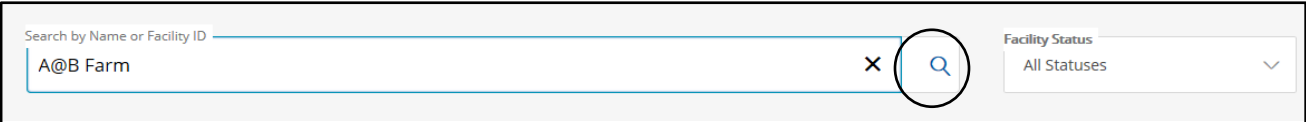
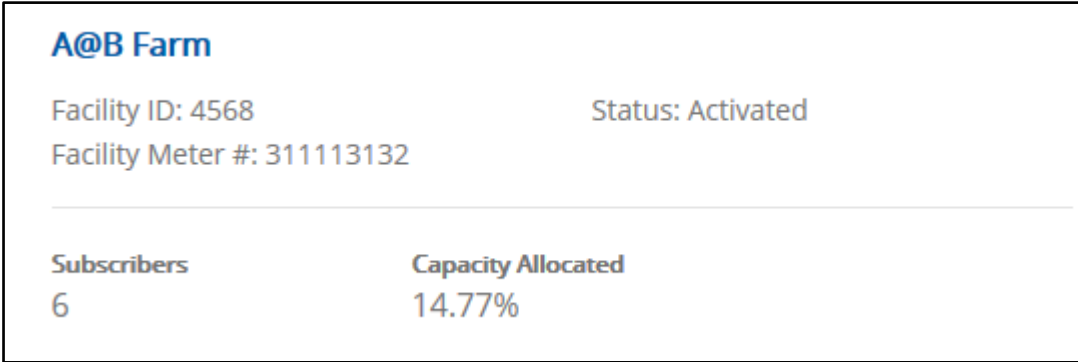
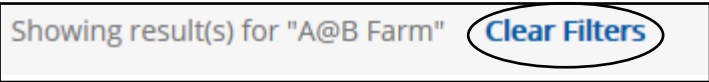


Community Solar Portal – Search My Facilities

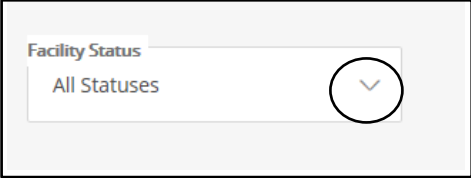
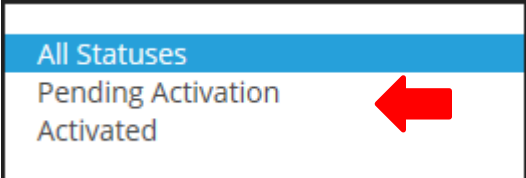
Purpose - To provide the steps for you to search for your Facilities in the Community Solar Portal.

Step	Action
1.	<p>Log into CSP at www.ComEd.com/CSPortal with your MyAccount Username and Password.</p> <div data-bbox="147 596 870 1108"><h3>Login</h3><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? <input type="button" value="Sign In"/></p></div>

Community Solar Portal – Search My Facilities

Step	Action												
2.	<p>Go to the search bar, enter the name of the facility you created (or any portion of the facility name) and click the magnifying glass.</p> <div data-bbox="147 543 1446 663"><p>The screenshot shows a search bar with the text "A@B Farm" entered. To the right of the search bar is a magnifying glass icon circled in red. To the right of the magnifying glass is a dropdown menu labeled "Facility Status" with "All Statuses" selected.</p></div> <p>Your facility search will appear and you can select the facility title for more information.</p> <div data-bbox="272 823 1344 1182"><p>The screenshot shows the search results for "A@B Farm". The results are displayed in a box with the following information:</p><table border="1"><tr><td colspan="2">A@B Farm</td></tr><tr><td>Facility ID: 4568</td><td>Status: Activated</td></tr><tr><td colspan="2">Facility Meter #: 311113132</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Subscribers</td><td>Capacity Allocated</td></tr><tr><td>6</td><td>14.77%</td></tr></table></div> <p>You will then be able to clear your filter and have all the facilities reappear.</p> <div data-bbox="147 1287 852 1367"><p>The screenshot shows the search results for "A@B Farm" with a "Clear Filters" button circled in red.</p></div>	A@B Farm		Facility ID: 4568	Status: Activated	Facility Meter #: 311113132		<hr/>		Subscribers	Capacity Allocated	6	14.77%
A@B Farm													
Facility ID: 4568	Status: Activated												
Facility Meter #: 311113132													
<hr/>													
Subscribers	Capacity Allocated												
6	14.77%												

Community Solar Portal – Search My Facilities

Step	Action
3.	<p>Another way to filter the Facilities is to select down arrow button on Facility Status box.</p>  <p>Select the status you would like to see for the facilities and all the facilities with that status will appear.</p>  <p>You will then be able to clear your filter and have all the facilities reappear.</p> 