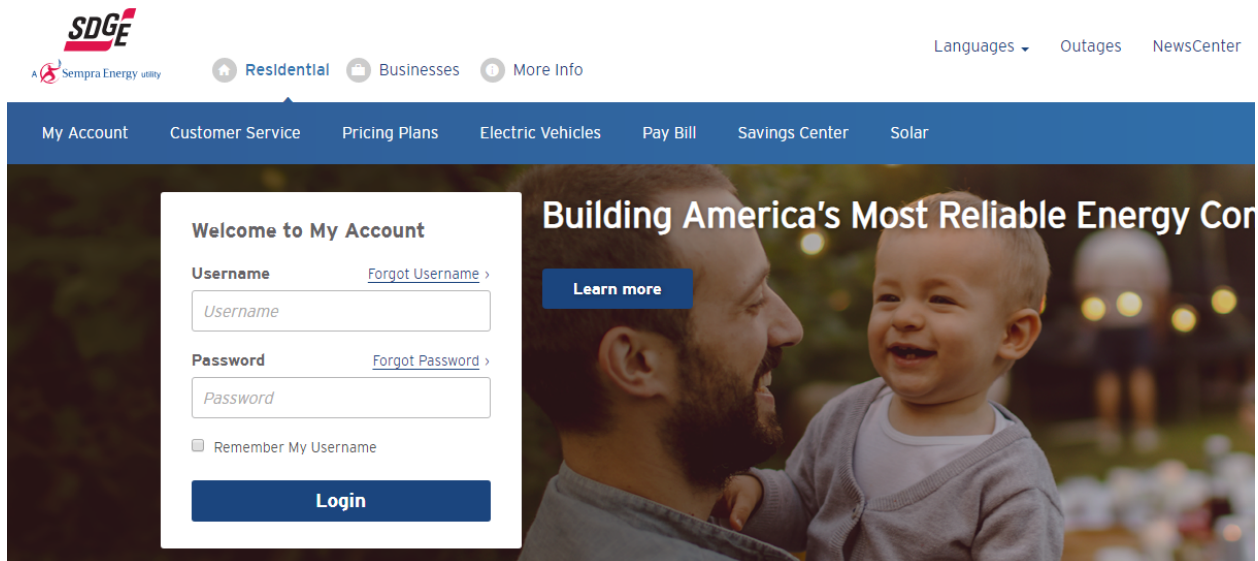


SGIP Resource: How to Generate your SDG&E “My Summary Report”

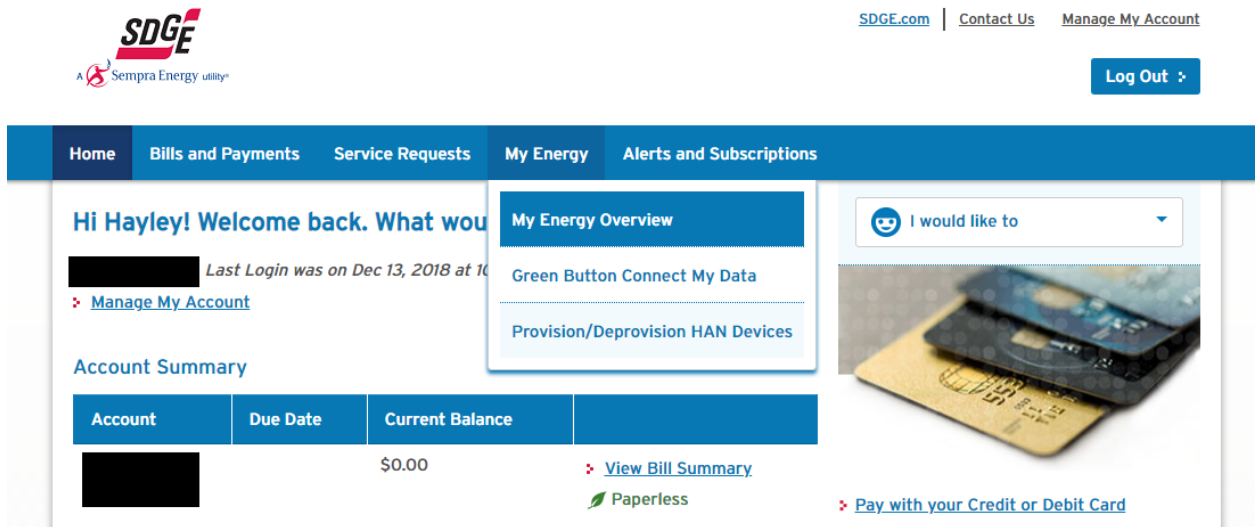
Step 1

-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 tagline "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 is active. It displays account information (Account: [redacted], Account Number: [redacted]) and a "View" dropdown 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, there is a "I would like to" dropdown and a "My Energy Survey" section with 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" highlighted with a red box. Below that is a "Videos and Other Helpful Resources" section.

Step 4 – Click on “Action Plan”


The screenshot shows the SDGE My Energy dashboard with the "View" dropdown set to "My Energy Survey". The "My Energy Survey" section is now expanded, showing a horizontal menu with three options: "My Home", "Action Plan", and "Detailed Survey". The "Action Plan" option is highlighted with a red box. The "My Energy Survey" text and link are still visible above the menu. The "Videos and Other Helpful Resources" section remains below.


Step 5- Click on “Eco Partner” option


View: **My Energy Survey** ▾


My Home | Action Plan | Detailed Survey

Select A Theme For Your Action Plan
Answer 3 basic questions to create the right plan for you to save energy and money.


 Quick Fix

 Do-it-Yourself

 Team Challenge

 Eco Partner

Step 6- Click “Continue”

Eco Partner  ✕
5,121 Savers participating in your community

How much time can you invest?
A Few Hours
A Little Whatever it Takes!

How much money can you spend?
Up to \$300
Up to \$10 No Limit

How green are you?
Average
A Little A Lot

Continue **Cancel**

Step 7- Once loaded, Click “View and Print My Energy Report”

The screenshot displays the 'My Energy' dashboard. At the top left, the title 'My Energy' is shown in blue. Below it, the 'Account:' field is followed by a blacked-out account number, and the 'Account Number:' field is followed by another blacked-out number. A 'View:' dropdown menu is set to 'My Energy Survey'. A horizontal navigation bar contains three tabs: 'My Home', 'Action Plan', and 'Detailed Survey'. The 'Detailed Survey' tab is active. Below the navigation bar, the 'Actions to Save More' section provides instructions on selecting action items. To the right, the 'Eco Partner' section features a leaf icon and three links: 'Change My Action Plan', 'Adjust My Savings Goal', and 'View and Print My Energy Report', which is highlighted with a red border.

Step 8- the SDG&E “My Summary 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.