Energy Inventory Database

The energy inventory database gives New Hampshire towns a single location for all energy use, cost, and consumption information, and a suite of easy-to-read interactive reports for energy efficiency planning. Provided *at no cost* to New Hampshire communities as part of the 2-year ETAP program, the energy inventory database was developed and is supported by Peregrine Energy Group**.**

Getting started

1

Provide access to your community data

Send the following to Peregrine Energy Group:

1. Completed **Authorization Forms** *(mail hard copy or email scanned files)*:
   - Utility Data Release for all utilities
   - End User Authorization for all end users.
2. Completed red tabs on **Building and Accounts Spreadsheet** *(email electronic file)*:
   - Tab 1: Contact info
   - Tab 2: Account List
   - Tab 3 Oil Data
   - Tab 4: Propane Data
3. For customers of Public Service of New Hampshire (PSNH), National Grid, and/or Unitil, **usernames and passwords** for online utility profiles (*setup instructions on back*) *(email)*.
4. For customers of New Hampshire Electric Co-Op: **One fiscal year of utility bills** *(mail hard copies)*.
5. **Portfolio Manager username & password**, if used by community (*email)*.

SEND FILES TO:

EMAIL: support@peregrinegroup.com

MAILING ADDRESS: Peregrine Energy Group
Attn: ETAP for NH
Old City Hall
45 School Street
Boston, MA 02108

2

Get trained

When your utility data has been loaded into the system, Peregrine Energy Group will contact you to schedule an **introductory webinar** on the inventory tool.

After participating in the webinar, you will receive your **usernames and passwords** for accessing the system.

(At least one person must be trained from each community as the primary user in order to receive usernames and passwords, though webinar participation is strongly recommended for all users.)

3

View your community reports

1. Visit: **www.etap.nhc.org** and **log in**.
2. **View** reports for your community.
3. If desired, **download** the reports and share them for energy planning purposes.

On an ongoing basis

4

Update Other Fuel data

1. Visit: **www.etap.nhc.org** and **log in**.
2. **Make updates** to Other Fuel data (eg. oil, propane, wood pellets, etc.) as you receive deliveries (NOTE: Utility data will be updated automatically.)
3. Continue to view and use community reports.

Create an online utility profile and link accounts

RECOMMENDATION: **Have a list of your utility accounts and copies of recent bills in hand when you begin this task.**

Create an online profile: If you do not already have one, create an online profile with each utility that your community uses. Each utility Web site has a slightly different process and may change its process at any time. Be sure to read each web site carefully.

Public Service of New Hampshire
The Northeast Utilities System

1. Go to www.psnh.com.
2. Click the yellow **LOG IN** button at the top of the page.
3. Fill out the form.
4. Click the blue **REGISTER** button at the bottom of the page.

nationalgrid
THE POWER OF ACTION

1. Go to www.nationalgridus.com
2. Look for the heading **Please select your energy service and region.**
3. Click **New Hampshire** under either **Electricity** or **Natural Gas**, depending on your accounts.
4. In the Login area of the left column, click **Register Now**.
5. Fill in the form and click **Submit** at the bottom of the page.

Unitil
We deliver. It's that simple.

1. Go to www.unitil.com.
2. After the words **Customer Service** on the left side of the page, click **NH**.
3. Click the **New Users** button in the center of the page.
4. Fill out the required information and click the **Login** button at the bottom of the page.

Link *all* community utility accounts to the profile: After you have created your online profile with a utility and your are logged in, be sure to link ***all community accounts*** with that utility to the profile. You will need to link each account, one at a time. Data for any accounts that are not linked will not appear in the inventory tool.

Public Service of New Hampshire
The Northeast Utilities System

1. Click **Manage Accounts** in the left navigation.
2. Scroll down the page and, in the center column of the page, click **Add Account.**
3. Fill out the online form and click the blue **Add Accounts** button at the bottom of the page.
4. Repeat for each account.

nationalgrid
THE POWER OF ACTION

1. Click **Add Accounts** at the top of the right column.
2. Fill out the form by entering your **account number** and **access code** from a bill.
3. Click **submit** in the upper right corner of the page.
4. Repeat for each account.

Unitil
We deliver. It's that simple.

Instructions not available at this time. Please visit www.unitil.com, log in, and try the process.

WHEN FINISHED: **Send your community username & password to support@peregrinegroup.com.**