

## Community Solar Portal (CSP) – Create a New CSP MyAccount Registration

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**Purpose** - To provide steps to create a Community Solar Portal MyAccount and then log into the Community Solar Portal. This user ID will directly connect you to the CSP landing page each time you login.

Step	Action
1	<p>If you DO NOT have an existing MyAccount it is recommended to log into Create a Community Solar MyAccount and create a community solar portal My Account ID. This will allow you to directly connect to the CSP lading page when you are logging in.</p> <p><b>Click</b> here to access the <a href="http://www.PEPCO.com/csprojectresources">www.PEPCO.com/csprojectresources</a> page and go to <i>Getting Started in the Portal</i> section and then <i>Access the Portal – Step 1</i> and <b>click Register</b>.</p> <div data-bbox="139 848 380 915" style="background-color: #0070C0; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Register</div>

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Step	Action												
2	<p>Once you <b>click</b> the link you will be asked to complete the following fields:</p> <div data-bbox="220 552 1419 1089" style="border: 1px solid black; padding: 10px;"> <h3 style="color: #0070C0;">CSEGS (MD) &amp; CREF (DC) Portal</h3> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 10px;">Login Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">First Name: *</td> <td style="width: 50%; padding: 5px;">Last Name: *</td> </tr> <tr> <td style="padding: 5px;"><input type="text"/></td> <td style="padding: 5px;"><input type="text"/></td> </tr> <tr> <td style="padding: 5px;">Email: *</td> <td style="padding: 5px;">Confirm Email: *</td> </tr> <tr> <td style="padding: 5px;"><input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/></td> <td style="padding: 5px;"><input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Password: *</td> <td style="padding: 5px;">Confirm Password: *</td> </tr> <tr> <td style="padding: 5px;"><input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/></td> <td style="padding: 5px;"><input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/></td> </tr> </table> <p style="font-size: small; margin-top: 10px;">Password must contain 8-16 characters only, must not contain spaces or match your username, and must satisfy at least three (3) of the criteria below:</p> <ul style="list-style-type: none"> <li>Contain at least one uppercase letter</li> </ul> </div> <p>Password Requirements:</p> <p>Password must contain 8-16 characters only, must not contain spaces or match your username, and must satisfy at least three (3) of the criteria below:</p> <ul style="list-style-type: none"> <li>Contain at least one uppercase letter</li> <li>Contain at least one lowercase letter</li> <li>Contain at least one number</li> <li>Contain at least one special character</li> </ul> <p><b>NOTE:</b> The email you put in the registration will need to be the same email you use when you are in the Community Solar Portal to have the accounts match.</p>	First Name: *	Last Name: *	<input type="text"/>	<input type="text"/>	Email: *	Confirm Email: *	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/>	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/>	Password: *	Confirm Password: *	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/>	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/>
First Name: *	Last Name: *												
<input type="text"/>	<input type="text"/>												
Email: *	Confirm Email: *												
<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/>	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text"/>												
Password: *	Confirm Password: *												
<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/>	<input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="password"/>												

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Step	Action
3	<p><b>Click</b> on the Security Question #1 field and select the question you would like to answer and then <b>click</b> on the next field to answer the question. Next, select Security Question #2 field and then answer the question.</p> <p>Once you have completed the Security Questions you will <b>select</b> Continue.</p> <div data-bbox="134 726 1433 1293" style="border: 1px solid black; padding: 10px;"><p>Select your 2 security questions and enter each corresponding answer.</p><p><b>Security Question 1: *</b></p><input data-bbox="235 842 787 884" type="text"/> <p><b>Security Answer 1: *</b></p><input data-bbox="235 934 787 976" type="text"/> <p><b>Security Question 2: *</b></p><input data-bbox="235 1029 787 1071" type="text"/> <p><b>Security Answer 2: *</b></p><input data-bbox="235 1121 787 1163" type="text"/> <p><input data-bbox="235 1203 321 1245" type="button" value="Cancel"/> <input data-bbox="1214 1178 1403 1266" type="button" value="Continue ▶"/></p></div> <p>This will take you to the Transfer Terms and Legal Disclaimer section.</p>

## Community Solar Portal (CSP) – Create a New CSP MyAccount Registration

Step	Action
4	<p>The Transfer Terms and Legal Disclaimer for PEPCO will be displayed for you to read and once finished <b>check</b> <i>Yes, I have read, understand, and agree to these Terms and Conditions.</i></p> <p>Next, you will <b>click</b> Submit.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="color: #0070C0; font-weight: bold; font-size: 1.2em;">CSEGS (MD) &amp; CREF (DC) Portal</p> <div style="background-color: #D3D3D3; padding: 2px 5px; margin-bottom: 5px;">Login Information</div> <div style="background-color: #0070C0; color: white; padding: 2px 5px; margin-bottom: 5px;">Transfer Terms &amp; Legal Disclaimer</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Pepco - PHI BIDA Terms of Use</b></p> <p>You have accessed a website of Potomac Electric Power Company ("Pepco"), (the "Site"). By browsing and/or using this site, you are agreeing to accept, unconditionally and without modification, the terms and conditions which follow below and the Terms and Conditions and Privacy Policy set forth at <a href="http://www.exeloncorp.com">www.exeloncorp.com</a>, together with all applicable laws ("Terms of Use"). Exelon Corporation is the parent corporation of Potomac Electric Power Company.</p> <p>If any of the Terms of Use are not acceptable to you, do not browse or use this Site.</p> <p>These Terms of Use may be revised from time to time. You are bound by any such revisions, and you should periodically review this page to monitor such revisions.</p> <p><small>Any use of this site for other than its intended purpose or any unlawful purpose is a criminal offense.</small></p> <p><input type="checkbox"/> Yes, I have read, understand and agree to these Terms and Conditions. *</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Cancel</span> <span>◀ Back</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 3px;">Submit ▶</span> </div> </div>

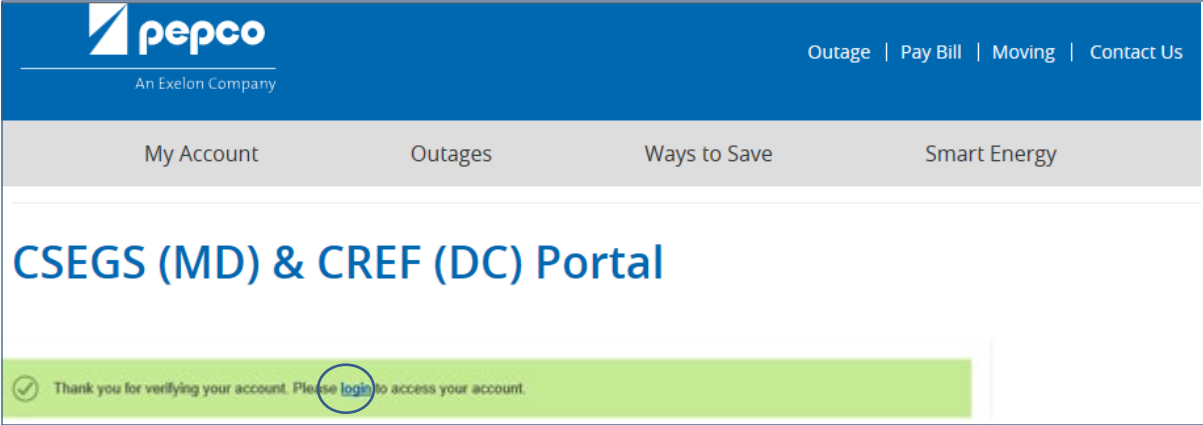
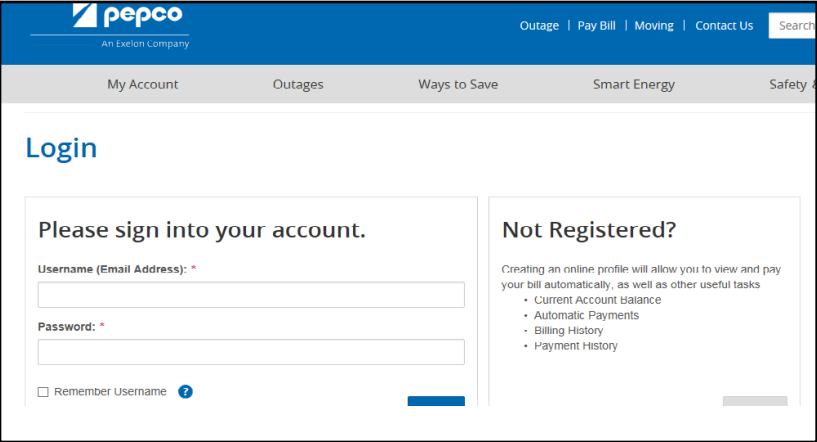
## Community Solar Portal (CSP) – Create a New CSP MyAccount Registration

Step	Action
5.	<p><b>Check</b> your email for a confirmation message to verify your registration.</p> <p>That email will contain a link. Please complete your registration and validate your email address by clicking on the link or copying and pasting the link into an internet browser.</p> <p><b>NOTE:</b> Please be sure to check your spam/junk mail folders and add no-reply@PEPCO.com to your safe sender list.</p> <div data-bbox="138 735 1328 1270" style="border: 1px solid black; padding: 10px;"> <h3>CSEGS (MD) &amp; CREF (DC) Portal</h3> <div style="background-color: #cccccc; padding: 2px 5px; margin-bottom: 2px;">Login Information</div> <div style="background-color: #cccccc; padding: 2px 5px; margin-bottom: 2px;">Transfer Terms &amp; Legal Disclaimer</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 10px;">Confirmation</div> <p>Please check your email for a confirmation message to verify your registration.</p> <p>That email will contain a link. Please complete your registration and validate your email address by clicking on the link or copying and pasting the link into an internet browser.</p> <p>If your email address is not verified, your Paperless eBill enrollment will not be completed.</p> <p>If you do not verify your registration within 48 hours, you will be required to register again.</p> <p>Did not receive the confirmation email? <a href="#" style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none;">Resend Email</a></p> <p>Note: Please be sure to check your spam/junk mail folders for the confirmation email.</p> </div>

## Community Solar Portal (CSP) – Create a New CSP MyAccount Registration

Step	Action
6.	<p>The email you will receive will contain the following information and you will need to <b>click</b> on the verify email to complete your MyAccount ID:</p> <p><i>To complete your PEPCO.com registration, please <b>verify your email address by clicking on the link below</b>. Once verified, you will be able to access your account, including tools to help you manage your energy use and bills.</i></p> <p>Verify Email &gt; <a href="https://azstg-secure.PEPCO.com/Pages/AccountVerification.aspx?uId=d16d8dce-b96d-44a7-b55d-a4a5904c8ceb">https://azstg-secure.PEPCO.com/Pages/AccountVerification.aspx?uId=d16d8dce-b96d-44a7-b55d-a4a5904c8ceb</a></p> <p><i>If you were not able to click directly on this link, please copy and paste it into your browser's address bar and press ENTER</i></p> <p><b>Please note: this link will only be active for the next 48 hours. If you are unable to verify your email within this time, please register again.</b></p> <p>Thank you, PEPCO.com Customer Team</p>

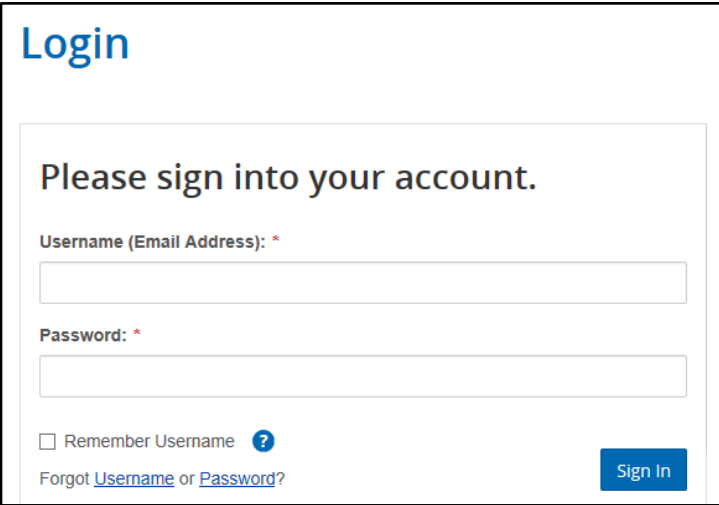
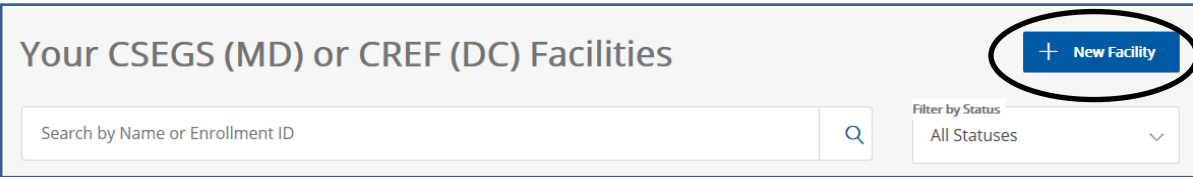
## Community Solar Portal (CSP) – Create a New CSP MyAccount Registration

Step	Action
7.	<p>After you click verification in the email the following Account Verification screen will be presented to confirm you have successfully completed the Registration process. Click on the Login link to get to the MyAccount Logon page that will take you directly to the CSP.</p>  <p>Login Page for CSP:</p> 

## Community Solar Portal – Create a New Facility Application

**Purpose** -. To provide steps for you to create a new Community Solar (CS) Facility in the Community Solar Portal.

\*\*The portal will time out after 20 minutes of inactive use so make sure you enter the information in a timely manner, or your data will be lost.

Step	Action
1.	<p>Log into CSP at <a href="http://www.PEPCO.com/CSPortal">www.PEPCO.com/CSPortal</a> with your MyAccount Username and Password.</p> 
2.	<p>Once you are logged in you will be at the CSP landing page, <b>Click on + New Facility</b> button to create a new facility where you will be enrolling the subscribers</p> 



## Community Solar Portal – Create a New Facility Application

Step	Action
3.	<p>Once you click the +Facility link a new Community Solar Facility Application appears and you will be asked to <b>complete</b> the following fields to tell us about the CS Facility where you will be enrolling the subscribers.</p> <p><b>NOTE 1:</b> Please review the New Facility Application so you are prepared to complete and "Submit" your application. <b><u>Data entered will be lost if not "Submitted"</u></b>.</p> <p><b>NOTE 2:</b> <u>Community Solar Facility Application in the CSP</u> is not the same as the Community Renewable Energy Facility or the Community Solar Energy Generating Facilities Applications and Contracts nor the Generator Facility's Interconnection Application. Please continue to submit these applications to the appropriate Community Solar email box.</p> <div data-bbox="240 865 1484 1425" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center;">New Community Renewable Energy Facility (CREF) or Community Solar Energy Generating System (CSEGS) Application</h3> <p style="font-size: small;">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".</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Facility Owner</p> <hr/> </div> <p>Company Information</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Company Name</div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">Phone Number</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 25%;">Street Address</div> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;">City</div> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;"> <small>State</small>            Select an option <span style="font-size: small;">▼</span> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">Zip Code</div> </div> </div>

## 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 information 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 PEPCO to contact about the Facility.</p> <p><b>NOTE:</b> The primary point of contact (POC) for the Community Solar Facility will be the primary point of contact (POC) for the CREF or CSEG facility and will be authorized to approve access by others to view and manage the facility using the portal. As the POC, he or she will need to register for a Pepco 'My Account' if he or she doesn't already have one. <b>The email address for the Primary Contact provided here, within the Community Solar Portal Application, MUST match the email address the Primary Contact assigns to their Pepco.com “My Account” User ID.</b></p> <div data-bbox="142 856 1406 1192" style="border: 1px solid black; padding: 10px;"> <p><b>Primary Contact Person</b></p> <p>This individual will be the primary point of contact (POC) for the CREF or CSEG facility and will be authorized to approve access by others to view and manage the facility using the portal. As the POC, he or she will need to register for a Pepco 'My Account' if he or she doesn't already have one.</p> <table data-bbox="149 995 1317 1157"> <tr> <td data-bbox="149 995 716 1052">Full Name</td> <td data-bbox="748 995 1317 1052">Title</td> </tr> <tr> <td data-bbox="149 1094 716 1157">Phone Number</td> <td data-bbox="748 1094 1317 1157">Email Address</td> </tr> </table> <p style="text-align: center; margin-left: 150px;"><i>Optional</i></p> </div>	Full Name	Title	Phone Number	Email Address
Full Name	Title				
Phone Number	Email Address				

## Community Solar Portal – Create a New Facility Application

Step	Action								
5.	<p><b>In the Subscriber Organization section</b>, if an organization other than the facility owner will be responsible for managing subscribers, please provide their contact information here. If you do not have an additional organization then click “Does Not Apply”.</p> <p><b>NOTE:</b> Once the Facility Owner’s primary POC approves this individual he/she will be added as an approved user with access to this facility in the Community Solar Portal (CSP).</p> <div data-bbox="146 726 1352 1444" style="border: 1px solid black; padding: 10px;"> <p><b>Subscriber Organization</b></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><b>Company Information</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><input type="text" value="Company Name"/></td> <td style="width: 60%;"><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><small>State</small> <input type="text" value="Select an option"/></td> <td><input type="text" value="Zip Code"/></td> </tr> </table> <hr/> <p><b>Primary Contact Person</b></p> <p>If approved by the facility owner, this individual will be authorized to manage subscribers for this facility.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><input type="text" value="Full Name"/></td> <td style="width: 40%;"><input type="text" value="Title"/></td> </tr> </table> <p style="text-align: right;"><small>Optional</small></p> </div> <p><b>NOTE:</b> Based on the jurisdiction the Public Service Commission ID or Project ID may be required.</p>	<input type="text" value="Company Name"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>	<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"/>
<input type="text" value="Company Name"/>	<input type="text" value="Phone Number"/>								
<input type="text" value="Street Address"/>	<input type="text" value="City"/>								
<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"/>								


## Community Solar Portal – Create a New Facility Application

Step	Action												
6.	<p>The Billing, Credit, Customer Inquiry Contact Information - Helps us know who to contact when Pepco receives questions about your CREF or CSEG facility, billing credits, etc.</p> <div data-bbox="131 575 1346 1060" style="border: 1px solid black; padding: 10px;"> <p><b>Billing, Credit, Customer Inquiry Contact Information</b></p> <p>Help us know who to contact when Pepco receives questions about your CREF or CSEG facility, billing credits, etc.</p> <hr/> <p><b>Contact Person for Billing, Credit, Customer Inquiries</b></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></td> <td style="text-align: center;"><i>Optional</i></td> </tr> <tr> <td><input type="text" value="Phone Number"/></td> <td><input type="text" value="Email Address"/></td> </tr> <tr> <td><input type="text" value="Street Address"/></td> <td><input type="text" value="City"/></td> </tr> <tr> <td></td> <td> <small>State</small>  <input type="text" value="Select an option"/> </td> </tr> <tr> <td></td> <td><input type="text" value="Zip Code"/></td> </tr> </table> </div>	<input type="text" value="Full Name"/>	<input type="text" value="Title"/>		<i>Optional</i>	<input type="text" value="Phone Number"/>	<input type="text" value="Email Address"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>		<small>State</small> <input type="text" value="Select an option"/>		<input type="text" value="Zip Code"/>
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	<small>State</small> <input type="text" value="Select an option"/>												
	<input type="text" value="Zip Code"/>												

## 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 the facility. If you know the Interconnections Project ID you can enter in the field.</p> <p><b>NOTE:</b> NamePlate Capacity is the maximum potential generation of the developer’s facility in DC and AC kW and Anticipated Annual Generation is the amount you anticipate the facility will generate annually.</p> <div data-bbox="139 751 1369 1392" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"><input type="text" value="Facility Name"/></div> <div style="width: 45%;"><input type="text" value="Utility Account #"/></div> </div> <p style="text-align: center;"><i>Optional</i></p> <div style="display: flex; justify-content: space-between;"> <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%;"><small>State</small> <input type="text" value="Select an option"/></div> <div style="width: 20%;"><input type="text" value="Zip Code"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"><input type="text" value="Nameplate Capacity (AC)"/> kW</div> <div style="width: 45%;"><input type="text" value="Anticipated Annual Generation (AC)"/> kWh</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"><input type="text" value="Nameplate Capacity (DC)"/> kW</div> <div style="width: 45%;"><input type="text" value="Anticipated Annual Generation (DC)"/> kWh</div> </div> <hr style="border: 0.5px solid gray;"/> <p><b>Interconnection Details</b></p> <div style="margin-top: 10px;"><input type="text" value="Interconnection Project ID"/></div> </div>

## Community Solar Portal – Create a New Facility Application

Step	Action
8.	<p>After you <b>review</b> the application, terms and conditions and verify all the information provided in the application form is complete and true you will then <b>check</b> the “I hereby certify that” box and <b>click</b> on submit.</p> <p><b>NOTE:</b> A error will pop up if you missed any required fields or if you have incomplete or incorrect information #</p> <div data-bbox="142 653 1349 1010" style="border: 1px solid black; padding: 10px;"><p>Review &amp; Submit</p><hr/><p><input type="checkbox"/> I hereby certify that: </p><ul style="list-style-type: none"><li>• I have read and understand the <a href="#">terms and conditions</a> which are attached hereto by reference;</li><li>• I hereby agree to comply with the attached terms and conditions;</li><li>• To the best of my knowledge, all the information provided in this application request form is complete and true.</li></ul><p><input type="button" value="Submit"/></p></div> <p>Once you have submitted your application for approval you can now enter the subscriber’s information into the portal.</p>

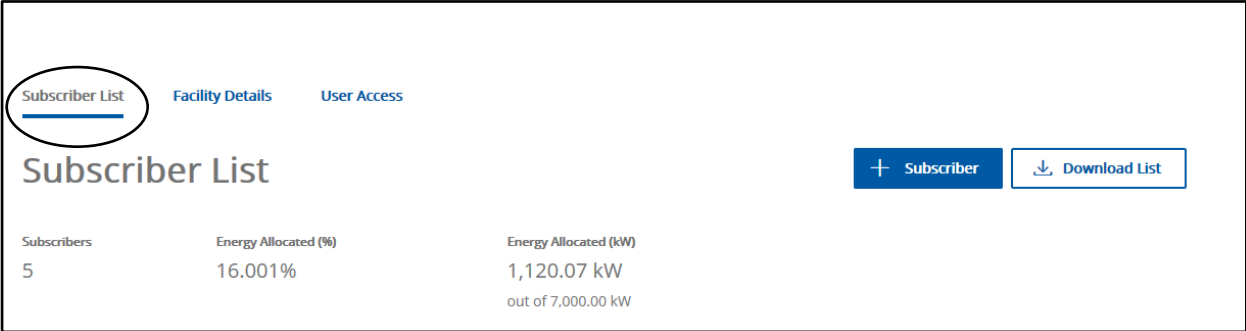
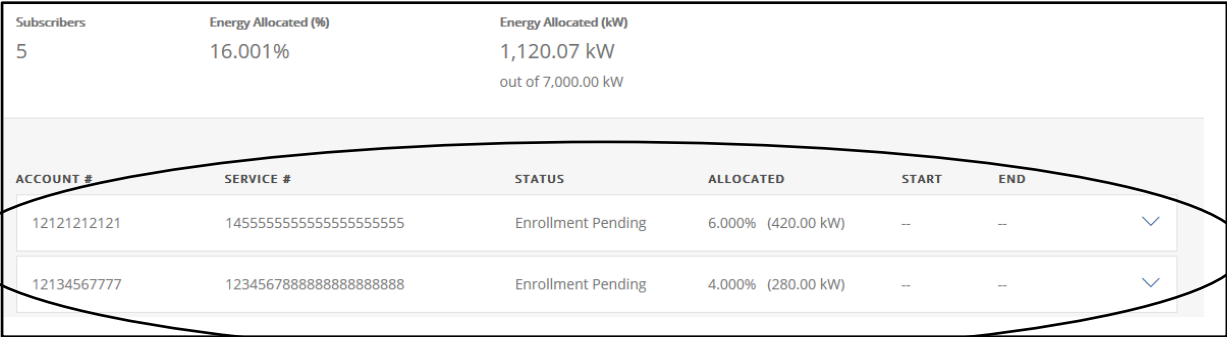
## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

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**Purpose** - To provide steps for you to edit and un-enroll subscribers and download a subscriber list a subscriber(s) in the Community Solar Portal.



Step	Action
1.	<p>Log into CSP at <a href="http://www.PEPCO.com/CSPortal">www.PEPCO.com/CSPortal</a> with your MyAccount Username and Password.</p> <div data-bbox="147 659 862 1245" style="border: 1px solid black; padding: 10px;"> <p><b>Login</b></p> <p>Please sign into your account.</p> <p>Username (Email Address): *</p> <input data-bbox="185 968 829 1010" type="text"/> <p>Password: *</p> <input data-bbox="185 1062 829 1104" type="password"/> <p><input data-bbox="185 1136 201 1157" type="checkbox"/> Remember Username <a data-bbox="396 1136 412 1157" href="#">?</a></p> <p>Forgot <a data-bbox="240 1171 326 1192" href="#">Username</a> or <a data-bbox="342 1171 428 1192" href="#">Password?</a> <input data-bbox="743 1157 829 1192" type="button" value="Sign In"/></p> </div>

## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action																								
2.	<p>Go to the top of the menu bar and <b>Click</b> on Subscriber List on the top bar.</p> <div data-bbox="139 569 1378 898" data-label="Complex-Block">  </div> <p>The Subscriber List view will appear if you are not already on this screen and you will want to <b>scroll down</b> to the account details section to select the subscriber you would like to see view and edit if necessary.</p> <div data-bbox="139 1117 1359 1451" data-label="Table">  <table border="1"> <thead> <tr> <th>Subscribers</th> <th>Energy Allocated (%)</th> <th>Energy Allocated (kW)</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>16.001%</td> <td>1,120.07 kW out of 7,000.00 kW</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th>ACCOUNT #</th> <th>SERVICE #</th> <th>STATUS</th> <th>ALLOCATED</th> <th>START</th> <th>END</th> </tr> </thead> <tbody> <tr> <td>121212121</td> <td>14555555555555555555</td> <td>Enrollment Pending</td> <td>6.000% (420.00 kW)</td> <td>--</td> <td>--</td> </tr> <tr> <td>12134567777</td> <td>12345678888888888888</td> <td>Enrollment Pending</td> <td>4.000% (280.00 kW)</td> <td>--</td> <td>--</td> </tr> </tbody> </table> </div>	Subscribers	Energy Allocated (%)	Energy Allocated (kW)	5	16.001%	1,120.07 kW out of 7,000.00 kW	ACCOUNT #	SERVICE #	STATUS	ALLOCATED	START	END	121212121	14555555555555555555	Enrollment Pending	6.000% (420.00 kW)	--	--	12134567777	12345678888888888888	Enrollment Pending	4.000% (280.00 kW)	--	--
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12134567777	12345678888888888888	Enrollment Pending	4.000% (280.00 kW)	--	--																				



## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action																												
3.	<p>If you need to make a change to a specific Subscriber:</p> <p>Example 1: In “Enrollment Pending” status for example, <b>click</b> on the arrow button on the side of the account information and the status information about the subscriber will appear with an Edit or Cancel button.</p> <div data-bbox="138 703 1461 1081" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>ACCOUNT #</th> <th>SERVICE #</th> <th>STATUS</th> <th>ALLOCATED</th> <th>START</th> <th>END</th> <th></th> </tr> </thead> <tbody> <tr> <td>12121212121</td> <td>14555555555555555555</td> <td>Enrollment Pending</td> <td>6.000% (420.00 kW)</td> <td>--</td> <td>--</td> <td style="text-align: right;">⤴</td> </tr> </tbody> </table> <p><b>Enrollment Pending</b></p> <p>Subscriber's credit allocations will be processed in the next billing cycle for customers enrolled by the 10th business day of the month; subscription changes for DC customers will only be processed quarterly. Otherwise, credits will be applied the following billing cycle.</p> <p><a href="#">Edit</a> <a href="#">Cancel</a> </p> </div> <p>Example 2: In “Enrollment Failed” status for example, <b>click</b> on the arrow button on the side of the account information and the status information (multiple reason for Enrollment Failed) about the subscriber will appear with an Edit or Cancel button as well.</p> <div data-bbox="138 1281 1339 1543" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>ACCOUNT #</th> <th>SERVICE #</th> <th>STATUS</th> <th>ALLOCATED</th> <th>START</th> <th>END</th> <th></th> </tr> </thead> <tbody> <tr> <td>10654894849</td> <td>1099798780894454984894</td> <td><b>Enrollment Failed</b></td> <td>3.000% (240.00 kW)</td> <td>--</td> <td>--</td> <td style="text-align: right;">⤴</td> </tr> </tbody> </table> <p><b>Enrollment Failed</b></p> <p>This subscriber was already enrolled to this facility. Please verify for duplicative entries.</p> <p><a href="#">Edit</a> <a href="#">Cancel</a></p>  </div>	ACCOUNT #	SERVICE #	STATUS	ALLOCATED	START	END		12121212121	14555555555555555555	Enrollment Pending	6.000% (420.00 kW)	--	--	⤴	ACCOUNT #	SERVICE #	STATUS	ALLOCATED	START	END		10654894849	1099798780894454984894	<b>Enrollment Failed</b>	3.000% (240.00 kW)	--	--	⤴
ACCOUNT #	SERVICE #	STATUS	ALLOCATED	START	END																								
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10654894849	1099798780894454984894	<b>Enrollment Failed</b>	3.000% (240.00 kW)	--	--	⤴																							



## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action
	<p>When you <b>click</b> edit a pop up appears and you can change the subscriber’s information and then click <i>Submit Enrollment Request</i>.</p> <div data-bbox="144 600 781 1180" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 10px;"> <span style="color: blue; font-size: 20px;">✕</span> </div> <div style="text-align: center; margin-bottom: 10px;"> <h3>Edit Enrollment Request</h3> </div> <div style="margin-bottom: 10px;"> <p>Account # <input style="border: 1px solid #ccc;" type="text" value="10654894849"/> <span style="float: right; color: blue; font-size: 18px;">?</span></p> </div> <div style="margin-bottom: 10px;"> <p>Service # <input style="border: 1px solid #ccc;" type="text" value="1099798780894454984894"/> <span style="float: right; color: blue; font-size: 18px;">?</span></p> </div> <div style="margin-bottom: 10px;"> <p>Allocation <input style="border: 1px solid #ccc;" type="text" value="3.000"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">%</span></p> <p><small>(240.00kW)</small></p> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block; border-radius: 5px;">Submit Enrollment Request</div> <span style="color: red; font-size: 24px; margin-left: 10px;">←</span> </div> </div>

## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action
4.	<p>Once you <b>click</b> Cancel a pop up appears asking if you are sure you want to cancel this subscriber. By selecting Cancel Request it will remove the subscriber from your list.</p> <div data-bbox="144 598 959 1205" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Are you sure you want to cancel your request to enroll this subscriber?</p> <p><b>Account #:</b> 12121212121</p> <p><b>Service #:</b> 14555555555555555555</p> <p><b>Allocation:</b> 6.000% (420.00 kW)</p> <p style="text-align: center;"><a href="#" style="background-color: #0056b3; color: white; padding: 5px 15px; text-decoration: none;">Cancel Request</a></p> <p style="text-align: center;">This will also remove the subscriber from your list.</p> </div>

## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action
5.	<p>Once the subscriber is in <u>Enrolled Status</u> If you need to make a change to a specific Subscriber in “Enrolled status” <b>click</b> on the arrow button and you can Update Allocation or Unenroll.</p> <div data-bbox="147 600 1382 831" style="border: 1px solid black; padding: 5px;"> <p>12048587892      1023654789420254962054      Enrolled      4.000% (360.00 kW)      --      --      </p> <p>Enrolled</p> <p><input type="button" value="Update Allocation"/>   <input type="button" value="Unenroll"/>   </p> </div> <p>When you click on Update Allocation a pop up appears and you will need to <b>complete</b> the fields and <b>click</b> submit.</p> <div data-bbox="155 1010 904 1551" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right;">✕</p> <h3 style="text-align: center;">Update Allocation Request</h3> <p>Current Allocation 4.000% (360.00 kW)</p> <p><input style="width: 100%; border: 1px solid #ccc;" type="text" value="0.000"/> %</p> <p style="text-align: center; margin-top: 20px;"><input type="button" value="Submit Allocation Request"/></p> </div>



## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action														
6.	<p>When you <b>click</b> on Unenroll a pop up appears and you need to <b>click</b> <i>Submit Unenrollment Request</i>.</p> <div data-bbox="147 569 997 1045" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 10px;"> <span style="font-size: 24px; color: #4a86e8;">✕</span> </div> <h3 style="text-align: center; margin: 0;">Unenrollment Request</h3> <p><b>Account #:</b> 12048587892</p> <p><b>Service #:</b> 1023654789420254962054</p> <p><b>Allocation:</b> 4.000% (360.00 kW)</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px 20px; border-radius: 3px; display: inline-block;">Submit Unenrollment Request</div> </div> </div> <p>Once you then go back to the subscriber list that subscriber will no longer be listed.</p> <table border="1" data-bbox="138 1152 1333 1297" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px 10px;">32145678909</td> <td style="padding: 2px 10px;">7321456789097576543345</td> <td style="padding: 2px 10px;">Update Pending</td> <td style="padding: 2px 10px;">4.000% (360.00 kW)</td> <td style="padding: 2px 10px;">--</td> <td style="padding: 2px 10px;">--</td> <td style="padding: 2px 10px; text-align: right;">▼</td> </tr> <tr> <td style="padding: 2px 10px;">44654489492</td> <td style="padding: 2px 10px;">4654641649844441654498</td> <td style="padding: 2px 10px;">Update Pending</td> <td style="padding: 2px 10px;">22.000% (1,980.00 kW)</td> <td style="padding: 2px 10px;">--</td> <td style="padding: 2px 10px;">--</td> <td style="padding: 2px 10px; text-align: right;">▼</td> </tr> </tbody> </table>	32145678909	7321456789097576543345	Update Pending	4.000% (360.00 kW)	--	--	▼	44654489492	4654641649844441654498	Update Pending	22.000% (1,980.00 kW)	--	--	▼
32145678909	7321456789097576543345	Update Pending	4.000% (360.00 kW)	--	--	▼									
44654489492	4654641649844441654498	Update Pending	22.000% (1,980.00 kW)	--	--	▼									

## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action
7.	<p>When you <b>Click</b> on the arrow for a subscriber will provide you with additional information and actions you can take for that subscriber.</p> <p>Here is the complete list of statuses and their definitions you may see for your subscribers:</p> <ol style="list-style-type: none"> <li>1. <b>Enrolled</b> - the sum of enrolled subscribers' <b>current</b> allocations, unless there is an associated update pending</li> <li>2. <b>Update Pending</b> – if the <b>proposed</b> allocation &gt; the current allocation, then the <b>proposed</b> allocation amount is included in the total; if the <b>proposed</b> allocation &lt; the current allocation, then the <b>current</b> allocation is included in the total (this guards against the potential for a CREF/CSEGS/Facility to exceed its capacity, without pending requests first being confirmed)</li> <li>3. <b>Update Failed</b> - the sum of these subscribers' <b>current</b> allocation amounts <b>instead of</b> the sum of <b>their proposed</b> allocation amounts</li> <li>4. <b>Enrollment Pending</b> - the sum of pending subscribers' proposed allocation amounts</li> <li>5. <b>Enrollment Failed</b> – no capacity is allocated for these subscribers in the calculation of the facility's capacity</li> <li>6. <b>Unenrollment Pending</b> - the sum of the subscribers' <b>current</b> allocation amounts are included if they are pending unenrollment; their allocation <b>will not be subtracted</b> from the total capacity until their unenrollment is approved and they are removed as a subscriber from the portal</li> <li>7. <b>Unenrollment Failed</b> - the sum of the subscribers' <b>current</b> allocation amounts are included if requests to unenroll them failed; their allocations <b>will not be subtracted</b> from the total capacity until their un-enrollments are approved and they are removed as subscribers from the portal</li> <li>8. <b>Unenrolled</b> - the sum of these subscribers' allocations are <b>ONLY</b> included if they are still in the portal and their end date is <b>not</b> in the past.</li> </ol>

## Community Solar Portal – Manage (i.e. Edit, Un-Enroll) Subscribers and Download a Subscriber List

Step	Action																										
8.	<p>To see a full list of your subscribers in excel click the Download List.</p> <div data-bbox="138 556 836 682" style="border: 1px solid black; padding: 5px; margin: 10px 0;">   </div> <p>At the bottom of the screen you will see a popup box and <b>Click</b> on Open or Save and then Open.</p> <div data-bbox="142 808 1334 871" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Do you want to open or save <b>SubscriberList.xlsx</b> (12.7 KB) from s-c-euweb-sunshine-pepco-ui-01.azurewebsites.net? <span style="float: right;">Open Save <span style="border-bottom: 1px solid black;">v</span> Cancel <span style="font-size: small;">x</span></span></p> </div> <p>An excel book with your subscribers will open up and you can manage the list in Excel.</p> <table border="1" data-bbox="138 982 1334 1129"> <thead> <tr> <th>Account #</th> <th>Service #</th> <th>Enrollment 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>15478963257</td> <td>25789541535656 56965652</td> <td>I_CF_12345</td> <td>Update Failed</td> <td>3.011</td> <td>271.00</td> <td></td> <td></td> <td rowspan="2">Subscriber's credit allocations will be processed in the next enrolled by the 10th business day of the month; subscription will only be processed quarterly. Otherwise, credits will be billing cycle.</td> </tr> <tr> <td>15984946513</td> <td>98489498419816 51981894</td> <td>I_CF_12345</td> <td>Enrollment Pending</td> <td>28.900</td> <td>2,601.00</td> <td></td> <td></td> </tr> </tbody> </table>	Account #	Service #	Enrollment ID	Status	Allocation(%)	Allocation(kW)	Start Date	End Date	Status Details	15478963257	25789541535656 56965652	I_CF_12345	Update Failed	3.011	271.00			Subscriber's credit allocations will be processed in the next enrolled by the 10th business day of the month; subscription will only be processed quarterly. Otherwise, credits will be billing cycle.	15984946513	98489498419816 51981894	I_CF_12345	Enrollment Pending	28.900	2,601.00		
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15984946513	98489498419816 51981894	I_CF_12345	Enrollment Pending	28.900	2,601.00																						

## Community Solar Portal – Search My Facilities

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


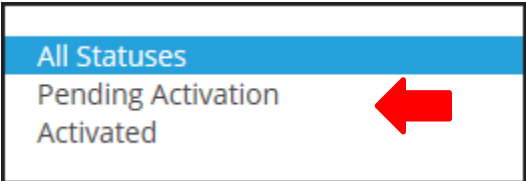

Step	Action
1.	<p>Log into CSP at <a href="http://www.PEPCO.com/CSPortal">www.PEPCO.com/CSPortal</a> with your MyAccount Username and Password.</p> <div data-bbox="146 634 870 1146" style="border: 1px solid black; padding: 10px;"><h3>Login</h3><p>Please sign into your account.</p><p>Username (Email Address): *</p><input type="text"/> <p>Password: *</p><input type="password"/> <p><input type="checkbox"/> Remember Username <a href="#">?</a></p><p>Forgot <a href="#">Username</a> or <a href="#">Password?</a> <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 and click the magnifying glass.</p> <div data-bbox="144 541 1344 701" style="border: 1px solid black; padding: 10px;"> <p>Your CSEGS (MD) or CREF (DC) Facilities <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">+ New Facility</span></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 60%; border: 1px solid #ccc; padding: 5px;" type="text" value="Search by Name or Enrollment ID"/> <div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">Q</div> <div style="border: 1px solid #ccc; padding: 2px;"> <small>Filter by Status</small>            All Statuses <span style="font-size: 0.8em;">▼</span> </div> </div> </div> <p>Your Facility search will appear and can be selected.</p> <div data-bbox="272 863 1313 1262" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Ann</b></p> <p>Enrollment ID: I_CF_54789</p> <p>Facility Meter #: abcdefghijkl</p> </div> <div style="width: 35%; text-align: right;"> <p>Status: Activated</p> </div> </div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;"><b>Subscribers</b></th> <th style="text-align: left; width: 50%;"><b>Energy Allocated</b></th> </tr> </thead> <tbody> <tr> <td>4</td> <td>10.001%</td> </tr> </tbody> </table> </div> <p>You will then be able to clear your filter and have all the Facilities appear.</p> <div data-bbox="144 1434 756 1514" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Showing result(s) for "Ann" <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; color: #0056b3; text-decoration: none;">Clear Filters</span></p> </div>	<b>Subscribers</b>	<b>Energy Allocated</b>	4	10.001%
<b>Subscribers</b>	<b>Energy Allocated</b>				
4	10.001%				

## Community Solar Portal – Search My Facilities

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

## Community Solar Portal – Transferring, Closing, Deleting a Facility

**Purpose** - To provide steps for you to Transferring, Closing, Deleting a Facility in the Community Solar Portal.

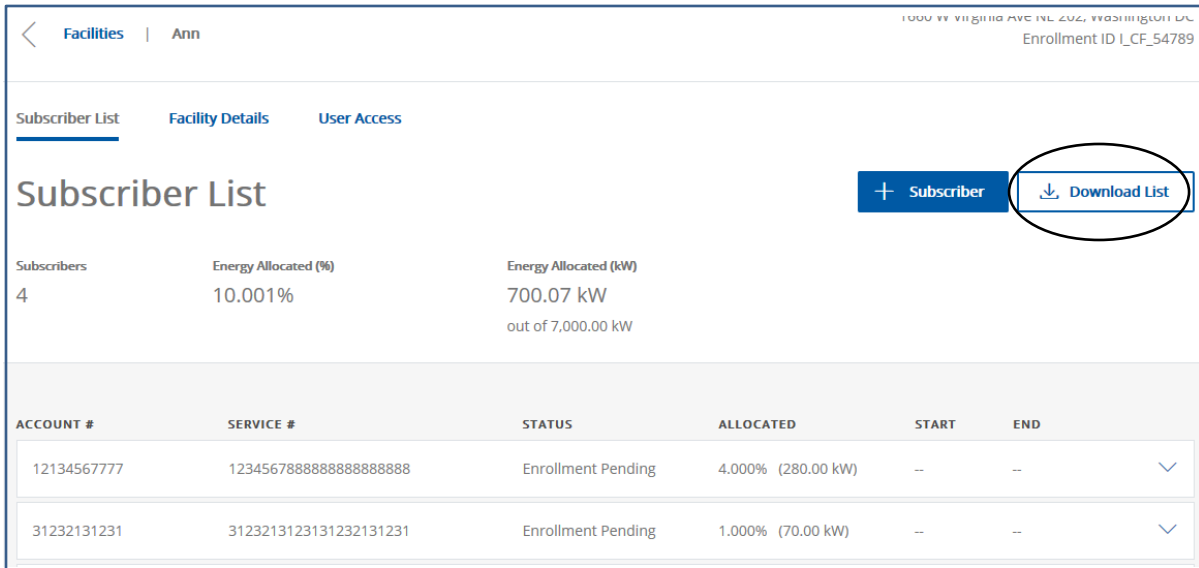
Step	Action
1.	<p>Log into CSP with your MyAccount Username and Password.</p> <div data-bbox="147 646 865 1146"><h3>Login</h3><p>Please sign into your account.</p><p>Username (Email Address): *</p><input type="text"/><p>Password: *</p><input type="password"/><p><input type="checkbox"/> Remember Username <a href="#">?</a></p><p>Forgot <a href="#">Username</a> or <a href="#">Password?</a> <input type="button" value="Sign In"/></p></div>

## Community Solar Portal – Transferring, Closing, Deleting a Facility

Step

Action

2. Download a list of all subscribers for the facility by clicking on the Subscriber list tab and then selecting Download List.



1000 W VIRGINIA AVE NW 202, WASHINGTON DC  
Enrollment ID L\_CF\_54789

Facilities | Ann

Subscriber List | Facility Details | User Access

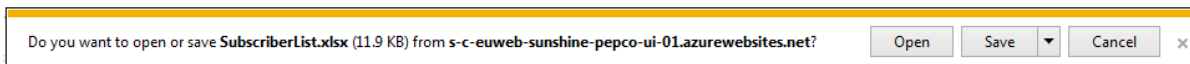
### Subscriber List

+ Subscriber | **Download List**

Subscribers: 4 | Energy Allocated (%): 10.001% | Energy Allocated (kW): 700.07 kW out of 7,000.00 kW

ACCOUNT #	SERVICE #	STATUS	ALLOCATED	START	END
12134567777	1234567888888888888888	Enrollment Pending	4.000% (280.00 kW)	--	--
31232131231	3123213123131232131231	Enrollment Pending	1.000% (70.00 kW)	--	--

Go to the bottom of the page and a pop up will appear that you can select to open the excel spreadsheet.



Do you want to open or save **SubscriberList.xlsx** (11.9 KB) from s-c-euweb-sunshine-pepco-ui-01.azurewebsites.net?


Open | Save | Cancel

An excel book with your subscribers will open up.


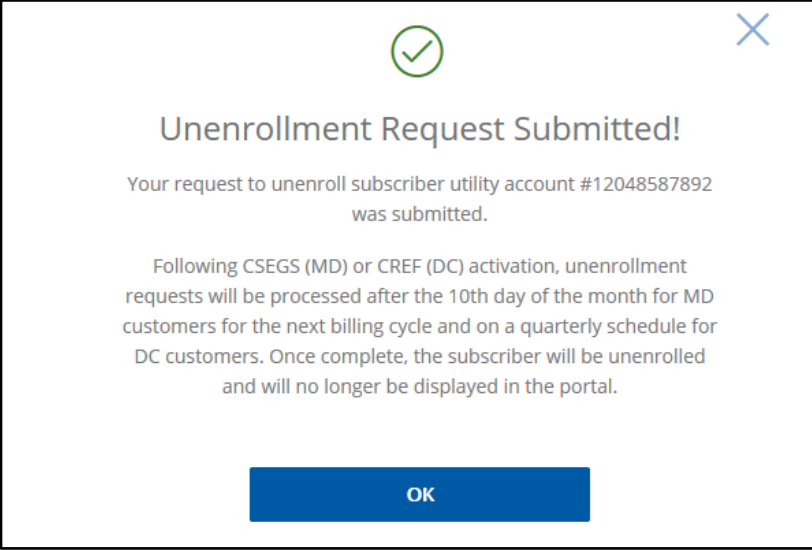
Account #	Service #	Enrollment ID	Status	Allocation(%)	Allocation(kW)	Start Date	End Date	Status Details
15478963257	25789541535656 56965652	I_CF_12345	Update Failed	3.011	271.00			Subscriber's credit allocations will be enrolled by the 10th business day or will only be processed quarterly. Ot billing cycle.
15984946513	98489498419816 51981894	I_CF_12345	Enrollment Pending	28.900	2,601.00			

**NOTE:** Save the excel spreadsheet so that you can transfer that list to the new facility owner if you are transferring them or you can then re-enroll them or mange the list of subscribers that you need to unenroll of you are Closing or deleting a facility.

### Community Solar Portal – Transferring, Closing, Deleting a Facility

Step	Action
3.	<p>You will then need to manually unsubscribe all participants by clicking on each subscriber's down arrow button and click the Unenroll button.</p> <div data-bbox="149 577 1455 846"></div>

## Community Solar Portal – Transferring, Closing, Deleting a Facility

Step	Action
4.	<p>Click on Submit Unenrollment Request.</p> <div data-bbox="191 611 980 1079"><p>The dialog box is titled "Unenrollment Request" and has a close button (X) in the top right corner. It contains the following information:</p><ul style="list-style-type: none"><li><b>Account #:</b> 12048587892</li><li><b>Service #:</b> 1023654789420254962054</li><li><b>Allocation:</b> 4.000% (360.00 kW)</li></ul><p>At the bottom of the dialog is a blue button labeled "Submit Unenrollment Request".</p></div> <p>Once you Click Submit Unenrollment Request you will see this pop up and <b>click</b> OK.</p> <div data-bbox="232 1199 1040 1745"><p>The dialog box is titled "Unenrollment Request Submitted!" and has a close button (X) in the top right corner. It features a green checkmark icon in the top left corner. The text inside reads:</p><p>Your request to unenroll subscriber utility account #12048587892 was submitted.</p><p>Following CSEGS (MD) or CREF (DC) activation, unenrollment requests will be processed after the 10th day of the month for MD customers for the next billing cycle and on a quarterly schedule for DC customers. Once complete, the subscriber will be unenrolled and will no longer be displayed in the portal.</p><p>At the bottom of the dialog is a blue button labeled "OK".</p></div>

## Community Solar Portal – Transferring, Closing, Deleting a Facility

Step	Action														
5.	<p>When you then go back to the subscriber list that subscriber will no longer be listed.</p> <table border="1" data-bbox="142 548 1330 695"> <tbody> <tr> <td>32145698756</td> <td>4569874563214599874563</td> <td>Enrollment Pending</td> <td>0.001% (00.07 kW)</td> <td>--</td> <td>--</td> <td>▼</td> </tr> <tr> <td>52656262629</td> <td>2989821929219498449819</td> <td>Enrollment Pending</td> <td>5.000% (350.00 kW)</td> <td>--</td> <td>--</td> <td>▼</td> </tr> </tbody> </table> <p><b>NOTE:</b> Once the minimum subscriber has been unenrolled for your project, you should contact you're the Community Solar Team to delete your facility.</p> <p><b>NOTE:</b> If you are transferring the subscribers to a new facility the new facility owner will need to re-enroll them in that facility after they have been unenrolled. There may be a lag 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>	32145698756	4569874563214599874563	Enrollment Pending	0.001% (00.07 kW)	--	--	▼	52656262629	2989821929219498449819	Enrollment Pending	5.000% (350.00 kW)	--	--	▼
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