SMART METER
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SMT
Residential User Guide
February 26, 2024

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Table of Contents

1 Welcome to Smart Meter Texas

Welcome to Smart Meter Texas! As a residential customer, you will be able to use the Smart Meter Texas (SMT) solution as follows:

- **Smart Meter Texas Website**
  - Add an electric meter (i.e. Smart Meter) to your account that is associated with your premise or location where you receive electric service
  - View your electric energy usage information, including consumption and generation for those who may have solar, wind or other types of energy saving devices
  - Read your meter to determine your up-to-date electric energy usage
  - View your Smart Meter premise and meter attributes
  - View the status of an electric energy usage report that you may have requested from SMT
  - Manage energy data sharing agreements associated with Competitive Service Providers (CSP) in which you have affirmed that they can access your electric energy usage information
  - Create and manage subscriptions to periodically receive your electric energy usage information for further analytics

- **Smart Meter Texas Integration**

  You may also want to integrate with SMT to have automated access your electric meter, premise and energy usage information using either a file transfer protocol secure (FTPS) or application programming interface (API) service. Please refer to the Smart Meter Texas Interface Guide for more details. The Smart Meter Texas Interface Guide can be found in the Help Center on the SMT WebSite.

To setup an SMT account as a residential user, you must provide the following information:

- User Information – First Name, Last Name, and Email
- Security Information – ESIID, Meter Number, and Retail Electric Provider (REP)

  Note: The security information is typically found on your electric bill

1.1 SMT Support

The SMT Support team is available to answer specific questions related to registration and used of the SMT website. The SMT Support team can be contacted as follows:

1. Email at Support@SmartMeterTexas.com

(Or)

2. Phone at 1-844-217-8595

1.2 SMT User Navigation

Upon login, the SMT website uses a common menu layout consisting of Navigation Topics on the left-hand side of each page, and "breadcrumbs" (or "breadcrumb trail") that reveals the user's specific location within a topic at the top left of each page next to the Navigation Topics. "Breadcrumbs" are horizontally arranged text links separated by the "slash" symbol (/), and offers a way to trace the path back to previous steps up to the original selected topic.

The Navigation Topics (E.g. Dashboard, Smart Meters, Report Request Status, Manage Agreements, Manage Subscriptions, Feedback, and Help Center), and the "breadcrumbs" represented by the home symbol adjacent to the Dashboard text are shown in Figure 1.

To change your User Profile or to Log Out:
- Click on your name in the top right-hand corner of the page.
    - o Click on "Account Profile" and you will be redirected to your My Profile page to update your user porfile.
    - o Click on "Log Out" and you will be logged out of Smart Meter Texas
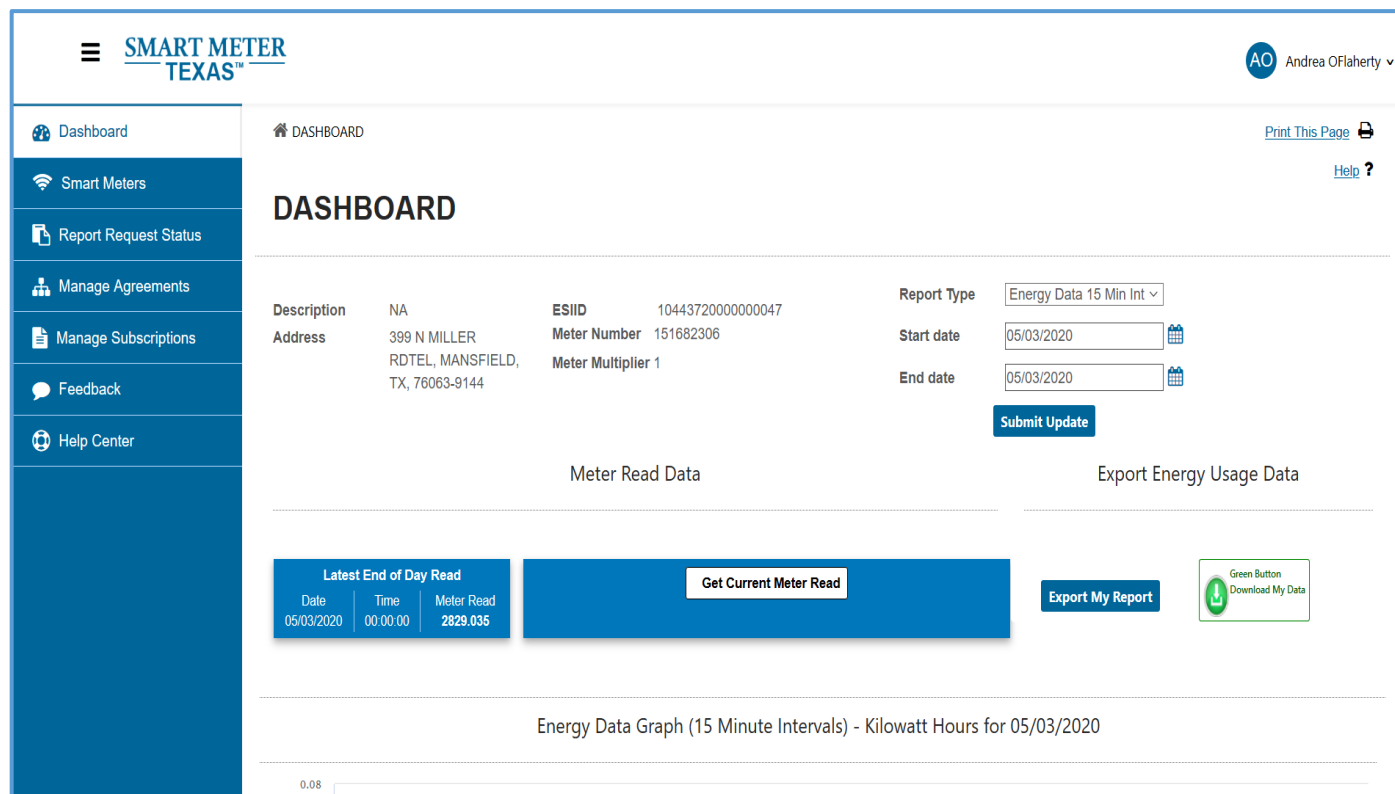

Figure 1

2 Getting Started – Registering for Smart Meter Texas (SMT)

The Smart Meter Texas Login page and Smart Meter Texas Residential Sign Up page, are shown in Figures 2 and 3 respectively. The Sign Up page is used to do the initial one time creation of your Residential Account. The Login page is used to login and access your energy usage data after you have established a Residential Account on Smart Meter Texas.
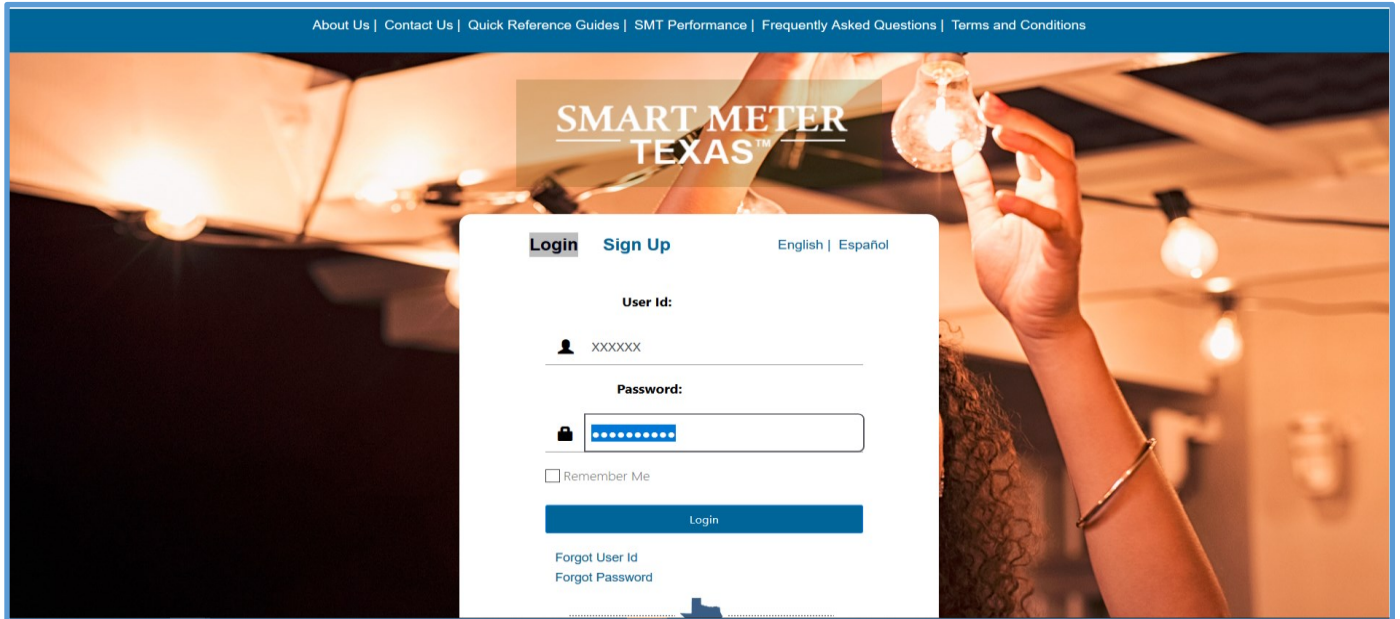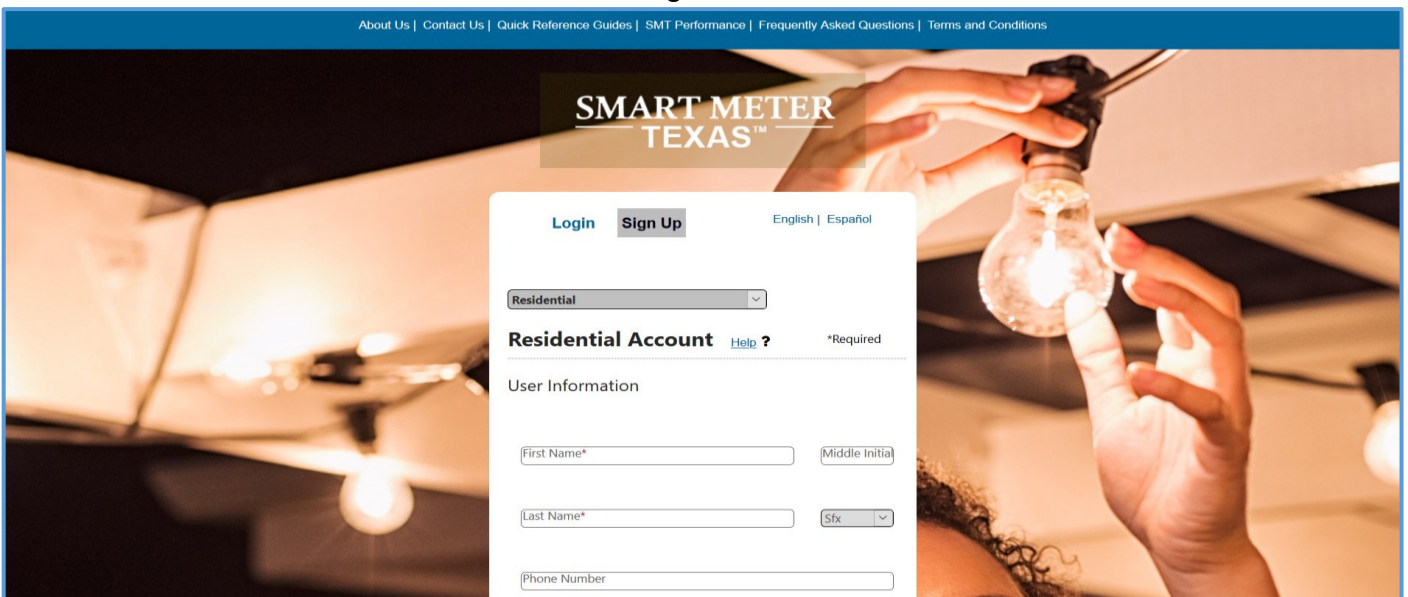

Figure 2

Figure 3

The following step-by-step procedure may be used to create a Residential User account:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - o Click the "Sign Up" link to be redirected to the Sign Up page.
- On the Sign Up page:
    - o Click the "Select Account Type" drop-down to view a selection of user types.
    - o Click "Residential" and you will be redirected to the Residential Account Sign Up page.
- On the Residential Account Sign Up page:
    - o Fill in the following fields under the User Information section. Please note that the fields denoted with an asterisk are required to complete the registration.
        - First Name   (Required).
        - Last Name   (Required).
        - Suffix   (Optional).
        - Phone #   (Optional).
        - Email   (Required).
        - Confirm Email   (Required).
    - o Fill in the following fields under the Security Information section. Please note that the fields denoted with an asterisk are required to complete the registration.
        - Provide Full ESIID   (Required).
        - Provide Meter Number   (Required).
    - o Click the "Retail Electric Provider" link under the Security Information section to be redirected to a search page for available Retail Electric Providers.
- On the search page for the available Retail Electric Providers,
    - o Please perform one of the following options:
        - Option 1:
            - Fill out the Retail Electric Provider (Mandatory) identified on your electric bill by typing all or part of your Retail Electric Provider's name or their Certificate Number and click "Search".
            - Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
            - Click "Select" to affirm the Business Name or Certificate Number is associated with the ESIID and Meter Number of your electric bill.
        - Option 2:
            - Click on the letter of the alphabet that would represent the first letter of your Retail Electric Provider (Mandatory).
            - Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
        - Click "Select" to affirm the Business Name or Certificate Number is associated

with the ESIID and Meter Number of your electric bill. You will be redirected back to the Residential Account Sign Up page.

- On the Residential Account Sign Up page,
  - Fill in the "Create User ID" field by entering an ID of your choice that you would like to use for your Residential Account.
  - Click on the "Language Preference" of choice (e.g. English or Spanish).
  - Click the box on "I agree to the Terms and Conditions".
  - Click on the "Sign Up" button. The Sign Up button will only be enabled once all mandatory fields have been filled in.
  - Upon completion of the form:
    - See a message "Your Sign Up Request was Successful".
    - An email will be sent to your specified email address with a temporary password to complete the registration process for your new Residential Account.
    - Follow the steps in the email you received from SMT to complete the registration process.

You have now completed the Residential Account registration sign up process.

3 User Profile Management

The User Profile Management page, shown in Figure 4, may be used update your name, phone number, email address, language preference, and security information.

Figure 4

The following step-by-step procedure may be used to update your Residential User profile:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - Fill in your "User ID".
    - Fill in your "Password".
    - Click on "Login". You will be redirected to your Dashboard page.
- On the Dashboard page,
    - Click on your name in the top right-hand corner of the Dashboard page.
    - Click on "Account Profile" and you will be redirected to your My Profile page.
- On the My Profile page,
    - You may perform one of the following options:
        - Option 1 – Edit User Profile:
            - Click on the "Edit User Profile" button, and you will be redirected to the Edit Profile page.

- Option 2 – Change Email:
  - Click on the "Change Email" button, and you will be redirected to the Change Email page.
- Option 3 – Change Password:
  - Click on the "Change Password" button, and you will be redirected to the Change Password page.
- Option 4 – Change Security:
  - Click on the "Change Security" button, and you will be redirected to the Change Security page.
  - o Once you have updated the information associated with one of the options, click the "Save Profile" button and the message "Your User Profile was successfully updated" will be displayed on your My Profile page.
  - o You may perform one of the following options once you profile has been updated:
    - Option 1 – Logout SMT:
      - Click on your name in the top right-hand corner of the Dashboard page.
      - Click on "Logout" and you will be logged out of SMT.
    - Option 2 – Select another Topic:
      - Click on one of the Navigation Topics on the left-hand side of the My Profile page and you will be redirected to that page.
- On the Edit User Profile page,
  - o You may update the following:
    - User Information by filling in a new First Name, Middle Initial, Last Name, Suffix or Phone Number.
    - User Email by clicking on the "Change Email" button, which will redirect you to the Change Email page.
    - Language Preference by clicking on the preferred language.
    - User Password by clicking on the "Change Password" button, which will redirect you to the Change Password page.
    - Security Question by clicking on the "Change Security" button, which will redirect you to the Change Security page.
- On the Change Email page,
  - o Fill in "Enter New Email".
  - o Fill in "Re-Enter Email".
  - o If the two entries are identical, the Submit button will change colors and become available for use.
  - o Click the "Submit" button and the message "Your Email address was successfully updated on your profile" will be displayed on the Change Email page.
  - o You may perform one of the following options once you profile has been updated:
    - Option 1 – Logout SMT:

- Click on your name in the top right-hand corner of the Dashboard page.
- Click on "Logout" and you will be logged out of SMT.
    - Option 2 – Select another Topic:
    - o Click on one of the Navigation Topics on the left-hand side of the Change Email page and you will be redirected to that page.
- On the Change Password page,
    - o Fill in "Enter Current Password".
    - o Fill in "Enter New Password".
    - o Fill in "Re-Enter New Password".
    - o If the two New Password entries are identical, the Save Changes button will change colors and become available for use.
    - o Click the "Save Changes" button and the message "Your Password was successfully updated on your profile" will be displayed on the Change Password page.
    - o You may perform one of the following options once you profile has been updated:
        - Option 1 – Logout SMT:
            - Click on your name in the top right-hand corner of the Dashboard page.
            - Click on "Logout" and you will be logged out of SMT.
        - Option 2 – Select another Topic:
    - o Click on one of the Navigation Topics on the left-hand side of the Change Password page and you will be redirected to that page.
- On the Change Security page,
    - o Select one of the "Security Questions" in the drop-down list.
    - o Fill in the "Security Question Answer".
    - o Click on "Save Changes" to save your security question and associated answer. The message "Your Security Questions and Answer was successfully updated on your profile".
    - o You may perform one of the following options once you profile has been updated:
        - Option 1 – Logout SMT:
            - Click on your name in the top right-hand corner of the Dashboard page.
            - Click on "Logout" and you will be logged out of SMT.
        - Option 2 – Select another Topic:
    - o Click on one of the Navigation Topics on the left-hand side of the Change Security page and you will be redirected to that page.

4 Dashboard Topic

The Dashboard, shown in Figure 5, may be used to view up to two years of your energy usage data in both graphical and tabular format, read your meter to get the most current meter reading, or export your energy usage data in comma-separated value (CSV) or the Green Button eXtensible Markup Language (XML) formats.

Residential users with generation capability such as solar, wind or other types of energy saving devices may view and download their generation data from the Dashboard.

Energy usage data is defined as consumption and if the residential user has generation capability it will be consumption for that time period in excess of their generation. Generation data is provided for residential users with generation capabilities and is defined as generation in that time period in excess of consumption.
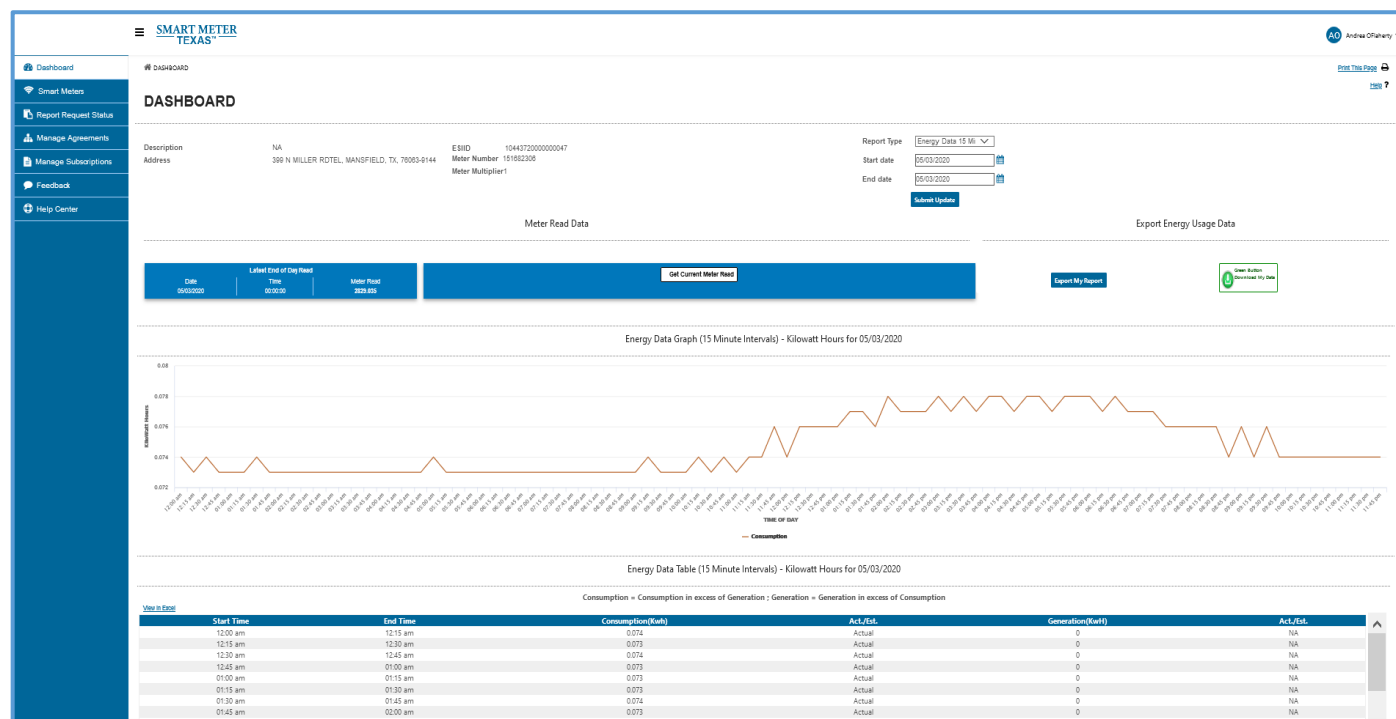

Figure 5

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - Fill in your "User ID".

- o Fill in your "Password".
- o Click on "Login". You will be redirected to your Dashboard page.

On the Dashboard page, the following options may be performed:

- Option 1 – View your energy usage data:
  - o Select the "Report Type" (e.g. Energy Data 15 Min Interval, Daily Meter Reads, and Monthly Billing Information).
  - o Select the "Start Date".
  - o Select the "End Date".
  - o Click on "Submit Update" to view your energy usage data. The data will be provided in both graphical and tabular formats.
- Option 2 – Get the most current meter read by reading your meter:
  - o Click the "Get Current Meter Read" button. The request will be sent to the meter and the result will shown below the "Get Current Meter Read" button displayed under "Meter Read". It will take a few moments for the data to be retrieved from your meter; and once received, you will be able to view the current meter read. Also, you will be provided the energy consumption which is calculated between the "Latest End of Day Read" and the new current "Meter Read" displayed under "On Demand Energy Usage". There may be some instances in which the meter reading cannot be retrieved, and you will receive the appropriate error message.
- Option 3 – Export your energy usage data:
  - o Click either "Export My Report" for a CSV formatted file, or "Green Button Download My Data" for an XML formatted file. Please note the Green Button Download My Data report will be automatically sent to your email address listed in your account profile if the selected duration is greater than 30 days.

5 Smart Meters Topic

The Smart Meters page, shown in Figure 6, may be used to view your smart meters, add a smart meter to your account, view your energy data, view your meter attributes, view your premise attributes, create a new subscription, and export your energy data. This page also provides the capability to search and download the tabular data into excel.
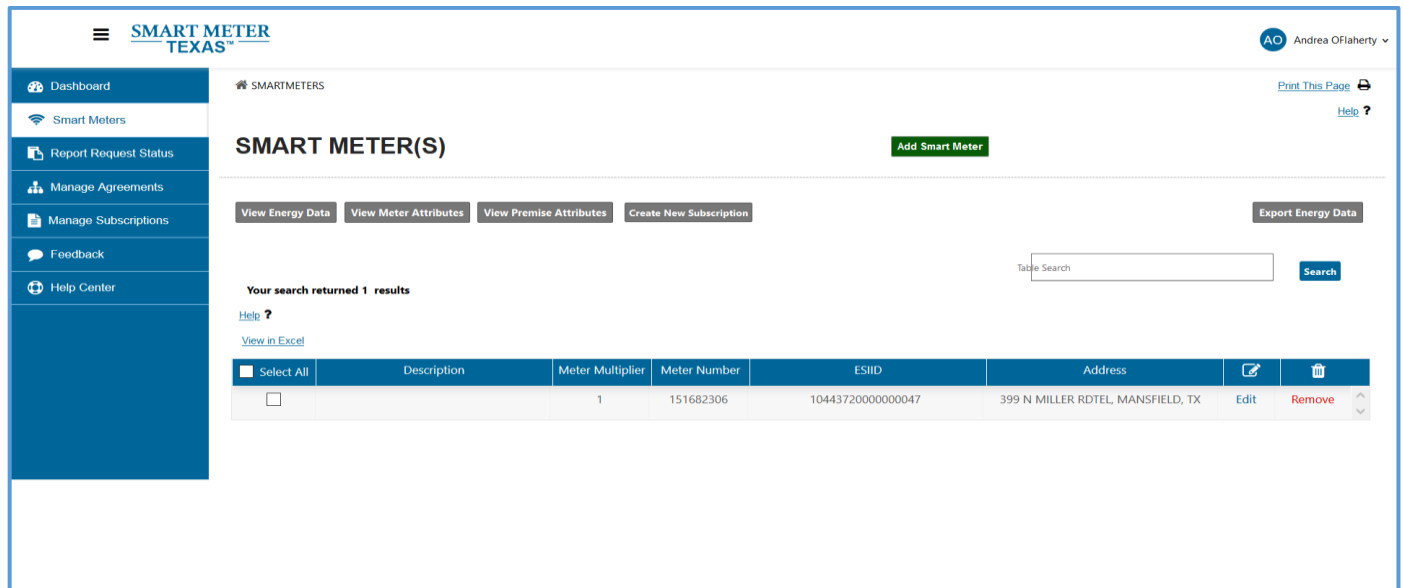

Figure 6

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - o Fill in your "User ID".
    - o Fill in your "Password".
    - o Click on "Login".
    - o Click on the "Smart Meters" Navigation Topic on the left-hand side of the page. You will be redirected to your Smart Meters page.

On the Smart Meters page, the following options may be performed:

- Option 1 – Add Smart Meter:
    - o Option 1.1 – Add one meter at a time.
        - ▪ Click on the "Add Smart Meter" button and a form will be displayed.
        - ▪ Fill in the "Description" field that will describe the use of the meter.

- Fill in the "Provide Full ESIID" field with the ESIID found on your electric bill.
- Click on the "Search for Retail Electric Provider" field and you will be redirected to a search page for available Retail Electric Providers.
- On the search page for the available Retail Electric Providers,
    - Please perform one of the following options:
        - Option 1.1.1:
            - Fill out the Retail Electric Provider (Mandatory) identified on your electric bill by typing all or part of your Retail Electric Provider's name or their Certificate Number and click "Search".
            - Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
            - Click "Select" to affirm the Business Name or Certificate Number is associated with the ESIID and Meter Number of your electric bill.
        - Option 1.1.2:
            - Click on the letter of the alphabet that would represent the first letter of your Retail Electric Provider (Mandatory).
        - Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
        - Click "Select" to affirm the Business Name or Certificate Number is associated with the ESIID and Meter Number of your electric bill. You will be redirected back to the Add Smart Meter page.
- Fill in the "Meter Number" field.
- Click on the "I agree to the Terms and Conditions" checkbox. The Add Smart Meter button will only be enabled once all mandatory fields have been filled in.
- The message "The Meter(s) was successfully added" will be displayed on the Smart Meter(s) page.
    - Option 1.2 – Import multiple meters. Please note that there is a limit of 50 meters per file that can be imported to SMT at a time.
        - Click on the "Import File" button, and a form for uploading the meters will be displayed.
        - Click on the "Browse" button and select the CSV-formatted file on your computer containing the list of meters you want to add to your account.
        - Click on the "Search for Retail Electric Provider" field and you will be redirected to a search page for available Retail Electric Providers.
        - On the search page for the available Retail Electric Providers,
            - Please perform one of the following options:
                - Option 1.2.1:

- Fill out the Retail Electric Provider (Mandatory) identified on your electric bill by typing all or part of your Retail Electric Provider's name or their Certificate Number and click "Search".
- Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
- Click "Select" to affirm the Business Name or Certificate Number is associated with the ESIID and Meter Number of your electric bill.
    - o Option 1.2.2:
        - Click on the letter of the alphabet that would represent the first letter of your Retail Electric Provider (Mandatory).
    - o Review the search result list and select the radio button next to the correct Business Name or Certificate Number.
    - o Click "Select" to affirm the Business Name or Certificate Number is associated with the ESIID and Meter Number of your electric bill. You will be redirected back to the Add Smart Meter page.
- Click on the "I agree to the Terms and Conditions" checkbox. The Import button will only be enabled once all mandatory fields have been filled in.
- The message "The Meter(s) was successfully added" will be displayed on the Smart Meter(s) page.
- Option 2 – View Energy Data:
    - o To View Energy Data, first choose one record from the table by selecting the checkbox for that specific row.
    - o Click on "View Energy Data" button to view the energy usage data associated with the selected meter.
- Option 3 – View Meter Attributes:
    - o To View Meter Attributes, first choose one or more records from the table by selecting the checkbox for that specific row.
    - o Click on "View Meter Attributes" button and you will be redirected to view the meter attributes associated with the selected meter(s) on the Meter Attributes page.
- Option 4 – View Premise Attributes:
    - o To View Premise Attributes, first choose one or more records from the table by selecting the checkbox for that specific row.
    - o Click on "View Premise Attributes" button and you will be redirected to view the premise attributes associated with the selected meter(s) on the Premise Attributes page.
- Option 5 – Create New Subscription:
    - o To Create New Subscription, first choose one or more records from the table by

selecting the checkbox for that specific row.
- o Click on "Create New Subscription" button and you will be redirected to create a new subscription associated with the selected meter(s) on the Create New Subscription page.
- Option 6 – Export Energy Data:
  - o To Export Energy Data, first choose one or more records from the table by selecting the checkbox for that specific row.
  - o Click on "Export Energy Data" button and you will be redirected to the Export Energy Data Report page.

On the Meter Attributes page,
- Option 1 – Exporting attributes for a single meter
  - o Click on the "Export Attributes" button and the information will be downloaded to your computer in a CSV format.
- Option 2 – Exporting attributes for multiple meters
  - o Click on the "Export Attributes" button and you will be redirected to an Export Attributes page.
    - ▪ On the Export Attributes page, select the Report Delivery Type (e.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
    - ▪ Click on the "Submit" button and the message "Your Meter Attribute export request was successful. Your Order ID is…" will be displayed.

On the Premise Attributes page,
- Option 1 – Exporting attributes for a single meter.
  - o Click on the "Export Attributes" button and the information will be downloaded to your computer in a CSV format.
- Option 2 – Exporting attributes for multiple meters.
  - o Click on the "Export Attributes" button and you will be redirected to an Export Attributes page.
    - ▪ On the Export Attributes page, select the Report Delivery Type (e.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
    - ▪ Click on the "Submit" button and the message "Your Premise Attribute export request was successful. Your Order ID is…" will be displayed.

On the Export Energy Data Report page,
- Select the required report under the "Choose Report Type" options.
- Fill in the requested "Start Date". Please note that up to two years of energy data is available on SMT.

- Fill in the requested "End Date".
- Select the Report Delivery Type (e.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
- Click either "Export" for a CSV formatted file, or "Green Button Download My Data" for an XML formatted file. The report will be delivered to you in requested Report Delivery Type.

6 Report Request Status Topic

The Report Request Status page, shown in Figure 7, may be used to view the status of requested reports, as well as providing the capability to search and download the tabular data into excel.

Figure 7

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - Fill in your "User ID".
    - Fill in your "Password".
    - Click on "Login".
    - Click on the "Report Request Status" Navigation Topic on the left-hand side of the page. You will be redirected to your Report Request Status page.

On the Report Request Status page,
- Select the required report under the "Select Report Type Requested" options, and view the status of the requested reports in the table.

7 Manage Agreements Topic

The Manage Agreements page, shown in Figure 8, may be used to view and terminate existing energy data sharing agreements previously affirmed with your Competitive Service Provider(s), as well as providing the capability to search and export the tabular data.

Figure 8

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - Fill in your "User ID".
    - Fill in your "Password".
    - Click on "Login".
    - Click on the "Manage Agreements" Navigation Topic on the left-hand side of the page. You will be redirected to your Manage Agreements page.

On the Manage Agreements page, the following options may be performed:
- Option 1 – View Agreement.
    - To view and agreement, first choose one record from the table by selecting the

checkbox for that specific row, then click on the "View Agreement" button and you will be redirected to the View Data Sharing Agreement page.

- Option 2 – Terminate Agreement.
  - o To terminate and agreement, first choose one record from the table by selecting the checkbox for that specific row, then click on the "Terminate Agreement" button and you will be redirected to the Terminate Data Sharing Agreements page.
- Option 3 – ESIID Search.
  - o Click on the "ESIID Search" button and you will able to search for energy data sharing agreements associated with a specific ESIID.
  - o Fill in the "ESIID" field with an ESIID associated with your account.
  - o Click on the "Search" button to display a list of energy data sharing agreements in the table.
- Option 4 – Export Agreements.
  - o Click on the "Export Agreements" button and a list of energy data sharing agreements will automatically be downloaded to your computer in an Excel file format.
- Option 5 – Cancel Search
  - o Click on the "Cancel Search" button and all your search options will be cleared.

On the View Data Sharing Agreement page,
- View the list of ESIIDs associated with the previously selected energy data sharing agreement, and you may perform one of the following options:
  - o Option 1 – View Energy Data:
    - To View Energy Data, first choose one record from the table by selecting the checkbox for that specific row.
    - Click on "View Energy Data" button to view the energy usage data associated with the selected meter.
  - o Option 2 – View Meter Attributes:
    - To View Meter Attributes, first choose one or more records from the table by selecting the checkbox for that specific row.
    - Click on "View Meter Attributes" button and you will be redirected to view the meter attributes associated with the selected meter(s) on the Meter Attributes page.
  - o Option 3 – View Premise Attributes:
    - To View Premise Attributes, first choose one or more records from the table by selecting the checkbox for that specific row.
    - Click on "View Premise Attributes" button and you will be redirected to view the meter attributes associated with the selected meter(s) on the Premise Attributes page.
  - o Option 4 – Export Agreement Details:

- Click on "Export Agreement Details" button and all of the Energy Data Sharing Agreement details will be downloaded to an excel file.

On the Terminate Agreement page,

- To Terminate Agreements, first choose one or more records from the table by selecting the checkbox for that specific row.
- Click on the "Terminate Agreement" button and you will be directed to the Terminate Data Sharing Agreements page.
- Select the checkbox for the Agreement to be terminated.
- Click on the "Submit" button and the message "Your Data Sharing Authorization Termination request is successful" will be displayed on the Terminate Agreement page.

On the View Energy Data page, the following options may be performed:

- Option 1 – View your energy usage data:
  - Select the "Report Type" (e.g. Energy Data 15 Min Interval, Daily Meter Reads, and Monthly Billing Information).
  - Select the "Start Date".
  - Select the "End Date".
  - Click on "Submit Update" to view your energy usage data. The data will be provided in both graphical and tabular formats.
- Option 2 – Read your meter:
  - Click the "Get Current Meter Read" button. The request will be sent to the meter and the result will displayed below the button. It will take a few moments for the data to be retrieved from your meter; and once received, you will be able to view the current meter reading and the energy consumption from the "Latest End of Day Read". There may be some instances in which the meter reading cannot be retrieved, and you will receive the appropriate error message.
- Option 3 – Export your energy usage data:
  - Click either "Export My Report" for a CSV formatted file, or "Green Button Download My Data" for an XML formatted file. Please note the Green Button Download My Data report will be automatically sent to your email address listed in your account profile if the selected duration is greater than 30 days.

On the Meter Attributes page,

- Option 1 – Exporting attributes for a single meter
  - Click on the "Export Attributes" button and the information will be downloaded to your computer in a CSV format.
- Option 2 – Exporting attributes for multiple meters
  - Click on the "Export Attributes" button and you will be redirected to an Export Attributes

page.
- o On the Export Attributes page, select the Report Delivery Type (e.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
- o Click on the "Submit" button and the message "Your Meter Attribute export request was successful. Your Order ID is…" will be displayed.

On the Premise Attributes page,
- Option 1 – Exporting attributes for a single meter.
    - o Click on the "Export Attributes" button and the information will be downloaded to your computer in a CSV format.
- Option 2 – Exporting attributes for multiple meters.
    - o Click on the "Export Attributes" button and you will be redirected to an Export Attributes page.
    - o On the Export Attributes page, select the Report Delivery Type (e.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
    - o Click on the "Submit" button and the message "Your Premise Attribute export request was successful. Your Order ID is…" will be displayed.

8 Manage Subscriptions Topic

The Manage Subscriptions page, shown in Figure 9, may be used to view, edit, create and unsubscribe subscriptions related to your energy data reports, as well as providing the capability to download the tabular data into excel.
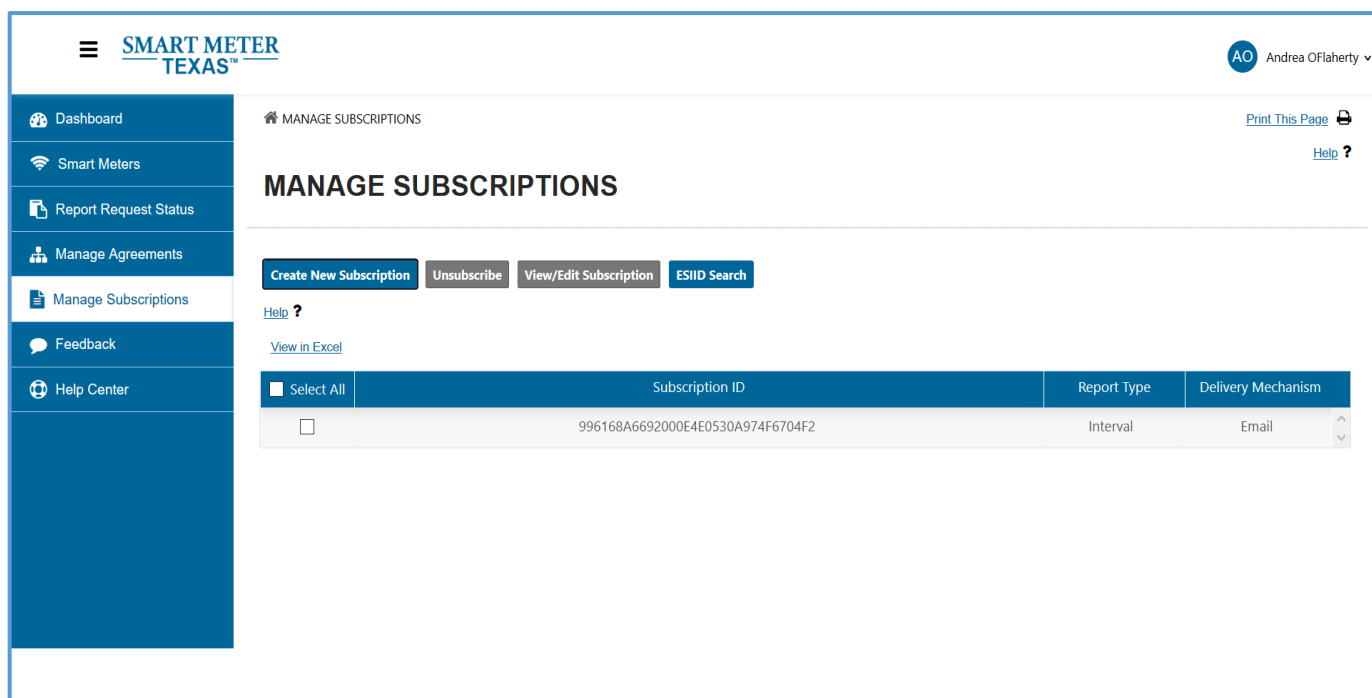

Figure 9

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
    - Fill in your "User ID".
    - Fill in your "Password".
    - Click on "Login".
    - Click on the "Manage Subscriptions" Navigation Topic on the left-hand side of the page. You will be redirected to your Manage Subscriptions page.

On the Manage Subscriptions page, the following options may be performed:
- Option 1 – Create New Subscription.
    - Click the "Create New Subscription" button and you will be redirected to the Create New Subscription page.

- Option 2 – Unsubscribe.
  - o To unsucscribe, first choose one record from the table by selecting the checkbox for that specific row, then click on the "Unsubscribe" button and you will be redirected to the Unsubscribed Subscriptions page.
- Option 3 – View/Edit Subscription.
  - o To view/edit a subscription, first choose one record from the table by selecting the checkbox for that specific row, then click on the "View/Edit Subscription" button and you will be redirected to the View/Edit Subscription page.
- Option 4 – ESIID Search.
  - o Click on the "ESIID Search" button and you will able to search for subscriptions associated with a specific ESIID.
  - o Fill in the "ESIID" field with an ESIID associated with your account. Click on the "Search" button to display a list of subscriptions in the table.

On the Create New Subscription page,
- Select the "Report Type". (E.g. Energy Data 15 Min Interval, Daily Meter Reads, or Monthly Billing Information).
- Select the "Report Format". (E.g. CSV, Green Button, or JSON).
- Select the "Report Delivery Type". (E.g. Email, FTPS, or API). The FTPS or API options are only available if you have previously integrated with SMT.
- Option 1 – Enter ESIIDs.
  - o Fill in the specific ESIIDs separated by commas in the "ESIID(s)" field and click on the "Submit" button. The Submit button will only be enabled once all mandatory fields have been filled in.
  - o The message "Your subscription request was successful. Your subscription ID is…" will be displayed.
- Option 2 – Import ESIIDs.
  - o Click on the "Import File" button to initiate the ESIID upload process.
  - o Click on the "Browse" button and select the CSV-formatted file on your computer containing the list of ESIIDs you want to add to your subscription.
  - o Click on the "Import File" button to complete the ESIID upload process and click on the "Submit" button. The Submit button will only be enabled once all mandatory fields have been filled in.
  - o The message "Your subscription request was successful. Your subscription ID is…" will be displayed.

On the Unsubscribe Subscriptions page,
- To Unsubscribe Subscriptions, first choose one record from the table by selecting the checkbox for that specific row.
- Click on "Submit" button and the message "Your Subscription request was successful" will

be displayed on the Unsubscribe Subscriptions page.

On the View/Edit Subscriptions page,

- View the list of ESIIDs associated with the previously selected subscription, and you may perform the following to unsubscribe specific ESIIDs from existing subscriptions:
    - o Choose one or more records from the table by selecting the checkbox for that specific row(s).
    - o Click on "Submit" button and the message "Your Unsubscription request was successful" will be displayed on the View/Edit Subscriptions page.

9 Automation using SMT Interface Services

Residential users may integrate with SMT to have automated access to energy usage data, meter information and premise information using either a file transfer protocol secure (FTPS) or application programming interface (API) service.

Please refer to the Smart Meter Texas Interface Guide for more details. The Smart Meter Texas Interface Guide can be found in the Help Center on the SMT WebSite

To initiate the SMT integration process, please contact the SMT Support team as follows:

1. Email at Support@SmartMeterTexas.com

(Or)

2. Phone at 1-844-217-8595

10 Help Center Topic

The Help Center page, shown in Figure 11, may be used assist with the following:
- Get support for help with SMT
- Report a system issue
- Report a billing issue
- Report a metering or data issue
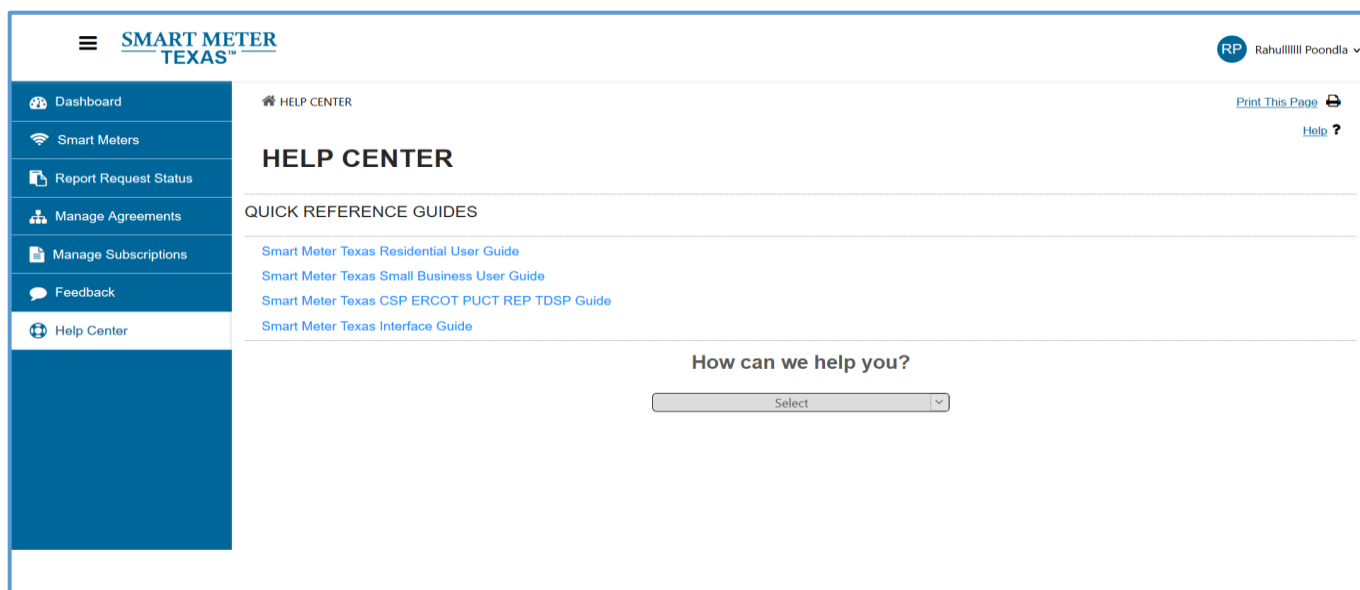- Report an issue with Data Sharing Agreement(s)

Figure 11

The following step-by-step procedure may be used to login into SMT:

- Navigate to the SMT website: www.SmartMeterTexas.com
- On the SMT website:
  - Fill in your "User ID".
  - Fill in your "Password".
  - Click on "Login".
  - Click on the "Help Center" Navigation Topic on the left-hand side of the page. You will be redirected to your Help Center page.

On the Help Center page,
- The Quick Reference Guides are located on this page and include the User Guides by roles and the Smart Meter Texas Interface Guide. The Guides may be viewed or

downloaded.

- For Help, navigate to the drop down below How can we help you? Select one of the available options in the drop down to obtain information on how to receive assistance.

11 Glossary of Terms

Term	Description
Competitive Service Provider (CSP)	Provides energy usage services to retail customers, excluding the sale of electric energy to the retail customers in the areas of Texas that is open to retail competition. To support the CSP's service offerings, the CSP may obtain access to a retail customer's energy data from SMT after SMT has received confirmation from the customer that the CSP data sharing agreement has been approved
DUNS Number	A proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.
Electric Reliability Council of Texas (ERCOT)	Manages the flow of electric power, as the independent system operator (ISO) for Texas, to more than 25 million Texas customers.
Electric Service Identifier ID (ESI ID)	A 17-digit number found on an electric bill that is unique to a property address in the State of Texas.
Information Technology (IT) Service Provider	A company which provides business and technical expertise to enable organizations in the creation, management and optimization of or access to information and business processes. The IT service provider may directly support an organization based on the organizations governance and standards, or indirectly support an organization "on behalf of" the organization utilizing its own governance and standards.
Public Utility Commission of Texas (PUCT)	Regulates the state's electric utilities, implements legislation related to those utilities, and offers customer assistance in resolving customer complaints.
REP of Record (ROR)	A REP who has an active agreement with a retail customer for the purpose of buying electricity at retail. With this active agreement, the ROR has access to the retail customer's energy usage.
Retail Electric Provider (REP)	Sells electric energy to retail customers in the areas of Texas where the sale of electricity is open to retail competition. A REP buys wholesale electricity, delivery service, and related services, prices electricity for customers, and seeks customers to buy electricity at retail.

Smart Meter Texas (SMT) Entity Account	A dedicated account on the SMT portal belonging to either a Residential Customer, Small Commercial Business, ROR, CSP, TDU, ERCOT, OPUC or the PUCT. A single DUNS for a ROR, CSP or TDU is required for validation during the SMT portal registration process. The entity account will have a minimum of one DUNS that will be associated with the customer ESI IDs based on the services being provided by the entity, but may elect to have many DUNS associated with the entity account capable of performing customer services based on its unique identity. If an entity wants to further segment their organization, SMT will support the creation of multiple entity accounts representing one or more DUNS for each entity account.
Smart Meter Texas (SMT) Entity User Types	Each entity account will support up to 100 administrators and an unlimited number of end users. The **SMT Entity Administrator**, using a unique set of credentials (e.g. ID and Password) for that entity account, will be responsible for managing the entity account information and profile, DUNS information and profile, manage integration services with SMT, manage alerts and/or notifications received from SMT related to cyber security and operational events, generating the appropriate integration service credentials using the SMT portal, and manage the end users requesting access on a per DUNS basis. The **SMT entity end user**, using a unique set of credentials for that entity account, will be responsible for requesting access to one or more DUNS from the SMT entity administrator and managing customer-related services associated on a per DUNS basis. The SMT entity users can be those individuals directly associated with the entity, or those individuals providing services on their behalf.
Smart Meter Texas (SMT) Portal	A website operated and managed by AEP Texas Company, CenterPoint Energy Houston Electric LLC., Oncor Electric Company LLC., and Texas-New Mexico Power Company to store energy usage data, meter and premise attribution, and provide data access services (e.g. FTP, web service, download) to Residential Customers, Small Business Customers, RORs, CSPs, TDUs, ERCOT, OPUC and PUCT.
Texas Office of Public Utility Counsel (OPUC)	Represents residential and small commercial customers in electric utility matters.
Transmission and Distribution Utility (TDU)	Delivers energy and provides energy usage metering services through their Transmission and Distribution facilities to a specific premise (e.g. home or business).