

## Subscriber User Guide - How to Setup and Renew Energy Tariff

**Introduction:** This is a detailed step-by-step guide to help you successfully add a new energy tariff to your account. By following these instructions, you'll be able to update your account settings with a new tariff quickly and efficiently.

## Stage 1: Add the new energy tariff to your impCloud account

Step 1. Log in to your impCloud account impCloud Dashboard (gridimp.com)



**Step 2:** Click on the **"Setup"** section at the top of the page, then select "Energy Tariffs" on the right-hand side of the page.

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	Fiscal Meters	Get up and running:				
	Energy Tariffs	1 Register yo	our cloud account			
	Operational Schedules	2 Setup you	Energy Tariffs	<		
	Data Import/Export	3 Add your (	Operational Hours			
	Hub Configuration	4 Assign tari	ffs to a hub 🔵			
	Devices	5 Import you	ır historical meter	data 🖌		
	Clusters					
	Users	Share and organize your dashboar				
		1 Add extra	users to your acco	ount		
		2 Create clus	ters and name yo	our devices		
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**Step 3:** Click on the **"Create New Tariff"** button to begin setting up a new energy tariff.

**Step 4:** This will now show each of the fields you need to complete. You can find all of this information on your latest energy bill.

## • Tariff Type – Select the tariff type,

- o Flat
- Variable (for day / night tariffs)
- Dynamic (Agile Tariffs)



- o Octopus Agile
- **Tariff Name** Add tariff name on the energy bill or a name that you will recognise as associated with the energy rates to be applied
- Provider Name The energy company you are currently using.
- Default Rate (p/kWh) A basic tariff that a energy supplier will use. The amount you pay is subject to price changes.
- Levy Rate (p/kWh) An environmental tax charged on the energy that businesses use.
- Daily Standing Charge (p/day) The charge that you pay to your energy supplier each day.
- Average Tariff Carbon Emissions (gCO2/kWh) – The total amount of greenhouse gas that is generated by your company. This can be found on your energy suppliers' website.

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ers	Levy Rate	(p/kWh)*					
	Daily Stan	ding Charge (p/	'day)*				
	Average Ta	riff Carbon Em	issions				
	(gCO <sub>2</sub> /kW	h)*					
	Edit tariff	rules					
		То	Days	Name	Rate (p/kWh)	Colour	
	From						

• Edit Tariff Rules – The hours your company is open (from and to) and your day and night rates will need to be added here.

**Step 4.** Once all of this information has been filled out you can click the 'Save' button.

**Step 5:** A message will appear as shown. You need to click the "Save" button to save this to your account.



Stage 2: Apply the new tariff to the MPAN that it should apply to.



**Step 1:** In Set up, you now need to assign the meter to the tariff. Select "Fiscal Meter" as shown below.

Fiscal Meters	Get up and running:
Energy Tariffs	1 Register your cloud account
Operational Schedules	2 Setup your Energy Tariffs
Data Import/Export	3 Add your <u>Operational Hours</u>
Hub Configuration	4 Assign tariffs to a hub
Devices	5 Import your historical meter data 💙
Clusters	
Users	Share and organize your dashboards:
	1 Add extra <u>users</u> to your account
	2 Create <u>clusters</u> and name your devices

**Step 2:** Select the MPAN you wish to assign to the tariff, which are associated with your account.

Fiscal Meters	Add new			
Name	MPAN or MPRN			
Gridimp HQ	2200043369285			
Step 3: Select 'Change tariff'	Authorization			
	Energy Tariff	^		
	Somerlap - Ecotricity - Nov 24 new 06 Nov, 2024 - no end			
	F&S Energy ND 22/23 live 01 Aug, 2022 - 05 Nov, 2024			
	Change Tariff			
	Operational Schedule	~		

Step 4: Select the recently added tariff, then click "Assign Tariff."