and "Save Action Plan" buttons.

Step 5 – Once the actions have been selected, Click “View and Print Business Energy Report”

The screenshot shows the 'My Energy' dashboard with a navigation bar at the top containing 'Home', 'Bills and Payments', 'Service Requests', 'My Energy', and 'Alerts and Subscriptions'. The 'My Energy' section includes account information (Account: XXXXXXX, Account Number: XXXXXXXXX) and a 'View' dropdown set to 'My Energy Survey'. Below this is a 'My Business' section with a 'Business Energy Survey' tab. Under the 'Actions to Save More' heading, there are two options: 'Adjust Savings Goal' and 'View and Print Business Energy Report', with the latter highlighted by a red box and a red arrow. A 'Projected Annual Savings' progress bar shows a goal of \$7,590 and current savings of \$0. At the bottom, there are four action items with selection checkboxes and savings estimates: 'OFFICE/ELECTRONICS: Purchase Equipment with the EnergyStar Logo' (Save Up To \$5,900 Per Year), 'LIGHTING: Janitorial Crew Should Clean and Light Just One Area at a Time' (Save Up To \$4,200 Per Year), 'LIGHTING: Planned and Proactive Lighting Maintenance' (Save Up To \$2,800 Per Year), and 'COOLING: Raise Summer Temp. Setting / Install Programmable Thermostat' (Save Up To \$1,500 Per Year). Navigation buttons 'Go Back' and 'Save Action Plan' are at the bottom right. On the right side of the dashboard, there are sections for 'My Energy Survey', 'Videos and Other Helpful Resources', 'Pricing Plan Options', and 'Alerts and Subscriptions', each with a link to explore further.

Step 6 – the SDG&E “Business Energy Report” will generate. You can use this document to satisfy the SGIP Energy Efficiency Audit requirement. Provide this report to your SGIP Applicant so that they can upload the file to the SGIP database.

An Example Report has been provided below to help inform what the report looks like.

# - Example Report -



## Business Energy Report

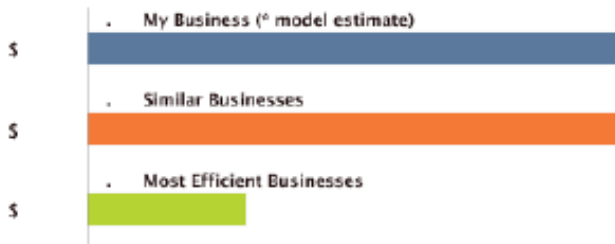
Your personalized report is designed to provide preliminary information on your business energy use. Completing the items in Action Plan may lower your energy costs.

### My Business Account: XXXXXXXXXX

Business Type:	Office Building
Size (Sq.Ft.):	XXXX
Weekly Hours:	50 - 69
ZIP Code:	92110

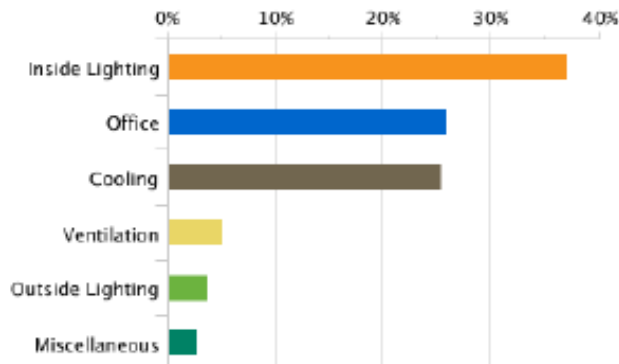
Log on to [sdge.com/myaccount](http://sdge.com/myaccount) to review action item details, to update your Business Energy Survey or to receive more recommendations.

### Annual Business Comparison



### How Does My Business Use Energy?

We've used our model to estimate a percentage break-out of your expenses. Focus on the uses that cost you the most.



#### About This Report

- This report provides a summary of your savings opportunities. Continue your analysis online. Check our website for more program savings and services.
- This summary report provides a summary of your savings analysis. The values are estimates, based upon our understanding of your business consumption and characteristics. Actual savings will vary.

### Potential Savings

This section lists your potential savings

# - Example Report -

## – Example Report –



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You Can Save Up To: \$

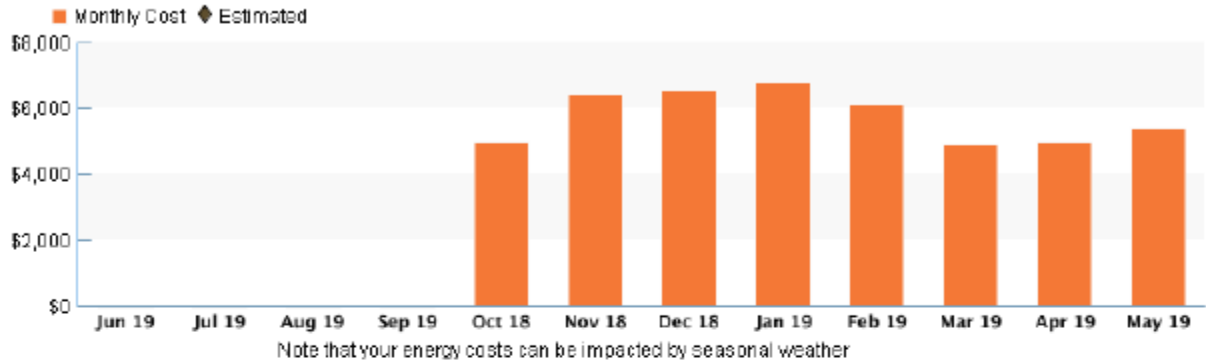
over 10 years.

## – Example Report –

# - Example Report -

## Historical Energy Costs

This chart displays your energy costs for up to 13 months of your most recent bill history.

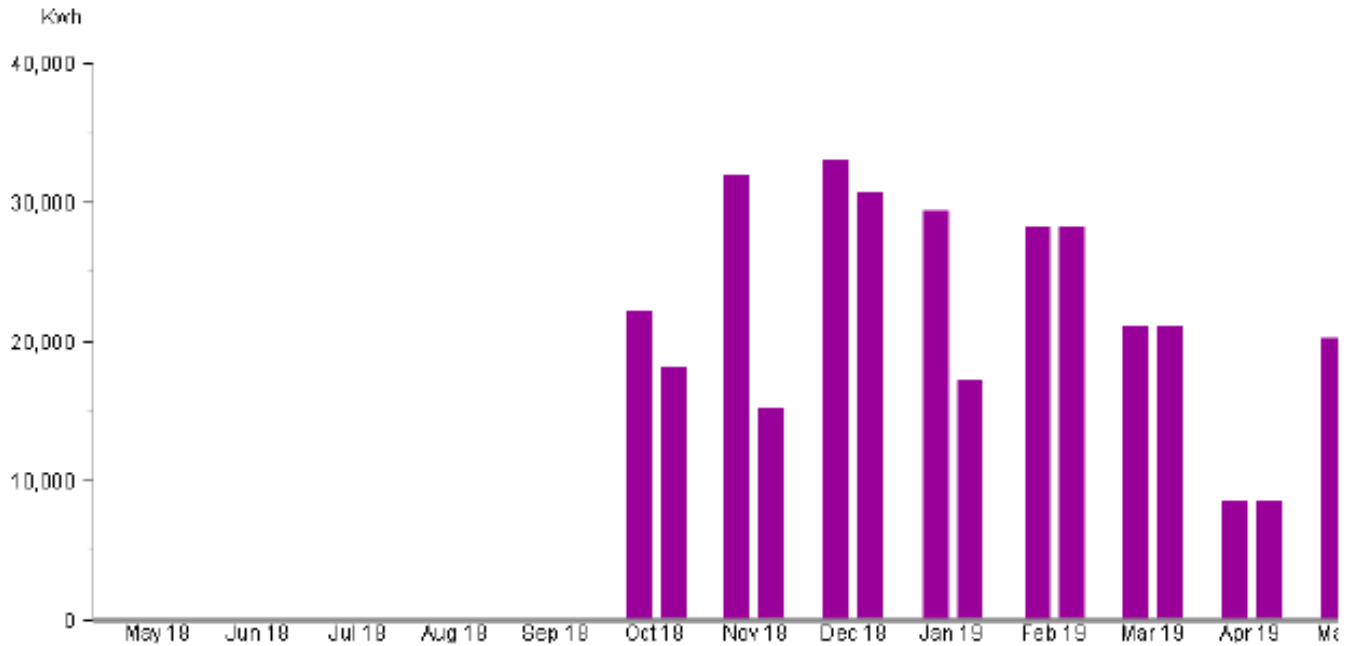


# - Example Report -

## – Example Report –

### Before and After Action Plan Completed

This chart displays your historical energy use in tiers ("Before") side-by-side with the projected monthly use ("After"). By completing all the actions in your plan, you may reduce your energy use and meet your annual savings goal.



\* Note: The 'Before' energy use is based on your actual bill history. The 'After' energy use is estimated based on the assumption that you've completed the actions in your plan.

### You are not currently enrolled in an action plan.

Please enroll to see your potential savings

## – Example Report –