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**Solar\*Rewards Community**  
**Subscribers How To: Submit/Edit a Subscription**

**Last Updated 7.21.2020**

## **\*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\*

# Subscribers

- While in the Design and Construction phase, Solar Garden Operators should enter their subscribers into the Interconnection Portal.
- This is a multi-step process that requires submission and approval of Subscriber Agency Agreement and Consent forms before subscribers are eligible to receive bill credits.
- This process should be begin as early as possible.

Attachment "A"

Solar\*Rewards Community  
Subscriber Agency Agreement and Consent Form

The undersigned ("Subscriber") has a Subscription to the following Community Solar Garden:

Community Solar Garden Name: _____	Community Solar Garden Address: _____ _____
Community Solar Garden Operator: _____	Community Solar Garden contact information for Subscriber questions and complaints: Address (if different from above): _____ _____ Telephone number: _____ Email address: _____ Web Site URL: _____ Fax: _____
Subscriber Name: _____	Subscriber Service Address where receiving electrical service from Northern States Power Company: _____ _____
Subscriber's Account Number with Northern States Power Company: _____	Subscriber Mailing Address (if different from above): _____ _____

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(Continued on Sheet No. 9-90)

Date Filed: 06-10-17 By: Christopher B. Clark Effective Date: 12-07-17  
President, Northern States Power Company, a Minnesota corporation  
Docket No. EGG99/CI-12-1344 & Order Date: 12-07-17  
E002/M-13-887

# Subscriber Agency Agreement and Consent Form

1. To enter Xcel Energy customers as subscribers to the S\*RC program, a Subscriber Agency Agreement and Consent form ("SAA") is required.
  - The most updated version of this form can be found at [www.xcelenergy.com/SRCResources](http://www.xcelenergy.com/SRCResources) (Pre- MNDIP Step 5) as well as in the Standard SRC Contract in the Section 9 tariff.

Attachment "A"

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Community Solar Garden Operator: _____	Community Solar Garden contact information for Subscriber questions and complaints: Address (if different from above): _____ _____ Telephone number: _____ Email address: _____ Web Site URL: _____ Fax: _____
Subscriber Name: _____	Subscriber Service Address where receiving electrical service from Northern States Power Company: _____ _____
Subscriber's Account Number with Northern States Power Company: _____	Subscriber Mailing Address (if different from above): _____ _____

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Date Filed: 06-19-17 By: Christopher B. Clark Effective Date: 12-07-17  
 President, Northern States Power Company, a Minnesota corporation  
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 E002/M-13-867

# Subscriber Agency Agreement and Consent Form

2. The following are required fields for each subscriber:

- a. Subscriber first and last name
- b. Subscriber's 7 digit account number. (For example, if the customer gives you an account number of 53-1234567-0, enter the middle 7 digits, 1234567.)
- c. Subscriber's 9 digit premise number. (If multiple premises are to be subscribed, they can be included on a single form but must be submitted individually to the SRC portal). *Either the premise or the subscriber address can be listed on the consent form, but the premise number will be needed to enter the subscriber into the Portal.*
- d. Subscriber mailing address
- e. Subscriber's email address

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 Subscriber Agency Agreement and Consent Form

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Community Solar Garden Name: _____	Community Solar Garden Address: _____
Community Solar Garden Operator: _____	Community Solar Garden contact information for Subscriber questions and complaints: Address (if different from above): _____ _____ _____ Telephone number: _____ Email address: _____ Web Site URL: _____ Fax: _____
Subscriber Name: _____	Subscriber Service Address where receiving electrical service from Northern States Power Company: _____ _____ _____
Subscriber's Account Number with Northern States Power Company: _____	Subscriber Mailing Address (if different from above): _____ _____ _____

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# Subscriber Agency Agreement and Consent Form

3. Additional fields are required regarding the **solar garden** the subscriber will be enrolled with:

- a. Solar Garden Name- multiple solar gardens can be listed on the form, but the subscriptions to each must be submitted individually to the SRC portal
- b. Solar Garden Operator- This must match the entity listed on the SRC contract and IA, and will be listed as the "Developer/Owner" in the SRC Portal.
- c. Solar Garden Address and contact information:
  - Email address listed must match that given for Primary Application Manager in Portal
  - Phone number listed must match that given for Primary Application Manager in Portal

# Submitting Subscriber Agency Agreements

- Prior to entering a subscriber into the SRC portal, the Garden Operator must send their Subscriber Agency Agreement to the Data Request team at [DataRequest@xcelenergy.com](mailto:DataRequest@xcelenergy.com)
- As a developer if you do not want usage and you only want information uploaded to Salesforce, you'll need to put "No Usage" in the subject line of the email. Data Request will review and either approve or reject the SAA, and provide rationale if rejecting.
  - Due to this timing and the possibility of revisions being required, Garden Operators should have all Subscriber Agency Agreements submitted to the Data Request team at 30 calendar days prior to Acceptance Testing

# Submitting Subscriber Agency Agreements

- Once Data Request has approved a SAA, they will notify the Garden Operator.
  - Please allow 1-2 business days after this notification for approvals to be processed so that you may enter the subscribers into the Portal
- Please note: Data Request approves SAA's as valid legal documents for Xcel Energy to share customer data with the entity listed on the form, and for that entity to submit the subscribers.
  - If the Solar Garden Operator information on the SAA is completed incorrectly, it may still be approved as a valid legal document but simply will not allow access to the solar garden operator.



# Submitting Subscribers to the SRC Portal

Once Subscriber Agency Agreements have been approved by the Data Request team and 1-2 business days have passed, you can log in to the SRC portal and enter subscribers by opening the SRC page for an individual garden and using the “Add Subscriber” button at the bottom of the page, above the Subscriber Allocations:

Action		Last Name	First Name	Status	Premise #	Account #	Allocation (in kW)	Agency Agreement	Is Low Income Subscriber	Data Privacy Form
<a href="#">Edit</a>	<a href="#">View</a>	Sub4	Larry	Valid	888888884	2222224	40.00	✓	<input type="checkbox"/>	✓
<a href="#">Edit</a>	<a href="#">View</a>	Sub5	Julie	Valid	888888885	2222225	10.00	✓	<input type="checkbox"/>	✓
<a href="#">Edit</a>	<a href="#">View</a>	Sub6	David	Valid	888888886	2222226	10.00	✓	<input type="checkbox"/>	✓
<a href="#">Edit</a>	<a href="#">View</a>	Sub7	Mike	Valid	888888887	2222227	10.00	✓	<input type="checkbox"/>	✓
<a href="#">Edit</a>	<a href="#">View</a>	Sub8	John	Valid	888888888	2222228	10.00	✓	<input type="checkbox"/>	✓

[Show 5 more »](#) | [Go to list \(10\) »](#)

# Submitting Subscribers to the SRC Portal

## 1) Enter the subscriber information

**Add/Edit Subscriber**

A Data Privacy Form is required prior to submitting a subscriber. Please provide only the middle digits of the subscriber's account number (xx-999999-x).

Account Number: (Middle Digits Only) 53:	<input type="text" value="9999996"/>	-x	Premise Number:	<input type="text" value="999999996"/>
System Allocated (in kW):	<input type="text" value="1.000"/>			
Subscriber Email Address:	<input type="text" value="fake@email.com"/>		Multiple Electric Meters Confirmed	<input type="checkbox"/>
Qualified Low Income Participant:	<input type="checkbox"/>			

If the Low Income box is checked, a low income form will need to be submitted.

- Enter subscriber **account** number (middle 7 digits: xx-1234567-x)
- Enter subscriber **premise** number (9 digits)

# Submitting Subscribers to the SRC Portal

- c. Enter amount of kW to allocate to subscriber in system allocated field:
- ✓ Amount must be 0.200 or greater
  - ✓ Total amount allocated to all subscribers cannot exceed the gardens name plate capacity
  - ✓ Each individual subscriber's allocation cannot exceed 40% of the total name plate capacity
  - ✓ kW allocated to a subscriber as a portion of the total kW DC of a given Solar Garden will indicate what proportion of the total kWh produced by the garden will be allocated to the subscriber.
    - ❖ Ensure before entering subscribers that kW DC specifications for solar garden are **accurate** in the Portal

# Submitting Subscribers to the SRC Portal

- 2) Click the “Submit Subscriber” button to add the subscriber.
  
- 3) If there are any **errors** with the information provided, or the SAA has not been approved, those will be listed for you at this point:
  - First, refer to the [Subscriber Portal Error Key \(PDF\)](#) found at [www.xcelenergy.com/SRCResources](http://www.xcelenergy.com/SRCResources) to troubleshoot common errors
  - **After** this, if error remains unresolved, or is incorrect, contact [SRCMN@xcelenergy.com](mailto:SRCMN@xcelenergy.com)

# Submitting Subscribers to the SRC Portal

4) If no errors occur, the subscriber information is now populated under the Subscriber Allocations section

- You must still complete at least one more step and make the subscriber allocation **valid**, in order for the subscriber to receive bill credits:

5) Click “View” by the subscriber allocation listed to view the subscriber allocation page:

- On this page, use the “Upload Subscriber Agency Agreement” button to upload the SAA, and change the subscriber status to **valid**

# Submitting Subscribers to the SRC Portal

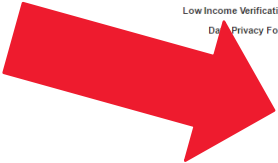
- Each validation flag should be **green** at time of entering subscriber
- If **red**, will provide insight into why subscriber allocation is invalid
- Further information on the requirements for subscribers can be found in the [Subscriber FAQs](#) and Section 9 tariff

Subscriber Allocation  
MN C&I Placeholder:999999996:9999996

Subscriber Allocation Detail Edit Delete Subscriber Download Documents Upload Documents

Status	Not Valid	Subscriber Agency Agreement	<input type="checkbox"/>
Add Date	6/7/2016	Low Income Verification	<input type="checkbox"/>
System Allocated (As % of Total)	0.3571%	Default Privacy Form	<input checked="" type="checkbox"/>
Allocation #	MN C&I Placeholder:999999996:9999996		
Multiple Electric Meters			
Multiple Ele Meters Verified	<input type="checkbox"/>		
Validation Flags			<input type="checkbox"/>
Validation for 40% Rule			<input type="checkbox"/>
Validation for County			<input type="checkbox"/>
Allocation Over 120% Annual Consumption			<input type="checkbox"/>
Minimum Allocation Met			<input type="checkbox"/>
Valid Account and Premise			<input type="checkbox"/>
Validation for Subs Agency Agreement frm	Missing Subscriber Agency Agreement form		<input type="checkbox"/>
Validation for LI form			<input type="checkbox"/>
Solar Garden Information			
Solar Garden	<a href="#">SRC042756</a>	Garden County	Brown
Estimated Annual System Production (kWh)	1,543,250.5		
120% Allocation Threshold (in kWh)	10,080.0		
Subscriber Information			
Subscriber Name	<a href="#">MN C&amp;I Placeholder</a>	Low Income	NO
Premise Number	999999996	First Name	
Debtor Number	99999996		
Energy Allocation			
Allocation (in kW)	5.000	Billing Allocation (in kWh)	5,511.61
		System Allocated (in kW)	5.000
		Estimated Allocation Greater than 40%	0

Edit Delete Subscriber Download Documents Upload Documents



# Updating or Removing Subscribers

- If you need to make **changes** to subscribers after entering, you can do so using the previously discussed processes.
  - Please note that if you **edit** a subscriber after entering them, this will be considered a **new subscription**, and you must meet **all** requirements based on the status of the customer at that time.
- If a subscriber is listed as invalid, they still contribute towards the limit of “subscribed kW” for a garden, so you will need to remove them before entering another subscriber to take their place.

