E-Mon
Energy Monitoring Products

850 Town Center Drive
Langhorne, PA 19047
(800) 334-3666
Fax: (215) 752-3094

*** READ BEFORE PROCEEDING ***

E-Mon Energy Startup Checklist System Type: ☐ IDR/Smart Meters ☐ Wireless

The following items must be COMPLETED AND INITIALED by the appropriate party before a technician can be scheduled for a site visit to perform the final checkout and startup of the E-Mon Energy system. If the following items are not completed/initialed before the final checkout and startup, CHARGES WILL BE ASSESSED based on the E-Mon daily service rate schedule.

		Complete	Initials
1.	All meters are powered and installed according to installation instructions.	☐	_____
2.	Meter #1 must be mounted/installed within 100 feet of the IDR. Meters #2-8 must be mounted/installed within 500 feet of the IDR (if applicable.)	☐ ☐	_____ _____
3.	All IDR/Smart meter cabling must be run and installed (if applicable.)	☐	_____
4.	All IDR/Smart meter RS-485 communication cables must be installed and "wrung out" to ensure their integrity.	☐	_____
5.	The cabling extending to the computer must be run and "wrung out."	☐	_____
6.	The software/hardware key and associated cables must be on site with the end user.	☐	_____
7.	The SPECIFIED computer and/or modem/LAN connections (if applicable), including telephone lines must be installed and operating. This includes associated 120V outlets and IP addresses if applicable.	☐	_____
8.	Forms #1-5 (attached) must be completed by the owner/installer and sent to E-Mon.	☐	_____
9.	Send a copy of your utility bill to E-Mon along with completed forms #1-5. Utility bill must include rate and schedule information.	☐	_____

NO WORK CAN BE PERFORMED BY E-MON OR ITS REPRESENTATIVES UNTILL ALL OF THE ABOVE ITEMS ARE COMPLETED.

THIS SHEET (AND ATTACHED FORMS) MUST BE SIGNED AND RETURNED BY MAIL, FAX OR E-MAIL TO E-MON. E-MON WILL CONFIRM RECEIPT OF THE FORMS VIA E-MAIL. WITHIN 3 DAYS OF RECEIPT, ALL FORMS ARE REVIEWED BY OUR TECHINICAL TEAM TO ENSURE THE INSTALLATION AND EQUIPMENT REQUIREMENTS ARE IN ORDER. PROVIDED ALL REQUIREMENTS ARE IN ORDER, THE CUSTOMER WILL BE CONTACTED TO SCHEDULE THE SITE VISIT. STARTUP SCHEDULING TAKES PLACE ON FRIDAYS. TO ENSURE TIMELY SCHEDULING PLEASE COMPLETE AND SEND YOUR SIGNED STARTUP FORMS AS SOON AS THE INSTALLATION IS COMPLETE.

Name: (print) _____ **Signature:** _____

Return all completed forms and utility bill to: E-Mon, Attn: Startup Service, 850 Town Center Drive, Langhorne, PA 19047, Fax: (215) 752-3094, E-Mail: info@emon.com.

Electric E-Mon D-Mon Submeters

www.emon.com

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E-Mon Energy Startup - Address Information Form #1

To be completed by the End User

This form should be completed by the installer/end user to identify the following:

(a) Name and address of installed equipment (SITE LOCATION)
(b) Name and address of software user (END USER)
(c) Name and address of the installer (INSTALLER)
(d) Purpose of the system (APPLICATION); for example, tenant billing, load profiling, etc.

A. SITE LOCATION (If multiple site locations, please include a list of each site address.)

Building Name:		
Company Name:		
Address:		
City/State/Zip:		
Contact Name:	Title:	
Phone:	Fax:	E-Mail:

B. END USER INFORMATION (COMPUTER LOCATION)

Building Name:		
Company Name:		
Address:		
City/State/Zip:		
Contact Name:	Title:	
Phone:	Fax:	E-Mail:

C. INSTALLER INFORMATION

Building Name:		
Company Name:		
Address:		
City/State/Zip:		
Contact Name:	Title:	
Phone:	Fax:	E-Mail:

D. APPLICATION: ☐ Tenant billing ☐ Cost allocation ☐ M & V ☐ Other (specify) _____

E. JOB SITE CONDITIONS: ☐ Construction ☐ Finished Office ☐ Other _____

F. Special Notes/Comments: _____

_____

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E-Mon Energy Startup - Computer Information Form #2

To be completed by the End User

This form should be completed by the end user to ensure seamless integration between the end user PC and E-Mon Energy software. This form also allows E-Mon to recommend any needed changes before the final startup and software training.

1. Manufacturer & Model of Computer: _____ Model: _____

2. Operating System: ___ Windows 2000 _____ Windows XP _____ Windows 7

3. Communication Method: _____ Direct (COM port) _____ Modem _____ Ethernet _____ Wireless

4. Communication Information

   a. If a modem (remote) connection is being used, specify remote location's phone number with area code.
   (_____) _____ - _____

   b. If an Ethernet (LAN) connection is being used, specify the following information. If multiple locations, list each one separately.

Meter Location	Meter TCP/IP	Mask	Gateway

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E-Mon Energy Startup - Utility Rate Structure Form #3

To be completed by the End User
If multiple rate structures apply, complete one form for each structure.

This form should be completed by the end user to specify the parameters in which the IDR(s)/meters will calculate demand and the manner in which meter data will be stored. Refer to your utility bill to complete this form.

If you are not familiar with how your utility bill is structured, please check the box at the bottom of this page and attach a copy of your latest utility bill.

The setup on this form applies to: _____ All IDRs/Meters on system

_____ Specified IDRs/Meters (A-Z) _____

1. Peak demand (kW) calculation (choose one for each)

   a. Peak demand interval: _____ 15 Min (default) _____ 30 Min _____ 60 Min

   b. Demand sliding window: _____ 5 Min _____ 15 Min (default) _____ Reset

   c. Demand window sync: _____ Internal (default) _____ External

2. Profile Information (choose one for each)

   a. Profiling sample rate: _____ 5 Min (24 days of data storage)
   _____ 15 Min (72 days of storage) (default)

   b. Collection mode: _____ Flip (keep most recent data) (default)
   _____ Fixed (stop when storage is full)

☐ Don't know (copy of utility bill is attached)

☐ Duplicate utility bill – set up system to replicate utility bill, i.e. time-of-use, summer/winter, energy & demand, etc.
Check all that apply below.
_____ Include tax
_____ Include service fee
_____ Include other _____

☐ Use flat rate (average cost per kilowatt hour applied)_____

A. Other Notes/Comments: _____

_____

_____

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E-Mon Energy Startup - IDR Information Form #4

(If using Class 3000, 3200, 3400 or 5000 Smart Meters skip this form and go to Form #5)

To be completed by the Installer or End User

This form should be completed by the installer (with input by the end user) to supply the necessary meter information REQUIRED to complete the final checkout and startup. This information is entered into the system during the software training. One form MUST be completed for EACH IDR in the system.

** IMPORTANT ** THIS FORM IS THE FOUNDATION OF THE E-MON ENERGY DATABASE. IT IDENTIFIES THE TENANT AND THE METER ASSIGNED TO THAT TENANT. IT IS IMPERATIVE THAT THIS BE COMPLETED ACCURATELY AND COMPLETELY.

IDR Information
IDR Code (Located on unit interior): _____ Serial #: _____
Installation Location: _____ Date: ___/___/___ Time: _____

Meter Information
Note: A "set" of sensors consists of three sensors, one per phase. 6 sensors equals 2 sets on a 3 phase application.
Note: Specify meter type: E=Electric, G=Gas, W=Water,
Note: Meter pulse value applies to non-E-Mon D-Mon product such as gas or water meters.

Meter #1-Connected to IDR Port 1

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #2-Connected to IDR Port 2

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #3-Connected to IDR Port 3

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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Meter #4-Connected to IDR Port 4

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #5-Connected to IDR Port 5

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #6-Connected to IDR Port 6

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #7-Connected to IDR Port 7

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #8-Connected to IDR Port 8

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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Meters 9-16 only apply to IDR-16 Models.

Meter #9-Connected to IDR Port 9

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #10-Connected to IDR Port 10

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #11-Connected to IDR Port 11

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #12-Connected to IDR Port 12

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #13-Connected to IDR Port 13

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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Meter #14-Connected to IDR Port 14

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #15-Connected to IDR Port 15

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Meter #16-Connected to IDR Port 16

Model #	Serial #
Name: (tenant, panel, etc.)	
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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E-Mon Energy Startup - Smart Meter Information Form #5

(Use this form for Class 3000, 3200, 3400 or 5000 Smart Meters. Use Form #4 for IDR's)

To be completed by the Installer or End User

This form should be completed by the installer (with input by the end user) to supply the necessary meter information REQUIRED to complete the final checkout and startup. This information is entered into the system during the software training.

SMART METER INFORMATION
Note: A "set" of sensors consists of three sensors, one per phase. 6 sensors equals 2 sets on a 3 phase application.
Note: Specify meter type: E=Electric, G=Gas, W=Water (applies when external input channel is used)
Note: Meter pulse value applies to non E-Mon D-Mon products such a gas and water meters.

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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Duplicate this page to include additional meters.

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

Smart Meter ID: ___________________

Model #	Serial #
Name: (tenant, panel, etc.)	Is the external input channel used? Yes No
Address for billing:	
Meter Type:	Meter Pulse Value:
Number of sets of sensors installed on this meter:	Amperage of current sensors:

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E-Mon Wireless Meter Information Form

Completed by Installer for Wireless Metering Systems Only

Unit #	Meter Serial #	Transmitter Serial #	Meter Model #
Sample Apartment 1	Sample 0000-0000	Sample 151000XXXX	Sample 208200RWTDKIT

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