


## Community Solar Portal – Approving Generation for Your Facility

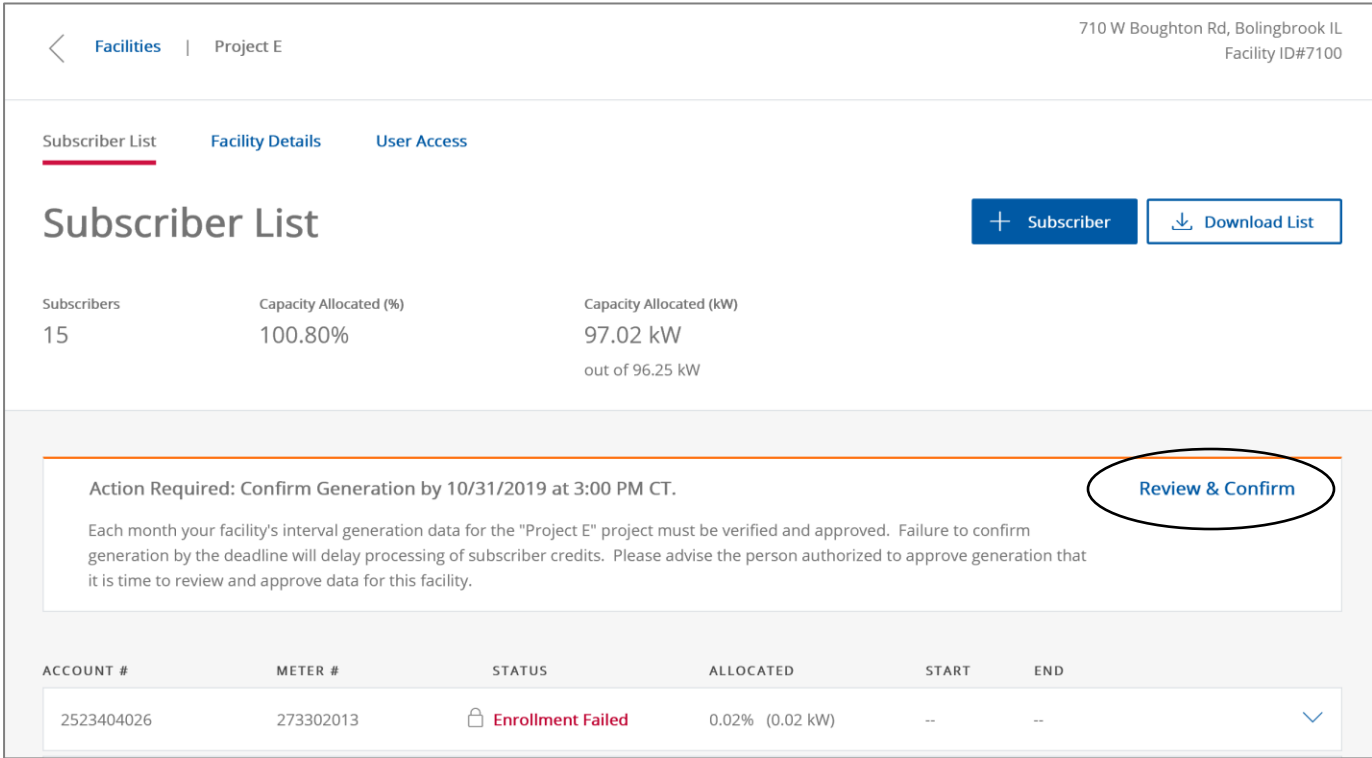
**Purpose** - To provide steps for you to review, edit and approve generation data that has been recorded in 30-minute intervals throughout the generation period for your facility.

Step	Action
1.	<p>Log into CSP at <a href="http://www.ComEd.com/CSPortal">www.ComEd.com/CSPortal</a> with your MyAccount Username and Password.</p> <div data-bbox="147 606 862 1106"><p><b>Login</b></p><p>Please sign into your account.</p><p>Username (Email Address): *</p><input type="text"/>  Password: *<input type="password"/>  <input type="checkbox"/> Remember Username  <a href="#">Forgot Username</a> or <a href="#">Password?</a> <input type="button" value="Sign In"/></div> <p><b>Generation Approval Process Notes:</b></p> <ul style="list-style-type: none"><li>• Your facility's generation is recorded in 30-minute intervals each month.</li><li>• At the end of every monthly generation period, this data needs to be verified and approved.</li><li>• Failure to confirm generation by the deadline may delay processing of subscriber credits until their next month's bill.</li><li>• If you agree with the total energy generated in kWh as it's presented in the Community Solar Portal for the generation period being reviewed, you can simply choose to confirm the data with the click of a button.</li><li>• If you would like the opportunity to evaluate the details behind each 30-minute interval, you can elect to download your interval data and save it as an Excel file.</li><li>• Sometimes, the utility meter located at a facility fails to record generation for an interval. In this scenario, the interval will be estimated.</li><li>• You may download and edit the data through the CS Portal and supply alternate data for those intervals.</li><li>• Once you have completed your review and resaved the file, you may upload the updated information back into the portal.</li><li>• If the file that you return for confirmation contains intervals with no data, those intervals will be counted as 0 kWh.</li></ul>


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2.	<p><b>HOW TO GET TO THE GENERATION APPROVAL SCREEN:</b></p> <p>When it is time for your facility’s generation data to be verified and approved, a notification message will appear on the Facility List page.</p> <p><b>Click</b> on the Facility name.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Billing 1</b></p> <p>Facility ID: 7101 <span style="float: right;">Status: Activated</span></p> <p>Facility Meter #: 230128058</p> <hr style="border: 1px solid orange;"/> <p><b>Action Required: Confirm Facility's Generation by 10/31/2019 at 3:00 PM CT.</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Subscribers</th> <th style="text-align: left;">Capacity Allocated</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>53.62%</td> </tr> </tbody> </table> </div> <p><b>NOTE:</b> A Notification will appear on the facility tile letting you know that there is an Action Due or Action Past Due to confirm the Facility’s Generation.</p> <p>Also, <u>ALL</u> CSP users for this facility will receive an email notifying them that an action is required - with generation approval due or past due (an email will be sent every day until generation is approved). Since the email and the alerts will be presented to <u>all</u> users of the facility, it will be important to ensure that everyone is aware which of the users is responsible for confirming generation. (We recommend that a primary and backup be identified, since this is such a critical and timely task that needs to be completed to ensure subscribers don't miss out on their credits.)</p>	Subscribers	Capacity Allocated	9	53.62%
Subscribers	Capacity Allocated				
9	53.62%				

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Step	Action
3.	<p>Click on the Subscriber List page for that facility. At the top of the Subscriber List page, there will be a link to “Review &amp; Confirm” for you to click on.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>Once you have selected “Review &amp; Confirm”, you will be directed to the “Review &amp; Confirm Generation” page.</p>


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4.	<p><b>IF YOU WANT TO CONFIRM GENERATION:</b></p> <p>If you <u>agree</u> with the “Energy Generated” number of kWh that is presented there, you can simply click on the “Confirm Energy Generated” button to continue.</p> <p>Otherwise, you can select the “Download &amp; Submit Interval Data” button to download and save an Excel spreadsheet with the facility’s 30-minute interval data information for each day of the generation period displayed on the “Review &amp; Confirm Generation” page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; Back</span> <span>Project E</span> </div> <hr/> <h3 style="text-align: center;">Review &amp; Confirm Generation</h3> <p><b>Confirmation Deadline: 10/31/2019 3:00 PM CT</b></p> <p>Each month your facility's interval data for the "Project E" project generation must be verified and approved. Failure to confirm generation by the deadline will delay processing of subscriber credits. Please advise the person authorized to approve generation that it is time to review and approve data for this facility.</p> <hr/> <p>Your facility's generation is recorded in 30-minute intervals throughout the generation period. Sometimes, the utility meter located at your facility fails to record the generation for an interval. In this scenario, the interval will be estimated. You may download and edit the data and supply alternate data for those intervals. If you confirm your facility's generation with intervals that contain no data, those intervals will be counted as 0 kWh.</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Generation Period</th> <th style="text-align: left;">Energy Generated</th> </tr> </thead> <tbody> <tr> <td>9/18/2019-10/15/2019</td> <td>2,646.0000 kWh</td> </tr> </tbody> </table> <hr/> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Confirm Energy Generated</div> <div style="border: 1px solid #0070C0; padding: 5px 15px; border-radius: 3px;">Download &amp; Submit Interval Data</div> </div> <div style="text-align: center; margin-top: 10px;">  </div> </div>	Generation Period	Energy Generated	9/18/2019-10/15/2019	2,646.0000 kWh
Generation Period	Energy Generated				
9/18/2019-10/15/2019	2,646.0000 kWh				



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Step	Action
	<p>You will see a Pop up to Confirm Generation. Once you confirm the generation it can not be undone.</p> <div data-bbox="173 514 695 919" style="border: 1px solid black; padding: 10px;"><p style="text-align: right;">✕</p><p>Are you sure you want to confirm your generation for Billing 1?</p><p><small>Generation Period</small> 9/18/2019-10/15/2019</p><p><small>Energy Generated</small> <b>2,646.0000 kWh</b></p><p><a href="#">Yes, Confirm Generation</a></p><p><small>This action cannot be undone.</small></p></div>

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Step	Action				
5.	<p data-bbox="142 443 1409 474"><b>IF YOU WANT TO REVIEW THE GENERATION FILE PRIOR TO CONFIRMING THE GENERATION:</b></p> <p data-bbox="142 512 1511 579">If you would like to review and edit ComEd's interval data file for the facility <b>click</b> Download and Submit Interval Data.</p> <div data-bbox="142 621 1528 1524" style="border: 1px solid #ccc; padding: 10px;"><p data-bbox="191 642 289 674"><a href="#">Back</a></p><p data-bbox="1398 642 1479 674">Project E</p><hr/><h3 data-bbox="191 758 846 810">Review &amp; Confirm Generation</h3><p data-bbox="191 852 740 884"><b>Confirmation Deadline: 10/31/2019 3:00 PM CT</b></p><p data-bbox="191 909 1471 993">Each month your facility's interval data for the "Project E" project generation must be verified and approved. Failure to confirm generation by the deadline will delay processing of subscriber credits. Please advise the person authorized to approve generation that it is time to review and approve data for this facility.</p><hr/><p data-bbox="191 1066 1479 1182">Your facility's generation is recorded in 30-minute intervals throughout the generation period. Sometimes, the utility meter located at your facility fails to record the generation for an interval. In this scenario, the interval will be estimated. You may download and edit the data and supply alternate data for those intervals. If you confirm your facility's generation with intervals that contain no data, those intervals will be counted as 0 kWh.</p><hr/><table data-bbox="191 1241 1105 1325"><thead><tr><th data-bbox="191 1241 342 1262">Generation Period</th><th data-bbox="854 1241 1003 1262">Energy Generated</th></tr></thead><tbody><tr><td data-bbox="191 1289 526 1325">9/18/2019-10/15/2019</td><td data-bbox="854 1289 1105 1325">2,646.0000 kWh</td></tr></tbody></table><hr/><div data-bbox="191 1413 1003 1472"><span data-bbox="191 1413 500 1472">Confirm Energy Generated</span> <span data-bbox="516 1413 889 1472">Download &amp; Submit Interval Data</span> </div></div>	Generation Period	Energy Generated	9/18/2019-10/15/2019	2,646.0000 kWh
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9/18/2019-10/15/2019	2,646.0000 kWh				

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Step	Action
6.	<p>A new screen will appear and allow you to click on Download and Submit Interval Data.</p> <div data-bbox="144 508 1089 1131"><p>Download &amp; Submit Interval Data</p><hr/><p>Step 1: Download Utility Interval Data</p><p><a href="#">Download &amp; Submit Interval Data</a> </p><p>Download the Excel file containing the generation amounts for each interval as recorded by the utility's meter located at your facility. Open this file as a spreadsheet in Microsoft Excel (or another spreadsheet application).</p><p>To modify the amount of energy your facility generated, edit the values in the "Energy Generated" column. For each interval, you may enter an "Energy Generated" amount, containing up to four decimal places.</p><p>The "Energy Generated" amount you enter cannot exceed 100% of your nameplate capacity. You must supply an "Energy Generated" amount for each interval; failure to do so may cause an error when the file is uploaded.</p><p><a href="#">Having difficulty? Review the full set of instructions.</a></p><hr/><p>Step 2: Upload Interval Data</p><p>Upload File </p></div>

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Step	Action																					
7.	<p>The excel spreadsheet will open and you will see your facility generation broken down by the time period in 30-minute intervals. To modify the amount of energy your facility generated, edit the values in the "Energy Generated" column. For each interval, you may enter an "Energy Generated" amount, containing up to four decimal places.</p> <p><b>Save</b> the file to your desktop.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>Date</th> <th>Interval</th> <th>Energy Generated (kWh)</th> </tr> </thead> <tbody> <tr><td>9/18/2019</td><td>00:30</td><td>0.0000</td></tr> <tr><td>9/18/2019</td><td>01:00</td><td>0.0000</td></tr> <tr><td>9/18/2019</td><td>01:30</td><td>5.2500</td></tr> <tr><td>9/18/2019</td><td>02:00</td><td>0.0000</td></tr> <tr><td>9/18/2019</td><td>02:30</td><td>5.2500</td></tr> <tr><td>9/18/2019</td><td>03:00</td><td>0.0000</td></tr> </tbody> </table> <p><b>NOTE:</b> The "Energy Generated" amount you enter cannot exceed 100% of your nameplate capacity. You must supply an "Energy Generated" amount for each interval; if a file is uploaded and it includes intervals that contain no data, those intervals will be counted as 0 kWh.</p> <p>If you have no changes to the generation data, then go back into portal from the excel spreadsheet and <b>select</b> Cancel at the bottom.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px; background-color: #f0f0f0;">Save</div> <div style="border: 1px solid gray; padding: 2px 10px; background-color: #f0f0f0; border-radius: 50%; color: #0070C0;">Cancel</div> </div> </div> <p>You will then return to the "Review &amp; Confirm" screen and <b>select</b> Confirm Energy Generated.</p>	Date	Interval	Energy Generated (kWh)	9/18/2019	00:30	0.0000	9/18/2019	01:00	0.0000	9/18/2019	01:30	5.2500	9/18/2019	02:00	0.0000	9/18/2019	02:30	5.2500	9/18/2019	03:00	0.0000
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Step	Action
	<div data-bbox="139 432 1325 697"></div> <p data-bbox="139 772 1503 835">You will be given one additional opportunity to approve or return to the previous screen or <b>select</b> Yes, Confirm Generation.</p> <div data-bbox="139 861 1073 1528"></div>


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Step	Action						
	<p>A pop up will then appear once you have confirmed generation.</p> <div data-bbox="142 592 1295 1150" style="border: 1px solid #ccc; padding: 10px;"><p> <b>Generation Confirmed!</b></p><hr/><p>You confirmed your generation for Dorne Community Garden. We will use this generation amount to calculate your subscribers' credits.</p><hr/><table><tr><td>Generation Period</td><td>Capacity Generated</td></tr><tr><td>03/01/2019-03/31/2019</td><td><b>23,847,219.3812 kWh</b></td></tr><tr><td></td><td><i>Edited</i></td></tr></table><p><a href="#">Return to Subscriber List</a></p></div>	Generation Period	Capacity Generated	03/01/2019-03/31/2019	<b>23,847,219.3812 kWh</b>		<i>Edited</i>
Generation Period	Capacity Generated						
03/01/2019-03/31/2019	<b>23,847,219.3812 kWh</b>						
	<i>Edited</i>						




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Step	Action
9.	<p>The Upload Successful message will then be displayed, and you will need to <b>click</b> Save. If you click Cancel you will return to the “Review &amp; Confirm Generation” page where you can confirm the original generation data or repeat the process to upload a different file.</p> <div data-bbox="154 604 1036 1293"><p><b>Step 2: Upload Interval Data</b></p><p>Copy of GenerationData.xlsx </p><p> <b>Upload Successful</b> Total Energy Generated: 2,648.0000 kWh. Click "Save" to continue.</p><p> </p></div>

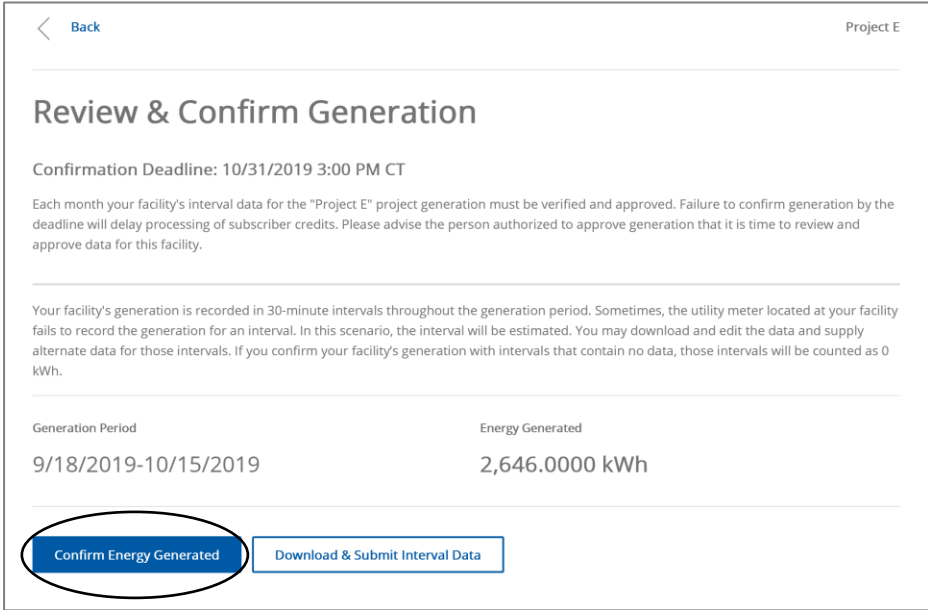
### Community Solar Portal – Approving Generation for Your Facility

Step	Action												
10.	<p>Once you click Save you will then be brought back to the original page and it will show you that the Energy Generated amount was updated. You can now <b>select</b> the Confirm Energy Generated button to submit your interval date for the period.</p> <div data-bbox="155 611 1377 1003" style="border: 1px solid black; padding: 10px;"> <p>The Energy Generated amount was updated.</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Generation Period</b></td> <td style="width: 50%;"><b>Energy Generated</b></td> </tr> <tr> <td>9/18/2019-10/15/2019</td> <td>2,648.0000 kWh</td> </tr> <tr> <td></td> <td><i>Edited ↻</i></td> </tr> </table> <hr/> <div style="display: flex; justify-content: space-around;"> <div data-bbox="164 915 477 968" style="border: 1px solid black; border-radius: 15px; padding: 5px 15px; background-color: #0056b3; color: white; text-align: center;"> <b>Confirm Energy Generated</b> </div> <div data-bbox="483 915 841 968" style="border: 1px solid #0056b3; padding: 5px 15px; text-align: center;"> Download &amp; Submit Interval Data </div> </div> </div> <p><b>Select</b> “Confirm Energy Generated” and you will receive a Success Message</p> <div data-bbox="147 1199 1297 1755" style="border: 1px solid #0056b3; padding: 10px;"> <div style="display: flex; align-items: center;">  <h2 style="margin: 0;">Generation Confirmed!</h2> </div> <hr/> <p>You confirmed your generation for Dorne Community Garden. We will use this generation amount to calculate your subscribers’ credits.</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Generation Period</b></td> <td style="width: 50%;"><b>Capacity Generated</b></td> </tr> <tr> <td>03/01/2019–03/31/2019</td> <td>23,847,219.3812 kWh</td> </tr> <tr> <td></td> <td><i>Edited</i></td> </tr> </table> <div data-bbox="185 1644 521 1696" style="margin-top: 10px; text-align: center;"> <div style="border: 1px solid #0056b3; background-color: #0056b3; color: white; padding: 5px 15px; display: inline-block;"> Return to Subscriber List </div> </div> </div>	<b>Generation Period</b>	<b>Energy Generated</b>	9/18/2019-10/15/2019	2,648.0000 kWh		<i>Edited ↻</i>	<b>Generation Period</b>	<b>Capacity Generated</b>	03/01/2019–03/31/2019	23,847,219.3812 kWh		<i>Edited</i>
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	<i>Edited</i>												

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Step	Action				
	<p>If you made an error and you want to start again so you can upload a different file, then <b>select</b> the <i>Edited</i> </p> <div data-bbox="149 535 1328 915" style="border: 1px solid black; padding: 10px;"><p>The Energy Generated amount was updated.</p><hr/><table><thead><tr><th data-bbox="155 638 305 659">Generation Period</th><th data-bbox="781 638 922 659">Energy Generated</th></tr></thead><tbody><tr><td data-bbox="155 684 475 716">9/18/2019-10/15/2019</td><td data-bbox="781 684 1016 716">2,648.0000 kWh</td></tr></tbody></table><p data-bbox="764 722 873 772" style="text-align: center;"><i>Edited</i> </p><hr/><div data-bbox="159 831 813 877" style="display: flex; justify-content: space-around;"><span data-bbox="185 842 423 867">Confirm Energy Generated</span><span data-bbox="493 842 786 867">Download &amp; Submit Interval Data</span></div></div> <p>A pop up to confirm you want to undo your changes will appear.</p> <div data-bbox="144 1010 911 1392" style="border: 1px solid black; padding: 10px; text-align: center;"><p data-bbox="289 1052 773 1136">Are you sure you want to undo your changes ? </p><p data-bbox="253 1167 808 1220">If you choose to undo, all changes made to your interval data will be lost.</p><div data-bbox="375 1266 688 1318" style="margin: 10px auto; border: 1px solid black; background-color: #0056b3; color: white; padding: 5px 15px; text-align: center;">Yes Undo My Changes</div></div>	Generation Period	Energy Generated	9/18/2019-10/15/2019	2,648.0000 kWh
Generation Period	Energy Generated				
9/18/2019-10/15/2019	2,648.0000 kWh				

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Step	Action				
	<p>You will return to the “Review &amp; Confirm Generation” page where you can confirm the original generation data or repeat the process from above to upload a different file.</p> <div data-bbox="142 516 1065 1121"><table border="1"><thead><tr><th data-bbox="170 932 277 947">Generation Period</th><th data-bbox="618 932 721 947">Energy Generated</th></tr></thead><tbody><tr><td data-bbox="170 963 399 989">9/18/2019-10/15/2019</td><td data-bbox="618 963 786 989">2,646.0000 kWh</td></tr></tbody></table></div> <p>Once the generation is approved, the notifications that you need to approve Generation are no longer on showing underneath your facility in the CSP.</p>	Generation Period	Energy Generated	9/18/2019-10/15/2019	2,646.0000 kWh
Generation Period	Energy Generated				
9/18/2019-10/15/2019	2,646.0000 kWh				