

Instructions for completing the Customer Information Service Request for Demand Response Providers (CISR-DRP)

The Customer Information Service Request (CISR-DRP) form allows you to exercise your right to disclose your personal electricity-related information to third-party Demand Response Providers (DRPs) so that you may obtain Demand Response services offered by DRP(s) pursuant to PG&E's Electric Rule 24.

Overall Steps for Submitting an Authorization:

1. DRP completes its portion of the form.
2. DRP sends customer the partially completed form.
3. Customer completes and verifies certain portions of the form.
 - a. Complete and verify the customer information section.
 - b. Complete and verify the Service Agreement section.
 - c. Enter dates for the customer signature fields.
 - d. Use the Validate Button to verify that the form is complete. Address any identified items.
 - e. Sign the form. Look for the red sign arrow **====>**.
4. Customer sends completed form to its DRP. Include all 4 pages even if some pages are blank.
5. DRP reviews the form for completeness.
6. DRP submits the form to PG&E.

If you have questions regarding this form, please contact your DRP.

Helpful Hints:

- For the fastest processing please use the following settings for your scanners:
 - 300 dots per inch (DPI)
 - Maximum compression
- You will need information from a recent PG&E monthly Energy Statement. So it is best to obtain a copy before you start.
- Make certain that the entry in "Customer Name According To PG&E Records" field exactly matches that shown on your Energy Statement.
- Make certain that the entries in "Service Address", "Service City", and "Service Agreement ID" fields exactly match that shown on your Energy Statement.



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: ~~141111111-1~~

Statement Date: 10/11/2015

Due Date: 11/02/2015

Service For:

JOHN CUSTOMER
123 MAIN STREET
ANY TOWN, CA 91111

Your Account Summary

Amount Due on Previous Statement	\$71.99
Payment(s) Received Since Last Statement	-71.99
Previous Unpaid Balance	\$0.00
Current Electric Charges	\$82.89
Current Gas Charges	11.59

Total Amount Due by 11/02/2015 \$94.48

Questions about your bill?

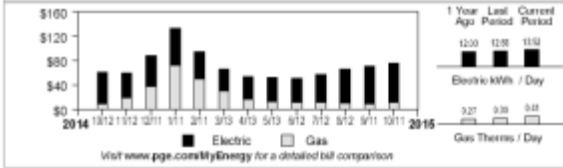
24 hours per day, 7 days per week
Phone: 1-800-743-5000
www.pge.com/MyEnergy

Local Office Address

1919 WEBSTER ST
OAKLAND, CA 94612

Your Enrolled Programs

Monthly Billing History



ENERGY STATEMENT

www.pge.com/MyEnergy

Account No: ~~141111111-1~~

Statement Date: 10/11/2015

Due Date: 11/02/2015

Details of Electric Charges

09/11/2015 - 10/09/2015 (29 billing days)

Service For: 123 MAIN STREET

Service Agreement ID: 222222222

Rate Schedule: E1 TB Residential Service

Service Information

Prior Meter #	333333333
Current Meter Reading	10,559
Prior Meter Reading	10,548
Usage	11,000,000 kWh
Current Meter #	444444444
Meter Exchange Date	09/11/2015
Current Meter Reading	381
Prior Meter Reading	0
Usage	381,000,000 kWh
Total Usage	392,000,000 kWh
Baseline Territory	T
Heat Source	Not Electric
Serial	P
Rotating Outage Block	1B

09/11/2015 - 10/09/2015	Your Tier Usage	1	2	3	4
Tier 1 Allowance	203.00 kWh (29 days x 7.0 kWh/day)				
Tier 1 Usage	203.000000 kWh @ \$0.16700			\$33.90	
Tier 2 Usage	60.900000 kWh @ \$0.19824			12.07	
Tier 3 Usage	128.100000 kWh @ \$0.25200			32.28	
Energy Commission Tax				0.11	
Utility Users' Tax (7.500%)				4.53	
Total Electric Charges				\$82.89	

Additional Messages

California Climate Credit - Part of California's efforts to fight climate change, the credit results from fees charged by the state to reduce carbon

- This form is a fillable pdf so you can use your computer and Adobe Reader¹ to enter the information directly into the form.
- You can save, print, and e-mail this form using the tool bar functions available in Adobe Reader.
- In Adobe Reader, pressing the "Highlight Existing Fields" button, which appears in the upper right corner of the Adobe Reader application, will highlight in blue those portions of the form where you can enter information. This is a great way to see which areas of the form accept user input.

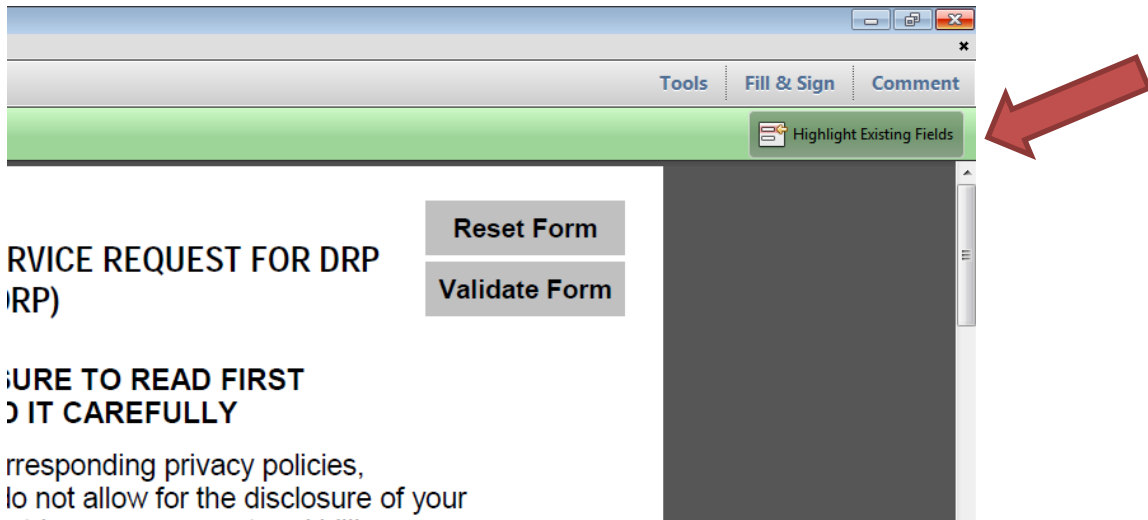
¹ Adobe Reader can be download at no cost from the following locations:

Windows:

<https://get.adobe.com/reader/>

Other Operating Systems:

<https://get.adobe.com/reader/otherversions/>



- The majority of the fields are required. These required fields are outlined by a red border.

This form also grants the First DRP the ability to request that PG&E make limited changes to the PG&E electric meter(s) serving your Service Agreement(s), as specified in Section B below.

I, (Customer),

Customer Name According To PG&E Records			
Contact First Name			
Contact Last Name			
Title (If Applicable)			
Mailing Address			
Mailing City		Mailing State	
Mailing Country	USA	Postal Code	
E-Mail Address		Phone Number	

do hereby AUTHORIZE REVOKE (check only one) the following DRP(s):

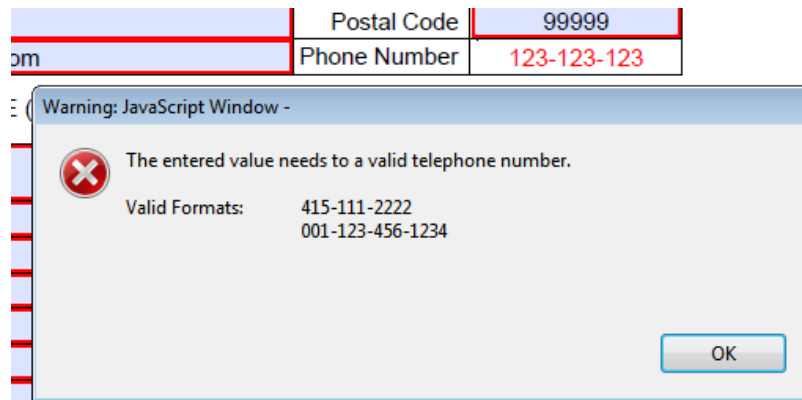
- The majority of the fields will display a hint when you mouse over the field. These hints provide helpful information regarding that particular field.

Customer Name According To PG&E Records	Robert Smith		
Contact First Name	Robert		
Contact Last Name	Smith		
Title (If Applicable)			
Mailing Address	123 Pleasant Street		
Mailing City	Anytown	CA	
Mailing Country	USA	99999	
E-Mail Address	robert.smith@email.com	Phone Number	123-123-1234

- You can add and delete rows for service agreement locations by pressing the "+" and "-" buttons that appear near the Service Agreement table.

SERVICE ADDRESS	SERVICE CITY	SERVICE AGREEMENT ID
123 Pleasant Street	Anytown	0987654321
12897 Bear Creek Loop	Country Lake	1234567890

- Several fields like telephone numbers will validate the format as you exit the field. A message will appear if the value is not formatted correctly. The text in the field will also turn red.



- The form updates itself as you complete certain sections. So if you are not able to enter a value into a field you may have missed a previous step.
- Press the validate button that appears in to upper right hand corner of the first page.

INATION SERVICE REQUEST FOR DRP (CISR-DRP)

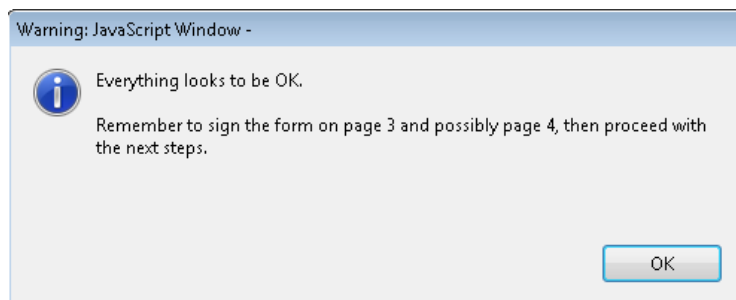
Reset Form

Validate Form

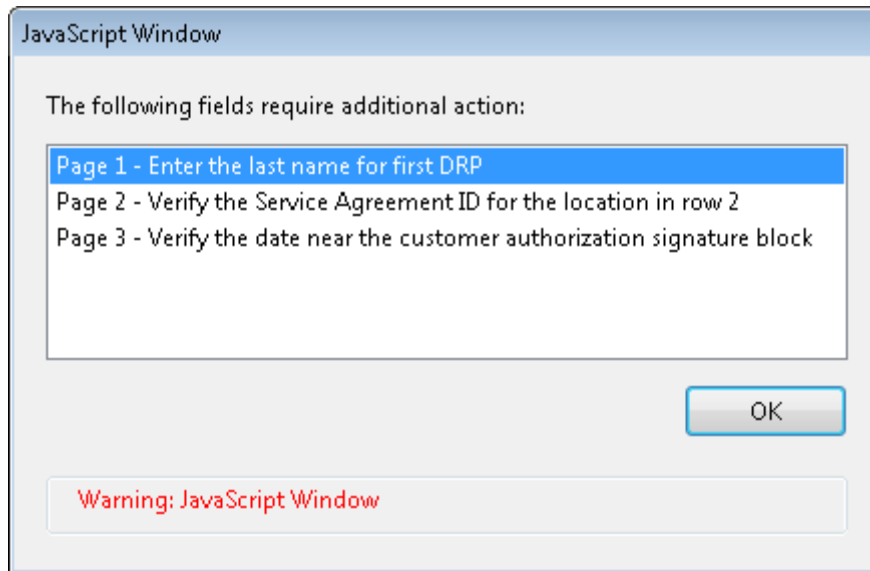


ERS – BE SURE TO READ FIRST ACT – READ IT CAREFULLY

- After pressing the button, one of the following messages will appear.
 - The following message box will appear if all of the required values are completed correctly.



- The following message box will appear if one or more fields need to be additional action.



- Pressing the reset button that appears in to upper right hand corner of the first page clears all of the data from the form. All of the data will be lost.
- Save the file after all relevant information fields have been completed.

Please consult with your Demand Response Provider for instructions on adding required signatures to the CISR-DRP.