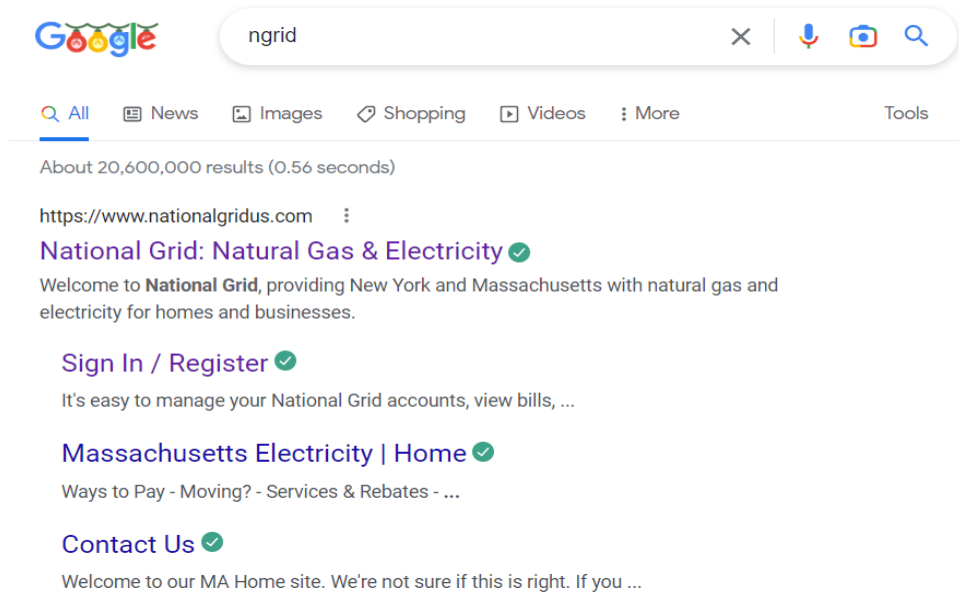


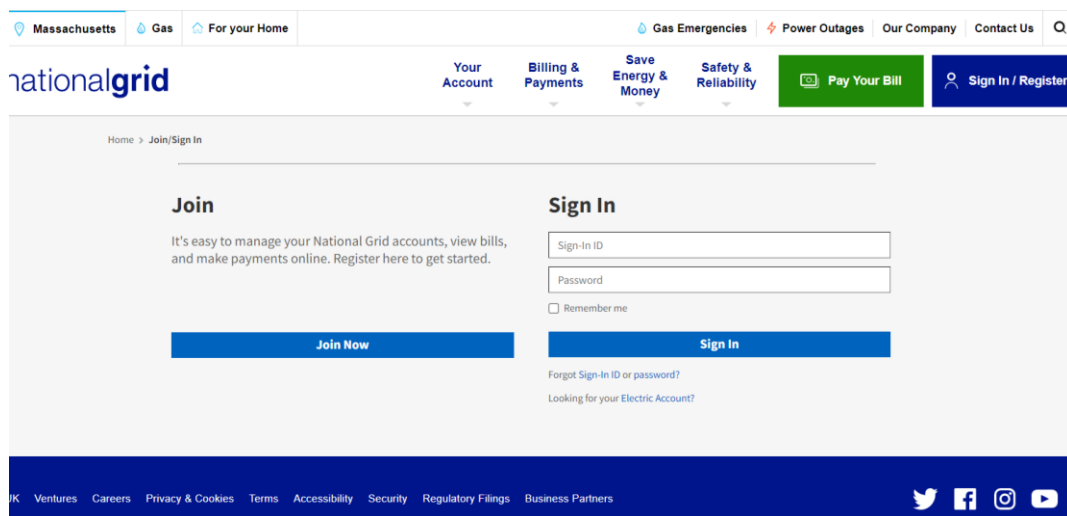
How to download gas usage history from National Grid

Your HeatSmart Alliance volunteer coach has asked you to provide your gas usage history so she or he can analyze your home's energy use. The easiest way to do this is to download it from your National Grid account on the web.

Use Google to search for NGrid. You will see a list such as the one below.



Select the Sign In / Register option. You will see the window shown below.



If you have previously accessed your account, enter your Sign-in ID and password and click [Sign In](#). Then skip ahead in these instructions to the section title **Your Account Home Page**.

If you have never accessed your account online and don't have online access, click the [Sign In / Register](#) button on the upper right. (Don't try to use the Join option.) You will then see the form below:

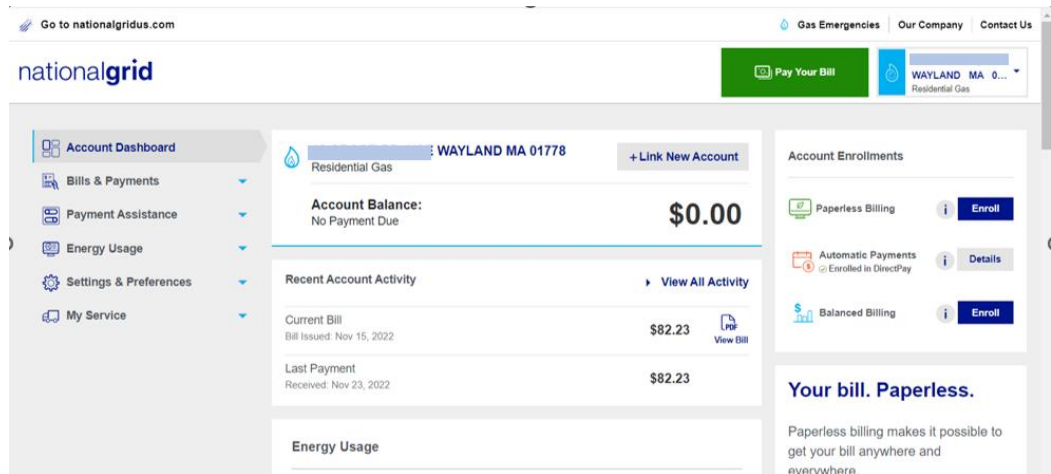
The image shows the National Grid website's sign-in and registration interface. At the top, the logo "nationalgrid" is displayed in blue, with "Gas and Electric" underneath. The page is split into two main sections. On the left, the "Sign In" section contains two input fields: "Email Address *" and "Password *". Below these is a blue "Sign In" button, a "Remember me" toggle switch, and links for "Forgot Email Address?" and "Forgot Password?". On the right, the "New to National Grid?" section provides a brief overview of the benefits of online access, such as viewing bills and setting up automatic payments. It includes a grey "Register for Online Access" button and a link for "Still having trouble logging in?".

Click **Register for Online Access** to display the form below:

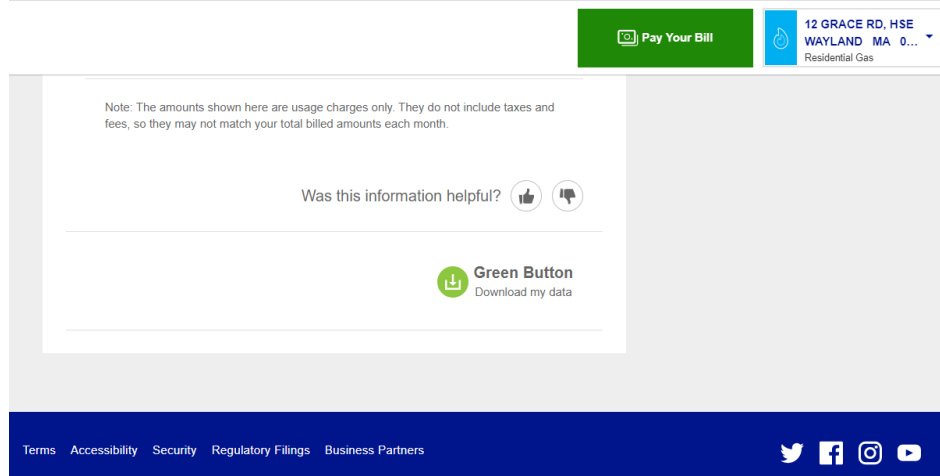
The image shows the "Register for Online Access" form. At the top, the "nationalgrid" logo and "Gas and Electric" text are present. The main heading is "Register for Online Access". Below this is a progress indicator showing "Step 1: Enter Account Number" with a blue diamond containing the number "1". The instruction "Enter your 10-digit account number below." is followed by an "Account Number *" input field. A link "Where do I find this?" is located to the right of the input field. At the bottom of the form are two buttons: a grey "Cancel" button and a blue "Continue" button. Below the form, there are two links: "Already registered? [Sign In](#)" and "Need to set up a new account? [Start Service](#)".

Enter your 10 digit account number and click **Continue** and follow the remaining prompts on the next screen. *However, this form may not accept your account number, even if you enter it correctly.* In this case you must call Customer Service at 800 231-5325. The representative will establish your Sign In ID and create your initial password for you.

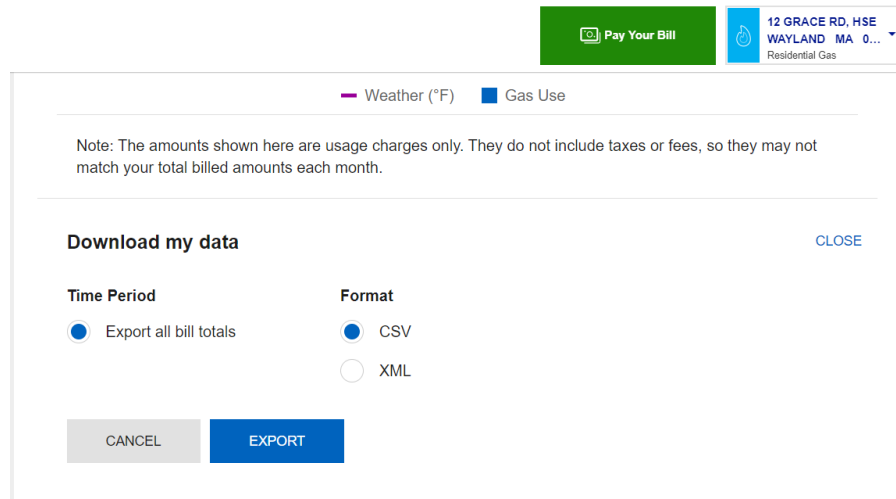
Your Account Home Page. When you have signed in, you will see the display below.



Use the right-hand scroll bar to scroll to the end of the displayed information as shown below.



You will see a “**Green Button, Download my data**”. Click on this. You will then see the form below:



Take the default format of CSV and click **Export**. Email the downloaded CSV file to your HeatSmart Alliance coach as an attachment. (Do not copy/paste data from the file into your email.)

Thank you for being a Climate Champion!