

1. After logging in, click "My Usage"

The screenshot shows the Xcel Energy website interface. At the top, there is a navigation bar with the Xcel Energy logo and several menu items: "Billing & Payment", "Start, Stop, Transfer", "Programs & Rebates", and "Outage & Emergencies". Below this is a breadcrumb trail: "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.

On the right side, there is a "Bill Summary" section. It includes an "Account" dropdown menu, a "Manage Accounts" button, and a "Due: February 1, 2017" notice. Below this is a red "Pay Now" button and a "Scheduled for February 1, 2017" notice. There is also a "Payment Schedule" link and a "Program Opportunities" section.

To the right of the bill summary is a "Bill Trend" section. It features a bar chart showing usage trends for each month from January to December for the years 2015, 2016, and 2017. The chart is titled "Bill Trend" and includes the instruction "Drag or scroll the graph for complete view →". The legend indicates that 2015 is represented by light blue bars, 2016 by medium blue bars, and 2017 by dark blue bars. The current month is indicated as "CURRENT" above the January 2017 bar.

At the bottom left, 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.

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

Xcel Energy 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:

My Programs >

My Profile & Notifications >

Premises Energy Overview

| Type | Cost | Usage | Emissions |
|------------------------|------|-------|-----------|
| Green Energy Programs: | | | |
| Windsource | | | 70.59 kWh |
| Windsource | | | 29.41 kWh |

Premises Information

Address

Premises #

Status

Start Date

[View Additional Usage Details](#)

[My Energy](#)

Graph View Table View

Services: **ELECTRICITY-1** Time Frame: **Last 12 Months**

Average Monthly Temperature Total Charges

Usage (kWh)

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!