Uploading an Aggregated Consumption Request Form using Project Center
Contents

Preparing an Application................................................................................................................................. 3
Registering for the First Time.......................................................................................................................... 4
Uploading an Application............................................................................................................................... 8
Reviewing Results ........................................................................................................................................... 10
Preparing an Application


The Request form contains eight total fields: five that must be manually populated and three with drop down selections. **All fields must be completed (Except Westchester Properties – There is no Block, Lot, or BInS for Westchester Properties - Please leave these fields blank for Westchester properties).**

[Image of Request form]

*Please Note: You may not leave any blank rows between requests on the application form.* Project Center will review the content up to the first blank row. If a blank row is included, Project center will not review any content below the blank row. Therefore, Con Edison will not be responsible for any request information below a blank row.

**The request form must be saved as a 97-2003 excel workbook.

2. The “Application Overview” tab provides the instructions on how to complete the request form. Also, the link to the DOB website is available within this tab.

[Image of Application Overview tab]
Registering for the First Time


2. Select: **Project Center** The first box on the left

3. You will need to register the first time to Login. Select **Register Now** on the lower right of the screen. See step 4 for the next step before proceeding. If you have already registered continue to Uploading an Application (Page 9).
4. Select: **Energy Efficiency/Demand Response/Benchmarking Contractor**, the third to last bullet from the bottom. Then select **Next**.

5. Be sure to complete all required (*) fields and the company field. Create only one account per user. Please Note: Project Center will not allow the same email address to be used twice. The email address that is registered will be where the invoice and aggregated consumption data is sent.
6. A notification will appear advising of one additional step needed to complete your registration.

![User Registration Form]

7. A verification email will be sent to the email address that was registered within Project Center. You will be required to select the link to complete your registration.

![Verification Email]
8. Once you select the link, you will have completed your registration. You may now Login to Project Center.
Uploading an Application

1. To Login to Project Center, go to www.coned.com/es (For best viewing results please use Internet Explorer when logging into Project Center)

2. Select: Launch Project Center under e-filing Through the Project Center (Upper Left Box)

3. Enter your Email Address and Password.

4. Select: Upload Excel File... to upload an aggregated consumption request.
5. To upload a file; select: **Benchmarking** (Last Bullet). If you do not select Benchmarking you will be unable to upload your file. After you select Benchmarking, click: **Select** under Attachment Type. Locate the file you would like to upload and select: **Open**. Click: **Submit**.

6. The file will take seconds to load. Once loaded, the file name can be changed and comments may be entered about the file (only the customer will be able to see the comments). **Cancel** may be selected at any time while on this screen. Click **Submit** to complete the upload. Once uploaded, you will receive two email notifications. The first notification will acknowledge the submission of the application. The second email notification will state whether the request was “**Accepted**” or “**Unsuccessful**”. You will not be able to delete or cancel requests after you click submit.
Reviewing Results

1. The results of the upload will display in roughly the same format as the application form submitted. There will be three columns populated in the front displaying: **Request ID** (Unique ID# applied to each request uploaded), **Requestor Name** (Name associated to your Profile), and **Requestor Email Address**. The request form information will be displayed in the next several columns.

![Image of Energy Efficiency Report]

2. After the application information, a **Date/Timestamp** and an **Error** column will be displayed. Any error messages pertaining to the application will be displayed in the **Error** column and will specifically reference the column where the error occurs.

![Image of Energy Efficiency Report with Error and Timestamp]
3. Close the Energy Efficiency Report screen by selecting the “X” on the upper right or clicking Close Window at the bottom of the window. This will take you back to your Project Center homepage where you can view a summary of your submitted application(s). Within the Status column, you will see if your application was “Accepted” or “Unsuccessful”. If your recent application does not appear, you may have to refresh the page.

4. If your request is “Unsuccessful”, select the Request ID number (Highlighted in Blue) to take you back to the Energy Efficiency Report screen to review the error messages. Make the appropriate corrections on your original file, and resubmit your entire request. The application must have a status of “Accepted” for further processing. Con Ed will not process an “Unsuccessful” application.

5. Once Con Edison receives your Letter of Authorization (LOA) we will continue processing your request. However, the status on this page will not change. Please do not upload the same application after it has been “Accepted”.

6. If you do not receive an invoice within 5 business days, please send an email with your Request ID and “Invoice not yet received” in the subject line to CityBenchmarking@coned.com.

See below for an Example of an “Unsuccessful” upload
Example of uploading an “Unsuccessful” Request

7. In this example the customer uploaded the following application. Please Note: The fields with errors are highlighted.

8. Upon review of the homepage, the application status is “Unsuccessful”. Select the Request ID number (Highlighted in Blue) of the Unsuccessful request. This will take you back to the Energy Efficiency Report screen where you may view the error message(s).
9. Scroll to the right to review the Error message(s). You will notice there are comments in the Error Column. Place your cursor over the error message to display the entire error message.

10. To review the error notifications completely and in detail you may want to export the file by selecting the “Export Grid” link at the bottom right of the Energy Efficiency Report (Circled Above). Choose the appropriate configuration (Excel or Html, Portrait or Landscape) and then select “Export Now”.
11. The information within Project Center will display based on the preferences you decide. In this example we chose Excel and Landscape. You may want to adjust the cell formatting and alignment in Excel to view all the information at once.

To adjust the screen, either zoom out (bottom right) or resize/reformat your columns to see all the request information on the screen. To resize/reformat; select column M, select wrap text (as seen below) then shorten the width of column M.

To resize the rows to display all the information in column M, highlight all the rows that are populated with information in Column M by selecting within the grey area (Row 3 and drag down to Row 4). Once you have highlighted each row, double click on the grid line that separates row 3-4. The rows should automatically adjust.
Reviewing the Error Messages:

Row 3 states: “(Column A) You must provide at least the first 14 digits of the Common Area Account Number.”

*Issue: The file uploaded contained an invalid 13 digit account number. Project Center recognized this was not a valid Con Edison account.

*Solution: The uploader will be required to review the utility bill they have on record or contact the Building Owner/Property Management Group to obtain the valid account number. Once they obtain the account number they need to update their original request for. If the uploader is unable to obtain a valid account number they may want to remove the individual row from their request file. Once the file has been modified, it needs to be re-submitted into Project Center.

Row 4 states: “(Column F) Building Identification Number must be 7 digits. Please go to the Department of Buildings Website to obtain the Building Identification Number.”

*Issue: The BIN field was not populated with a valid 7 Digit BIN.

*Solution: The uploader will be required to go to the DOB website and retrieve the BIN and update their original application form.