

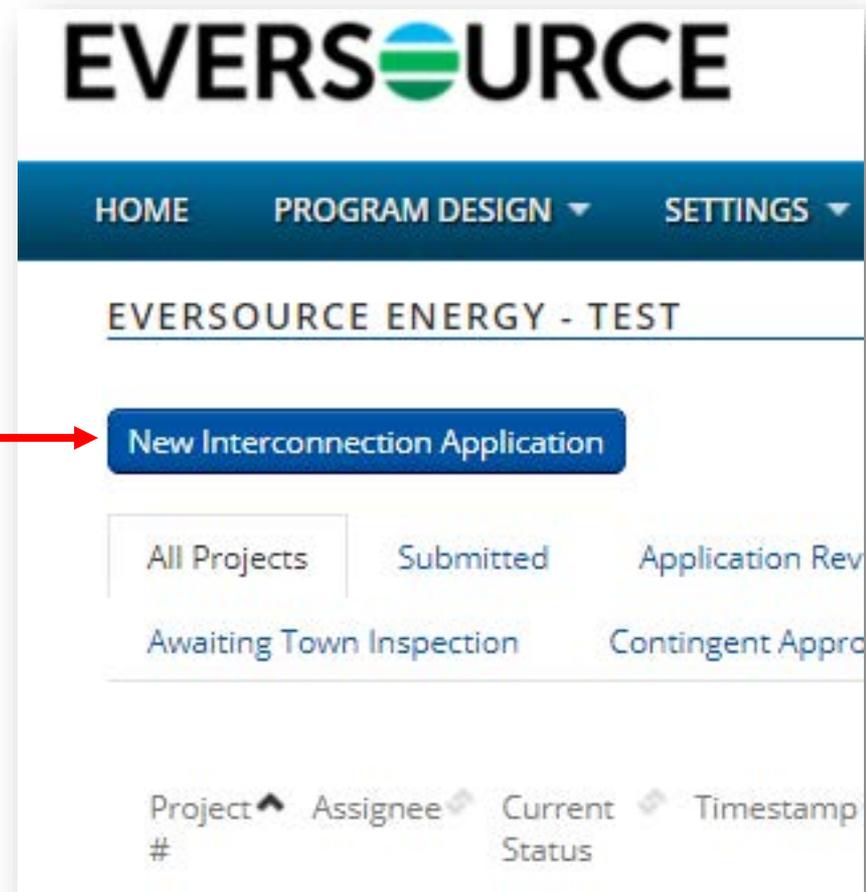
# **PowerClerk:** Online DG Application Portal

## **Applicant Training Guide**

May 2018

# To Start a New Application

1. Sign into PowerClerk using the Applicant Self-Registration on the home page. Note: this is based on an individual email address.
2. Start a new application by pressing the blue “New Interconnection Application” button.



# Starting a New Application

1. Select the type of installation, and the appropriate fields will automatically appear.
2. Fill out the billing account number, meter number, and zip code if there is an existing account.
3. Click the “Retrieve Customer Information” button, if the distributed generation (DG) system will be connected to an existing Eversource account.

The screenshot shows the 'Interconnection Application' form. It is divided into four steps: 1. Customer Information, 2. Billing Information, 3. Meter Information, and 4. Owner Information. A red callout box with a blue question mark icon points to the 'Type of Installation' dropdown menu, with the text 'Click on the blue question marks if you need further information'. A red box labeled '1' highlights the 'Type of Installation' dropdown menu, which contains three radio button options: 'New DG system with existing Eversource account', 'Update DG system with existing Eversource account', and 'New Interconnection without Eversource account'. A red box labeled '2' highlights the 'Billing Account Number (51xxxxxxxx) \*' field, the 'Meter Number \*' field, and the 'Billing Account Zip Code \*' field. A red box labeled '3' highlights the 'Retrieve Customer Information' button. A red callout box with a white background and red border contains the text: 'Note: Everything marked with a red asterisk (\*) is required in order to submit an application.'

Interconnection Application

1 Customer Information

2 Billing Information

3 Meter Information

4 Owner Information

Type of Installation \*

New DG system with existing Eversource account

Update DG system with existing Eversource account

New Interconnection without Eversource account

Billing Account Number (51xxxxxxxx) \*

Meter Number \*

Billing Account Zip Code \*

Please click on the Retrieve Customer Information button to retrieve customer information.

Retrieve Customer Information

**Note:** Everything marked with a red asterisk (\*) is required in order to submit an application.

# Starting a New Application (continued)

4. The customer/service address will fill in automatically if there is an existing account.
5. Include customer mailing address if it is different than service address.

1

Customer/Service Address

Name \*

Company

Address \*

Email \*

Phone \*

2

Customer Mailing Address

Customer/Service Address

Joint Account Holder Name

# Application Process

- ❖ Go through each page and fill out the requested information.
- ❖ You can navigate through the pages by selecting the “Next” button at the bottom right of each page, or just by selecting the page number at the top.

The screenshot displays the 'Interconnection Application' interface. At the top, a progress bar shows six steps: 1. Applicant, 2. Contractor/Installer Information, 3. Owner Information, 4. DG System Information, 5. Documentation, and 6. (unlabeled). Step 5 is highlighted with a blue square, and a red box encloses steps 2 through 6. A red arrow points from the text 'or just by selecting the page number at the top' to step 2. Below the progress bar, the form contains several sections with radio buttons and dropdown menus:

- Are you applying for net metering? \*  
 Yes  
 No
- Are you in the process of performing a service upgrade?  
 Yes  
 No
- Possible meter access issues? \*  
Select..
- Account type/Revenue class \*  
Select..
- Phases \*  
Select..
- Generator Type \*  
Select..
- Technology Type \*  
Select..
- Fuel Type \*  
Select..
- Does your system include battery back-up technology \*  
 Yes  
 No

A 'Next' button is located at the bottom right of the form, enclosed in a red box.

# Manually Signing the Interconnection Application

- ❖ The customer or developer has the option to electronically or manually sign the Interconnection Agreement (IA).
- ❖ To manually sign the IA, click “No” where it asks if you would like to e-sign the document.
  1. Click the “Preview Document” button to download a PDF of the IA so it can be printed out.
  2. Once signed, attach the signed IA using the “Browse” button.

The image shows a screenshot of the 'Interconnection Application' web form. At the top, there is a progress bar with six steps: 2 Applicant, 3 Contractor/Installer Information, 4 Owner Information, 5 DG System Information, and 6 Documentation. The 'Documentation' step is currently active. Below the progress bar, there are three input fields for 'Site Plan \*', 'Line Diagram \*', and 'Other attachments', each with a 'Browse...' button. A red box highlights a dialog box that appears over the form, asking 'eSign / Preview Interconnection Application' and 'E-Sign this document?' with 'Yes' and 'No' buttons. The 'No' button is circled in red. A red arrow points from the 'No' button to a zoomed-in view of the 'Browse...' button in the 'Other attachments' field. In this zoomed view, the 'Preview Document' button is labeled with a red '1' and the 'Browse...' button is labeled with a red '2'.

# Electronically Signing the Interconnection Application

- ❖ To electronically sign the IA, click “Yes” where it asks if you would like to e-sign the document.
  1. Click “Preview Document” to activate the “Request Signatures” button.
  2. An email will be sent to the customer with a signature request once the button is pressed.

The screenshot displays the 'Interconnection Application' web interface. At the top, a progress bar shows steps 2 through 6: Applicant, Contractor/Installer Information, Owner Information, DG System Information, and Documentation. The main form area includes fields for 'Site Plan \*', 'Line Diagram \*', and 'Other attachments', each with a 'Browse...' button. A modal dialog box is open, asking 'E-Sign / Preview Interconnection Application E-Sign this document?' with 'Yes' and 'No' buttons. The 'Yes' button is circled in red. A red arrow points from the 'Yes' button to a larger, zoomed-in view of the modal dialog. In this zoomed view, the 'Preview Document' button is circled in red and labeled with a red '1'. Below it, the 'Request Signatures' button is circled in red and labeled with a red '2'. The status at the bottom of the modal dialog reads 'Interconnection Application LEVEL 1 Ready for signature' and 'Customer: Please enter a valid email address'.

# Payment Option for an Application

- ❖ If an Eversource account **does not** exist, the application **must be paid by check**, and mailed out to Eversource:

Eversource Energy  
Attn: CT Distributed Generation  
PO Box 1409  
Hartford CT, 06143-1321

- ❖ To pay by credit card, click on the link that appears when “Card” is selected. A new browser window will open - make sure the pop-up blocker settings in your internet options are disabled.

Interconnection Application

2 Applicant 3 Contractor/Installer Information 4 Owner Information 5 DG System Information 6 Documentation

Site Plan \*  Browse...

Line Diagram \*  Browse...

Other attachments  Browse...

eSign / Preview Interconnection Application  
E-Sign this document? Yes No

Choose a payment method \*

Check  
 Card

Please be sure to return to your Interconnection Application and Submit it.

Please click here for credit card application payments  
<https://uatinternet.speedpay.com/eversourceder/#/login/guest>

Back Submit

# Paying by Credit Card

- ❖ To pay by credit card, enter in the customer's billing account number and the customer's billing zip code to log in to the Eversource payment system.
- ❖ You have the option to make a one-time payment or sign up for SpeedPay.

**EVERSOURCE**

Welcome to the Speedpay Payment System for Eversource Distributed Generation Application Payments.

Eversource has partnered with Speedpay, a Western Union company, to offer the convenience of paying the Distributed Generation Application Fee with a credit or debit card. Do not use this website to make a utility bill payment.

CUSTOMER BILLING ACCOUNT NUMBER

CUSTOMER BILLING ZIP CODE

Log In

ONE-TIME PAYMENT

SpeedPay

# One-Time Payment – Step 1

- ❖ Fill out the Personal Information section.
- ❖ The “Next Step” button will not become active until all fields are filled out.
- ❖ When complete, click the “Next Step” button to continue on to Step 2.

Welcome!

ONE-TIME PAYMENT

1 Enter Personal Information

All fields are required unless marked optional

**INSTRUCTIONS**  
If you're using the Corporate Credit card, Please enter your First Name and the Name of the Corporation in the Last Name field

FIRST NAME

MIDDLE INITIAL

LAST NAME

**BILLING ADDRESS 1**

**BILLING ADDRESS 2**

BILLING ZIP

BILLING CITY

BILLING STATE

[+ Mailing Address](#)

**EMAIL ADDRESS**

# One-Time Payment – Step 2

All fields displayed in the payment method section must be filled out in order to continue onto the next step. The accepted cards are shown in the upper right-hand corner. Click “Next Step” to continue to Step 3.

## 2 Enter Payment Method

All fields are required unless marked optional



**CARD** NEW CARD

CARD NUMBER

EXPIRATION DATE

ZIP CODE

CVV  
 [What is CVV?](#)

NAME ON CARD  
  
*NAME ON CARD is required.*

PAYMENT NICKNAME  
 (optional)

**Next Step**

# One-Time Payment – Step 3

- ❖ Enter in the payment information.
- ❖ The “Payment Amount” will depend on the size of the generation system.
- ❖ Once the payment information is submitted, be sure to go back to the PowerClerk application and press “Submit.”

3 Enter Payment Information

All fields are required unless marked optional

PAYMENT DATE	<input type="text" value="01/29/2018"/>
PAYMENT AMOUNT	<input type="text" value="Select..."/>
FEE AMOUNT	\$0.00
TOTAL AMOUNT	\$0.00

# Submitting an application

- ❖ Once the application is complete, you can submit it to Eversource by clicking the “Submit” button on the last page.
- ❖ If anything is missing from the application, an error message will appear, and the application will not be submitted. Correct the error and submit the application again.

The screenshot displays the 'Interconnection Application' form. At the top, a progress bar shows six steps: 2 Applicant, 3 Contractor/Installer Information, 4 Owner Information, 5 DG System Information, and 6 Documentation. The 'Documentation' step is currently active. Below the progress bar, there are three file upload fields: 'Site Plan \*', 'Line Diagram \*', and 'Other attachments', each with a 'Browse...' button. Below these fields, there is an 'eSign / Preview Interconnection Application' section with 'E-Sign this document?' buttons for 'Yes' and 'No'. At the bottom, there is a 'Choose a payment method \*' section with radio buttons for 'Check' and 'Card'. A red box highlights a 'Missing Required Fields' error message that states: 'The following items must be completed before this form can be submitted: Applicant - Name, Address, Phone, Email (Page 2)'. A red arrow points from the 'Submit' button to this error message. The 'Submit' button is also highlighted with a red box.