## How to Add Create a New "Connecting Solar" Application

**Description:** This guide provides step-by-step instructions for creating a new interconnection application in Connecting Solar's eTRACK+ portal. It explains how to quickly and easily set up a new application for review. There are four required pages to complete before you can submit the application.

Step	Action					
1. Create a new	Log in to your account. Select "Small System" and click on the plus (+) to Add New.					
application.	E B & C * Application Type Small System V Add New					
2. Step through	There are four sections to complete. Start with the customer information section. All fields marked with an asterisk (*) are					
each section.	required. Highlighted fields are specifically required for tutorial purposes.					
	Customer General Equipment Document					
3. Project	Add a project name that is meaningful to you for this installation.					
Name	* Project Name					
4. Select	Enter the name of the company you work for, then click on it to select.					
Installer.	* Installer					
	Select					

## Quick Reference Guide

5. Fill in	The data you enter is verified through the customer information system. If you receive an error on a field, ensure the							
Required	spelling matches what is on the utility account or bill. If the mailing address is the same as the installation address, toggle							
Customer	the Mailing Address option to "Yes" to auto-populate the address. Then, click the "Continue" button.							
Information Fields	Customer Information							
	All customer account information must match exactly as it is listed on your MyAccount/utility bill and must be an authorized person on the account							
	* Utility Account Number	* First Name	Middle Name	* Last Name	0			
	* Street Number	* Street Address	COLO SPGS	* State	* ZIP Code			
	* Email Address	* Phone Number		L3				
	Mailing Address							
	Same as installation address	Address	City	Select	Zip Code			
			a di a cardo a cara cara da da ta ca		Continue			
	<b>Note:</b> If the customer's middle initial or name is listed on the account, it is required. This information is used to validate							
	the customer account det	alls.						
6. Fill in the	Select the service type: either commercial or residential. For the system(s) to be installed, choose battery, solar, or both,							
required	as applicable. Note that "I	as applicable. Note that "No" is not an option for the overhead mast distance or the gas regulator. If either is closer than 3						
General	feet from the solar equipment, the system must be redesigned. Refer to the tool tip (i) for more information.							
Information	Standard NMA							
Fields:								
	* Service Type	System(s) to be installed Energy Storage  +1	* Solar Project Type	* Energy Sto	struction			
	* Year Property Build	* Livable Square Footage						
	2017	1000						
	* Height of center of billing meter from grade (in inches)	* Is the overhead mast closest to the	banel more than 3 feet 🚺 * Is Clear	ance from Gas Reguli If no, move the equipment for	minimum 3-foot distance and include notes on the line			
	62	Select	Select	diagram and site plan to relocate	e the billing meter and/or solar equipment			
	Electric Vehicle Information							
	I would like my new, registered within the last 11 months, electric vehicle, EV, considered to increase my total annual energy consumption; therefore, I am providing my EV details and provided a copy of the current vehicle registration Yes							
	* Electric Vehicle Registration Date							
	⊟ 4/11/2024							

7a. Enter interconnection equipment -	Inverter information is required for all installations. Click "New" to enter the inverter details. Use the magnifying glass icon to search the California Energy Commission (CEC) database. You can filter the results by entering the manufacturer or model.							
inverter	* Manufacturer - Model Number 0 Select Inverter							×
inverter.						Manufacturer Model Numb enphase Manufacturer Model N	er Go umber Description	
	Select Inverter					Enphase Energy Inc. 1Q7-60-2 Enphase Energy Inc. 1Q7X-96 Enphase Energy Inc. 1Q7X-96 Enphase Energy Inc. 1Q8MC-7	2-US [240V] 240 VA, 240 Vac -ACM-US-N 315 VA, 240 Vac 5-ACM-US-I 315 VA, 208 Vac 72-2-US [24] 320 VA, 240 Vac	Gric Gric Gric
	Manufacturer enphase	Model Number	Go			Enphase Energy Inc. (Q8D-2; Enphase Energy Inc. (Q7D-7; Enphase Energy Inc. (Q6PLUS Enphase Energy Inc. (Q6PLUS Enphase Energy Inc. (Q7A-72; Enphase Energy Inc. (Q7P-10; Enphase Energy Inc. (Q7PLUS)	E-US [208) 633 VA, 208 Vac 2-2-US [206] 190 W, 208 Vac -72-ACM-U 280 W, 208 Vac -72-ACM-U 280 W, 208 Vac -5-US [208) 290 W, 208 Vac -72-2-US [2] 290 VA, 208 Vac	Grid Grid Grid Grid Grid
						iotai 1/8 10/page So t	Cancel	dd
7b. Enter interconnection	Enter solar panel and energy	storage equipment detai	ils. Add c	one "solar" entry per	r array.			P Save
equipment- solar and energy storage	Select equipment type to be added Solar							
chergy storage.	* Manufacturer - Model Number		0	* Number of Panels		Power Rating (Watts)		
			$\bigcirc$		0			0
	Description		,	* Array Type				
				Select	$\sim$			
	* Tilt (in degrees)	* Azimuth (in degrees)	;	* Solar Access Percentage	0	System Loss (%)		
	Select	✓ Select	$\sim$		0			
	Calculate Solar Panel Capacity (kW)	Annual Energy (kWh)						
			0					
							X Close	ve

8. Document upload	Back   Continue     NOTE: All equipment requires listed in the (CEC) California Energy Commission.     All supporting documentation is required. Each upload should be a single page. The site plan and line diagram must each be one page per document and in PDF format. Other documents can be in image formats (jpeg, jpg, png) or PDF. Drag and					
	drop files into the des	signated area or clic	k within the box to ope	en the file exp	olorer.	
		File Name	apploaded On	File Size		
		Location.jpg	04/02/2024 01:38 PM	2057.88 KB		
	Once all documents a button.	re uploaded and dis	play a green file name	with the com	nment "upload complete," click the "Submit"	
	Back Submit					
9. Application and net	ation The green dots at the top of the page show the system is working.					
metering agreements	The system processes the documents into signable PDFs for the installer and customer to complete.					
		Net Meter Agreemer	at Standard		Upload Completed	
		File Name Net Meter Agr	Uploaded On 04/02/2024 01:43 PM	File Size 175.27 KB	<b>0</b> ±	
		Interconnection App	lication		Upload Completed	
		File Name Interconnecti	Uploaded On 04/02/2024 01:43 PM	File Size 114.22 KB	<b>⊘</b> ⊻	
		·			Back Submit	

	After the documents have generated at the bottom of the document page, select "Send Agreement for e-Signature" to proceed.
	Select Workflow State
	Re-Generate IA
	Send Agreement for e-Signature
10. E-sign the	Sign the system generated net metering agreement and interconnection application to start the review process. This step
system	will apply the application fee on the customer account.
generated	
documents	

Notifications sent via email:

- eSignature: The installer and customer will receive emails requesting eSignature after successfully completing the application packet. Once the documents are signed, a thank you email will be sent, followed by the executed documents once both parties have completed the signatures.
- **Status updates:** Installers will receive status updates for each step of the review process, including: in review, rejection, approval, permit number required, permit number added successfully, and permission to operate (PTO).
- **Reminder notifications:** Installers will receive reminder emails for: unsubmitted application, permit number missing, permit added without PPRBD ES, complete notification, and pending signature.