



**WELCOME TO THE
NEIGHBORHOOD!**

WHO WE ARE

We power millions of homes, businesses and communities with energy across parts of eight Western and Midwestern states. Our customers rely on us to be there 24/7 with safe, affordable electricity and natural gas — but we provide much more than that.

Headquartered in Minneapolis, we are an industry leader in delivering renewable energy and in reducing carbon and other emissions. We are the first major U.S. power company to announce its vision to provide customers 100% carbon-free electricity.

We constantly work to offer a cleaner energy mix, smarter solutions and seamless experiences for our customers. We are delivering modern energy leadership and services — everything from electric vehicle charging stations to an extensive portfolio of energy-saving programs and renewable choices.

Beyond energy, we believe in giving back, whether that is assisting our communities with economic development, supporting customers in need or donating our time and financial resources.

Our vision is to be the preferred and trusted provider of the energy our customers need, and our mission is to provide safe, clean, reliable energy services at a competitive price. Throughout this booklet, you will find helpful resources to have during your service with us. From payment options to outage notifications, we've got you covered.



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BILLING AND PAYMENT BREAKDOWN

We're an investor-owned energy company, which means we're regulated by the Colorado Public Utilities Commission and they must approve the prices we charge our customers. That said, we also have a responsibility to our investors and strive to provide you clean, reliable energy at an affordable price. The rates brochure included in your welcome kit provides an overview of the rates we charge.

UNDERSTANDING YOUR BILL

About every 30 days, we'll send you a bill for the electricity and/or natural gas your business used during that billing period. Your energy use is calculated daily in order to bill usage accurately. There are many ways you can manage your usage and your account which can be found later in this booklet.

If you call about your service, we'll ask for your account number—it's found on your bill. Please have it handy.



UNDERSTAND YOUR ENERGY USE

HOW WE MEASURE YOUR ENERGY USE

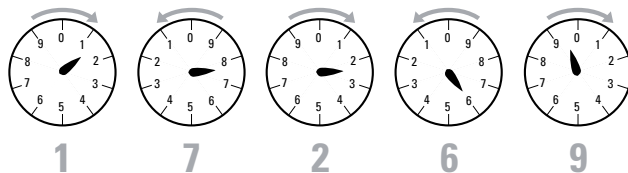
We read your meter once a month and determine the amount of energy you've used by subtracting the previous reading from the current one. Most meters are read through a wireless signal.

If for some reason yours can't be read automatically, an Xcel Energy meter reader will visit your business up to once a month. If our meter readers are not able to access your meter, there are two options to choose from:

- You can personally read and record the meter readings each month. We would provide you with forms and request the results sent to us by mail. We will still need to directly read your meter once a year. Call **800-481-4700** to request your meter reading forms.
- You can provide us with an entrance key if you are not around to let us in. We will only use it if your business is closed and we need to read your meter.

IT'S EASY TO READ YOUR METER

Whether or not you choose to record your meter readings, it's still helpful to know how to do it. If your meter is not a digital display meter, simply read the dials from left to right, and record the number that each dial pointer has just passed. If the pointer is between two numbers, record the smaller one. An electric meter registers your energy use in kilowatt-hours (kWh) and a natural gas meter in hundreds of cubic feet (CCF). Test out your meter-reading skills on the dials below.



LATE BILL NOTICES

We try to make it easy for you to keep track of when your bill is due. The due date can be found on the front page of your bill in red, and we offer reminder email alerts for electronic bill customers. If you forget, or can't pay the amount due by your next billing date, here's what to expect.

1. Your next bill could contain a Late Payment Charge and an Important Notice. The Important Notice lets you know that your account is past due and may lead to disconnection of your service unless the total bill amount is paid by the due date.
2. If you've received an Important Notice and either don't make a payment or arrangements for payment by the due date, we'll send a Final Notice.
3. This Final Notice is the last notification we'll send before disconnecting service due to non-payment.
4. If it becomes necessary to disconnect your service because of non-payment, you'll have to pay a reconnection charge to get your service started again.

If you are disabled, have a special medical situation, are qualified as full-time active duty military, or are 65 or older — or have someone in your business who is, contact us. We will work with you before your service is disconnected due to non-payment. Call **800-481-4700** to discuss your circumstances.

PAYMENT ASSISTANCE OPTIONS

Xcel Energy has a variety of payment assistance programs available for qualifying customers, and can also help guide you to other possible sources of assistance. Visit **[xcelenergy.com/PaymentAssistance](https://www.xcelenergy.com/PaymentAssistance)** or call us to learn more.

PROTECT YOURSELF AGAINST SCAMS

Unfortunately, Xcel Energy customers have been victimized by scams targeting people across the states we serve. Scammers claiming to be from Xcel Energy are contacting our customers by phone, email and in person, attempting to trick them into paying money or face consequences, such as their power being turned off.

If you have any doubt about the authenticity of someone claiming to be with Xcel Energy and asking for payment, we recommend that you hang up and call Xcel Energy Business Customer Service at **800-481-4700**.

 For more details about how your bill is calculated, visit **[xcelenergy.com/BillInfo](https://www.xcelenergy.com/BillInfo)**.

PAYMENT OPTIONS CUSTOMIZED FOR YOU

We want to make it as easy and convenient as possible for you to pay your bill, whether it's online, on your phone or in person. Check out our many different payment options below and choose the program(s) that fits your business.

WAYS TO PAY YOUR BILL

- **Through Electronic Funds Transfer (EFT):** Transfer money from your account directly to Xcel Energy via the national banking network.
- **Online or with Mobile App:** View and pay your bill, report outages and manage your account from anywhere, at any time. Download on the Apple Store or on Google Play.
- **Over the phone:** Call **800-481-4700** to make a one-time payment through our secure automated system using your checking or savings account for free, or pay with your credit or debit card (a small processing fee may apply).
- **In person:** Find a pay station near you and bring your payment stub. Visit **[xcelenergy.com/PayStations](https://www.xcelenergy.com/PayStations)** to find one in your area.
- **By mail:** Enclose your payment and bill stub, add a stamp to the provided return envelope and drop it in the mailbox.



PROGRAMS TO HELP MANAGE AND PAY YOUR BILL

Program Name	Program benefit	Sign up today
My Account/Mobile App	Set up an account and manage your energy online or via the mobile app, receive outage notifications and pay your bill.	Register online at xcelenergy.com/MyAccount or call 800-481-4700 . Download the app from Google Play or the Apple Store.
Paperless Billing	Get rid of the clutter by going paperless and access your account instantly online through My Account or on the mobile app each month.	Enroll online at xcelenergy.com/Paperless or call 800-481-4700 .
Auto Pay	Set up automatic bill payments that are conveniently deducted from your checking or savings account on your bill due date each month.	Enroll online at xcelenergy.com/AutoPay or call 800-481-4700 .

PAYMENT NOTIFICATIONS

Sign up for email or text notices so that you can stay informed on your bill due date, payments and outages in your area. Log in to My Account and select the “My Notifications” tab to manage your notifications. You can also sign up for push notifications in the Xcel Energy mobile app.

 For more information on the payment options available, visit [xcelenergy.com/PaySmart](https://www.xcelenergy.com/PaySmart).



SMARTER ENERGY SOLUTIONS FOR YOUR BUSINESS

ENERGY EFFICIENCY, RENEWABLE OPTIONS, AND OTHER SERVICES JUST FOR YOU

We have a variety of energy efficiency and renewable solutions to help your business save energy and money. Get started by considering the programs listed below — they're popular among businesses like yours, who have just started service.

GETTING STARTED

- **Start with an Energy Audit:** This program identifies energy-saving opportunities and can help reduce operating costs. Our certified contractors will provide a detailed audit report with information on costs and payments for each energy-efficiency upgrade identified.
- **Consider lighting upgrades:** We offer special rebates and services on lighting upgrades throughout your business including retrofits on existing systems, new building installations, custom applications and redesign studies.

HELP US SUPPORT A CLEANER COMMUNITY

More and more companies are using renewable energy to help support their environmental goals, and we're here to help. Xcel Energy offers renewable energy solutions with incentives that can help your business reduce its carbon footprint and get you on the right path towards a green business. Check out the renewable energy options available in your area.

➤ To find a full list of energy efficiency and renewable programs available in your area, visit xcelenergy.com/Business.

For more information, contact your Xcel Energy Account Manager or talk with one of our Energy Advisors at energyefficiency@xcelenergy.com or 855-839-8862.



ELECTRIC AND GAS OUTAGES: USEFUL INFORMATION

LIGHTS OUT? DON'T STAY IN THE DARK.

Our number one goal is to provide clean, reliable energy, but sometimes disruptions to your electric and gas service can happen. When an outage happens, we do everything we can to restore your power quickly and safely. Here's how you can prepare for an outage and what steps to take when one occurs.

PREPARING FOR AN OUTAGE

We have crews working around-the-clock to restore power and provide real-time updates so that we can keep you informed along the way. Get ahead of an outage now by doing the following:

1. Visit our Outage Kits Checklist at **xcelenergy.com/Checklist** to help you prepare and put yourself at ease during an outage.
2. Follow us on Facebook and Twitter for real-time information about your power.
3. Make sure your contact information is up to date at **xcelenergy.com/MyAccount** and update your outage notification preferences.

WHAT TO DO IF YOUR POWER GOES OUT

1. **Always report your outage:** The sooner we know about it, the sooner we can restore power. Report your electric outage using one of the following ways:
 - Visiting **xcelenergy.com/Out**
 - Text 'Out' to **989-36**
 - Call **800-895-1999**
2. **Outage Checklist:** Check out our Outage Checklist at **xcelenergy.com/Checklist** for more information on what to do during an electric outage.
3. **Keep your food safe:** Make sure to keep your fridge and freezer doors shut in order to keep food from spoiling.





SAFETY IN OUR COMMUNITY

Xcel Energy is committed to informing our customers about how to act safely and responsibly around electricity and natural gas. Whether you're facing downed or low-hanging power lines, a natural disaster or a suspicious smell, we want to help you meet the challenge, inside and outside your business.

Take a few minutes to review the important information below, and visit [xcelenergy.com/Safety](https://www.xcelenergy.com/Safety) for more detailed safety information.

STAYING SAFE OUTSIDE

Working and living safely near power lines and natural gas lines

ALWAYS assume a power line is energized, even one that is lying on the ground. Be very careful when working near electric power lines, never allowing yourself, your tools or other objects to come within 10 feet of them. Don't touch power lines, or try to remove dead branches or fallen tree limbs from them.

Signs of a natural gas leak can include:

- A "rotten egg" or sulfur-like odor
- Hissing, whistling or roaring sounds outside near the pipeline or inside near an appliance

- Dirt spraying in the air or continuous bubbling in a pond or a creek
- Unexplained dead or dying vegetation

If you smell, see or hear a suspected natural gas leak, report it quickly once you have moved safely away from the area.

Dig safely. Call 811 first.

Contact with buried electric and natural gas lines by a tool or mechanized equipment can damage the line—a dangerous situation. Even if you think you know where your underground utilities are located, you must call 811 at least two business days (three days in Wisconsin, Michigan and Colorado) before you begin to dig, no matter how small the project.

Marking underground utility lines.

After you call 811, utilities (electric, gas, cable, etc.) will mark the lines they own free of charge, so you know where you can dig safely. Wait until all utilities mark their lines before you begin. Different colored flags, paint or stakes identify the type of buried facility. Damages caused by customers who don't call before digging are costly, and must be paid for by that customer.

- **Maintaining customer-owned natural gas lines.**

Xcel Energy owns and maintains the natural gas piping from the street to our natural gas customers' gas meters, but as the property owner you are responsible for maintaining any natural gas lines from the meter outlet to gas appliances and equipment. In some cases, the meter may be located at your property line or a distance away from your home or business.

The customer-owned piping may be above or below ground, and buried gas lines may run from the meter to a detached garage, workshop, pool heater, outdoor gas grill or other locations. Buried gas pipes can leak and metal pipes may corrode with age, causing a potentially dangerous situation. For the sake of safety, please have your buried gas pipes inspected periodically and repair them as needed.

When digging near buried gas piping, the piping should be located in advance and the excavation done by hand. You should always call 811 to locate underground lines owned by your utility providers; however, the natural gas piping you own will not be located as part of this process. Licensed plumbing or heating contractors can provide assistance with locating, inspection, repairs and maintenance, if necessary.



- **Permanently marked pipelines.**

We place permanent pipeline markers along gas transmission pipeline corridors and rights-of-way. But remember: even if a marker is present, you're still required by law to call 811 and wait before you dig. While markers point to a pipeline's nearby presence, they DO NOT follow a pipeline's exact path or provide its buried depth.

Please familiarize yourself with any pipeline marker(s) in your area and their associated emergency numbers (including those that don't belong to Xcel Energy).

Meter safety.

Keep your meters and other equipment accessible, as our crews may need access to it during an outage. Do not plant anything in front of or near utility equipment (meters, cabinets, etc.). Be sure to keep your natural gas meter and appliance vents clear of ice and snow to avoid a dangerous buildup of pressure in your gas lines or natural gas exposure inside your home. Gently remove any accumulated snow or ice by hand. Gas meters are not grounded, so please don't attempt to use them for grounding electricity.

STAYING SAFE INSIDE

Smell something unusual or bad? It could be natural gas.

If you smell a strange odor (many say it's like rotten eggs or sulfur), it could mean a natural gas leak. If you detect a sudden odor and don't know where it's coming from, quickly leave your building.

Be careful! Any spark can ignite leaking natural gas or create an explosion, so:

- Avoid open flames or other ignition sources. Do not strike a match.
- Don't turn light switches or electric appliances on or off, or use a garage door opener.
- Don't use your phone until you're safely outside and away from the odor.

When you're outside the building, and far away from the odor, call **800-895-2999**, or **911** in an emergency.

Don't smell anything at all? Beware of carbon monoxide.

Unlike natural gas, carbon monoxide (CO) is a poisonous gas with no odor or color. It is the product of incomplete combustion of fuels (including improper ventilation).

Carbon monoxide's ill effects are often mistaken for fatigue or flu-like symptoms, such as headaches, nausea, ringing in the ears, dizziness or drowsiness. If you or your coworkers experience any of these symptoms and suspect a carbon monoxide problem, call **911 immediately**. Let the experts check for its presence. Proper and at least annual maintenance of fuel-burning appliances helps prevent CO poisoning. As a secondary defense, install CO detectors on levels with sleeping areas.

Sewer or septic line clogged? Call before you clear.

If you suspect a sewer or septic line blockage in your business, be sure to call us (or your natural gas provider if it's not us) on our 24-hour gas emergency line, **800-895-2999**, before anyone, including a plumbing contractor, attempts to clear it.

While most problems are caused by tree roots or line breaks, there's a slight possibility that a natural gas pipe could have inadvertently been installed through your sewer or septic line. Mechanical equipment used to unclog the lines can penetrate the pipe and lead to a dangerous release of natural gas.

When you call, we'll examine our records to determine if any potential conflicts exist between our natural gas pipe and your sewer or septic lines and whether an in-line camera inspection is needed. We provide this service at no cost to our customers.

Important numbers:

- Feel in danger? Call **911**.
- Downed electric power line? Stay away and call **800-895-1999** to report it immediately.
- Need to dig? Call **811** before you dig.
- Smell something unusual? Get out. Once you are outside and safely away, call us at **800-895-2999** or call **911**.





DATA PRIVACY: YOUR PRIVACY IS IMPORTANT TO US — BECAUSE IT'S IMPORTANT TO YOU

INFORMATION ABOUT XCEL ENERGY'S PRIVACY PRACTICES

We understand that privacy is important to you, and we respect your privacy concerns. This section describes our privacy practices, including the choices you can make about how we use and share information about you. We will notify you in the event we make any substantial changes to our privacy practices.

The information we collect to set up and maintain your account

We collect information such as contact information, usernames, IDs and passwords for accounts you establish on our websites, billing and payment details that you provide to us, such as financial account information or your Social Security number.

We use this information to provide you with electric and/or natural gas service. Specifically, to establish and verify your identity, and to manage your account and the billing process for the energy products and services we provide to you. We also use it to communicate with you, respond to your questions, improve our service and energy product offerings, protect against fraud, and comply with legal requirements.

We know some of the information we collect about you is very sensitive; for example, personally identifiable information, such as your social security number and we treat it differently for that reason. While we ask you to provide your Social Security number to verify your identity when establishing an account with us, we will only keep the full Social Security number for about 60 days. After that, we will purge all but the last four digits. We continue to use the last four digits to help us validate your identity on an ongoing basis when you contact us or want to take action on your account.

You can ask to review your personally identifiable information or to have us delete your full Social Security number from our system at any time.

More information

To review our Privacy Policy in its entirety, visit **[xcelenergy.com](https://www.xcelenergy.com)**. If you have questions or comments about our privacy policy or practices, please call us at **800-481-4700** or send an email to **bsc@xcelenergy.com**.



CONTACTS: HOW TO REACH US

There are multiple ways to get in contact with us. Whether you need to report an outage, learn more about our energy efficiency and renewable programs or ask a question about your bill, we're here for you. Find your everyday contact information below:

PHONE NUMBERS

Electric Emergency/Power Outage: **800-895-1999**

Gas Emergency/Gas Odor: **800-895-2999**

Medical or Life-Threatening Emergency: **911**

Business Solution Center (8 a.m. – 5 p.m.): 800-481-4700

Energy Efficiency Specialist: 855-839-8862

Call Before You Dig: 811

Builders Call Line: 800-628-2121

ADDRESSES

Questions by email:

BSC@xcelenergy.com

General correspondence:

Xcel Energy, 414 Nicollet Mall, Minneapolis, MN 55401

Account-related questions:

Xcel Energy, P.O. Box 8, Eau Claire, WI 54702-0008

Payment:

Xcel Energy, P.O. Box 9477, Minneapolis, MN 55484-9477





