



MyMeter™ Software Application
User Guide for Sturgeon Bay Utilities

mymeter.sbunet.com

New Users: Create your MyMeter Account

Go to **mymeter.sbunet.com** and select “create an account.” Be sure to use your correct account number and account name as they appear on your monthly utility bill.

SBU
STURGEON BAY UTILITIES

Login Using:

Email Address Password

Remember me NO [Forgot your Password?](#) [Create an Account](#)

Create your account below

Register Using

Name on Account

Choose Password

Re-enter Password

Account Number

Email Address

Secret Question




Secret Answer


**Tracking your energy use has never been easier.
On any device, at any time.**

Returning Users: Login to your Account

Use your email address and your password to log into your customer account.

SBU
STURGEON BAY UTILITIES

Login Using:   

Email Address Password **LOGIN** 

Remember me NO [Forgot your Password?](#) [Create an Account](#)

Tracking your energy use has never been easier. On any device, at any time.

Using MyMeter, you can now easily and quickly track your energy usage, spot trends and receive timely alerts whenever your energy use reaches a pre-determined level. Analyzing and managing your energy costs has never been easier. It's your energy. Make the most of it.
[Get Started Today.](#) Already have a MyMeter account? [Login at the top of the page.](#)

Data & alerts where you are
Alerts and meter data are accessible across lots of different devices and our mobile alert system keeps you up-to-date even when you're on the road.

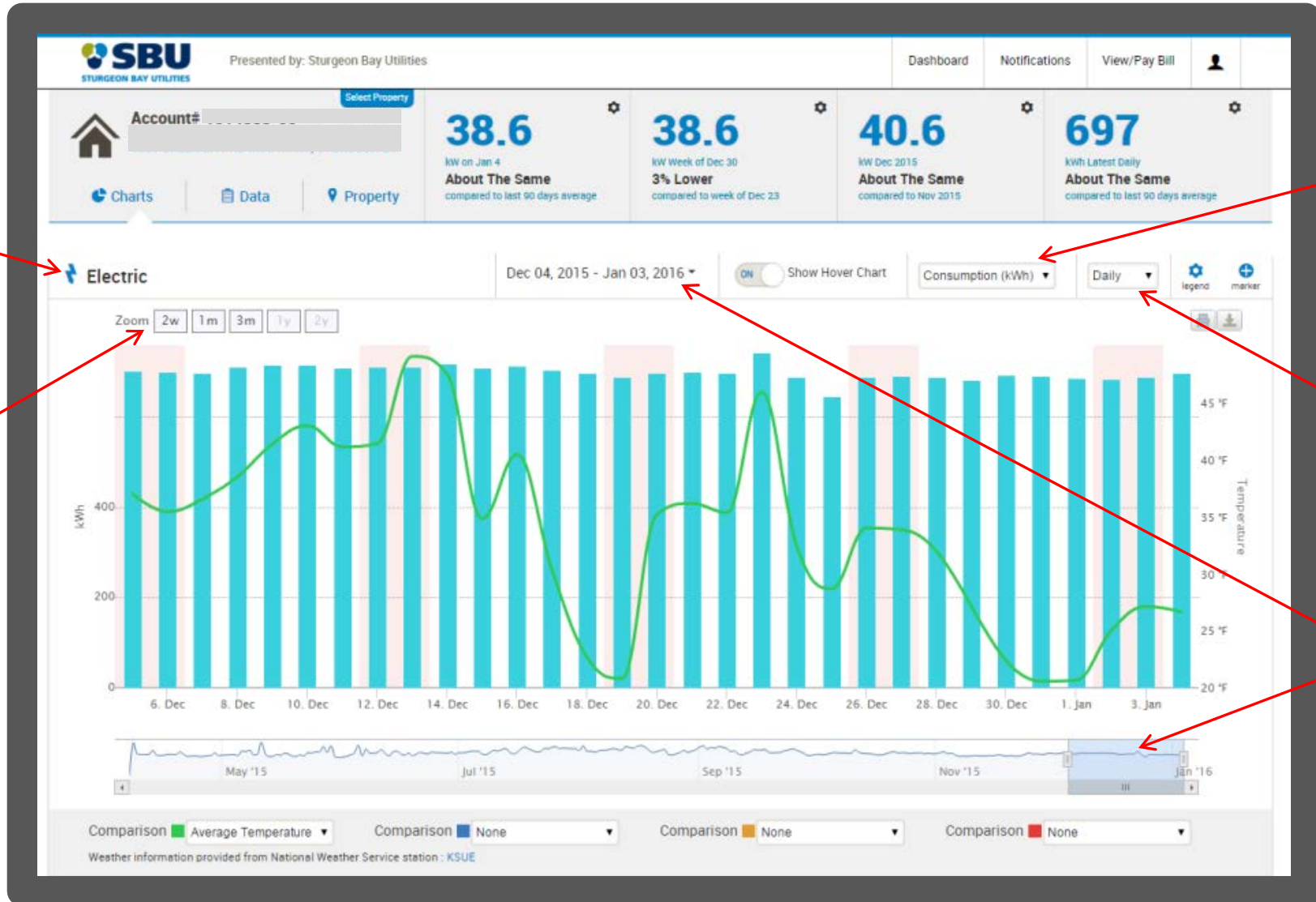
Track & compare your usage
Track your usage against weather conditions and see how you compare to your own usage from previous years.

Customizable markers
Track important events and monitor associated energy changes with handy markers. Using markers helps the system know how and when to provide important alerts.

Benchmark
Access information about your building's real-time energy usage, load factors and historical trends—and understand what those numbers actually mean.

Navigating the Dashboard

Once you login to MyMeter, you will see the dashboard screen in the **Charts View**. Here usage data is displayed graphically, over a chosen time period. In addition, total consumption for the most recent day, week and month are shown at the top, with a comparison of past electricity or water usage.



Choose to display electric or water data

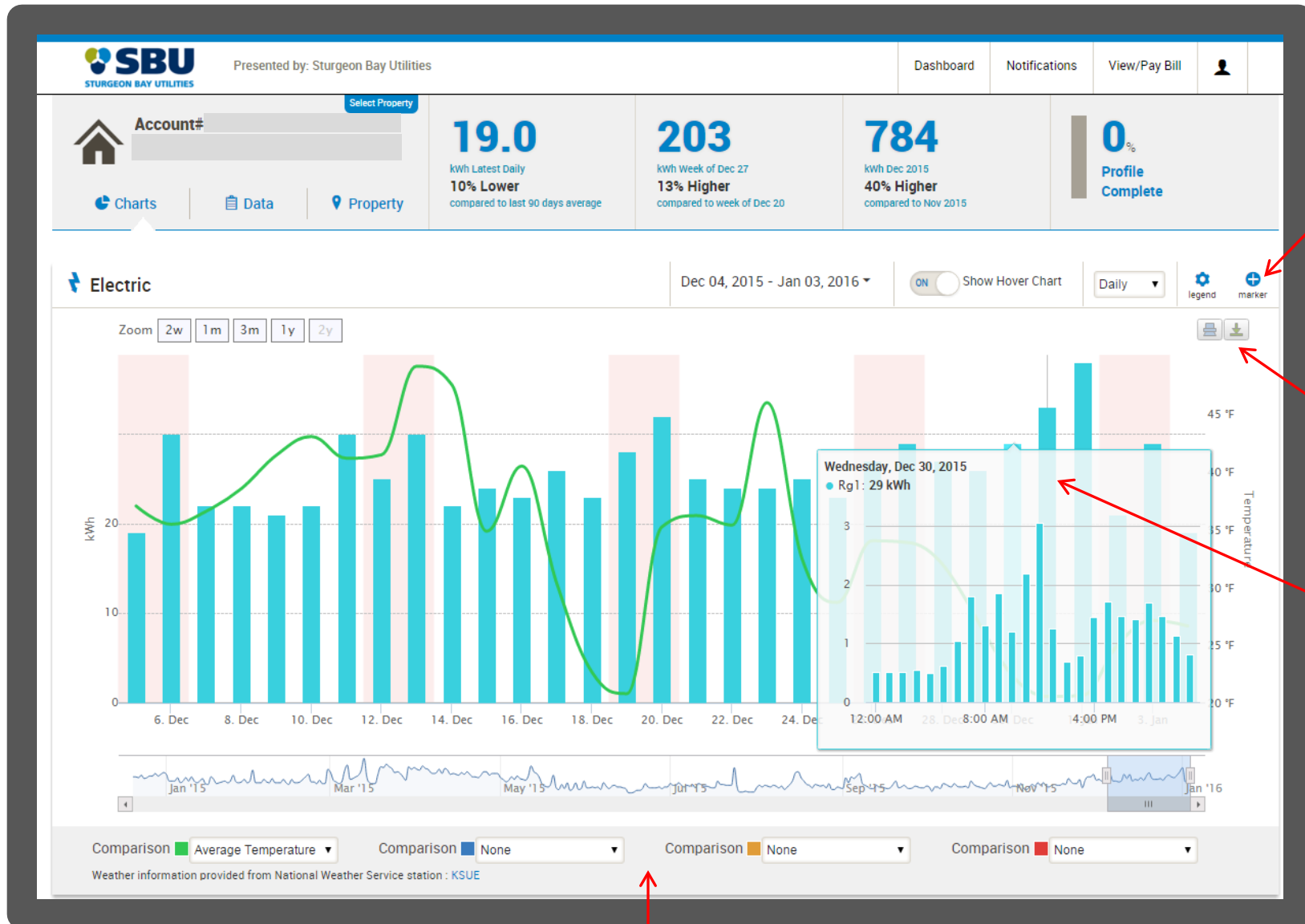
Quick zoom to different time periods over which to display data

Choose to view demand (kW) or usage (kWh) provided account is measuring demand

Choose data time interval (15 minute Interval, Hourly, Daily, or Monthly)

Choose a date range from the calendar dropdown or using the sliding markers

Navigating the Dashboard- Continued



Note events by placing a "marker"

Print or export graph

Hover over a data point for details

Select from options to compare data, or turn off by selection "None"

Navigating the Dashboard- Continued

In **Property View**, you can enter information about your home or business to gain better insight into your energy use.

Select
Property
View.

The screenshot shows the SBU MyMeter dashboard. At the top, the SBU logo and 'Presented by: Sturgeon Bay Utilities' are visible. The navigation bar includes 'Dashboard', 'Notifications', 'View/Pay Bill', and a user profile icon. Below the navigation bar, there are four main data cards: 'Account#' (with a 'Select Property' button), '18.0 kWh Latest Daily' (6% Lower compared to last 90 days average), '155 kWh Week of Dec 27' (12% Lower compared to week of Dec 20), and '667 kWh Dec 2015' (26% Higher compared to Nov 2015). A 'Profile Complete' card shows '0%' completion. Below these cards, the 'Property' tab is selected in the navigation bar. The 'Property' view shows 'Location #:' (STURGEON BAY, WI 54235), 'Details' (Name: MyMeter Name, Primary Use: Single Family, Total Sq Ft: 0, Year Built: 0), and 'Profile 0% Complete'. The 'Property Profile' section has tabs for Overview, Structure, Heating/AC, Water Heating, Appliances, Lighting, Electronics, Pools & Hot Tubs, and Generation. The 'Overview' tab is active, displaying text about MyMeter's capabilities and a 'GOT IT' button.

SBU
STURGEON BAY UTILITIES

Presented by: Sturgeon Bay Utilities

Dashboard Notifications View/Pay Bill

Account# [Select Property]

18.0 kWh Latest Daily
6% Lower compared to last 90 days average

155 kWh Week of Dec 27
12% Lower compared to week of Dec 20

667 kWh Dec 2015
26% Higher compared to Nov 2015

0% Profile Complete

Charts Data **Property**

Location #: [STURGEON BAY, WI 54235]

Details

Name: MyMeter Name

Primary Use: Single Family

Total Sq Ft: 0

Year Built: 0

Profile 0% Complete

Help us provide better alerts & comparisons by completing this property profile.

Property Profile

Overview Structure Heating/AC Water Heating Appliances Lighting Electronics Pools & Hot Tubs Generation

Overview

By providing basic information about your property, MyMeter is able to give you more tools to gain insight into your energy use. Based on property attributes such as size, age of construction, and the fuels used for major systems (e.g., heating and cooling), MyMeter can give you more meaningful comparisons of your energy use to similar properties.

This information also helps identify if you may be eligible for special rebate offers and programs that can help lower your bill and make energy improvements more affordable. Your utility can communicate these offers if you've opted into receiving messages through MyMeter's [Communications Options](#) settings in the account menu at the top of the page.

Please take some time to provide basic information about your property's construction and systems by clicking 'Get Started' below and navigating through the system tabs above.

GOT IT ✓

Managing Account Settings

This screen allows you to manage your MyMeter user account settings and link additional meters to your user account in the Account Information screen:

The screenshot shows the MyMeter Account Information page. At the top, there is a navigation bar with 'mymeter' logo, 'Presented by: WPPI Energy', and navigation links for 'Dashboard', 'Notifications 2', and a user profile icon. A dropdown menu is open under the user profile icon, showing 'Account Information', 'Communication Options', and 'Log Out'. The main content area is titled 'Account Information' and includes a 'Login:' field with an 'Edit' button. Below this are three sections: 'Update Password', 'Update Secret Question', and 'Connect Additional Utility Account'. The 'Update Password' section has fields for 'Current Password', 'New Password' (with a note '6 or more characters'), and 'Confirm New Password', along with an 'UPDATE PASSWORD' button. The 'Update Secret Question' section has a dropdown menu for 'What street did you grow up on?', an 'Answer' field, a 'Current Password' field, and an 'UPDATE SECRET QUESTION' button. The 'Connect Additional Utility Account' section has fields for 'Name on Account' and 'Account Number', both with 'From Bill' suggestions, and an 'ADD ACCOUNT' button. On the right side, there is an 'Access Log' table with columns for 'User', 'Activity', 'Date', 'Time', and 'IP Address'. The table contains 15 rows of activity logs. A 'View More' link is at the bottom of the table. Red arrows point from external text annotations to various parts of the page: one to the 'Account Information' dropdown, one to the 'Access Log' table, one to the 'Update Password' section, one to the 'Update Secret Question' section, and one to the 'Connect Additional Utility Account' section.

Account Information

Dashboard Notifications 2

Account Information

Communication Options

Log Out

Account Information

Login:

Update Password

Current Password:

New Password: 6 or more characters

Confirm New Password:

Update Secret Question

What street did you grow up on?

Answer:

Current Password:

Connect Additional Utility Account

Name on Account: From Bill

Account Number: From Bill

Access Log

User	Activity	Date	Time	IP Address
	Successful Login	6/8/2015	9:54 AM	208.73.95.39
	Successful Login	6/8/2015	9:53 AM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Changed Username	6/5/2015	3:19 PM	208.73.95.39
	Successful Login	6/5/2015	3:18 PM	208.73.95.39
	Successful Login	6/2/2015	1:45 PM	208.73.95.39
	Successful Login	6/2/2015	9:32 AM	208.73.95.39
	Successful Login	5/26/2015	4:07 PM	208.73.95.39
	Deleted Energy Marker	5/26/2015	3:42 PM	208.73.95.39
	Successful Login	5/26/2015	3:41 PM	208.73.95.39
	Successful Login	5/21/2015	2:17 PM	208.73.95.39
	Successful Login	5/21/2015	2:07 PM	208.73.95.39

[View More](#)

Manage password and security question.

Connect additional utility accounts—need name and account number.

Monitor MyMeter account activity.

Communication Options

You can now manage how you receive communications about your energy usage. Choose to receive notifications via email or text, and set up alerts to notify you if your usage exceeds a specific limit.

Choose communication method: email or text.

The screenshot shows the 'Communication Options' page for Sturgeon Bay Utilities (SBU). At the top, there is a navigation bar with 'Dashboard', 'Notifications', and 'View/Pay Bill' links, along with a user profile icon. Below the navigation bar, the page title 'Communication Options' is displayed. The main content area is divided into two sections: 'New' and 'Thresholds'. The 'New' section has a dropdown menu for address (currently '427N 18TH AVE'), a dropdown for communication method (currently 'Email'), and a text input field for an email address (currently 'name@domain.com'). There is an 'ADD' button with a plus icon. Below this, a note states: 'Standard text messaging rates may apply for SMS text messaging communications'. The 'Thresholds' section has a dropdown for address (currently '427N 18TH AVE - Electric'), a dropdown for meter (currently 'Meter# 4620144974 (Rg1)'), a dropdown for frequency (currently 'Daily'), a dropdown for limit type (currently 'Over'), and a text input field for a value in kWh. There is an 'ADD' button with a plus icon. Below this, a summary of current usage is shown: 'You currently average 25.42 kWh per day, 177.93 kWh per week, and 762.56 kWh per month on meter 4620144974 (Rg1)'. Red arrows point from external text boxes to the communication method dropdown, the 'ADD' button in the 'New' section, the meter dropdown in the 'Thresholds' section, the 'Notifications' link in the navigation bar, and the 'View/Pay Bill' link in the navigation bar.

Set a threshold for consumption. Customer will be automatically notified if their usage exceeds this value by the communication method chosen.

Return to Charts View

A list of notifications appears when this is selected.

Links to bill payment website