



Northern Ireland Residential Electricity Customers

# Code of Practice on Services for Prepayment Meter Customers

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**This Code of Practice  
outlines services  
provided for Pay  
As You Go Keypad  
Meter customers by  
Electric Ireland.**

This Code of Practice outlines services provided for Pay as You Go keypad meter customers by Electric Ireland and applies to Northern Ireland residential customers only.

Electric Ireland provides Pay As You Go keypad meter arrangements for customers. Using a Pay As You Go keypad meter provides an easy method of purchasing your electricity – similar to Pay As You Go mobile phone payment arrangements.

Any residential customer can choose to have a Pay As You Go keypad meter installed, please contact our Customer Service team on 0345 600 5335 (Mon - Fri 08:30 - 19:00) who will arrange an appointment with NIE to install a Pay As You Go keypad meter subject to suitable wiring, quickly and without disruption to your electricity supply.

Pay As You Go meters allow you to take control of your energy requirements. For elderly or disabled customers, Electric Ireland will arrange for the provision of special controls or adaptors, and repositioning of meters to enable the customer to operate the meter, if required.

## Some of the advantages of Pay As You Go Meters are:

- ▶ In-home display of electricity usage to monitor and manage usage. Most meters can hold up to 13 months of data.
- ▶ In-home display of remaining credit to manage purchases.
- ▶ Audible alarm and emergency credit facilities built in.
- ▶ Top ups are available online and from a range of local PayPoint outlets.
- ▶ Pay As You Go keypad meters are installed free of charge. (Note: Installation is dependent on suitable wiring in your home and may not always be possible).
- ▶ No security deposit is required to get electricity supply.
- ▶ No guarantor is required to get electricity supply.
- ▶ No additional charges apply for using keypad meters.

## Pay As You Go keypad meters may not be suitable for all customers. Some issues include:

- ▶ Some customers with medical or other special needs e.g., sight problems, hearing difficulties, medical equipment installed at home.
- ▶ Installation in homes with unsuitable wiring. NIE Networks will advise suitability of the meter after a visit to your home.
- ▶ Depending on where you live you may have to travel a long distance to top up in an outlet or the range of Paypoint outlets may be limited.

## Prepayment – how it works

### Pay As You Go Electricity Card:

You will be provided with two plastic Pay As You Go electricity cards with your premise number printed on it. This Pay As You Go electricity card is used to purchase top ups and ensures that your purchase is properly allocated to your account. It is important to use the specific plastic card and/or premise number for your property.

If you lose your card, please contact our Customer Service team on 0345 600 5335 (Mon - Fri 08:30 - 19:00) to arrange a replacement free of charge.

### Top ups:

Top ups can be done in a number of ways:

- **PayPoint outlets** – many local shops provide this service. View a list of PayPoint outlets in your area by using the following links: [PayPoint.co.uk/locator.aspx](http://PayPoint.co.uk/locator.aspx)
- **Telephone** – Top ups can also be arranged by debit card or credit card if required. Automated top ups are available 24/7 at 0345 600 5335. If you need to speak to an advisor, they are available Mon - Fri 08:30 - 19:00
- **App** – Top up with no fuss with our simple keypad top up app, available on iphone and android

- **Online** - Visit [www.electricireland.com](http://www.electricireland.com) and top up using a credit or debit card

Minimum top up is £5, but multiples of £1 are available thereafter, providing greater flexibility to suit your budget. Maximum top up is £175. You will be provided with a 20-digit number each time you top up (called a Power code) which is simply keyed into your meter when you return home.

If the Power code is lost – simply visit the agent where the payment was made and the Power code will be reissued free of charge.

Alternatively, you can call our automated line 24/7. To retrieve the Power code, dial 0345 600 5335 (available 24hours), select Option 1 for keypad, then select Option 2 to hear your most recent code.

### Remaining credit & credit warnings:

The remaining credit on your account can be obtained by the push of a single key on your meter – the # key. The average number of days credit remaining can also be obtained by pressing the # key followed by the 1 key. If your credit reduces to £1 your meter will emit an audible alarm. The alarm will continue for 2 minutes and repeat every half hour, except during the hours of 10pm to 8am.

The alarm can be silenced by pressing any button on the meter.

### Emergency credit & friendly credit:

When the alarm is silenced, you will automatically get £3 emergency credit. This should allow time to purchase a top up in one of the ways detailed above.

If you do not silence the alarm, your electricity supply will switch off. If your electricity supply is switched off in this way, pressing any button on the meter will automatically restore power and your £3 emergency credit will apply.

If this emergency credit runs out, extra emergency credit called friendly credit is provided on the following basis:

- ▶ After 4pm – electricity will not be cut off until 11am the following day.

- ▶ After 4pm on Friday – electricity will not be cut off until 11am the following Monday.
- ▶ 25th December, 1st January, 17th March & 12th July – electricity will not be cut off until 11am the following morning.

Note:

All times stated are Greenwich Mean Time – please add 1 hour in Summer).

Any emergency credit or friendly credit used will be automatically deducted from your next top up.

### Electricity price changes:

When top ups occur after a change in electricity prices, customers will be given a 40 or 60 digit Power code to enter into the meter instead of the usual 20 digit Power code. This longer Power code sets up the top up and reconfigures the meter for the new electricity rates. We will provide you with 21 days notice of any tariff change using your preferred communication channel.

### Statement of account & payment arrangements:

Although Pay As You Go metering removes the requirement for paper billing, we will provide a yearly statement of account to all customers in their preferred method of communication.

If your Pay As You Go keypad meter has been installed as part of a payment arrangement for collection of arrears, we will provide you with a projection of your payment arrangement.

A percentage of each top up which will be agreed with you to go towards clearing the arrears which will not be greater than 40% unless agreed with you.

If you top up at times of lower usage you can continue to clear debt at a quicker rate. For up-to-date information on any debt balance and current repayment rates or if you find this arrangement difficult to maintain, contact our customer service on [0345 600 5335](tel:03456005335).

## Refunds:

Electric Ireland will refund any credits due to you should you move out of your property. We can refund this balance by either EFT direct to your bank account or by cheque. If your Pay As You Go meter fails or is faulty and you are entitled to a refund Electric Ireland will issue a top up to you to cover the amount of the refund. If preferred, you can opt for a cheque refund. To arrange a refund please contact our customer services on [0345 600 5335](tel:03456005335).

## Meter reading:

NIE will continue to read your meter on a quarterly basis. Please assist NIE with access to your property when required. All NIE personnel carry appropriate identification.

See the User Guide below for details on how to read your meter and obtain other useful information from your meter. If required, you can provide us with a meter reading by visiting [www.electricireland.com](http://www.electricireland.com), emailing us at [customerservice@electricireland.com](mailto:customerservice@electricireland.com) or contacting our customer services department on [0345 600 5335](tel:03456005335).

## Moving house:

If you are moving house, you can call us on [0345 600 5335](tel:03456005335) to provide a meter reading and details of any credit left on the meter so that we can provide any refund owing and update our records. Try to avoid topping up more than you need to if you are arranging to move. You should leave your customer card at your old address as the card can only be used at that property.

When you move into your new address you should always register with your supplier and provide a meter reading as soon as possible. If the previous occupier has not left their customer card, or you wish to have a keypad meter installed, please contact us. If the new property is not supplied by Electric Ireland, we can also arrange a transfer for you on request. However, please be aware that your top up options may be different depending on your supplier.

## Meter removal:

If your meter needs to be changed we will arrange a suitable appointment with you. This work will be completed by NIE Networks within a reasonable time. Any credit on the meter at the time of the change will be transferred to your new meter or refunded to you where applicable.

Where Electric Ireland becomes aware that an existing Pay As You Go keypad meter customer is experiencing difficulties physically using the meter or accessing top up facilities, we will work with the customer to make an alternative arrangement for payment. Please contact us at [0345 600 5335](tel:03456005335) (Mon - Fri 08:30 - 19:00) to discuss.

## Switching:

If you join Electric Ireland from another supplier you don't need to worry, any credit on your previous account will be transferred. Other useful information and advice is available from the Consumer Council:

**The Consumer Council**  
Floor 3 Seatem House  
28-32 Alfred Street BELFAST  
BT2 8EN

Tel: [028 9025 1600](tel:02890251600)

Email: [contact@consumercouncil.org.uk](mailto:contact@consumercouncil.org.uk) Web: [www.consumercouncil.org.uk](http://www.consumercouncil.org.uk)

Copies of our Customer Charter and other codes can be obtained free of charge and can be provided in alternative formats and languages on request. Please contact our customer service .

Phone: [0345 600 5335](tel:03456005335) (08:30 - 19:00 Monday to Friday)

## User Guide - Prepayment Pay As You Go Keypad Meters

### Entering top up Power codes:

Your PayPoint outlet will provide you with a 20-digit Power code each time you top up. This is simply keyed into your meter when you return home. Follow the guide below to enter the Power code into your meter

#### Step 1:

Press the \* key once on the keypad. The message "key code" will be displayed.

#### Step 2:

Type in all digits of the top up code. If a wrong digit is entered press the \* key to go back.

#### Step 3:

Once all 20 digits (or 40/60 digits if an electricity price change is included) of the Power code are entered press the # key. The message "Sending" will be displayed.

After a few seconds one of the following messages will be displayed:

**"Accepted"** The top up amount will appear, followed by "Account" and the total credit on the meter.

**"Rejected"** Wait until the rejected message clears and start again from Step 1

**"Duplicate"** You have entered this top up code before and cannot use it again.

**"Incorrect"** The top up code has been entered incorrectly or is for another property.

**"Error"** Top up code is missing a number or has been entered too slowly.

**"Kblock"** Top up code entered incorrectly five times. Contact customer service.

**"Wrong Tar"** The price of electricity has changed. You must enter the special 40/60 digit top up code.

**"CreditHI"** There is too much credit on the meter. Wait for 1 week and re-enter code.

### Keypad Buttons:

\* Press before entering top up code.

# Press after entering top up code – or to see amount of credit remaining.

- 1** Average credit time left in days. This is a guide based on last week's usage.
- 2** Cost of previous days, weeks, months usage (press repeatedly)
- 3** Unit rates and number of units used.  
\*\* see below
- 4** Details of last five top up codes used
- 5** Total money entered into meter.
- 6** Present usage in kilowatts. (1 kilowatt for 1 hour = 1 unit of electricity)
- 7** Standing charge rate per day – if applicable
- 8** Highest usage in any half hour in last 24 hours and when it occurred.
- 9** Total units used (use this button if asked to provide a meter reading)
- 0** Displays test, time and date.

\*\* For Pay As You Go Keypad meters installed in premises with Economy 7

Key 3 – Unit rates DL (Domestic) CH (Central Heating) and HW (Hot Water).

Also standing charge rate per day.

Our Pay As You Go keypad meter operating instructions can be obtained free of charge and can be provided in alternative formats and languages on request.

Please contact our customer service helpline on **0345 600 5335 (Mon - Fri 08:30 - 19:00)**.



