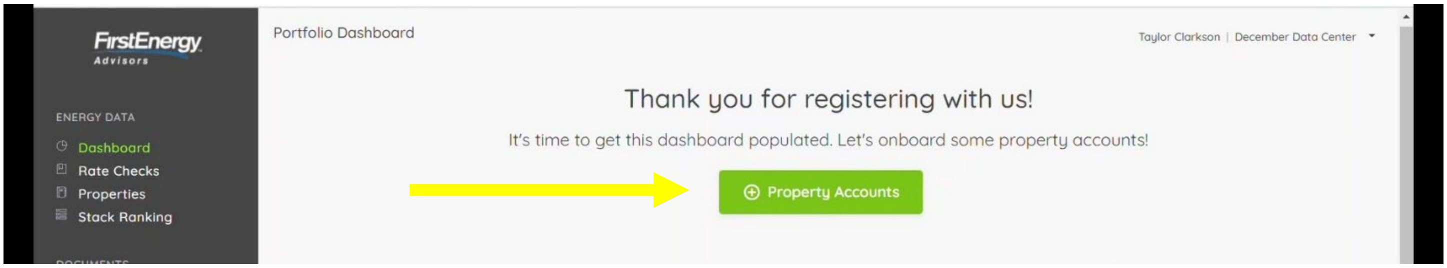
Go to: ywrc.firstenergyadvisors.com

Create an Account

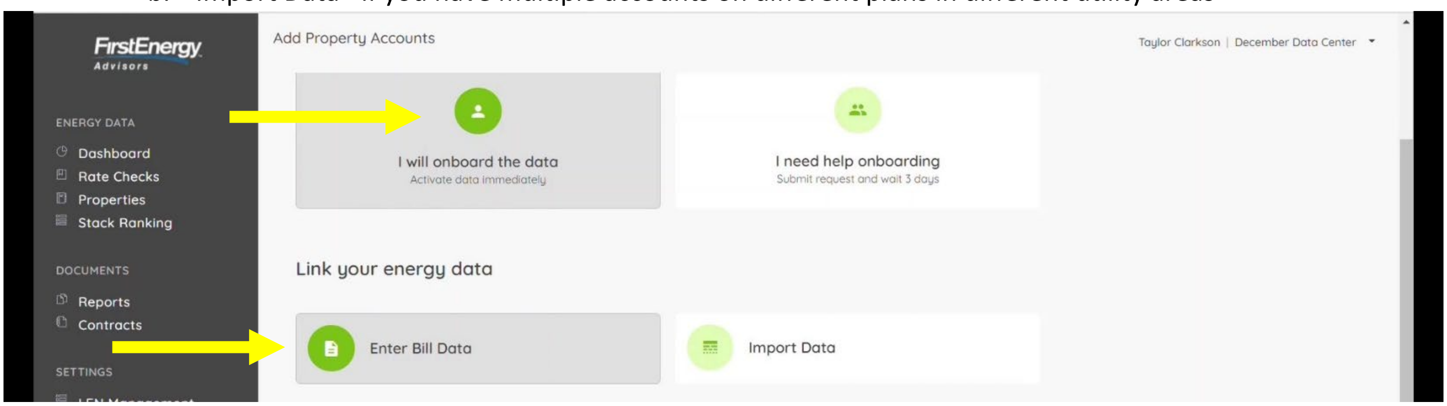
1. Select "New User? Create an Account"
2. Click "Continue"
3. Accept the Terms & Conditions when they pop up

Add an Energy Plan

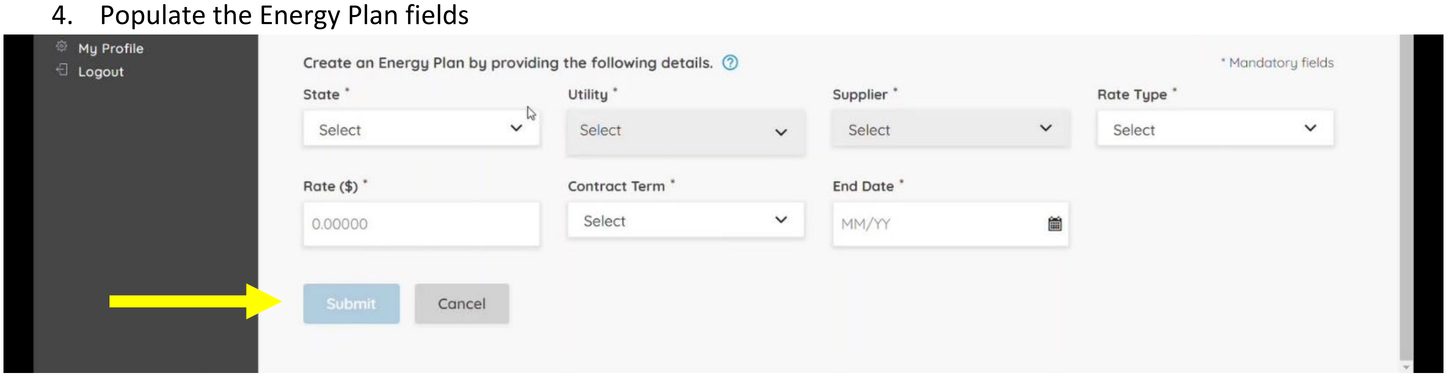
1. A welcome message will be displayed after you create an account, click the green "+Property Accounts" button



2. You will be prompted to onboard the data yourself or get help with onboarding, select "I will onboard the data"
3. You can:
   a. Enter Bill Data – if your accounts are currently on the same energy plan in the same utility
   b. Import Data –if you have multiple accounts on different plans in different utility areas



4. Populate the Energy Plan fields



   a. If you have a supplier, details will be shown on the cost breakdown on your bill

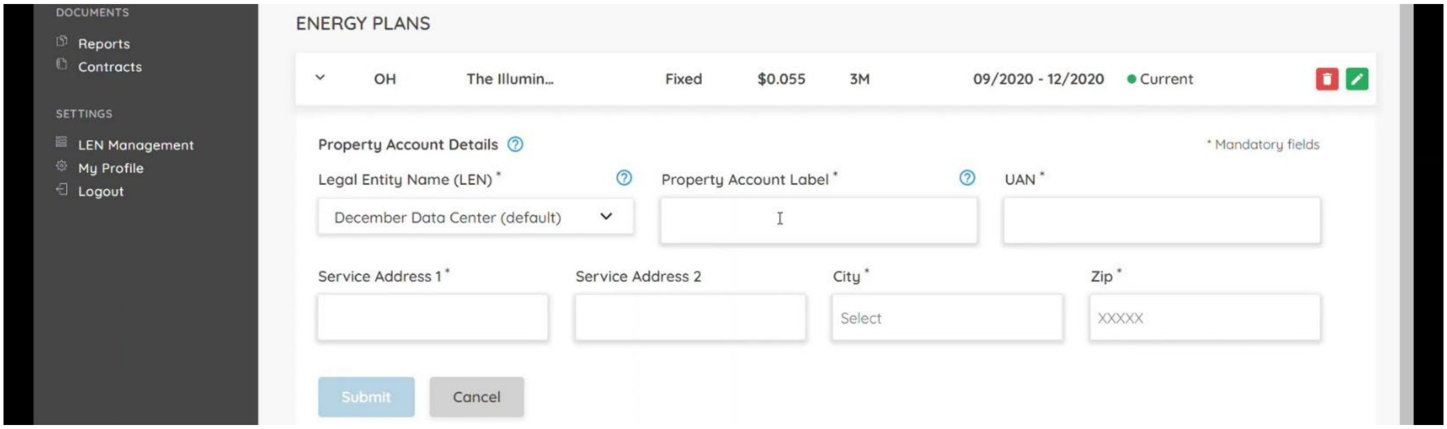
Have a Supplier?	Supplier	Rate ($)	Contract Term	End Date
Yes	Select name from list	Total Generation Cost divided by Total kWh used	Contract Specific	Contract Specific
No	Select "none"		"0"	Current Month/Year

5. The Submit Button will become available once all fields have values. Click Submit

If you want to enter multiple energy plans manually, just click on “Properties” in the left navigation and repeat the steps above for each plan.

Add Account(s) to Energy Plan

1. Once an Energy Plan is entered, click the blue “+Property Account” button underneath the plan.



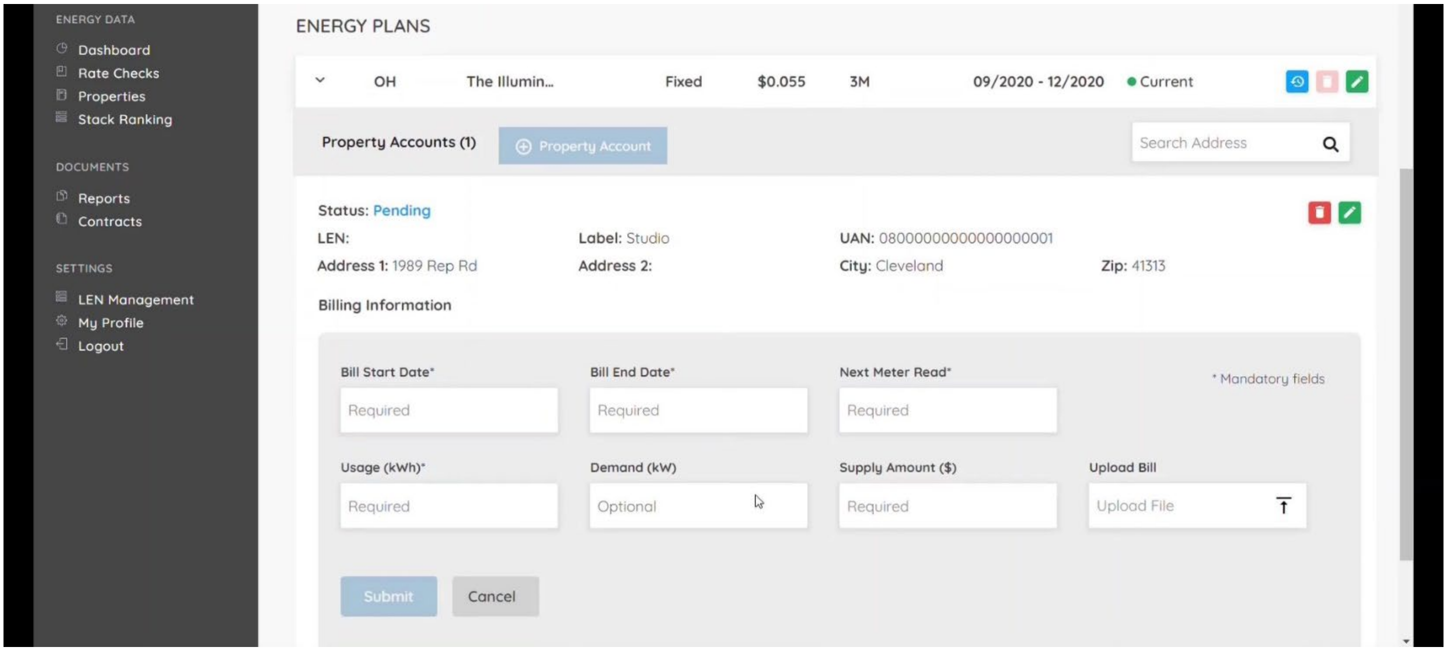
2. Populate the “Property Account Details” for each account on that specific Energy Plan
3. Give each account a label
4. UAN is your account number, which varies in name, see the list below for the number needed in each utility

Utility	FirstEnergy	AEP	Dayton Power & Light	Duke Energy
UAN Name	Customer Number (20 digits, begins with 080)	Service Delivery Identifier Number (17 digits, begins with 000)	Account Number (10 digits)	Account Number (11 digits)

Adding Bills to Accounts

After adding property account information, you will be prompted to enter bill information for that account, click on the blue “+ Add Bill” button.

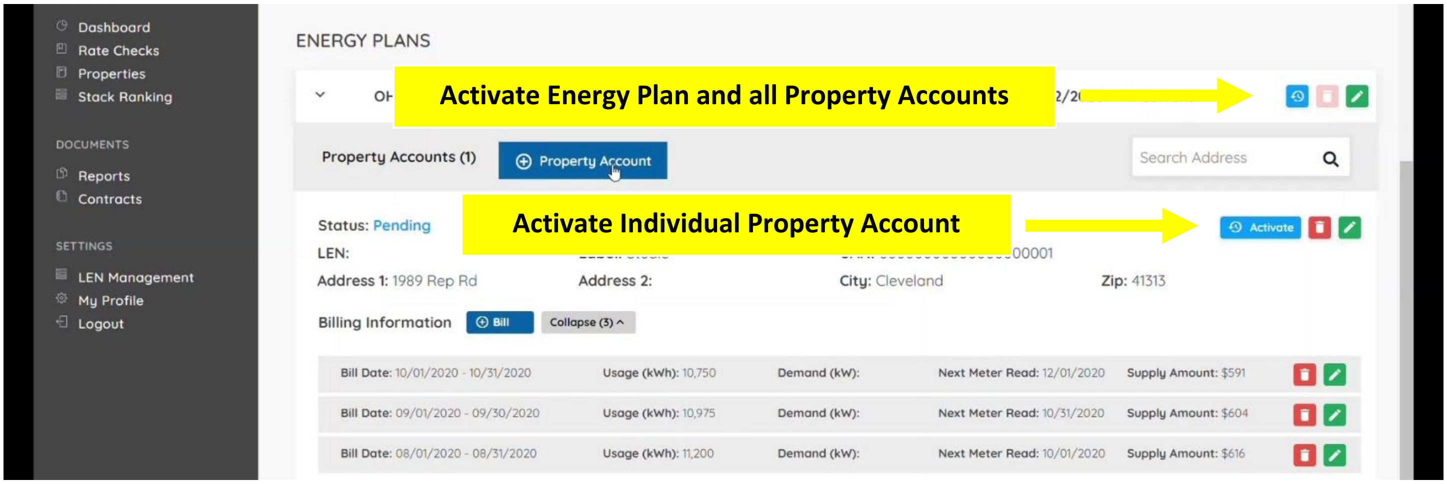
1. Enter bill data information, click submit
   a. Entering 3-6 bills is ideal for optimal analysis, but if you only have one that’s fine
   b. You may also choose to upload your bill if you have it digitally in a PDF



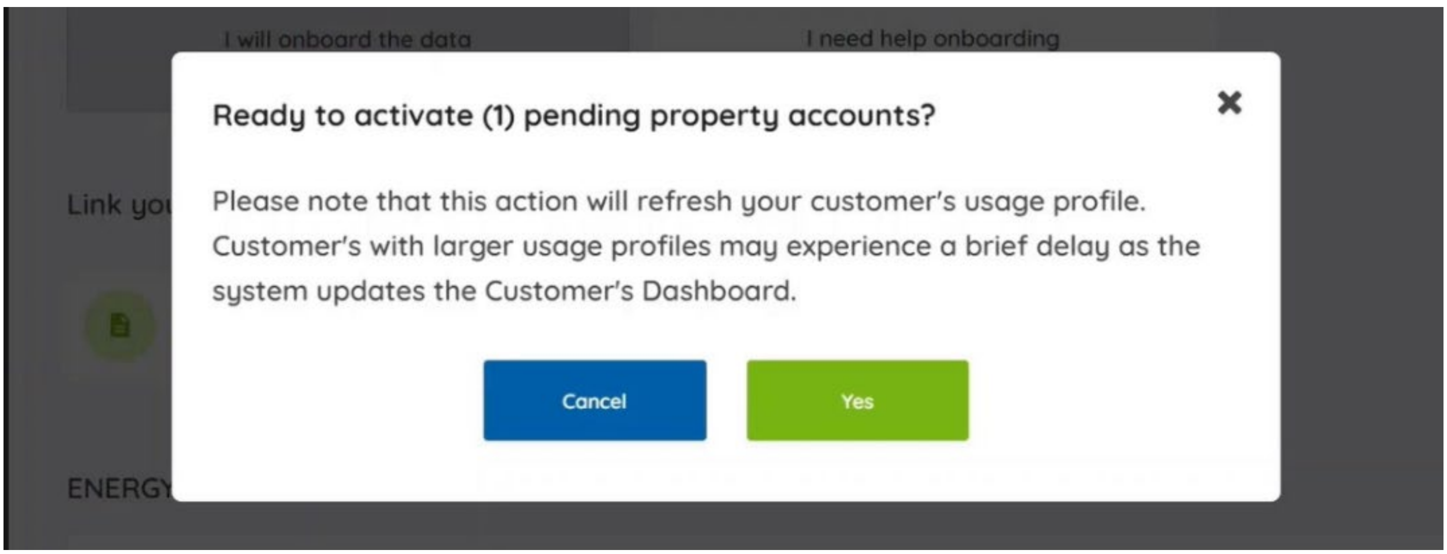
Activating Energy Plans

Once you have entered the details for your current energy plan, the property accounts under that plan, and the bill data for each property account, you can activate your "Energy Plan" for rate checks and pricing.

You can activate each account OR activate all property accounts at the Energy Plan level at the same time.



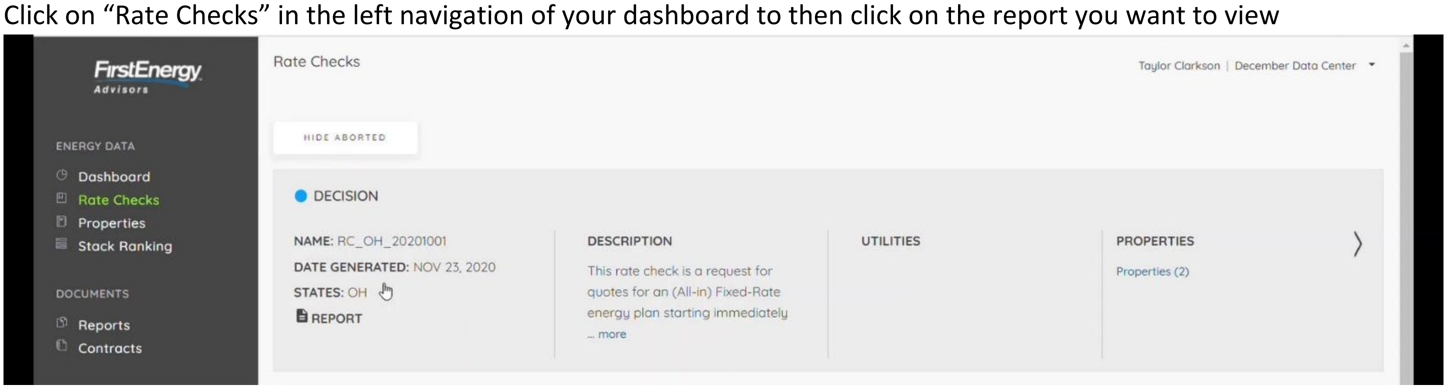
A confirmation box will pop up, click on "Yes"



After your accounts are activated, we as your advisor will assess marketplace pricing, terms, contracts, and suppliers for your review. We will send notification when your rate check is available.

Reviewing Options

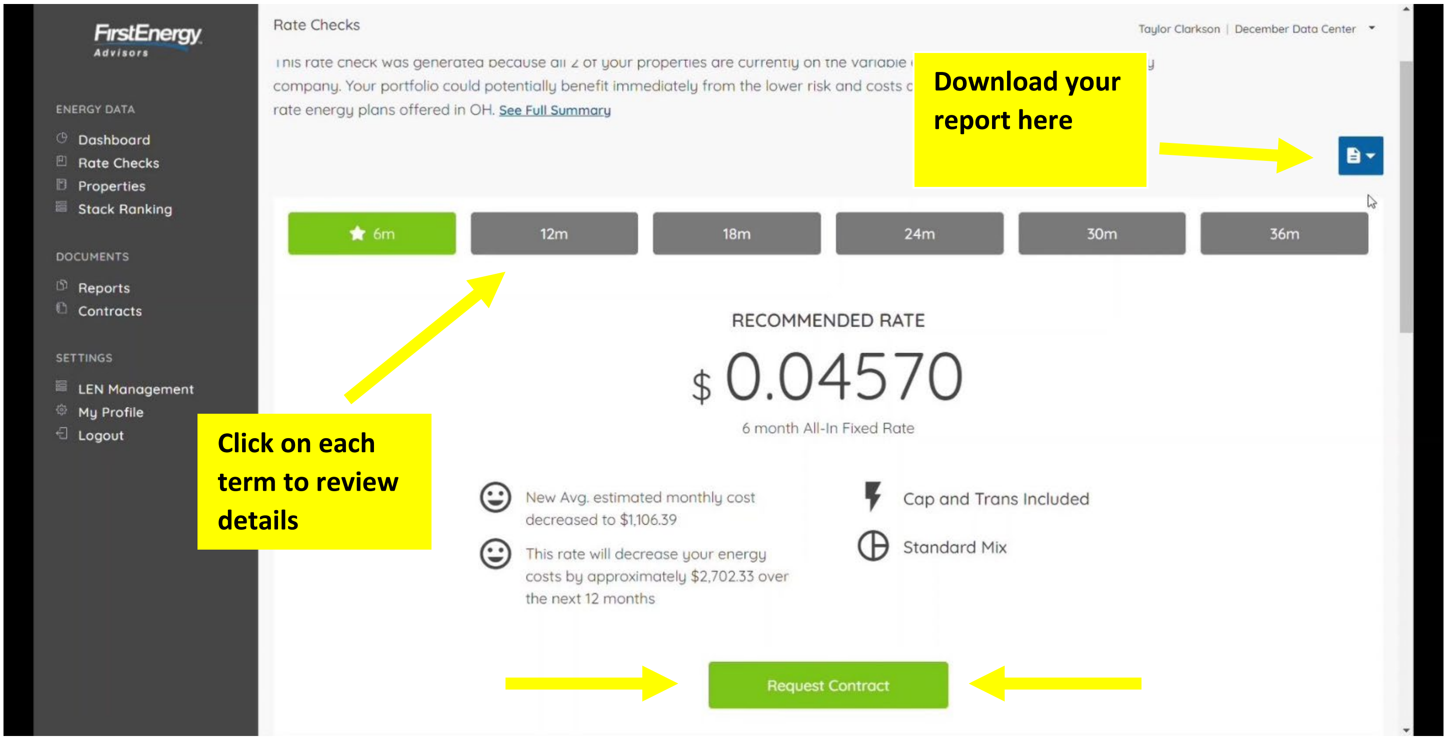
1. Click on "Rate Checks" in the left navigation of your dashboard to then click on the report you want to view



Selecting a Price

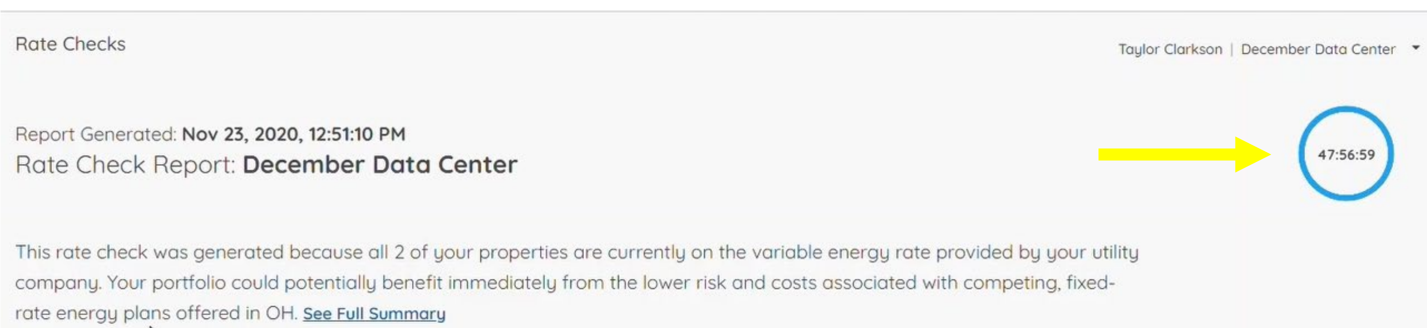
Once in the report

1. Review pricing and savings details by term.



1. Select your option and click “Request Contract”
2. A window will pop up with details about the option you selected
3. Click “Request Contract” again to confirm

NOTE: The prices in your rate check are valid until the timer at the top of the page expires



You will be notified when the contract has been sent by the supplier, accepted, and activated.

You can check contract status by clicking “Contracts” on the left navigation in the dashboard view