



**PEDERNALES ELECTRIC COOPERATIVE
SOLAR INTERCONNECTION
APPLICATION PROCESS**

P3 USER GUIDE FOR INSTALLERS



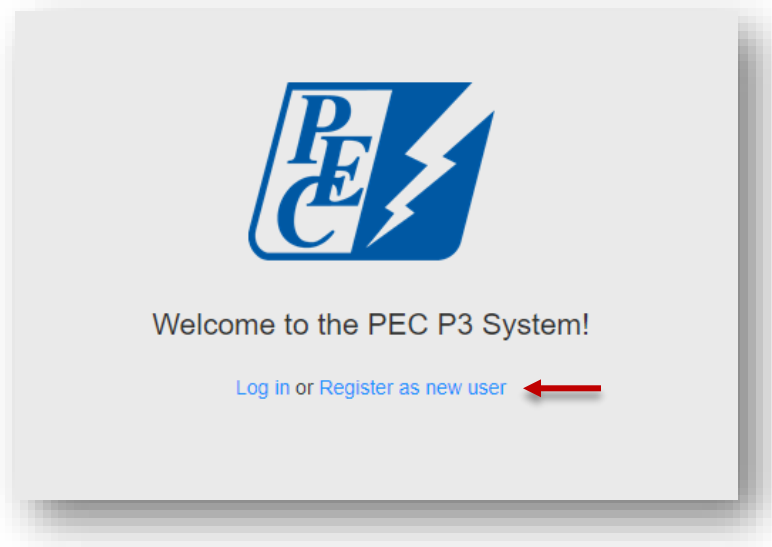
Updated April 2022

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P3 Registration Process

1. Navigate to <https://pec.p3.enertrek.com/>
2. Click on the **Register as new user** link in blue



Standard P3 registration with email address

1. Enter all required information (**Please note:** your email address and password entered will be your login credentials)
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password
 - e. Confirm Password



Sign up

Sign up

By signing up, you agree to the [Terms of Use](#).

[Need help getting started?](#)

Sign up with



Google



Facebook

or

You can sign up P3 with your Google and/or Facebook account.

Have an account?

[Log in](#)

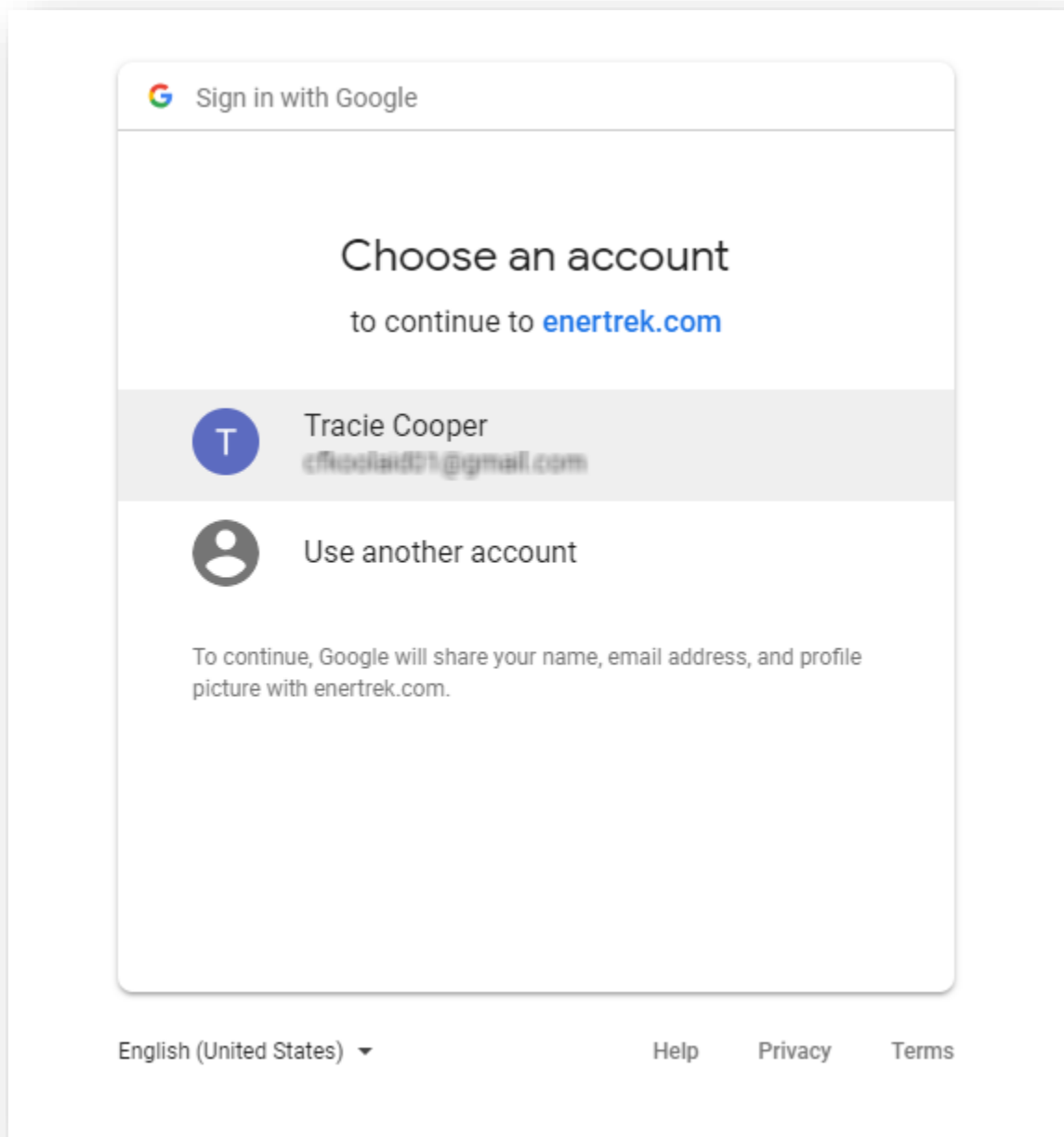


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2. Click the **Sign up** button

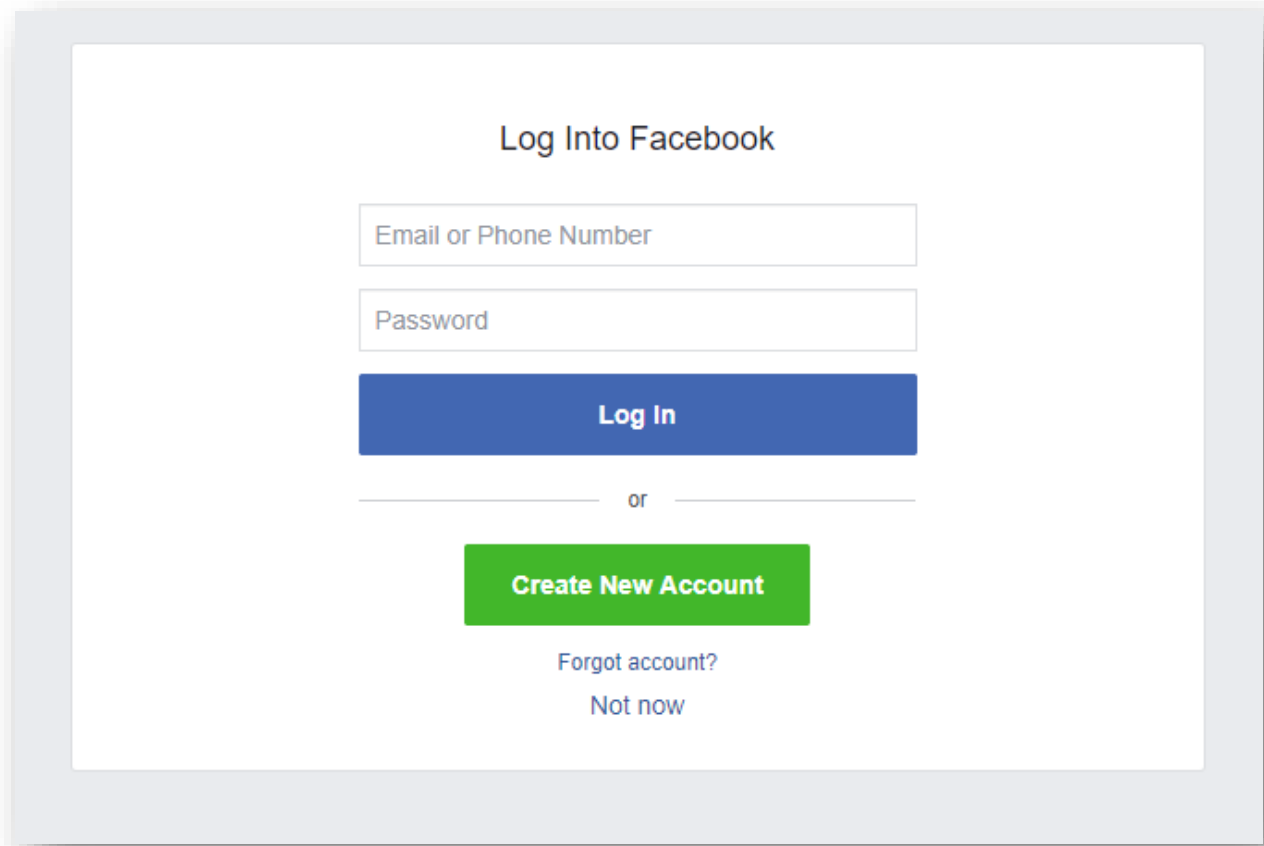
P3 Registration via Google Account

1. You will need to provide your Google account username and password
2. Once your account is linked to P3 you will use these credentials to log in to P3



P3 Registration via Facebook

1. You will need to provide your Facebook account username and password
 - a. Once your account is linked to P3 you will use these credentials to log in to P3



The image shows a screenshot of the Facebook login and registration interface. At the top, the text "Log Into Facebook" is centered. Below this, there are two input fields: "Email or Phone Number" and "Password". A blue "Log In" button is positioned below the password field. A horizontal line with the word "or" in the center separates the login section from the registration section. Below the line is a green "Create New Account" button. At the bottom, there are two links: "Forgot account?" and "Not now".

Email validation

1. Users attempting to register with P3 will be sent a verification email to the email address provided. Please check your spam/junk folders if you do not receive this email within 5 minutes

Verification Email Sent

An email has been sent to the email address that you provided.
Please click on the link within that email to verify your email address and gain access to the site.

From: no-reply@enertrek.com
To: mikevans@gmail.com
Cc:
Subject: Verification E-Mail

Thank you for registering with P3 Enertrek

Final Step: Please validate your e-mail address now

For your security, we need to verify that you own this e-mail address, please click the following link:

http://vmwebserver01.fa.local/Orchard_Testers/Users/Account/ChallengeEmail?nonce=AshCngZScO77PuVOYBMvP%2BGPUNPXMS67ULrC3XHRIXtmwHRwHvXqmWUF3swDKtZnuWj6XEJjgMq440Vpmu%2BTZPD%2FhH8e%2FKF5nsBSbzfAZhfkNztlmpQR2VvkxNIEX9QNbrhJ0wozmsqfu5vCTSbeHA%3D%3D

You will be asked complete your registration.

Troubleshooting:

If clicking on the link above does not work, try the following:

Select and copy the entire link.

Open a browser window and paste the link in the address bar.


Click **Go** or, on your keyboard, press **Enter** or **Return**.

Creating your Company Profile

1. Upon clicking the link provided, users will be taken to the P3 site and select the User type associated with their profile
3. Select the **Market Actor** Icon if you are a service provider that assists a Utility with submitting Solar Interconnection applications on behalf of a PEC member. This includes Installers, Trade Allies, Contractors, Builders, Raters etc, which are referred to as Market Actors in P3.
4. Click the **Next** button

Complete User Profile


Select your user type



Customer

You are a utility customer, landlord, or contractor applying for energy efficiency rebates for yourself or another customer.

or



Market Actor

You are a service provider that assists in delivering conservation programs to customers (e.g Trade Ally, Builder, Rater, Energy Services Company, etc.).

[Next](#)

2. Complete Market Actor Profile – Verify Tax ID
 - a. Provide Company Tax Id

The screenshot displays a web interface titled "Complete Market Actor Profile". On the left, there is a vertical navigation menu with three items: "Verify Tax ID" (highlighted in blue), "Profile Form", and "Submit Profile". The main content area is titled "Verify Tax ID" and contains the following text: "Provide your company's tax identification number to determine if this company already has a profile created." Below this, a note states: "Tax ID should be input as **nine digits without hyphens.**" A text input field labeled "Tax ID" is provided for user entry. At the bottom right of the interface, there are two buttons: a grey "Back" button and a blue "Next" button.

* Please note: If Tax ID entered already exists you will be provided a link to the individual that has registered your business with P3.

3. Provide Additional Company Information.
 - a. Please note that all required fields are indicated with a red asterisk
 - b. Click the **Next** button to continue

4. Submit market actor profile

Complete Market Actor Profile

- Verify Tax ID >
- Profile Form >**
- Submit Profile >

Minority Owned
 Disabled Veteran Owned

Company Contact First Name * Company Contact Last Name *


Phone 1 * Phone 2 *

Email *

Complete Market Actor Profile

- Verify Tax ID >
- Profile Form >
- Submit Profile >**

Submit Profile



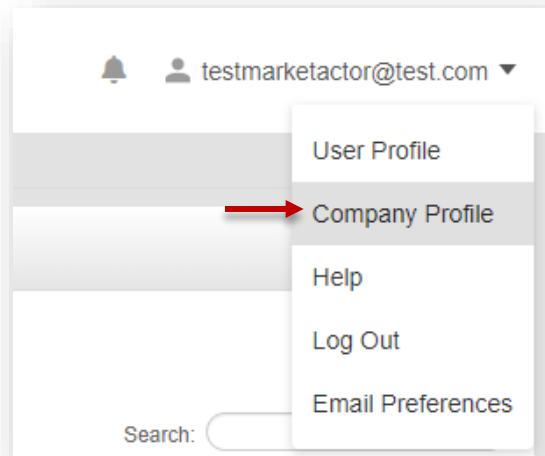
Sanders Construction

Your profile is now ready to submit.

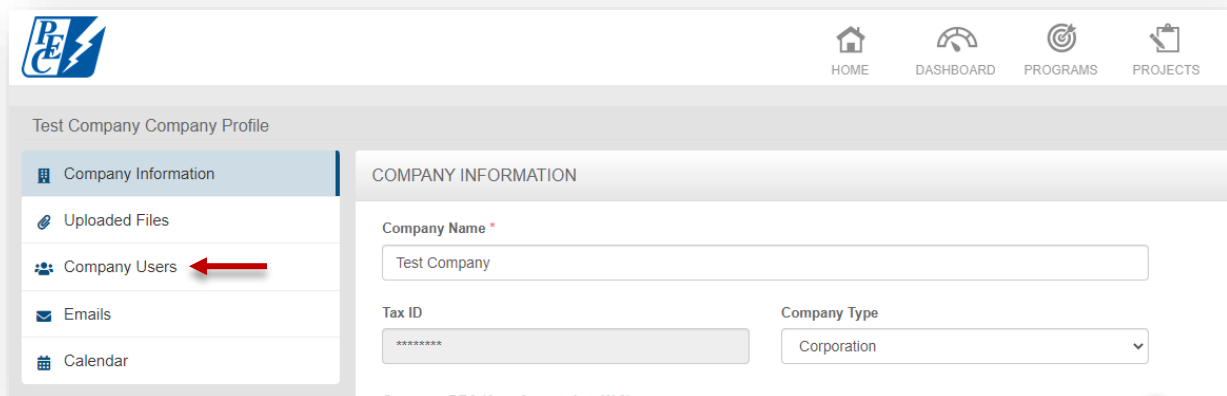
Adding Users to a Company Profile

When an Installer creates a company profile as a Market Actor, that makes the Installer the Market Actor Admin for the company. If an Installer wants to be added as a Company User, they will first have to contact the Market Actor Admin of the company.

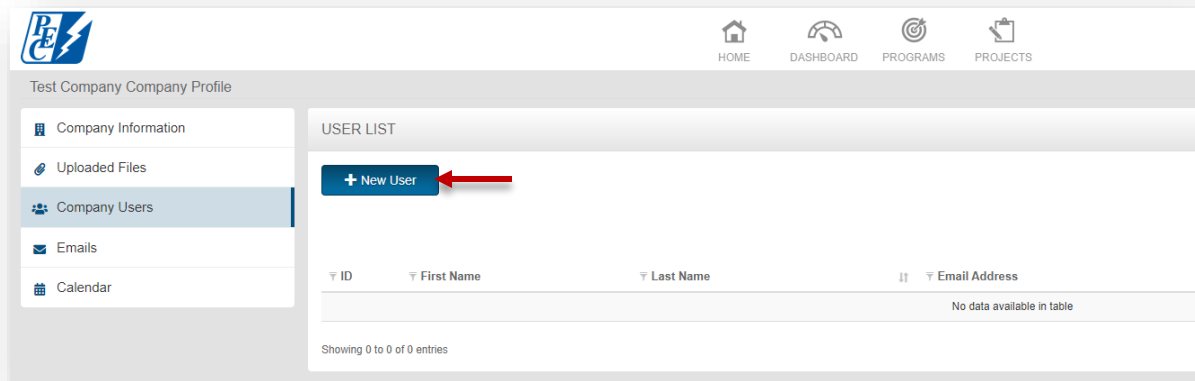
1. As the Market Actor Admin, log in, click your username in the top-right corner, and click **Company Profile**



2. Click **Company Users** in the menu on the left



3. Click the **+ New User** button



4. Fill out the First Name, Last Name, and Email of the new user, and click **Save**

Add User

First Name *

Last Name *

Email *

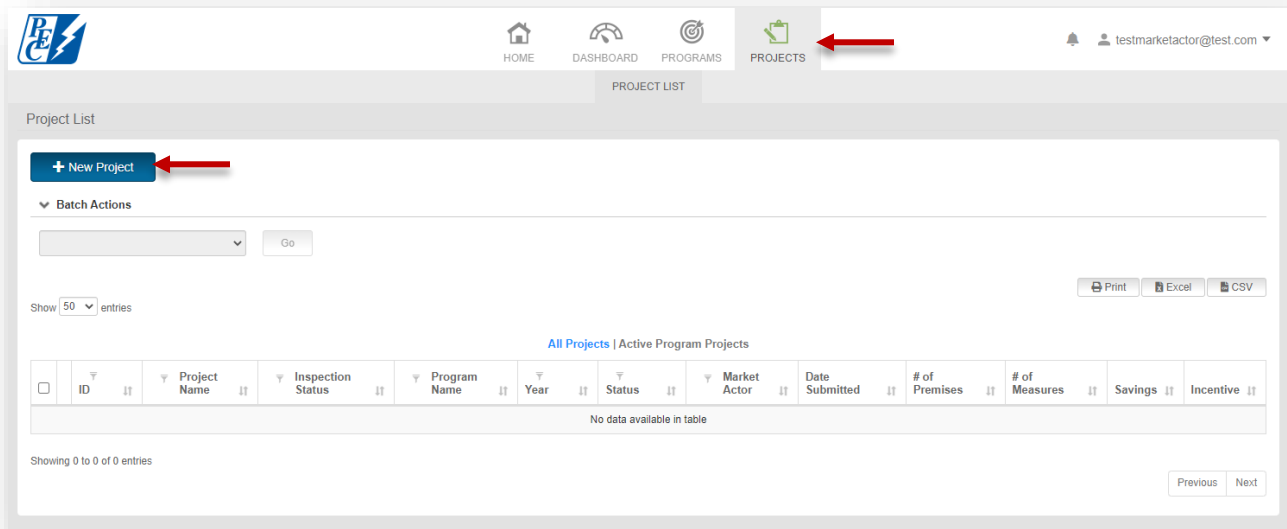
5. An email will be sent to the new user that will look something like this:

You have been added as a user for Solar Installer, Inc.. Your login is JIM.SMITH@ABCCOMPANY.COM

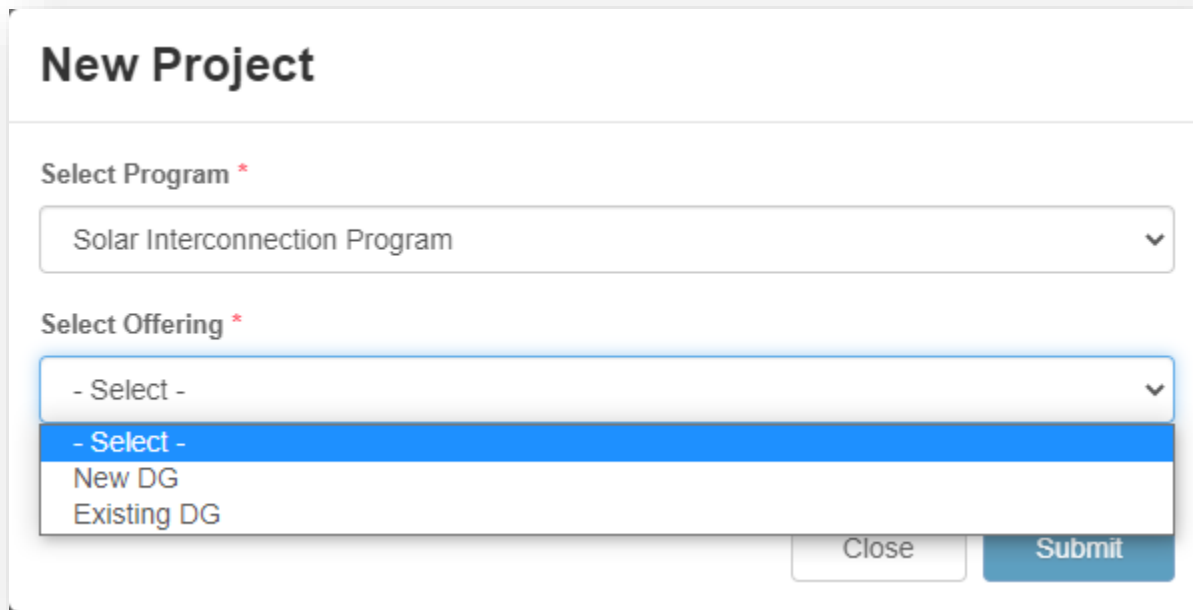
Please click here to set your password: <http://pec-uat.p3.enertrek.com/Users/Account/LostPassword?nonce=xN90fkbZBUjkHLrEMYTDBI6VgJAIQbkn9po2RnFTT%2F0JWi0%2BUIDvhQqVSp1B0%2B2SMLHTzZXF8nN%2F0njkkG2n4dtkYymIfHJ0jsvCuT4XtOuf%2F%2BYudl25PPie7%2FmBZXxdAS6zm85VOXuJRz%2F%2BVsxw%3D%3D>

Creating and Submitting Interconnection Applications in P3

1. Navigate to the Projects icon at the top of the screen
2. Click **Project List** from the drop-down menu
3. Click the **+ New Project** button in blue



4. The New Project modal will appear
5. Select the Solar Interconnection Program from the drop-down menu
6. Select a program offering from the next drop-down menu that appears



- 7. The New Project modal will expand to display the New Project form
 - a. Please note that you will need to scroll down to access all required fields within the form

New Project

Select Program *
Solar Interconnection Program

Select Offering *
New DG

PEC Member Information

First Name *
Last Name *

Organization
PEC Account Number for Install Location (10 digits) *

Member Phone *
(555)555-5555 x5555

Member Email *
Confirm Email Address

Close Submit

8. In the case of multiple units with DG being installed, whether they are Solar, Wind, Battery Backup, or Standalone Battery, click the **Add New Unit** button
 - a. An additional installation information form will appear in the New Project Modal
 - b. Additional units can be removed by pressing the **Remove** button

The image shows a 'New Project' modal form with the following fields and controls:

- Nameplate Rating (kW-AC) ***: Input field
- Operating voltage (volts) ***: Input field
- Connection (phase) ***: Input field
- Equipment Manufacturer ***: Input field
- Power Factor ***: Input field
- Frequency**: Input field
- Remove**: Orange button with a red arrow pointing to it from the right.
- Add New Unit**: Blue button with a red arrow pointing to it from the right.
- File Upload**: Section header
- Member Authorization Form**: Link
- Example One-line Diagram**: Link
- Signed Member Acknowledgement ***: Section header
- One-line Diagram ***: Section header
- Choose File**: Button (under Signed Member Acknowledgement)
- Choose File**: Button (under One-line Diagram)
- Close**: Button
- Submit**: Button

9. Please note that Installers/Market Actors are required to submit a Signed Member Acknowledgement form and a Signed Interconnection Agreement form. The One-line Diagram is required for New DG applications.
- a. Click the **Choose File** button to upload form from your computer
 - b. Click the **Submit** button at the bottom to submit the form

New Project

File Upload

Member Authorization Form

Signed Member Acknowledgement *

PEC Agreement for Interconnection

Signed Interconnection Agreement *

Other Supporting Documents and Photos

Example One-line Diagram

One-line Diagram *

Most Recent Customer Bill

Other Supporting Documents and Photos

Project Notes

10. The Project Home page will load

SolarInterconnection - 11476 - Test Test - 123 Main St, Test, TX

Project ID: #11476
Program: Solar Interconnection Program | 2022
Measure Types: SolarInterconnection

Customers
Test Test
(545) 555-5555
test@test.com
[Show Customer](#)

Premises
123 Main St
Test, TX 77777
[Show Premise](#)

Market Actor
Market Actor Test Company
1234 Main St
Test City, TX 78641
(444) 444-4444
testmarketactor@test.com
[Show Market Actor](#)

Submitted

Date Created	Date Submitted	Date Approved	Date Paid
3/30/2022	3/30/2022		

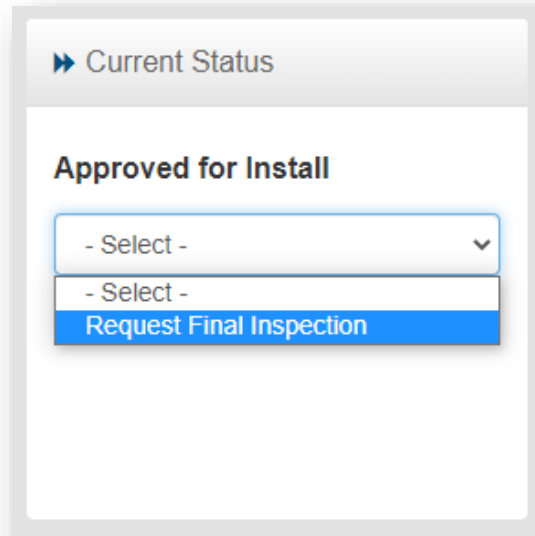
PEC Member Information

First Name * **Last Name ***

Organization **PEC Account Number for Install Location (10 digits) ***

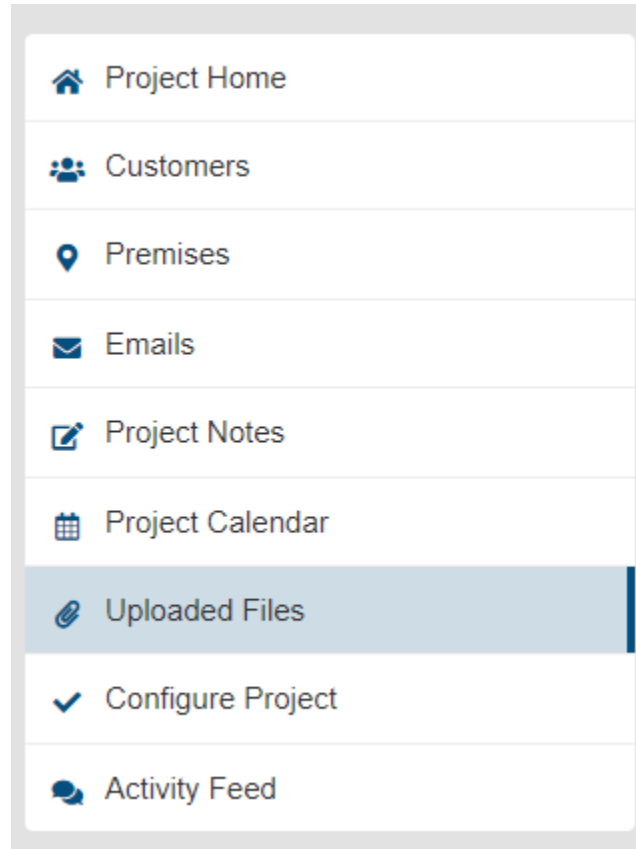
- a. The project is now in *Submitted* status

11. Once the project has been progressed by a utility admin to *Approved for Install* status, the project can be progressed to *Request for Final Inspection* status, which is the Market Actor's final responsibility for the project
- Click the drop-down in the Current Status pane and select *Request Final Inspection*
 - Click the **Submit** button

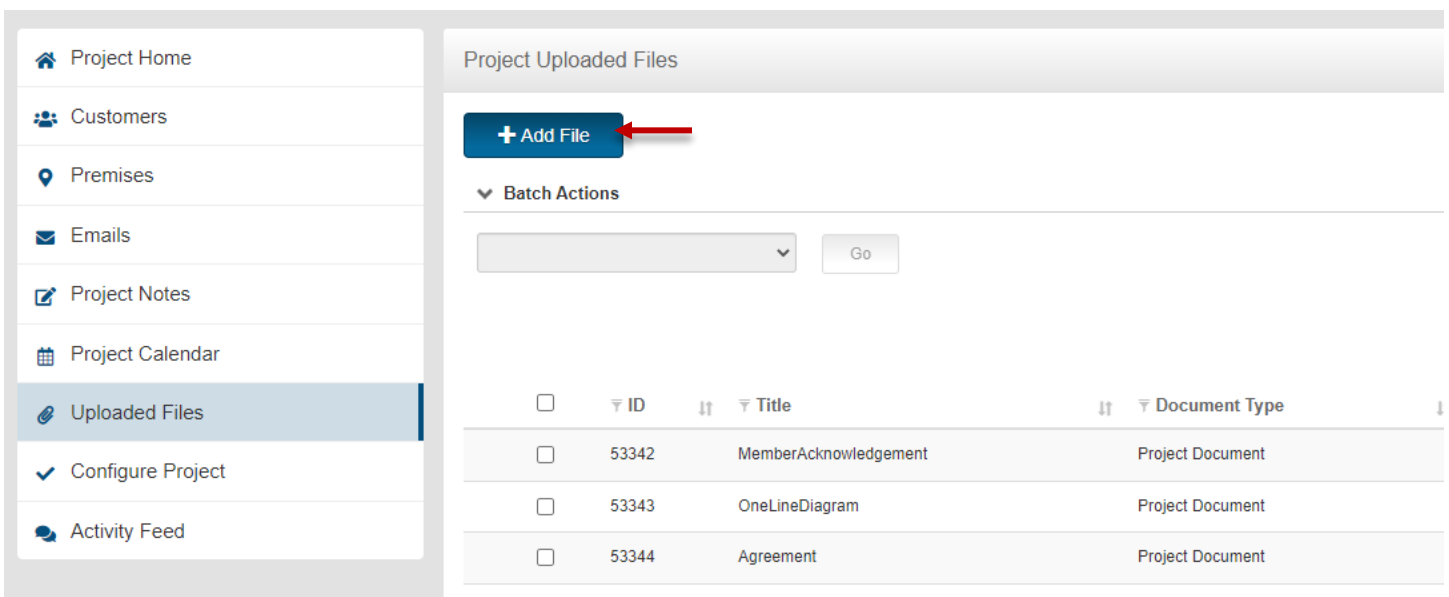


Adding Updated Documents after Submission

1. Navigate to the Projects List and click on a project with the status of Approved for Install, Request for Final Inspection, Final Inspection Failed, or Completed
2. Click on **Uploaded Files** on menu to the left



3. Click the **+ Add File** button





The screenshot shows the 'Project Uploaded Files' interface. On the left is the same navigation menu as in the previous image. The main content area has a header 'Project Uploaded Files' and a '+ Add File' button with a red arrow pointing to it. Below the button is a 'Batch Actions' section with a dropdown menu and a 'Go' button. At the bottom is a table of uploaded files.


<input type="checkbox"/>	ID	Title	Document Type
<input type="checkbox"/>	53342	MemberAcknowledgement	Project Document
<input type="checkbox"/>	53343	OneLineDiagram	Project Document
<input type="checkbox"/>	53344	Agreement	Project Document

4. The Add Document Modal will appear
 - a. Enter Title
 - b. Enter Document Type as "Project Document"
 - c. Add Comments
 - d. Click **Browse** and select file to upload
 - e. Click **Save**


Add Document


Title * 

Document Type * 

Comment 

Admin only

File * 

Browse 

Checking the Status of an Interconnection Application

Projects will remain in a Submitted status pending Approval by the Program Administrator. After submission, interconnection applications can go through the following statuses:

- Denied
- Engineering Study
- Engineering Deny
- Engineering Approved
- Advisor Review
- Advisor Denied
- Approved for Install
- Request for Final Inspection
- Final Inspection Failed
- Completed

Market Actor users can check the status of interconnection application they submitted at any time by navigating to the Projects Icon on the top navigation bar and selecting Project List from the drop-down menu.