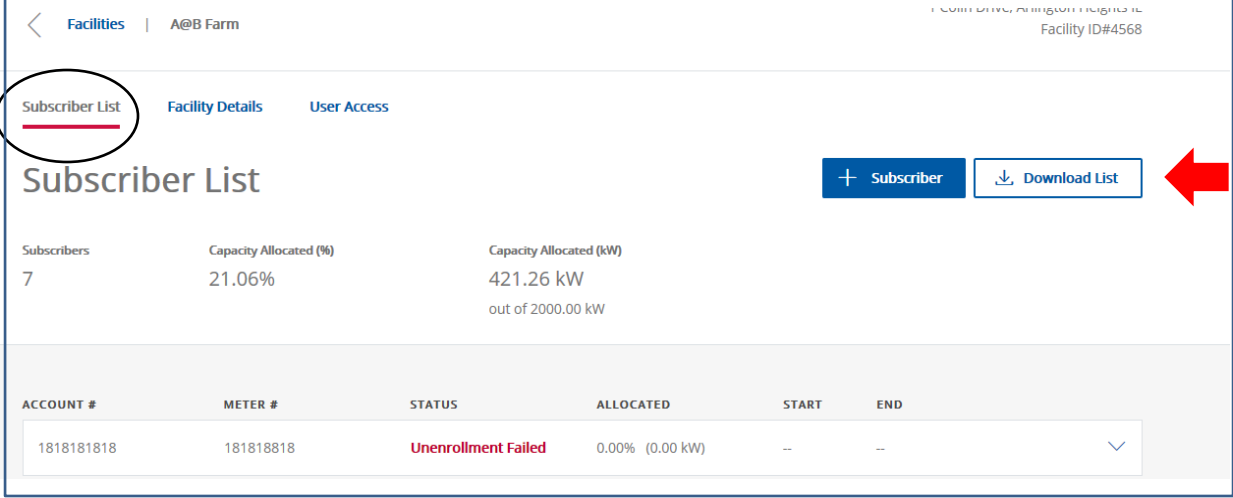


Community Solar Portal – Transferring, Closing, and Delete a Facility

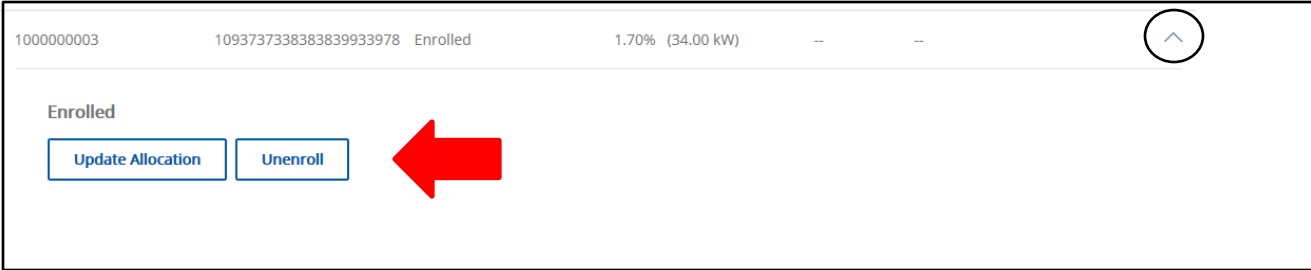
Purpose - To provide steps for you to Transfer, Close, or Delete a Facility in the Community Solar Portal.

Step	Action
1.	<p>Log into CSP at www.comed.com/CSPortal with your MyAccount Username and Password.</p> <div data-bbox="147 606 865 1106" style="border: 1px solid black; padding: 10px;"><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? Sign In</p></div>


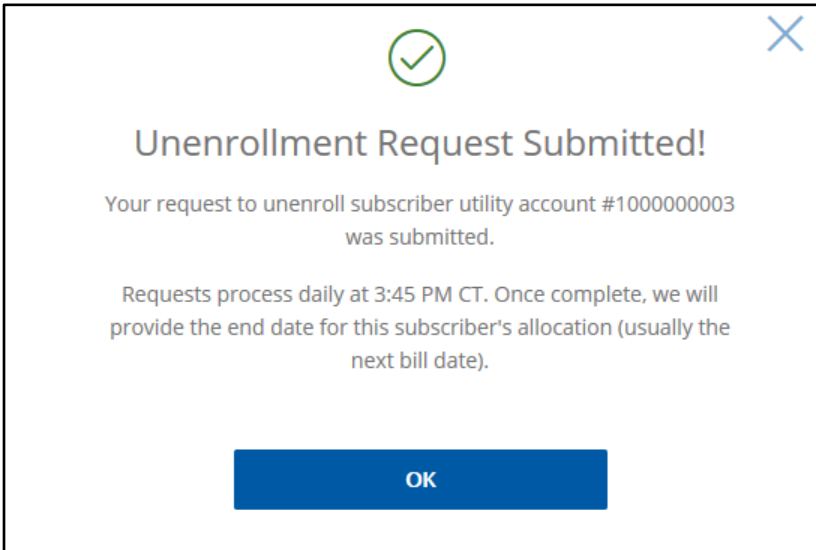
Community Solar Portal – Transferring, Closing, and Delete a Facility

Step	Action																																							
2.	<p>Download a list of all subscribers for the facility by clicking on the Subscriber list tab and then selecting Download List.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>An excel book with your subscribers' details will open.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th></th> <th>Account #</th> <th>Meter #</th> <th>Facility ID</th> <th>Status</th> <th>Allocation(%)</th> <th>Allocation(kW)</th> <th>Start Date</th> <th>End Date</th> <th>Status Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Your request to update this subscriber message should match the facility submitted. After a facility is active complete, we will provide the start date (credits start to accrue the date of appearance on the subscriber's bill will</td> </tr> <tr> <td>2</td> <td>2342424234</td> <td>243545345</td> <td>2323</td> <td>Update Pending</td> <td>5.00</td> <td>100.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>NOTE: Save the excel spreadsheet so that you can transfer your subscriber list to the new facility owner, and they can easily be re-enrolled once the new facility has been created in the portal.</p>		A	B	C	D	E	F	G	H		Account #	Meter #	Facility ID	Status	Allocation(%)	Allocation(kW)	Start Date	End Date	Status Details	1									Your request to update this subscriber message should match the facility submitted. After a facility is active complete, we will provide the start date (credits start to accrue the date of appearance on the subscriber's bill will	2	2342424234	243545345	2323	Update Pending	5.00	100.00			
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Community Solar Portal – Transferring, Closing, and Delete a Facility

Step	Action
3.	<p>You will then need to manually unsubscribe all participants by clicking on each subscriber's arrow button and clicking the <i>Unenroll</i> button.</p> <div data-bbox="149 537 1453 804"></div>

Community Solar Portal – Transferring, Closing, and Delete a Facility

Step	Action
4.	<p>Click on <i>Submit Unenrollment Request</i>.</p> <div data-bbox="269 575 1058 1045"><p>The pop-up box is titled "Unenrollment Request" and contains the following information:</p><ul style="list-style-type: none">Account #: 1000000003Meter #: 1093737338383839933978Allocation: 1.70% (34.00 kW)<p>At the bottom of the box is a blue button labeled "Submit Unenrollment Request".</p></div> <p>Once you Click <i>Submit Unenrollment Request</i> you will see this pop-up box. Click OK to proceed.</p> <div data-bbox="269 1184 1081 1730"><p>The pop-up box is titled "Unenrollment Request Submitted!" and features a green checkmark icon at the top left. It contains the following text:</p><p>Your request to unenroll subscriber utility account #1000000003 was submitted.</p><p>Requests process daily at 3:45 PM CT. Once complete, we will provide the end date for this subscriber's allocation (usually the next bill date).</p><p>At the bottom of the box is a blue button labeled "OK".</p></div>

Community Solar Portal – Transferring, Closing, and Delete a Facility

Step	Action														
5.	<p>When you then go back to the subscriber list that subscriber will be listed as “Unenrollment Pending”, until the end date provided by the customer information system has passed.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tbody> <tr> <td style="width: 15%;">1019257018</td> <td style="width: 15%;">271794593</td> <td style="width: 20%;">Unenrollment Pending</td> <td style="width: 15%;">0.80% (0.77 kW)</td> <td style="width: 15%;">9/26/2019</td> <td style="width: 10%;">--</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>1019391042</td> <td>271802049</td> <td>Unenrollment Pending</td> <td>1.10% (1.06 kW)</td> <td>9/26/2019</td> <td>--</td> <td style="text-align: right;">▼</td> </tr> </tbody> </table> <p>NOTE: Once the last subscriber has been unenrolled and the facility list shows there are 0 subscribers for your project, you can contact your ComEd Account Manager to delete your facility.</p> <p>NOTE: If you are transferring the subscribers to a new facility you will need to re-enroll them in that facility after they have been unenrolled. There may be a lag in time on when the subscribers will see their credits on their next bill or the following bill due to timing of unenrollment and re-enrollment.</p>	1019257018	271794593	Unenrollment Pending	0.80% (0.77 kW)	9/26/2019	--	▼	1019391042	271802049	Unenrollment Pending	1.10% (1.06 kW)	9/26/2019	--	▼
1019257018	271794593	Unenrollment Pending	0.80% (0.77 kW)	9/26/2019	--	▼									
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