

# Solar\*Rewards Application Process in Salesforce

## Customer

**Start**  
Discuss with Installer desired system and view programs Rules and Requirements

**Things to Know**

- Compliance with standards are verified at meter installation
- To apply for application you must have permanent premise
- Premise can not change in application nor can system be moved at any point.

**Final Information**  
All documents and contracts are to be e-signed and submitted back to Xcel for completion of application and meters to be ordered.  
**Application Complete!**

Documents are sent for e-sign to customer, installer, and Xcel Energy representative

## Installer

**Start & Contacts**  
Sign up and choose program state, type and account/premise/meter numbers. Input customers information and installer contact info. All emails must be different from each other.

**System Details**  
Enter Assets. If hardware is not listed in Salesforce contact Solar Program. Enter in Hardware, Number, and Type for both, along with Azimuth and Tilt for the Arrays. PV System details need to be entered here. This is the page new construction needs to upload with proof of square footage. If battery storage is also being installed- check battery back up checkbox.

**Documents & Payments**  
Upload Line Diagram, Site Plan and Witness Test example.  
Select Pay Fee Online & follow instructions  
Payment Breakdown: Solar\*Rewards  
- All Systems .05kW – 20 kW  
- \$250 Engineering Study Fee  
Payment Breakdown: Made in Minnesota  
- Systems .05kW – 20 kW  
- \$100 Engineering Study Fee  
- Systems 20.01kW – 40 kW  
- \$500 Engineering Study Fee

**Final Information**  
Upload Proof of Insurance and Final Electrical Inspection documents. Enter Final Application Details including Final Invoice Amount, Inspection Date, PV Installation Date & if there is restricted access to Meter Area (y/n). Review Application Information, any issues contact Solar Program. If correct:  
Under *Documents to Sign* hit the **RETRIEVE DOCUMENTS BUTTON**

**Engineering Review**  
Review all information is accurate, then hit **Submit for Approval**

## Xcel

**System Details**  
Systems are reviewed for the 120% rule based on the previous 12 months annually consumption for active accounts and on proof of square footage for new construction. Larger/ Commercial systems could require load analysis

**Pay Fee Online:**  
Primary and Secondary Authorization Codes are needed and can be found on Documents & Payments page

Review Application receive approved/rejected emails from Program Office

**Documents & Payments**  
Xcel representative will assign area and meter engineers when all documents and payments are submitted up to this point.

**Engineer Review**  
Xcel engineer reviews Line Diagram and Site Plan within 15 business days. Approved applications move ahead, rejected applications receive notes.

**Sent to Design (if applicable)**  
If upgrades are needed due to voltage rise issues, etc. Xcel engineer sends project to the design team to create a cost estimate for the needed upgrade.