

1. After logging in, click "My Usage"

The screenshot displays the Xcel Energy website interface. At the top, the Xcel Energy logo is on the left, and navigation links for "Billing & Payment", "Start, Stop, Transfer", "Programs & Rebates", and "Outage & Emergencies" are on the right. Below the navigation bar, a breadcrumb trail shows "Home > My Account".

On the left side, there is a vertical menu with the following items: "My Account", "My Bills", "My Usage", "My Programs", and "My Profile & Notifications". The "My Usage" item is highlighted with a red rectangular border, and a blue arrow points to it from the left edge of the image.

At the bottom of this menu, there is a logo for "Heat a Home, Warm a Heart." with the text "Learn more about Energy Outreach Colorado Donation" and a link icon.

The main content area is titled "Bill Summary". It features a "Manage Accounts" button in the top right. Below the title, there is a "Due: February 1, 2017" notice and a prominent red "Pay Now" button. Below the button, it says "Scheduled for February 1, 2017" and includes a "Payment Schedule" link. At the bottom of this section is a "Program Opportunities" heading.

To the right of the payment information is a "Bill Trend" section. It includes a bar chart showing usage for each month from January to December for the years 2015, 2016, and 2017. The 2017 data for January is labeled as "CURRENT". A legend at the bottom of the chart identifies the years: 2015 (light blue), 2016 (medium blue), and 2017 (dark blue). Above the chart, it says "Drag or scroll the graph for complete view ->".

2. Scroll down on the “My Usage” page.

XcelEnergy Billing & Payment Start, Stop, Transfer Programs & Rebates Outage & Emergencies 🔍

Home > My Usage

[My Account](#) > Account: [Redacted] [Manage Accounts](#)

My Usage

Select your Premises to View Usage: [Redacted]

Premises Energy Overview

Type	Cost	Usage	Emissions
Green Energy Programs:			
Windsorce			70.59 kWh
Windsorce			29.41 kWh

Premises Information

Address: [Redacted]

Premises #: [Redacted]

Status: [Redacted]

Start Date: [Redacted]

[View Additional Usage Details](#)

3. Select Electricity and Last 12 Months in the fields indicated below:

The dashboard is divided into several sections:

- My Programs** and **My Profile & Notifications**: Navigation links on the left.
- Premises Energy Overview**: A table with columns for Type, Cost, Usage, and Emissions. It lists Green Energy Programs: Windsource (70.59 kWh) and Windsource (29.41 kWh).
- Premises Information**: Fields for Address, Premises #, Status, and Start Date, all currently redacted with a grey box. A "View Additional Usage Details" link and a "My Energy" button are also present.
- Viewing Options**: "Graph View" (selected) and "Table View" buttons.
- Filters**: "Services" dropdown (ELECTRICITY-1) and "Time Frame" dropdown (Last 12 Months) are highlighted with a red box. A blue arrow points to the Services dropdown. Radio buttons for "Average Monthly Temperature" (selected) and "Total Charges" are also visible.
- Visualizations**: A bar chart for "Usage (kWh)" and a line chart for "Temperature (F)".

4. Scroll to the bottom of the graph, and click “Download Graph (XLS file)”



5. Email the downloaded file back to Namasté Solar. That will provide the information our solar advisors need to create your custom design!