EnergyCAP: Add an aggregate meter
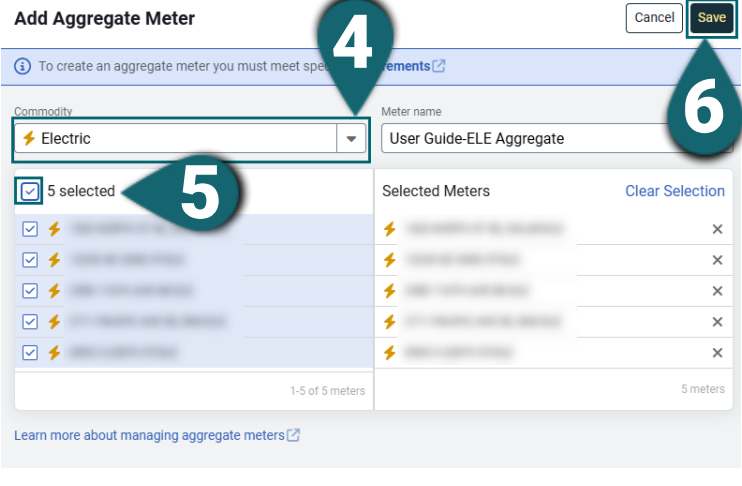
Purpose	By the end of this job aid, you will be able to add an aggregate meter in EnergyCAP.
Before you begin	You will need • The meters added via address or serial number • 3 or more account holders to aggregate your meter data

1 Select the site

2 Click on the Properties tab.

3 Click **Add Aggregate Meter**.

Note: If you have 2 or fewer accounts holders you must follow the data release process.

4 Select the Commodity from the dropdown menu.

5 Select the meters from the Available Meters list that you would like to aggregate.

Note: You may customize the name of the aggregate meter in the Meter name field.

6 Click **Save**.

7 Result: When the aggregation is successful, the selected meters appear nested under the new aggregate meter. Also indicated by the sigma symbol.