

Uploading Monthly Reports

1. Logging In

To upload monthly reports to CPUC's Energy Efficiency Groupware Application (EEGA) go to <http://eeга.cpuc.ca.gov>. To log in click on the *Log In* link in the upper right corner of the page.

The screenshot displays the 'ENERGY EFFICIENCY GROUPWARE APPLICATION' header with a 'Log In' link in the top right. Below the header is a navigation bar with links for '2010-12', '2009', '2006-08', '2004-05', and 'Resources'. The main content area is titled '2010-12 Program Cycle' and features a tabbed interface with 'Monthly Reports', 'Program Implementation Plans', and 'Resources' tabs. The 'Monthly Reports' tab is active, showing a table with the following data:

ID	Utility	Report Name	Version	Type	Report Period	Uploaded
2623	PGE	PGE.MN.201007.1.xls	1	Monthly Report	201007	09/01/2010
2624	SCE	SCE.MN.201007.1.xls	1	Monthly Report	201007	09/01/2010
2625	SCG	SCG.MN.201007.1.xls	1	Monthly Report	201007	09/01/2010
2626	SDGE	SDGE.MN.201007.1.xls	1	Monthly Report	201007	09/01/2010

Annotations include a circle around the 'Log In' link in the top right and another circle around the grid with the text 'Uploaded Monthly Reports are shown in grid'. An arrow points from the grid to the 'Log In' link.

At the log in page enter your username and password and click the Log In button.

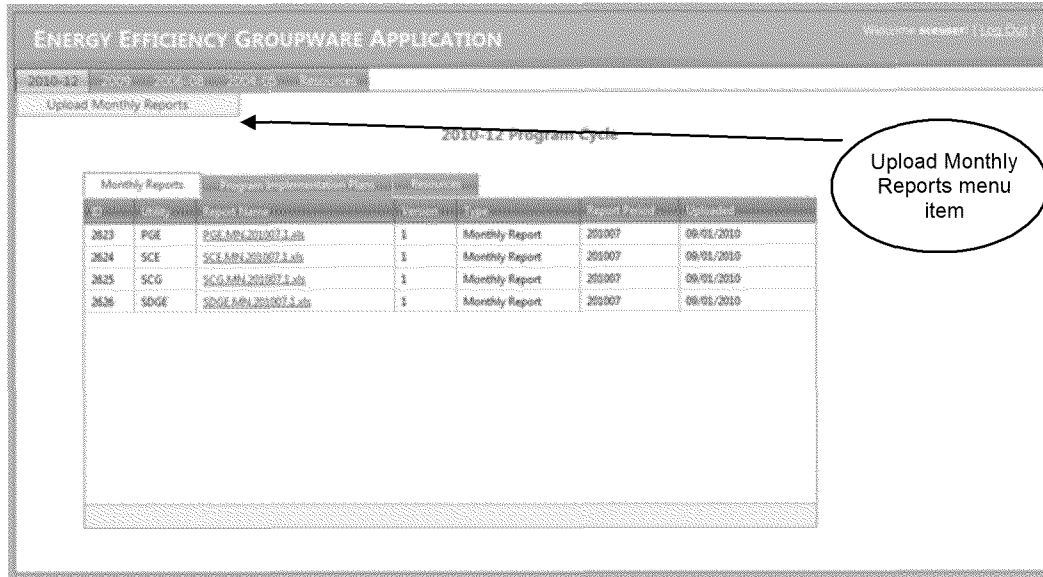
The screenshot shows the 'ENERGY EFFICIENCY GROUPWARE APPLICATION' header with a 'Log In' link in the top right. Below the header is a navigation bar with links for '2010-12', '2009', '2006-08', '2004-05', and 'Resources'. The main content area is titled 'LOG IN' and contains the following text: 'Please enter your username and password.' Below this is a form titled 'Account Information' with the following fields:

- Username:
- Password:
- Keep me logged in

A 'Log In' button is located at the bottom of the form. An annotation circle around the text 'Enter Username and password' has an arrow pointing to the Username field.

2. Uploading the Report

Click on the Upload Monthly Report menu item under the 2010-12 Program Cycle menu item.



At the Monthly Report Upload page select the month of the report and browse to the file to upload. Click the Submit button to upload the file.

