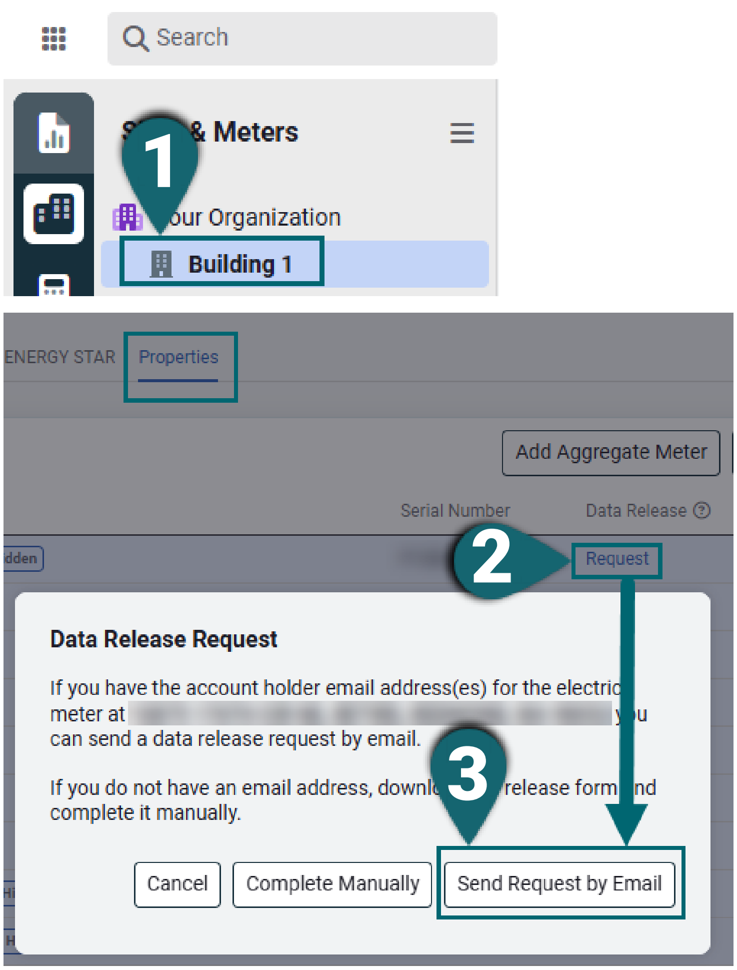
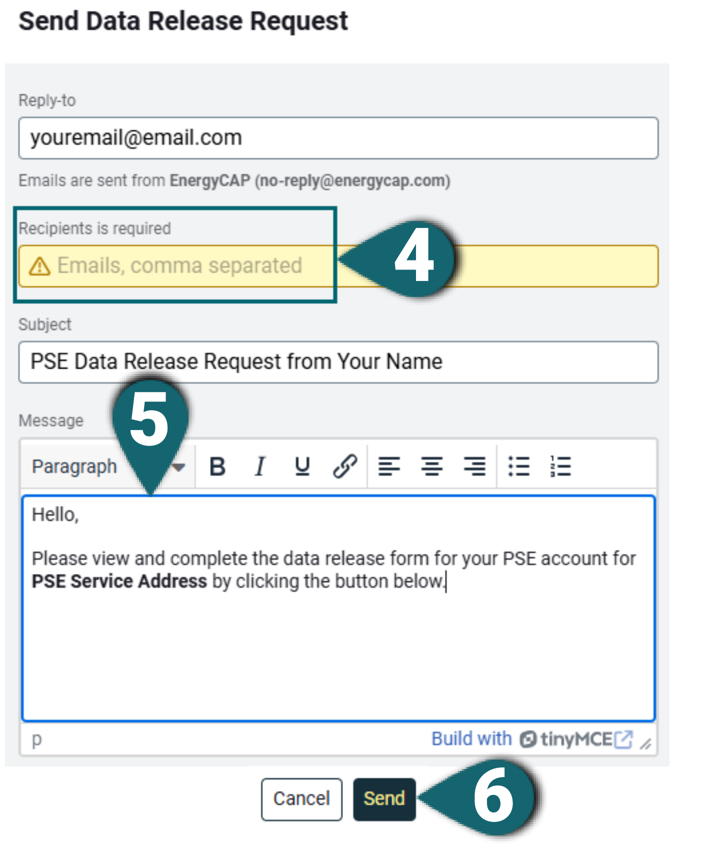
EnergyCAP: Complete a data release

Purpose	By the end of this job aid, you will be able to complete a data release in EnergyCAP via email or manually.
Before you begin	You will need either: the email of the person who has the PSE bill or a completed data release form and a copy of the PSE bill.

Complete a data release via email



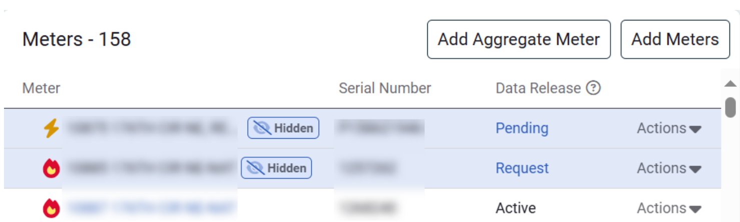
1	Click the site and click the Properties tab.
2	Click the **Request** button under the Data Release column for the meter of your choice.
3	Click the **Send Request by Email** button.



4 Input the Recipient's email address.

5 Add any personalization to the message that you would like.

6 Click **Send**.



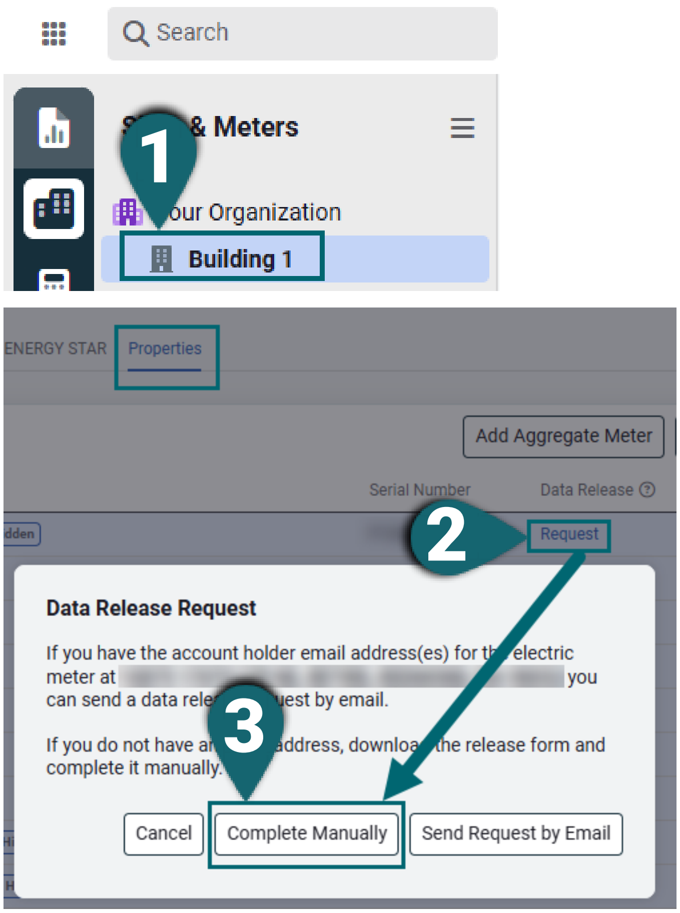
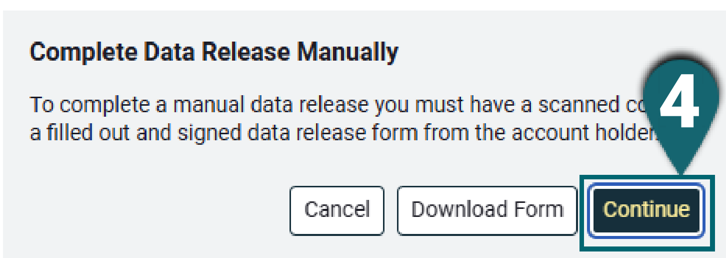
7 RESULT

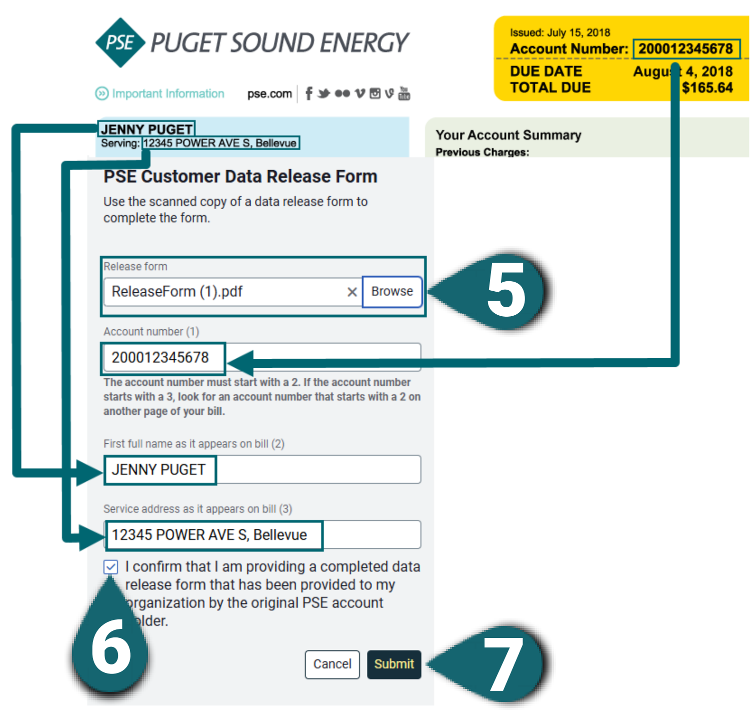
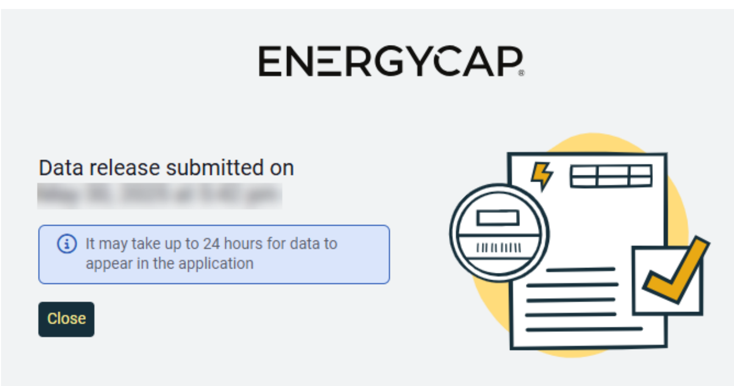
Data release status:

Pending—waiting for a response from the tenant. You can send multiple requests only the most recent request contains a valid link.

Active—a data release form is approved and uploaded.

Complete a data release manually

	1	Click the site and click the Properties tab.
	2	Click the **Request** button under the Data Release column for the meter of your choice.
	3	Click the **Complete Manually** button.
	4	Click the **Continue** button. Note: To download the blank release form, click **Download Form**.

<table>
<tr>
<td rowspan="3">
</td>
<td>5</td>
<td>Attach the release form, and input the account number, full name and service address exactly as it appears on the bill.</td>
</tr>
<tr>
<td>6</td>
<td>Check the confirmation checkbox.</td>
</tr>
<tr>
<td>7</td>
<td>Click Submit.</td>
</tr>
<tr>
<td>
</td>
<td>8</td>
<td>RESULT

Data release status:

Active—a data release form is approved and uploaded.</td>
</tr>
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