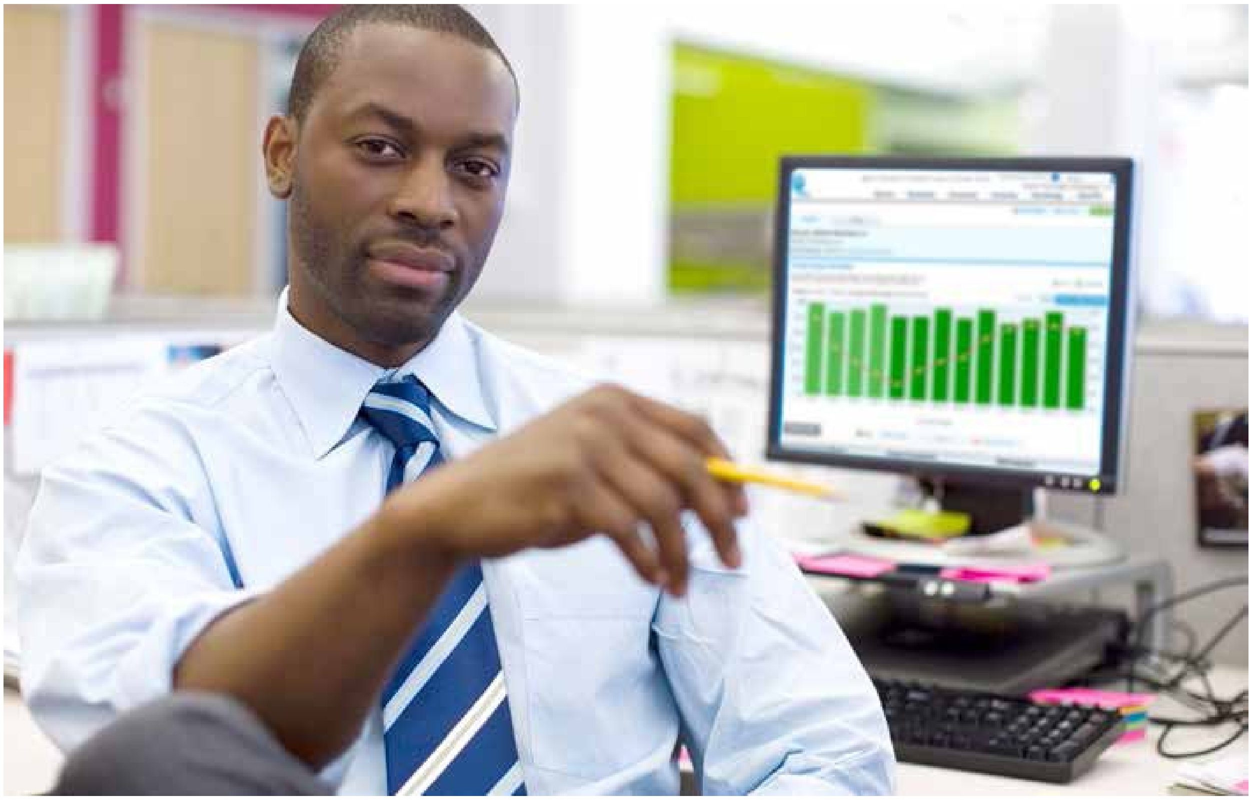

User Guide

The Business Energy Dashboard

More Ways to Understand and Control Your Energy Use

At FPL, we're investing in smart grid technologies as part of our commitment to building a smarter, more reliable and more efficient electrical infrastructure. These state-of-the-art smart technologies, including smart meters, will improve the service we provide today while laying the foundation for a host of future benefits including improved reliability, faster restoration of power, better service and more convenience.

And customers have more control. As a business customer with an activated smart meter, you have access to information that can help you gain more control over your energy use and costs. Once your smart meter is activated, you can log on to our secure online energy dashboard to view such data as: energy use by the month, day or hour. Customers on demand rates will also be able to see energy use in 15-minute intervals.

In addition, the dashboard offers downloadable historical data (up to two years beginning at the time your meter is activated), energy bill projections, historic weather information and more. You can also group multiple accounts to better understand and manage energy use across sites.

This guide provides detailed information on how to use the business energy dashboard to make more informed energy choices.

NOTE: Only customers with activated smart meters can access the business energy dashboard.

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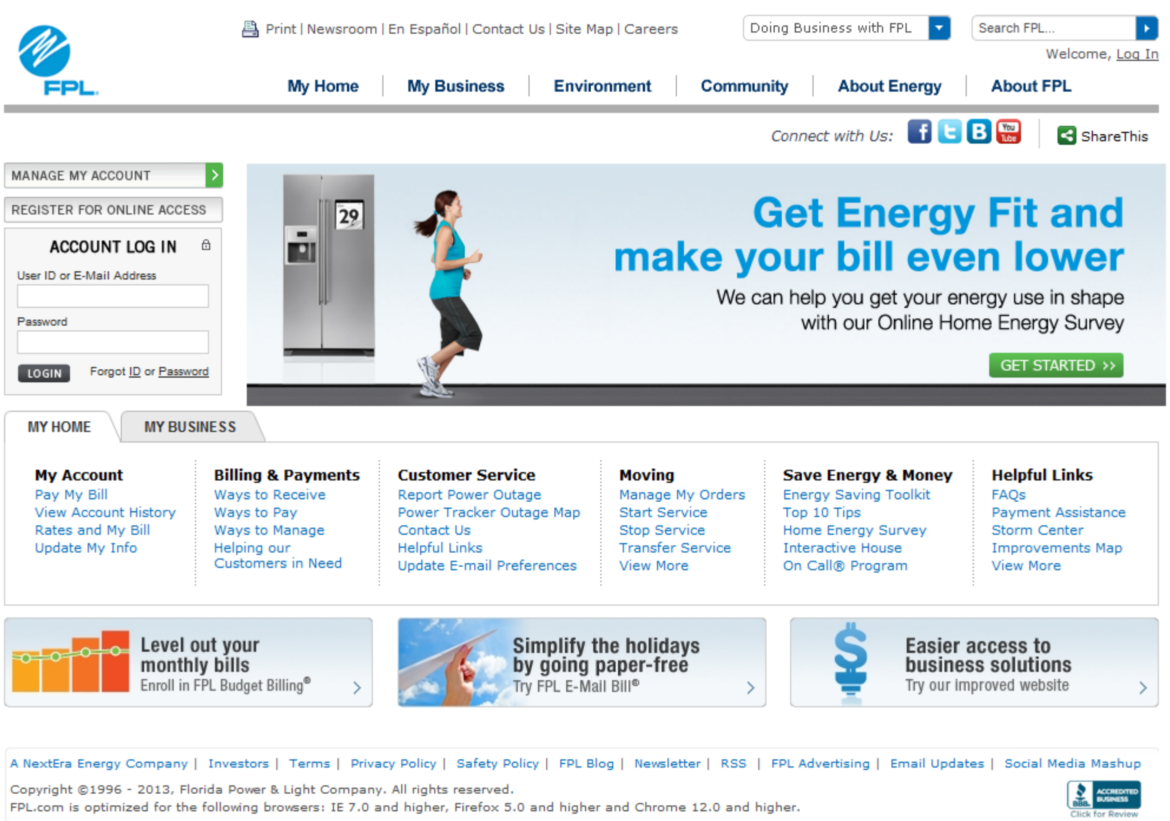
1. Getting started

Visit www.FPL.com and enter your User ID and password in the **“Account Log In”** box.

Not registered on www.FPL.com yet? Click on **“REGISTER FOR ONLINE ACCESS.”**

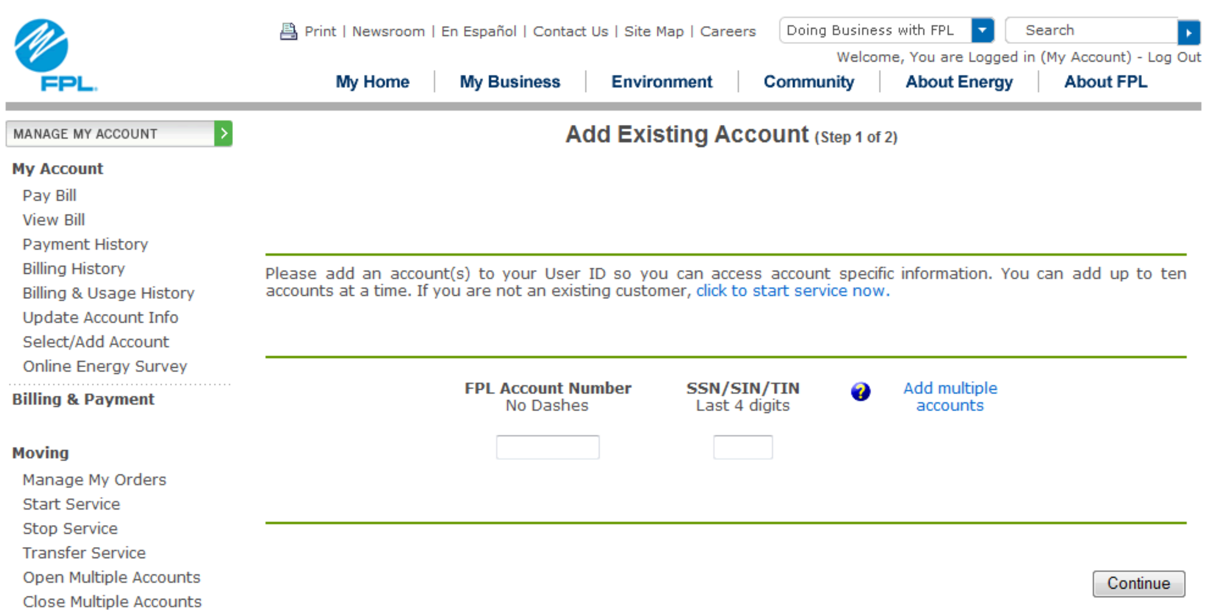
Registration is simple. You need your FPL account number, an email address and the last four digits of the Social Security number (SSN), Tax ID (TIN) number or employer identification number (EIN) associated with the accounts you manage.

Once logged in, you have access to all of the accounts you manage.



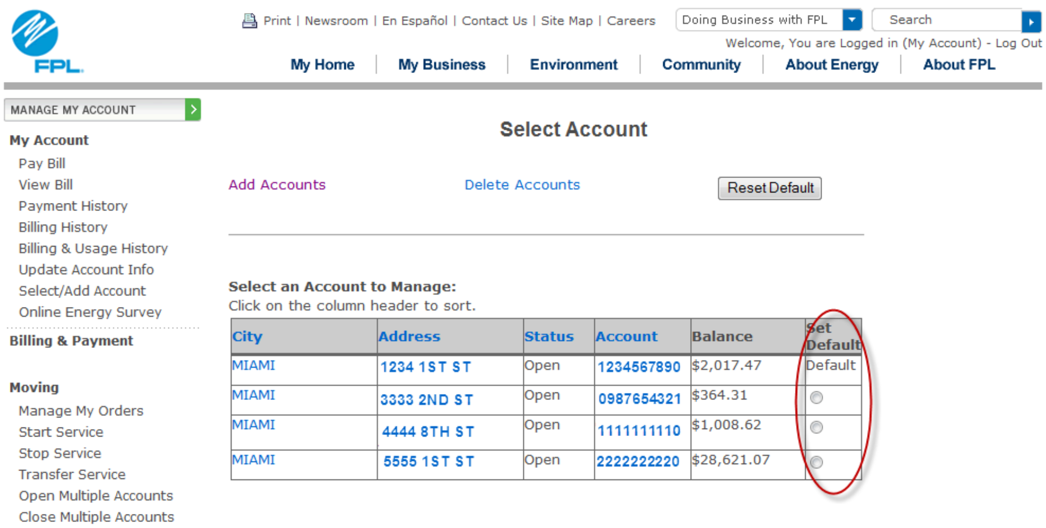
If you have multiple business accounts, you can use one User ID for all of your accounts. You can create lists of accounts from the **"Account Summary"** page by clicking either **"Select/Add Account"** on the left or **"Change Account"** on the right. To create account groups (discussed later in this guide), you first need to set up account lists.

Click **"Add Accounts,"** then type in the account number and the last four numbers of the SSN, SIN or TIN associated with the account. Click **"Continue."**



You'll be asked to confirm the email address associated with the account. Once you confirm, the account will be added to your list.

The newest account is automatically set as the **"Default."** To change it, simply determine which account you want to be the default and select the radial button in the column **"Set Default."**



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2. Accessing the Energy Usage Information page

Click on **"Billing & Usage History"** under **"My Account"** to go to the **"Energy Usage Information"** page.

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3. Understanding your main dashboard view

The **“Energy Usage Information”** screen is your default view – essentially, your main menu – for accessing the multiple tools within the online energy dashboard. Navigating through the **“Energy Usage Information”** page is easy.

In any view, placing the cursor over a bar gives you additional information.

- The **“Account”** tab on the top left shows energy use and cost information for the account displayed under your company’s name and User ID. If you have multiple accounts, you can select the account you wish to access by clicking the **“Select Another Account”** blue hyperlink at the top of the screen.

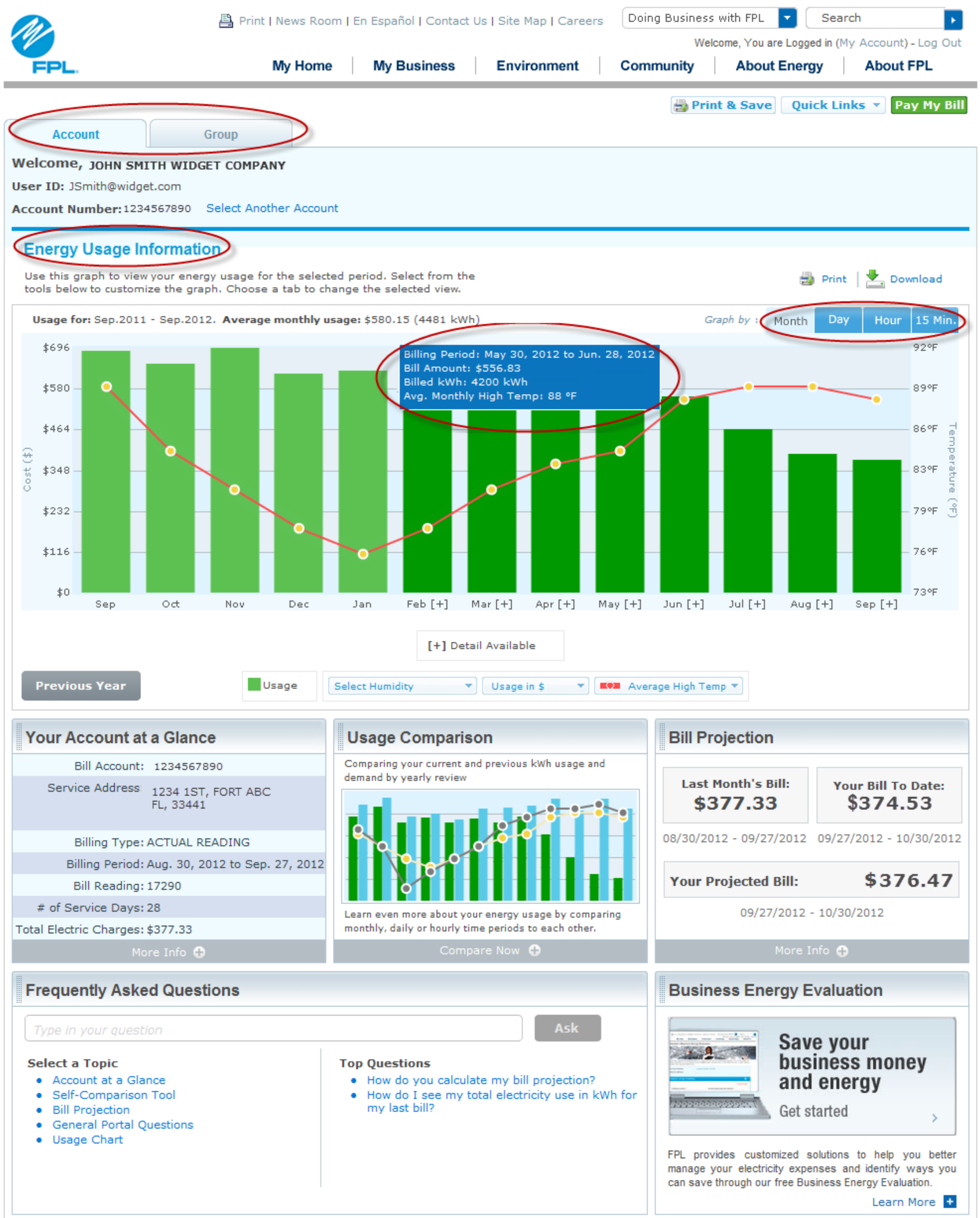
- The **“Group”** tab lets users group multiple accounts to view energy information and trends for a number of sites, facilities or accounts.

- Energy use information can be viewed by the “**Month,” “Day,” and “Hour”** by selecting from the tabs along the top right. Customers on demand rates can also view their energy use in 15-minute intervals.

- Placing the cursor over any of the graph bars, makes a box appear showing a variety of data depending on which view (**“Month,” “Day,” “Hour”** or **“15-Min”)** and which tool (covered later in this guide) you are using.

- On the “**Energy Usage Information”** screen, scroll down to select additional applications and tools within the dashboard.

(The above instructions are illustrated on the next page.)



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4. View your monthly energy use

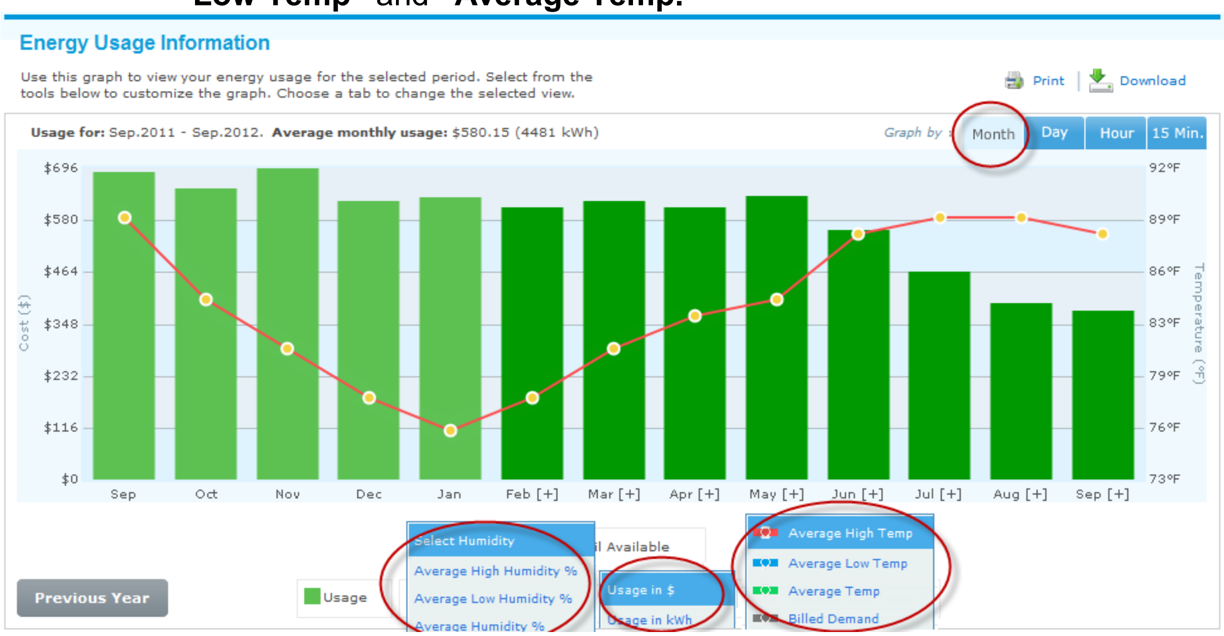
By selecting the tabs on the upper right hand corner of the graph, you can see energy use information by the month, day or hour. Customers on demand rates can also view data in 15-minute intervals.

In any view, placing the cursor over a bar gives you additional information.

By the "Month" – You can view monthly energy use and cost information for a single account or a group of accounts.

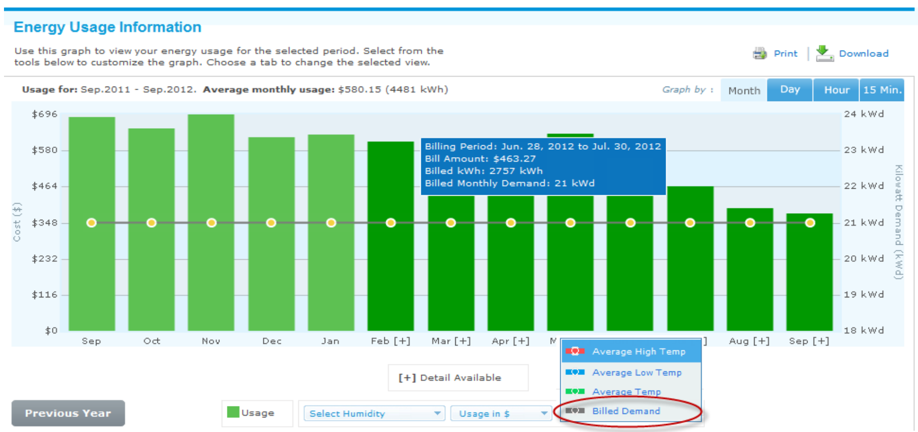
- View use in one of two ways – by kilowatt-hour (kWh) or by cost ($). Make your selection on the menu below the graph in the **"Usage in $"** tab.

- View humidity, temperature or demand overlaid on your energy use data.
    - With **"Month"** selected, users can also view **"Average High Humidity," "Average Low Humidity"** and **"Average Humidity."**
    - With **"Month"** selected, **"Average High Temp"** is the default temperature view – shown as the red line on the graph. You may also select **"Average Low Temp"** and **"Average Temp."**



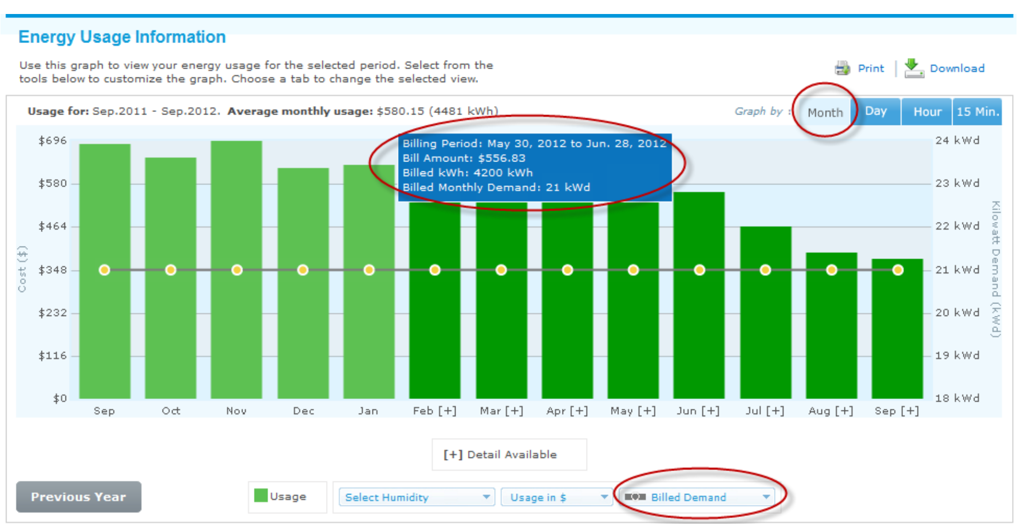
- With **“Month”** selected, demand customers may also view demand data. From the **“Average High Temp”** menu, select **“Billed Demand”** and you’ll see demand displayed across the graph as a gray line with a demand scale on the right side (below).

- On the graph, demand is calculated by the meter and represents the highest 30-minute average demand measured during the billing cycle.



- When **“Month”** is selected, placing your cursor over any of the bars shows you the billing period, bill amount, usage in kilowatt hours (kWh) and data for the menu item selected.

- On the graph, demand is calculated by the meter and represents the highest 30-minute average demand measured during the billing cycle.



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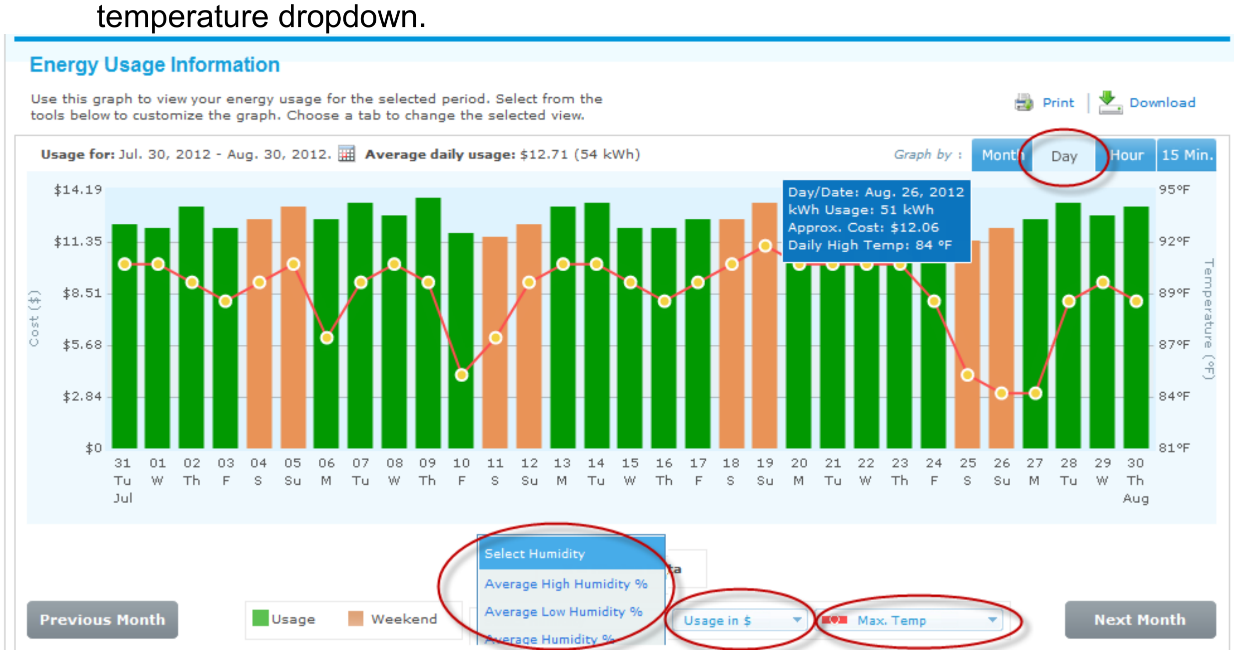
5. View your daily energy use

By selecting the **"Day"** tab or double-clicking on the month bar on the **"Energy Usage Information"** screen, you can view daily use and cost information for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

- View use in one of two ways – by kilowatt-hour (kWh) or by ($) amount. Make your selection on the menu below the graph in the **"Usage in $"** tab.
- You can also view "**Average High Humidity," "Average Low Humidity," "Average Humidity," "Average High Temp," "Average Low Temp,"** and **"Average Temp."**
- If you are a demand customer, you can see the maximum billing demand reached during the billing period by selecting **"Max. Demand"** on the temperature dropdown.



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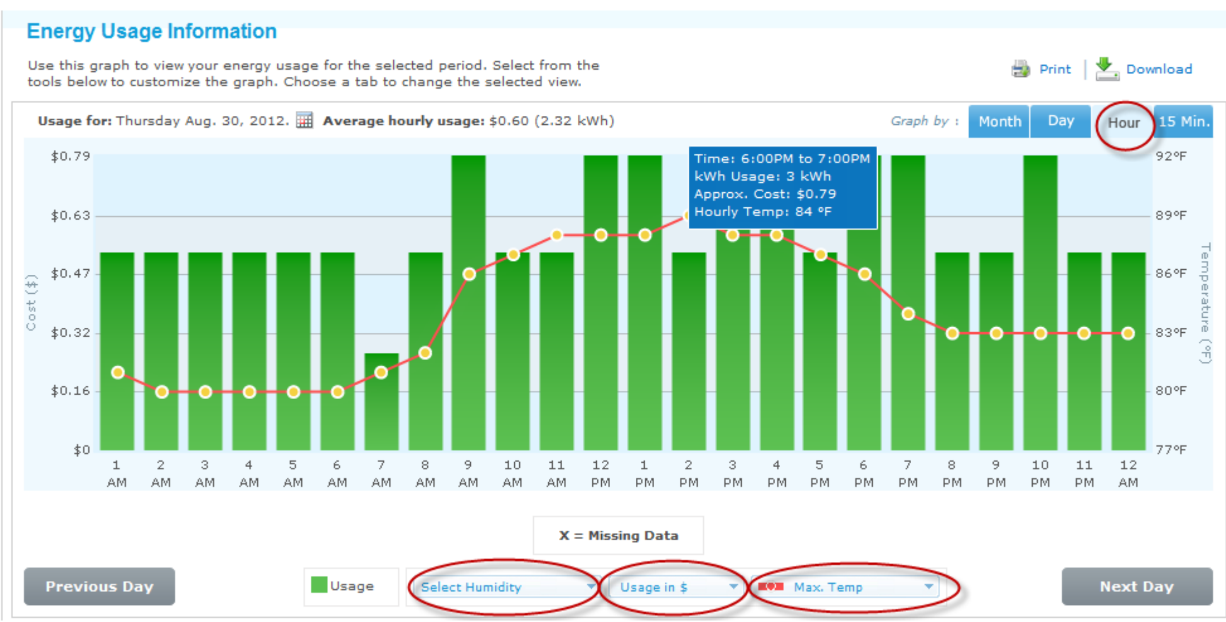
6. View your hourly energy use

By selecting the **"Hour"** tab on the **"Energy Usage Information"** screen (below), you can view use and cost information by the hour for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

- View use in one of two ways – by kilowatt-hour (kWh) or by cost ($). Make your selection on the menu below the graph in the **"Usage in $"** tab.
- You can also view "**Average High Humidity,**" and **"Temperature."**



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7. Customers on demand rates: view your energy use by 15-minute intervals

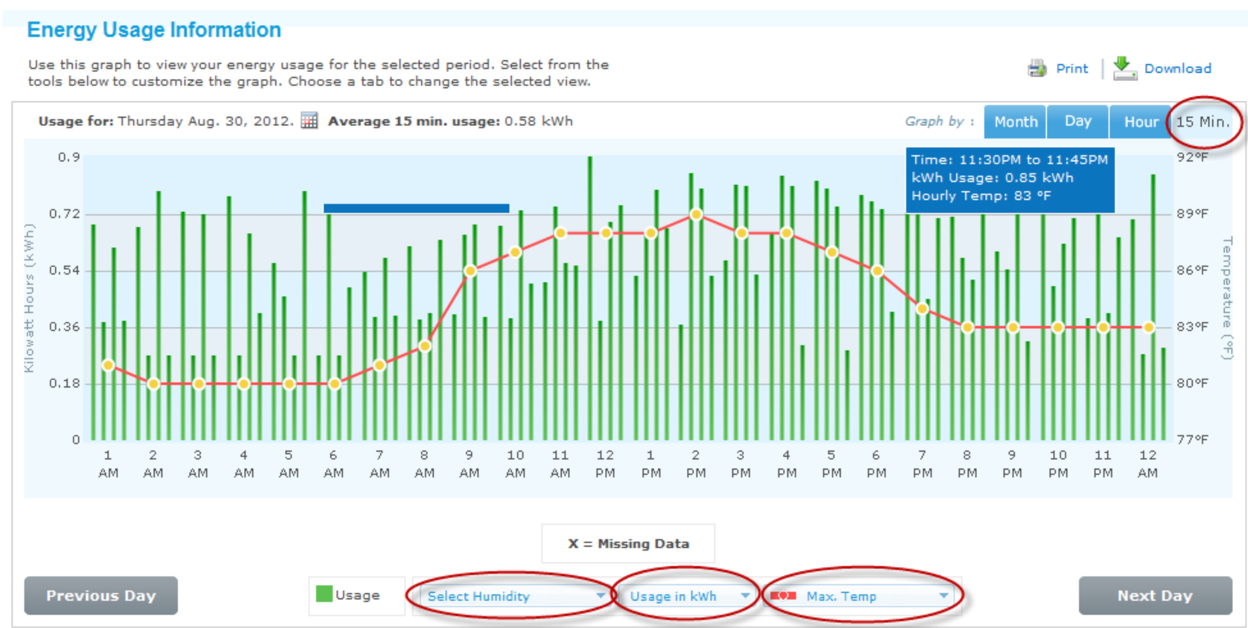
If you are a customer with a demand rate, you will be able to see additional energy use information. By selecting the **“15 Min”** tab on the **“Energy Usage Information”** screen, customers on demand rates can view energy use in 15-minute intervals for a single account or a group of accounts.

In any view, placing the cursor over a bar gives you additional information.

Use by kilowatt-hour (kWh) is shown at left.

Temperature is shown on the right.

Humidity is shown by choosing **“Select Humidity.”**



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8. View “Your Account at a Glance”

Scroll down on **the “Energy Usage Information”** screen to view **“Your Account at a Glance.”**

Clicking **“More Info”** expands the display menu to the right. When the menu is expanded, clicking **“Hide”** closes the window.

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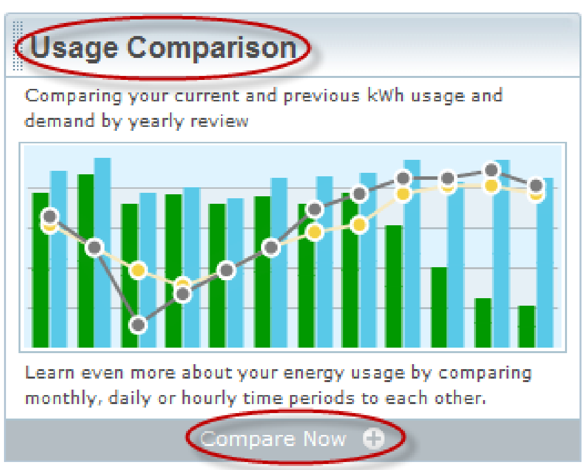
9. The Usage Comparison Tool: Compare electricity use by the month, day and hour

On the **"Energy Usage Information"** screen, scroll down to find the **"Usage Comparison"** tool. This tool shows your energy use patterns on a monthly, daily or hourly basis between two different date ranges. In any view, placing the cursor over a bar will give you additional information.

In any view, placing the cursor over a bar gives you additional information.

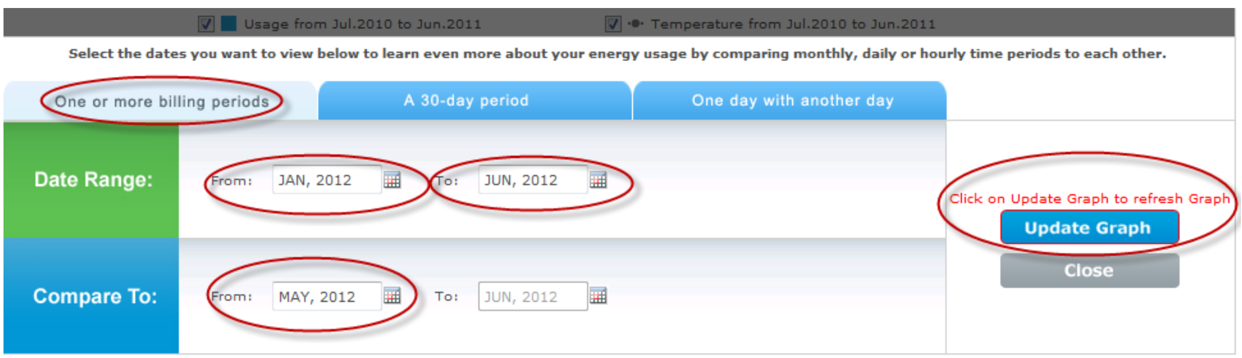
Click on **"Compare Now"** to get started.



You can select the period of time for comparison with one of these options: **“One or more billing periods”** (monthly); **“A 30-day period”** (daily); or **“One day with another day”** (hourly).

Monthly comparison: For a monthly comparison, select the **“One or more billing periods”** tab to compare months within two date ranges.

- Select the date ranges you would like to compare.
- Once you’ve selected the date ranges, click the button **“Update Graph”** at the right of the screen.

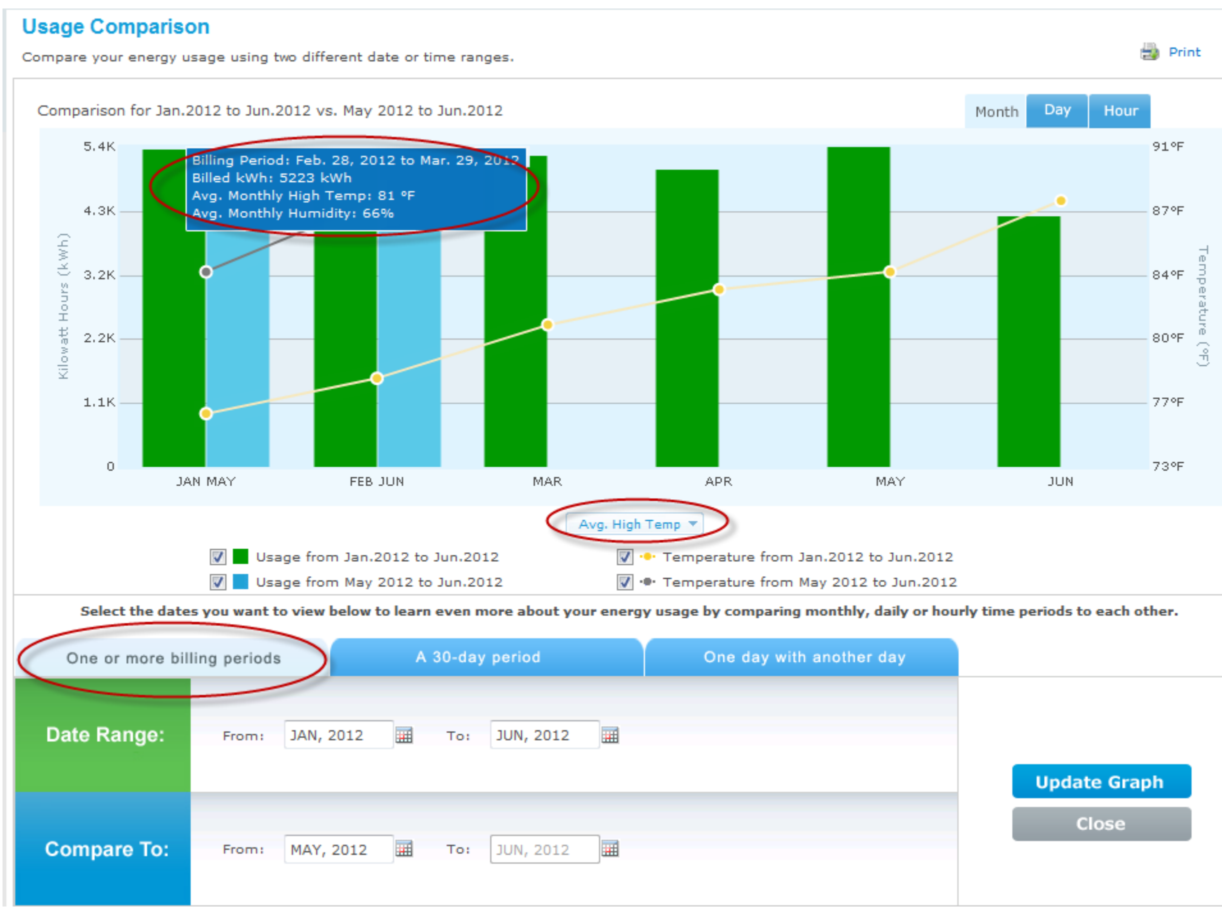


Results are shown side-by-side in the bar graph.

- A maximum of 12 months may be selected.
- Placing your cursor over any of the graph bars (below), shows you the billing period, billed kilowatt hours (kWh), average monthly high temperature and average monthly humidity.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period. Users can also select:

- **“Avg. High Temp,” “Avg. Low Temp,” “Avg. Temp”** or **“Billed Amount.”**



Daily comparison: You can also compare consumption on a daily basis by selecting **"A 30-day period"** tab to compare the daily views of two 30-day periods.

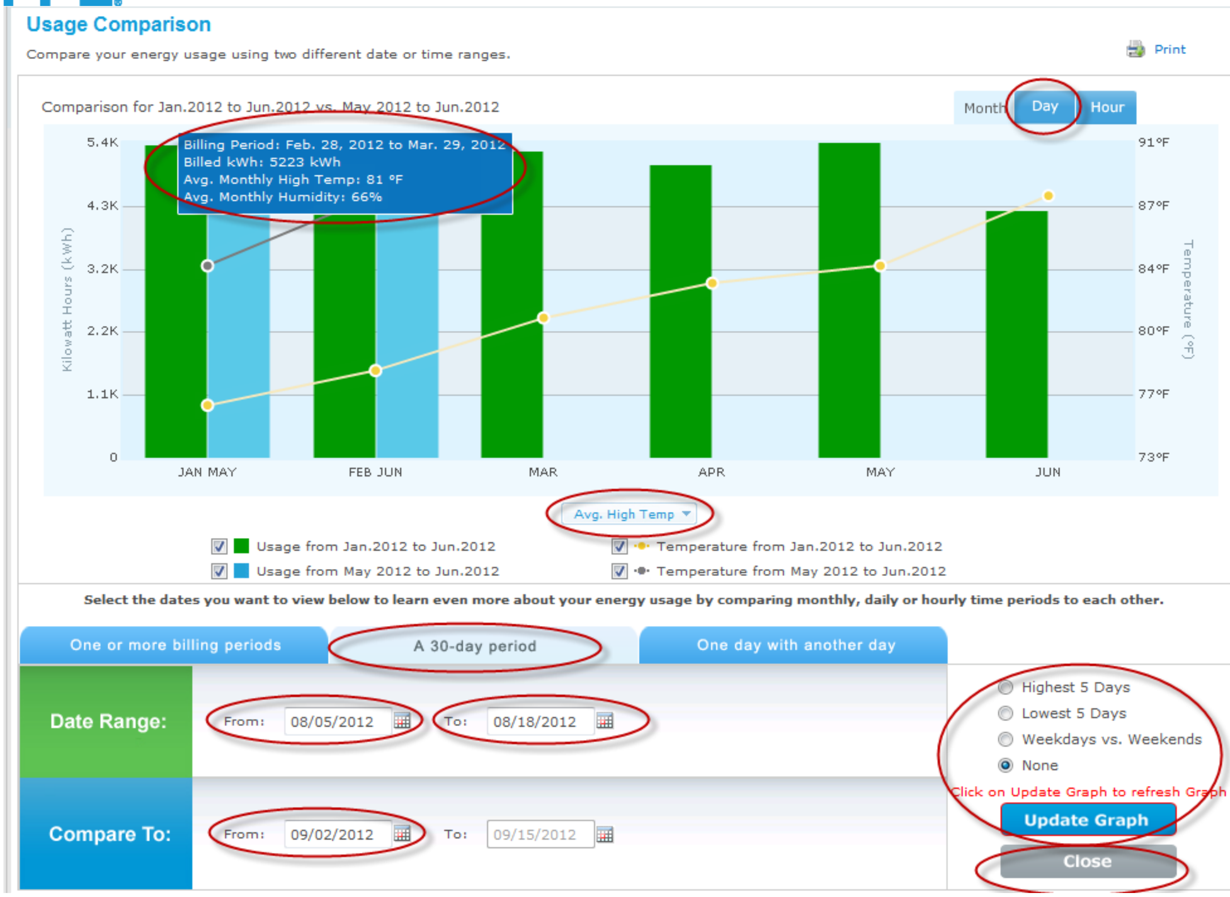
- Select the date ranges you would like to compare.
- Click the button marked **"Update Graph"** at the right of the screen.
- Results will be shown as daily side-by-side comparisons.
- The comparison cannot exceed 30 bars per date range or 60 bars total for both date ranges.
- Placing your cursor over a graph bar makes a box appear showing day and date, kilowatt (kWh) usage, daily high temperature and average daily humidity.
- You can also select the five days with the highest or the lowest temperature, and compare weekend usage with weekday usage by choosing one of the options at the lower right of the screen.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period.

- Users can also select **"Max. Temp," "Min. Temp," "Avg. Temp"** or **"Max. Demand."**

To return to the **"Energy Usage Information"** screen, click **"Close."**

(The above instructions are illustrated on the next page.)


Usage Comparison
Compare your energy usage using two different date or time ranges.
Print
Comparison for Jan.2012 to Jun.2012 vs. May 2012 to Jun.2012
Month
Day
Hour
Billing Period: Feb. 28, 2012 to Mar. 29, 2012
Billed kWh: 5223 kWh
Avg. Monthly High Temp: 81 °F
Avg. Monthly Humidity: 66%
Kilowatt Hours (kWh)
Temperature (°F)
5.4K
4.3K
3.2K
2.2K
1.1K
0
91°F
87°F
84°F
80°F
77°F
73°F
JAN MAY
FEB JUN
MAR
APR
MAY
JUN
Avg. High Temp
Usage from Jan.2012 to Jun.2012
Usage from May 2012 to Jun.2012
Temperature from Jan.2012 to Jun.2012
Temperature from May 2012 to Jun.2012
Select the dates you want to view below to learn even more about your energy usage by comparing monthly, daily or hourly time periods to each other.
One or more billing periods
A 30-day period
One day with another day
Date Range:
From: 08/05/2012
To: 08/18/2012
Compare To:
From: 09/02/2012
To: 09/15/2012
Highest 5 Days
Lowest 5 Days
Weekdays vs. Weekends
None
Click on Update Graph to refresh Graph
Update Graph
Close

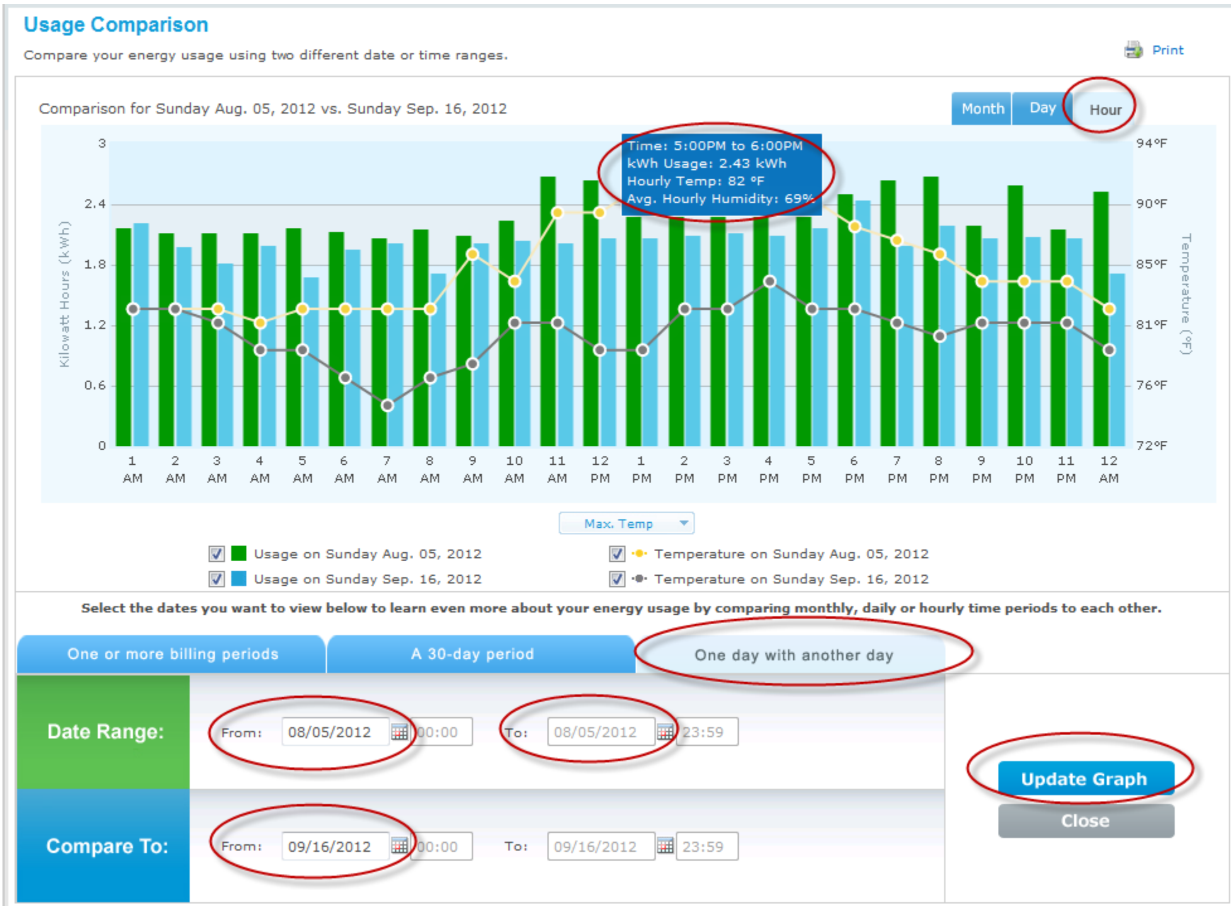
Hourly comparison: Select the **“One day with another day”** tab to compare the hourly consumption of any two days – from the same year or a different year.

- Select the two dates you’d like to compare.
- Click the button **“Update Graph”** at the right of the screen.
- The comparison cannot exceed 24 bars per date range and a maximum of 48 bars for both date ranges.
- The side-by-side comparison will be shown in hourly increments.
- Placing your cursor over a bar shows you the time, usage in kilowatt hours (kWh), hourly temperature and average hourly humidity.

Average temperatures for each date range are shown by default as the yellow and grey lines – one for each period.

To exit the **“Usage Comparison”** tool, click the **“Close”** button.

(The above instructions are illustrated on the next page.)



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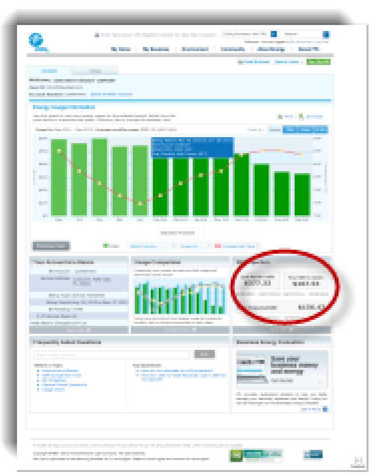
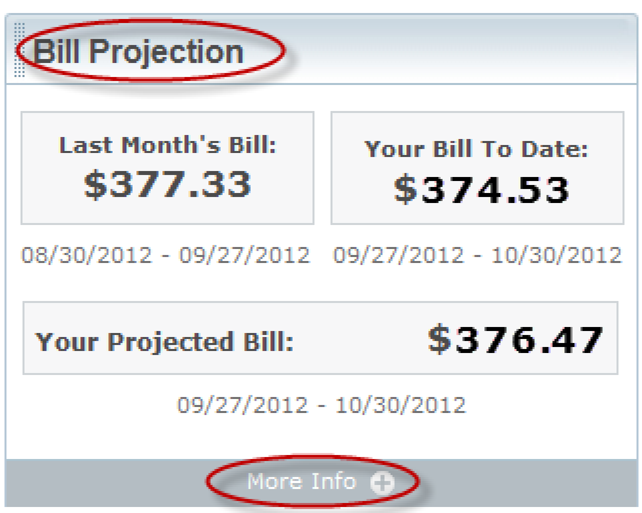
10. View your projected bill

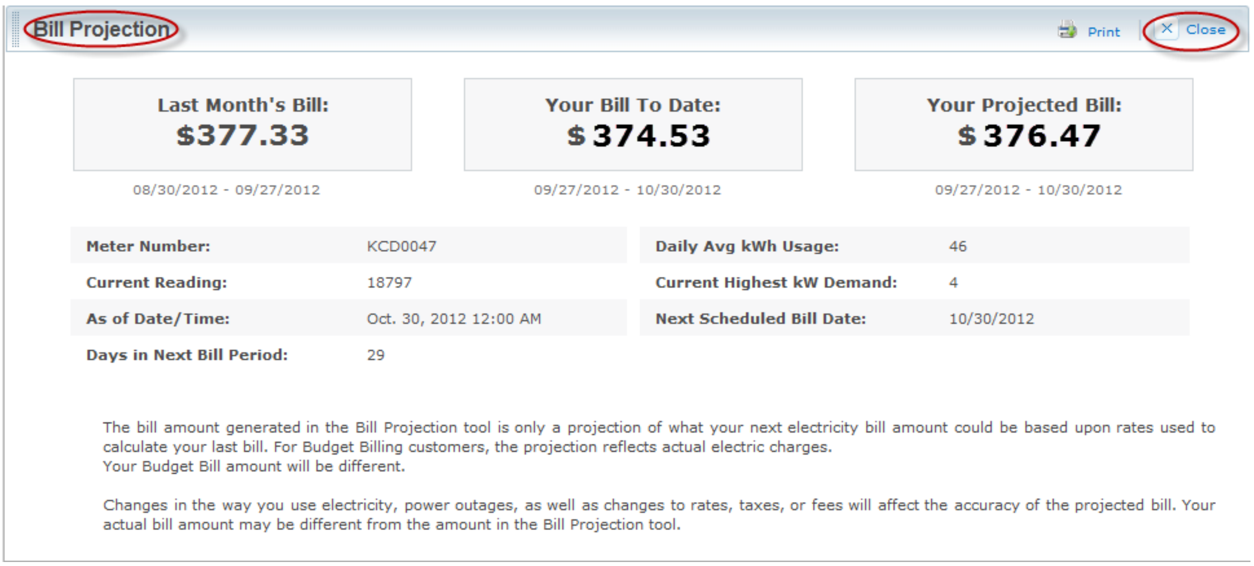
The **"Bill Projection"** tool on the **"Energy Usage Information"** screen provides you with last month's bill, your current bill to date and your projected bill. Scroll down and find the **"Bill Projection"** tool on the right. On the bottom of the **"Bill Projection"** menu, double-click **"More Info"** to see details about the current billing period including your latest meter reading.





The projection of the bill is an estimate based on the rate type, demand, taxes and fees associated with each account, as well as trending of the previous bill and your bill-to-date. The projection provides no guarantee of your actual bill.

To return to the **"Energy Usage Information"** screen, click the **"Close"** button on the upper right corner of the **"Bill Projection"** screen.



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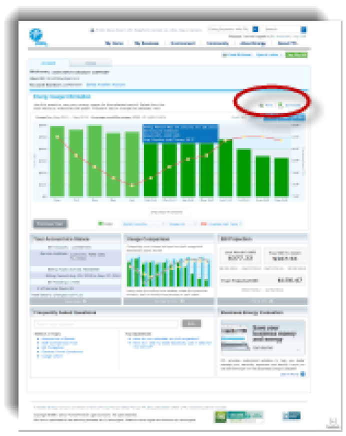
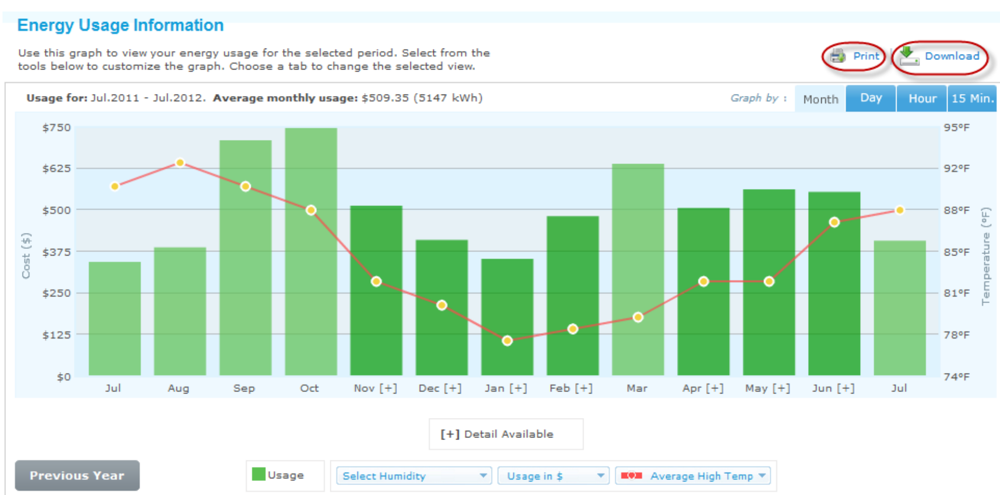
11. Explore other dashboard tools – print and download

"Print" and **"Download"** tools are also available for each graph type. Use these functions by clicking on the icons at the upper right of the **"Energy Usage Information"** screen.





The amount of data available is based on the graph you are viewing:

- **Monthly readings**: 24 months of billing and energy use data.
- **Daily readings**: 6 months of billing and energy use data.

- **Hourly readings**: 3 months of billing and energy use data.

- **15-minute readings**: 1 month of energy use data.

Print: You can print a screenshot of any dashboard screen by clicking on the **"Print"** icon.

Download: This feature provides information in .xls and .csv formats.

- The specific data available for download varies depending on the view selected. In the example below, you can see the account service address, account number, meter number, billing date, service days, meter reading, energy consumed (kWh), bill amount, average, average high and average low temperature and average, average high and average low humidity.

- You can also download this information for groups.

	A	B	C	D	E	F	H	I	J	K	L	M	N
1	Monthly Billed Reading Information (24 months of billing data)												
2	Address: 1234 NE 1ST XZY ST JSMITHWIDGETCOMPANY FORT ABC FL, 33311												
3	Account Number	Meter Number	Billing Date	Service Days	Reading	Consumption Recorded (kWh)	Bill Amount	Avg. High Temp (°F)	Avg. Low Temp (°F)	Avg. Temperature (°F)	Avg. High Humidity	Avg. Low Humidity	Avg. Humidity
4	1234567890	KCD0047	06/28/2012	29	11442	4200	556.83	88	77	82	88	56	73
5	1234567890	KCD0047	05/30/2012	33	07242	5384	632.95	84	74	78	88	59	75
6	1234567890	KCD0047	04/27/2012	29	01858	4984	606.85	83	69	75	79	46	63
7	1234567890	6C70246	03/29/2012	30	98860	5223	622.13	81	70	74	80	51	66
8	1234567890	6C70246	02/28/2012	29	93637	5012	608.64	78	66	72	86	57	73
9	1234567890	6C70246	01/30/2012	32	88625	5329	628.94	76	61	68	81	46	64
10	1234567890	6C70246	12/29/2011	30	83296	4964	621.17	78	68	72	83	54	68
11	1234567890	6C70246	11/29/2011	32	78332	6025	694.33	81	70	75	86	57	72
12	1234567890	6C70246	10/28/2011	29	72307	5386	650.27	84	74	78	84	58	71
13	1234567890	6C70246	09/29/2011	30	66921	5905	686.07	89	78	82	89	58	75
14	1234567890	6C70246	08/30/2011	33	61016	6502	727.47	91	79	83	88	58	75
15	1234567890	6C70246	07/28/2011	29	54514	5750	675.60	90	78	83	86	58	73
16	1234567890	6C70246	06/29/2011	33	48764	6499	727.24	90	78	83	81	51	68
17	1234567890	6C70246	05/27/2011	29	42265	6054	696.42	88	75	80	80	48	66
18	1234567890	6C70246	04/28/2011	29	36211	5923	684.75	86	74	79	82	49	67
19	1234567890	6C70246	03/30/2011	32	30288	5912	683.96	81	66	73	83	46	65
20	1234567890	6C70246	02/26/2011	29	24376	5155	620.68	78	63	70	87	49	70
21	1234567890	6C70246	01/28/2011	30	19221	5562	649.10	75	60	67	87	51	70
22	1234567890	6C70246	12/29/2010	30	13659	5359	634.93	71	53	61	82	42	63
23	1234567890	6C70246	11/29/2010	33	08300	6609	722.11	81	68	74	85	53	69
24	1234567890	6C70246	10/27/2010	29	01691	6126	688.73	85	74	78	85	54	70
25	1234567890	6C70246	09/28/2010	32	95565	6716	729.93	89	78	83	90	60	76

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12. Understanding, creating and using "Groups"

Because many of FPL's business customers operate multiple facilities or have multiple accounts, the business energy dashboard lets customers group their accounts to view energy use and billing statistics in aggregate. The group tool can be used by customers to view the energy use and billing statistics of:

- A set of accounts at a single facility.
- Multiple facilities in separate locations.

The **"Group"** tool also lets customers view:

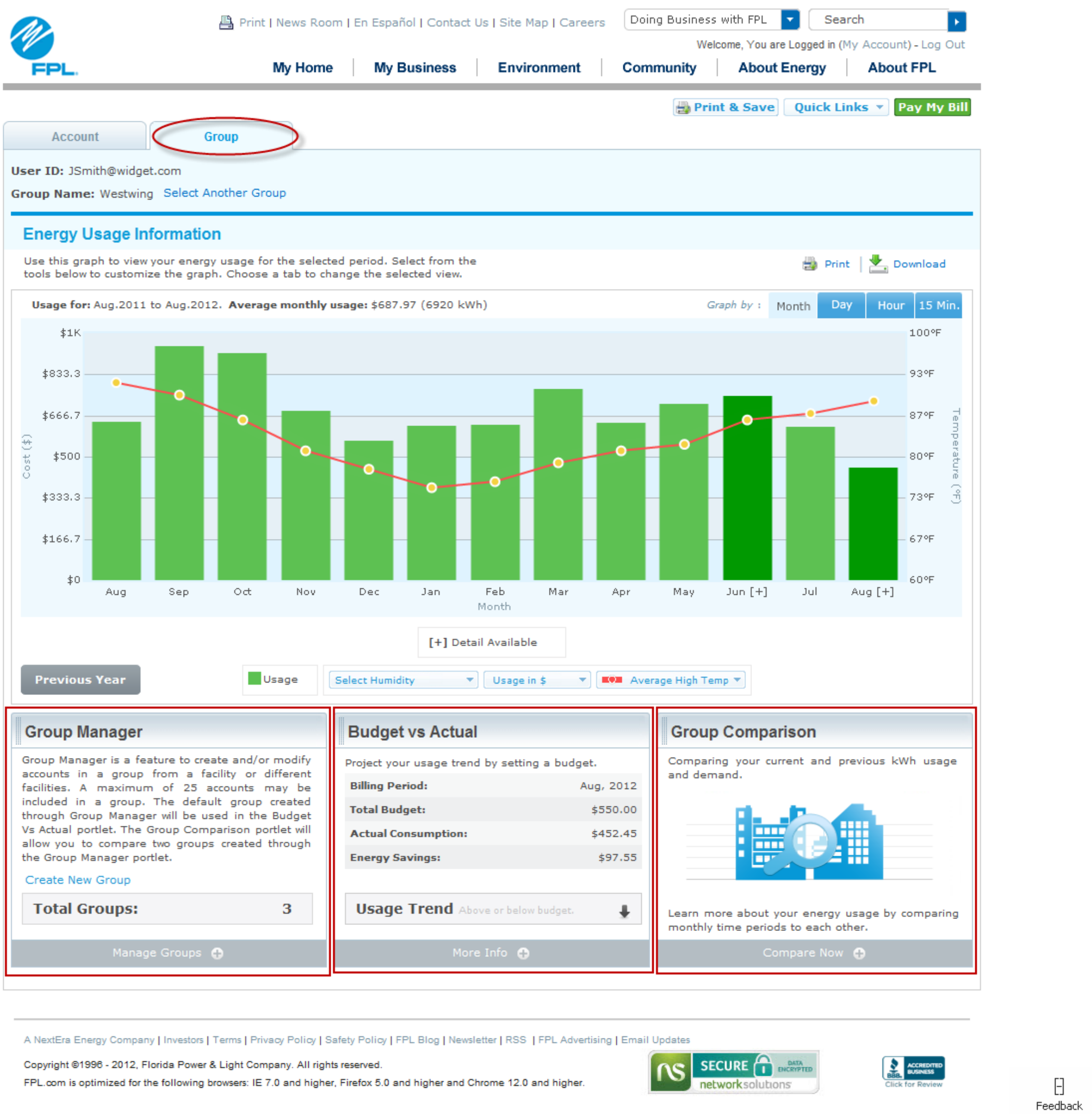
- Budget versus actual consumption information for trending.
- Energy use and cost based on square footage.
- Additional information by placing the cursor over any bar.

You can view or download energy use information for a group by the month, day or hour. Customers on demand rates may also download energy use information by 15-minute intervals.

NOTE: Only accounts with activated smart meters can be included in a group.

The group tool is accessed by selecting the **"Group"** tab on the top left corner of your default dashboard view. Scroll down to the bottom of the screen and you will see three boxes: **"Group Manager," "Budget vs. Actual"** and **"Group Comparison."** Select **"Group Manager"** to get started.

(The above instructions are illustrated on the next page.)


Print | News Room | En Español | Contact Us | Site Map | Careers
Doing Business with FPL
Search
Welcome, You are Logged in (My Account) - Log Out
FPL
My Home
My Business
Environment
Community
About Energy
About FPL
Print & Save
Quick Links
Pay My Bill
Account
Group
User ID: JSmith@widget.com
Group Name: Westwing Select Another Group
Energy Usage Information
Use this graph to view your energy usage for the selected period. Select from the tools below to customize the graph. Choose a tab to change the selected view.
Print
Download
Usage for: Aug.2011 to Aug.2012. Average monthly usage: $687.97 (6920 kWh)
Graph by :
Month
Day
Hour
15 Min.
$1K
$833.3
$666.7
$500
$333.3
$166.7
$0
Cost ($)
100°F
93°F
87°F
80°F
73°F
67°F
60°F
Temperature (°F)
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun [+]
Jul
Aug [+]
Month
[+] Detail Available
Previous Year
Usage
Select Humidity
Usage in $
Average High Temp
Group Manager
Group Manager is a feature to create and/or modify accounts in a group from a facility or different facilities. A maximum of 25 accounts may be included in a group. The default group created through Group Manager will be used in the Budget Vs Actual portlet. The Group Comparison portlet will allow you to compare two groups created through the Group Manager portlet.
Create New Group
Total Groups: 3
Manage Groups
Budget vs Actual
Project your usage trend by setting a budget.
Billing Period: Aug, 2012
Total Budget: $550.00
Actual Consumption: $452.45
Energy Savings: $97.55
Usage Trend Above or below budget.
More Info
Group Comparison
Comparing your current and previous kWh usage and demand.
Learn more about your energy usage by comparing monthly time periods to each other.
Compare Now
A NextEra Energy Company | Investors | Terms | Privacy Policy | Safety Policy | FPL Blog | Newsletter | RSS | FPL Advertising | Email Updates
Copyright ©1996 - 2012, Florida Power & Light Company. All rights reserved.
FPL.com is optimized for the following browsers: IE 7.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher.
SECURE
networksolutions
Feedback

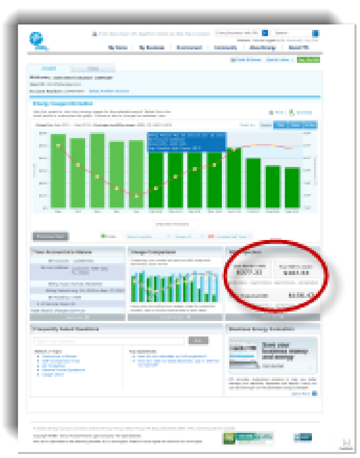
Groups: The "Group Manager" tool – creating and managing your groups

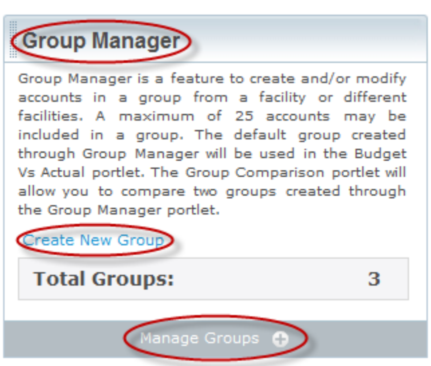
Customers can create as many groups as they need. Each group can contain up to 25 accounts.

Before creating groups, you will need to set up lists of the accounts you wish to include in your groups. You can do this from the "Account Summary" page. (See Section #1, "Getting Started" in this user guide).

Once you have lists of accounts, you can set up your group or groups by selecting the "**Group Manager"** function.

- You can create a new group by clicking **"Create New Group"** or "**Manage Groups." "Create New Group"** takes you directly to the group creation screen, but you can also get there from the **"Group Manager"** screen.





- To get started, select the **"Create New Group"** from the **"Group Manager"** screen.

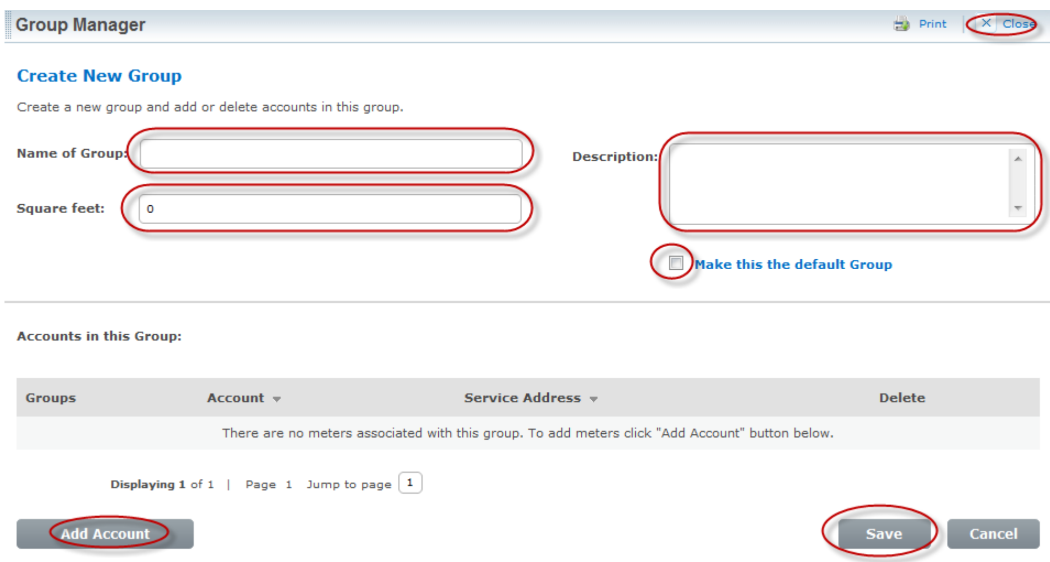
- The **"Create a New Group"** and **"Manage Groups"** screens open in larger windows.

- **Enter the name of the group.** Unlimited naming conventions allow you to create groups based on zip code, region, facility type or any designation of your choice. Also enter a short description of the group. As an option, you can also add square feet.

- When you create a group, you can make it your default group by checking the box **"Make this the default Group**."

- To save the group you've created, click the **"Save"** button.

- Clicking **"Close"** takes you back to the **"Create New Group"** screen.



- Use the **"Add Account"** tab at bottom left (see screen above) to select accounts you would like to include in the group.

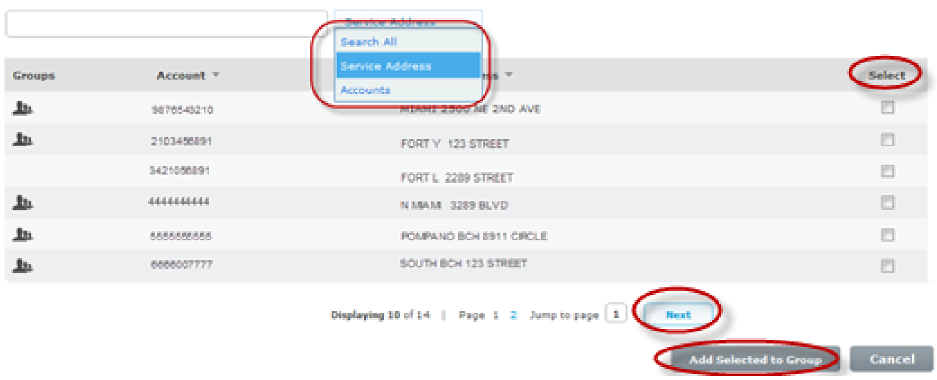
- To add accounts to a group, check the **"Select"** boxes for accounts you want to include, then click **"Add Selected to Group."** You can quickly edit groups or add accounts using this tool.

- Select up to 25 accounts per group.

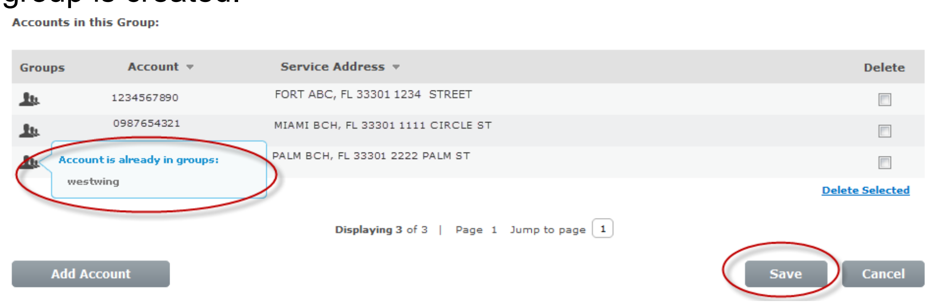
- Users can search for accounts quickly based on account or service address in the drop-down menu next to the **“Search”** tab.

- Each account can be included in more than one group, and you can easily see what other groups each account is a part of by hovering over the group icon on the left of the screen.

- Only 10 groups are shown at one time, but you can view all groups by clicking **“Next”** or **“Previous”** at the bottom of the screen.

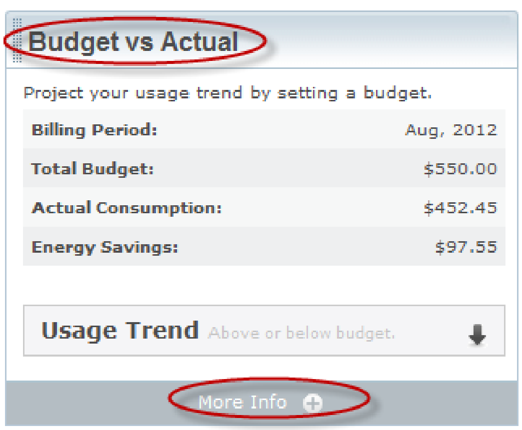


Once you have selected accounts, a **“Save”** button will appear. Click **“Save”** and your group is created.



Groups: The “Budget vs Actual” tool

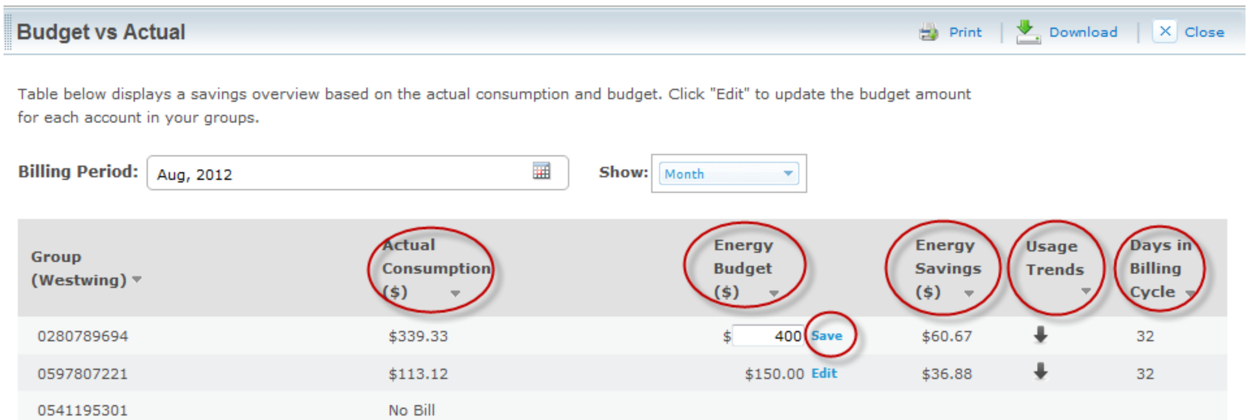
The **“Budget vs. Actual”** tool displays energy savings based on your actual consumption and the budget that you’ve set.



By clicking on **“More Info”** on the **“Budget vs. Actual”** tool, you can analyze use for any group you’ve created, by viewing:

- Actual consumption
- Energy budget
- Energy savings – budget minus projected
- Usage Trends – above or below budget (shown as up or down arrows)
- Days in billing cycle

You can edit the energy budget for each account within the group by clicking the **"Edit"** link next to the **"Energy Budget"** figure.



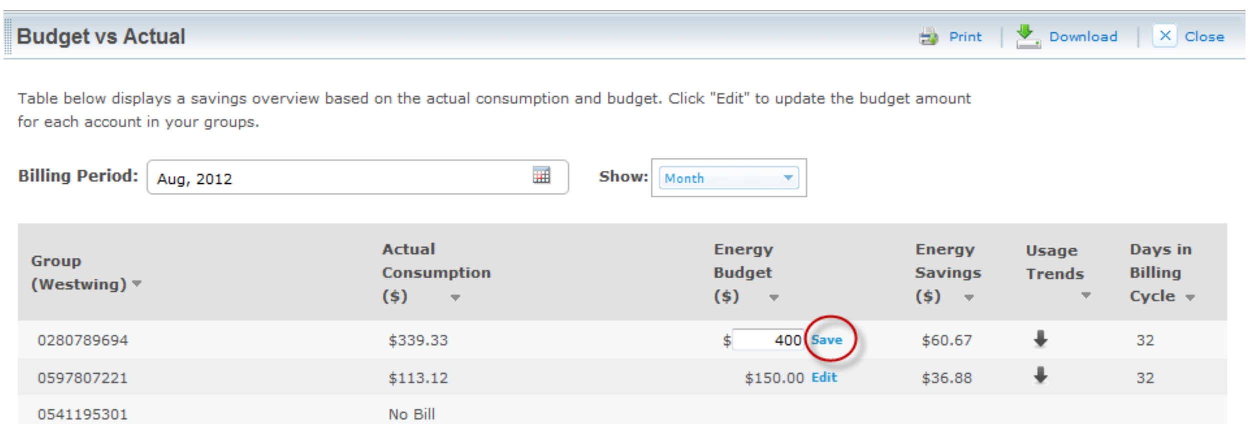
Budget vs Actual — Print | Download | Close

Table below displays a savings overview based on the actual consumption and budget. Click "Edit" to update the budget amount for each account in your groups.

Billing Period: Aug, 2012 Show: Month

Group (Westwing)	Actual Consumption ($)	Energy Budget ($)	Energy Savings ($)	Usage Trends	Days in Billing Cycle
0280789694	$339.33	$ 400 Save	$60.67	↓	32
0597807221	$113.12	$150.00 Edit	$36.88	↓	32
0541195301	No Bill				

When you're ready to keep your work, click **"Save."**



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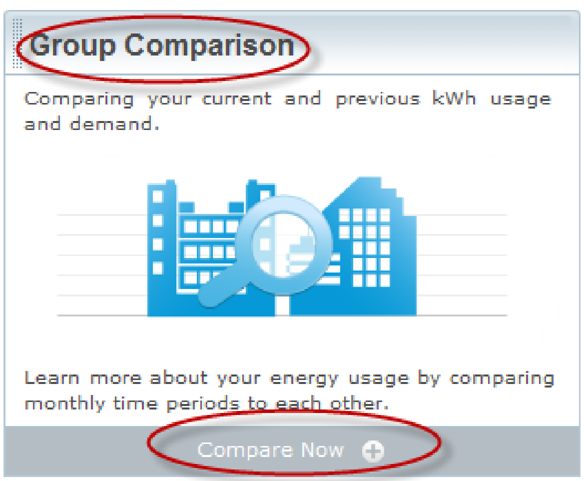
Groups: The "Group Comparison" tool

The **"Group Comparison"** tool lets you evaluate and compare the cost and use per square foot between any two groups.

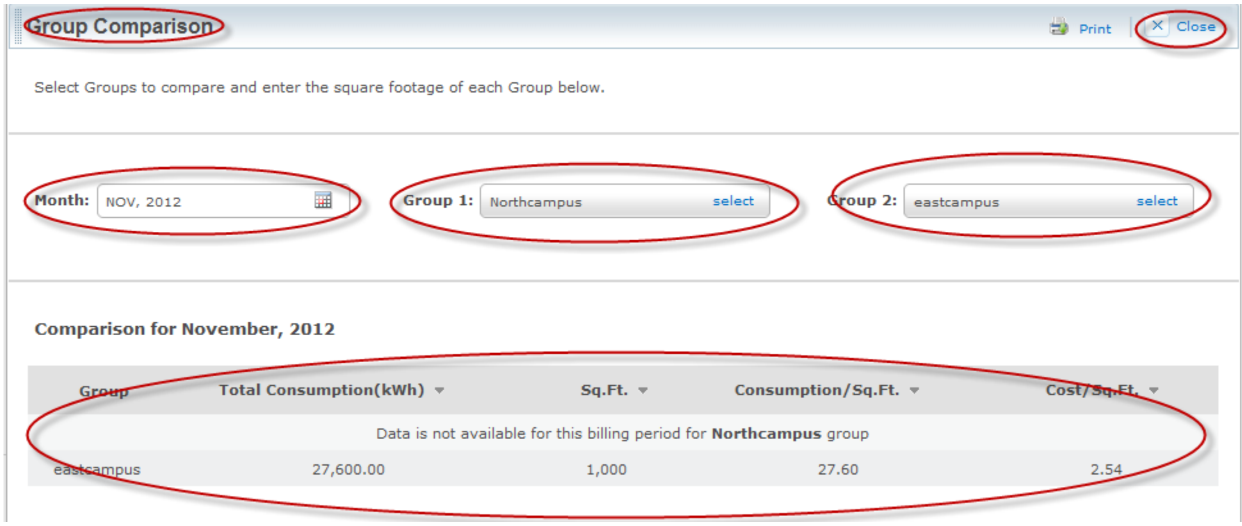
- Click **"Compare Now"** to access the **"Group Comparison"** tool.



- Select the groups you would like to compare – a maximum of two – from the **"Group 1"** and **"Group 2"** drop-down menus.

- Data appears in the tables below. You can easily compare total consumption, consumption per square foot and cost per square foot of each selected group.

- To return to the **"Energy Usage Information"** page, click **"Close."**



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