

7.4.1 Overview of the Standard Letter of Authorization for Historical Usage

To obtain historical usage for an ESI ID, the requestor must submit a standard Letter of Authorization (LOA) form to the appropriate TDSP (See Appendix B1 and B2 in Retail Market Guide). A Customer may allow the use of the same LOA for any length of time. If the Customer wishes the LOA to expire, the Customer shall indicate the expiration date of the LOA. The Customer may also designate the LOA term to be unlimited, but in either case, the Customer must designate as unlimited or provide an expiration date.

If the request is for a Premise with an Interval Data Recorder (IDR) meter, the requesting CR shall indicate whether summary billing, interval data or both summary billing and interval level data is required by checking the appropriate boxes. The TDSP shall provide all data requesting by the CR, if available and shall use Appendix B4.

The requestor must use the attachment located in Appendix B3 of the Retail Market Guide when requesting historical usage from multiple TDSPs on the same LOA. If electronic mail is used to submit the attachment, the requestor shall place the Customer's name first when naming attachments, e.g., CustomerABC.xls, CustomerABC.pdf, CustomerABC-AEP.xls. A TDSP will reject the attachment if it is submitted with ESI IDs that are not located within the TDSP's territory.