



A unit of American Electric Power

LOAD MANAGEMENT ON-LINE TRACKING SYSTEM USER GUIDE

2013

SWEPCOgridSMART.com/Texas

gridSMART is provided by SWEPCO as part of the company's commitment to reduce energy consumption and demand. CLEAResult administers SWEPCO's Texas gridSMART initiative as an independent consultant.

gridSMART®

From Southwestern Electric Power Company

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SITE REGISTRATION

- Go to the appropriate site:
 - TCC: <http://www.ecurtail.com/AEP/TCC/Login/Login.aspx>
 - TNC: <http://www.ecurtail.com/AEP/TNC/Login/Login.aspx>
 - SWEPCO ARKANSAS:
<http://www.ecurtail.com/AEP/ARKANSAS/Login/Login.aspx>
 - SWEPCO TEXAS: <http://www.ecurtail.com/AEP/SWEPCO/Login/Login.aspx>
- Select [Click here to Register](#)

AEP

Welcome to the Load Management program.

Login

User Name

Password

Login

Login Help

- First time users, [click here to Register](#)
- Returning users enter User Name and Password.
- Forgot Your Password? [Click here to reset Password](#)
- [Click here to review On-line Registration Instructions](#)

REGISTRATION FORM

- Complete the registration form and click Create Login
- Click Return to Login Page



Registration

Welcome to AEP Load Management Program Registration. If you are a new Customer, registration is your first step in participating in this program.

User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Confirm Email:	<input type="text"/>
Phone Number:	<input type="text"/>

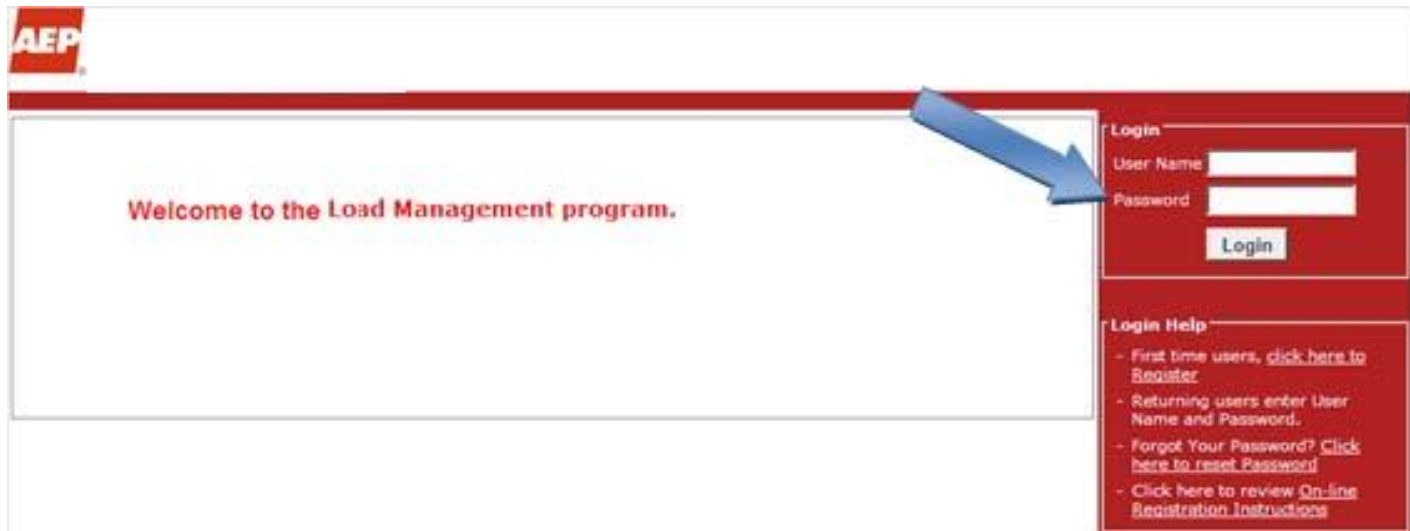
Create Login

Cancel



LOGIN TO WEBSITE

- Enter your User Name and Password
- Click Login
- You will be required to enter a Tax ID or Social Security Number on the next screen



AEP

Welcome to the Load Management program.

Login

User Name

Password

Login

Login Help

- First time users, [click here to Register](#)
- Returning users enter User Name and Password.
- Forgot Your Password? [Click here to reset Password](#)
- [Click here to review On-line Registration Instructions](#)

SPONSOR PROFILE

- Complete the form and click Save Sponsor Profile

Home Settings Sponsor Details

Profile Update

Sponsor Company Profile

Check All that Apply: Women Owned Minority Owned Disabled Veteran Owned

Name of Remittance Company: *
(Enter Name as it should appear on contract)

Project Sponsor Name: *

Address 1: *

Address 2:

City / State / Zip: / TX *

Tax ID Number: * Tax ID SSN

Parent Company:

Parent Company Tax ID Number: Tax ID SSN

Contact Title:

Contact Person: *

Company Phone 1: *

Company Phone 2:

Company FAX:

Website:

Company Email: *

List on the Sponsor List: Yes No

Contact Name on Sponsor List:

Contact Phone on Sponsor List:

Contact Email on Sponsor List:

* Indicates a required field

Save Sponsor Profile

SPONSOR PROFILE (CONT'D.)

- Click Home to begin creating a site

[Home](#) [Settings](#) [Sponsor Details](#)

Profile Update

✓ Profile Updated Successfully.

Sponsor Company Profile

Check All that Apply: Women Owned Minority Owned Disabled Veteran Owned

Name of Remittance Company: *

(Enter Name as it should appear on contract)

Project Sponsor Name: *

Address 1: *

Address 2:

City / State / Zip: / TX / *

Tax ID Number: * Tax ID SSN

Parent Company:

Parent Company Tax ID Number: Tax ID SSN

Contact Title:

Contact Person: *

Company Phone 1: *

Company Phone 2:

Company FAX:

Website:

Company Email: *

List on the Sponsor List: Yes No

Contact Name on Sponsor List:

Contact Phone on Sponsor List:

Contact Email on Sponsor List:

* Indicates a required field

✓ Profile Updated Successfully.

CHOOSE PROGRAM

- Select the appropriate program.



Home Settings Sponsor Details

Available Programs for the Year

	Program Type	Type	Program Manager	Program Submission Date
15	Load Management Program	Public		10/30/00 AM

➤ Click *Create New Site*



Home Settings Sponsor Details

Sponsor Projects

Program Type: Load Management Program

Sponsor Name: Test Remittance Company

Site Information

Create New Site

CHOOSE PROGRAM

- Complete the form and click Save New Site

Home Settings Sponsor Details

Sponsor Projects

Program Type: Load Management Program
Sponsor Name: Test Remittance Company

Site Information

Site #:
Site Name:
Status:
Account Number (ESI ID):
Physical Address:
Address 2:
Unit #:
City:
State:
Zip:
County:
Primary Dispatch Contact:
Business Phone:
Cell Phone:
Email:
Fax Number:
Secondary Dispatch Contact:
Business Phone:
Cell Phone:
Email:
Fax Number:
Third Dispatch Contact:
Business Phone:
Cell Phone:
Email:
Fax Number:
Average Site Peak kW:
Proposed kW to Curtail:
Approved kW to Curtail:
Site Description:
Description of Load to be Curtailed at **THIS SITE**:
Description of Curtailm:

SUBMITTING SITE APPROVAL REQUEST

- Click the Site Number for the appropriate project



Sponsor Projects

Program Type: Load Management Program
Sponsor Name: Test Remittance Company

Site Information

Create New Site

SITE#	Site #	Status	Address	Account #	AVG. Site Peak	Proposed to Curtail	Approved to Curtail	Contact Name	Phone	Cell	Email
302	555	Initiated	416 HILLTOP RD	10032789400006791	555.00	555.00	0.00	Test	3213213213	3213213212	jmelick@frontierassoc.com
Sub Total:					555.00	555.00	0.00				

- Update any incorrect information, scroll to the bottom of the form, and click Submit Site for Approval



Description of Curtailments : Test

Update Site Information Submit Site for Approval Delete Site Information Cancel

- You have now successfully submitted your site approval request.



Sponsor Projects

✓ Site Information Submitted for approval Successfully

Program Type: Load Management Program
Sponsor Name: Test Remittance Company

Site Information

Create New Site

SITE#	Site #	Status	Address	Account #	AVG. Site Peak	Proposed to Curtail	Approved to Curtail	Contact Name	Phone	Cell	Email
302	555	Submitted	416 HILLTOP RD	10032789400006791	555.00	555.00	0.00	Test	3213213213	3213213212	j@frontierassoc.com
Sub Total:					555.00	555.00	0.00				

ADDITIONAL SITES

- As you add sites to the system, they will appear in the Site Information List
- The Status column will indicate which sites are Initiated, Submitted, and Approved
 - Initiated – Site has been saved in the database but has not been submitted yet.
 - Submitted – Site has been saved and submitted in the database and is under review.
 - Approved – Site has been approved by the program manager.
- To edit an existing site in the system:
 - Click on the Site Name
 - Make the desired changes
 - Click Update Site Information
- You can also delete a site by clicking on the Site Name then clicking Delete Site Information

Home Settings Sponsor Details

Sponsor Projects

Program Type: Load Management Program
Sponsor Name: Test Remittance Company

Site Information

Create New Site

SITE#	Site	Status	Address	Account #	Avg. Site Peak	Proposed to Curtail	Approved to Curtail	Contact Name	Phone	Cell	Email
303	444	Initiated	311 E EDWARD	10032789400010840	444.00	444.00	0.00	Test	3213213213	3213213212	g@frontierassoc.com
302	555	Submitted	416 HILLTOP RD	10032789400006791	555.00	555.00	0.00	Test	3213213213	3213213212	g@frontierassoc.com
Sub Total:					999.00	999.00	0.00				

SUBMITTING SOP AGREEMENT

- Print, sign and mail 2 copies of the SOP Agreement after submitting your site for approval
- Click **SOP Agreement** to access this document



Sponsor Projects:

✓ Site Information Submitted for approval successfully

Program Type: Management Program
Sponsor Name: Test Remittance Company

Site Information

Create New Site

SITE#	Site	Status	Address	Account #	Avg. Site Peak	Proposed to Curtail	Approved to Curtail	Contact Name	Phone	Cell	Email
308	test	Submitted	8400 LOMAX ST	10032789400012500	1,000.00	1,000.00	0.00	test	6546346346	6546346346	test@test.com
Sub-Total:					1,000.00	1,000.00	0.00				

SUBMITTING CUSTOMER AGREEMENT

- Print, sign and mail two copies of the Customer Agreement after submitting your site for approval
- Click **Customer Agreement** to access this document



The screenshot shows a web application interface with a red navigation bar at the top containing the following tabs: Home, Settings, Sponsor Details, SOP Agreement, and Customer Agreement. A blue arrow points from the 'Customer Agreement' tab down to the 'Load Manager' link in the 'Program Type' section. Below this, the 'Sponsor Name' is listed as 'Test Remittance Company'. The 'Site Information' section includes a 'Create New Site' button and a table with the following data:

SITE#	Site	Status	Address	Account #	AVG. Site Peak	Proposed to Curtail	Approved to Curtail	Contact Name	Phone	Cell	Email
308	test	Approved	8400 LOMAX ST	10032789400012500	1,000.00	1,000.00	0.00	test	6546346346	6546346346	test@test.com
Sub Total:					1,000.00	1,000.00	0.00				