Energy Information Portal (EIP) User Instructions

Energy Information Portal (EIP):

The Energy Information Portal (EIP) is a web-based tool through which submetered tenants gain access to their electricity bill, and their energy usage profiles and data. We believe this tool can help tenants identify and change wasteful energy practices within tenant spaces, lower electricity costs and become more energy efficient.

Account Access:
- Website: http://www.vnony.com/sustainability/eip
- User ID: Vornado Tenant ID (ex. N7511234)
- Password: Contact Property Management or Source One at support@s1inc.com

When accessing your account for the first time you will be redirected to your EIP profile. You will be required to verify and update the contact information assigned to your profile. If you would like to be emailed a copy of your submeter bill every month please subscribe for this option in "My Profile". Once you've entered the requested information save it by selecting UPDATE PROFILE. You will then be able to navigate through the site.

Utility Bill: Your new submeter bill will be available on the EIP for viewing and printing every month. Your historical bills will also be stored on the EIP for access at anytime.

1) To view a copy of your utility bill, select on **"Tenant Billing"** followed by **"Tenant Invoices."**

2) Select on the utility type, year, and billing month. Click on Refresh to process and view the billing. You can export a copy of the bill by selecting **"Generating Invoices."**

Energy Data: The EIP will present your utility consumption data in bar graph format known as your "Usage Profile".
1) To view your energy data, select on the **"Metering"** followed by **"Usage Profile"** link. The profile provides you a visual representation of how you are consuming power in your space on an hourly basis.
   - Your Hourly Usage profile will automatically default to the recent 7 days.
   - The usage profile will display your companies name, metering points, and interval scale. The "From" and "To" fields allow you to select the time periods in which you want to view your data. After selecting the date range click **"Refresh"** to reprocess the energy profile.
   - The red column represents the peak consumed during the period of time selected.
   - Any changes to your energy consumption will be visible on your usage profile. This makes the usage profile an important tool in identifying energy saving opportunities. If you need help, an energy consultant can assist you to determine what equipment is using energy after hours. This will help you identify any wasteful practices.

2) Once you select the Energy Data parameters you can export the interval data by selecting **"Export CSV."**