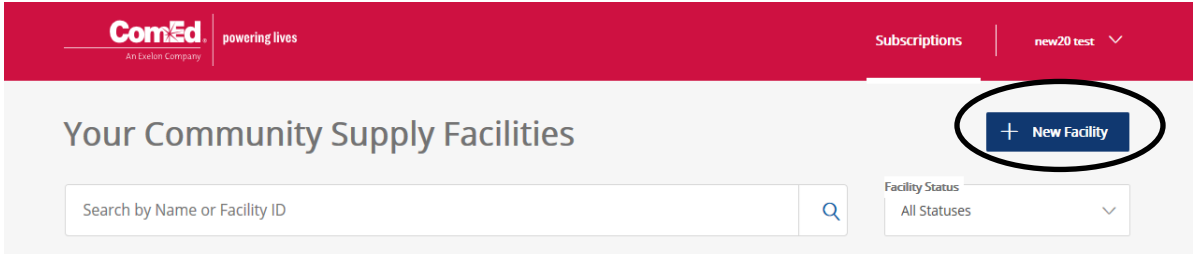


Community Solar Portal – Create a New Facility Application

Purpose - To provide steps for you to create a Community Solar Facility in the Community Solar Portal.

Step	Action
1.	<p>Log into CSP at www.ComEd.com/CSPortal with your MyAccount Username and Password.</p> <div data-bbox="144 604 862 1106" style="border: 1px solid black; padding: 10px;"> <p>Login</p> <p>Please sign into your account.</p> <p>Username (Email Address): *</p> <input type="text"/> <p>Password: *</p> <input type="password"/> <input type="checkbox"/> Remember Username ? Forgot Username or Password? Sign In </div>
2.	<p>After you have logged in and are at the CSP landing page, Click on + New Facility button and tell us about the CS project you will be enrolling subscribers in.</p> <div data-bbox="139 1302 1325 1554" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows the top navigation bar with the ComEd logo and 'powering lives' tagline. On the right, there are links for 'Subscriptions' and a user profile 'new20 test'. Below the navigation bar, the main heading is 'Your Community Supply Facilities'. A search bar is present with the placeholder text 'Search by Name or Facility ID'. To the right of the search bar is a 'Facility Status' dropdown menu set to 'All Statuses'. A blue button with a white plus sign and the text '+ New Facility' is circled in black.</p> </div>

Community Solar Portal – Create a New Facility Application

Step	Action															
3.	<p>Once you click the +New Facility link a new Community Solar Facility Application appears and you will be asked to complete the following fields to tell us about the CS project.</p> <p>NOTE: Please read through the New Facility Application so you are prepared to complete and "Submit" your application. Data entered will be lost if not "Submitted" before leaving the page. The CSP will time out after 20 minutes of being inactive.</p> <div data-bbox="224 667 1463 1451" style="border: 1px solid black; padding: 10px;"> <p>Facility Owner</p> <hr/> <p>Company Information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="text" value="Company Name"/></td> <td style="width: 50%;"><input type="text" value="Phone Number"/></td> </tr> <tr> <td><input type="text" value="Street Address"/></td> <td><input type="text" value="City"/></td> </tr> <tr> <td colspan="2"> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><small>State</small></td> <td style="width: 30%;"><input type="text" value="Select an option"/></td> <td style="width: 40%;"><input type="text" value="Zip Code"/></td> </tr> </table> </td> </tr> </table> <hr/> <p>Primary Contact Person</p> <p><small>This individual will be the primary point of contact (POC) for the Community Supply facility and will be authorized to approve access by others to view and manage the facility using the portal. As the POC, he/she need to register for ComEd.com 'My Account', if they don't already have one.</small></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="text" value="Full Name"/></td> <td style="width: 50%;"><input type="text" value="Title"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>Optional</small></td> </tr> <tr> <td><input type="text" value="Phone Number"/></td> <td><input type="text" value="Email Address"/></td> </tr> </table> </div>	<input type="text" value="Company Name"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><small>State</small></td> <td style="width: 30%;"><input type="text" value="Select an option"/></td> <td style="width: 40%;"><input type="text" value="Zip Code"/></td> </tr> </table>		<small>State</small>	<input type="text" value="Select an option"/>	<input type="text" value="Zip Code"/>	<input type="text" value="Full Name"/>	<input type="text" value="Title"/>	<small>Optional</small>		<input type="text" value="Phone Number"/>	<input type="text" value="Email Address"/>
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Community Solar Portal – Create a New Facility Application

Step	Action										
4.	<p>As you are completing each section it is important to fill out as much as you can for each field. In this section of the application the Facility Owner information is requested as well as the Primary Contact Person for ComEd to contact about the Facility.</p> <p>NOTE: The primary point of contact (POC) for the Community Supply facility will be authorized to approve access by others to view and manage the facility using the portal. As the POC, he/she needs to register for a ComEd.com 'My Account', if they don't already have one. <i>The email address associated with their 'My Account' User ID must be the same email address that is provided within the CS Portal New Facility Application, below.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Facility Owner</p> <hr/> <p>Company Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border: 1px solid #ccc; padding: 5px;">Company Name</td> <td style="width: 60%; border: 1px solid #ccc; padding: 5px;">Phone Number</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Street Address</td> <td style="border: 1px solid #ccc; padding: 5px;">City</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">State Select an option ▼</td> <td style="border: 1px solid #ccc; padding: 5px;">Zip Code</td> </tr> </table> <hr/> <p>Primary Contact Person</p> <p style="font-size: small;">This individual will be the primary point of contact (POC) for the Community Supply facility and will be authorized to approve access by others to view and manage the facility using the portal. As the POC, he/she need to register for ComEd.com 'My Account', if they don't already have one.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border: 1px solid #ccc; padding: 5px;">Full Name</td> <td style="width: 60%; border: 1px solid #ccc; padding: 5px;">Title</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Phone Number</td> <td style="border: 1px solid #ccc; padding: 5px;">Email Address</td> </tr> </table> </div>	Company Name	Phone Number	Street Address	City	State Select an option ▼	Zip Code	Full Name	Title	Phone Number	Email Address
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Community Solar Portal – Create a New Facility Application

Step	Action
5.	<p>In the Subscriber Organization section, you can add an organization other than the facility owner who will be responsible for managing subscribers. If you do not have an additional organization then click “Does Not Apply”.</p> <p>NOTE: Upon approval by the Facility Owner POC, this individual will be added as an approved user with access to this facility in the Community Solar Portal (CS Portal).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Subscriber Organization</p> <p>If an organization other than the facility owner will be responsible for managing subscribers, please provide their primary contact information. Upon approval by the Facility Owner POC, this individual will be added as an approved user with access to this facility in the Community Solar Portal (CS Portal).</p> <hr/> <p><input type="checkbox"/> Does not apply.</p> <p>Company Information</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="Company Name"/> </div> <div style="width: 45%;"> <input type="text" value="Phone Number"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;"> <input type="text" value="Street Address"/> </div> <div style="width: 20%;"> <input type="text" value="City"/> </div> <div style="width: 20%;"> <p>State</p> <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select an option"/> </div> <div style="width: 20%;"> <input type="text" value="Zip Code"/> </div> </div> <hr/> <p>Primary Contact Person</p> <p>If approved by the facility owner, this individual will be authorized to manage subscribers for this facility.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="text" value="Full Name"/> </div> <div style="width: 45%;"> <input type="text" value="Title"/> </div> </div> <p style="text-align: center; margin-top: 5px;"><i>Optional</i></p> </div>

Community Solar Portal – Create a New Facility Application

Step	Action																				
6.	<p>The Billing, Credit, Customer Inquiry Contact Information section will help us know who to contact when ComEd.com receives questions about your Community Supply facility, billing credits, etc.</p> <p>Occasionally, we receive questions about marketing material a customer has received. Let us know who to contact about these kinds of inquiries, also. If you don't have a separate group to list you can click "Does Not Apply" and we will work directly with the POC when those questions come up.</p> <div data-bbox="131 674 1346 1619" style="border: 1px solid black; padding: 10px;"> <p>Billing, Credit, Customer Inquiry Contact Information</p> <p>Help us know who to contact when ComEd.com receives questions about your Community Supply facility, billing credits, etc.</p> <hr/> <p>Contact Person for Billing, Credit, Customer Inquiries</p> <table data-bbox="151 888 1310 1150"> <tr> <td data-bbox="151 888 714 945">Full Name</td> <td data-bbox="747 888 1310 945">Title</td> </tr> <tr> <td colspan="2" data-bbox="747 949 1310 970" style="text-align: center;"><i>Optional</i></td> </tr> <tr> <td data-bbox="151 989 714 1045">Phone Number</td> <td data-bbox="747 989 1310 1045">Email Address</td> </tr> <tr> <td data-bbox="151 1087 415 1150">Street Address</td> <td data-bbox="448 1087 714 1150">City</td> <td data-bbox="747 1087 1011 1150">State Select an option ▼</td> <td data-bbox="1044 1087 1310 1150">Zip Code</td> </tr> </table> <p>Contact Information for Marketing Inquiries</p> <p>Occasionally, we receive questions about marketing material a customer has received. Let us know who to contact about these kinds of inquiries.</p> <p><input type="checkbox"/> Does not apply.</p> <table data-bbox="151 1350 1310 1612"> <tr> <td data-bbox="151 1350 714 1407">Full Name</td> <td data-bbox="747 1350 1310 1407">Title</td> </tr> <tr> <td colspan="2" data-bbox="747 1411 1310 1432" style="text-align: center;"><i>Optional</i></td> </tr> <tr> <td data-bbox="151 1451 714 1507">Phone Number</td> <td data-bbox="747 1451 1310 1507">Email Address</td> </tr> <tr> <td data-bbox="151 1549 415 1612">Street Address</td> <td data-bbox="448 1549 714 1612">City</td> <td data-bbox="747 1549 1011 1612">State Select an option ▼</td> <td data-bbox="1044 1549 1310 1612">Zip Code</td> </tr> </table> </div>	Full Name	Title	<i>Optional</i>		Phone Number	Email Address	Street Address	City	State Select an option ▼	Zip Code	Full Name	Title	<i>Optional</i>		Phone Number	Email Address	Street Address	City	State Select an option ▼	Zip Code
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Community Solar Portal – Create a New Facility Application

Step	Action												
7.	<p>The Facility Information will need to include the Utility Account number associated with generation for that facility.</p> <p>NOTE: NamePlate Capacity is the maximum potential generation of the developer’s facility in AC kW and Anticipated Annual Generation is the amount you anticipate the facility will generate each year. The Interconnection Project ID is the application ID number used when applying with ComEd for Interconnection approval.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin: 10px 0;"> <p>Facility Information</p> <hr/> <p>Facility Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border: 1px solid #ccc; padding: 5px;">Facility Name</td> <td style="width: 55%; border: 1px solid #ccc; padding: 5px;">Utility Account #</td> </tr> <tr> <td></td> <td style="text-align: center; font-size: small;"><i>Optional</i></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Street Address</td> <td style="border: 1px solid #ccc; padding: 5px;">City</td> <td style="border: 1px solid #ccc; padding: 5px;"> <small>State</small> Select an option ▼ </td> <td style="border: 1px solid #ccc; padding: 5px;">Zip Code</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Nameplate Capacity (AC) kW</td> <td colspan="3" style="border: 1px solid #ccc; padding: 5px;">Anticipated Annual Generation (AC) kWh</td> </tr> </table> <hr/> <p>Interconnection Details</p> </div>	Facility Name	Utility Account #		<i>Optional</i>	Street Address	City	<small>State</small> Select an option ▼	Zip Code	Nameplate Capacity (AC) kW	Anticipated Annual Generation (AC) kWh		
Facility Name	Utility Account #												
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Street Address	City	<small>State</small> Select an option ▼	Zip Code										
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Community Solar Portal – Create a New Facility Application

Step	Action
8.	<p>You will need to select how you want the subscriber’s allocation to be entered for your facility and to confirm if you have ever received Qualifying Facility Certification.</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>How would you prefer to enter your subscriber’s allocation for this facility?</p> <p><input checked="" type="radio"/> Percentage (ex. 5.00%)</p> <p><input type="radio"/> Kilowatts (ex. 20.00 kW)</p> <hr/> <p>Additional Information</p> <p>Have you ever received Qualifying Facility Certification or, if your project is 1 MW or less, self-certified with FERC?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Yes No </div> </div> <p>Then Click the type of Community Supply Facility you are apply for in this application. Most applications will be Type C.</p> <div style="border: 1px solid black; padding: 10px;"> <p>What is your Community Supply facility type?</p> <p><input type="radio"/> Type A: Properties owned or leased by multiple retail customers that contribute to the operation of a renewable electrical generating facility as defined by the net metering law, through an ownership or leasehold interest of at least 200 watts in such facility, provided the facility is located within the ComEd service territory</p> <p><input type="radio"/> Type B: Individual units, apartments, or properties located in a single building that are owned or leased by multiple retail customers and collectively served by a common eligible renewable electrical generating facility as defined by the net metering law</p> <p><input checked="" type="radio"/> Type C: Subscriptions to community renewable generation projects</p> </div>

Community Solar Portal – Create a New Facility Application

Step	Action						
9.	<p>In the Facility Information to Display on Customer's Utility Bill, you will add the information you want customers to see on their bill and the contact information they will use when they need to contact you.</p> <div data-bbox="142 573 1451 942" style="border: 1px solid black; padding: 10px;"><p>Facility Information to Display on Customer's Utility Bill</p><hr/><table border="0"><tr><td data-bbox="155 726 712 783">Facility Name</td><td data-bbox="745 726 1305 783">Subscriber Organization Company Name</td></tr><tr><td colspan="2" data-bbox="745 789 800 806"><i>Optional</i></td></tr><tr><td data-bbox="155 827 712 884">Phone Number</td><td data-bbox="745 827 1305 884">Website Address</td></tr></table></div>	Facility Name	Subscriber Organization Company Name	<i>Optional</i>		Phone Number	Website Address
Facility Name	Subscriber Organization Company Name						
<i>Optional</i>							
Phone Number	Website Address						

Community Solar Portal – Create a New Facility Application

Step	Action
10.	<p>After you review the application you will need to click that you certify the information you provide in the form. Then click Submit.</p> <p>NOTE: An error will pop up if you missed any required fields or filled anything out incorrectly.</p> <div data-bbox="142 611 1349 968" style="border: 1px solid black; padding: 10px;"><p>Review & Submit</p><hr/><p><input type="checkbox"/> I hereby certify that: </p><ul style="list-style-type: none">• I have read and understand the terms and conditions which are attached hereto by reference;• I hereby agree to comply with the attached terms and conditions;• To the best of my knowledge, all the information provided in this application request form is complete and true.<p><input type="button" value="Submit"/></p></div> <p>Once you have submitted your application you can start entering subscribers into the portal, and they will be ready to be enrolled once your application has been activated by ComEd’s Community Supply Project Dept (CSPD).</p>