



CONSOLIDATED EDISON COMPANY OF NEW YORK, INC.

4 IRVING PLACE

NEW YORK, NY 10003

METER UPGRADE MANUAL

Version 6

EFFECTIVE DATE

05/19/2022

Meter Upgrade Manual

This manual describes the process and the rules pertaining to upgrading customer electric meters to interval meters. These rules are applicable only to customers who do not require interval meters for monthly billing, primarily customers whose peak demand is below 500 kW. Customers receive interval metering if they are subject to Rider M – Day Ahead Hourly Pricing, the reactive-power demand charge, are subject to large time of day rates, or are billed under standby service rates. For more information on these programs, visit www.coned.com/dr.

Definitions

- 1) “Communicating” means that interval data is transmitted from the customer’s meter to the Company’s communication systems and appears on Con Edison’s Customer Care system.
- 2) Interval meter – Meter that records interval data and is connected to communications equipment so that Con Edison can obtain information on usage by time interval.
- 3) LOA- Letter of Authorization. Provided by a customer to designate in writing an aggregator as its representative. The LOA must be provided on company letterhead and confirm the aggregator is now the point of contact. It is necessary for an aggregator to provide an LOA in order to install at a customer’s site and to view customer information, including meter data
- 4) Point of Contact – Aggregator or Direct Participant who submits a Meter Upgrade Application for an interval meter from Con Edison and arranges for installation and operation of a communicating interval meter.

Demand Response Program Participation Timeline

For customers wishing to participate in a demand response program, a Meter Upgrade Application should be submitted at least three months before the demand response program application deadline to ensure that the meters are installed in time to allow the applicant to participate in the demand response program.

- An applicant with a communicating interval meter may apply by April 1 for a May 1 demand response program commencement date or by May 1 for a June 1 commencement date.
- For applicants without a communicating interval meter:

Participation in a demand response program will not commence unless both interval metering and meter communications are operational. If the Company receives a completed application by April 1, service can commence on May 1 if interval metering is installed by April 1 and meter communications are operational by April 30. If the Company receives a completed application by May 1, service can commence on June 1 if interval metering is installed by May 2 and meter communications are operational by May 31. If the application is received by May 1, but the above deadlines for installation of interval metering and meter communications are not met, service will commence on July 1, provided the interval metering is installed by June 1 and meter communications are operational by June 30.

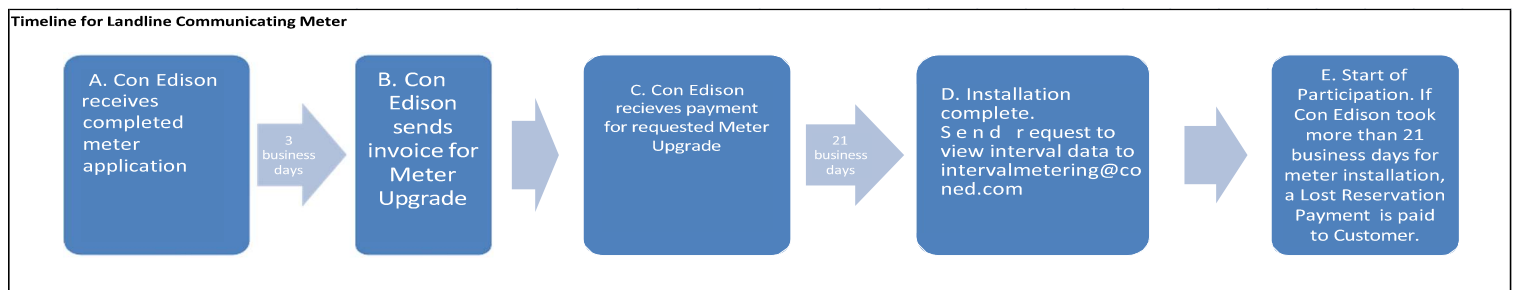
General Information/Requirements

- The Meter Upgrade Application, which is included on the last page of this manual, must be fully completed, signed and dated. The completed application should be returned **via e-mail** to BISHOPN@coned.com, CARVAJALP@coned.com, MILLERAD@coned.com; If the application is being submitted by a third party that represents the customer, a Letter of Authorization (LOA) must accompany the application. The LOA must contain the Con Edison account number, customer's Con Edison billing address, customer contact information, a specified address and email where the generated invoice should be addressed to, customer's signature, relationship to account holder (e.g., owner, partner, corporate officer), and date.
- A separate application and LOA must be provided for each account number. For tax exempt organizations, all tax-exempt forms must be submitted along with the application and LOA. Tax exemption ONLY applies to sales tax, ALL other taxes must be paid.
- Due to the significant number of applications received monthly, it is highly recommended that the applicant establishes a single Point of Contact for communications about its application. This will avoid delays and ensure

that all related information is forwarded to the appropriate Customer/Aggregator. For our records, the original requestor (i.e., customer's representative submitting the application) will be considered the Point of contact unless otherwise directed.

- Con Edison will pay a Lost Reservation Payment to an applicant who applied to participate in a demand response program if it took more than 21 business days to install the meter after receiving payment and there were no circumstances outside of Con Edison's control that caused this delay. The Lost Reservation Payment is calculated by determining the number of months between the earliest month in which the applicant could have begun participation had the meter been installed within the required timeframe and the first month following the completed installation and multiplying that number by the pledged kW and associated per-kW Reservation Payment Rate.
- Any service requests made after communication has been established may result in an additional fee if Con Edison determines that the fault lies with the customer. The company will charge for its visit based upon the cost to the Company as defined in General Rule 17.3 of the tariff.

Meter Upgrade Electric Procedure:



To initiate the Meter Upgrade Process, the below steps must be taken to ensure a request is processed properly and on time.

1. Meter Upgrade Application should be submitted to BISHOPN@coned.com, CARVAJALP@coned.com, MILLERAD@coned.com;
2. The Company will generate a quote for the cost of the requested upgrade and send it to the Point of Contact along with instructions on the payment process. Under normal operating conditions, this part of the process will be done within 3 business days.
3. To indicate that the applicant accepts the cost of the interval meter and wishes to initiate the installation process, the applicant must submit to the Company:
 - a. A check made payable to "Consolidated Edison Company of New York, Inc. P O Box 1003, Spring Valley, NY 10977
 - b. For electronic payment option and invoice details:
https://supplierprd.coned.com/OA_HTML/lrecVisitor.jsp
4. Under normal operating conditions, Con Edison will have the meter upgrade completed within 21 business days from the day the check is received/ reflected in the payment platform.
5. After installation of the meter upgrade is complete, an e-mail notification by Con Edison will be sent to the established point of contact.

Once all the steps above have been completed, the applicant can request to view the 15-minute interval data on Con Edison's Customer Care for Energy Management software system. This request must be submitted via email to IntervalMetering@coned.com.

A request submitted by a party other than the entity on the Con Edison account must be accompanied by an LOA. The applicant can expect to see data in the Customer Care system within 10 business days of sending the request to Con Edison. The display of interval data will serve as confirmation that communication is operational.

1. If the applicant decides to not go forward with the upgrade, the application will be held on file and will be valid for 6 months in the event the applicant decides to proceed with the upgrade later. After 6 months the application will be cancelled, and a notice of cancellation will be sent to the applicant. If after 6 months a decision is made to go ahead with the upgrade, a new application and LOA will need to be submitted.

To address any questions pertaining to meter installation, please contact Nadalie Bishop via email at BISHOPN@coned.com or by phone at 917-227-8475.

Version #	Section Modified / Added	Change Detail
06	Contact information, and update on mode of payment	Updated contact information Mode of payment
05	Contact info & MUE Cancellation change	Updated contact information and added MUE cancellation change.
04	Contact information	Updated contact information
03	Demand Response Program Participation Timeline	Changed the timeline to reflect 2016 program changes
02	Definitions	Clarified the definition of "Communicating" to indicate that interval meter data must appear in Customer Care.
01	New Document	

CON EDISON METERING UPGRADE APPLICATION

The following information is essential in processing your request. (Please Print)

Account name: _____ Site Contact Name: _____

Customer name: _____ Site Contact Number: _____

Service address: _____ Mailing address: _____

Con Edison account number:

Customer or ESCO Day phone: (____) - ____ - _____ Fax: (____) - ____ - _____

Functionality requested - This section outlines and describes the most common functionality upgrades and also provides option '**Other**' to cover any extraordinary requests. Select the one that best suits your requirements, sign and return to the address at the bottom of this form. A Con Edison representative will contact you to discuss details related to your request.

Continuous 'Real time' energy consumption data - provides a stream of pulses generated in proportion to energy usage. This pulse stream will be delivered through standard three-wire output (form c dry contacts) terminated at a Con Edison approved demark box and can be used as an input to the customer owned stand-alone energy management system or monitoring equipment.

Other - _____

Purpose

Participation in Demand Response Programs
Intend to use:

Information needed for an Energy Management System

Please indicate the address and email you will prefer the generated invoice to be mailed to below...

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Request for access to meter data on the Con Edison's Customer Care for Energy Management software system must be submitted via email to IntervalMetering@coned.com. A request submitted by a party other than the entity on the Con Edison account must be accompanied by a letter of authorization from such entity. For more information, please visit www.coned.com/reactivepower and www.coned.com/dr

Return completed application to: BISHOPN@coned.com CARVAJALP@coned.com; MILLERAD@coned.com;

A Con Edison representative will contact you regarding costs associated with the upgrade. If you decide to move forward, please understand that full payment is required before we proceed with the upgrade.

An upgrade application that is submitted by a party other than the entity on the Con Edison account requires a letter of authorization from such entity on an official letter head.

Rebates for metering upgrades may be available from the New York State Energy Research and Development Authority, <http://www.nyserda.ny.gov>. I understand that it is my responsibility to pursue the potential rebate opportunity.

Your signature: _____ Date: / /