

Instructions for Creating an Electricities Extranet Account & Log-In to Members Only Access

There are 3 easy steps.


1. Request access to the Electricities Extranet at this link

<http://www.electricities.com/Extranet/Common/Register.asp>

2. Complete the 2 page form and remember to choose **Lending Library** on Page 2 as one of your application choices. Screen shots of the registration process are included below. **Please save for your future use the user name and password you request in the form.**
3. Upon confirmation, your account will be enabled and you will receive a notification email that your account is active giving you access to the **Members Only Tab** of the EC.com website.

Step #2 Registration Form--Screen #1

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Register at Electricities (Step 1 of 2)

Thanks for your interest in Electricities. In order to utilize this web site you must first register. To do this fill in the fields below (those in red are required).

E-Mail Address:	<input type="text" value="johnQpublic@electricities.org"/>
	Please type your exact e-mail address. We cannot send you authorization messages without the correct address (e.g. username@earthlink.com).
First Name:	<input type="text" value="John"/>
Middle Name:	<input type="text" value="Q"/>
Last Name:	<input type="text" value="Public"/>
Company:	<input type="text" value="Electricities"/>
Address Line 1:	<input type="text" value="1427 Meadow Wood Blvd"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Raleigh"/>
State:	<input type="text" value="North Carolina"/>
Zip Code:	<input type="text" value="27604"/>
Primary Phone:	<input type="text" value="919"/> - <input type="text" value="760"/> - <input type="text" value="0000"/>
User Name:	<input type="text" value="johnQ"/>
	You will supply this and your password when you logon to Electricities.
Password:	<input type="password" value="xxxxxxxx"/>
	You will supply this and your User Name when you logon. Create a unique password using letters and numbers that is less than 20 characters long. Avoid using punctuation characters such as ()!@#\$\$%&*^+=+[]{} ?><.,/;:'''.
Member Type:	<input type="text" value="Aggregate Member"/>
	Please make sure you are selecting the correct type of Member before continuing.

After completing this registration process, you will be sent an email confirming your registration. After we confirm authorization for your access to this web site, your account will be enabled, and you will be sent another email. Thank you for registering.

Instructions for Creating an Electricities Extranet Account & Log-In to Members Only Access

Step #2 Registration Form--Screen #2

Home / Site Map

ELECTRICITIES Members

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Register at Electricities (Step 2 of 2)

Please complete your Registration (red fields are required).

E-Mail Address:	johnqpublic@electricities.org
Full Name:	John Q Public
Full Address:	Electricities 1427 Meadow Wood Blvd Raleigh, NC 27604
Primary Phone:	919-760-0000
User Name:	JohnQ
Password:	xxxx
Member Type:	Electricities Remote Employee
Municipalities:	All Municipalities
Customers:	All Customers

Please choose the application(s) that you need to access.

Retail Meter Data Reports:	<input type="checkbox"/>
Material Description Reports:	<input type="checkbox"/>
NCEMPA (Eastern) Load Management:	<input type="checkbox"/>
NCMPA1 (Western) Hourly Resource Demand:	<input type="checkbox"/>
Participant Survey:	<input type="checkbox"/>
Vendor:	<input type="checkbox"/>
Plug-In Hybrid Car:	<input type="checkbox"/>
NCMPA1 Rebates:	<input type="checkbox"/>
Energy-related Stimulus Information:	<input type="checkbox"/>
NCEMPA Residential Surveys Calendar:	<input type="checkbox"/>
Weather Normalization Factor:	<input type="checkbox"/>
Lending Library:	<input checked="" type="checkbox"/>

After completing this registration process, you will be sent an email confirming your registration. After we confirm authorization for your access to this web site, your account will be enabled, and you will be sent another email. Thank you for registering.

Step #3 Upon confirmation of access, Log-On through Members Tab of Electricities website link: <http://www.electricities.com>



Instructions for Creating an Electricities Extranet Account & Log-In to Members Only Access

Log-on Screen using the User ID & Password you created when requesting an Extranet account.

Log on to the Electricities Extranet

I'm a Registered Member

Username Password

• [Forgotten username or password?](#)

• Not a member? [Learn more](#) or [sign up here](#).

Choose **Lending Library** which leads you to the Online Catalog of the Lending Video/DVD database which you can use to SEARCH and REQUEST Videos and DVDs for your training meetings.

ELECTRICITIES Members

RETURN TO HOMEPAGE EXTRANET MAIN MENU

Welcome back,
Full Name: John Public / Member Type: Electricities Remote Employee / Email Address: johnqpublic@electricities.org
If any of the above information is incorrect, please call Scott LaBorde at 919-760-6238 or Mert Rountree at 919-760-6129.

Extranet Applications

- ▶ **Lending Library**

Welcome to the Electricities Lending Library!

ELECTRICITIES Member Lending Library

Title word(s) [Search Help](#) [Advanced Search](#) [Precision Search](#) **Current list [0]** [View List](#) [Save List](#) [Clear List](#) [How to request](#) [PDF of DVD/V](#)

Keyword(s)

Material type

Browse by Subject

- [Accidents and Accident Prevention](#)
- [Business Practices](#)
- [Economic Development](#)
- [Electric Industry](#)
- [Electrical Safety](#)
- [Emergency Preparedness](#)
- [Energy Conservation](#)
- [Environmental Impact](#)
- [Fire Safety](#)
- [Hazardous Materials](#)
- [Meters and Meter Reading](#)
- [Personal Development](#)
- [Personal Safety](#)

Welcome to Electricities Library

Keyword Search
Enter a keyword in the field indicated above
Click Search button
Click Help for more information
Search results appear in the next window

Or

Subject Search
Click any term on the left panel.
Search results appear in the next window.

Search Tips:
"Search terms in quotes" retrieves records where words appear in the specific sequence given.
Slash / performs a logical "OR" search for terms within the same field.
The asterisk * truncates words in order to broaden the search, ie: elec* will retrieve electric, electrical. Upon selection an email link to request materials for a two week period will be provided.