



**MyMeter™ Software Application**  
**User Guide for Sturgeon Bay Utilities**

[mymeter.sbunet.com](http://mymeter.sbunet.com)

## New Users: Create your MyMeter Account

Go to **mymeter.sbunet.com** and select “create an account.” Be sure to use your correct account number and account name as they appear on your monthly utility bill.

**SBU**  
STURGEON BAY UTILITIES

Login Using:

Email Address  Password

Remember me  NO [Forgot your Password?](#) [Create an Account](#)

### Create your account below

Register Using

Name on Account

Choose Password

Re-enter Password

Account Number

Email Address

Secret Question




Secret Answer


**Tracking your energy use has never been easier.  
On any device, at any time.**

## Returning Users: Login to your Account

Use your email address and your password to log into your customer account.

**SBU**  
STURGEON BAY UTILITIES

Login Using:   

Email Address  Password  **LOGIN** 

Remember me  NO [Forgot your Password?](#) [Create an Account](#)

### Tracking your energy use has never been easier. On any device, at any time.

Using MyMeter, you can now easily and quickly track your energy usage, spot trends and receive timely alerts whenever your energy use reaches a pre-determined level. Analyzing and managing your energy costs has never been easier. It's your energy. Make the most of it.  
[Get Started Today.](#) Already have a MyMeter account? [Login at the top of the page.](#)

**Data & alerts where you are**  
Alerts and meter data are accessible across lots of different devices and our mobile alert system keeps you up-to-date even when you're on the road.

**Track & compare your usage**  
Track your usage against weather conditions and see how you compare to your own usage from previous years.

**Customizable markers**  
Track important events and monitor associated energy changes with handy markers. Using markers helps the system know how and when to provide important alerts.

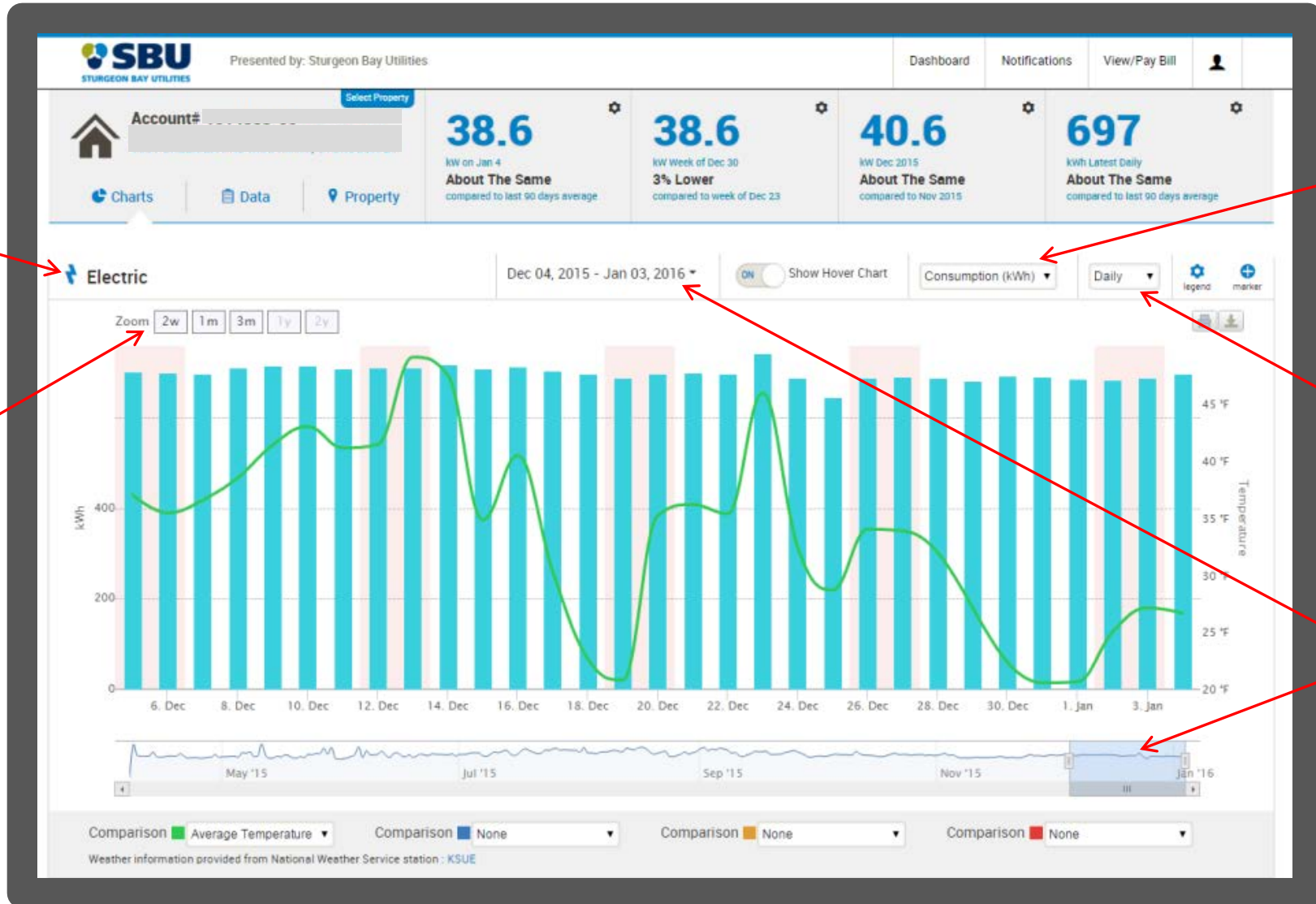
**Benchmark**  
Access information about your building's real-time energy usage, load factors and historical trends—and understand what those numbers actually mean.

## Navigating the Dashboard

Once you login to MyMeter, you will see the dashboard screen in the **Charts View**. Here usage data is displayed graphically, over a chosen time period. In addition, total consumption for the most recent day, week and month are shown at the top, with a comparison of past electricity or water usage.

Choose to display electric or water data

Quick zoom to different time periods over which to display data

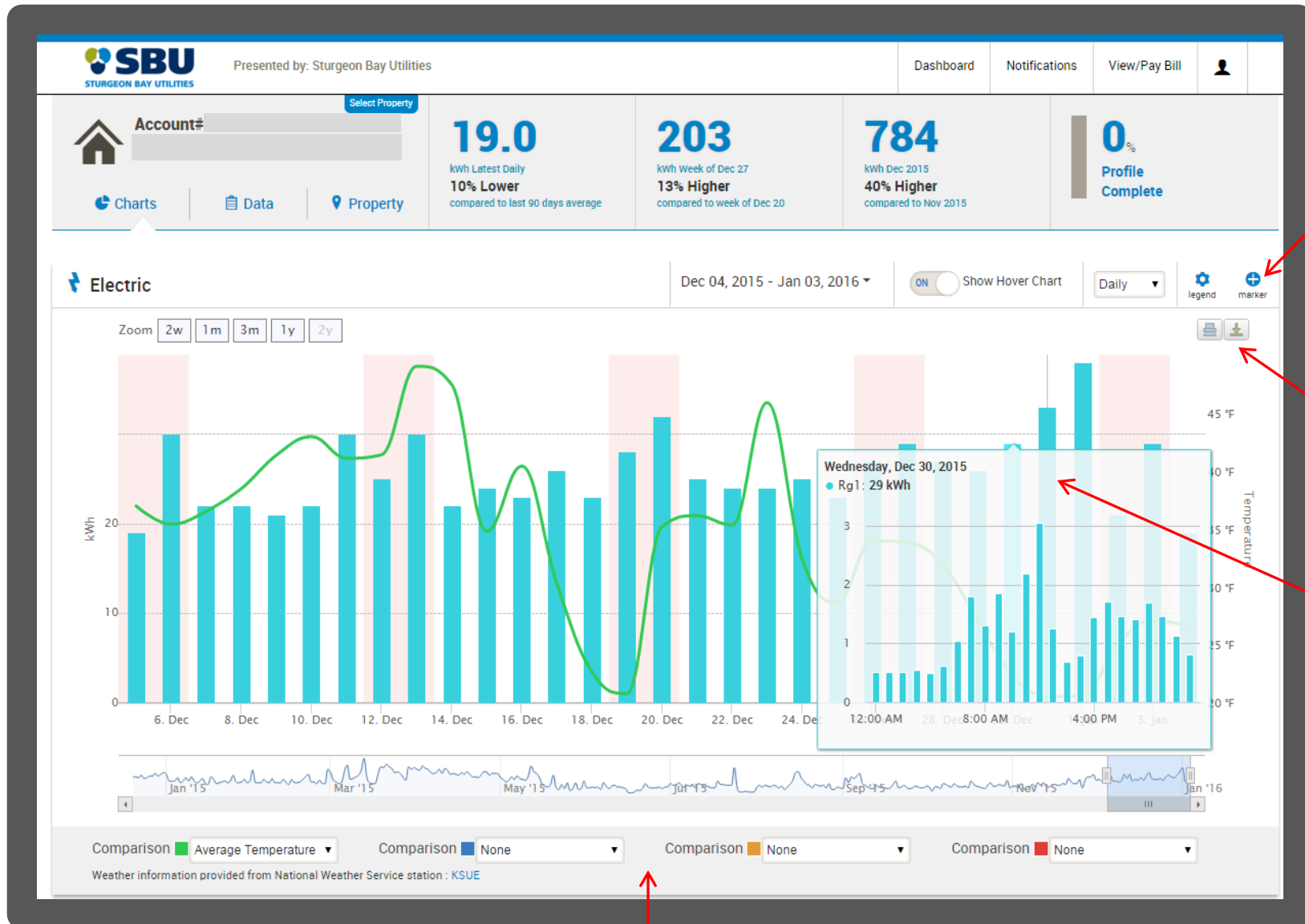


Choose to view demand (kW) or usage (kWh) provided account is measuring demand

Choose data time interval (15 minute Interval, Hourly, Daily, or Monthly)

Choose a date range from the calendar dropdown or using the sliding markers

## Navigating the Dashboard- Continued



Note events by placing a "marker"

Print or export graph

Hover over a data point for details

Select from options to compare data, or turn off by selection "None"



## Navigating the Dashboard- Continued

In **Property View**, you can enter information about your home or business to gain better insight into your energy use.

Select  
Property  
View.

The screenshot displays the SBU (Sturgeon Bay Utilities) dashboard. At the top, the SBU logo and 'Presented by: Sturgeon Bay Utilities' are visible. The navigation bar includes 'Dashboard', 'Notifications', 'View/Pay Bill', and a user profile icon. The main content area features a 'Select Property' button, an 'Account#' field, and three energy usage cards: '18.0 kWh Latest Daily' (6% Lower), '155 kWh Week of Dec 27' (12% Lower), and '667 kWh Dec 2015' (26% Higher). A '0% Profile Complete' card is also present. Below these are sections for 'Location #', 'Details' (Name, Primary Use, Total Sq Ft, Year Built), and 'Property Profile' (Overview, Structure, Heating/AC, Water Heating, Appliances, Lighting, Electronics, Pools & Hot Tubs, Generation). The 'Overview' section provides information about MyMeter and includes a 'GOT IT' button.

**SBU**  
STURGEON BAY UTILITIES

Presented by: Sturgeon Bay Utilities

Dashboard Notifications View/Pay Bill

Select Property

Account#

18.0  
kWh Latest Daily  
6% Lower  
compared to last 90 days average

155  
kWh Week of Dec 27  
12% Lower  
compared to week of Dec 20

667  
kWh Dec 2015  
26% Higher  
compared to Nov 2015

0%  
Profile  
Complete

Charts Data Property

Location #: STURGEON BAY, WI 54235

**Details**

Name: MyMeter Name

Primary Use: Single Family

Total Sq Ft: 0

Year Built: 0

**Property Profile**

Overview Structure Heating/AC Water Heating Appliances Lighting Electronics Pools & Hot Tubs Generation

**Overview**

By providing basic information about your property, MyMeter is able to give you more tools to gain insight into your energy use. Based on property attributes such as size, age of construction, and the fuels used for major systems (e.g., heating and cooling), MyMeter can give you more meaningful comparisons of your energy use to similar properties.

This information also helps identify if you may be eligible for special rebate offers and programs that can help lower your bill and make energy improvements more affordable. Your utility can communicate these offers if you've opted into receiving messages through MyMeter's [Communications Options](#) settings in the account menu at the top of the page.

Please take some time to provide basic information about your property's construction and systems by clicking 'Get Started' below and navigating through the system tabs above.

GOT IT ✓

## Managing Account Settings

This screen allows you to manage your MyMeter user account settings and link additional meters to your user account in the Account Information screen:

The screenshot shows the MyMeter Account Information page. At the top, there is a navigation bar with 'mymeter' logo, 'Presented by: WPPI Energy', and navigation links for 'Dashboard', 'Notifications 2', and a user profile icon. A dropdown menu is open under the user profile icon, showing 'Account Information', 'Communication Options', and 'Log Out'. The main content area is titled 'Account Information' and includes a 'Login:' field with an 'Edit' button. Below this are three sections: 'Update Password', 'Update Secret Question', and 'Connect Additional Utility Account'. The 'Update Password' section has fields for 'Current Password', 'New Password' (with a note '6 or more characters'), and 'Confirm New Password', followed by an 'UPDATE PASSWORD' button. The 'Update Secret Question' section has a dropdown menu for 'What street did you grow up on?', an 'Answer' field, and a 'Current Password' field, followed by an 'UPDATE SECRET QUESTION' button. The 'Connect Additional Utility Account' section has fields for 'Name on Account' and 'Account Number', both with 'From Bill' suggestions, followed by an 'ADD ACCOUNT' button. On the right side, there is an 'Access Log' table with columns for 'User', 'Activity', 'Date', 'Time', and 'IP Address'. The table contains 15 rows of activity logs. A 'View More' link is at the bottom of the table. Red arrows point from external text annotations to various parts of the page: one to the 'Account Information' dropdown, one to the 'Access Log' table, one to the 'Update Password' section, one to the 'Update Secret Question' section, and one to the 'Connect Additional Utility Account' section.

**Account Information**

Dashboard Notifications 2

Account Information

Communication Options

Log Out

### Account Information

Login:  Edit

#### Update Password

Current Password:

New Password:   
6 or more characters

Confirm New Password:

UPDATE PASSWORD ✓

#### Update Secret Question

What street did you grow up on?

Answer:

Current Password:

UPDATE SECRET QUESTION ✓

#### Connect Additional Utility Account

Name on Account:   
From Bill

Account Number:   
From Bill

ADD ACCOUNT ✓

#### Access Log

User	Activity	Date	Time	IP Address
	Successful Login	6/8/2015	9:54 AM	208.73.95.39
	Successful Login	6/8/2015	9:53 AM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Updated Communication Option	6/5/2015	3:59 PM	208.73.95.39
	Changed Username	6/5/2015	3:19 PM	208.73.95.39
	Successful Login	6/5/2015	3:18 PM	208.73.95.39
	Successful Login	6/2/2015	1:45 PM	208.73.95.39
	Successful Login	6/2/2015	9:32 AM	208.73.95.39
	Successful Login	5/26/2015	4:07 PM	208.73.95.39
	Deleted Energy Marker	5/26/2015	3:42 PM	208.73.95.39
	Successful Login	5/26/2015	3:41 PM	208.73.95.39
	Successful Login	5/21/2015	2:17 PM	208.73.95.39
	Successful Login	5/21/2015	2:07 PM	208.73.95.39

[View More](#)

Manage password and security question.

Connect additional utility accounts—need name and account number.

Monitor MyMeter account activity.



## Communication Options

You can now manage how you receive communications about your energy usage. Choose to receive notifications via email or text, and set up alerts to notify you if your usage exceeds a specific limit.

Choose communication method: email or text.

The screenshot shows the 'Communication Options' page for Sturgeon Bay Utilities (SBU). At the top, there is a navigation bar with 'Dashboard', 'Notifications', and 'View/Pay Bill' links, along with a user profile icon. Below the navigation bar, the page title 'Communication Options' is displayed. The main content area is divided into two sections: 'New' and 'Thresholds'. The 'New' section has a dropdown menu for address (currently '427N 18TH AVE'), a dropdown for communication method (currently 'Email'), and a text input field for an email address (currently 'name@domain.com'). There is an 'ADD' button with a plus icon. Below this section, a note states: 'Standard text messaging rates may apply for SMS text messaging communications'. The 'Thresholds' section has a dropdown for address (currently '427N 18TH AVE - Electric'), a dropdown for meter (currently 'Meter# 4620144974 ( Rg1 )'), a dropdown for frequency (currently 'Daily'), a dropdown for condition (currently 'Over'), and a text input field for a threshold value. There is an 'ADD' button with a plus icon. Below this section, a note states: 'You currently average 25.42 kWh per day, 177.93 kWh per week, and 762.56 kWh per month on meter 4620144974 ( Rg1 )'. Red arrows point from external text boxes to the 'Email' dropdown, the 'ADD' button in the 'New' section, the 'ADD' button in the 'Thresholds' section, the 'Notifications' link in the navigation bar, and the 'View/Pay Bill' link in the navigation bar.

Set a threshold for consumption. Customer will be automatically notified if their usage exceeds this value by the communication method chosen.

Return to Charts View

A list of notifications appears when this is selected.

Links to bill payment website