



Solar\*Rewards Community

## Overview of e-Payments: Interconnection Process Training

Last Updated on 9.15.2020

## **\*Disclaimer\***

This PPT Manual is frequently revised.

Please use the web version **only**,  
To ensure the most up-to-date information.

\*Looking for a specific page or step? Try searching for keywords using Ctrl + F\*

# When e-Payments are Required

- Pre-Application Process
  - Processing Fee
  - Cost: \$300
- Program Approval
  - Application Fee
  - Cost: \$1,200
- Initiate Application
  - Engineering Process Fee
  - Cost: Certified Fast Track:  $\$100 + \$1/\text{kW}$   
Non-Certified Fast Track:  $\$100 + \$2/\text{kW}$   
Study Track:  $\$1,000 + \$2/\text{kW}$

# When e-Payments are Required

- Supplemental Review
  - Supplemental Review Fee
  - Cost: \$200
- System Impact Study
  - System Impact Study Fee
  - Cost: \$12,000
- Facilities Study
  - Facilities Fee
  - Cost: \$10,000-\$22,000

# Step 1: Select the Fee Action Item

XcelEnergy

How to Interconnect

Applications

Solar Gardens

User Management

Solar Garden Reports

Search...

Rehana Power

Interconnection Application

02628714

Program Type

Solar\*Rewards Community

Product

Solar\*Rewards Community - MN

Address

123 Test

City

St. Paul

County

Ramsey

Zip Code

12345

Case #: 02628714

Status: Program Approval

Step: Draft

Sub-Step:

App Owner: Your application is pending submission. You can save your draft application at any time and return to complete it later. Please make sure to complete all application requirements and fees prior to submitting for review.

Finalize

Please complete all the required Open actions and then click 'Finalize'. If you are not able to proceed/finalize, please send an email to the [Program](#).

Actions

Finalized Actions

Milestones

Completed Milestones

Application Details

ACTION NAME	DESCRIPTION	STATUS	RESPONSIBLE PARTY	REQUIRED?	ACTION
Application Details	Please complete supplemental fields to complete your application.	Open	Applicant	<input checked="" type="checkbox"/>	Action
Contact Information	Please provide information about the contacts associated with your application	Open	Applicant	<input checked="" type="checkbox"/>	Action
Proof of Site Control	Please provide proof of Site Control (reference MNDIP Section 1.7)	Open	Applicant	<input checked="" type="checkbox"/>	Action
Solar Garden Application Fee	Please pay the Solar Garden Application Fee through online payment to advance your application to the next step.	Open	Applicant	<input checked="" type="checkbox"/>	Action

\*Salesforce Widget Screen\*

## Step 2- Copy the red provided *Primary Authorization Code & Secondary Authorization Code*, and click on 'Pay Fee Online'

Please see directions below for online payment. If preferred, fee(s) can always be paid traditionally via check/wire and form.

- Fee invoice(s) are available now on the Wells Fargo payment site.
- The invoice(s) are ready for online payment.
- Payments will post to the applicable application ID the day after payment is made to Wells Fargo (another 24 hours).
- Please enter Primary Authorization Code **SR-9312179** and Secondary Authorization Code **55105** to complete online payment with Wells Fargo.
- Primary and Secondary codes are unique to your account. Once an account is set-up, you can use the same codes for each application as needed.
- Credit card payment will not be accepted.


### Payment Details:

Item Description	Amount Due	Due Date	Invoice Number	Payment Status
Solar Garden Application Fee	\$1,200.00	Dec 23, 2019	02628714-PN-0000000	Not Paid

Please click the 'Pay Fee Online' button for online payment.

Pay Fee Online

## Step 3: Click 'Enroll'

[Admin Login](#)

[LOGIN](#) [MAKE PAYMENT](#) Welcome to E-Bill Express from Xcel Energy Inc.!

Login ID

Password

[Forgot your Login ID?](#)  
[Password Help?](#)

Login

Don't have a Login ID?

Enroll

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# Step 4: Paste/Type the Primary Authorization & Secondary Authorization Codes from the Salesforce Portal



## Account Setup

To verify your identity, we need your Primary Authorization and Secondary Authorization

Primary Authorization

Secondary Authorization



Validate

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**You will be prompted to input some information for your new e-Pay Account. After inputting and submitting this information, your account will be set up.**

# Step 5: After Enrolling, you will be able to log into the e-Pay Portal and view all of your invoices and make payments.

The screenshot shows the Xcel Energy e-Pay Portal home page. At the top, the Xcel Energy logo is on the left, and navigation links for 'Home' and 'Pay My Bills' are in the center. An 'Exit' link is on the right. Below the navigation bar, the 'Home' section is highlighted. The main content area is divided into three columns. The left column contains a 'Primary Authorization' section with a dropdown menu showing 'SR-9312179'. The middle column displays '22 Invoices' with a 'View all items' link, and 'Amount Due \$17,187.40'. The right column contains a 'Payment Amount' field showing '\$ 17,187.40', a 'Payment Method' dropdown with an 'Add A Payment Method' link, and a 'Pay Date' field showing '5/28/2020'. A large green 'Pay All' button is positioned below the payment fields. On the far right, there is a 'MESSAGES' section with a 'View' button and a message stating: 'Bills are available on this site the day after the interconnection application and fee is created. Payments are posted to the'. At the bottom, a copyright notice reads: '© 2004-2020 Wells Fargo Bank N.A. All Rights Reserved. | Terms of Service Contact Us Help'.

Xcel Energy

Home Pay My Bills Exit

Home

Primary Authorization

SR-9312179

22 Invoices  
[View all items](#)

Amount Due  
**\$17,187.40**

Payment Amount  
\$ 17,187.40

Payment Method [Add A Payment Method](#)

Pay Date  
5/28/2020

**Pay All**

MESSAGES [View](#)

Bills are available on this site the day after the interconnection application and fee is created. Payments are posted to the

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*\*Disclaimer: Please only make individual payments for each invoice, rather than one combined payment for multiple invoices\**

# E-Payments

- E-Payments can take up to 48 hours to be received
- Once payment has been received that action item will change from Open to Draft in the portal

# Frequently Asked Questions

- Can I use a corporate credit card?
  - Yes, you can input a credit card into the ePayment system.
- Will my ePay login be different than my Xcel Energy Interconnection Portal login?
  - Yes, this will be unique to the ePay system.
  - However, there will only be one account per company, that all company personal could access if desired.
- Can I see a summary of payments within the ePay system?
  - Yes, when you login you can navigate to additional options to view history of payments or invoices, amount, invoice number that the eBill Xpress creates, and case number for the interconnection application.
- Is there an autofill option for the Authorization numbers?
  - Yes, once you copy/paste the Authorization codes the first time to create and setup your login, you can login to the ePay system and simply click invoices to select which you would like to make a payment on!
- Can I print invoices or statements?
  - Yes, there are many capabilities available within the E Bill Express system!

