
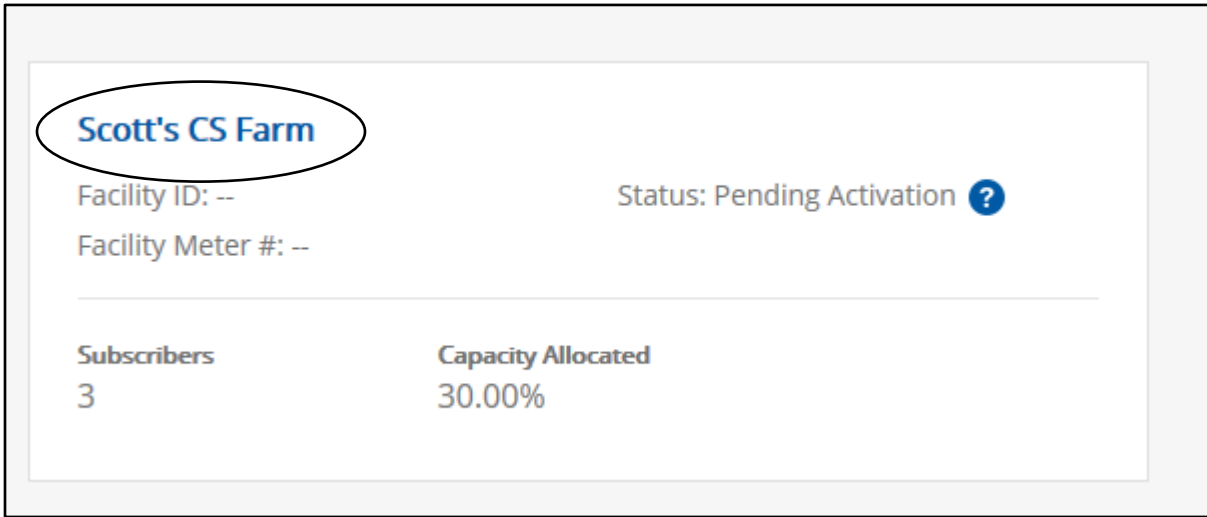


Community Solar Portal – Enroll a Subscriber in the Portal

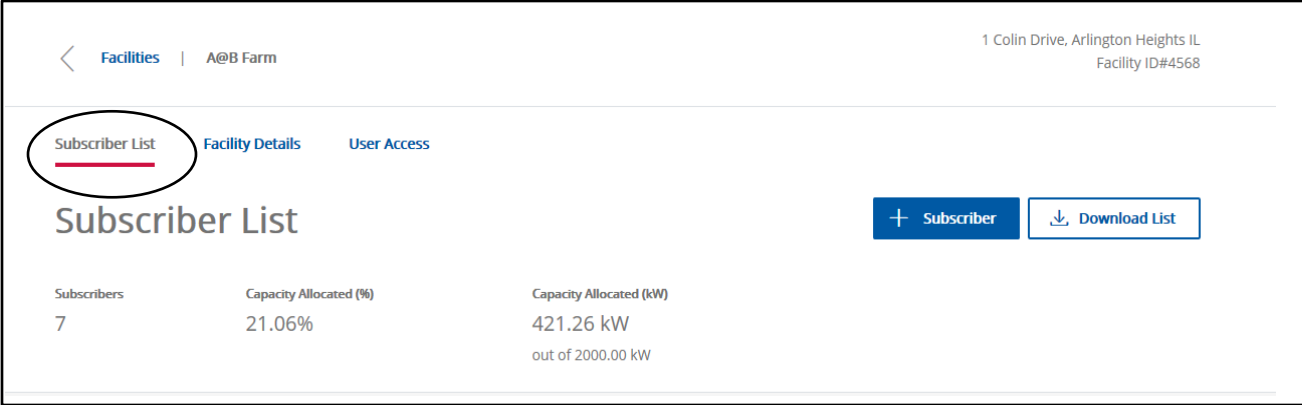
Purpose - To provide steps for you to enroll a subscriber(s) into your facility within the Community Solar Portal.

| Step | Action | | | | |
|-------------|--|-------------|--------------------|---|--------|
| 1. | <p>Log into CSP at www.ComEd.com/CSPortal with your MyAccount Username and Password.</p> <div data-bbox="147 606 862 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"/> <p><input type="checkbox"/> Remember Username ?</p> <p>Forgot Username or Password? Sign In</p> </div> | | | | |
| 2. | <p>You will need certain information about the subscriber to enroll them in the facility. Before you begin, make sure you have the following information in order to add subscribers:</p> <ul style="list-style-type: none"> • The subscriber's ComEd 10-digit account number. • The 9-digit meter number associated with customer's account. • Contracted allocation amount in kW or percentage. <p>If your facility is pending activation (as shown below), you may submit requests to enroll subscribers, but they will not be processed until the facility is activated.</p> <div data-bbox="141 1543 1006 1906" style="border: 1px solid #ccc; padding: 10px;"> <p>Scott's CS Farm</p> <p>Facility ID: -- Status: Pending Activation ?</p> <p>Facility Meter #: --</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>3</td> <td>30.00%</td> </tr> </tbody> </table> </div> | Subscribers | Capacity Allocated | 3 | 30.00% |
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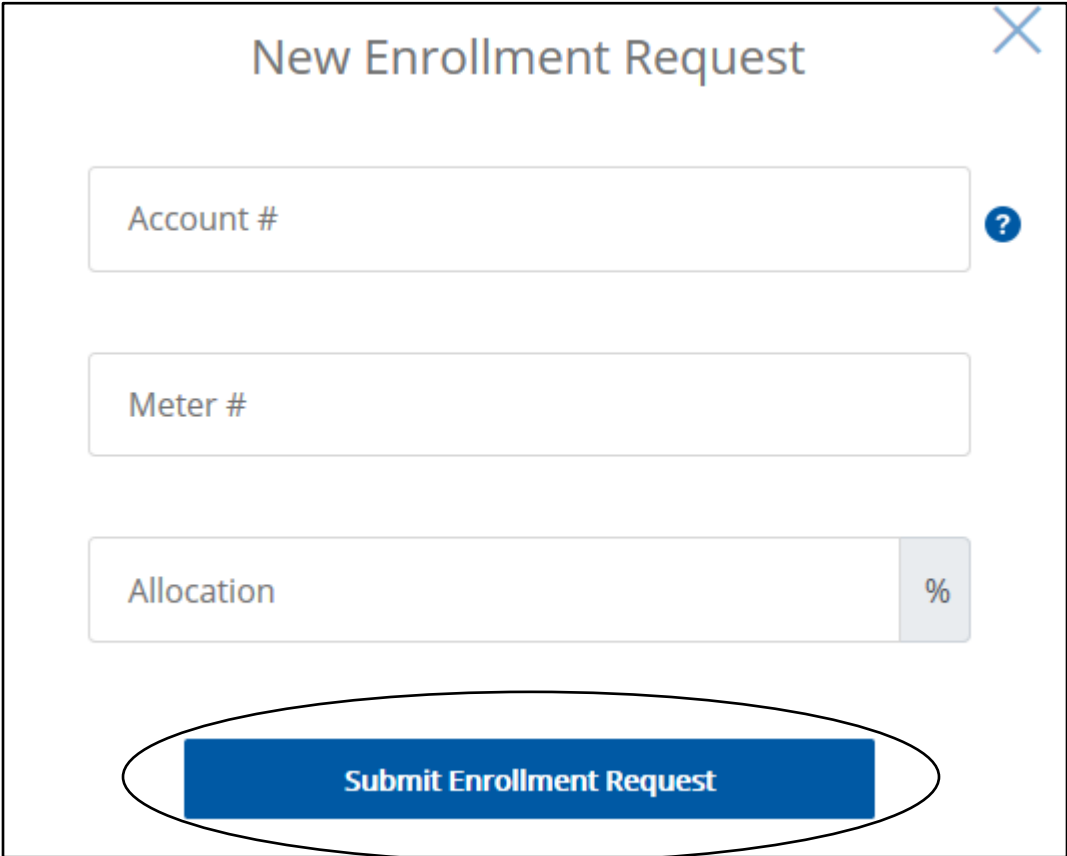
Community Solar Portal – Enroll a Subscriber in the Portal

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|------|---|
| 3. | <p>Once you have logged into the CSP, if you have many facilities associated to you then enter the name of the facility would like to find in the search bar and select the magnifying button to search for it.</p> <div data-bbox="144 543 1333 669" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p>Once you see the Facility Tile you would like to view click on the Facility name.</p> <div data-bbox="139 758 1339 1270" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">  </div> <p>NOTE:</p> <p>If your facility is pending activation: You may submit requests to enroll subscribers, but they will not be processed until the facility is activated.</p> <p>For the Facility to be activated, the ComEd Community Supply Project Dept. will confirm the following tasks are complete:</p> <ol style="list-style-type: none"> 1. All required information has been provided 2. A non-temporary customer account number, meter #, and facility ID have been established for the Community Supply Facility (CS Facility) 3. The CS Facility has received a certificate of completion from the DER Interconnection Team 4. The facility owners and subscriber organizations have completed Community Supply Portal Training (CSP Training), have valid User IDs and passwords for ComEd.com and have been set up as users for the CSP. |



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|-------------|--|--------------------------------|------------------------|-------------------------|---|--------|--------------------------------|
| 4. | <p>Note on the top bar, the Subscriber List option is underlined to indicate where, within the site, you are working.</p>  <p>The screenshot shows the 'Subscriber List' page for 'A@B Farm'. The 'Subscriber List' menu item is underlined and circled in red. The page displays the following information:</p> <ul style="list-style-type: none">Address: 1 Colin Drive, Arlington Heights IL, Facility ID#4568Navigation: Subscriber List (underlined), Facility Details, User AccessButtons: + Subscriber, Download ListSummary Table: <table border="1"><thead><tr><th>Subscribers</th><th>Capacity Allocated (%)</th><th>Capacity Allocated (kW)</th></tr></thead><tbody><tr><td>7</td><td>21.06%</td><td>421.26 kW out of 2000.00 kW</td></tr></tbody></table> | Subscribers | Capacity Allocated (%) | Capacity Allocated (kW) | 7 | 21.06% | 421.26 kW out of 2000.00 kW |
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| 5. | <p data-bbox="142 443 496 474">Click on +Subscriber button.</p> <div data-bbox="193 552 485 632"></div> <p data-bbox="142 707 1468 741">Complete the fields within the <i>New Enrollment Request</i> pop up box and click 'Submit Enrollment Request'.</p> <div data-bbox="147 781 1208 1631"></div> |

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| 6. | <p>Once the Subscriber Enrollment Request has been submitted, a pop up confirming that the enrollment has been submitted appears on your screen.</p> <p>NOTE: After a facility is activated, requests process daily at 3:45 PM CT. Once complete, we will provide the start date for this subscriber’s allocation (credits start to accrue the date following confirmation of a successful enrollment and will appear on the subscriber’s bill within the next two billing cycles).</p> <div data-bbox="131 674 1346 1619" style="border: 1px solid black; padding: 20px;"><div style="display: flex; justify-content: space-between;"></div><h2 style="text-align: center;">Enrollment Request Submitted!</h2><p style="text-align: center;">Your request to enroll subscriber utility account #2345678123 was submitted.</p><p style="text-align: center;">After a facility is activated, requests process daily at 3:45 PM CT. Once complete, we will provide the start date for this subscriber’s allocation (credits start to accrue the date following confirmation of a successful enrollment and will appear on the subscriber’s bill within the next two billing cycles).</p><div style="text-align: center; margin-top: 20px;"><div data-bbox="326 1423 987 1499" style="border: 1px solid blue; padding: 5px 20px; display: inline-block; margin-bottom: 5px;">Enroll Another Subscriber</div><div data-bbox="326 1514 987 1591" style="background-color: blue; color: white; padding: 5px 20px; display: inline-block;">Return to Subscriber List</div></div></div> |

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|-------------|--|-------------------------|------------------------|-------------------------|---|--------|------------------------|------------|-----------|----------|------------------|-----------|---|---|------------|-----------|----------|------------------|-----------|---|---|
| 7. | <p>The Subscriber List will provide you a summary of the all subscribers you have enrolled in your facility.</p> <div data-bbox="147 516 1455 814" style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Subscriber List</h3> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Subscribers</th> <th style="text-align: left;">Capacity Allocated (%)</th> <th style="text-align: left;">Capacity Allocated (kW)</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>50.00%</td> <td>1000.00kW 2000.00kW</td> </tr> </tbody> </table> </div> <p>If you would like to see the details for a specific subscriber, scroll down the page and you will see each subscriber listed. Once the facility application has been activated and the subscriber’s enrollment has been approved, you will see the start date for that subscriber listed in this view. For additional information about each subscriber transaction, click the down arrow at the end of the row to open another window.</p> <div data-bbox="142 1045 1336 1192" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">1000000004</td> <td style="width: 15%;">100000004</td> <td style="width: 15%;">Enrolled</td> <td style="width: 15%;">0.52% (10.33 kW)</td> <td style="width: 15%;">5/17/2019</td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%; text-align: center;">▼</td> </tr> <tr> <td>1002121211</td> <td>000121212</td> <td>Enrolled</td> <td>0.52% (10.33 kW)</td> <td>5/17/2019</td> <td style="text-align: center;">-</td> <td style="text-align: center;">▼</td> </tr> </tbody> </table> </div> <p>Note: Currently, subscribers begin to accrue credits beginning with their next scheduled meter reading date, assuming that date is at least five days following their enrollment in the facility. If that reading date is less than five days following their enrollment date, the subscriber will begin receiving credits on the meter reading date for the subsequent month. ComEd is in the process of making changes that will allow customers to begin earning credits on the day following their successful enrollment in the portal as noted in this job aid and within the portal.</p> | Subscribers | Capacity Allocated (%) | Capacity Allocated (kW) | 4 | 50.00% | 1000.00kW 2000.00kW | 1000000004 | 100000004 | Enrolled | 0.52% (10.33 kW) | 5/17/2019 | - | ▼ | 1002121211 | 000121212 | Enrolled | 0.52% (10.33 kW) | 5/17/2019 | - | ▼ |
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