

Get ready for your business Renewal with Constellation

Steps to Stay Ahead Of Your Renewal

Use this checklist to stay organized and prepare your business for your upcoming renewal.



Confirm your online account access.

- Log in or create your online account.
- Use your account to view contract details and manage renewal-related information.



Confirm your contract expiration date.

- Locate your contract end date in your online account.
- Note your renewal timing so you can plan ahead.



Review your past energy usage and assess any business changes.

- Identify seasonal trends or major fluctuations.
- Evaluate new or closing locations and adjusted operating hours.



Verify service and account details.

- Review account numbers, meter numbers, and service addresses.
- Make sure business contact information is current.
- Confirm who within your business needs to review or approve renewal terms to avoid delays later.



Explore your renewal options.

- Review available pricing and contract options when available.
- Compare contract terms and products options that align with your business needs.



Get support if needed.

- Connect with your sales representative. They can help translate your business needs into renewal approaches and pricing options that fit your business.



Review and confirm billing & payment setup, and renew through your preferred method.

- Confirm autopay settings and billing preferences (if applicable).
- Renew online (when available) or work directly with your sales representative to finalize your renewal.