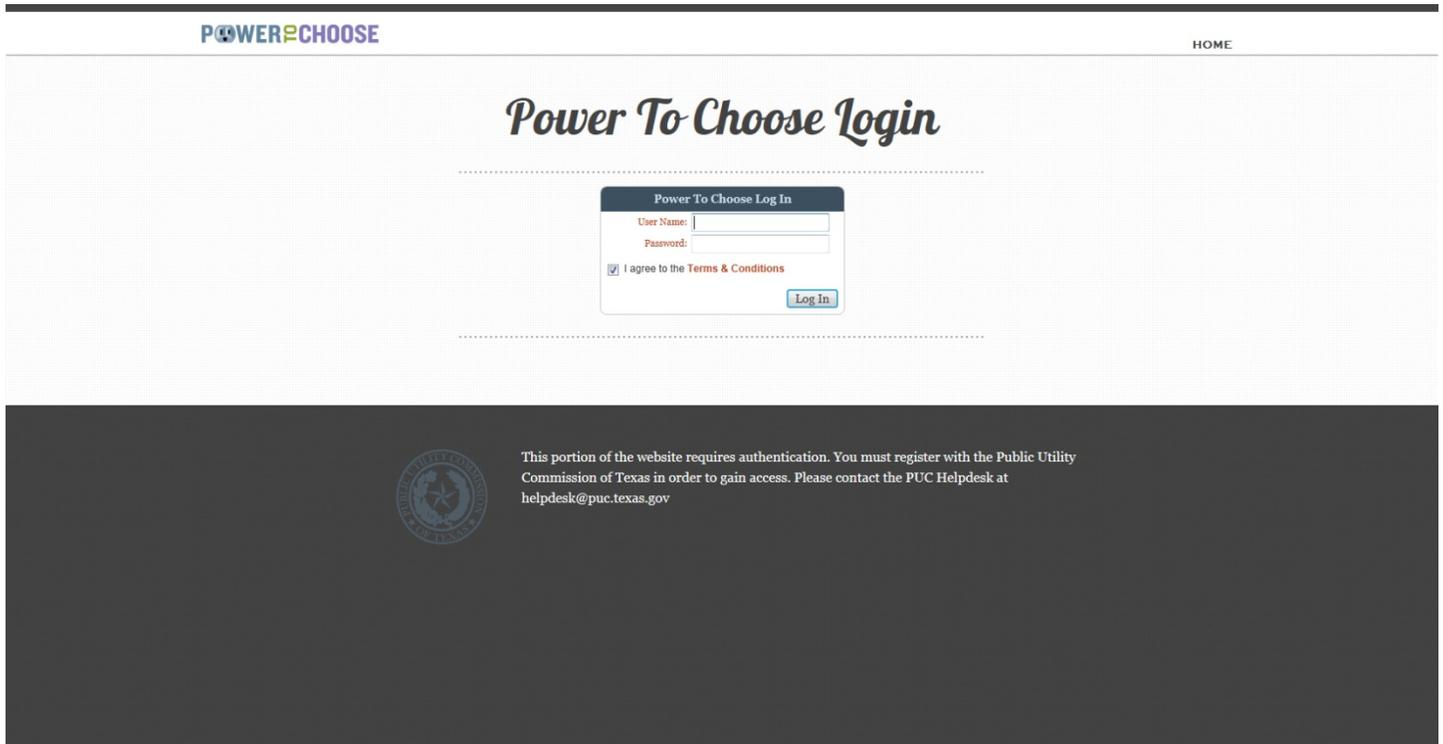


Instructions for Posting Offers on Power To Choose Website

1. Go to <http://www.powertochoose.org/admin/Login.aspx> and login with the user name and password provided by the PUC. Read the Terms and Conditions, and then check the “I agree to the Terms and Conditions” box.



2. There are four tabs where information needs to be entered (if appropriate):
 - (PTC) English Offers
 - (PTC) Spanish Offers
 - (DRG) Purchase Offers
 - Contact Info



3. To add offer, click on the “Add Offer” icon  Add Offer

4. Enter the following information for each retail offer:

- a. **Company:** drop down menu to choose provider. Parent company and its associated DBAs should all have the same user name/password. If you are entering offers for multiple parent companies, you will need a different user name/password for each one.
- b. **TDU:** drop down menu to select the appropriate TDU.
- c. **Product:** plan title **Note: no details about the plan should be entered in this field**
- d. **Website:** Retail Electric Provider's website's **Home Page** **Note: do not enter enrollment URL here**
- e. **500 kWh/1000 kWh/ 2000 kWh fields:** enter plan prices
 - i. 500/1,000/2,000 kWh rates (in cents rounded to the nearest tenth of a cent) **Note: if you are posting a promotional offer, you must input the estimated price that would otherwise be charged absent the promotional price. This price can be the price that is expected to be charged in the first billing cycle following the conclusion of the promotional price period, or can be the price for the REP's most comparable non-promotional, generally available variable price offer.**
- f. **Minimum Usage Fees/Credits/Tiered:** This box is required to be checked if any data is in the Details box.
- g. **Detail:** Enter all information regarding usage fees/credits/waivers etc. and at what kWh usage these are reflected. Information is required if the check box has been selected.
- h. **Product Type:** drop down menu to choose plan type (fixed, indexed, or variable)
- i. **Renewable %:** enter percentage of plan that draws from renewable sources as shown on the EFL
- j. **Contract Term:** enter number of months for plan length
- k. **New Customer:** This check box is to be selected if this plan is ONLY available to new customers.
- l. **Active:** This box must be checked for a plan to appear (be live) on the site **Note: if you've entered all data and the plan is not posting, make sure that this box is checked.**
- m. **Promotion:** check box if appropriate for plan
- n. **Prepaid:** check box if appropriate for plan
- o. **Time of Use:** check box if appropriate for plan. Time of Use plans can include any plan that has prices that differ based on time, including plans that offer free nights, weekends, etc.
- p. **Cancel Type:** drop down choice for value or text entry
- q. **Cancel Text:** enter either the value or text that explains plan's cancellation cost or terms
- r. **Sign Up Phone:** number where site users can contact company's customer service representatives
- s. **Sign Up URL:** link to how customer should sign up for plan
- t. **Logo URL:** link to company logo (see logo details below)
- u. **Prepaid URL:** link to Prepaid Disclosure Statement
- v. **Terms URL:** link to Terms of Service document
- w. **Facts URL:** link to Electricity Facts Label document
- x. **Special Terms:** all details and information about the plan need to be in this box only, including any promotional price/terms
- y. To save the offer, click on the diskette/floppy drive icon. 

5. To copy an English offer over to the Spanish version of the website, click on the pages icon to the left of “Copy Offer to Spanish.” Edit the URLs to link to the Spanish versions of the EFL, TOS, and PDS and **translate** your “Special Terms” and “Usage Details” text into Spanish.



6. To edit offers, click on the pencil icon to the left of “Edit Offer.” Make any necessary changes and save by clicking on the diskette/floppy drive icon. 



7. For posting Distributed Renewable Generation (DRG) offers, click on the “(DRG) Purchase Offers” tab and enter or edit offer details as you would for a retail offer.
8. Make sure all contact information is current and complete under the “Contact Info” tab.

Additional Information:

Logo details – image size should have a width up to 78 px, and a height up to 40 px. The image may be lower in height than 40 px, but it is important keep at least 20 px height. JPG is the recommended format; file size should be no larger than 4KB.