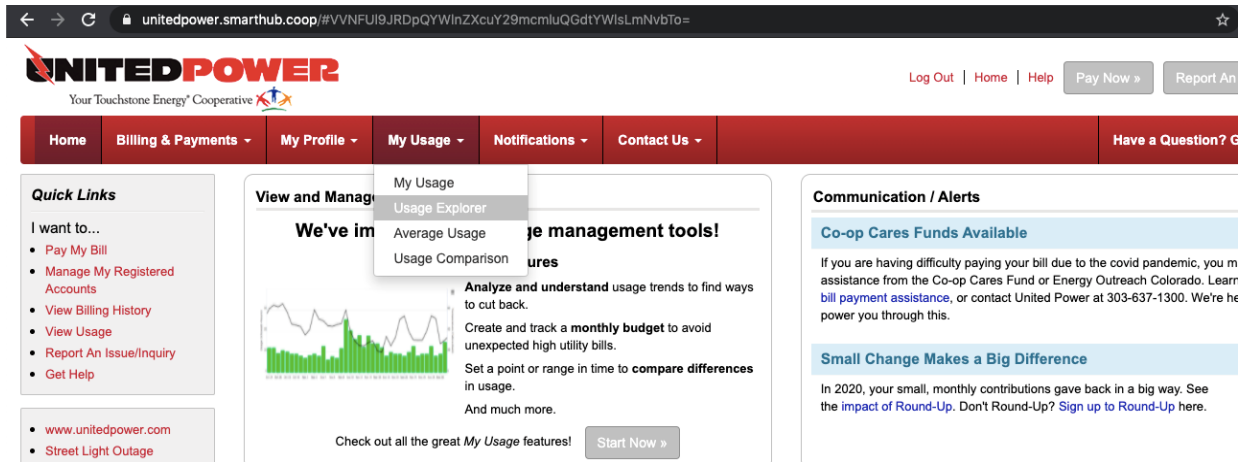
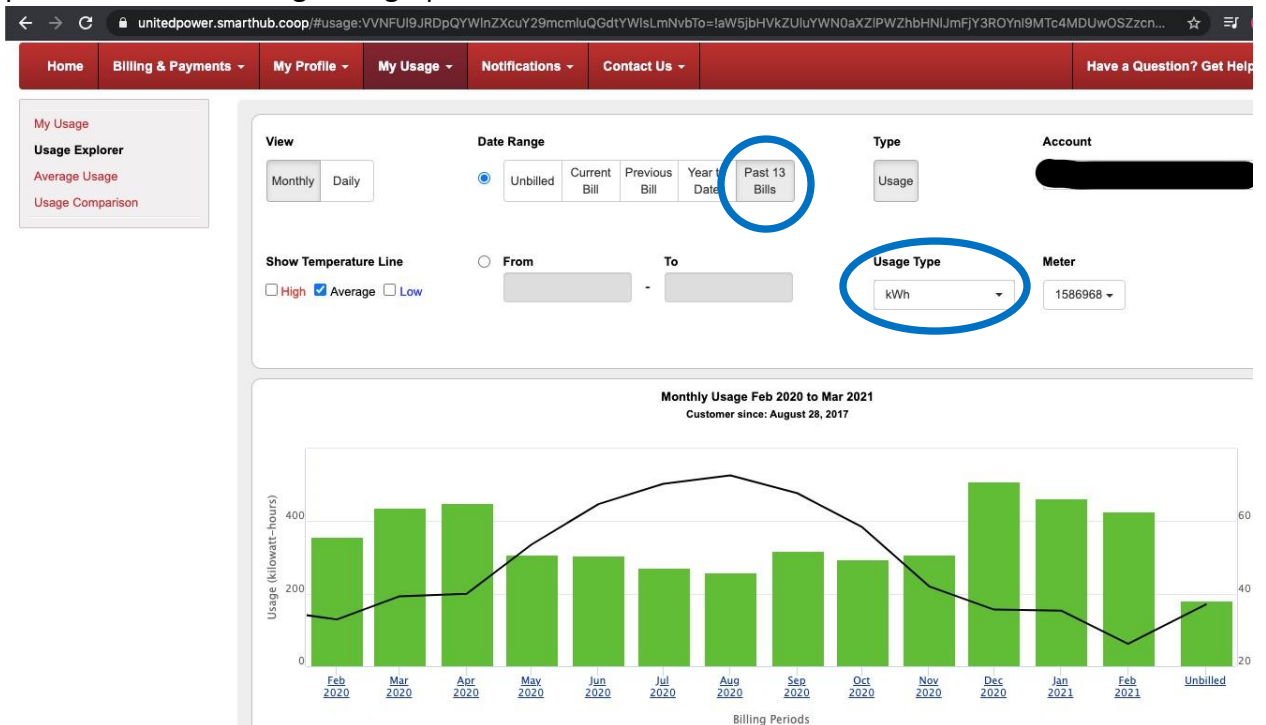


1. After Logging in, hover over the “My Usage” tab and click on the “Usage Explorer” dropdown.



The screenshot shows the United Power website interface. The navigation bar includes 'Home', 'Billing & Payments', 'My Profile', 'My Usage', 'Notifications', and 'Contact Us'. The 'My Usage' dropdown menu is open, showing options: 'My Usage', 'Usage Explorer', 'Average Usage', and 'Usage Comparison'. The 'Usage Explorer' option is highlighted. Below the menu, there is a section titled 'View and Manage My Usage' with a line graph and text: 'We've improved your energy management tools! Analyze and understand usage trends to find ways to cut back. Create and track a monthly budget to avoid unexpected high utility bills. Set a point or range in time to compare differences in usage. And much more. Check out all the great My Usage features! Start Now »'. To the right, there are sections for 'Communication / Alerts' with sub-sections 'Co-op Cares Funds Available' and 'Small Change Makes a Big Difference'.

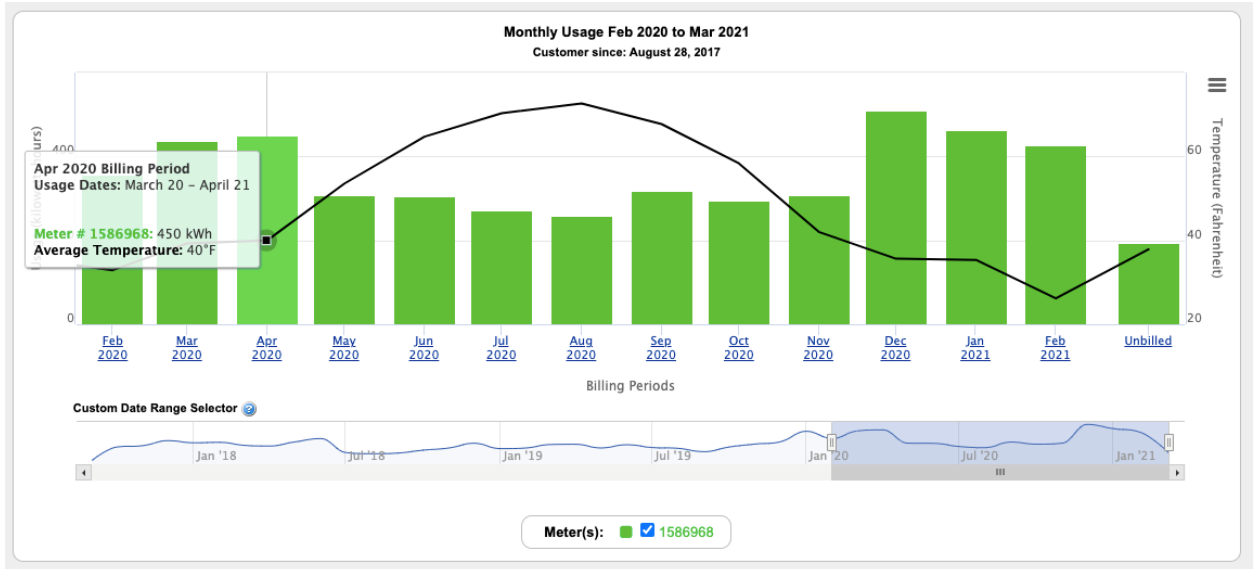
2. When you see the Usage Explorer (pictured below) select the date range to show the past 13 months of usage in a graph.



The screenshot shows the Usage Explorer interface. The 'Date Range' section has 'Past 13 Bills' selected, circled in blue. The 'Usage Type' dropdown is also circled in blue and set to 'kWh'. The 'View' section has 'Monthly' selected. The 'Show Temperature Line' section has 'Average' checked. The main chart is titled 'Monthly Usage Feb 2020 to Mar 2021' and shows usage in kilowatt-hours for each billing period from February 2020 to February 2021, plus an 'Unbilled' period. The usage is represented by green bars and a black line graph. The x-axis is labeled 'Billing Periods' and the y-axis is labeled 'Usage (kilowatt-hours)'. The customer's meter number is 1586968.

Billing Period	Usage (kilowatt-hours)
Feb 2020	~350
Mar 2020	~400
Apr 2020	~400
May 2020	~300
Jun 2020	~300
Jul 2020	~250
Aug 2020	~250
Sep 2020	~300
Oct 2020	~300
Nov 2020	~300
Dec 2020	~450
Jan 2021	~400
Feb 2021	~350
Unbilled	~150

3. Hover-over each month's bar to reveal the kWh usage for that month. Record each month and its associated kWh usage.
  - a. Ex: April 2020 – 450 kWh as shown below. Repeat for the past 12 completed billing months.



- b. Example of what to submit:

USAGE
12-Month Usage: 4,390 kWh
Jan 2021: 455 kWh
Feb 2021: 438 kWh
Mar 2020: 443 kWh
Apr 2020: 450 kWh
May 2020: 305 kWh
Jun 2020: 304 kWh
Jul 2020: 294 kWh
Aug 2020: 278 kWh
Sep 2020: 315 kWh
Oct 2020: 302 kWh
Nov 2020: 315 kWh
Dec 2020: 491 kWh