ENMAX Energy – Web Reports Quick Reference Guide

ENMAX Energy is pleased to provide our commercial customers with a convenient, web based reporting system which provides instant access to the most up to date information available regarding your account with ENMAX.

If you have any questions or concerns regarding your account, contract or our Web Reports system, please contact our Client Care team:

Email:	business@enmax.com
Phone (Toll free)	1.866.331.2199
Phone (local)	403.514.2199

Logging into the system

Access the Web Reports website www.enmax.com/reports
- Enter your User Name and Password as per the email you received from business@enmax.com
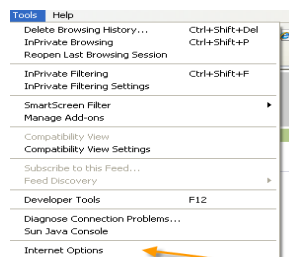- Click Login

If you experience any issue with logging into the system for the first time, please follow the steps below:

From your internet toolbar:

Select Tools; Internet Options

Select Privacy Tab; Advanced icon

Select Override automatic cookie handling

Select Always allow session cookies

Commonly Used Reports

At ENMAX, we offer a broad range of reports to provide support to the charges which appear on your monthly invoice. Summarized below are a few of our most popular customer reports.

Contract & Account - Account Information

- Provides a summary of Invoice and Payment history
- Provides a copy of the individual invoices in either pdf or electronic file format
- Provides individual site level invoice subtotals and/or invoice line item charge details
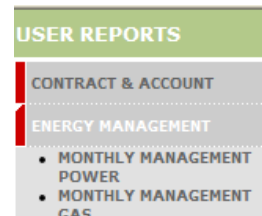
This set of reports can be found under the Contract & Account heading

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Energy Management - Monthly Management Power/Gas

- Provides a 12 month summary, or prior year comparison, of historical monthly billed energy and delivery charges
- Filterable by
  - 'Bill Date' (adjustments left with invoice month)
  - or 'Charge Date' (adjustments accrued to applicable month), for a user selected Site ID or Customer, year, and start month.
- Provides drill down to site-level subtotals, as well as, the invoice line item details making up the summary charges and volumes.

This set of reports can be found under the Energy Management heading

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Energy & Delivery Charges - Energy Charges & Consumption Power/Gas

- Provides a summary of energy charges and their associated consumption amounts categorized by charge type, or a detailed view, listing all energy charges invoice line item details.
- Filterable by:
  - Bill Date, reporting charges with invoice dates within the From-To date range entered, regardless of usage period,
  - Or Charge Date, reporting charges with usage periods within the From-To date range entere

This set of reports can be found under the Energy & Delivery Charges heading.