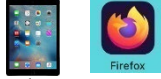


# City Hall Utility Agent

You are responsible for reading the utility meters, completing the electric eBills for each JA BizTown business, filling out the Utility Application & Energy Saving Certificate for each business, and performing energy savings experiments if time permits. You represent your business to the community, so always remember to be courteous to customers.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #19**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

## 2. Read Meters

After the Pledge of Allegiance, use the **Utility Agent Checklist** (on the clipboard) and begin to visit each business to read the utility meters. Complete this by using your iPad. Begin at the TV Station and read the meter in each business going around Town Square and finishing in the Restaurant. Then return to your office.

## 3. Add Meter Reading on iPad



- a. Hold your iPad horizontally.
- b. Tap on **“Get Meter Reading”** tab along the left side in the BizTown simulation.
- c. Tap **“Add Meter Reading”**
- d. From the drop-down menu for Business, select the business name for the meter you are currently reading.
- e. In the box designated **“Meter Reading”**, **enter the meter number listed on the front of the meter located below the GE logo**. This should be an 8 digit number.
- f. In the box designated **“Meter Reading”**, enter the meter reading from the digital flashing number on the meter.
- g. The box designated **“Yesterday’s Meter Reading”** was done the day before, so there is nothing to enter.
- h. After the information has been input for the business, click **SAVE**.
- i. Repeat this for each business listed on the Utility Agent Checklist. Be sure to use the checklist and keep track of each business.

## 4. Send Utility eBills on the iPad



- a. Hold the iPad horizontally.
- b. Select the **“Billing Utility”** tab along the left side in the BizTown simulation.
- c. Select **“Create New Bill”**.
- d. From the dropdown box for **“Business”**, select the business you are billing.
- e. From the dropdown box for **“Reason”** select **“Utilities-Electric”**.
- f. The **“Amount Due”** will automatically fill in.
- g. From the dropdown menu for **“Message”**, select **“Utility Bill”**.
- h. Select **NEXT**.

- i. Review the bill and if everything is correct select “**Send eBill**”. You will then see a message the “**eBill sent successfully**”. Select **OK**.
- j. Repeat this for each business and be sure to use your checklist to help keep track of the businesses you have billed.

## 5. Electric Utility Applications

After sending the eBills, take your **Electric Utility Applications** (located in the business start-up supplies) with you as you begin again to visit each business. Follow these directions:

- a. Record the meter serial number **under the barcode** on the line provided at the top of the Electric Utility Application.
- b. Write the name of the business on the Electric Utility Application.
- c. Have the business CEO sign the Electric Utility Application on the line labeled “**CEO Signature**”.
- d. Write your initials on the line labeled “**Utility Agent Initials**”.
- e. Continue as above until you have completed an **Electric Utility Application** for every business.
- f. Return to your office. File the **Electric Utility Applications** in the folder on your desk labeled “**Completed Electric Utility Applications**”.

## 6. Energy Saving Certificate

Complete an **Energy Saving Certificate** (located in the business start-up supplies) for each business. Distribute one to each business and hang the certificate on the bulletin board.

## 7. Electronic Circuit Project

If time permits, read and follow the directions in the **Electronic Circuit Project Manual**. Complete the steps for the “**Light Tunnel Project**”.

## 8. Clean Up

Assist with business clean up at the end of the day.