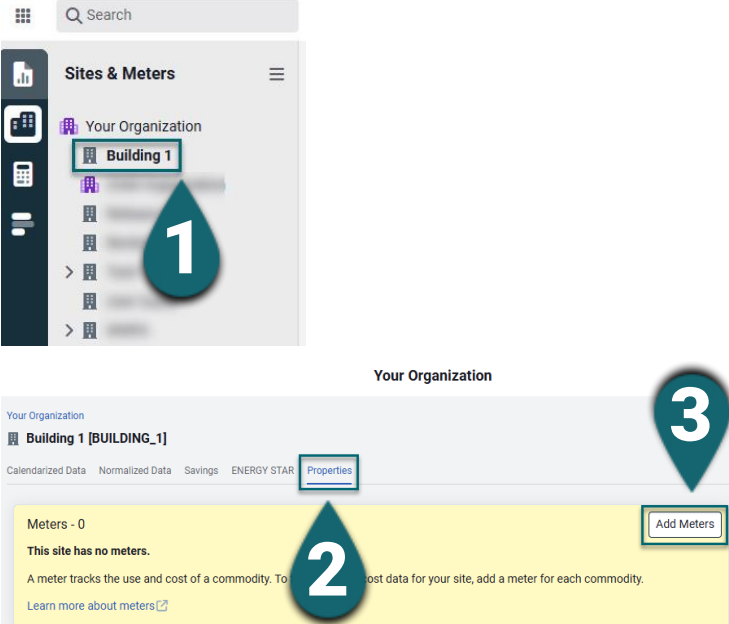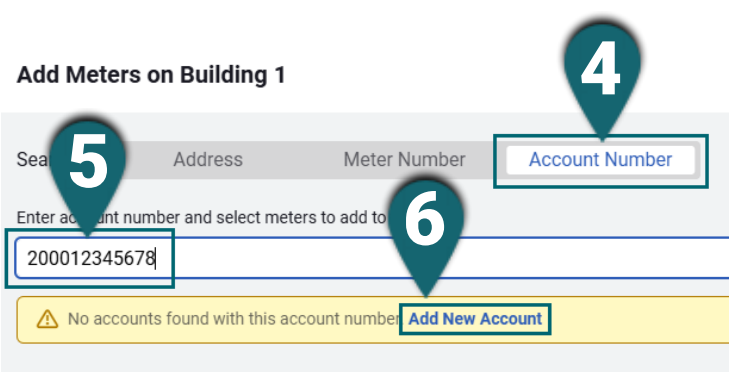# EnergyCAP: Add a meter by account number

Purpose	By the end of this job aid you will be able to add a meter by account number to a site in EnergyCAP.
Before you begin	You will need a copy of the PSE bill.

1 In EnergyCAP, select the parent site for the new meter.

2 Click the **Properties** tab.

3 Click the **Add Meters** button.

4 Click **Account Number**.

Note: The account number must start with a 2. If the account number starts with a 3, look for an account number that starts with a 2 on another page of your bill.

5 Enter the account number in the account number field

6 Click **Add New Account.**

PSE PUGET SOUND ENERGY

Issued: July 15, 2018
Account Number: 200012345678
DUE DATE   August 4, 2018
TOTAL DUE   165.64

⊛ Important Information   pse.com | f 🐦 •• Ⅴ 🖼 Ⅴ 🎞

JENNY PUGET
12345 POWER AVE S, Bellevue

Your Account Summary
Previous Charges:

Add PSE Account

Use a recent bill to complete the form-values must exactly match billing details. Use this form for accounts that do not require a data release.

Account number (1)

200012345678

The account number must start with a 2. If the account number starts with a 3, look for an account number that starts with a 2 on another page of your bill.

7

First full name as it appears on bill (2)

JENNY PUGET

Service address as it appears on bill (3)

12345 POWER AVE S, Bellevue

☐ I confirm that my organization is authorized to view the details of the provided account, and a data release is not required from the account holder.

8

Cancel   **Submit**   **9**

7	Input the **account number**, **name**, and **service address** exactly as it appears on the bill.
8	**Confirm** authorization to view the details of the provided account.
9	Click **Submit.**