PEDERNALES ELECTRIC COOPERATIVE
SOLAR INTERCONNECTION
APPLICATION PROCESS

P3 USER GUIDE FOR INSTALLERS
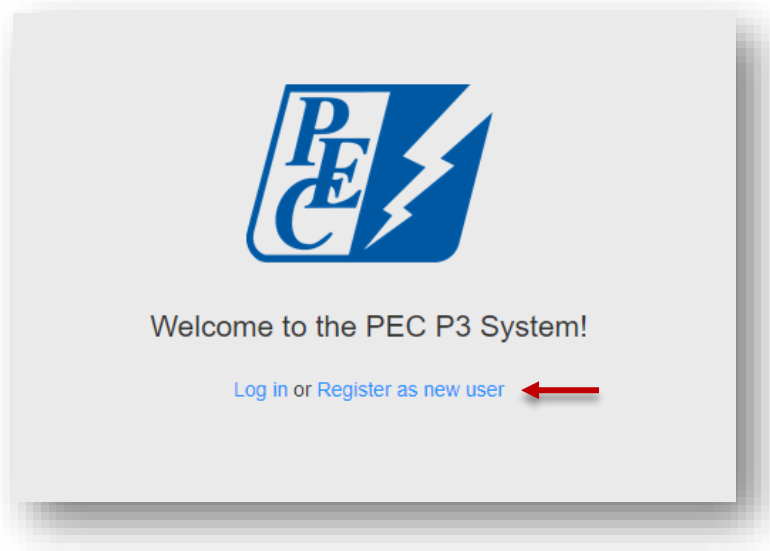
Updated April 2022

Contents

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)
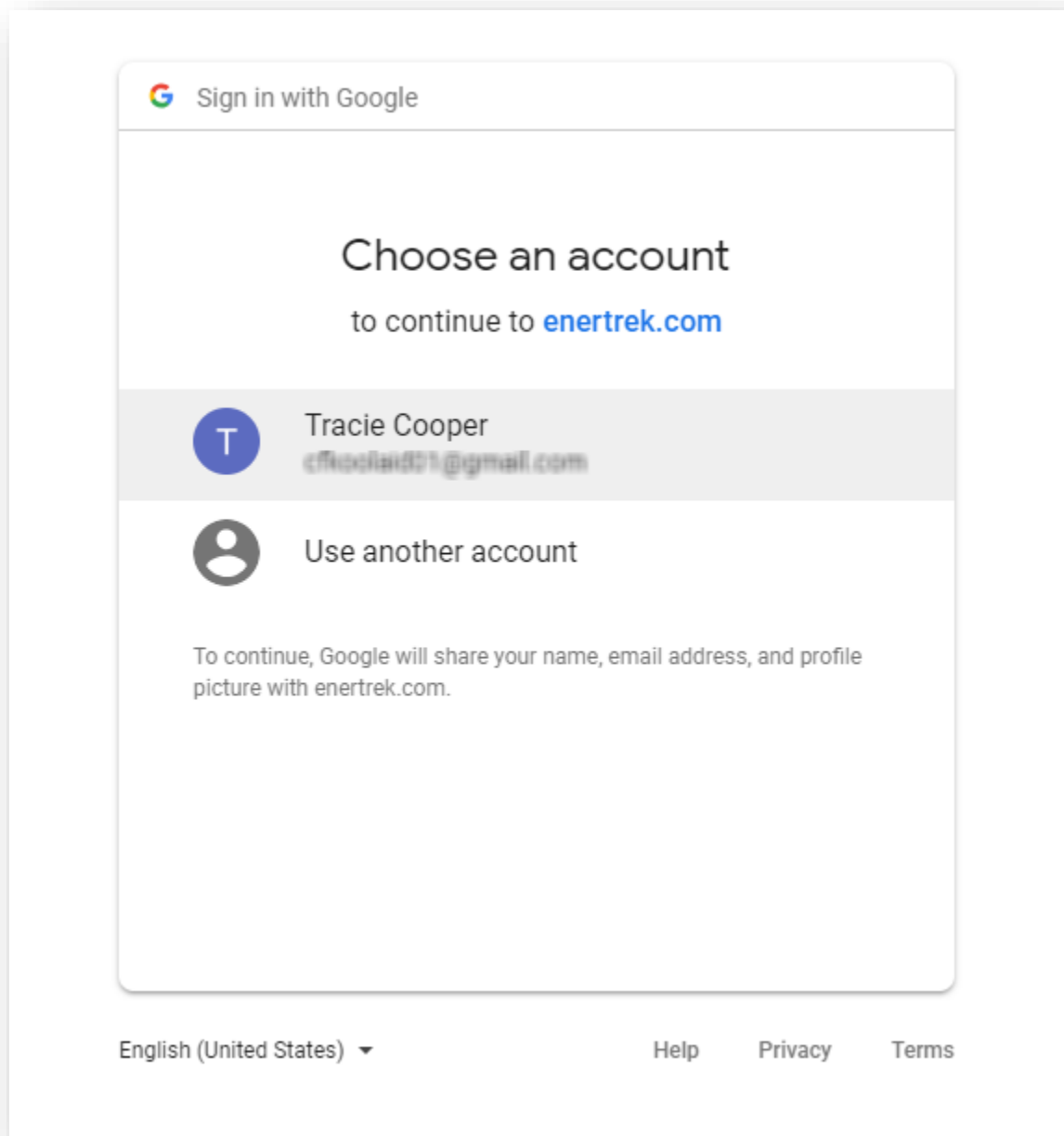   a. First Name
   b. Last Name
   c. Email address
   d. Password
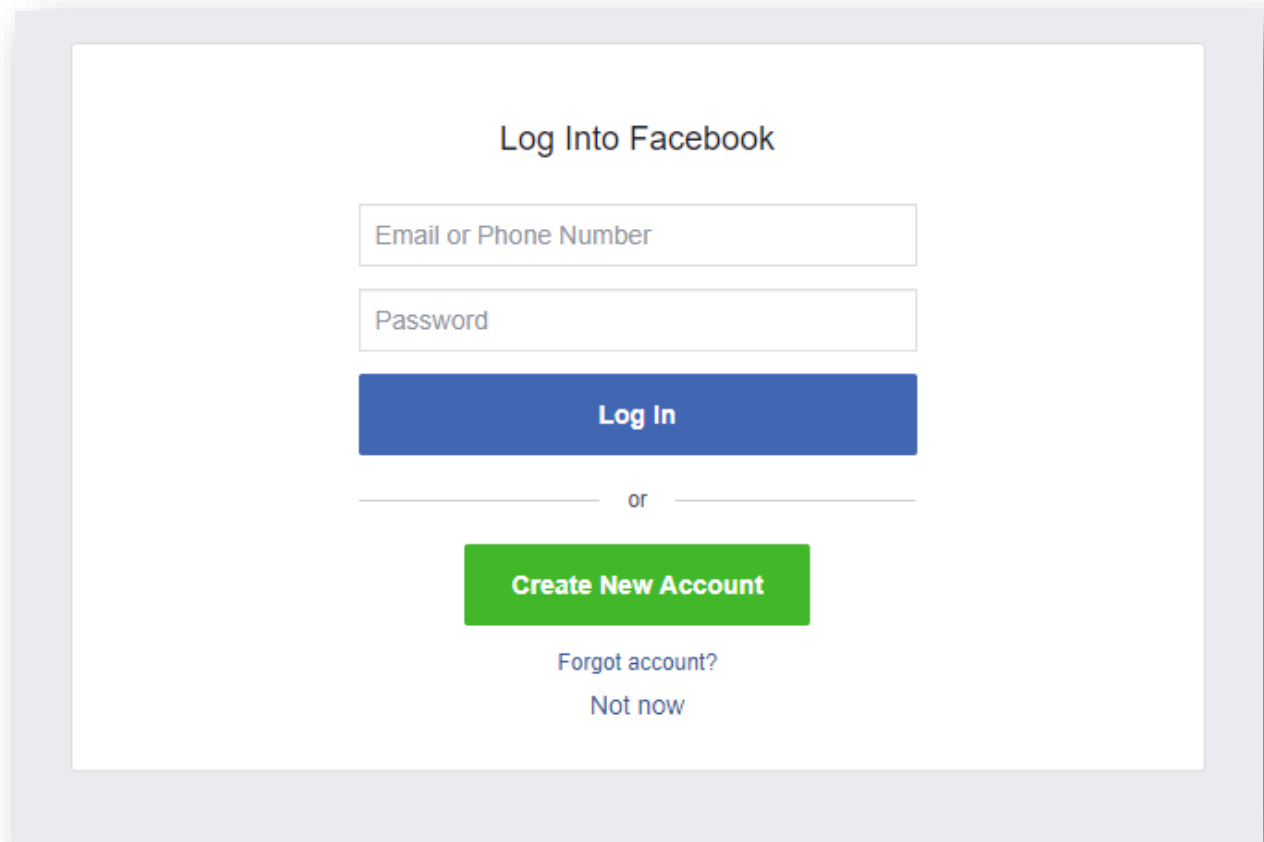   e. Confirm Password

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

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

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=AshCnqZScO77PuVOYBMvP%2BGPUNPXMS67ULrC3XHRIXtmwHRwHvXgmWUF3swDKtZnuWj6XEJjJqMq440Vpmu%2BTZPD%2FhH8e%2FKF5nsBSbzfAZhfkNztlmpQR2VkxNlEX9QNbrhJ0wozmsqfu5vCTSbeHA%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

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

Complete Market Actor Profile

Verify Tax ID	>
Profile Form	>
Submit Profile	>

Verify Tax ID

Provide your company's tax identification number to determine
if this company already has a profile created.

Tax ID should be input as **nine digits without hyphens**.

Tax ID

Back   Next

* 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 *

Mike   Evans

Phone 1 *   Phone 2 *

(555)555-5555   (555)444-4444

Email *

Complete Market Actor Profile

Verify Tax ID >

Profile Form >

**Submit Profile** >

Submit Profile

Sanders Construction

Your profile is now ready to submit.

Back   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.
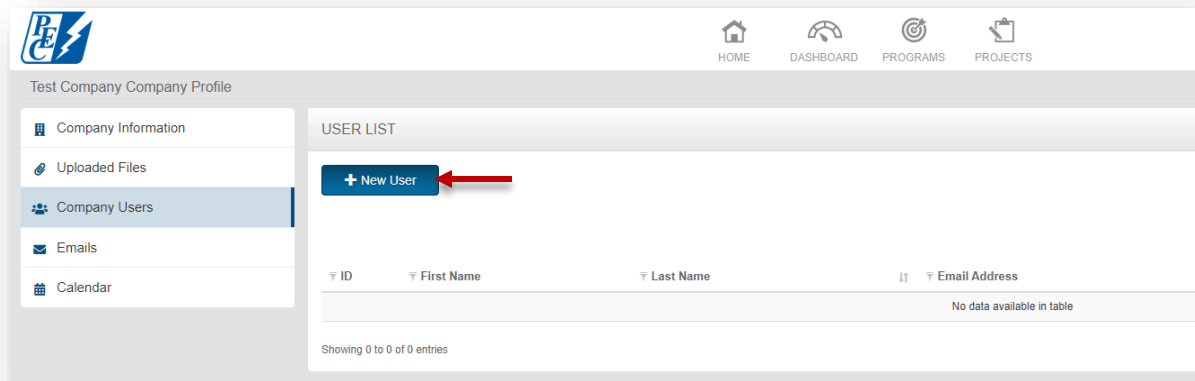
1. As the Market Actor Admin, log in, click your username in the top-right corner, and click **Company Profile**
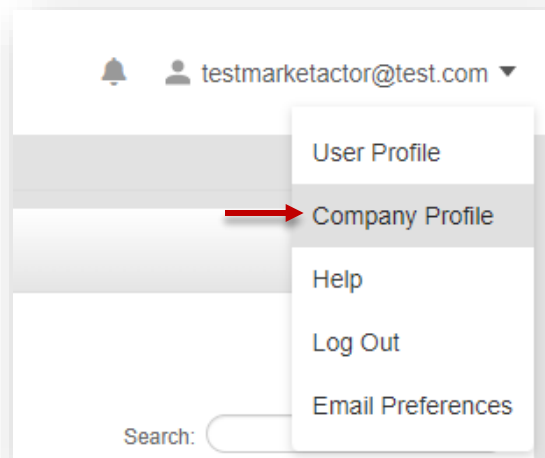
2. Click **Company Users** in the menu on the left
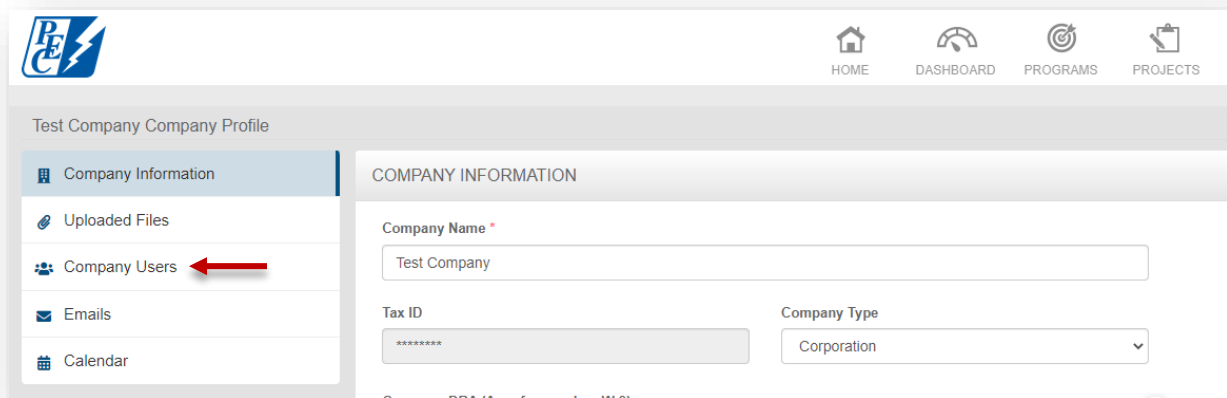
3. Click the **+ New User** button

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

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=xN90fkbZBUJkHLrEMYTDBl6VgJAIQbkn9po2RnfTT%2F0JWi0%2BUlDvhQqVSp1B0%2B2SMLHTzZXF8nN%2F0njkkG2n4dtkYymlfHJ0jsvCuT4XtOuf%2F%2BYudI25PPie7%2FmBZXxdDAS6zm85VOXuJRsZ%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
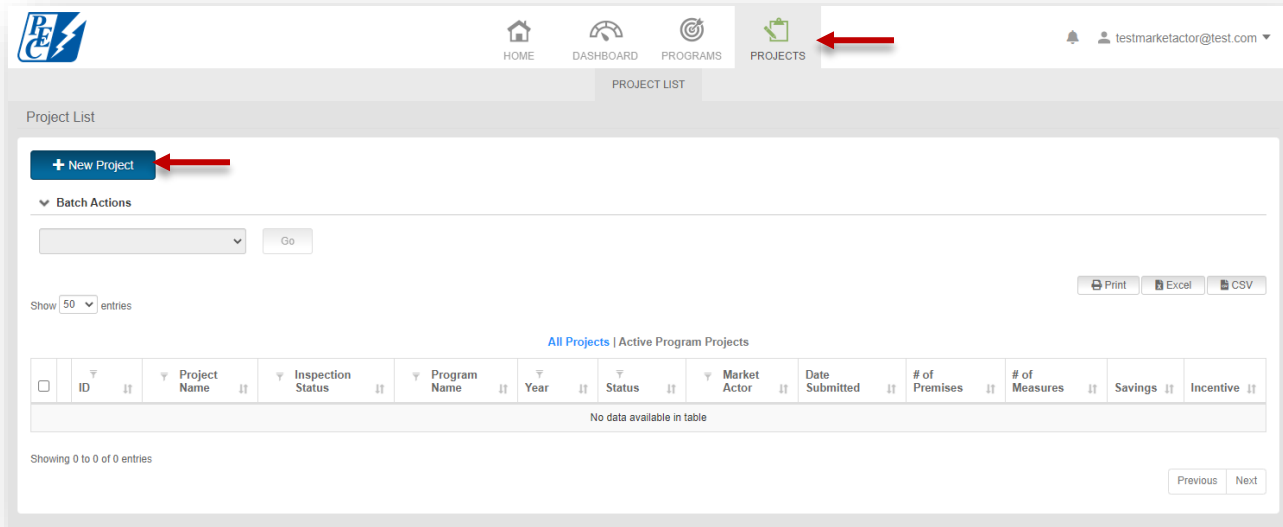
4. The New Project modal will appear
5. Select the Solar Interconnection Program from the drop-down menu
6. Select a program offering from the next drop-down menu that appears
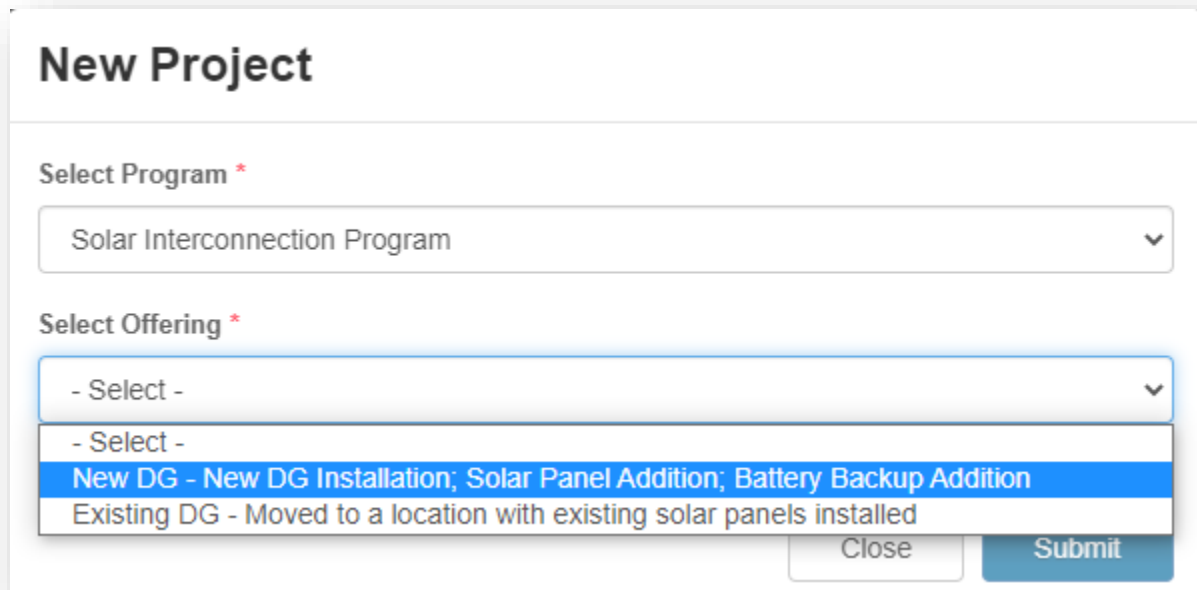
7. The New Project modal will expand to display the New Project form
    a. Please note that you will need to scroll down to access all required fields within the form

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

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.
   a. Click the **Choose File** button to upload form from your computer
   b. Click the **Submit** button at the bottom to submit the form

10. The Project Home page will load

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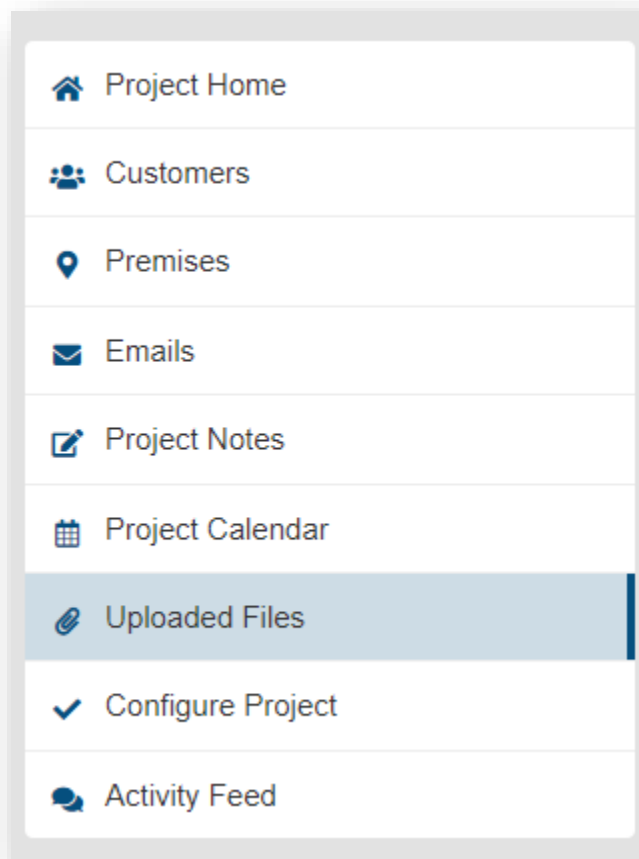
3. Click the **+ Add File** button

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**

Additional Document Uploads

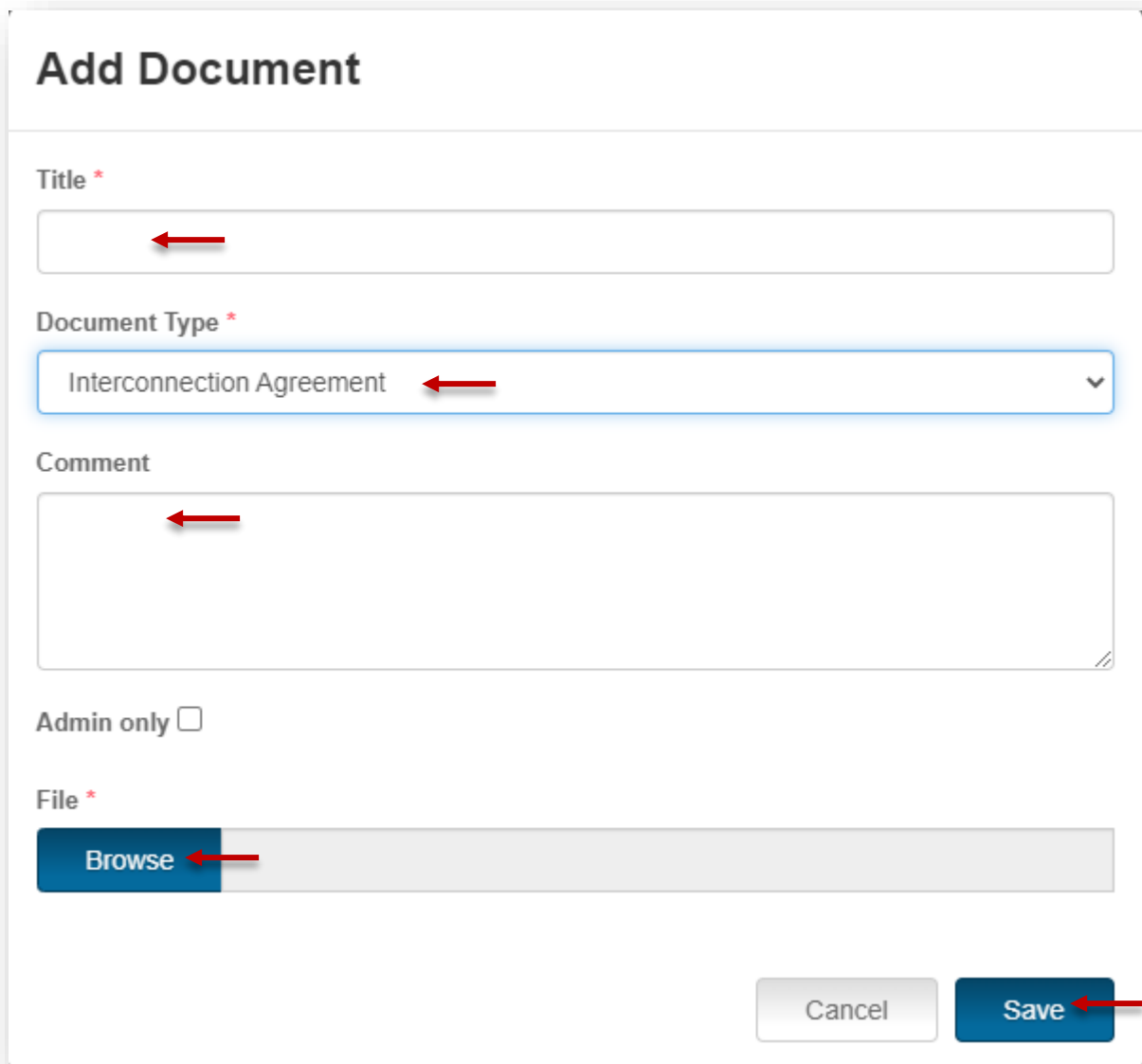1. To upload additional documents, please follow steps 1 through 4 for uploading a Signed Interconnection Agreement, but select one of the following Document Types instead
    a. Design Change
        i. Upload updated One-Line Diagrams
    b. Other
        i. Upload updated required documents
        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**
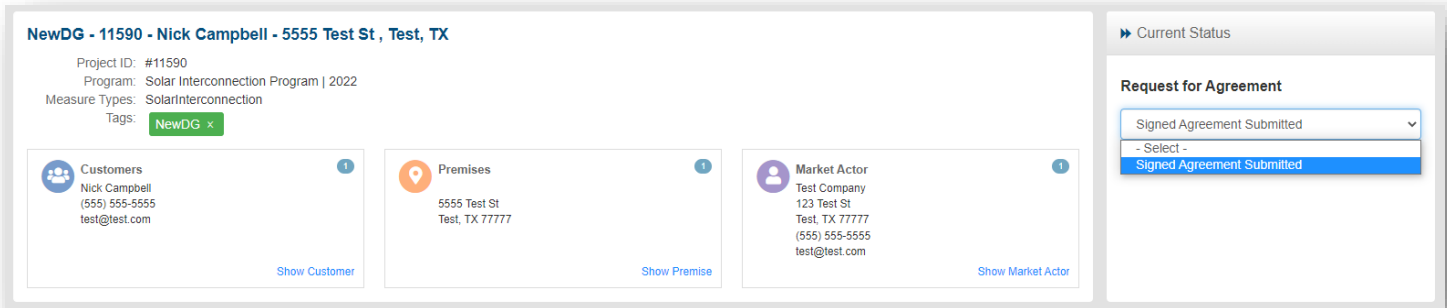
    a. Once a project is set to *Signed Agreement Submitted*, a utility admin will review the Interconnection Agreement

        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
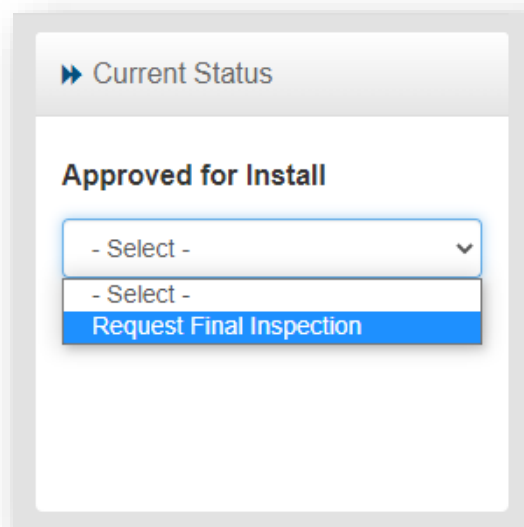
Checking the Status of an Interconnection Application

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.