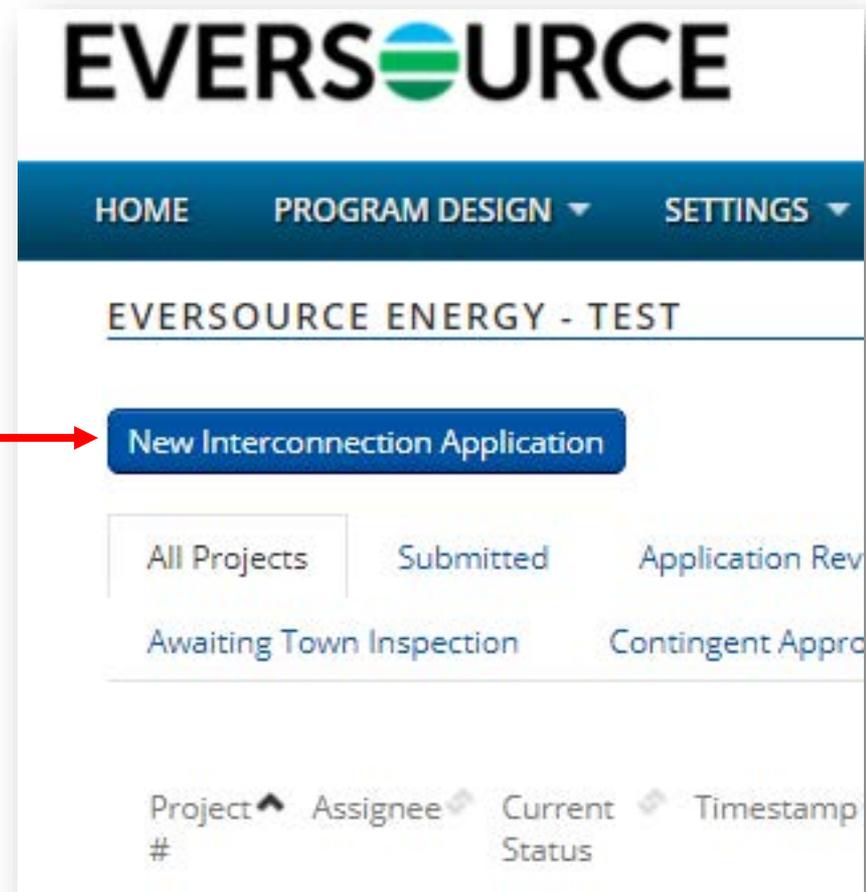# PowerClerk:
Online DG Application Portal

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.

Interconnection Applicati...

1 Customer Information

Click on the blue question marks if you need further information

r/Installer ation

Owner Information

Type of Installation * ?

1
- ○ New DG system with existing Eversource account
- ○ Update DG system with existing Eversource account
- ○ New Interconnection without Eversource account

Billing Account Number (51xxxxxxxx) * ?

2
Meter Number *

Billing Account Zip Code * ?

Please click on the Retrieve Customer Information button b...

3 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.

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.

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.

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.

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
[   ] Br

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

Choose a payment method *
○ Check
○ Card

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.

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.

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.

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."

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.