SOUTHERN CALIFORNIA
EDISON
An *EDISON INTERNATIONAL*℠ Company

RE: PROCEDURE TO RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF

To Whom It May Concern,

Southern California Edison (SCE), has implemented a consolidated **Customer Information Standardized Request (CISR-S) form** (Authorization Form) which our customers may use to give authorization to a designated Agent and Consultant (Agent), to receive service account information or act on their behalf. This Authorization Form is designed to protect the privacy rights of our customers, therefore, any alterations to this Authorization Form after it has been executed by our customer will render this Authorization Form null and void.

CUSTOMER INFORMATION

- The customer information portion of the form should be filled out by someone in the customer's organization who has the authority to financially bind the customer (e.g. CFO of a company or City Manager of a municipality). *(NOTE: The individual named should be the same individual as the authorized customer signer at the end of this form.)*

- In this section list all service account(s) to which you wish to authorize access. If there are more than three (3) service accounts, please list the additional service accounts on a separate sheet and attach them to this form.

INFORMATION, ACTS AND FUNCTIONS AUTHORIZED

Through the use of the Authorization Form, an SCE customer may authorize an Agent to act on their behalf to perform the specific acts and functions listed below. The SCE customer should initial each item they wish to authorize. *(NOTE: SCE will provide standard customer information without charge up to two (2) times in a twelve (12) month period per service account. After two (2) requests in a year, the customer may be responsible for charges that may be incurred to process the request.)*

#1. Request and receive billing records, billing history and all meter usage data used for bill calculations for your service account(s).
#2. EPA Benchmarking.
#3a. Request and receive copies of correspondence relating to verification of rate, date of rate change, and related information.
#3b. Request and receive copies of correspondence relating to contracts and service agreements.
#3c. Request and receive copies of correspondence relating to previous or proposed issuance of adjustments/credits.
#3d. Request and receive copies of correspondence relating to previously issued or unresolved/disputed billing adjustments.
#4. Request investigation of utility bills.
#5. Request special metering and the right to access interval usage and other metering data.
#6. Request rate analysis
#7. Request rate changes. *(Note: Permits Agents to change customer's rates. NOTE: Any rate requested on behalf of an SCE customer that requires a contractual agreement between SCE and the customer must be signed by the customer. SCE will hold the customer responsible to perform all requirements of the rate initiated on their behalf.)*
#8. Request and receive verification of balances on listed service account(s), or discontinuance notices.

. . . Continued . . .

BASIS OF AUTHORIZATION

- SCE's customer can indicate (by initialing one box only) the duration of this authorization allowing their Agent access to designated type(s) of information or to perform certain functions. If no time period is designated, the authorization will be limited to a one-time authorization. Duration of authorization may be either:
    - One-time only; or
    - One year [a twelve (12) month period from the date of execution of Authorization Form]; or
    - For a given period of time, but limited to no more than thirty-six (36) months from date of executed Authorization Form.

- Customers may renew their authorization by submitting a new Authorization Form.

RELEASE OF ACCOUNT INFORMATION

- Indicate how SCE should provide the information requested to your Agent. You may check all that apply. Most information is available either by:
    - Hard copy via US Mail, or
    - Facsimile or
    - Electronic format via electronic mail. *(NOTE: SCE cannot guarantee the confidentiality of customer information delivered via electronic mail.)*

- SCE's customer must complete and sign this Authorization Form. *[NOTE: The Authorization Form must be signed by someone in the customer's organization who has the authority to financially bind the customer (e.g. CFO of a company or City Manager of a municipality).]*

- The Agent must also read and sign this Authorization Form.

- SCE does not guarantee the accuracy of rate analyses when usage information is provided by the customer or Agent.

SUBMITTING THIS AUTHORIZATION

- All completed and fully executed authorization requests should be **MAILED TO:** Southern California Edison, 3rd Party Authorizations, P.O. Box 6400, Rancho Cucamonga, CA 91729, **FAXED TO:** (909) 945-6798, or **E-MAILED TO:** 3rdparty@sce.com Keep a copy of the completed Authorization Form for your records.

- **Remember, submission of this form only provides the Agent with authorization by an SCE customer to request and receive data and/or perform certain functions on their behalf. Once a copy of this fully executed form is on file with SCE, the Agent must provide SCE with a written request (E-mail is acceptable) for information or action to be taken before any information is released or action is taken by SCE. The Agent's written request must identify specific service account(s) and detail the specific information that you wish SCE release and/or the specific functions you request SCE perform.**

Line extension and temporary service work order inquiries and refund status inquiries. Work order inquiries and refund status requests must list the entire work order number(s). Please mail all work order inquiries and refund status requests to our new address: Southern California Edison, Attn: Ledgers, RCRO, P.O. Box 6400, Rancho Cucamonga, CA 91729.

QUESTIONS

If you have questions or need additional forms, please contact 3rd Party Authorizations at **Phone:** (909) 941-2465,
FAX (909) 945-6798 or **E-mail:** 3rdparty@sce.com

Thank you,
SOUTHERN CALIFORNIA EDISON

Enclosures

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Explanation of Customer Information Provided

- **Billing/Usage Includes:**
  - Usage Data by peak, by month, if applicable
  - Default 12 months (includes read date, number of days in billing cycle kW, kWh, KVAR), if applicable
  - Revenue (total billed, by peak, by month), if applicable
  - Domestic accounts are limited to 12 months historical Billing/Usage data

- **Basic Meter Data Includes Existing:**
  - Meter Number
  - Make
  - Model
  - Meter Form
  - Potential Transformer (PT) Ratio
  - Current Transformer (C.T.) Ratio
  - Meter Voltage & Phase
  - Billing Constant (Multiplier)

- **Interval Data Includes Either:**
  (Available for accounts greater than 500 kW)
  - Daily records of 15 minute kW and kVAR demands as recorded from revenue metering, or
  - 60 minute kW(H) and kVAR(H) usage calculated from the recorded 15 minute data.

- **Standard Confidential Information Includes:**
  - Customer Name
  - Service Account No.
  - Service Address
  - Billing Address
  - Rate Schedule
  - SIC Code
  - Service Voltage

- **Number of Requests Provided:**
  - Information will be provided up to two (2) times within a twelve (12) month period per service account without charge
  - More than two (2) requests within a twelve (12) month period, customers may be responsible for charges that may be incurred in order to process the request