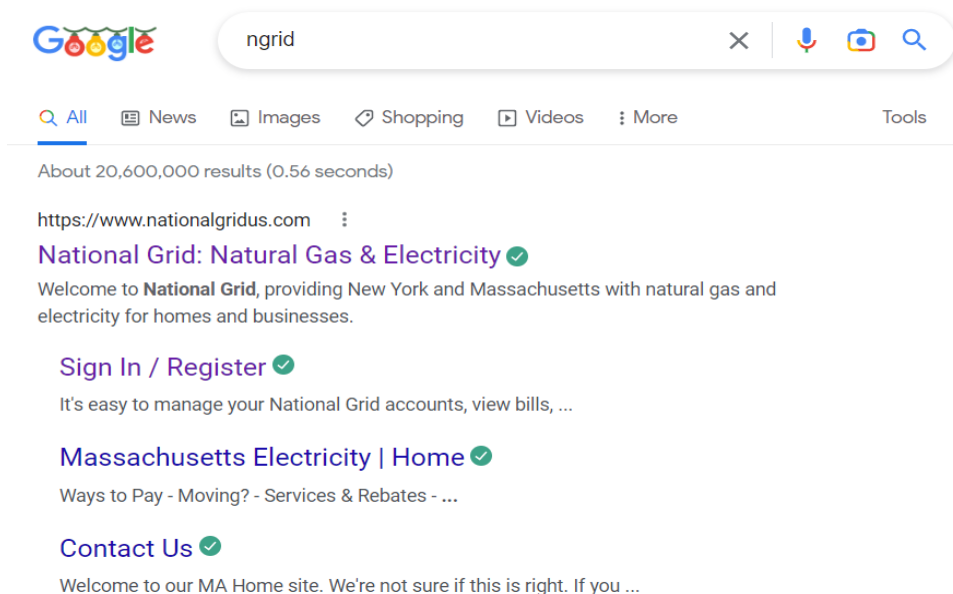


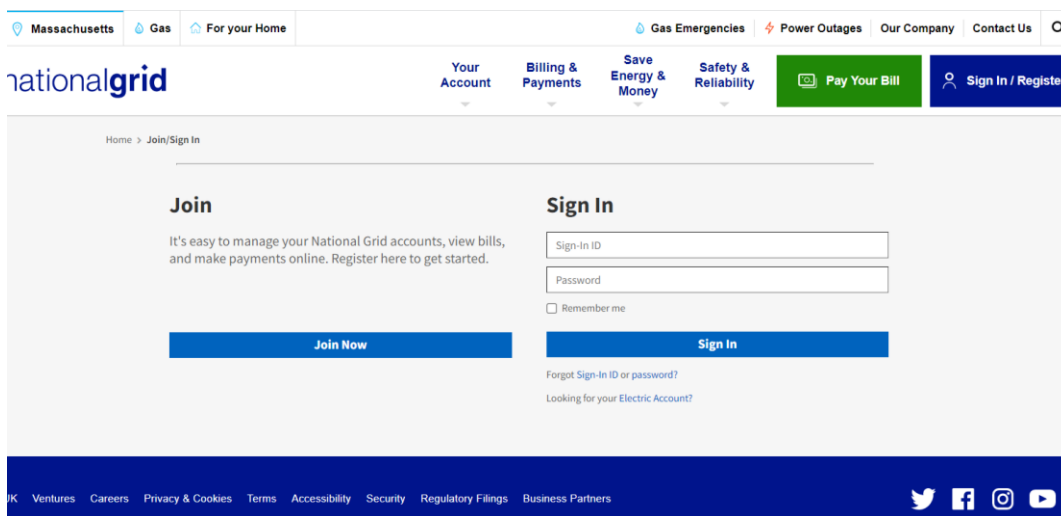
How to download gas usage history from National Grid

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.

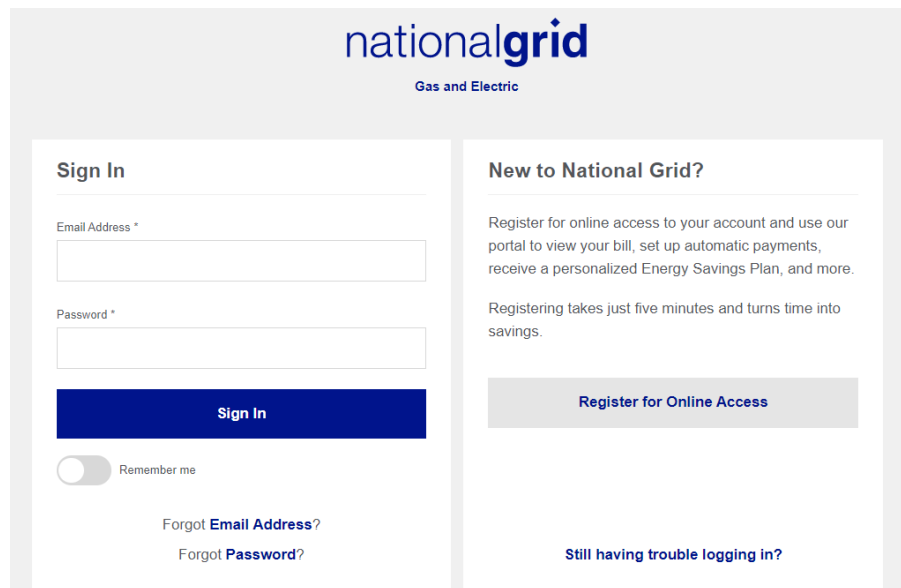


Select the Sign In / Register option. You will see the window shown below.



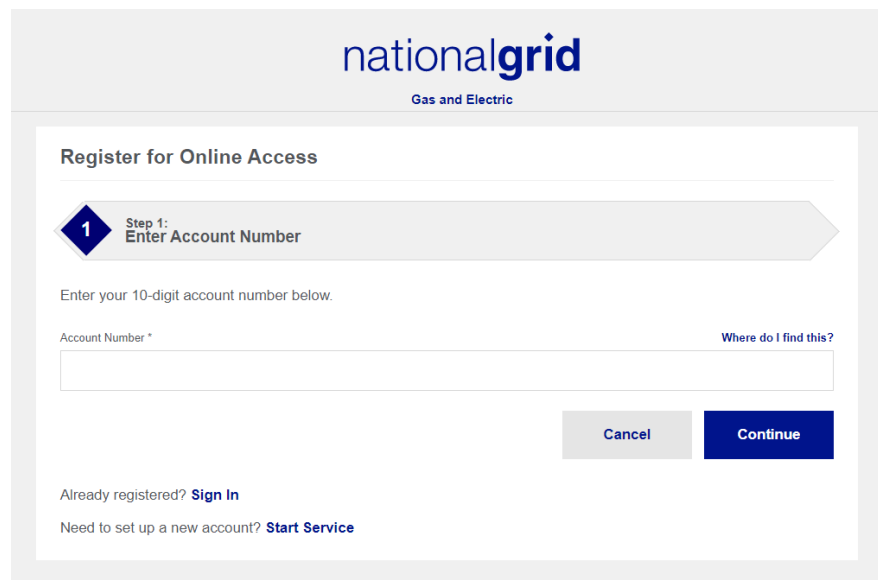
If you have previously accessed your account, enter your Sign-in ID and password and click [Sign In](#). Then skip ahead in these instructions to the section title **Your Account Home Page**.

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 login and registration interface. At the top, the 'nationalgrid' logo is displayed with 'Gas and Electric' underneath. The page is divided into two main sections. The left section, titled 'Sign In', contains input fields for 'Email Address *' and 'Password *', a blue 'Sign In' button, a 'Remember me' toggle switch, and links for 'Forgot Email Address?' and 'Forgot Password?'. The right section, titled 'New to National Grid?', provides information about online access and features a grey 'Register for Online Access' button. At the bottom right of this section is a link: 'Still having trouble logging in?'.

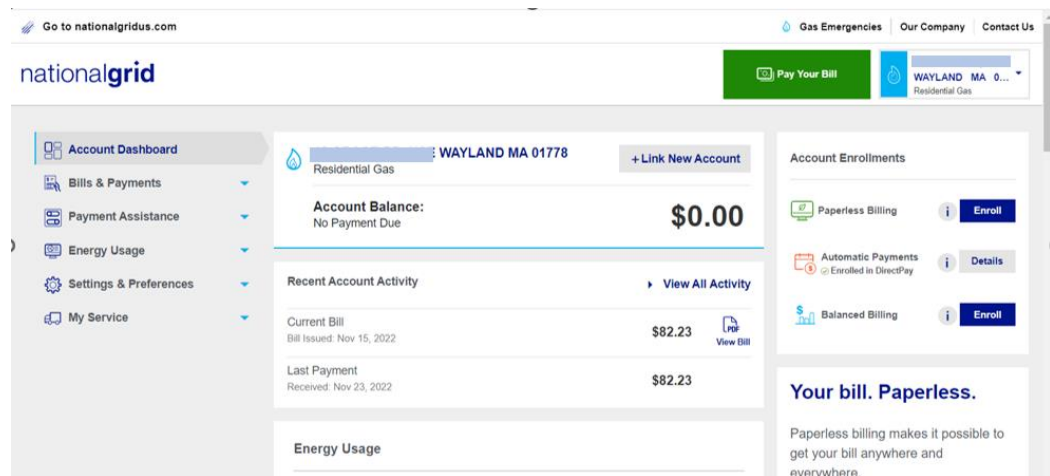
Click **Register for Online Access** to display the form below:



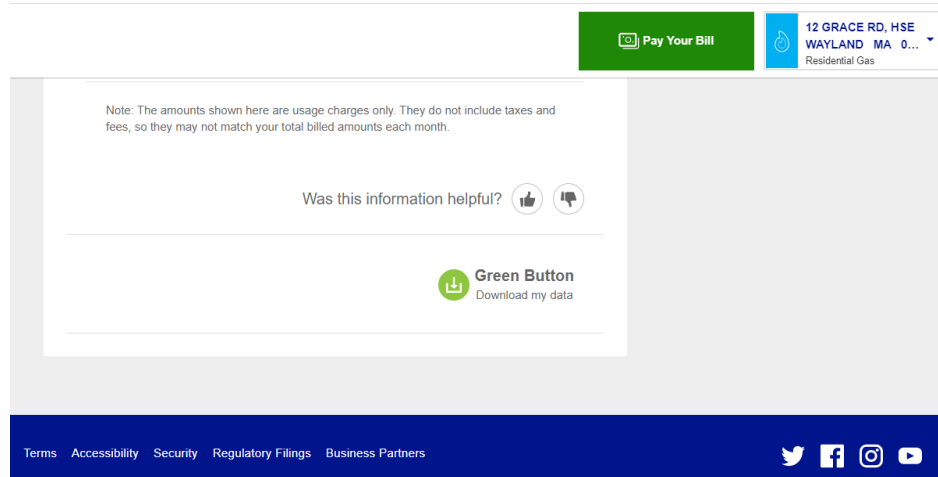
The image shows the 'Register for Online Access' form. The header includes the 'nationalgrid' logo and 'Gas and Electric'. The form title is 'Register for Online Access'. A progress indicator shows 'Step 1: Enter Account Number'. Below this, it says 'Enter your 10-digit account number below.' and 'Account Number *'. A link 'Where do I find this?' is on the right. At the bottom right are 'Cancel' and 'Continue' buttons. At the bottom left, there are 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.

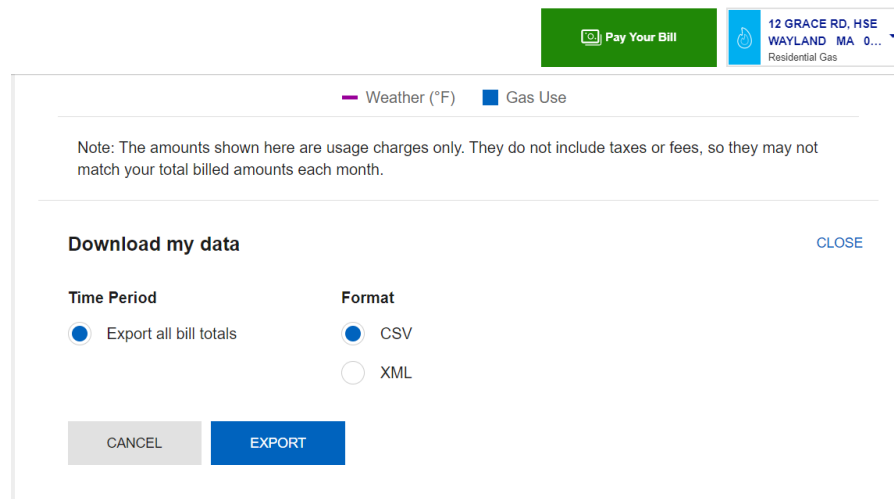
Your Account Home Page. When you have signed in, you will see the display below.



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!