



# How to Make the Switch: 3 Easy Steps to Cleaner Energy



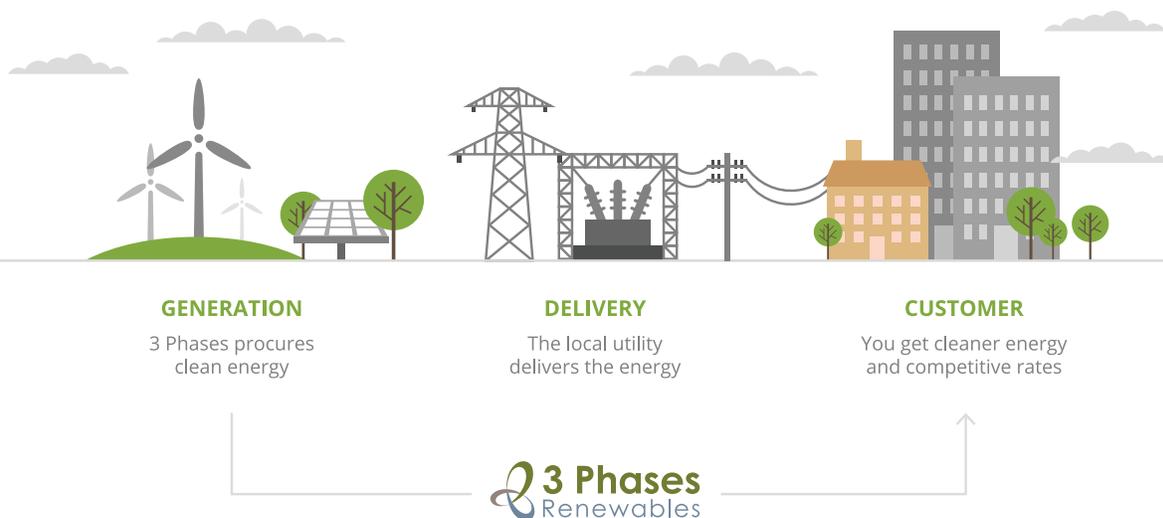
Certified



Corporation

3 Phases Renewables is a certified B Corporation that provides comprehensive renewable energy solutions.

This E-Book describes the process for switching to an Electricity Service Supplier (“ESS”) and provides information that can help you determine if it is the right choice for your business. The book will provide the three simple steps required to make you an ESS customer.



## You have options in selecting your electricity provider!

Business customers in the state of Oregon purchasing power from either Portland General Electric (“PGE”) or Pacific Power can opt instead to purchase a cleaner source of energy from an ESS such as 3 Phases Renewables (“3 Phases”). You can select a new energy option during the pre-defined “opt-out” periods, or simply take no action, which means staying with your existing service. The option of purchasing service from an ESS is called Direct Access. **Customers who elect Direct Access will receive electricity from an ESS and will continue to pay their current utility for distribution services.** And because the distribution utility remains unchanged, there is no change to the reliability of the service you’ll receive.

Business customers opting out of PGE or Pacific Power’s standard service and choosing 3 Phases Renewables will have direct access to 3 Phases Renewables market-based pricing as opposed to regulatory based pricing. In many cases, the 3 Phases Renewables pricing will be favorable. There are three simple steps in determining if there are savings to be had and getting signed up. First, let’s discuss details on the various terms available and the applicable election window dates for each.

## What are the opt-out terms and important dates?

Non-residential customers looking to switch to an ESS such as 3 Phases, need to opt-out by certain dates, depending on your current utility. Customers that elect to receive Direct Access service from an ESS during the below election windows will begin receiving power from their new supplier starting in January 2018.

Below is a table summarizing the opt-out options available to business customers in the Pacific Power and Portland General Electric territories:

	PACIFIC POWER	PORTLAND GENERAL ELECTRIC
<b>1 YEAR SERVICE TERM</b>	<p>Available to all businesses regardless of size or electricity consumption.</p> <p><b>Opt-out window:</b> noon November 15, 2017 to noon November 22, 2017.</p>	<p>Available to all businesses regardless of size or electricity consumption.</p> <p><b>Opt-out window:</b> November 15, 2017 to 5 PM on November 21, 2017.</p> <p>If the above dates are not feasible for your business, an opt-out window will open in February for the balance of year service.</p>
<b>3 AND 5 YEAR SERVICE TERMS</b>	<p>Available to business customers with individual accounts greater than 1 MW of peak demand, or customers with multiple accounts totaling at least 2 MW of demand (only accounts larger than 201 kW of demand may be aggregated). Specific requirements will apply to new Pacific Power accounts.</p> <p>The 5-year term allows the customer to remain on Direct Access indefinitely after 5 years and Pacific Power's opt-out and Transition Adjustments go away after 5 years, meaning there are large potential savings to be had after 5 years.</p> <p><b>Opt-out window:</b> noon November 15, 2017 to noon December 6, 2017.</p>	<p>Available to business customers with at least 1 MW of average demand (accounts may be aggregated so long as the peak demand of each account is 250 kW or greater). Specific requirements will apply to new PGE accounts.</p> <p>The 5-year term allows the customer to remain on Direct Access indefinitely after 5 years and PGE's Transition Adjustments go away after year 5, meaning there are large potential savings to be had after 5 years.</p> <p><b>Opt-out window:</b> from September 1, 2017 to 5 PM on September 29, 2017.</p>
<b>OTHER</b>	N/A	Small PGE customers with peak demand less than 30kW may switch to an ESS at any time.



## The 3 Easy Steps:

1. Visit [3phasesrenewables.com/historical\\_data](https://3phasesrenewables.com/historical_data) and enter in your email address and your current electric utility. This link will take you to a secure website where your privacy is protected. This will grant access to 3 Phases Renewables to confidentially view your historical electric usage data. We'll take the responsibility to do the homework in reviewing your data, sparing you the pain and agony of analyzing the utility pricing schedules. You could choose instead, to simply call 3 Phases at 1-(877) 225-9802, or email us at [oregonenergy@3PhasesRenewables.com](mailto:oregonenergy@3PhasesRenewables.com).

Note that if you are a medium or large customer (e.g., with demand above 100 kW), we may also request that you complete an authorization form that will allow us to access data containing greater detail (hourly interval data).

2. After our review, we'll reach out to you and explain, in as much detail as you'd like, what you're paying for today and what you could expect to pay for clean energy after making the switch. If desired, 3 Phases will provide a formal quote and service agreement for your review.
3. Make the election by submitting a Change of Service Election Declaration form (CSED) via fax, mail or online to your current utility. The CSED must be received by the end of the opt-out period.

**For Pacific Power customers, reach out to Pacific Power to submit your form:**

Fax: 1-800-835-0836

Mail: Pacific Power, P.O. Box 400, Portland, OR 97207

Web: [pacificpower.net/directaccess](https://pacificpower.net/directaccess)

**For PGE customers:**

Contact your PGE representative, or call the PGE Business Services team 1-800-822-1077. PGE service representatives will make available the required election forms at the beginning of each election window.

That's it! 3 Phases will take care of the rest; effective January, 2018 you will be a 3 Phases customer!



## What will I see on my monthly billing?

After electing to use an ESS, you will receive two bills each month for electricity service. One bill will be from your utility company for distribution charges and applicable transition adjustments (e.g., PGE or Pacific Power). The second bill will come from 3 Phases Renewables, for clean electricity. In other words, you will pay 3 Phases for energy and your utility bill will be reduced, such that you only pay the utility for using its infrastructure (e.g., power poles and wires) to reliably deliver electricity to your business and any State mandated surcharges and transition adjustments.

## What are Transition Adjustments?

A transition adjustment is a fee charged to Direct Access customers by their utility. The fee is based on the difference between regulated rates and the utility's calculated wholesale market value. The electricity rates charged by the utilities are regulated, and complex formulas are used each year that include customer demand assumptions. When you select an ESS to provide your electricity, you're reducing the load demand on the utility for conventional electricity, load that was anticipated when regulatory utility pricing was established. Instead of the utility charging other customers more to offset your demand, the utility charges transition adjustments to help balance things out. The result is either an addition or reduction in the monthly invoice, based on the wholesale market value of electricity, from the utility. It is important to understand that all Direct Access customers will be required to pay "Transition Adjustments" to their utility for at least 5 years after they switch to an ESS. Even with the transition adjustments, the net price for clean energy from 3 Phases can be favorable. It's well worth having 3 Phases provide you an estimate.

**Details regarding Pacific Power Transition Adjustments:** Pacific Power's true transition fees consist of a Base Supply Service rate (Schedule 200) and the Transition Adjustment. Additionally, customers electing the 5-year Direct Access term will incur Opt-Out charges for five years (and thereafter, starting in year 6, Transition Adjustments, Base Supply Service charges, and Opt Out Charges cease).

Contact 3 Phases for more information or visit: [pacificpower.net/directaccess](https://pacificpower.net/directaccess)

**Details regarding PGE Transition Adjustments:** PGE customers electing the 5-year Direct Access option will incur Transition Adjustments for only 5 years, and thereafter the Transition Adjustments will cease.

Contact 3 Phases for more information or visit the following page:  
[portlandgeneral.com/business/power-choices-pricing/market-based-pricing/transition-adjustments](https://portlandgeneral.com/business/power-choices-pricing/market-based-pricing/transition-adjustments)



## Things to Consider when selecting an ESS

### 1. Is the ESS certified with the Oregon Public Utility Commission?

3 Phases Renewables is certified with the Oregon Public Utility Commission.

### 2. Does the ESS have an executed service agreement and operating agreement with your Utility?

3 Phases Renewables has executed service agreements with both Pacific Power and PGE.

### 3. Is the ESS able to deliver to your community?

3 Phases can deliver electricity to all PGE service areas and Pacific Power service territory within Oregon.

### 4. What is the reputation of the ESS?

3 Phases Renewables has been in business for 17 years and has a great reputation for delivering green energy accompanied with exceptional customer service. The company recently earned B-Corp status.

### 5. What power sources are utilized and what is the environmental impact?

3 Phases Renewables delivers very clean sustainable energy. While the energy mix may change at any time, our historical sources have included solar, wind, biogas, small hydro, and geothermal energy sources. In 2018, we anticipate that a large portion of the energy we serve in Oregon will come from solar energy and small hydro sources.

### 6. What are the key terms of the agreement?

Key terms are price, term length, and bandwidth. Regarding price, it is important to understand if the supplier will have multiple line items for ancillary charges, balancing charges, transmission, or other. Most rates offered by 3 Phases for small and medium-sized customers are all-inclusive. The term bandwidth refers to whether the price is only good for a specified energy consumption pattern (e.g., 200 kW peak, 100 kW off-peak). Most rates offered by 3 Phases for small and medium-sized customers do not have bandwidth restrictions (meaning customers can change their patterns so long as they communicate such changes with 3 Phases).

### 7. Is the price fixed or varied?

3 Phases Renewables offers fixed rates and index rates, as well as hybrids (e.g., 1 MW fixed, plus the remaining supply priced at index). Index rates refer to a wholesale market index that is variable; such rates are typically only considered by medium and large customers that can absorb some variability in their power costs.

### 8. What is the length of the commitment?

The election windows with the utilities are 1, 3, and 5 years. 3 Phases Renewables typically offers rates terms that range from 1 to 5 years.



## Glossary of Terms

**Direct Access:** Another name for retail competition for electricity. Business customers can choose to receive electricity from an alternative Electricity Service Suppliers (ESSs) rather than receiving electricity from their traditional utility.

**ESS:** Electricity Service Supplier; a company that obtains electricity and sells it to businesses in Oregon. ESSs schedule and deliver the power through the local utility's power distribution system (i.e. their poles and wires).

**Rate Schedule:** Utilities such as Pacific Power and PGE offer many different rate structures to their customers through state-regulated tariffs, called rate schedules. Small, medium and large customers are typically served under different rate schedules.

**Electricity Demand:** The rate at which electricity is delivered, often determined by peak usage and usually expressed in kilowatts.

**kW:** Kilowatt; a unit of electrical power equal to one thousand watts.

**KWh:** Kilowatt-hour; a unit of electrical power equivalent to one kilowatt of power used for one hour.

**MW:** Megawatt; a unit of electrical power equal to one million watts or one thousand kilowatts

**Transition Adjustment:** A fee charged to Direct Access customers by their utility. The fee is based on the difference between regulated rates and the utility's calculated wholesale market value. The result is either an addition or reduction in the monthly invoice from the utility.

**Opt-Out:** This refers to the act of declining regulated / standard electricity from the traditional utility (e.g., Pacific Power or PGE) and choosing to purchase electricity from an ESS such as 3 Phases.

## FAQ's

### **Does the reliability of my electric service change?**

No, the reliability of your electric service does not change because your current utility (e.g., PGE or Pacific Power) will remain your electric distribution provider.

### **Does anything need to be installed at my place of business?**

There is no need to install equipment at your place of business. However, in some cases, your meter may need to be replaced, which will be done by your utility without charge to you and without interruption to your business.

### **How do I know if I am eligible?**

Most non-residential customers in PGE and Pacific Power territories are eligible (i.e., most commercial, industrial, and municipal entities). Contact 3 Phases if you have questions about your eligibility.

### **I currently participate in programs and/or receive incentives from the Energy Trust of Oregon. Will I continue to be eligible for the incentives I receive?**

Yes, you will continue to be eligible for State incentives, including programs provided by the Energy Trust of Oregon.

### **Will I be required to pay an exit fee to my utility when I change electricity providers?**

All customers who elect service from an alternative Electric Service Supplier will be required to pay a Transition Adjustment to their previous utility. See above for additional details about the Transition Adjustment. Customers who elect to receive power from an ESS indefinitely by selecting the 5-year Direct Access term will no longer pay the Transition Adjustment after 5 years. Such customers in Pacific Power territory will be required to pay opt-out charges for 5 years.

### **Are residential customers eligible for Direct Access?**

No, residential customers are not eligible for Direct Access in Oregon. An ESS may only serve non-residential customers.

## Summary

Switching to clean energy has never been easier. 3 Phases offers Oregon businesses the option to receive clean renewable energy in three simple steps.

First, visit [3phasesrenewables.com/historical\\_data](https://3phasesrenewables.com/historical_data) to grant 3 Phases access to your electric usage information.

Second, 3 Phases Renewables will quickly get back to you and discuss what you'll be spending for clean energy, including transition adjustments from your utility, and answer any questions you might have. 3 Phases will provide a formal quote and service agreement.

And Third, complete the Change of Service Election Declaration (CSED) form with your utility. 3 Phases will take care of the rest. It's that easy. You have nothing to lose by taking the first step!



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