

## EnergyCAP: Add a Meter

Purpose	By the end of this job aid you will be able to add a meter to a building in EnergyCAP.
Audience	EnergyCAP customers and PSE users.

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Add Mean       Building 2         Cancel       Next: Select Meters         Search by       Address       Meter Serial Number         Search by one or more addresses to find your building's meters.       120 Main St. City 12345         12. Select Addresses > 2. Select Meters			Input the address. Note: You can also add a meter by inputting a meter serial number or account number in the applicable tab. Click <b>Next: Select Meters</b> .
Add Meters on Building 1 Cancel Back Select Addresses Add Meters Cancel Back Select Addresses Addresses Change selected service addresses		5	Select the meters you would like to add for the Building.
Available Meters  12420 SE 36TH ST BELLEV.  Serial number: P159331483	E98006 Selected Meters Pointers selected Select from the available meters list. E98006 12 of 2 meters TMeters	6	Click <b>Add Meters.</b> Note: After you have completed this process, you can change the name of the meters.