



PA Third-Party Web Portal User Administrator Guide
Met-Ed, Penelec, Penn Power and West Penn Power

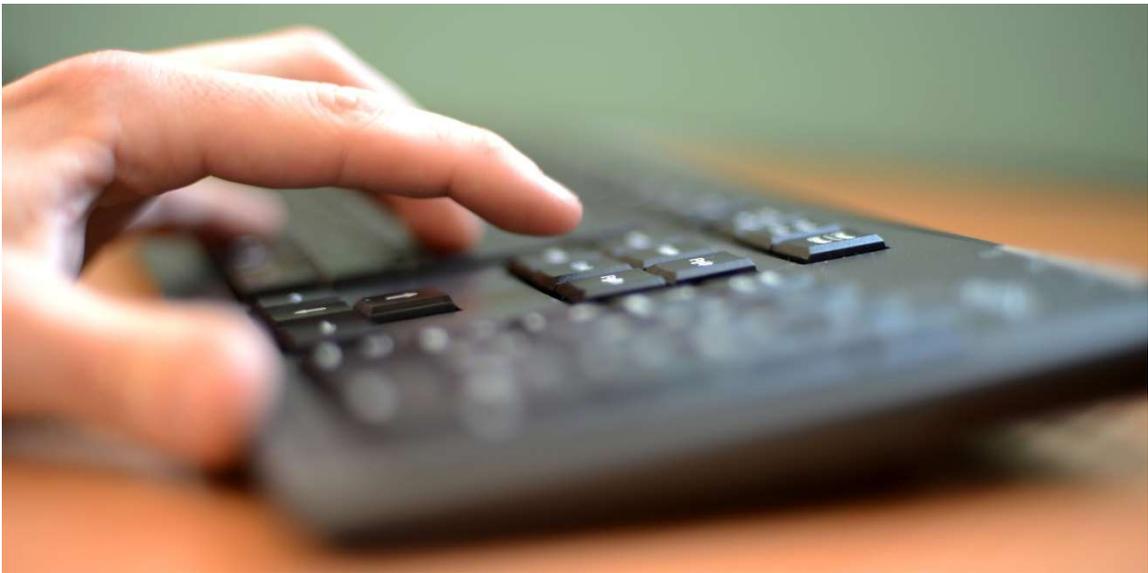


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Background

Effective June 1, 2023, Met-Ed, Penelec, Penn Power and West Penn (individually, a “Company”, and in any combination, the “Companies”) implemented their Third Party Data Access Tariff (“Tariff”) approved by the Pennsylvania Public Utility Commission (“Commission”). The Tariff defines the circumstances and terms and conditions under which the Companies provide customer usage and usage related data to curtailment service providers and conservation service providers (collectively, “CSPs”). The Tariff provides two access points for CSPs to obtain customer data. The first is via a third party portal and the second is via electronic data interchange (“EDI”). CSPs are required to submit a registration form for each Company for which they are requesting customer data. Prior to submitting your registration form(s), please read the Tariff closely to fully understand terms of service, confidentiality, and other requirements.

Third-Party Web Portal Access

To ensure Access Management along with secure data protocols each Third-Party will designate an Administrator to complete and submit the following forms:

- Registration Form
- W-9 Form
- LOA Form (Optional)

The LOA is not required to be provided at the time of registration, but FirstEnergy reserves the right to request the LOA form at any time.



The forms can be found online at the following web URL
https://www.firstenergycorp.com/third_party_data_access.html

Individual Customer Data Request

Individual Customer Data Requests

This allows a third party to access personally identifiable customer account information. To access this data, you must have a Letter of Authorization (LOA) form signed by the business and customer to access their account data. The LOA is not required to be provided at the time of registration, but FirstEnergy reserves the right to request the LOA form at any time.

To register, download the files for the corresponding Operating Company from which you need information. Once completed, upload the files to the link provided and submit your access request.

Met-Ed	+
Penelec	+
Penn Power	+
West Penn Power	+

Third-Party User can click the drop down next to the Operating Company(s) from which they would like to access data.

After the Third-Party has downloaded and completed the forms they can then click the Upload link and attach their completed forms.

Individual Customer Data Requests

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To register, download the files for the corresponding Operating Company from which you need information. Once completed, upload the files to the link provided and submit your access request.

Met-Ed

To request data, complete a Registration Form and a W-9 Form. You can choose to provide your LOA Form at this time as well. Please download the forms, then upload and submit them using the link below.

- Registration Form 
- W-9 Form 
- LOA Form 

UPLOAD FILES

Individual Customer Data Request

Utilities have access to vast amounts of data on their customers' energy use and behaviors. Customers can choose to allow third parties to have access to this data. As authorized by a customer, Third Parties, currently limited to Curtailment Service Providers and Conservation Service Providers, can access Individual Customer Data and request access to Aggregated and Anonymous Customer Data.

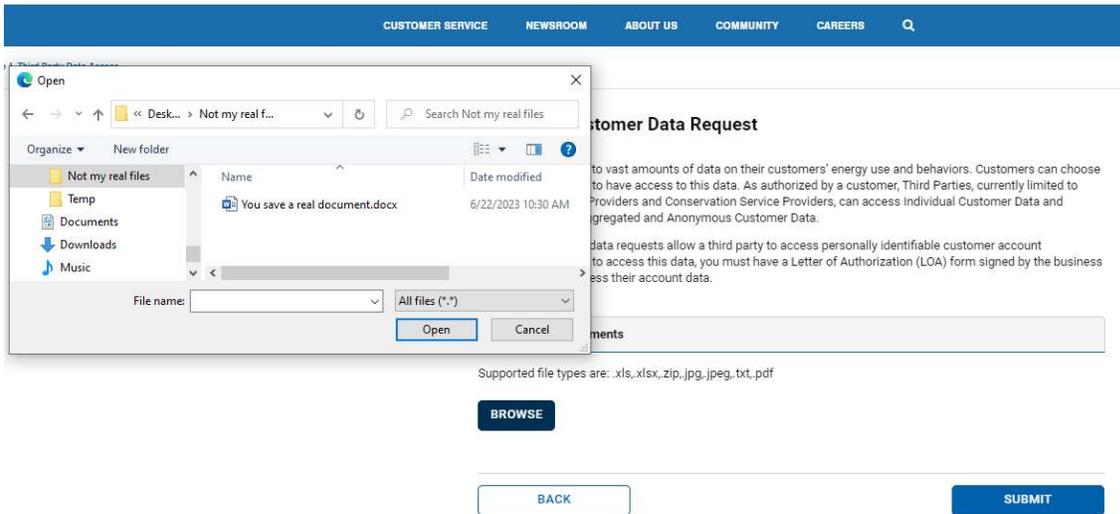
Individual Customer data requests allow a third party to access personally identifiable customer account information. In order to access this data, you must have a Letter of Authorization (LOA) form signed by the business and customer to access their account data.

Upload Your Documents

Supported file types are: .xls, .xlsx, .zip, .jpg, .jpeg, .txt, .pdf

BROWSE

BACK **SUBMIT**



Third-Party can then click the Submit button to send their registration request.

Upload Your Documents

Supported file types are: .xls, .xlsx, .zip, .jpg, .jpeg, .txt, .pdf

BROWSE

#	File Name	File Size	
1	LOA%20for%20Third%20Party%20Access.pdf	222.7KB	Remove

Additional Information

What Data Are You Requesting?

BACK **SUBMIT**

A log in and temporary password will be emailed to the Administrator after the applicable forms have been reviewed and approved by Supplier Services. The Administrator will be prompted to change their password upon their initial log in. All passwords need to be 8-20 characters and include at least 1 number and 1 uppercase letter.

Users can use the "PA Third-Party SU-MR" link from the landing page to access the SU-MR Portal.



Third-Party Administrator

This section will outline what a Third-Party Administrator can do on the Third-Party Portal.

Once a third-party is added and a user is created that user should be the administrator. The third-party administrator can add additional users to their account. Simply select "Add User."

After logging in Administrator will see this Attest screen:

Users must "Attest" that they have obtained proper authorization to access customer data. To accept click the "Continue." User will be shown the third-party administrator "Manage Accounts" page.

- SU-MR
- Manage Accounts**
- Attest Access
- Activity Log
- Reset Password

- Logout

Search By Name

FILTER

TPDA Test 3 Users			ADD USER
Username	Name	Session Status	Action
jtestuser	Test User	Inactive	Edit Remove
jtest1	Joe Test	Active	Edit

Once a third-party is added and a user is created that user should be the administrator. The third-party administrator can add additional users to their account. Simply select "Add User."

- SU-MR
- Manage Accounts**
- Attest Access
- Activity Log
- Reset Password

- Logout

Search By Name

FILTER

TPDA Test 3 Users			ADD USER
Username	Name	Session Status	Action
jtestuser	Test User	Inactive	Edit Remove
jtest1	Joe Test	Active	Edit

This allows additional Logins for the Third-Party. Note once a third-party is added and a user is created that user should be the Administrator therefore they can create their own users.

To view users of an existing user select 'View Users'

FirstEnergy Third Party Welcome Supplier 3p Bus Super Admin

Third Party

SU-MR

Activity Log

Reset Password

Logout

Manage Third Parties

Search for user by login or name then filter by clicking on the icons on each column. To retrieve a new list of all users leave the search field blank and click search

Search By Third Party Name

FILTER

ADD THIRD PARTY

Third Party Information	Operating Companies
<p>FEAdminParty</p> <p>State: PA Duns: NA View Users Edit Delete</p>	<p>CEI, JC, ME, MP, OE, PEMD, PEWV, PN, PP, TE, WPP</p>
<p>TPDA Test 3</p> <p>State: PA Duns: 12340 View Users Edit Delete</p>	<p>ME, PN, PP, WPP</p>

You have an option of activities that you can provide once in 'View Users.'

FirstEnergy Third Party Welcome Joe Test

SU-MR

Manage Accounts

Attest Access

Activity Log

Reset Password

Logout

Search By Name

FILTER

ADD USER

Username	Name	Session Status	Action
jtestuser	Test User	Inactive	Edit Remove
jtest1	Joe Test	Active	Edit

Edit

- Allows Editing of a created user. You can edit users name, email address or reset their password if they have forgotten. In the instance that a third-party administrator forgets their password they must reach out to the FE Third-Party Access Super Administrator to have it reset.

The screenshot shows the 'Edit User' form in the FirstEnergy Third Party portal. The page has a dark blue header with the 'FirstEnergy Third Party' logo on the left and 'Welcome Joe Test' on the right. On the left side of the page, there is a vertical menu with the following items: 'SU-MR', 'Manage Accounts' (highlighted in blue), 'Attest Access', 'Activity Log', 'Reset Password', and 'Logout'. The main content area is titled 'Edit User' and contains several input fields: 'Name' (with 'Test User' entered), 'Login' (with 'jtestuser' entered), 'Email' (with 'test@fe.com' entered), 'Password', and 'Confirm Password'. There is also a checkbox for 'Reset Password' which is currently unchecked. A blue 'SUBMIT' button is located at the bottom right of the form.

Remove

- To remove a User

The screenshot shows the 'Delete User' form in the FirstEnergy Third Party portal. The page has a dark blue header with the 'FirstEnergy Third Party' logo on the left and 'Welcome Joe Test' on the right. On the left side of the page, there is a vertical menu with the following items: 'SU-MR', 'Manage Accounts' (highlighted in blue), 'Attest Access', 'Activity Log', 'Reset Password', and 'Logout'. The main content area is titled 'Delete User' and contains the text 'Confirm Delete of Third Party User Test User'. A blue 'DELETE' button is located on the right side of the page.

The third-party administrator can also view the "Activity Log" of their access and their users access.

SU-MR

Manage Accounts

Attest Access

Activity Log

Reset Password

Logout

Search By Name

From: X

To: X

FILTER

Activity Log

EXPORT EXCEL

Action Date	Name	Action Code	Action Text	User Info
6/15/2023, 1:58:52 PM	Joe Test	Login	Third Party User ID: 1052 Message: User Logged In Successfully.	Joe Test - Admin
6/15/2023, 1:43:14 PM	Test User	Create User	Login 'jtestuser' Name: Test User Reset Password: 'false' Email: 'fe48511@firstenergycorp.com' Admin: 'false' Super Admin: 'false'	Test User - User
6/15/2023, 1:41:06 PM	Joe Test	Login	Third Party User ID: 1052 Message: User Logged In Successfully.	Joe Test - Admin

Single User – Multiple Request (SU-MR)

A user will log in using the SU-MR link of the Third-Party Access Page or by using the following URL: <https://thirdpartydataaccess.firstenergycorp.com/sumr>
 Once logged in, user can click on SU-MR link to begin retrieving customer data.

Third Party Data Access

Utilities have access to vast amounts of data on their customers' energy use and behaviors. Customers can choose to allow third parties to have access to this data. As authorized by a customer, Third Parties, currently limited to Curtailment Service Providers and Conservation Service Providers, can access Individual Customer Data and request access to Aggregated and Anonymous Customer Data.

If you don't have an account, you can apply for access by following the instructions [here](#).

Account Log In

Log in to your account to establish new service
 contact your organization's administrator to reset your password. If you are the administrator for your organization, [contact us](#) to have your password reset.

[Request Access](#)

Username

Password

LOG IN

Third-Party can enter the username and password provided and click the Log In button to access the SU-MR.

SU-MR

- [Manage Accounts](#)
- [Attest Access](#)
- [Activity Log](#)
- [Reset Password](#)
-
- [Logout](#)

SU-MR

Third Parties can use this page to query account details. Actions on this page will be logged. If requested, the LOA must be provided. Failure to do so may result in fines.

Account numbers can be manually typed or copied/pasted into the input box. Please enter the account numbers for which you want to retrieve data then press "Verify". Please note a maximum of 10 account numbers can be provided at one time. Upon receiving results, if satisfied, select "Submit" to view account details.

Account Information

Account Numbers

VERIFY

User must enter the 20 digit customer account number in the Account Numbers field.

SU-MR

- [Manage Accounts](#)
- [Attest Access](#)
- [Activity Log](#)
- [Reset Password](#)
-
- [Logout](#)

SU-MR

Third Parties can use this page to query account details. Actions on this page will be logged. If requested, the LOA must be provided. Failure to do so may result in fines.

Account numbers can be manually typed or copied/pasted into the input box. Please enter the account numbers for which you want to retrieve data then press "Verify". Please note a maximum of 10 account numbers can be provided at one time. Upon receiving results, if satisfied, select "Submit" to view account details.

Account Information

Account Numbers

VERIFY

The Verify button confirms if the number provided is a valid FirstEnergy account number and if the account belongs to an Operating Company that the Third-Party has registered access for.

If the account number is invalid or if it is not for an approved Operating Company, the following messages with appear:

Account Information

Account Numbers

VERIFY

Account Information	
Account Number	Status
[Redacted]	Invalid account.

By clicking the Submit button, you agree to retain a Letter of Authorization form for each customer account you are requesting data from. We may ask you to provide proof of a Letter of Authorization form at any time.

SUBMIT

Account Information

Account Numbers

08041219310000111261

VERIFY

Account Information	
Account Number	Status
[Redacted]	Ineligible Operating Company

By clicking the Submit button, you agree to retain a Letter of Authorization form for each customer account you are requesting data from. We may ask you to provide proof of a Letter of Authorization form at any time.

SUBMIT

For Valid Accounts Third-Party users will see the below message:

Account Information

Account Numbers

VERIFY

Account Information	
Account Number	Status
[Redacted]	Valid Account

By clicking the Submit button, you agree to retain a Letter of Authorization form for each customer account you are requesting data from. We may ask you to provide proof of a Letter of Authorization form at any time.

SUBMIT

They can then hit Submit to continue to access data.

SU-MR

Utilities have access to vast amounts of data on their customers' energy use and behaviors. Customers can choose to allow third parties to have access to this data. As authorized by a customer, Third Parties, currently limited to Curtailment Service Providers and Conservation Service Providers, can access Individual Customer Data and request access to Aggregated and Anonymous Customer Data.

Account Information

Account Number	[Redacted]	DOWNLOAD +
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BACK TO ACCOUNT LOOKUP

DOWNLOAD ALL

Third-Parties can then hit the "+" beside the Download link to see a preview of the data:

Account Information

Account Number [REDACTED] [DOWNLOAD](#) -

Customer Name [REDACTED]

Bill Cycle 01

EDC Name Penn Power

Load Profile C2

Net Service Peak 2.2250000

Peak Contribution 1.7339000

Rate Class PP-GSD

Meter Type Interval

Voltage 120/240 Volt Delta 3 phase

Usage Start Date 02/25/2021

Usage End Date 03/23/2023

Account Summary

Start Date	End Date	kWh	kWh QTY	Registered kW	Registered kW QTY	Billed kW
02/23/2023	03/23/2023	283	QD	1.8	QD	1.8

They can select "Download" to see 24 months' worth of data via Excel.

Account Information

Account Number [REDACTED] [DOWNLOAD](#) -

Customer Name [REDACTED]

Bill Cycle 01

EDC Name Penn Power

Load Profile C2

Net Service Peak 2.2250000

Peak Contribution 1.7339000

Rate Class PP-GSD

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02/23/2023	03/23/2023	283	QD	1.8	QD	1.8

Conservation Service Providers, can access Individual Customer Data and request access to Aggregated and Anonymous Customer Data.

Account Information

Account Number [REDACTED] CREATING EXCEL FILE...

Customer Name [REDACTED]

Bill Cycle 01

EDC Name Penn Power

Load Profile C2

Net Service Peak 2.2250000

Peak Contribution 1.7339000

Rate Class PP-GSD

Meter Type Interval

Voltage 120/240 Volt Delta 3 phase

Usage Start Date 02/25/2021

Usage End Date 03/23/2023

Account Summary

Start Date	End Date	kWh	kWh QTY	Registered kW	Registered kW QTY	Billed kW
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Conservation Service Providers, can access Individual Customer Data and request access to Data.

Account Information

Account Number [REDACTED]

Customer Name [REDACTED]

Bill Cycle 01

EDC Name Penn Power

Load Profile C2

Net Service Peak 2.2250000

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Voltage 120/240 Volt Delta 3 phase

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Account Summary

Start Date	End Date	kWh	kWh QTY	Registered kW	Registered kW QTY	Billed kW
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[08041219310000111261(2).xlsx]
[Open file](#)

[08041219310000111261(1).xlsx]
[Open file](#)

Tolerance (24).xlsx
[Open file](#)

UninvoicedBills (20).xlsx
[Open file](#)

UnbilledAccounts (22).xlsx
[Open file](#)

Tolerance (23).xlsx
[Open file](#)

UninvoicedBills (19).xlsx
[Open file](#)

UnbilledAccounts (21).xlsx
[Open file](#)

Tolerance (22).xlsx
[Open file](#)

UninvoicedBills (18).xlsx
[Open file](#)

UnbilledAccounts (20).xlsx
[Open file](#)

[See more](#)

	A	B	C	D	E	F	G
1	Customer Identifier						
2	Customer Name	APPLEBEES NEIGHBORHOOD					
3	Bill Cycle	61					
4	EDC Name	Penelec					
5	Load Profile	GSCM					
6	Net Service Peak	36.1845000					
7	Peak Contribution	80.5419000					
8	Rate Class	PN-GSMD					
9	Meter Type	Interval					
10	Voltage	Secondary, voltage unknown					
11	Usage Start Date	05/27/2021					
12	Usage End Date	05/25/2023					
13							
14							
15	Premise						
16	Service Point	PN01					
17	Meter Number						
18	Meter Manufacturer	GENERAL ELECTRIC					
19	Meter Type						
20	Meter Multiplier	40.00000					
21							
22	Summarized Monthly Billed Usage Not Available						
23							
24	Detailed Interval Usage Data Not Available						
25							
26							
27	Premise						
28	Service Point	PN01					
29	Meter Number						
30	Meter Manufacturer	IRON					
31	Meter Type						
32	Meter Multiplier	240.00000					
33							
34	Summarized Monthly Billed Usage						
35	Reading From Date	Reading To Date	kWh	kWh QTY	Registered kW	Registered kW QTY	Billed kW
36	04/27/2023	05/25/2023	26266	QD	0.0		0.0
37	03/29/2023	04/26/2023	28752	QD	0.0		0.0
38	02/27/2023	03/28/2023	30020	QD	0.0		0.0
39	01/26/2023	02/26/2023	32798	QD	0.0		0.0

Reading Date	100	100 QTY	200	200 QTY	200 DST	200 DST QTY	300	300 QTY	400	400 QTY	500	500 QTY	600	600 QTY	700	700 QTY	800	800 QTY	900	900 QTY	1000	1000 QTY
2023-06-11	50.92	QD	26.08	QD			12.68	QD	12.16	QD	12.92	QD	12.88	QD	17.96	QD	17.04	QD	27.12	QD	27.8	QD
2023-06-10	44.96	QD	19.56	QD			12.48	QD	12.2	QD	11.8	QD	9.76	QD	9.8	QD	15.72	QD	23.2	QD	35.08	QD
2023-06-09	16.72	QD	13.36	QD			11.36	QD	9.56	QD	9.72	QD	10.08	QD	9.48	QD	13.96	QD	24.52	QD	26.2	QD
2023-06-08	19.64	QD	11.72	QD			11.12	QD	11.2	QD	9.88	QD	9.64	QD	11.64	QD	19.36	QD	22.36	QD	23.32	QD
2023-06-07	17.68	QD	10.76	QD			11.76	QD	11.4	QD	9.52	QD	10.4	QD	11.36	QD	21.24	QD	21.36	QD	26.72	QD
2023-06-06	28.2	QD	11.44	QD			11.92	QD	9.36	QD	9.52	QD	11.52	QD	15.56	QD	18.8	QD	22.8	QD	28.72	QD
2023-06-05	27.84	QD	11.24	QD			12.32	QD	9.96	QD	11.76	QD	14.76	QD	16.92	QD	15.08	QD	27.68	QD	26.4	QD
2023-06-04	51.88	QD	29.6	QD			12.48	QD	11.88	QD	10.2	QD	11.24	QD	9.84	QD	18.04	QD	27.48	QD	34.72	QD
2023-06-03	54.36	QD	17.32	QD			14.6	QD	14.08	QD	14.36	QD	12.72	QD	19.68	QD	17.72	QD	33.72	QD	37.52	QD
2023-06-02	53.28	QD	23.16	QD			11.68	QD	10.88	QD	12.52	QD	12.12	QD	10.32	QD	17.04	QD	33.2	QD	35.32	QD
2023-06-01	25.4	QD	10.52	QD			11.48	QD	10.76	QD	10.8	QD	10.84	QD	14.36	QD	19.88	QD	24.48	QD	25.88	QD
2023-05-31	12.28	QD	11.32	QD			11.48	QD	9.36	QD	9.12	QD	9.92	QD	8.92	QD	12.76	QD	27.2	QD	24.36	QD
2023-05-30	23.36	QD	12.2	QD			11.36	QD	12.28	QD	12.44	QD	9.92	QD	9.8	QD	18.12	QD	23.64	QD	22.32	QD
2023-05-29	35.68	QD	12.36	QD			11.04	QD	10.6	QD	11.72	QD	13.04	QD	16.16	QD	20.52	QD	29.76	QD	27.92	QD
2023-05-28	14.6	QD	20.62	QD			11.36	QD	9.08	QD	9.56	QD	10.72	QD	10.04	QD	16.68	QD	24.48	QD	27.24	QD
2023-05-27	43.56	QD	20.84	QD			12.68	QD	11.2	QD	10.08	QD	9.32	QD	11.08	QD	18.36	QD	25.08	QD	27.68	QD
2023-05-26	35.36	QD	17.4	QD			16.52	QD	14.36	QD	14.64	QD	16.48	QD	16.52	QD	19.48	QD	24.6	QD	23.68	QD
2023-05-25	17.16	QD	16.2	QD			15.8	QD	15.2	QD	14.92	QD	14.72	QD	13.84	QD	22.08	QD	24.04	QD	24.36	QD
2023-05-24	30.32	QD	15.64	QD			12.52	QD	10.68	QD	10.28	QD	12.24	QD	21.24	QD	24.88	QD	28.12	QD	32.04	QD
2023-05-23	23.72	QD	12.08	QD			12.52	QD	11.44	QD	10.52	QD	15	QD	13.6	QD	20.48	QD	29.32	QD	34.52	QD
2023-05-22	39.68	QD	22.68	QD			19.2	QD	19.84	QD	23.56	QD	17.6	QD	12.92	QD	14.6	QD	24.68	QD	32.2	QD
2023-05-21	37.2	QD	31.12	QD			25.16	QD	17.16	QD	17.24	QD	15.76	QD	14.72	QD	18.12	QD	24.96	QD	24.16	QD
2023-05-20	35.04	QD	21.2	QD			18	QD	17.12	QD	17.16	QD	16.6	QD	16.32	QD	19.32	QD	21.96	QD	19.36	QD
2023-05-19	20.68	QD	16.92	QD			17.36	QD	16	QD	14.2	QD	13.68	QD	13.84	QD	17.52	QD	29.84	QD	27.52	QD
2023-05-18	21.08	QD	14.16	QD			14.24	QD	15.04	QD	14.72	QD	13.44	QD	16.12	QD	19	QD	26.92	QD	21.72	QD
2023-05-17	22.64	QD	16.88	QD			15.04	QD	13.76	QD	15.84	QD	15.44	QD	12.92	QD	20.2	QD	24.08	QD	23.88	QD
2023-05-16	30.12	QD	17.36	QD			17.16	QD	15.76	QD	14.4	QD	17.48	QD	14.76	QD	16.76	QD	28.88	QD	33.6	QD
2023-05-15	31.08	QD	20.72	QD			17.84	QD	17.96	QD	17.76	QD	22.16	QD	20.6	QD	19.8	QD	29.36	QD	31.36	QD
2023-05-14	53.84	QD	32.12	QD			14.88	QD	14.44	QD	13.88	QD	14.2	QD	13.88	QD	27.08	QD	34.52	QD	33.92	QD
2023-05-13	56.6	QD	44.48	QD			22	QD	20.6	QD	21	QD	19.92	QD	15.28	QD	25.44	QD	36.8	QD	34.2	QD
2023-05-12	16.92	QD	14	QD			14.96	QD	13.36	QD	12.28	QD	12.16	QD	14.32	QD	24.08	QD	30.96	QD	32.92	QD

User can select "Back To Account Lookup" to go back to the main SU-MR account look up page to look up additional accounts. Users can look up accounts 1 at a time or up to 10 accounts at once.

Aggregated and Anonymous Data Requests

Aggregated and Anonymous data request cannot be fulfilled using the Third-Party SU-MR. The third-party user must submit a separate request via the PA Third-Party Data Access page for this type of request.

https://firstenergycorp.com/content/fecorp/third_party_data_access.html