



**PEDERNALES ELECTRIC COOPERATIVE  
SOLAR INTERCONNECTION  
APPLICATION PROCESS**

**P3 USER GUIDE FOR INSTALLERS**



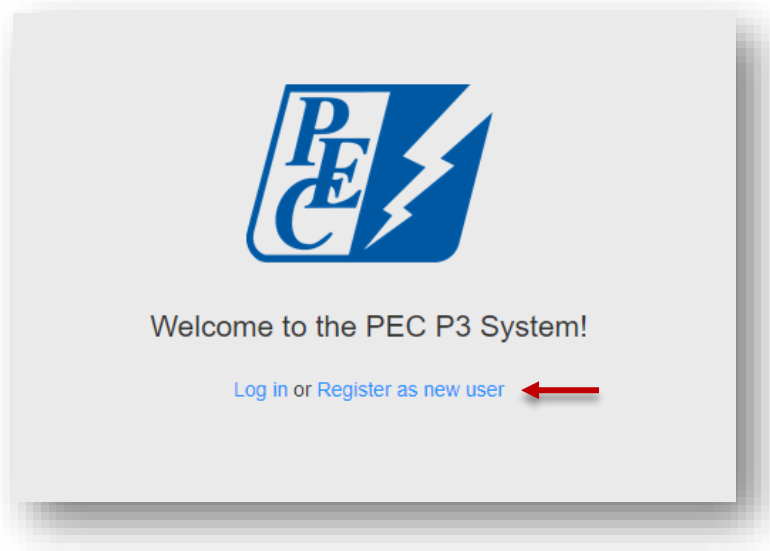
Updated April 2022

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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](#)

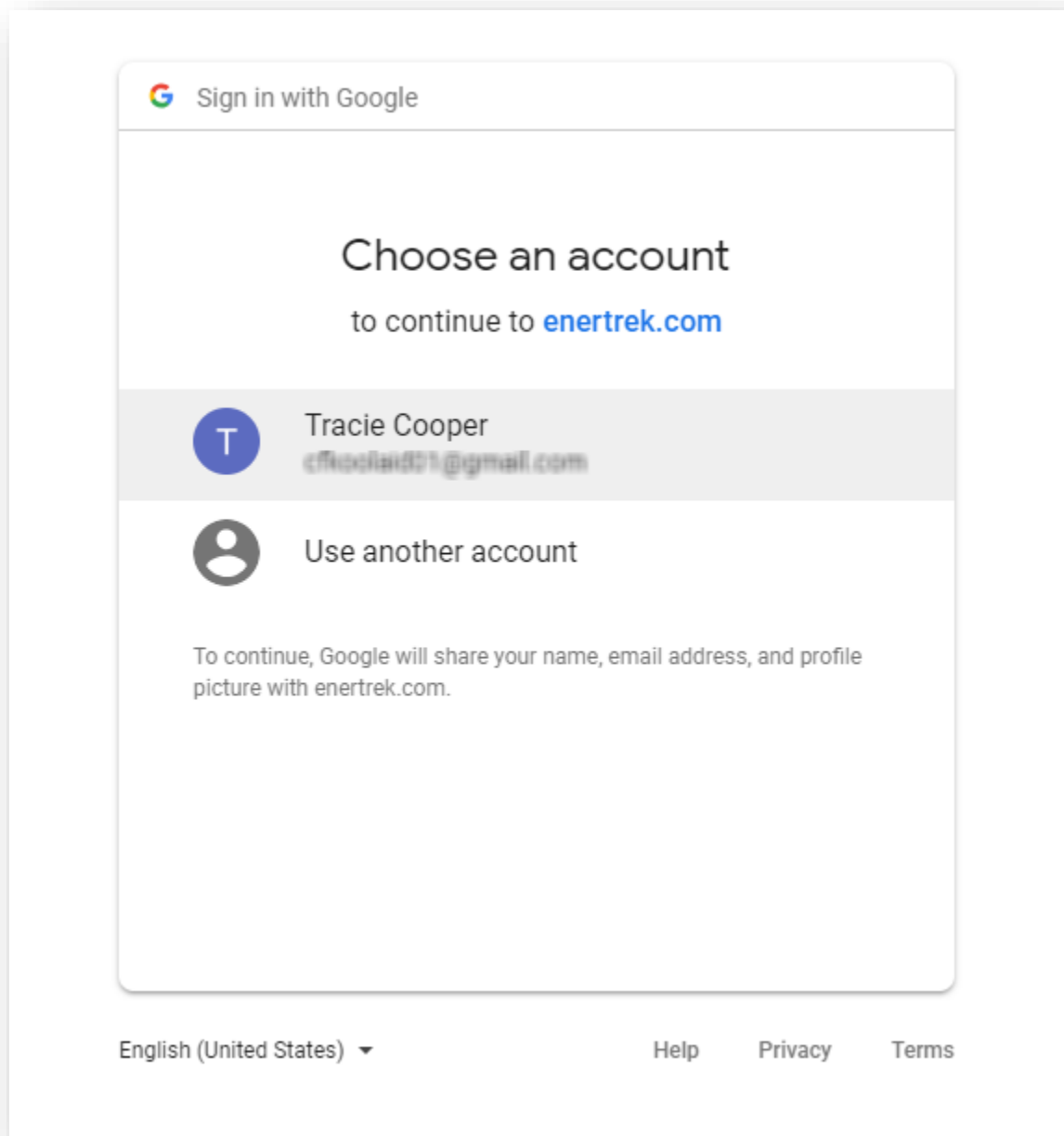


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2. Click the **Sign up** button

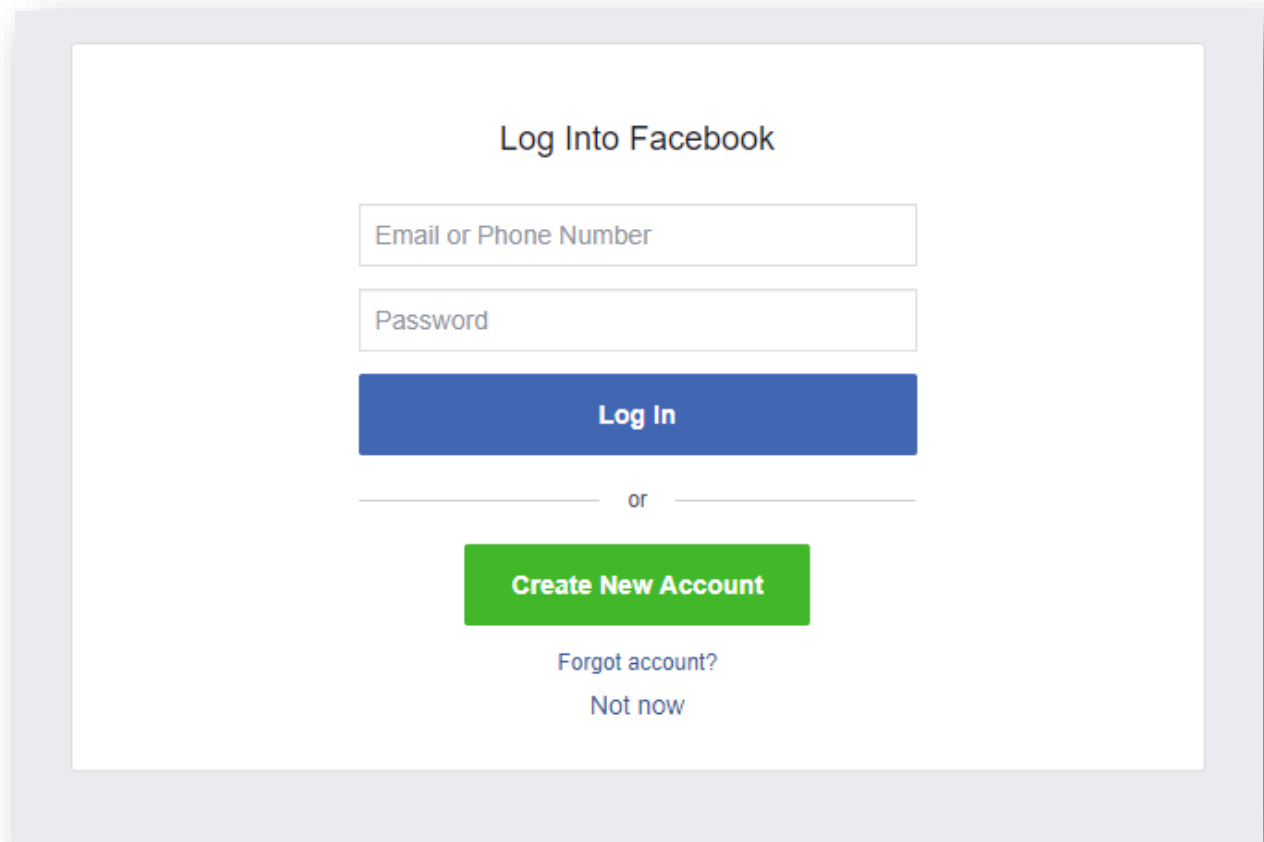
## P3 Registration via Google Account

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

A screenshot of the Facebook login 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".

Log Into Facebook

Email or Phone Number

Password

Log In

or

Create New Account

Forgot account?

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%2FKF5nsBSbfAZhfkNztlmpQR2VvkxNIEX9QNbrhJ0wozmsqfu5vCTSbeHA%3D%3D](http://vmwebserver01.fa.local/Orchard_Testers/Users/Account/ChallengeEmail?nonce=AshCngZScO77PuVOYBMvP%2BGPUNPXMS67ULrC3XHRIXtmwHRwHvXqmWUF3swDKtZnuWj6XEJjgMq440Vpmu%2BTZPD%2FhH8e%2FKF5nsBSbfAZhfkNztlmpQR2VvkxNIEX9QNbrhJ0wozmsqfu5vCTSbeHA%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
2. 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.
3. 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](#)



4. 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 main content area, 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.

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

## 6. 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



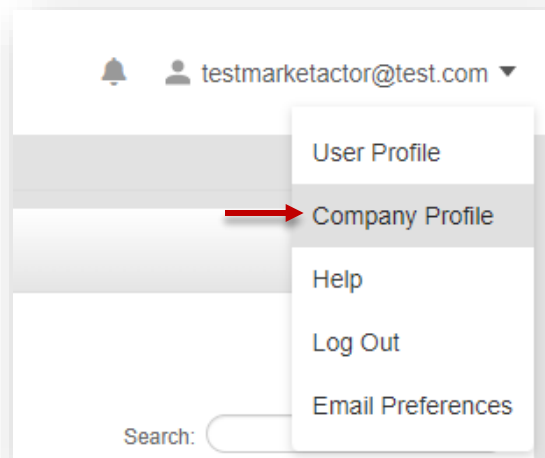
**Sanders Construction**

Your profile is now ready to submit.

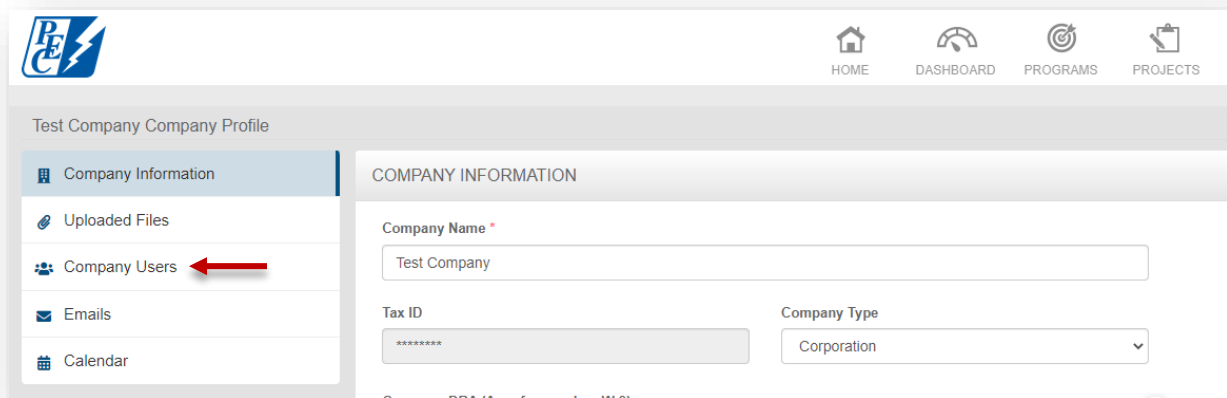
## Adding Users to a Company Profile

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.

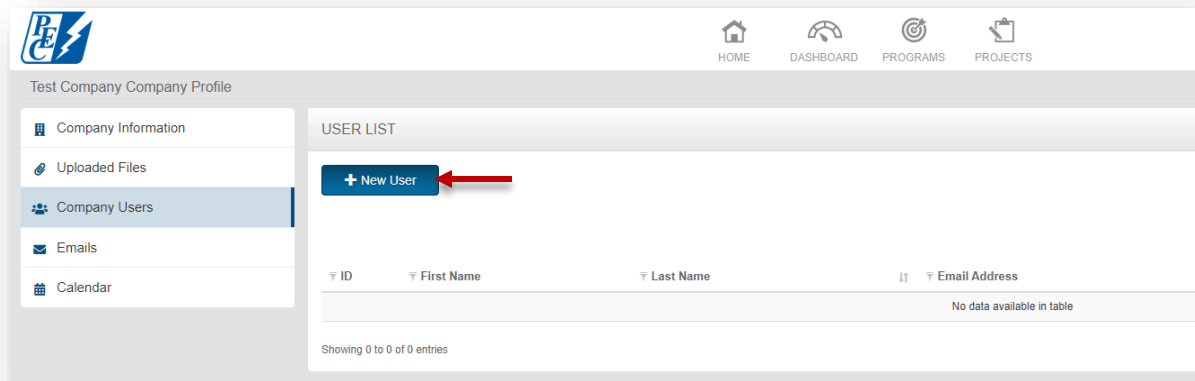
1. As the Market Actor Admin, log in, click your username in the top-right corner, and click **Company Profile**



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 \*

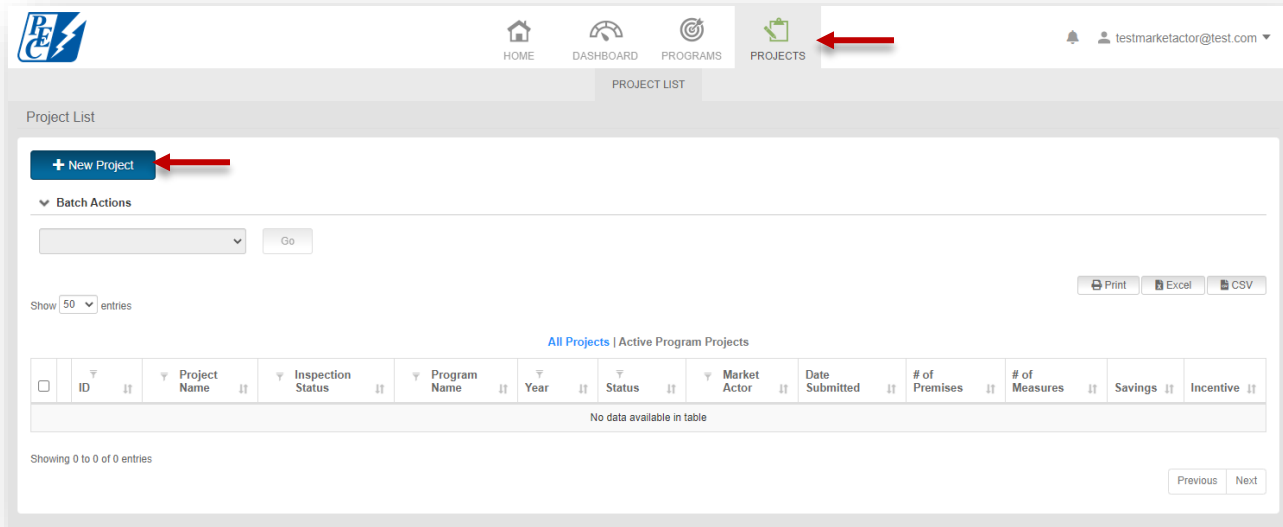
5. An email will be sent to the new user that will look something like this:

You have been added as a user for Solar Installer, Inc.. Your login is [JIM.SMITH@ABCCOMPANY.COM](mailto:JIM.SMITH@ABCCOMPANY.COM)

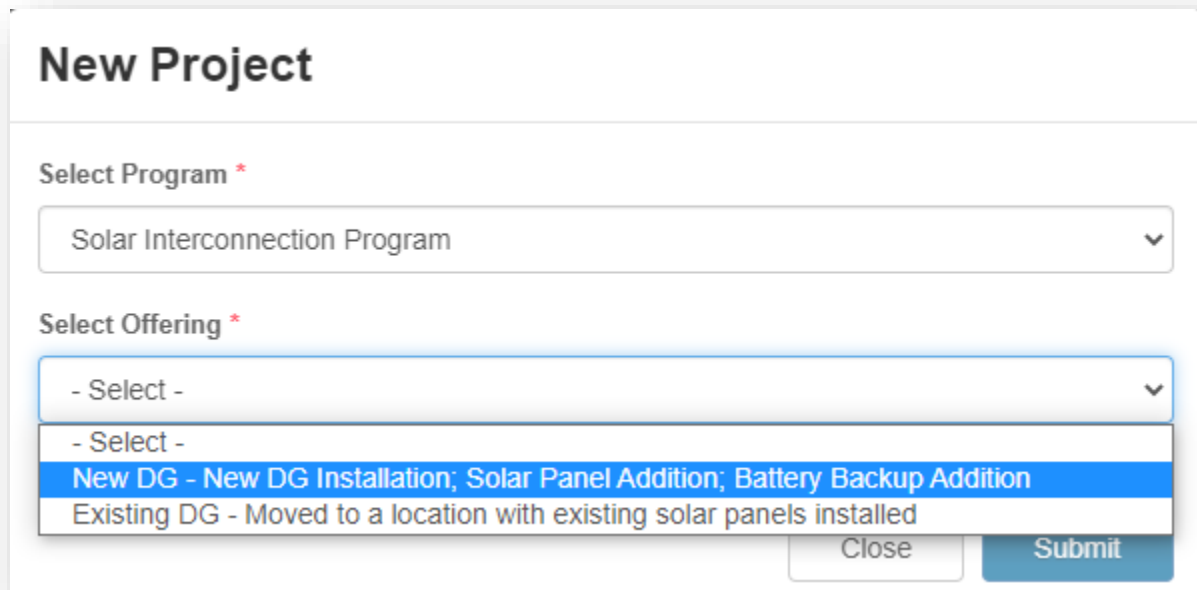
Please click here to set your password: <http://pec-uat.p3.enertrek.com/Users/Account/LostPassword?nonce=xN90fkbZBUjkHLrEMYTDBI6VgAIQbkn9po2RnFTT%2F0JWi0%2BUIDvhQqVSp1B0%2B2SMLHTzZXF8nN%2F0njkkG2n4dtkYymIfHJ0jsvCuT4XtOuf%2F%2BYudl25PPie7%2FmBZXxdAS6zm85VOXuJRz%2F%2BVsxw%3D%3D>

# 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 - New DG Installation, Solar Panel Addition, Battery Backup Addition

### Checklist

Incomplete application forms will not be accepted. Make sure to complete the following:

- Complete all required fields.
- Ensure the name on the application is the same name as on the PEC account.
- Fill in your complete PEC account number (10 digits) and meter number. If the account or meter number is unknown, please check your most recent PEC consumption bill or contact PEC at 888-554-4732 Monday-Friday, 8 a.m. to 5:30 p.m.
- Attach all required documentation, ensure documents that require a signature are signed.
  - [Member Authorization Form](#)
  - [Interconnection Agreement](#)

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 with a **Choose File** button.
- One-line Diagram \***: Section header with a **Choose File** button.
- Close**: Button
- Submit**: Button

9. Please note that Installers/Market Actors are required to submit a Signed Member Acknowledgement form. The One-line Diagram is required for New DG applications. The Signed Interconnection Agreement is required for New and Existing DG applications. After initial review, a request for a signed interconnection agreement will be emailed to you with instructions for submission.
- Click the **Choose File** button to upload form from your computer
  - Click the **Submit** button at the bottom to submit the form

The screenshot shows a web form titled "New Project". At the top left, there is a blue button labeled "Add New Unit". Below this is a section titled "File Upload". Under "File Upload", there are two columns of file upload fields. The left column has a link "Member Authorization Form" and a required field "Signed Member Acknowledgement\*" with a "Choose File" button. The right column has a link "Example One-line Diagram" and a required field "One-line Diagram\*" with a "Choose File" button. Below these are two more "Other Supporting Documents and Photos" sections, each with a "Choose File" button. At the bottom of the form is a "Project Notes" section with a large text area. In the bottom right corner, there are two buttons: a grey "Close" button and a blue "Submit" button. Red arrows point to the "Choose File" buttons for "Signed Member Acknowledgement" and "One-line Diagram", and to the "Submit" button.



10. The Project Home page will load

The screenshot shows a web application interface for project management. At the top, there is a navigation bar with icons for HOME, DASHBOARD, PROGRAMS, and PROJECTS. The user is logged in as testmarketactor@test.com. Below the navigation, a 'PROJECT LIST' tab is active, displaying a project titled 'SolarInterconnection - 11476 - Test Test - 123 Main St , Test, TX'. The project details include: Project ID: #11476, Program: Solar Interconnection Program | 2022, and Measure Types: SolarInterconnection. Three key entities are listed: Customers (Test Test, (545) 555-5555, test@test.com), Premises (123 Main St, Test, TX 77777), and Market Actor (Market Actor Test Company, 1234 Main St, Test City, TX 78641, (444) 444-4444, testmarketactor@test.com). A 'Current Status' sidebar on the right shows the project is 'Submitted'. Below this, a 'Project Information' table shows: Date Created (3/30/2022), Date Submitted (3/30/2022), Date Approved, and Date Paid. At the bottom, there is a 'PEC Member Information' section with input fields for First Name (Test) and Last Name (Test), and an 'Organization' field. A 'PEC Account Number for Install Location (10 digits)' field is also present.

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

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

**Customers** (1)  
Test Test  
(545) 555-5555  
test@test.com  
[Show Customer](#)

**Premises** (1)  
123 Main St  
Test, TX 77777  
[Show Premise](#)

**Market Actor** (1)  
Market Actor Test Company  
1234 Main St  
Test City, TX 78641  
(444) 444-4444  
testmarketactor@test.com  
[Show Market Actor](#)

**Current Status**  
**Submitted**

**Project Information**

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

**PEC Member Information**

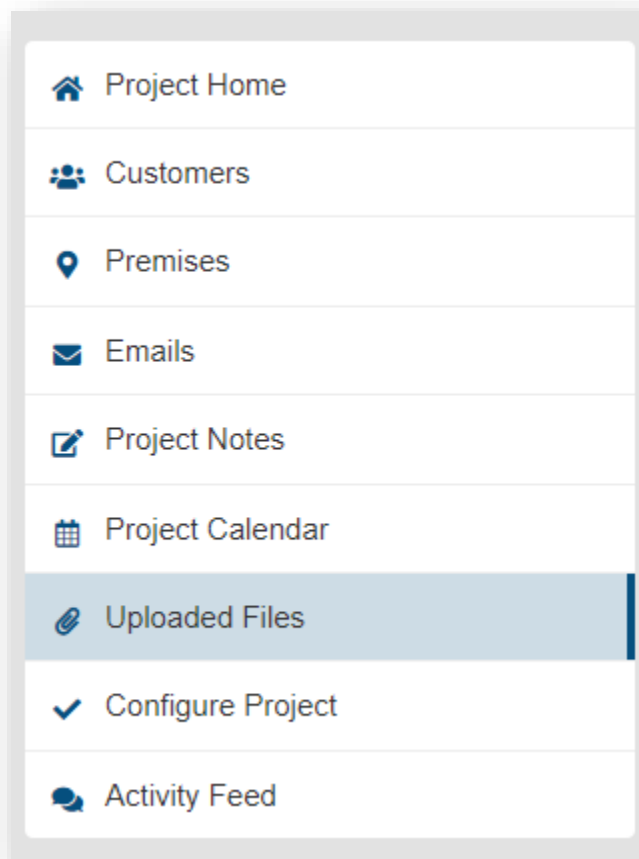
**First Name \***  **Last Name \***

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

a. The project is now in *Submitted* status

## Uploading Signed Interconnection Agreement after Submission

1. Navigate to the Projects List and click on a project with the status of Request for Agreement
2. Click on **Uploaded Files** on menu to the left



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

Project Uploaded Files

[+ Add File](#)

Batch Actions

Go

| <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 “Interconnection Agreement”
  - c. Add Comments
  - d. Click **Browse** and select file to upload
  - e. Click **Save**

## Add Document

Title \*

Document Type \*

Interconnection Agreement

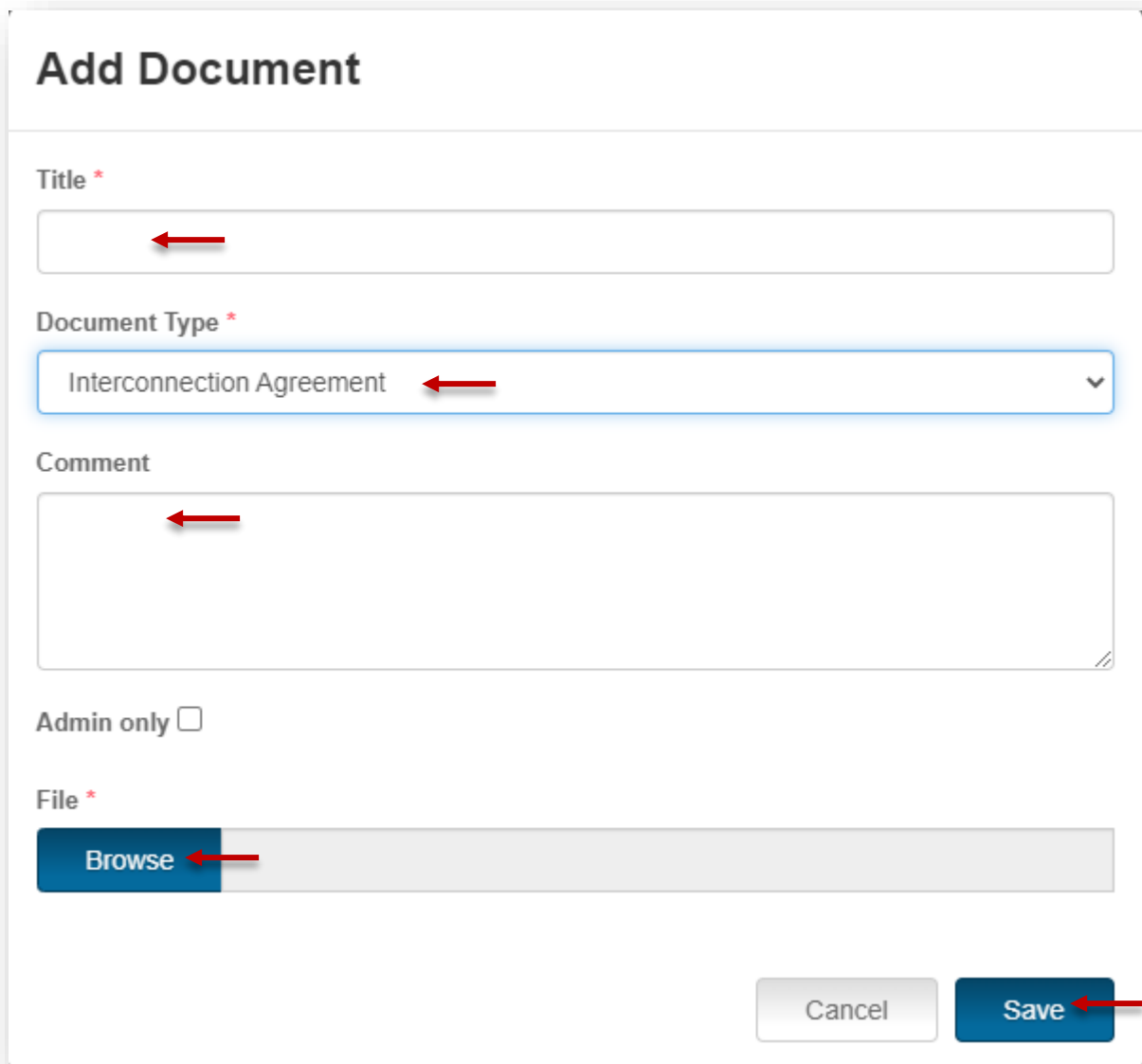
Comment

Admin only

File \*

Browse

Cancel Save

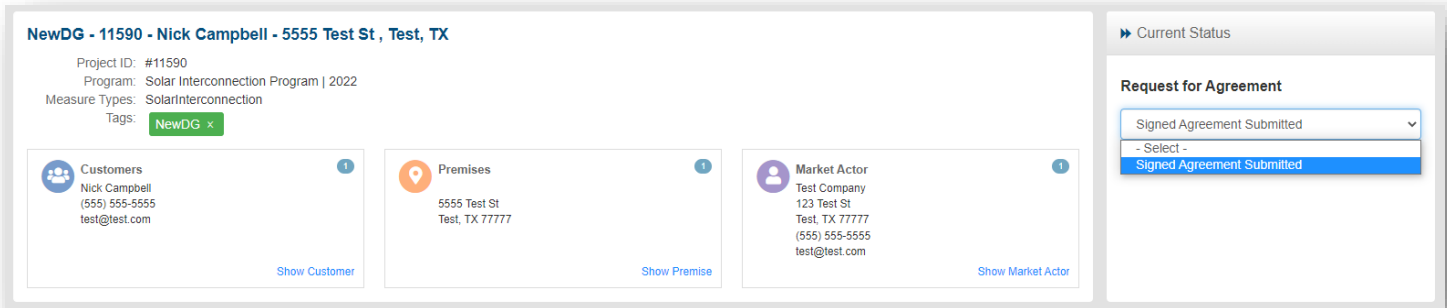


### Additional Document Uploads

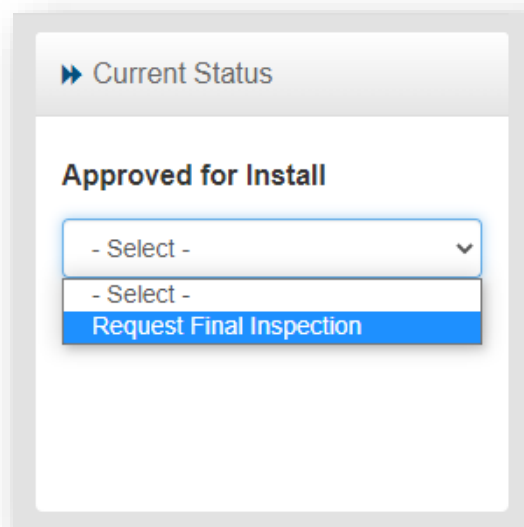
1. To upload additional documents, please follow steps 1 through 4 for uploading a Signed Interconnection Agreement, but select one of the following Document Types instead
  - a. Design Change
    - i. Upload updated One-Line Diagrams
  - b. Other
    - i. Upload updated required documents
    - ii. Upload image files

# Submitting an Interconnection Agreement

1. After the Interconnection Agreement has been uploaded, click the drop-down on the Current Status panel, select Signed Agreement Submitted, and click **Submit**



- a. Once a project is set to *Signed Agreement Submitted*, a utility admin will review the Interconnection Agreement
    - i. Utility Admin can send the status back to *Request for Agreement* if not enough information is provided from the uploaded Interconnection Agreement
    - ii. If the Utility Admin is satisfied with the Interconnection Agreement, they will move the status along to *Advisor Review*, then the status can be moved along to *Approved for Install*
2. 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
    - a. Click the drop-down in the Current Status pane and select *Request Final Inspection*
    - b. Click the **Submit** button



## 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
- Request for Agreement
- Signed Agreement Submitted
- Advisor Review
- Advisor Denied
- Approved for Install
- Request for Final Inspection
- Final Inspection Failed
- Completed

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