



# ENERGY CONSULTANT DATA COLLECTION FORM

Downloading Billing history from Questar.

Create an online account at Questargas.com

1. Go to [www.questargas.com](http://www.questargas.com)
2. On lower left hand side there is a box that says:

Account Center **PAY MY BILL**

User ID

Password

[SECURE LOGIN](#) [REGISTER](#)

3. Click on Register.
4. You will be asked to enter their acct # and first and last name as it appears on the bill.
5. They will then be asked to create a username and password. We recommend first and last name (sallysmith) for username and house number and street name (1234 meadows) for password. Make sure your record this information.
6. On the left hand side you will see “Billing History” click on Billing History. You will see a table with headings Bill date, bill charge, balance and bill image. Simply highlight the entire table and copy it. Paste it into the body of an email.

Bill Date	Bill Charge	Balance	Bill Image
03-24-2010	\$225.97	\$225.97	<a href="#">View Bill</a>
02-18-2010	\$222.28	\$222.28	<a href="#">View Bill</a>
01-22-2010	\$253.31	\$253.31	<a href="#">View Bill</a>
12-22-2009	\$264.44	\$264.44	<a href="#">View Bill</a>
11-19-2009	\$150.05	\$150.05	<a href="#">View Bill</a>
10-22-2009	\$88.20	\$88.20	<a href="#">View Bill</a>
09-22-2009	\$30.97	\$48.80	<a href="#">View Bill</a>
08-21-2009	\$17.83	\$17.83	<a href="#">View Bill</a>



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7. Next go to “Billing Usage History” and click on it. You will see a table with the headings Services address, End Date, Actual Dth Used, Weather adj. Dth used. Highlight the entire table and copy it into the same email.

Service Address	End Date	Actual Dth Used	Weather Adj. Dth Used
1429 W Meadows Connect, Park City, UT	03-24-2010	29.847414	23.016027
" "	02-18-2010	27.984366	25.14723
" "	01-22-2010	31.920278	28.867237
" "	12-21-2009	34.191066	28.608504
" "	11-18-2009	20.03849	16.4231
" "	10-22-2009	13.104815	9.044064
" "	09-21-2009	3.938949	2.887496
" "	08-20-2009	1.275982	0.397245

[Download to .csv file](#)

8. Send the email to your e\_alliance@live.com And be sure to put your first and last name in the subject box of the email.

Create an online account at Rocky Mountain Power

I. Go to [www.rockymountainpower.net](http://www.rockymountainpower.net)

**Sign In**

24-hour account access! Set up, manage and pay your bill!

User ID

Password

Remember me [What's this?](#)

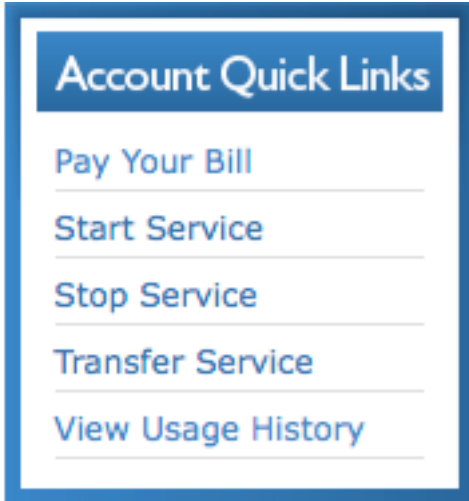
[Forgot User ID?](#)  
[Forgot Password?](#)

3. Create a username and password. We recommend using the same as the Questar Username and password. Client first and last name (sallysmith) for username and password house number and street name. (1234meadows). Make sure you record this information.

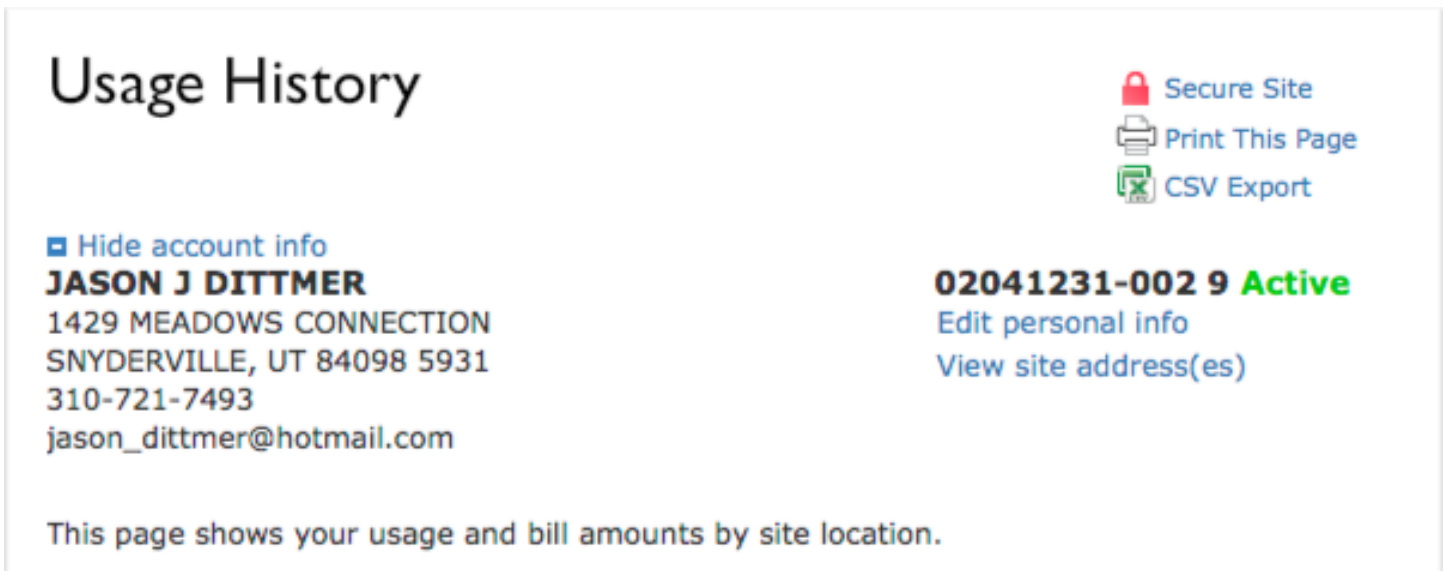


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4. When we are in the “Your Account” page. On the right hand side you will see “Account Quick Links” Click on “View Usage history”



5. Now you are in the “Usage History” page in the upper right hand corner you will see “CSV Export”



6. Click on this and download the file.

7. Attach this file to an email and send it to [e\\_alliance@live.com](mailto:e_alliance@live.com)

8. Please be sure to put your first and last name is in the subject box of the email and send it.

Thanks for your time and effort.You have taken the first step!