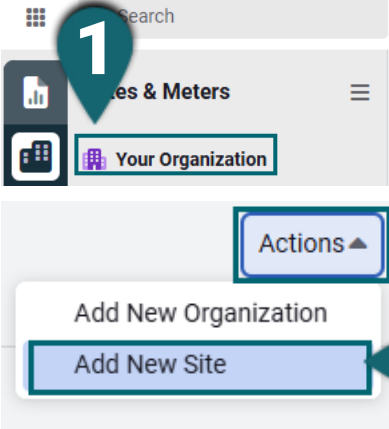
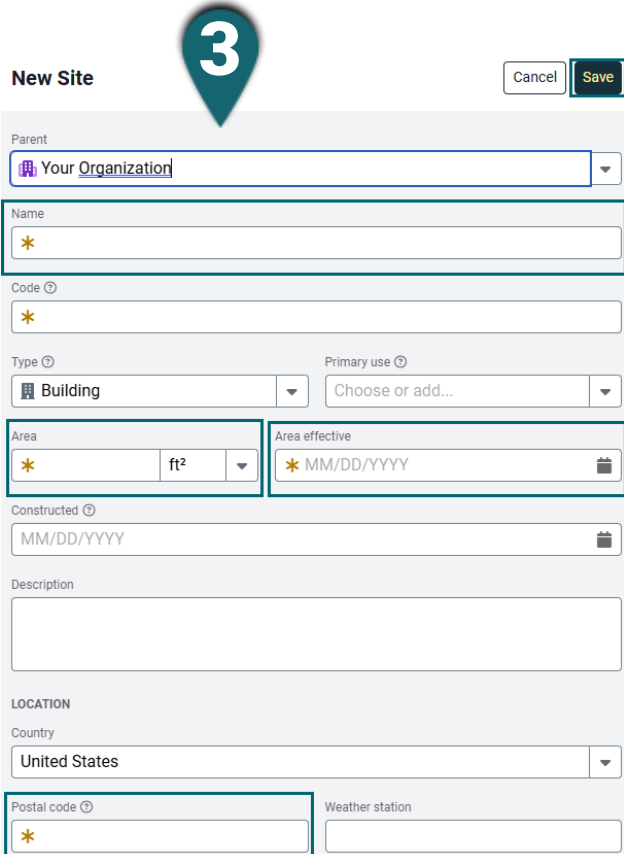


## EnergyCAP: Add a site

<b>Purpose</b>	By the end of this job aid you will be able to add a site to an organization in EnergyCAP.
<b>Before you begin</b>	<p>You will need:</p> <ul style="list-style-type: none"> <li>• Area of the site</li> <li>• Postal code of the site</li> </ul>

	<p><b>1</b> In EnergyCAP in the upper left-hand corner, select or create the parent organization for the new site.</p> <p><b>2</b> Click the Actions drop-down menu in the upper right-hand corner and select <b>Add New Site</b>.</p>
	<p><b>3</b> Fill in the <b>New Site</b> form with site details. * are required fields.</p> <p>Note: The code will auto populate once the name for the site is entered.</p> <p><b>4</b> Click <b>Save</b>.</p> <p>Note: The next step will be to add meters to the site.</p>