Xcel *Energy* ®

Solar*Rewards®

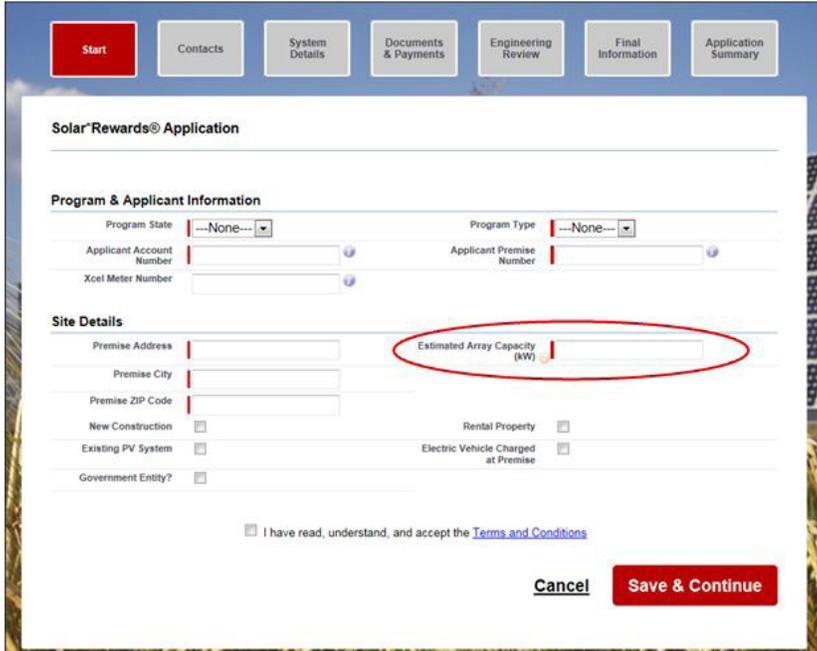## Changes to application process, effective May 2016

We are continually working to improve the Solar*Rewards program and the application process. As part of these ongoing efforts, we have made several changes to the application portal and limited the number of licenses. We hope these changes will create a better, more fair application submission experience. This document provides a summary of four key changes to help you prepare for your application submissions.

1. New! Estimated Array Capacity Field

A new "Estimated Array Capacity" field has been added in the "Start" tab, where users will enter the estimated array capacity for each project. This new field captures allocated capacity at the same time the submission timestamp is created, more accurately capturing program capacity.

When entering this information, please:

- Provide capacity size in numeric characters only (i.e. 5.5)

- Keep in mind that the estimated array capacity must be within +/- 10% of the project's final nameplate capacity. Once you click "Save & Continue", capacity changes exceeding 10% are not allowed.

Timestamps:

Applications are timestamped and submitted for capacity allocation when "Save & Continue" is selected on the "Start" tab.

- Only applications with a valid system timestamp can be considered for capacity allocation.

- All remaining application details (Contacts, System Details, etc.) must be completed within seven business days for an application to remain eligible.

Important Note: Users will still be asked to enter the project's final nameplate capacity in the "System Details" tab. If the final nameplate capacity is not within +/- 10% of the estimated array capacity, users will be prompted with the following error message:

2. New! One-Minute Limitation

In order to avoid system congestion issues caused by multiple logins from a single license, and to enforce license rules against multiple logins, application submissions are now limited to one application per minute, per user license. An application will be considered "submitted" when a user selects "Save & Continue" on the "Start" tab. Once an application has been submitted, the user can proceed with entering another application, but will not be able to submit another application until one minute has passed.

Important Note: When entering several applications, please refrain from hitting "Save & Continue" multiple times if one minute has not passed. If a user attempts to submit an application prior to the one-minute interval, they will receive the following error message:

3. New! Five License Maximum

Effective in May 2016, a maximum of five licenses are allowed for each installer/developer. Additionally, only one user is allowed to log in at the same time, per license. This limit helps ensure that all participants have a fair opportunity to submit applications.
Important Note: License sharing is strictly prohibited.

4. New! Increased Data Transfers between Salesforce and PVWatts

Some users have encountered a "429 Error" message while attempting to input information on the "System Details" tab. This error message was identified as a brief connection interruption between Salesforce and NREL's PVWatts calculator, and did not affect how application timestamps were assigned. In an effort to minimize this error message in the future, we have increased the data transfer capacity between Salesforce and NREL's PVWatts calculator.

Important Note: Users no longer need to complete the "System Details" tab in order to have their application considered for the capacity allocation. Capacity allocation will be determined from the Estimated Array Capacity field moving forward. All remaining application details must be completed within seven business days (please see first section of this PDF for additional information).

Questions or comments?

We are constantly striving to become more efficient in our processes, and appreciate any feedback you may have. Please visit **xcelenergy.com/Solar** or contact Solar*Rewards at **SolarProgram@xcelenergy.com** to let us know how we can better meet your needs.