

## Find Your Usage, Fort Collins Utilities

There are two ways to find your previous 12 months electric usage from Fort Collins Utilities.

Option 1. Find your usage on a recent bill using steps 1-4.

Option 2. Find your usage on your account using steps 5-8.

1. Log into your City of Fort Collins Utilities account and navigate to the following home screen.

The screenshot shows the user's account home screen. At the top, there is a 'Welcome:' message with a redacted name and a 'Logout' link. Below this is the City of Fort Collins Utilities logo. A navigation bar contains links for 'Utilities Home', 'Home', 'Bills', 'Payments', 'Profile', 'Contact Us', and 'Help'. A message box states: 'You can manage bills, monitor use and control costs, and more. Check out the new Actions below!' followed by a note: 'Note: If you cannot access a selected Action, disable pop up blockers.' Below this is a 'Recent Messages' section with 'No messages found.' The 'My Utilities Accounts' section features a table with columns for 'Account Number', 'Service Address', and 'Actions'. The 'Actions' column contains 'Manage My Bill' and 'Monitor My Use' buttons. At the bottom, there are links for 'Terms and Conditions', 'Privacy', 'Contact us', and 'City News Subscriptions'.

2. Hover over the 'Bills' tab and click 'View Filed Bills'.

The screenshot shows the 'Bills' page. The navigation bar is the same as in the previous screenshot. The 'Bills' tab is highlighted with a red box, and a dropdown menu is open showing 'View Bill History' and 'View Filed Bills'. Below the navigation bar, there is a 'Bills' section with a message: 'Below are your bills with the most recent listed first. Use the account filter or the column headings to narrow your search or sort the order of your bills. Pay your bills by clicking on the "View /Pay Bill" button in the action column. To help manage this list, you may file the bills to view later.' The 'Filters' section includes an 'Accounts' dropdown set to 'ALL', and 'Search', 'Reset', and 'Export to Excel' buttons. Below this is a table of bills with columns for 'Account Number', 'Bill date', 'Total Amount', 'Due date', and 'Action'. The 'Action' column contains 'View / Pay Bill' and 'File' buttons. The table shows two bills: one dated 07/11/2018 for \$92.26 due 07/31/2018, and another dated 06/07/2018 for \$68.53 due 06/27/2018. At the bottom, there is a 'Page 1 of 1' indicator and a 'Jump To Page:' dropdown set to '1'. Below the table, there is a 'Pay / File Multiple Bills' section with 'Pay Selected' and 'File Selected' buttons, and a note: 'To PAY or FILE multiple bills at the same time, select the bills you want on the left and press Pay Selected or File Selected buttons respectively.'

- In the 'Filed Bills' tab, you may have to click 'Bill date' to sort the bills from newest to oldest. Then click 'View' under the 'Action' column to pull up the most recent utility bill.

City of Fort Collins Utilities

Home > Bills > Filed Bills

Filed Bills

Below are your filed bills with the most recent bill displayed first. Use the accounts filter to customize the display order.

Filters

Accounts: ALL [Search] [Reset] [Export to Excel]

<input type="checkbox"/>	Account Number	Bill date	Total Amount	Due date	Action
<input type="checkbox"/>		05-09-18	69.52	05/29/2018	[View] [UnFile]
<input type="checkbox"/>		04-10-18	72.82	04/30/2018	[View] [UnFile]
<input type="checkbox"/>		03-08-18	93.62	03/28/2018	[View] [UnFile]
<input type="checkbox"/>		02-08-18	99.85	02/28/2018	[View] [UnFile]
<input type="checkbox"/>		01-09-18	107.15	01/29/2018	[View] [UnFile]
<input type="checkbox"/>		12-07-17	96.89	12/27/2017	[View] [UnFile]
<input type="checkbox"/>		11-08-17	82.60	11/28/2017	[View] [UnFile]
<input type="checkbox"/>		10-10-17	84.79	10/30/2017	[View] [UnFile]
<input type="checkbox"/>		09-11-17	77.96	10/01/2017	[View] [UnFile]
<input type="checkbox"/>		08-09-17	94.71	08/29/2017	[View] [UnFile]
<input type="checkbox"/>		07-10-17	88.37	07/30/2017	[View] [UnFile]
<input type="checkbox"/>		06-08-17	61.51	06/28/2017	[View] [UnFile]

Page 1 of 19 [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] ... [Jump To Page: 1]

UnFile [UnFile Selected] To UnFile multiple bills at the same time, select the bills you want on the left and press UnFile Selected button.

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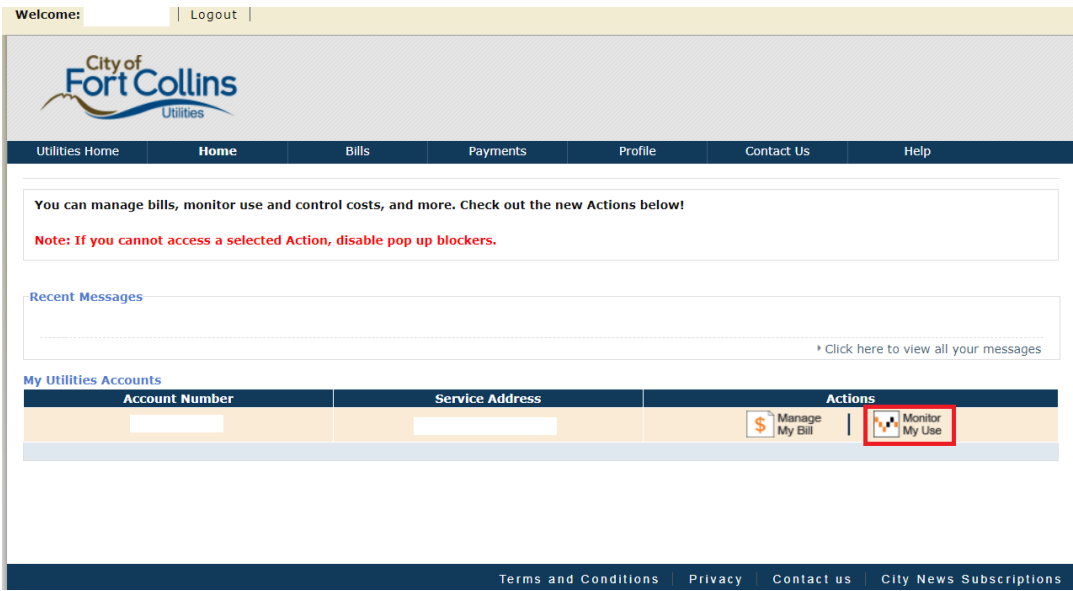
- On your bill, you can sometimes see your previous 12 months usage in kilowatt-hours (kWh) under 'Electric History'.

Note: If you can't see your previous 12 months usage on your utility bill, follow the steps below instead

Service	Rate Code	Service Date		Days	Meter Readings		Multiplier	Usage	Charge
		From	To		Previous	Present			
Electric Energy		06-04-18	07-04-18	30	42170	43055	1	885 KWH	
Base Charge	E100								\$6.16
Tier 1	E100							500 KWH	\$47.91
Tier 2	E100							385 KWH	\$44.07
Stormwater	H112	06-04-18	07-04-18	30					\$15.66
Sub-total									\$113.80
City Sales Tax									\$3.56
Total charges this billing period									\$117.36

Electric History			
Read Date	Days	Use in kWh	kWh/Day
07-04-18	30	885	29
06-04-18	31	645	20
05-04-18	30	522	17
04-04-18	31	573	18
03-04-18	28	591	21
02-04-18	31	784	25
01-04-18	31	627	20
12-04-17	30	618	20
11-04-17	31	662	21
10-04-17	30	635	21
09-04-17	31	901	29
08-04-17	31	1268	40
07-04-17	30	675	22

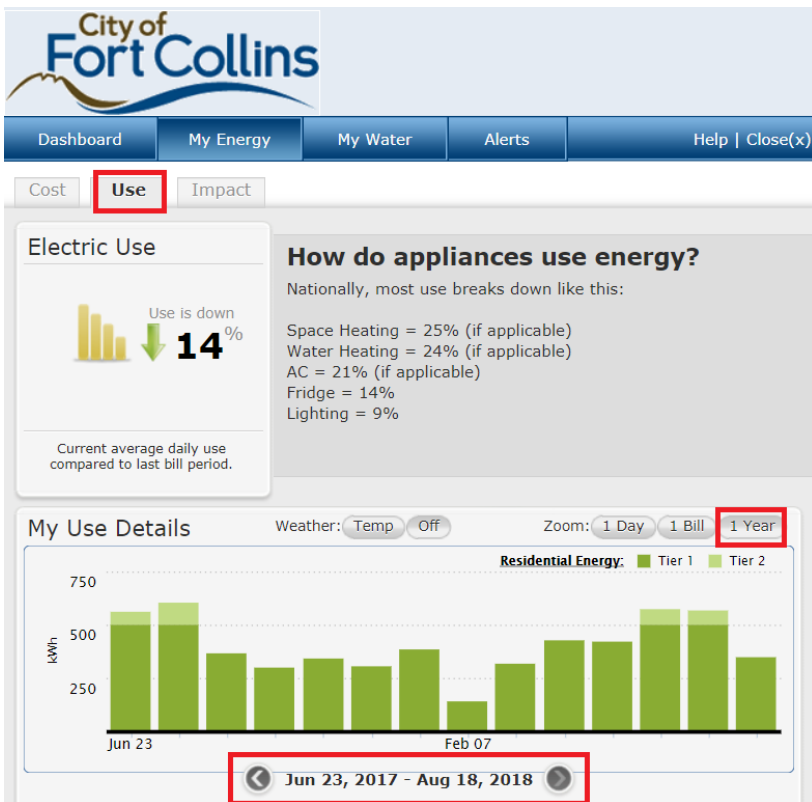
5. An alternate way to find your utility usage is to click 'Monitor My Use' on the home screen of your online account.



6. In the pop-up window, click on the 'My Energy' tab from the top menu.



7. Click on 'Use' in the tab menu shown below. Then click on '1 Year' to see the 'My Use Details' populate for at least the previous 12 months.



8. You can then hover over each month and record the kilowatt-hour (kWh) number.

