



Date: March 30, 2007

Subject: Step-by-step instructions to setup your own personal home energy audit

To begin the full profile on-line energy audit, you will need the following information about your energy use in your home:

- Electric usage and billing history for last 12 months...(Link) Register on-line to access account information:
 1. Go to Beaches Energy Services website at www.beachesenergy.com
 2. Select Account Information
 3. If you have a pin, skip down to “step 8”, if not continue with “step 4”
 4. Select I need a pin
 5. Enter customer number, location number and cycle and route number (this information can be located on your Beaches Energy utility bill)
 6. Create pin, password and email address (an email verification will be sent to you with a link to complete your registration process)
 7. From your email click on the link
 8. Click on I have a pin
 9. Enter account number and pin number
 10. Select consumption. You will need to print one year of history
 11. Select bill history. You will need one year of history. (Please note that if you are a Jacksonville Beach resident and your bill includes your water, you will need to view each bill to get electric charges only)

- General information , such as
 - Square footage
 - Year built
 - Ceiling height

- Structural information*, such as
 - Foundation type
 - Insulation
 - Door and windows (number and type)

- Heating, cooling and water heating equipment
- Other appliances and equipment, such as
 - Kitchen
 - Laundry
 - Pool/Spa*
 - Home Office*

- Lighting (number and type of bulbs)

This information is not needed for the EZ profile

Once this information is gathered you can proceed with the audit.

Once you're on our website: www.beachesenergy.com select Personal Energy Profile.

Select Beaches Energy Services. The first screen is where you will register and create a username and password. You will enter your information on the new user login page and log in. The next screen will allow you to choose the Full Energy Profile or the EZ- Energy Profile.

***** Full Profile *****

The new profile screen will allow you to name your audit or you can leave in the default name "My Home Energy Profile" and you will type your zip code in. You will then select *Create Profile*. The Bill History screen will allow you to enter your billing history or proceed without it.

By selecting "I will enter some billing information" select the month of your last bill and click Submit. Enter your consumption and bills for the past year and click on Submit. The next screen is the General Information screen.

*** General Information**

You will enter the following information:

- What type of home do you have
- Square footage
- How many stories is your home
- Average ceiling height
- Year your home was built
- How many people live in your home

Save and continue

*** Structural Information**

You will enter the following information:

- Foundation of your home
- Are your floors insulated
- Do you have a basement and if so are the walls insulated
- Are exterior walls insulated
- Thickness of insulation in attic or ceiling
- How many and what size windows do you have in your home and sliding glass or French doors
- How many exterior doors do you have not including ones between unheated/uncooled areas
- Condition of caulking and weather stripping on windows and exterior doors
- Describe in terms of air leakage/drafts

Save and continue

*** Home Heating**

- You will enter the following information:
- Type of main heating
- Year installed
- Where are majority of ducts located
- If ducts are outside of living space, are they insulated
- Thermostat setting
- If you set thermostat back at night or while out of the house what temp is it set at
- How many hours do you set it back
- Do you have a programmable or clock thermostat
- % of home heated by heating system

If you have more than one heating system you will answer the same questions

Save and continue

*** Air Conditioning**

- Type of main cooling system
- Year installed
- Temperature you set thermostat for cooling
- If you set thermostat up at night or while out of the house what temperature is it set at
- How many hours is thermostat set up
- % of home cooled by the main cooling system

If you have more than one cooling system you will answer same questions

Save and continue

*** Water Heating**

- Type (electric or gas)
- Tank size
- In heated/cooled area
- Age
- Thermostat setting
- High efficiency or with insulation wrap installed

If more than one water heater you will answer same questions

Save and continue

***Refrig. & Freezers**

- Size (cubic feet)
- Defrost type
- Gasket condition
- Year manufactured

If more than one refrig. you will answer same questions

If you have a stand alone freezer or freezers you will answer the same questions

Save and continue

***Lighting**

Here you will enter in information about your lighting

- Select type of lighting, number of bulbs and average hours per day for indoor lighting
- Select type of lighting, number of bulbs, control type and average hours per day for outside lighting

***Kitchen Appliances**

- Approx how many loads per week do you run in your dishwasher
- Approx how many times a week do you hand wash dishes
- What type of energy does your range/oven use
- Approx how many burner-minutes per day do you use your range
- Approx how many hours per week do you use your oven
- Do you have a microwave oven
- If yes, then approx how many minutes per day do you use your microwave

Save and continue

***Laundry**

- What type of clothes washer do you own
- How many loads do you wash per week
- What water temp do you usually wash your clothes
- Do you have a low water setting for small loads
- How many loads per week do you use this setting
- How many loads do you dry per week
- Is your dryer electric or gas

Save and continue

***Pools & Spas**

- Do you have a pool
- Do you have a swimming pool with a filter pump
- What is the size of the filter pump (info is usually located on filter housing)
- If your pool is heated, what type of heater is it
- If heated by gas or electric, what size the heater
- Approx how many hours per week do you run the filter and heater in each season
- Do you have a hot tub/spa
- If so, what type of heater does it have
- What size is the hot tub/spa heater
- Approx how many hours per week, on average, do you use your hot tub/spa

Save and continue

***Waterbeds**

- How many heated waterbeds do you have of each size listed below
 - Single/twin - Is it typically covered
 - Full/Queen/King- Is it typically covered

Save and continue

***Small Appliances**

- You will indicate on the chart the number of each appliance that are used on a regular basis
- If you have any of the specific appliances on the chart you will indicate the average number of hours per week it is used

Save and continue

***Home Office**

- How many computers, printers and scanners do you use in your home
- How many hours per week do you actively use the computer
- Do you leave your computer on when not in use
- How many pages per week do you scan
- Do you leave the scanner on when not in use
- Type of printer
- How many pages do you output per week
- Do you leave your printer on
- If you have more than one printer enter same information

Save and continue

***Extra Energy**

- You will complete the chart if you have any significant energy using appliance or equipment not previously mentioned

Save and continue

The Audit is complete. Your information is processing. In just a moment your Personal Energy Profile will display giving detailed information on your homes energy consumption, complete with recommendations how to reduce energy use and save money.