

InterAct Curtailment User

Curtailment user typically has the following responsibilities:

1. Respond or acknowledge to a curtailment event
2. Analyze curtailment event results

When PG&E issued a curtailment event

1. You will receive a notification of an event from InterAct via phone, email, e-page, and/or fax.
2. To respond to the event you will login to the PG&E Interact system at:

<https://inter-act.pge.com/pge>

3. Please read the **Condition of Use** page and click on the **I Agree** button.
4. After logging in go to the **Curtailment** tab, click on **User Notice** to accept the event.
5. Your meter(s) and PG&E Service ID(s) will appear on the **Select Meters** dropdown list.
6. Select the meter to see if there is any pending event for your meter.
7. The event for that meter appears on the **Select Notice** dropdown list.
8. Select the event for which you will respond.
 - **NOTE** if an event's respond by deadline has passed. The event will no longer display. In addition, the notice will not display after the respond has been submitted.
9. For the Demand Bidding event, enter the KW bid for each of the hour in which you planned to participate.
 - **NOTE** Remember that each hour reduction bid must be at least 50 KW, you must bid for at least two consecutive hours. The 200 KW minimum apply to aggregate meters,
10. Select the **Display Chart** radio button to show the baseline calculated for your meter in green. The target load for event in blue. Yesterday load data will be display in red.
 - **NOTE** You can also select to view the same date last year or any date you put in the date field. Today's data cannot be shown since data is loaded at the end of each day.
11. Complete your curtailment response by clicking **Submit Bid**.
12. You will receive an event response confirmation notice from Interact.

NOTE If you participating in one of the other programs such as Critical Peak Pricing, you can acknowledge the receipt of the notification by clicking on the **Acknowledge** button on the **User Notice** screen.

The day after an event

The result of curtailment events can be view the day after an event by running the **Event** or **Compensation** report on the **Curtailment** tab

To create a Event report

1. Go to the **Curtailment** tab, click on **Event Report**.
2. On the **Setting** tab, select the **time period** during which the event took place.
3. By default the **Exclude test events** box will be checked which exclude test events from your report.
4. The **Select Events** dropdown list includes all events for the time period specify.
5. Select an event from the dropdown list.
6. Click on the **Select Meters** button to see and include or exclude the meters included for the event.
7. Click on **Create** button to run the report.
 - **NOTE** The event report will include the event information summary, summary chart, and summary table.
8. **Optional:** Click on the **Advanced** tab to include additional detail such event summary by meter, event detail, baseline days. You can also choose to display result in energy unit instead of demand unit.

To create a Compensation report

Note: Compensation report only applicable to Demand Bidding Program and Base Interruptible Program Option B

9. Go to the **Curtailment** tab, click on **Compensation**.
10. On the **Setting** tab, select the **time period** during which the event took place.
11. By default the **Exclude test events** box will be checked which exclude test events from your report.
12. The **Select Event** button includes all events for the time period specify.
13. **Optional:** Click on **Select Events** to include or exclude individual events from the report
14. **Optional:** Click on the **Select Meters** button to see and include or exclude the meters included for the event.
15. **Optional:** Click on the **Advanced** tab to select whether to group data by **Event** or **Meter**. Select whether to display the entire event or individual blocks.
16. Click on **Create** button to run the report

NOTE The final compensation amount is not final until the status is released.

Contact:

Keep your contact information current to ensure that you receive curtailment event notifications and alerts in a timely manner.

1. From the **Home** tab, click on **My Settings**.
2. Click the **Contact** tab, enter you contact information.

Contact methods include:

- Email Address
 - Work Phone
 - Fax
 - Pager (Must be in email format, e.g., 8001234567@carriername.com)
- 3 Click **Save**.