

Subscriber User Guide - How to Setup and Renew Energy Tariff

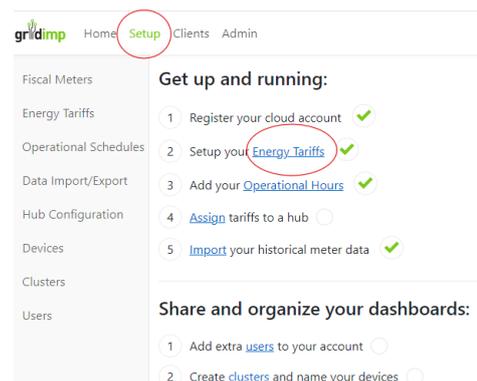
Introduction: This is a detailed step-by-step guide to help you successfully add a new energy tariff to your account. By following these instructions, you'll be able to update your account settings with a new tariff quickly and efficiently.

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

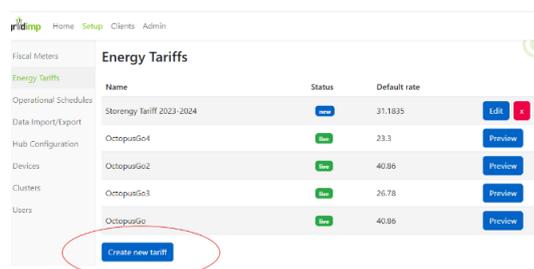
Step 1. Log in to your impCloud account [impCloud Dashboard \(gridimp.com\)](https://impCloud Dashboard (gridimp.com))



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.



Step 3: Click on the "Create New Tariff" button to begin setting up a new energy tariff.

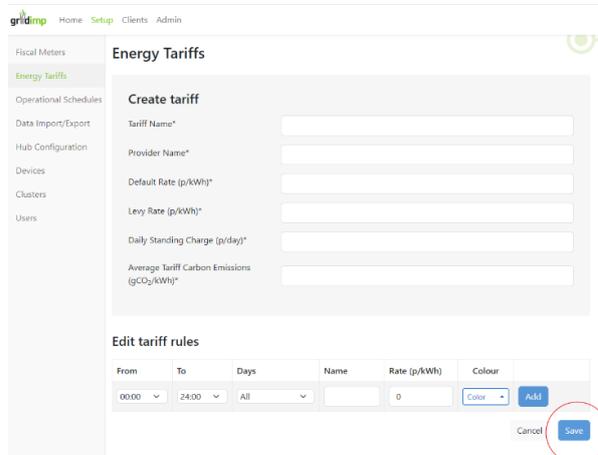


Step 4: This will now show each of the fields you need to complete. You can find all of this information on your latest energy bill.

- **Tariff Type – Select the tariff type,**
 - Flat
 - Variable (for day / night tariffs)
 - Dynamic (Agile Tariffs)

- Octopus Agile

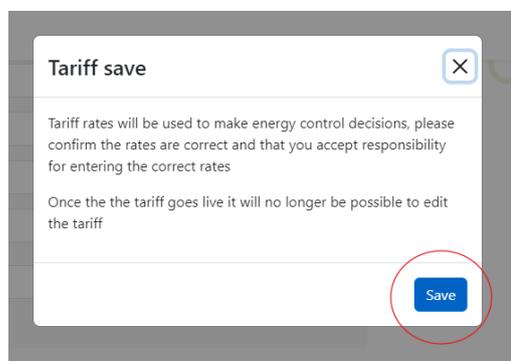
- **Tariff Name** – Add tariff name on the energy bill or a name that you will recognise as associated with the energy rates to be applied
- **Provider Name** - The energy company you are currently using.
- **Default Rate (p/kWh)** – A basic tariff that a energy supplier will use. The amount you pay 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.
- **Edit Tariff Rules** – The hours your company is open (from and to) and your day and night rates will need to be added here.



The screenshot shows the 'Energy Tariffs' page in the Gridimp system. It features a sidebar with navigation options like 'Fiscal Meters', 'Energy Tariffs', 'Operational Schedules', etc. The main content area is titled 'Energy Tariffs' and includes a 'Create tariff' form with several input fields. Below the form is a table for 'Edit tariff rules' with columns for 'From', 'To', 'Days', 'Name', 'Rate (p/kWh)', and 'Colour'. A 'Save' button is highlighted with a red circle.

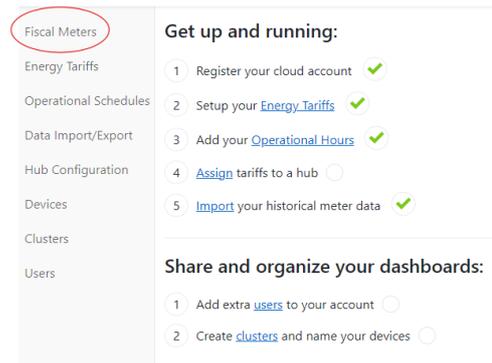
Step 4. Once all of this information has been filled out you can click the ‘Save’ button.

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.

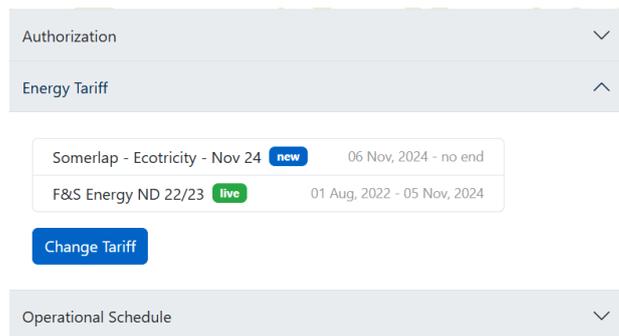
Step 1: In Set up, you now need to assign the meter to the tariff. Select "Fiscal Meter" as shown below.



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



Step 3: Select 'Change tariff'



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