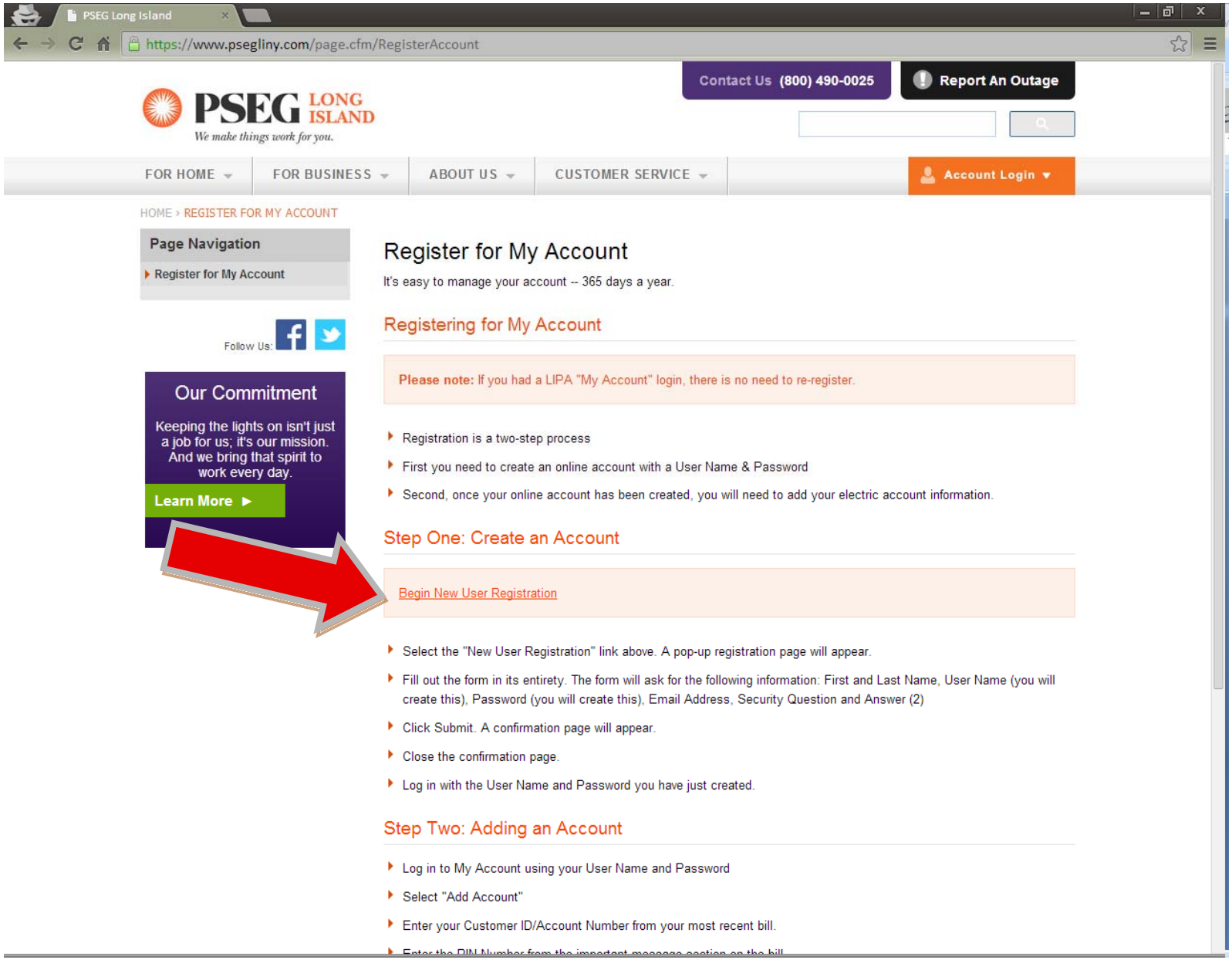
How to Download Electrical Usage Data from PSEG-LI Website

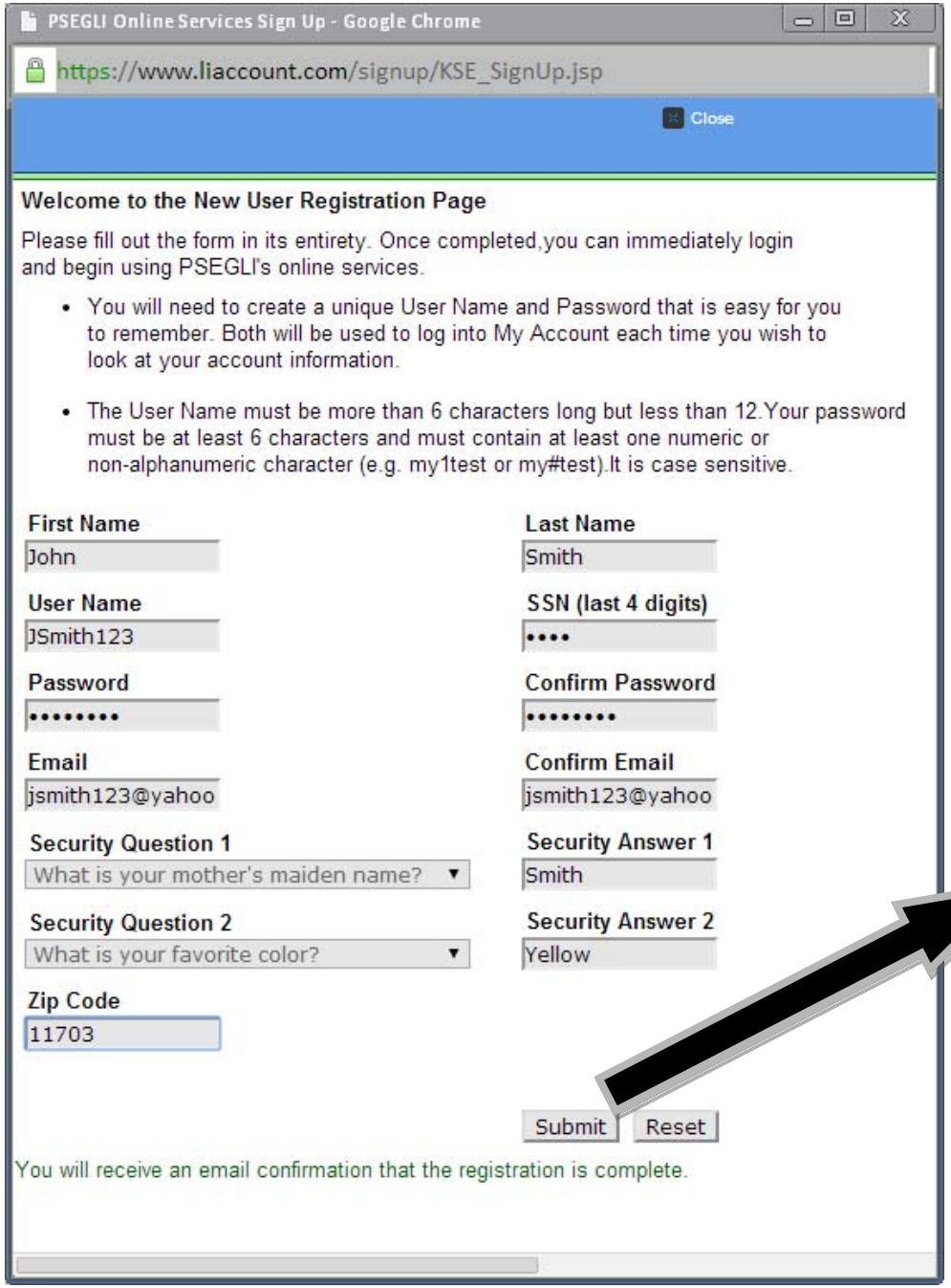
Town of Babylon, NY **Supervisor Rich Schaffer**

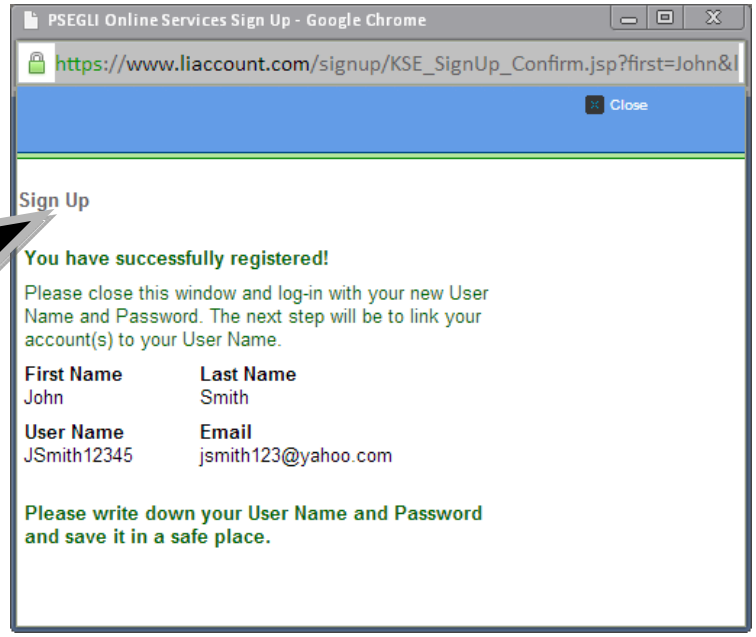
1. **Open your web browser and navigate to http://www.PSEGLINY.com**
2. **Enter your PSEG-LI username and password or click "Register Now" (if you don't already have an account)**
   *****If you already have an account, please skip ahead to Step 8 of this guide******

3. **If you clicked "Register Now", you will be taken to another page. Read the instructions for creating an account and adding your PSEG-LI account info. Click on "Begin New User Registration" to begin.**

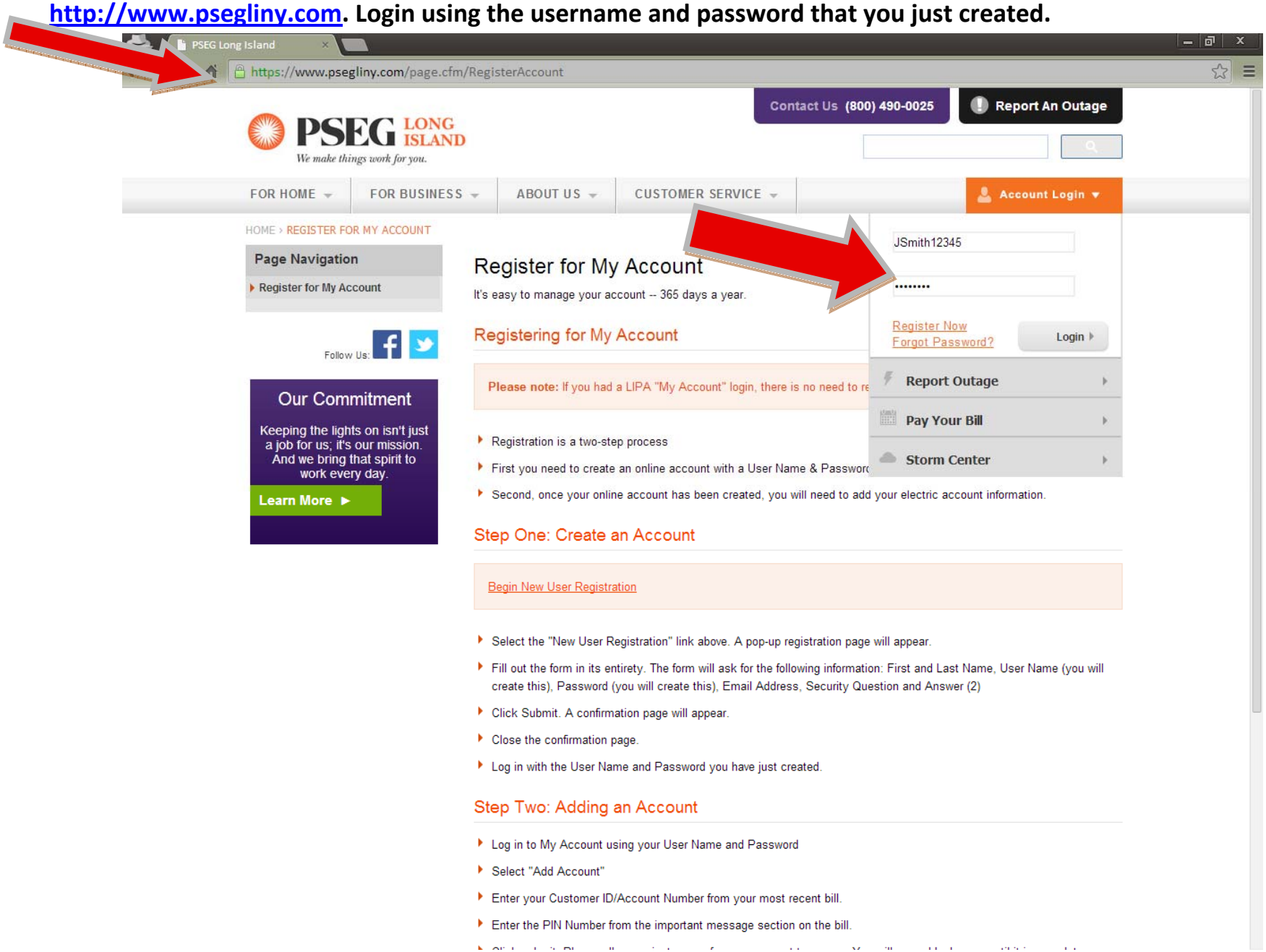


4. Fill out the form with your information to create an account. Click "Submit".

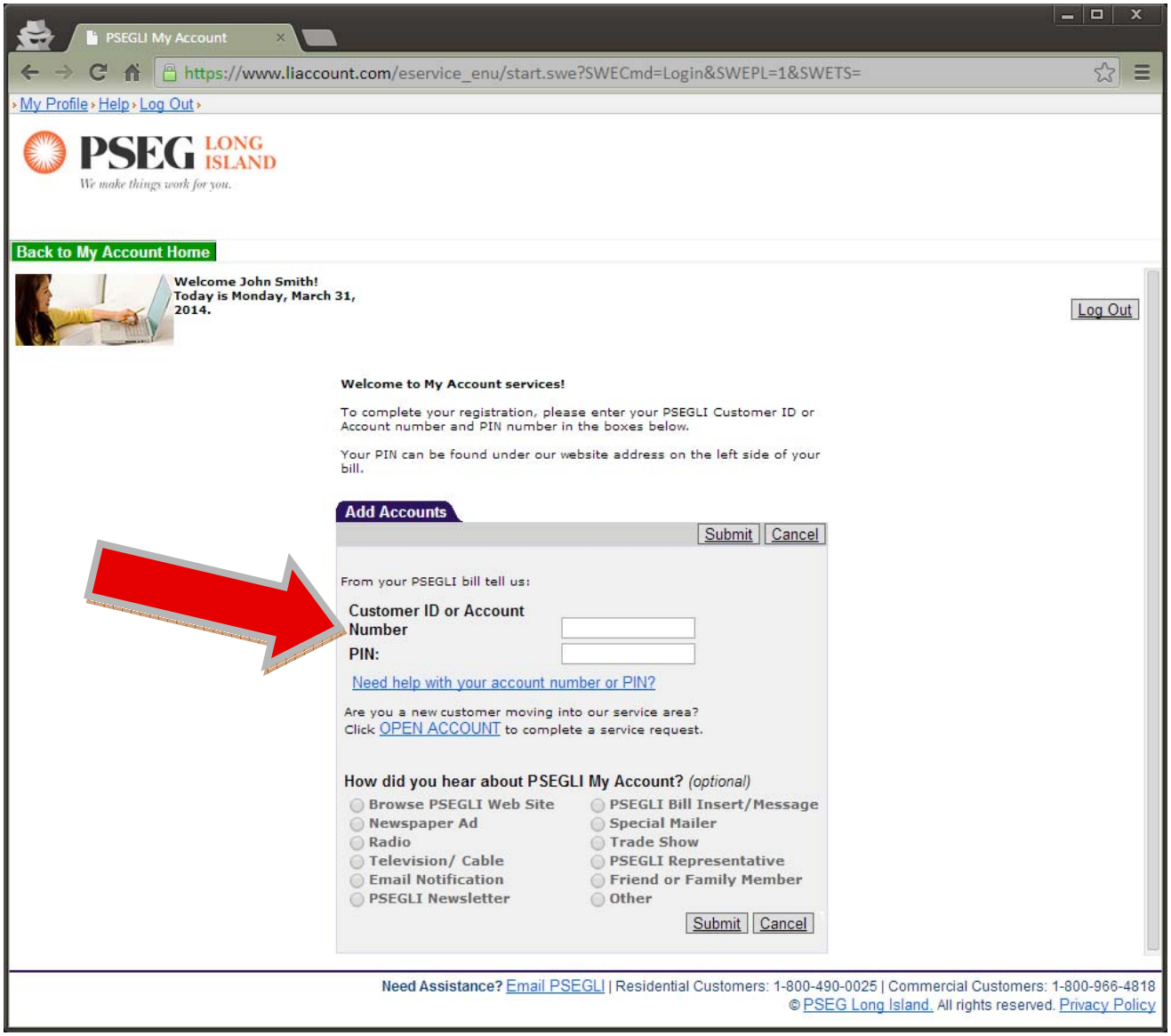




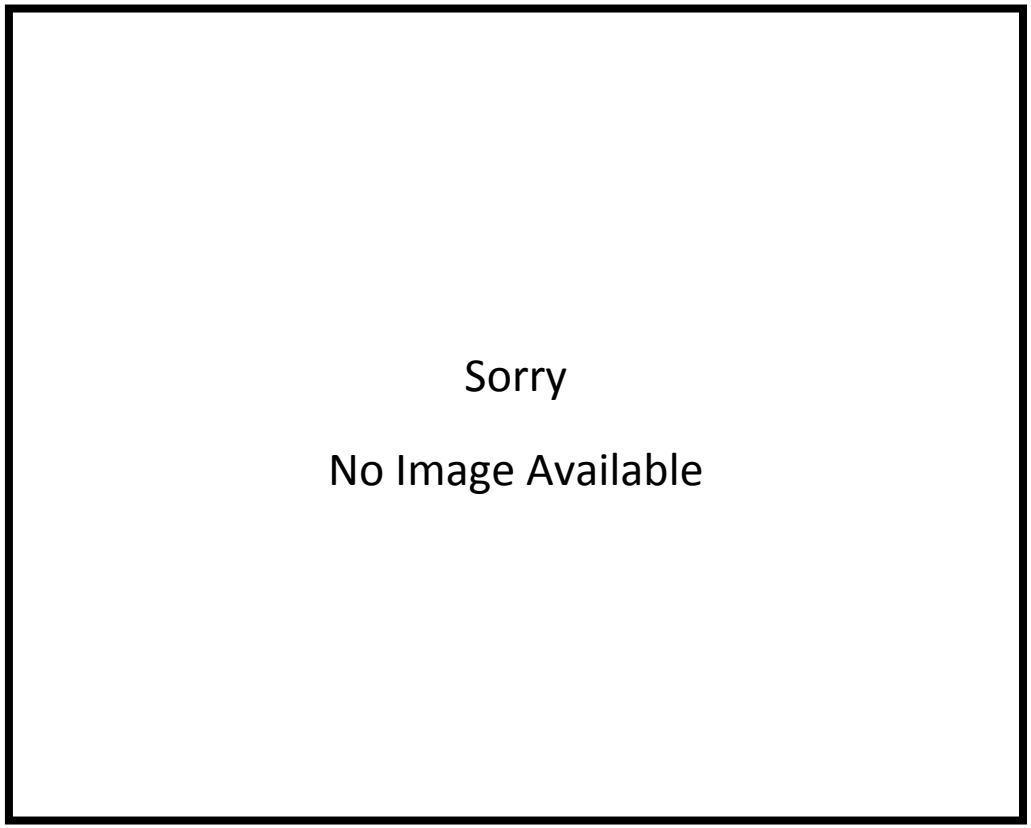
5. **After you see the window that tells you that you've successfully registered, close it and navigate back to http://www.psegliny.com. Login using the username and password that you just created.**



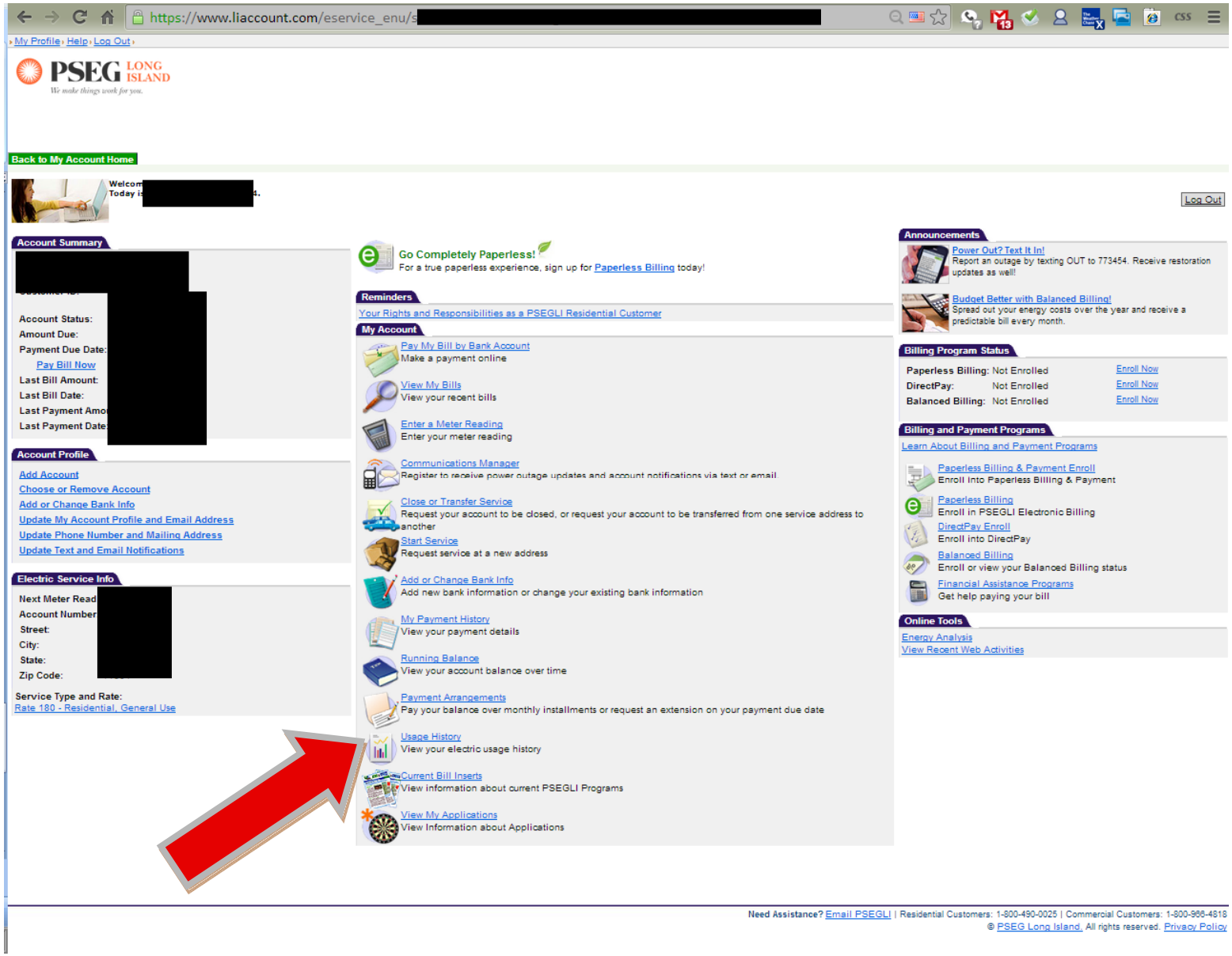
6. **After logging in for the first time, you will be prompted to enter your Customer ID or Account Number and PIN to link your new PSEG-LI web account with your actual PSEG-LI account. Enter the required information (as per the instructions) and click "Submit". ***Note: You will need a copy of your most recent PSEG bill to get your Account Number and PIN*****



7. **After clicking “Submit” you will be taken to another page that requires you to select your account. Only one should appear, and it should be obvious that it is yours. Follow the instructions and click on it to associate it with your PSEG-LI web account.**

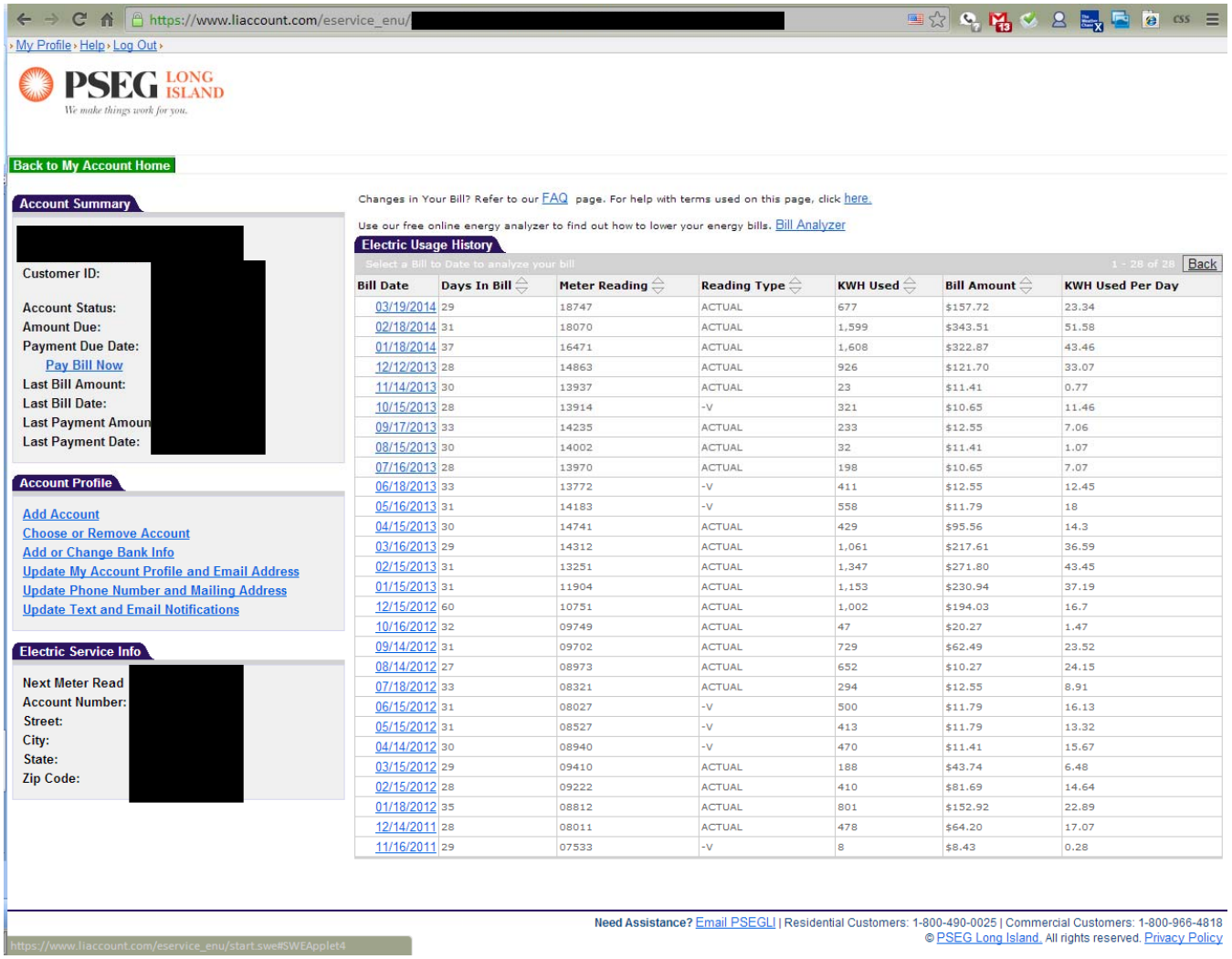


8. **After adding your account, you will be taken to a new page called "My Account Home". This page contains lots of information about your account, but we are only interested in the section called "Usage History". A link to your usage history may be found towards the bottom of the page (scroll down). Click on "Usage History".**



Note: Account information above obscured for privacy

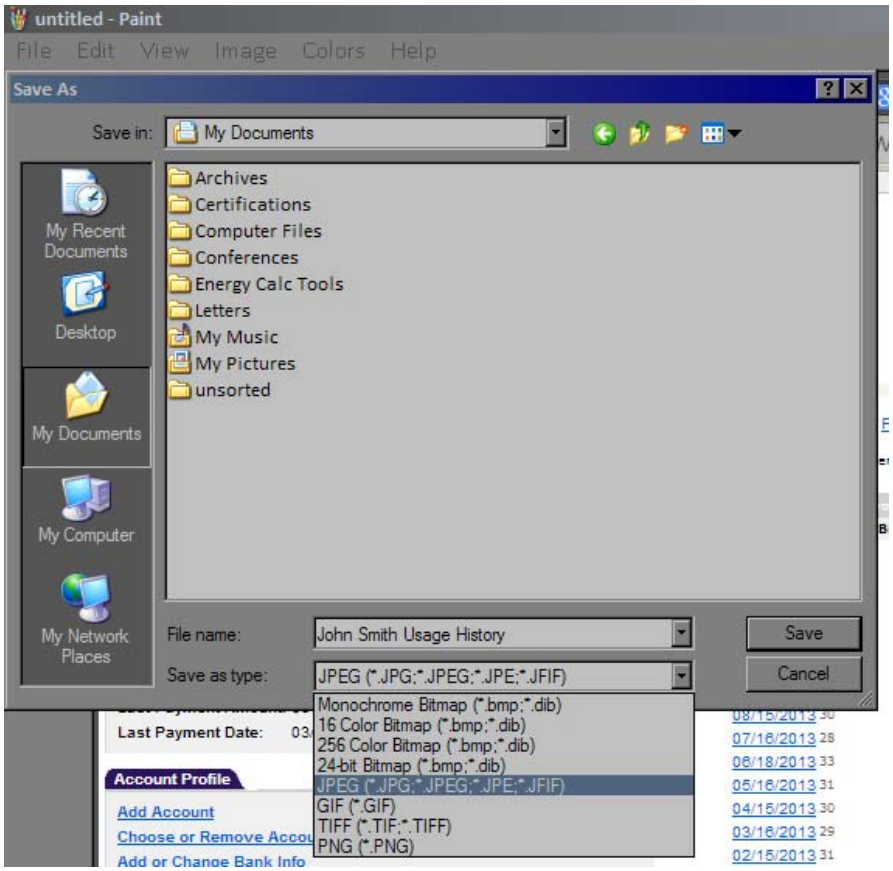
9. **After clicking "Usage History", you will be taken to the page that we're looking for! If you print this page from within your web browser, make sure that you set the orientation to landscape. Unfortunately, this page is not optimized for printing, and much of the data tends to get cut off. If you are familiar with using the "Print Screen" button, the best way to print this page is to hit "Print Screen" on your keyboard, paste the image into MS Word or MS Paint, and then printing from that program. Using the "Print Screen" route also enables you to email your usage to Long Island Green Homes staff (ligreenhomes@townofbabylon.com)**



Bill Date	Days In Bill	Meter Reading	Reading Type	KWH Used	Bill Amount	KWH Used Per Day
03/19/2014	29	18747	ACTUAL	677	$157.72	23.34
02/18/2014	31	18070	ACTUAL	1,599	$343.51	51.58
01/18/2014	37	16471	ACTUAL	1,608	$322.87	43.46
12/12/2013	28	14863	ACTUAL	926	$121.70	33.07
11/14/2013	30	13937	ACTUAL	23	$11.41	0.77
10/15/2013	28	13914	-V	321	$10.65	11.46
09/17/2013	33	14235	ACTUAL	233	$12.55	7.06
08/15/2013	30	14002	ACTUAL	32	$11.41	1.07
07/16/2013	28	13970	ACTUAL	198	$10.65	7.07
06/18/2013	33	13772	-V	411	$12.55	12.45
05/16/2013	31	14183	-V	558	$11.79	18
04/15/2013	30	14741	ACTUAL	429	$95.56	14.3
03/16/2013	29	14312	ACTUAL	1,061	$217.61	36.59
02/15/2013	31	13251	ACTUAL	1,347	$271.80	43.45
01/15/2013	31	11904	ACTUAL	1,153	$230.94	37.19
12/15/2012	60	10751	ACTUAL	1,002	$194.03	16.7
10/16/2012	32	09749	ACTUAL	47	$20.27	1.47
09/14/2012	31	09702	ACTUAL	729	$62.49	23.52
08/14/2012	27	08973	ACTUAL	652	$10.27	24.15
07/18/2012	33	08321	ACTUAL	294	$12.55	8.91
06/15/2012	31	08027	-V	500	$11.79	16.13
05/15/2012	31	08527	-V	413	$11.79	13.32
04/14/2012	30	08940	-V	470	$11.41	15.67
03/15/2012	29	09410	ACTUAL	188	$43.74	6.48
02/15/2012	28	09222	ACTUAL	410	$81.69	14.64
01/18/2012	35	08812	ACTUAL	801	$152.92	22.89
12/14/2011	28	08011	ACTUAL	478	$64.20	17.07
11/16/2011	29	07533	-V	8	$8.43	0.28

Note: Account information above obscured for privacy

10. To print/email your data using the “Print Screen Option”, press the “Print Screen” button on your keyboard while you have the “Usage History” page maximized on your screen. Then, if you are using a Windows computer, click the Start -> Programs -> Accessories -> Paint
11. When the Paint program opens, click “Edit” -> “Paste” (or press Ctrl + V). When you do this, you should see your utility usage appear in the Paint program
12. Click “File” -> “Save As”
13. Name your file, select “JPEG” next to where it says “Save as File Type” and save it to your computer.



14. You now have your usage history saved as an image file on your computer that you can print or email to the Long Island Green Homes program!

We hope this walkthrough has been helpful!

If you have any questions or concerns, please feel free to email ligreenhomes@townofbabylon.com or call (631) 422-4411