



Getting started with EnergyLink



An introduction to your online energy reporting and management tool



Welcome to EnergyLink

Your online energy reporting and management tool

EnergyLink provides you with the information you need to monitor and manage your electricity use, keeping energy costs down and asset productivity high.

How does it work?

The data captured by EnergyLink is based on interval data from your electricity billing meter provided from the Meter Data Provider (MDP) in 15 or 30-minute increments. Data is received daily for the previous 24-hour period. Depending on the MDP, weekend data may come through on Monday.

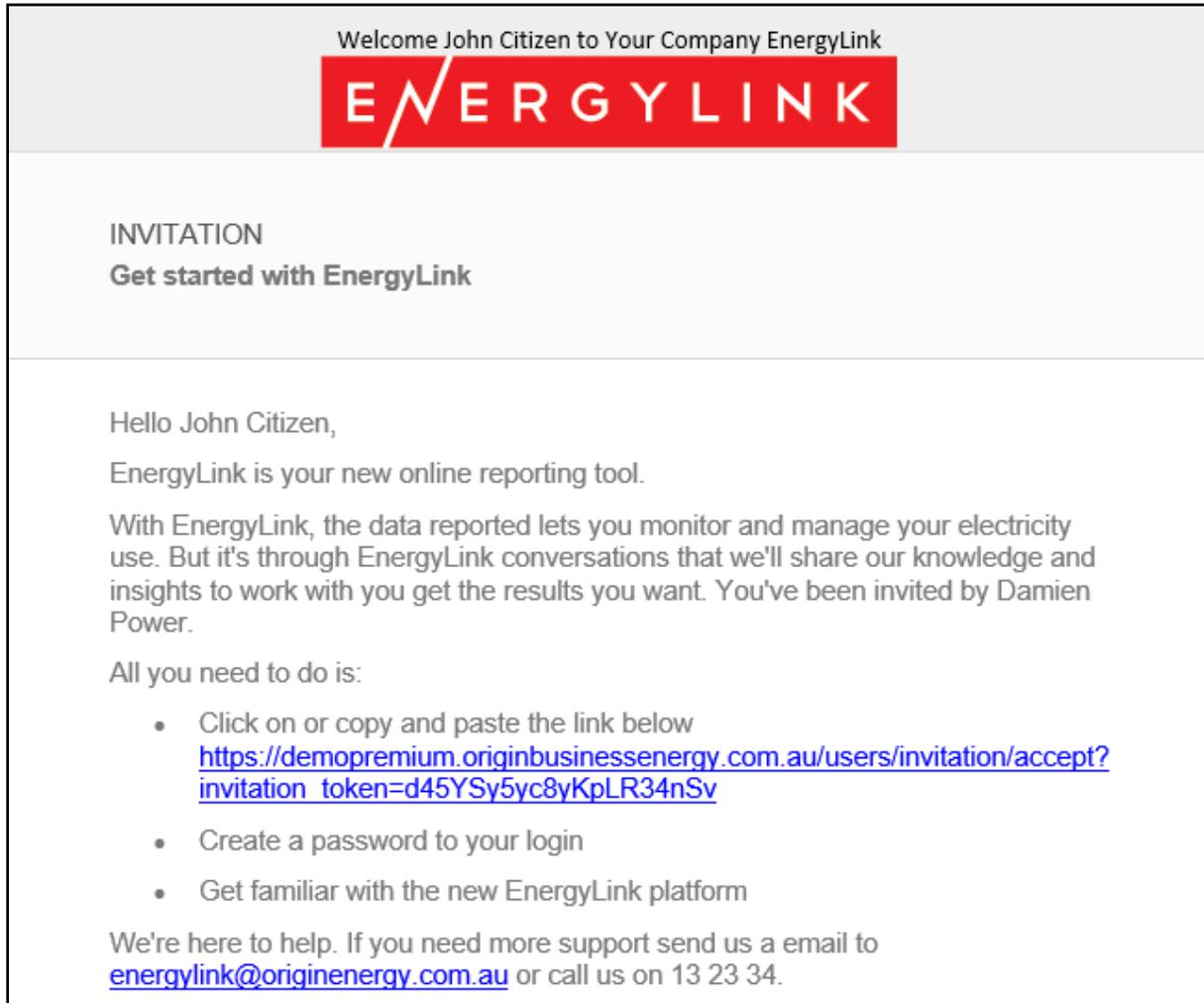
How do you use it?

This guide will step you through the main features of the platform:

- A. Logging in
- B. Sites list
- C. Sites Dashboard
- D. Site Power Usage graph
- E. Online bills
- F. Request reports, requesting NEM12 reports
- G. Setting up additional users

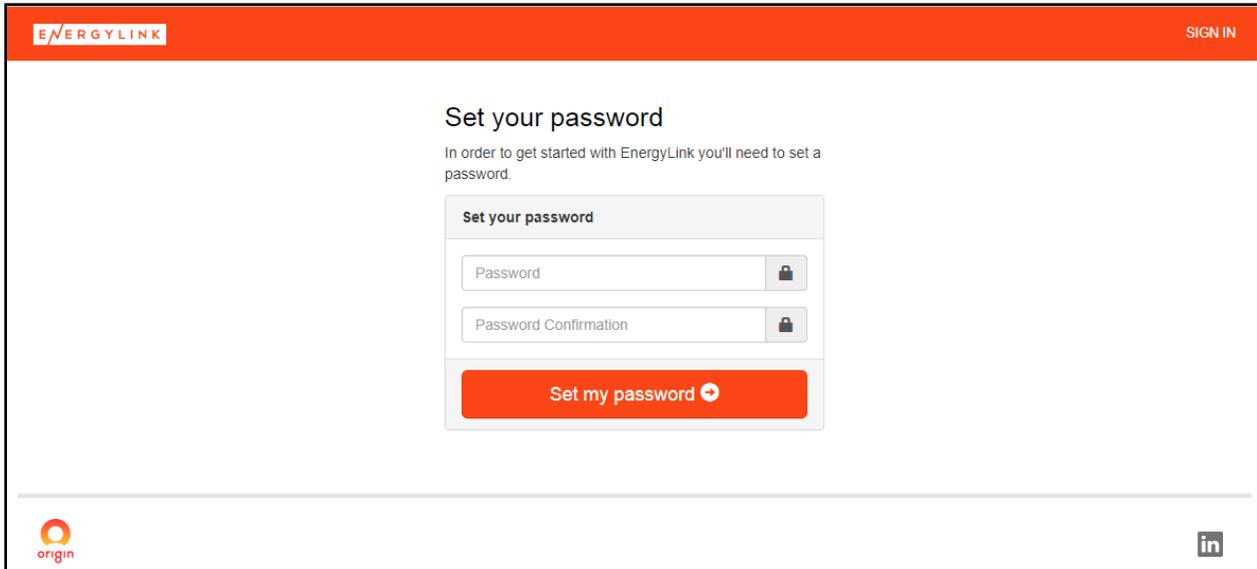
A. Logging in for the first time

To log into your EnergyLink account for the first time, you will receive the following invitation email to log-in:



What you need to do:

1. Click on the hyperlink in the email.
2. The link will request that you set your password. Your password will require a combination of:
 - an upper-case letter
 - one number or symbol
 - minimum of 10 characters.
3. Click "Set my password" button

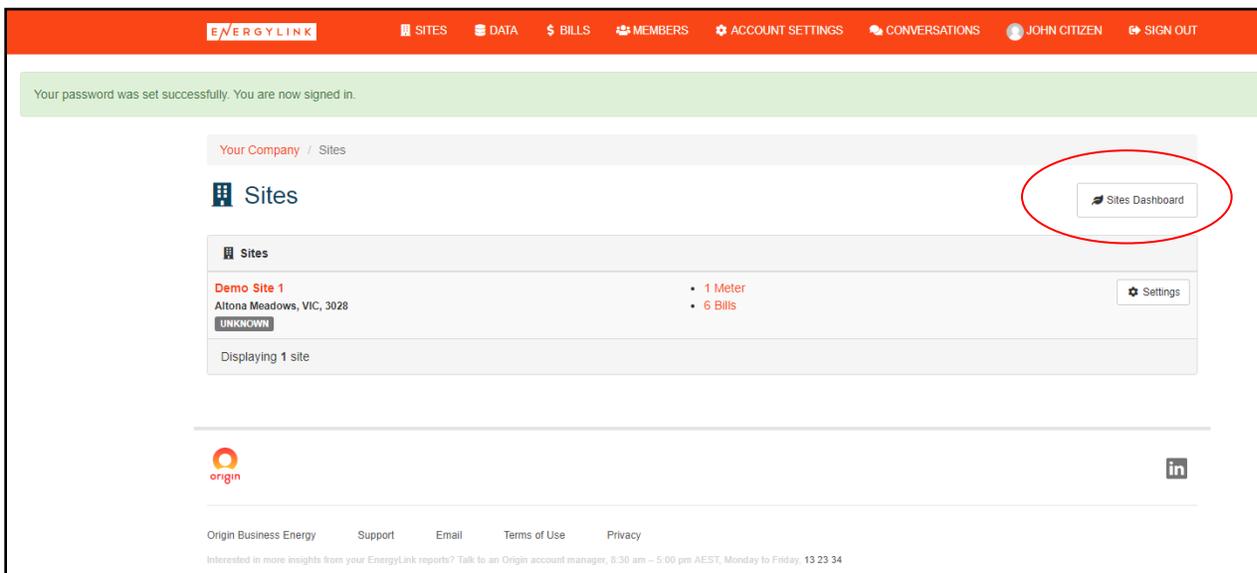


B. Sites

Once you've logged in, you will see a list of your sites.

For details on each site, click on the bills or meters links in red.

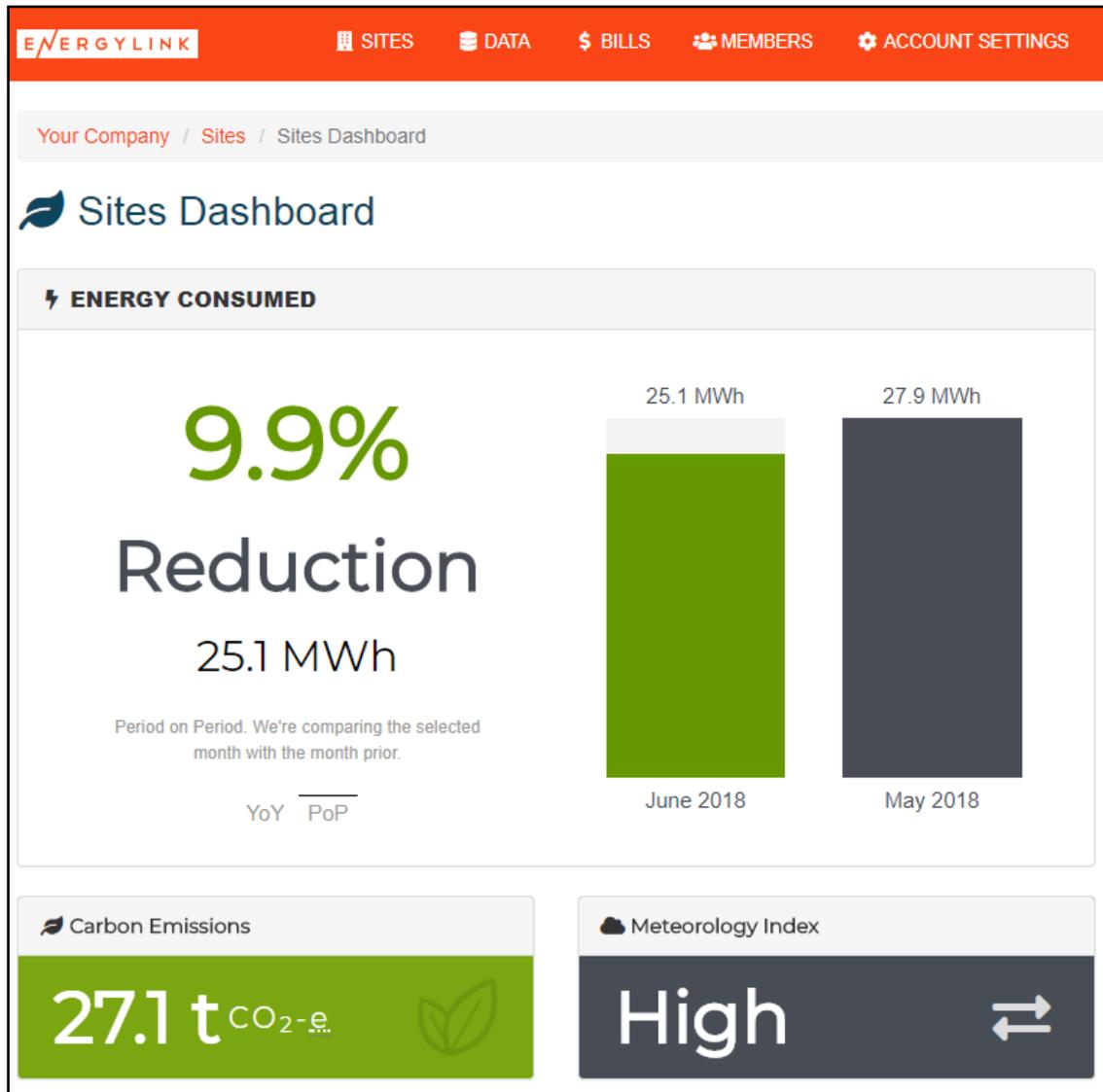
The "Sites Dashboard" button on the right of the page will give you a summary view of the energy consumed.



C. Sites Dashboard

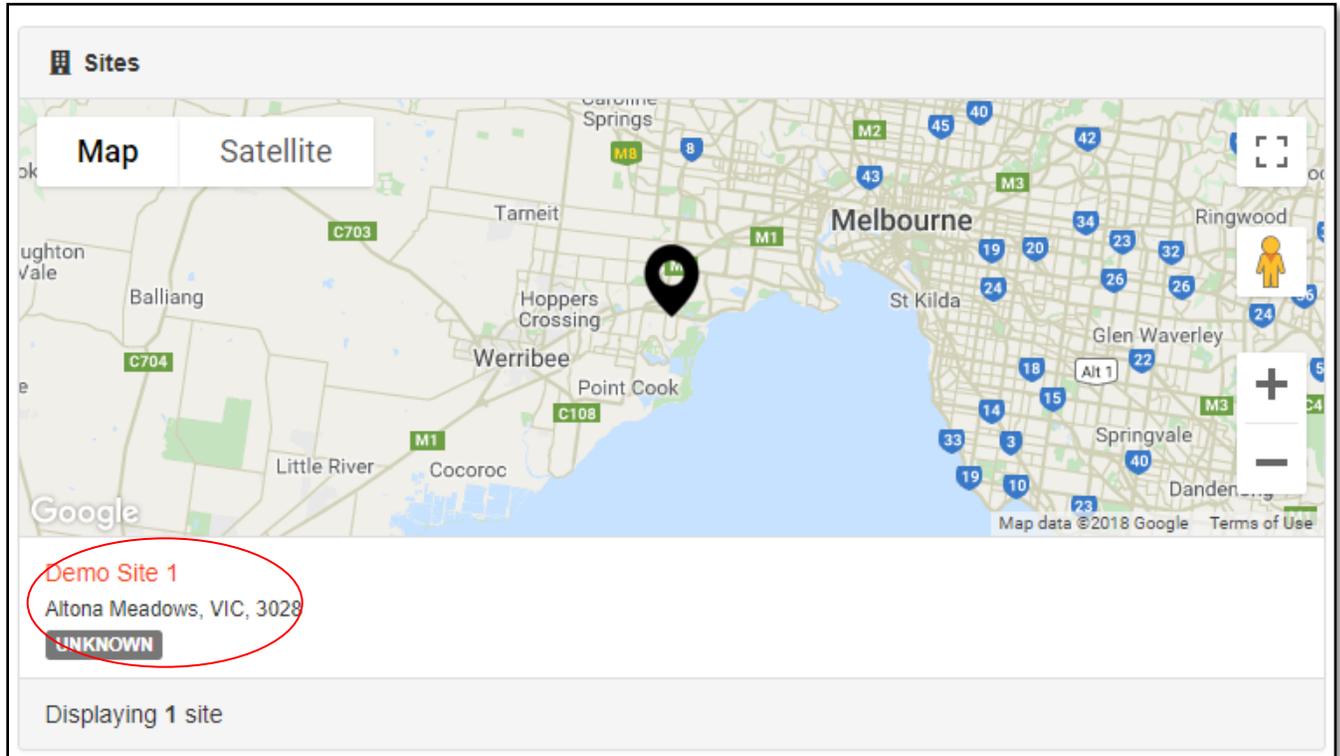
The EnergyLink Sites Dashboard gives a summary view of your sites' energy consumed; within a given period, or a period that you set.

At a glance you can review year-on-year, month-on-month as well as emission statistics.



D. Site Power Usage graph

At the bottom of the Sites Dashboard page, your site locations are shown on a map:

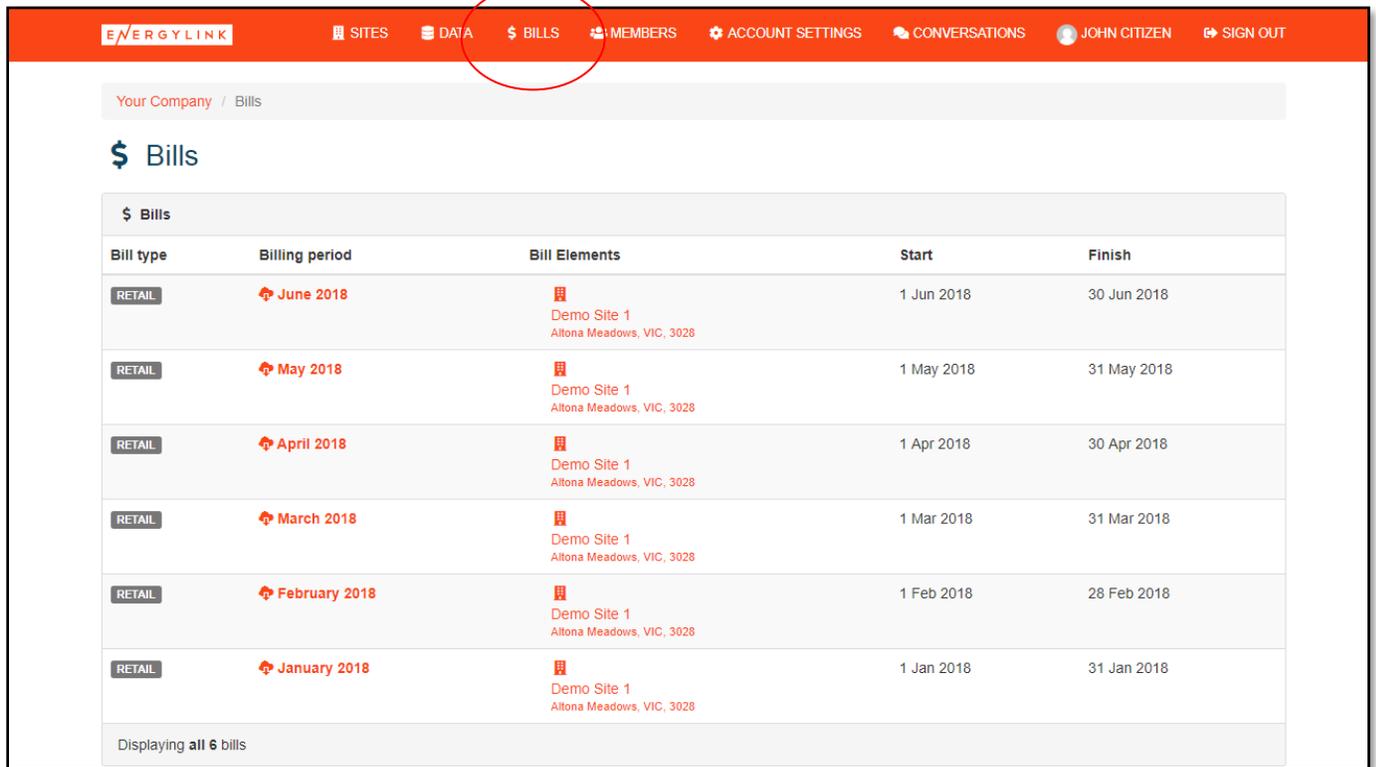


By clicking on a site on the map, you can look at consumption in detail for any given 7-day period over the past 24 months (where 24 months of consumption data has been captured).



E. Bills

To check your bills online, click on the Bills button on the top navigation panel and all available bills will display on the page.



The screenshot shows the EnergyLink web application interface. The top navigation bar is orange and contains the following items: ENERGYLINK, SITES, DATA, **BILLS** (circled in red), MEMBERS, ACCOUNT SETTINGS, CONVERSATIONS, JOHN CITIZEN, and SIGN OUT. Below the navigation bar, there is a breadcrumb trail: "Your Company / Bills". The main heading is "\$ Bills". Below this is a table with the following columns: Bill type, Billing period, Bill Elements, Start, and Finish. The table contains six rows of data, all for "RETAIL" bills at "Demo Site 1" in "Altona Meadows, VIC, 3028".

Bill type	Billing period	Bill Elements	Start	Finish
RETAIL	June 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 Jun 2018	30 Jun 2018
RETAIL	May 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 May 2018	31 May 2018
RETAIL	April 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 Apr 2018	30 Apr 2018
RETAIL	March 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 Mar 2018	31 Mar 2018
RETAIL	February 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 Feb 2018	28 Feb 2018
RETAIL	January 2018	Demo Site 1 Altona Meadows, VIC, 3028	1 Jan 2018	31 Jan 2018

Displaying all 6 bills

F. Request reports

To request reports, select Data on the top navigation panel.

Click Request Data from the drop-down menu.

Request Data

We understand how important your data is to make important decisions. Our handy data exporter keeps your data in easy reach.

What to expect

- Depending on how many measurement streams you have chosen, it may take up to 4 hours for your data to be ready
- Once your data is ready, it will be found in the Data Junction and an email will be sent to notify you
- Your files in the Data Junction will be available for 30 days before expiring
- To safeguard your data, only members of your EnergyLink account can access the Data Junction.

Step 1: Choose Meters

Site	Meter No.	Meter Title	Meter Type	Meter Classification	Classification
<input type="checkbox"/> Enter Site...	<input type="text" value="Enter Meter No..."/>	<input type="text" value="Enter Meter Title..."/>	<input type="text" value="Select Meter Type"/>	<input type="text" value="Select Meter Clas"/>	<input type="text" value="Select Classificati"/>
<input type="checkbox"/> Demo Site 1	Z678324567-1	Meter: #Z678324567-1	Electricity	-	unknown

Step 2: Select Measurements

A separate file will be generated for each measurement stream

- Energy Consumed (kWh)
- Apparent Power (kVA)
- Power Factor
- Real Power (kW)
- Real Power Consumed (kW)
- Inductive Energy (kVArh)
- Reactive Power (kVAR)
- Inductive Power (kVAR)

You can select from the following parameters for the required report:

- Energy consumed (kWh)
- Apparent Power (kVA)
- Power Factor
- Real Power (kW)
- Real Power Consumed (kW)
- Inductive Energy (kVArh)
- Reactive Power (kVAR)
- Inductive Power (kVAR)

You can also indicate the time frame and measure you need.

Once you have selected the report parameters, you will receive an email to confirm the file is ready to be collected.

The report can then be found by clicking on the Data tab on the top navigation panel.

Click on Data Junction from the drop down menu. Your requested reports will be listed, available for downloading.

Request Date	Requested By	Measurement Stream	Data Export Details	File
22/10/2018	Scarlett Shue	Energy Consumed (kWh)	Date Range: 14/6/18 - 12/7/18 Timezone: Australia/Sydney Measurement Time Period: 30 No. Meters: 1 File type: csv Expiry Date: 14/6/18	 Download
22/10/2018	API Integration	Energy Consumed (kWh)	Date Range: 12/6/18 - 5/7/18 Timezone: Australia/Sydney Measurement Time Period: 30 No. Meters: 1 File type: csv Expiry Date: 12/6/18	 Download
1/10/2018	John Smith	Real Power Consumed (kW)	Date Range: 4/6/18 - 10/6/18 Timezone: Australia/Sydney Measurement Time Period: 30 No. Meters: 1 File type: csv	 Download

How to request NEM12 reporting:

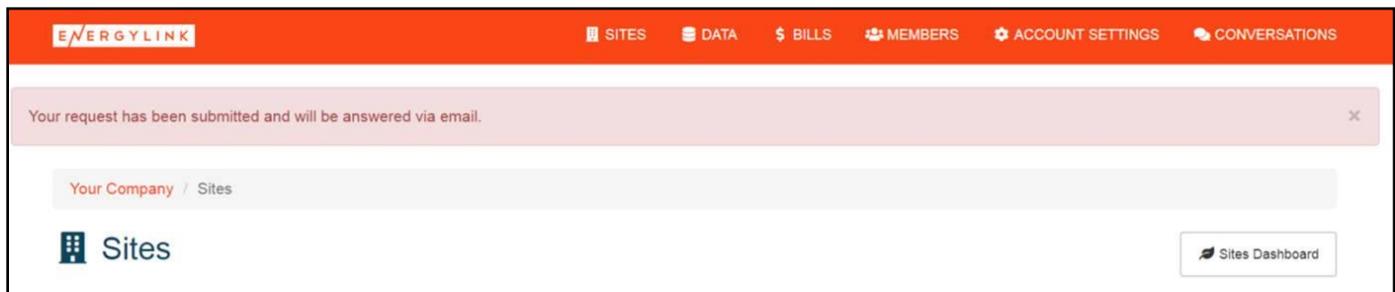
1. Go to the Data tab and select Request NEM12 from the dropdown menu.

The screenshot shows the EnergyLink web interface. The top navigation bar includes 'ENERGYLINK', 'SITES', 'DATA', 'BILLS', 'MEMBERS', 'ACCOUNT SETTINGS', 'CONVERSATIONS', and 'SIGN OUT'. The 'DATA' tab is active, and a dropdown menu is open, showing 'Data Junction', 'Request Data', and 'Request NEM12' (circled in red). Below the navigation is a search bar and a 'Request NEM12' heading. The main form area is titled 'Request details' and includes the following fields:

- Select your NMI (national meter identifier):** A dropdown menu with 'Please select' as the current selection.
- Date range:** A text input field containing '23 Oct 2018 - 23 Oct 2018'.
- Interval:** A dropdown menu with '15 minutes' selected.
- Customer name:** A text input field.
- Customer email:** A text input field.
- Customer title:** A text input field.

At the bottom of the form is a red 'Send request' button. The footer of the page includes the 'origin' logo, a LinkedIn icon, and links for 'Origin Business Energy', 'Support', 'Email', 'Terms of Use', and 'Privacy'.

Once you have clicked the “Send request” button, you will see the following confirmation at the top of the screen:

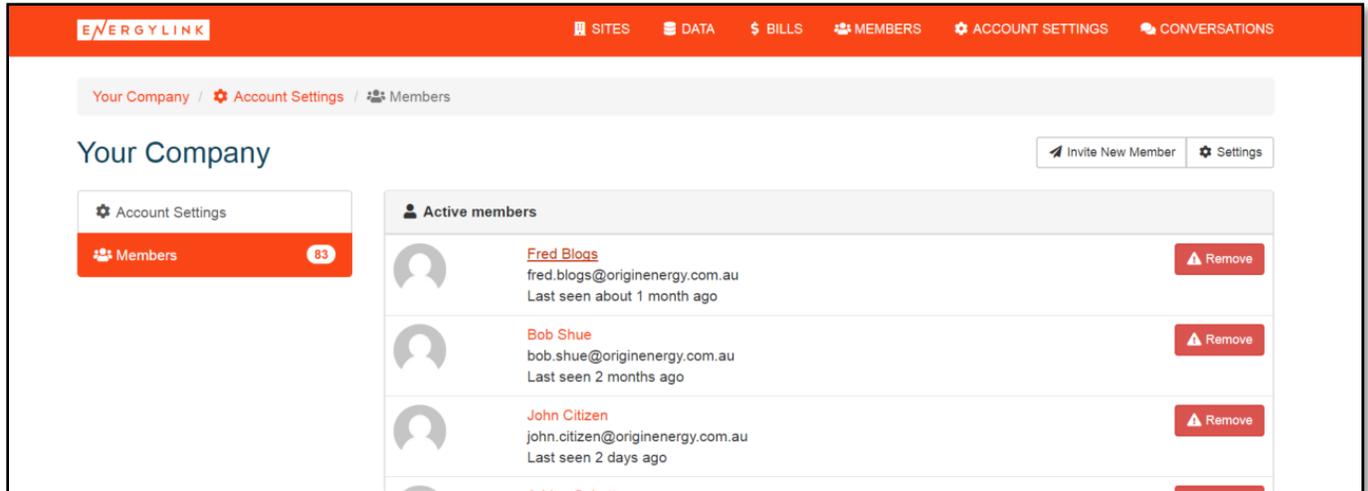


NEM12 reports will be emailed as a pdf file, to your email address provided.

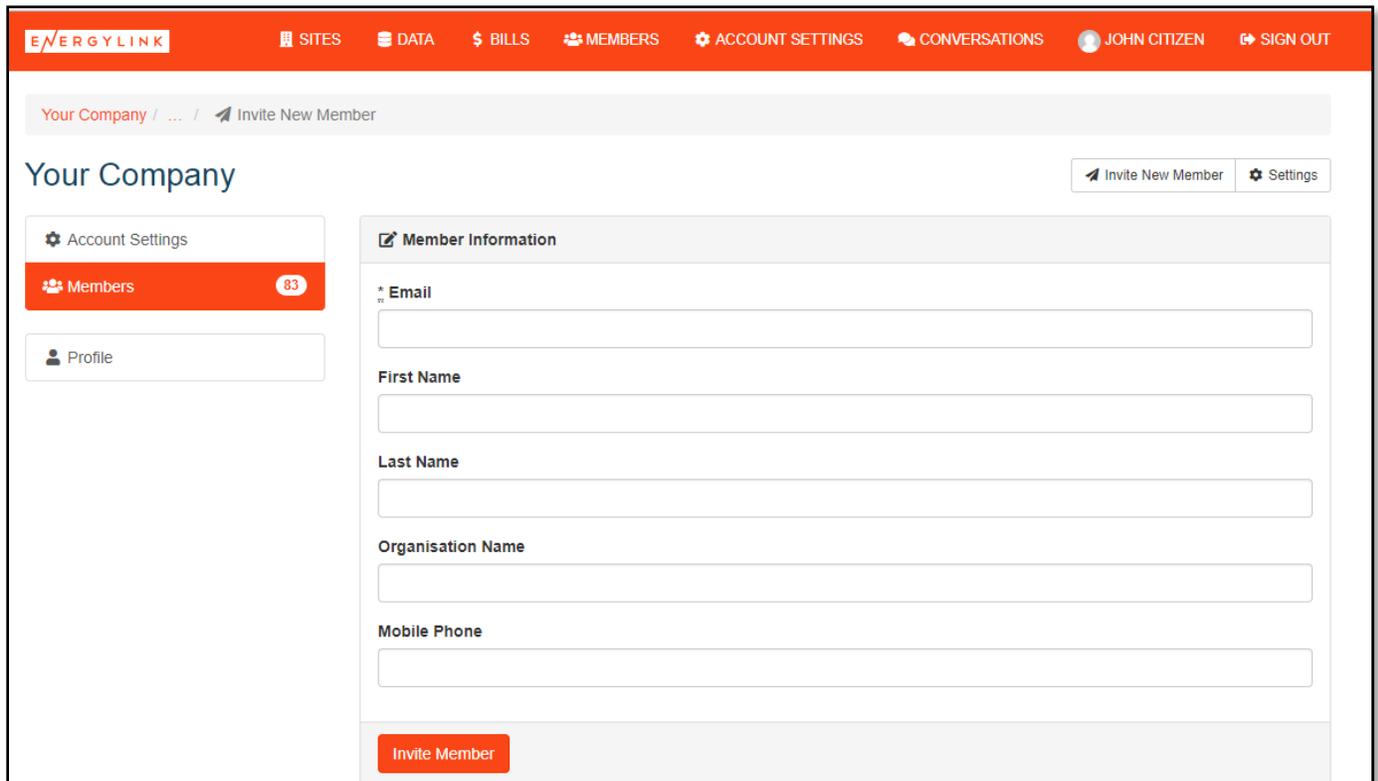
G. Setting up additional users

From the top navigation panel, click Members.

This page lists the people in your company who have access to the account:



Click on the “Invite Member” button to add new members.



EnergyLink gives you the data and reporting that can show you where to improve your energy use.

Chat to us about EnergyLink Premium

With EnergyLink Premium, you can leave the analysis to us. Our team of EnergyLink engineers can provide you with actionable recommendations for ongoing energy cost savings.

Email energylink@originenergy.com.au or call 13 23 34 for more information on EnergyLink or EnergyLink Premium.