



## Clean Energy Navigator

# User Guide

English

*Clean Energy Navigator is an energy management platform which gives you access to free, personalized insights to find ways to save money and be more energy efficient, manage your energy use faster and easier, and reduce the time you spend on your energy bills.*

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# 1. How do I Login?

- a) Visit your Account Sign In portal at <https://myaccount.aesindiana.com>. Type in your username and password. You should use your AES Indiana My Account credentials. If you forgot your login information, click “Forgot username or password” and follow the instructions.



Account Sign In

Username

Password

Remember username

[Sign In](#)

[Forgot username or password?](#)  
[First-time user? Create Online Account](#)

## Saved Password Help

- ✓ Our brand, AES Indiana is new, but your information is the same.
- ✓ If you had your IPLpower username and password saved in your browser, you can go to [Settings > Passwords](#) to retrieve your password.
- ✓ Or, use the [Forgot Password](#) link to have a temporary password sent to the email address saved on your account.



- b) Once you are logged in to your account, you can access Clean Energy Navigator by Selecting it under “Ways to Save” on the left navigation.



### My Account

[Account Summary](#)

[Billing & Payments](#)

[One Time Payment](#)

[View Bills](#)

[Account Activity](#)

[Plans & Options](#)

[E-Bill Paperless Billing](#)

[Payment Extensions](#)

[Green Power](#)

[Ways to Save Energy](#)

[Clean Energy Navigator](#)

[CoolCents® Air Conditioning Rates](#)

[My Profile](#)

[Alerts & Notifications](#)

Welcome,

Payment Due Date: 4/22/2022

\$78.78

[Make a Payment](#)

[View My Bill](#)



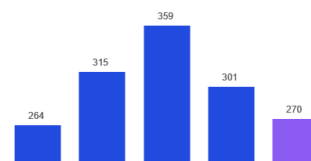
[Paperless Billing](#)

Easy and secure way to receive, view and pay your bill.

[Enroll for E-Bill](#)

### My Energy Usage

kWh Used per Billing Period



## 2. How can I find out why my bill is higher than normal?

The Clean Energy Navigator home page shows your billing history and a list of your sites at the bottom. To navigate the billing analysis:

- a. Select “Analyze Usage & Charges”; you will need to select the site you want to look at.

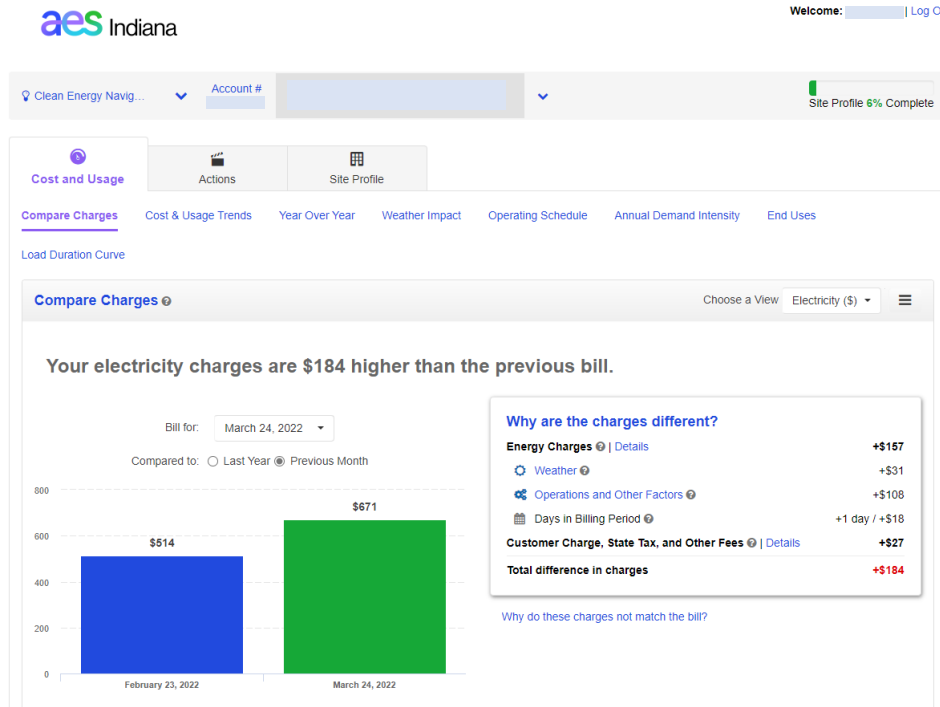
The screenshot displays the AES Indiana Clean Energy Navigator interface. At the top right, it says "Welcome: [User Name] | Log Out". Below the navigation bar, there are two main sections: "Billing History" and "Your Sites".

**Billing History:** This section features a bar chart showing monthly costs from April 2021 to April 2022. The y-axis represents "Cost (\$)" ranging from 0 to 10k. The x-axis shows dates from Apr 28 to Apr 25. The bars are stacked, with "Electricity" in blue and "Customer Charge, State Tax, and Other Fees" in dark blue/black. To the right of the chart, there are three promotional cards: "Want an Audit?", "Analyze Usage & Charges" (highlighted with a mouse cursor), and "Ways to Save".

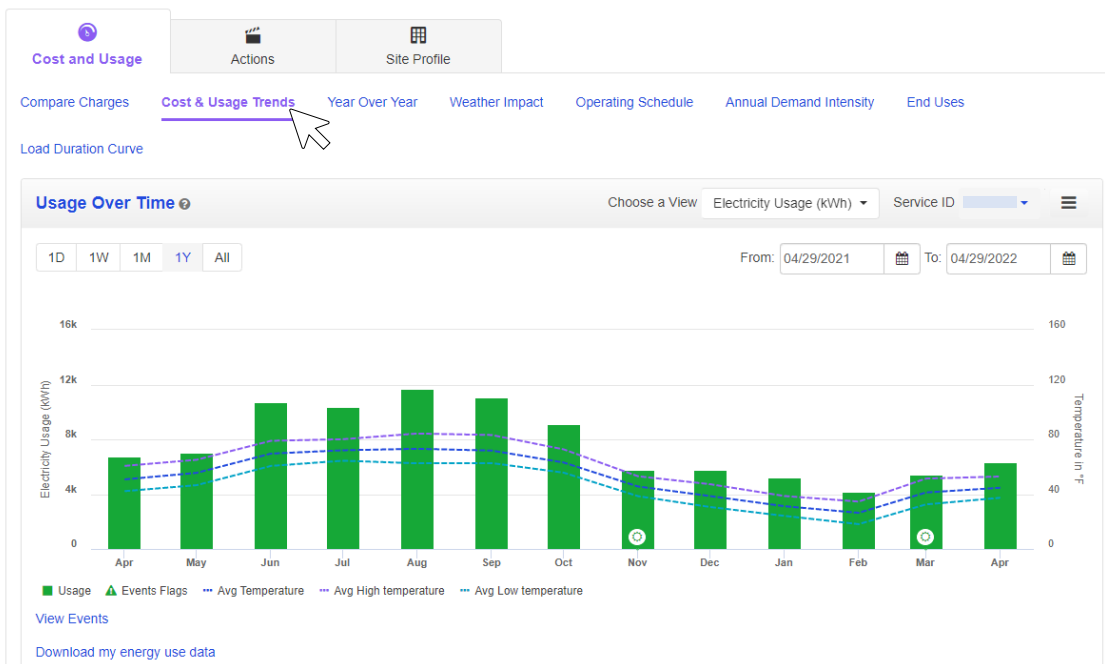
**Your Sites:** This section contains a table with columns for Address, # of Services, Name, Last Charge, Compared to Last Month, Compared to Last Year, Est. Planned Savings, and Unlock More Savings. The table lists four sites with their respective charges and savings percentages.

Address	# of Services	Name	Last Charge	Compared to Last Month	Compared to Last Year	Est. Planned Savings	Unlock More Savings
[Redacted]	1	[Redacted]	\$1,225	+20%	+21%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$939	-10%	+9%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$768	+14%	+6%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$785	+5%	+3%	Create Plan	6% Complete

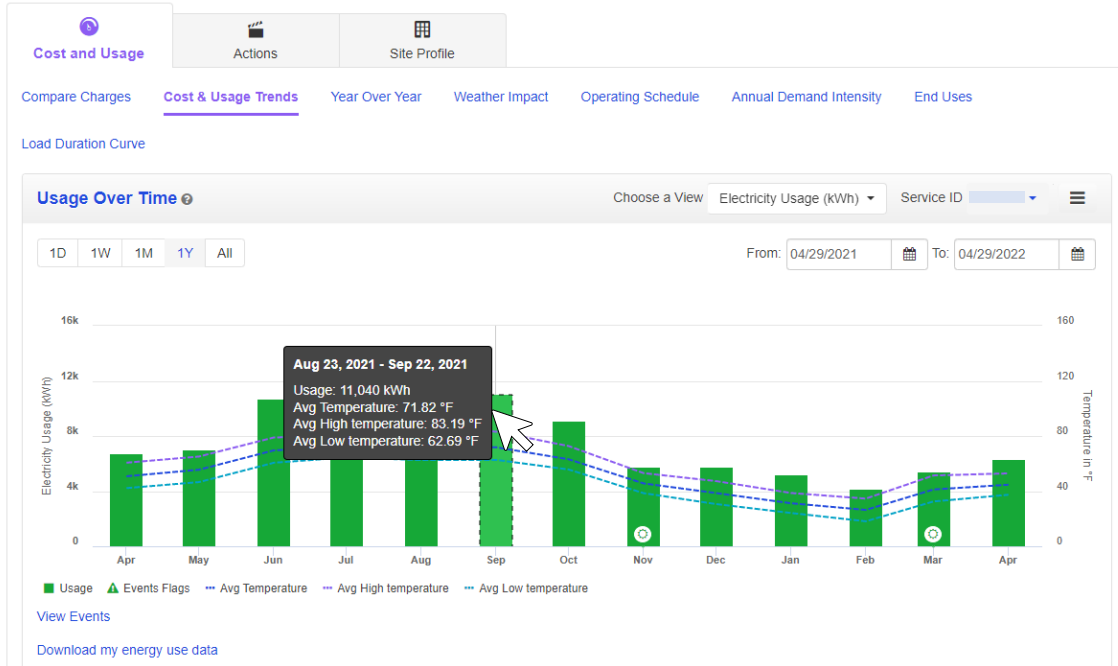
The first view is the billing comparison, which allows you to compare your current bill with the previous month's bill or with the same month of the previous year. It also breaks down the reasons why bills are different, including changes in energy consumption and demand.



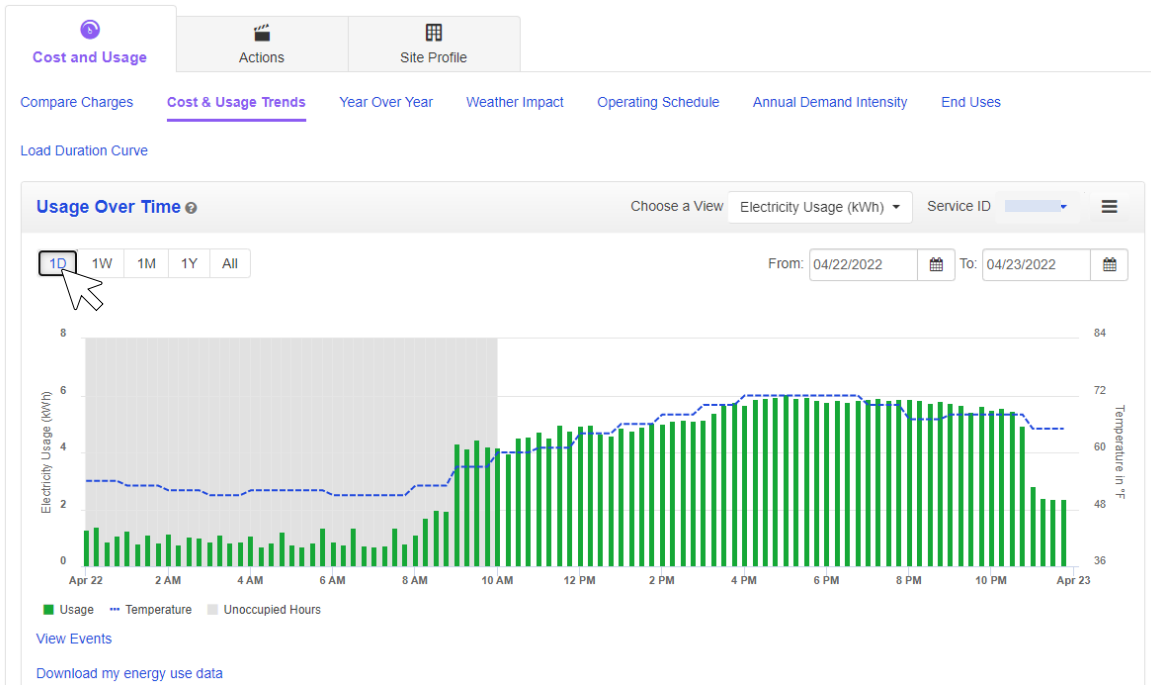
b. You can go even deeper with the analysis of your energy and demand by going to the “Cost & Usage Trends” tab, which displays the meter data in the trend graph.



Over time, the graph will show the different types of consumption, if it is relevant to your company. You can also view the weather information for each month by scrolling the cursor over the bars.



c. You can view even more granular consumption data by changing the view by month, week, or day.



### 3. How can I compare the energy consumption between my sites?

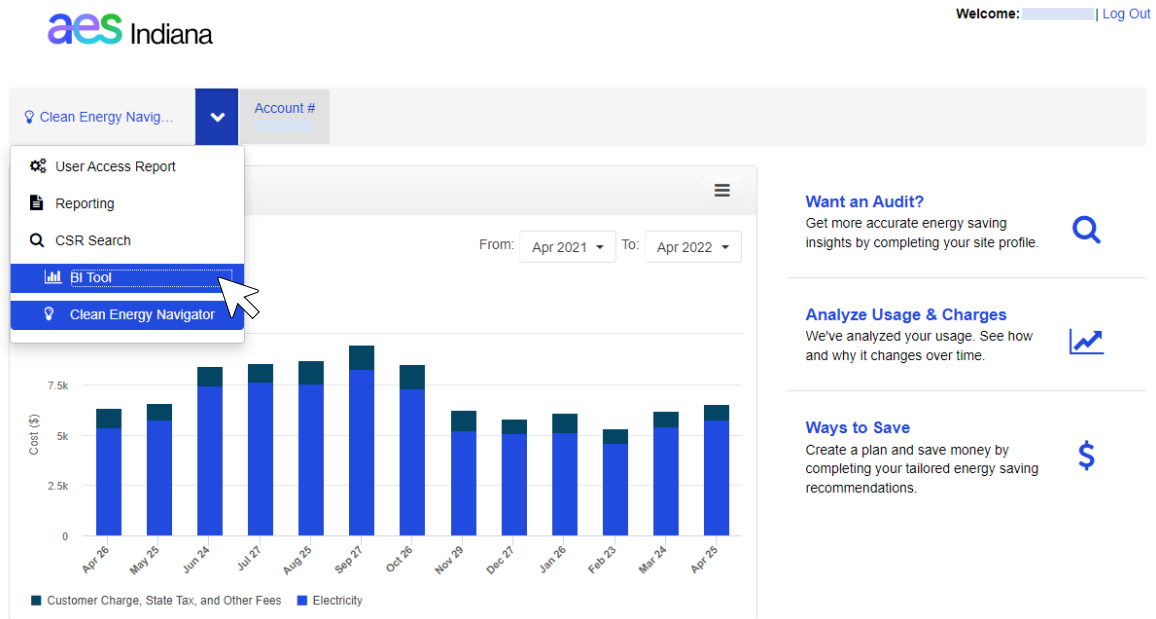
- a. If you want to view all your sites, select your Contract ID in the top menu. If you have multiple contracts, you will see the drop-down list at the very bottom of the page.

Address	# of Services	Name	Last Charge	Compared to Last Month	Compared to Last Year	Est. Planned Savings	Unlock More Savings
[Redacted]	1	[Redacted]	\$1,225	+20%	+21%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$939	-10%	+9%	Create Plan	6% Complete
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[Redacted]	1	[Redacted]	\$785	+5%	+3%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$1,185	+5%	+1%	Create Plan	6% Complete
[Redacted]	1	[Redacted]	\$829	+5%	-2%	Create Plan	6% Complete

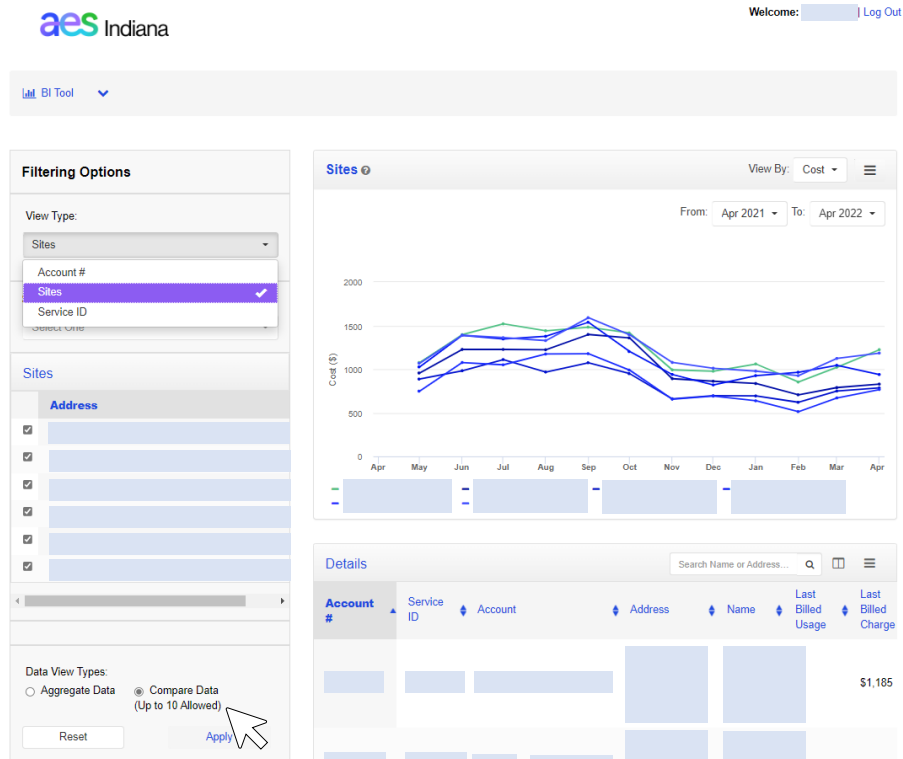
Display 25 records per page  
Showing 1 to 6 of 6 sites

You can sort the sites by a variety of criteria by pressing the up or down arrows in the column headers. For example, you can sort by compared to last year to see trends over time for each site.

- b. By selecting the BI Tool (Business Intelligence and data visualization tool), you can compare your sites' costs and usage over the previous year and the previous months.

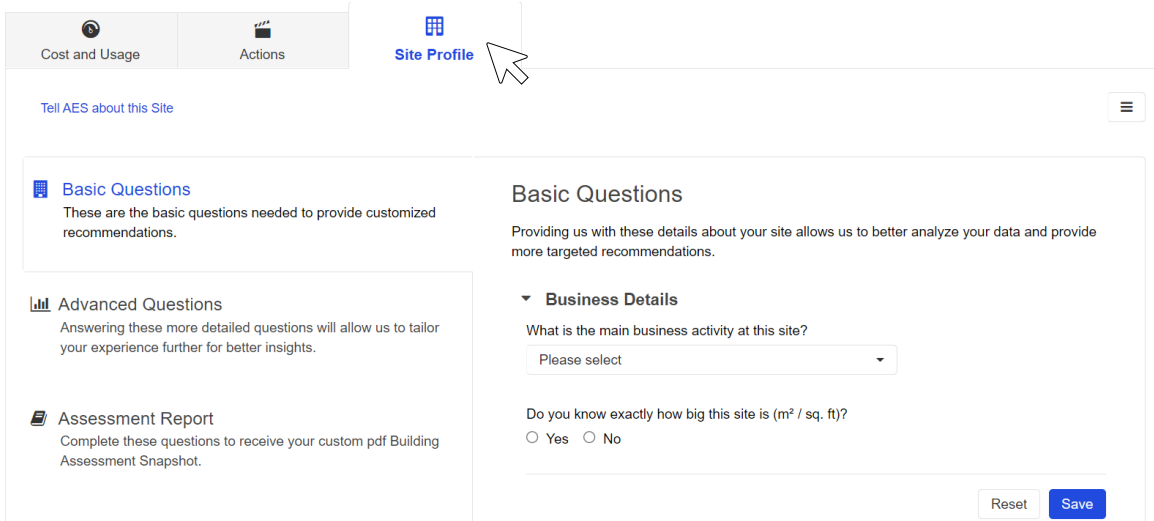


You can view the aggregated usage and costs across your sites, as well as compare between sites by selecting "Sites" from the View Type drop down menu and changing the Data View to "Compare data."



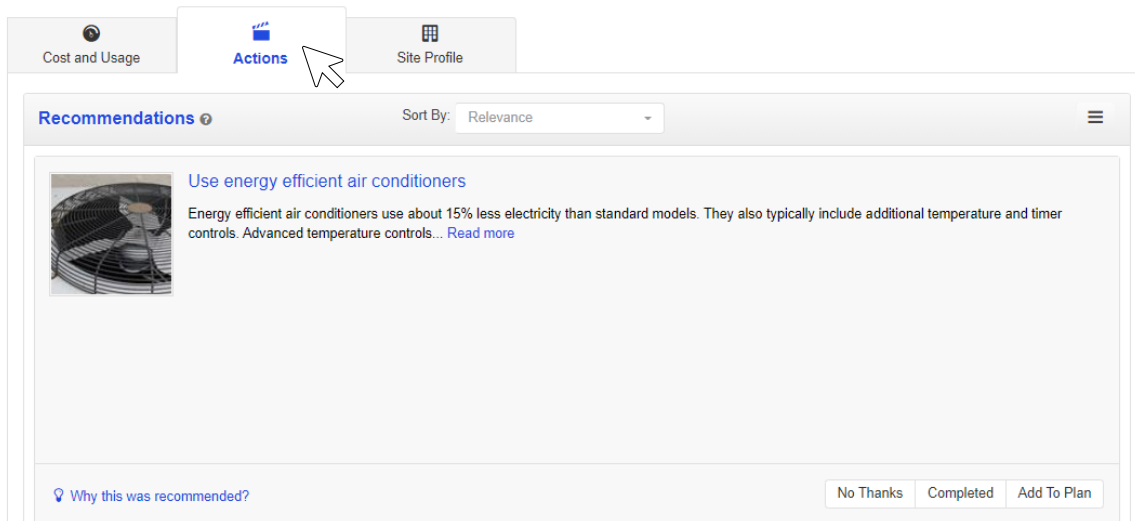
## 4. How do I find opportunities to save money?

- a. The browser will recommend actions you can take to save energy in the tabs. You will end up with a prioritized list of recommended actions, your savings plan, and the actions you have completed. To get personalized recommendations, make sure to answer the Basic Questions in the Site Profile tab. For even more personalized recommendations, answer the Advanced Questions.



The screenshot shows the 'Site Profile' tab selected in the top navigation bar. The main content area is titled 'Tell AES about this Site' and contains three sections: 'Basic Questions', 'Advanced Questions', and 'Assessment Report'. The 'Basic Questions' section is expanded, showing a form with a dropdown menu for 'What is the main business activity at this site?' and radio buttons for 'Do you know exactly how big this site is (m<sup>2</sup> / sq. ft)?'. The form includes 'Reset' and 'Save' buttons at the bottom right.

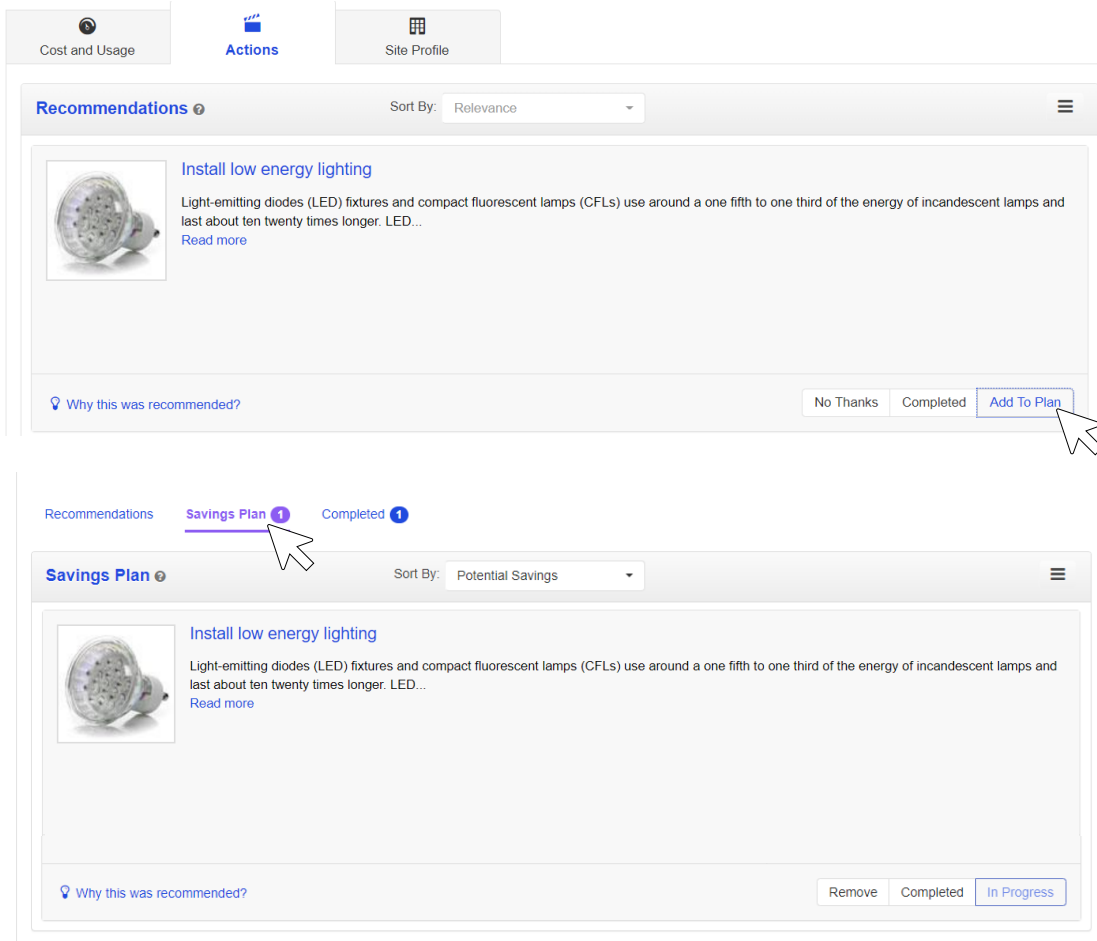
For each recommendation, you will be able to see a description of the recommended action to generate savings for your business.



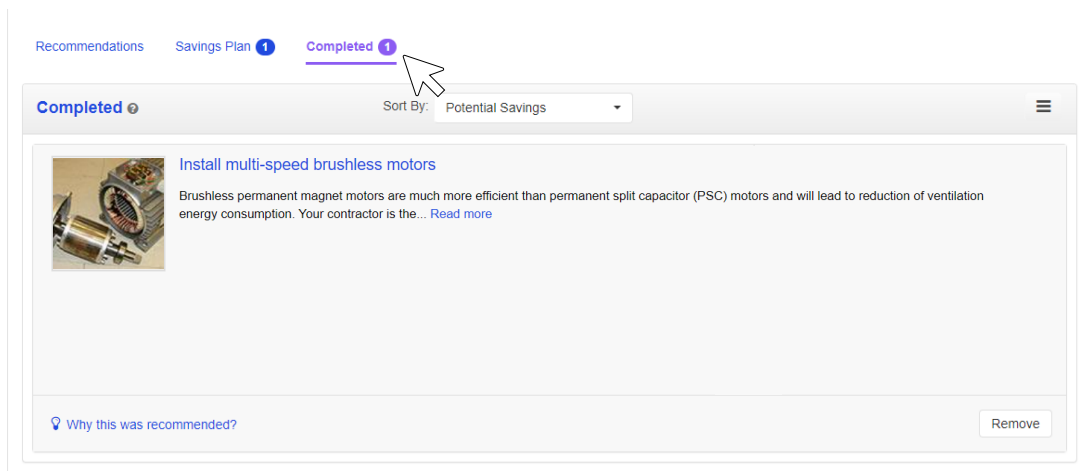
The screenshot shows the 'Recommendations' tab selected in the top navigation bar. The main content area displays a list of recommendations, with the first one being 'Use energy efficient air conditioners'. The recommendation includes an image of an air conditioner and a description: 'Energy efficient air conditioners use about 15% less electricity than standard models. They also typically include additional temperature and timer controls. Advanced temperature controls... Read more'. At the bottom of the recommendation card, there are buttons for 'No Thanks', 'Completed', and 'Add To Plan', along with a link for 'Why this was recommended?'.




b. Click “Add to Plan” to have actions appear in Savings Plan section.



c. If you complete an action, it will appear in the Completed section. This action will be marked in your consumption tab with an icon showing that you completed it so you can see how it impacts your costs and consumption.



- d. If you don't want to run a recommended action, you can select "No Thanks" and it won't appear anymore.



### Install low energy lighting

Light-emitting diodes (LED) fixtures and compact fluorescent lamps (CFLs) use around a one fifth to one third of the energy of incandescent lamps and last about ten twenty times longer. LED...  
[Read more](#)

[Why this was recommended?](#)

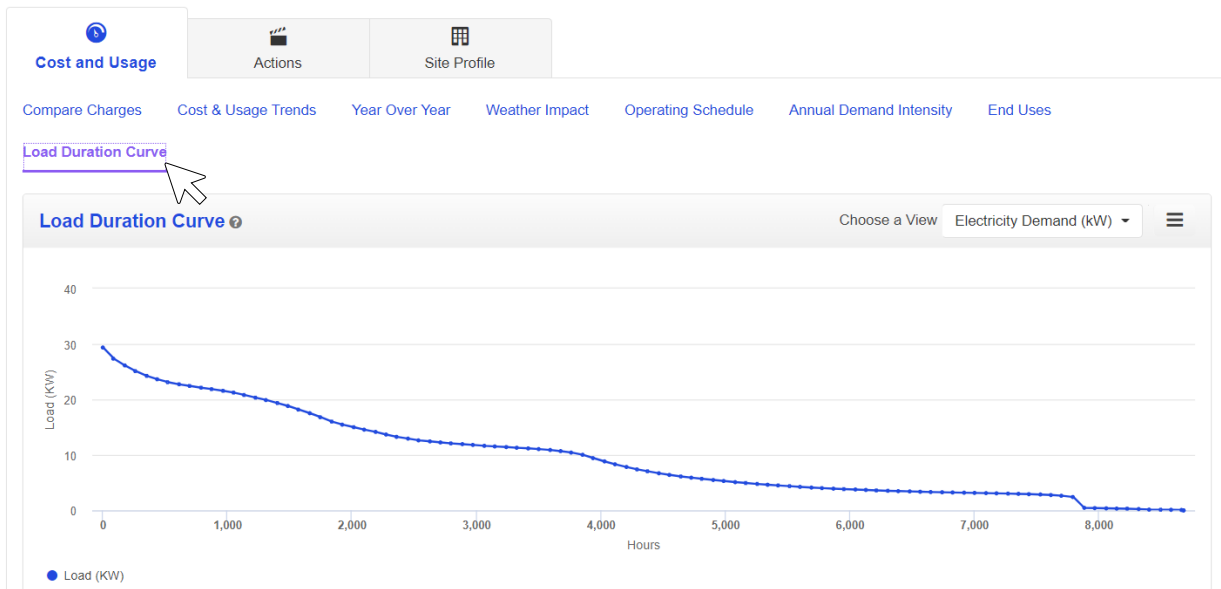
[No Thanks](#) [Completed](#) [Add To Plan](#)

- e. There are other ways you can explore to find savings opportunities. The operating schedule graphic shows the demand during every day of the week and every hour of the day.

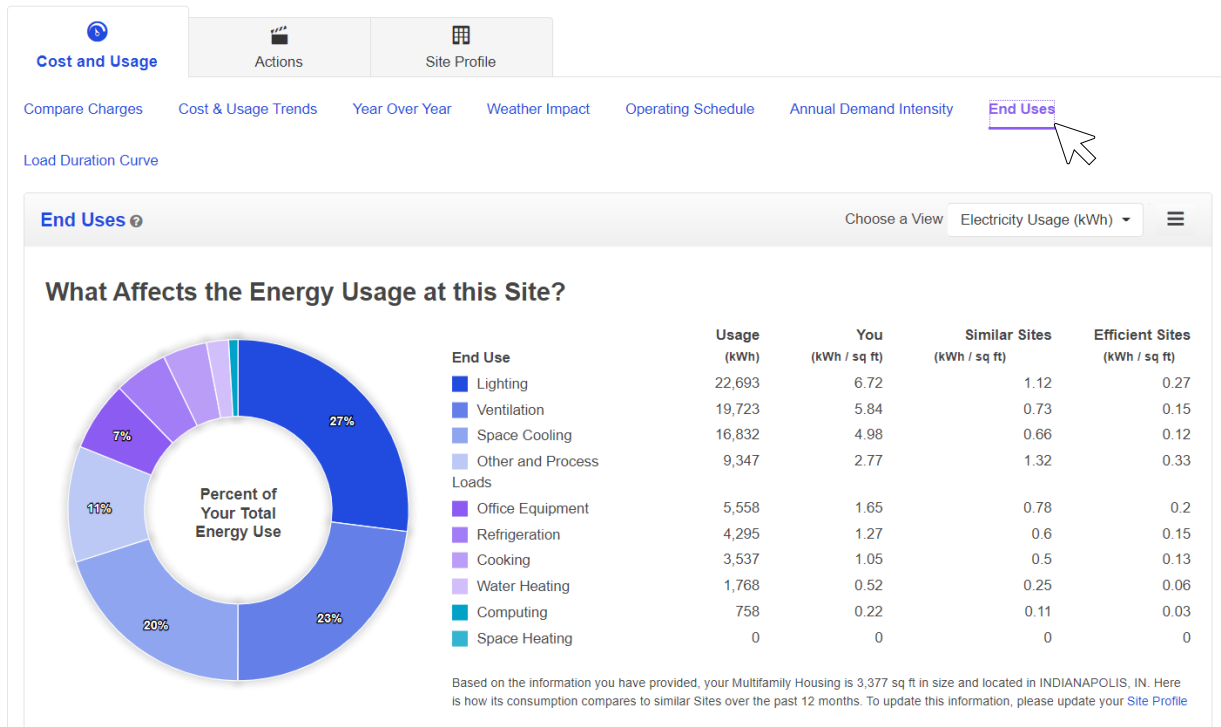


This allows you to see if you are effectively shutting down the operations when the sites are down.

f. View your load duration curve to visualize how consistently you are using energy at all times of the year.



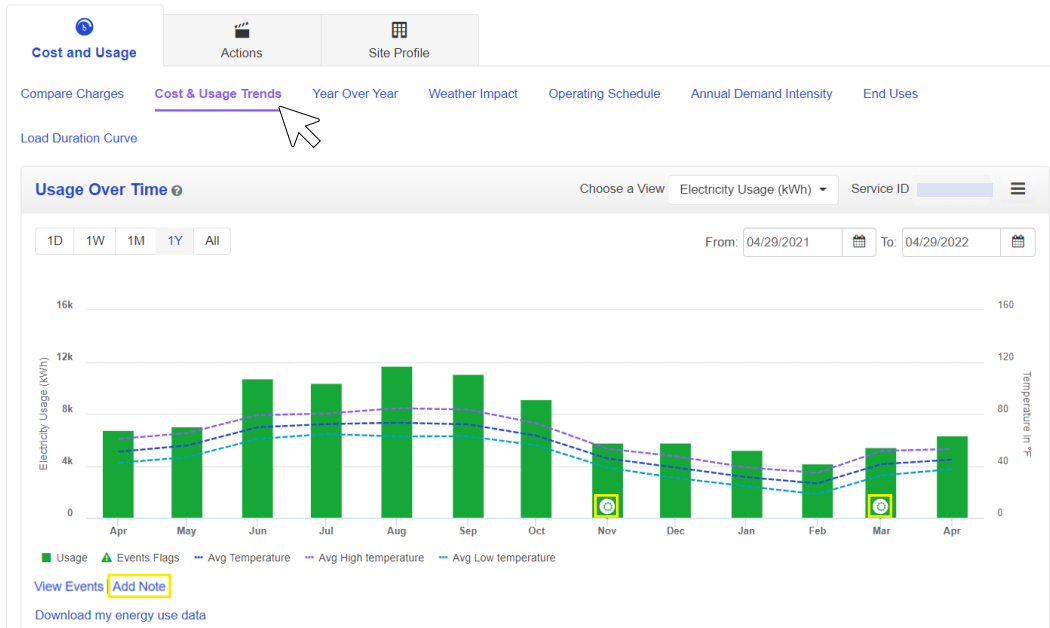
g. The end-use analysis shows a breakdown of the main components that contribute to a site's consumption.



This helps you focus on those end uses of energy that are most significant to your bill.

## 5. How can I facilitate the budgeting process?

- a. The Cost & Usage Trends tab shows bills for the last 12 months and you can zoom out to see an even longer period.

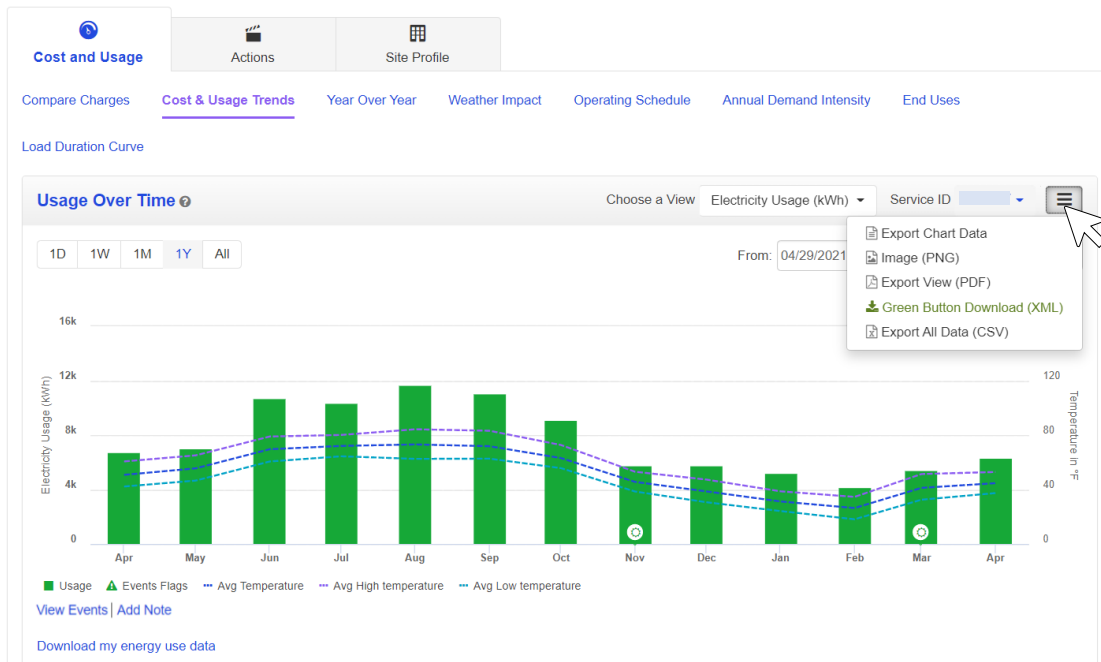


As you make changes to your operation or facilities, you can note those changes on the graph to help keep track of how they may affect your budget. Daylight savings has been added to the graph as a note on November and March.

- b. Click “Add Note” under the graph to add notes or events.

The screenshot shows the 'Add Note' dialog box. The dialog box is open over the 'Usage Over Time' chart. It contains fields for Title, Description (240 character limit), and Note Date. The Note Date is set to 04/23/2022. There is a checkbox for 'Display on Graph' which is checked. The dialog box has 'Cancel' and 'Save' buttons.

c. You can download information in different formats such as CSV and PNG.



d. Another useful feature for budgeting is the Weather Impact graph. Weather Impact shows how your energy consumption may be affected by temperature trends.



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AES is proud to bring you this tool for understanding your energy use and charges.

For additional help please contact the [AES Indiana Customer Service](#).