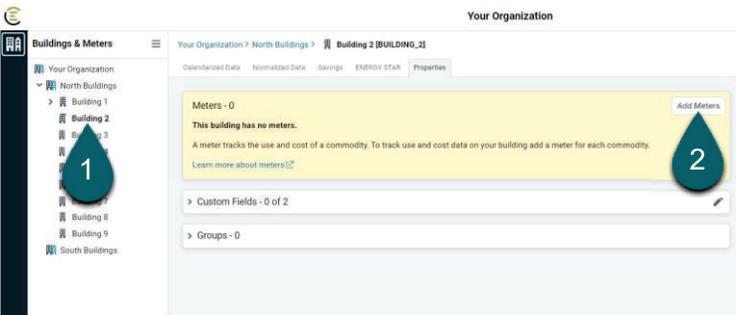
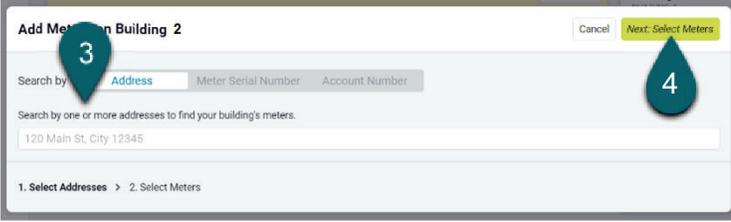
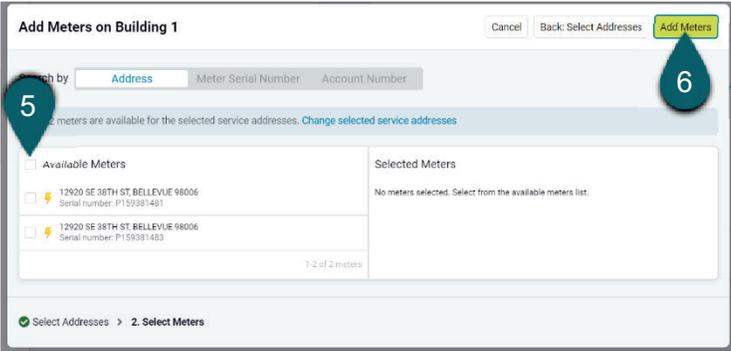


EnergyCAP: Add a Meter

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.

	<p>1 In EnergyCAP, select or create the parent building for the new meter.</p> <p>2 Click the Add Meters button. Note: All meters must have the same zip code for the same Building.</p>
	<p>3 Input the address. Note: You can also add a meter by inputting a meter serial number or account number in the applicable tab.</p> <p>4 Click Next: Select Meters.</p>
	<p>5 Select the meters you would like to add for the Building.</p> <p>6 Click Add Meters. Note: After you have completed this process, you can change the name of the meters.</p>