

SRC Application Process



Fall 2014

Version: December 5, 2014

Agenda

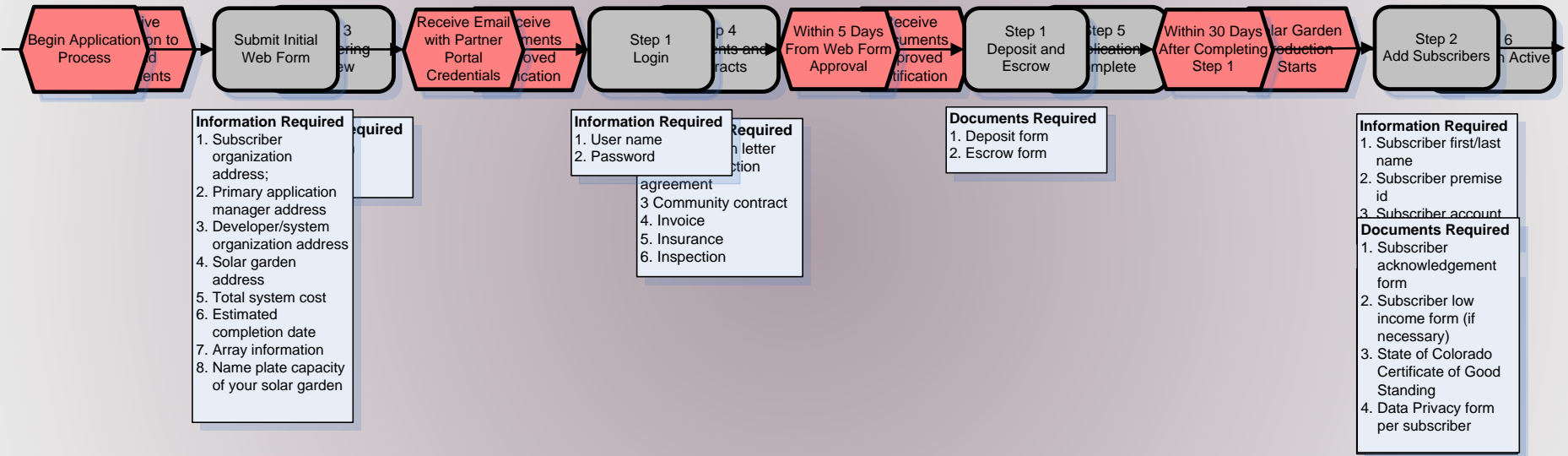


- ▶ **Application Process Overview**
- ▶ **Applying for Access to the SRC Application System**
- ▶ **Step 1: Initial Application and Deposit**
- ▶ **Step 2: Subscriber Validation**
- ▶ **Step 3: Engineering Review**
- ▶ **Step 4: Documents and Contract Submission**
- ▶ **Step 5: Application Completion**
- ▶ **Step 6: Garden Active**

Application Process Overview

Process Overview and Timelines

Application Process Summary



Note: Your solar garden application must be completed, approved, and the solar garden must be producing energy within two years from the date Xcel Energy found your application complete.

Agenda



- ▶ **Application Process Overview** (Completed)
- ▶ **Applying for Access to the SRC Application System**
- ▶ **Step 1: Initial Application and Deposit**
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- ▶ **Step 3: Engineering Review**
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- ▶ **Step 5: Application Completion**
- ▶ **Step 6: Garden Active**

Applying for Access to the SRC Application System

Initial Web Form - Overview

Prior to receiving access to the Solar Rewards SRC Application System you must first complete and submit the initial web form

Required Information for the Web Form:

- ▶ Program Type
- ▶ Garden Operator Name and Address
- ▶ Application Manager Phone and Email
- ▶ System Owner Name, Address, and Email
- ▶ Solar Garden:
 - ▶ Address
 - ▶ Nameplate Capacity (DC)
 - ▶ PVWatts Location
 - ▶ Garden Name
 - ▶ System Cost
 - ▶ Rated AC Power Output (kW)
 - ▶ Estimated Completion Date
 - ▶ Will garden sell all RECs to Xcel Energy, or keep all RECs?
 - ▶ Array Information
 - ▶ Tilt, Azimuth, Tracker Type, Mount Location
- ▶ Application ID
 - ▶ Made in Minnesota applications only
 - ▶ Located on the Reservation Letter from the DOC

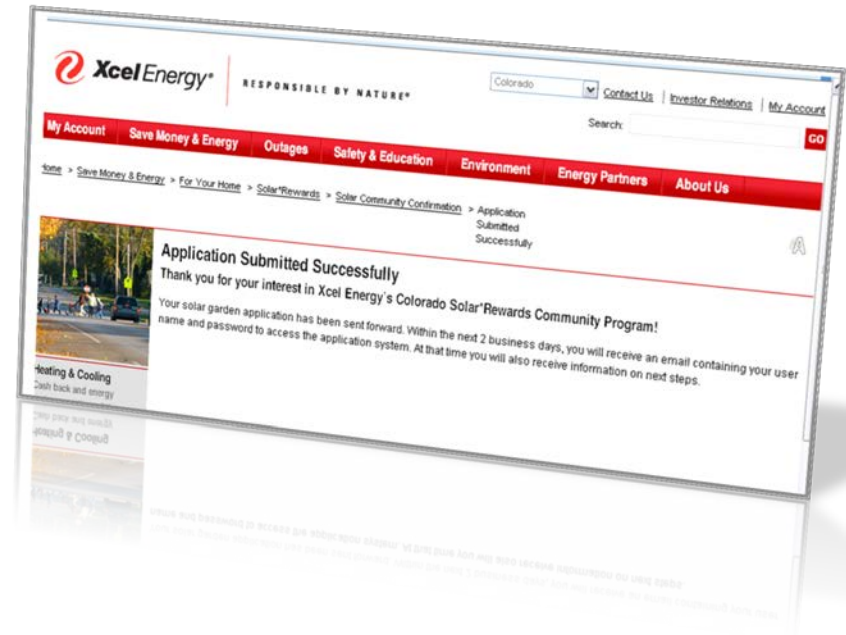
The screenshot shows a web browser window titled "Xcel Energy - Solar Community Form - Windows Internet Explorer provided by Xcel Energy". The address bar shows the URL "http://webapp03a.xcelenergy.com/secure/SaveMoney/EnergyForYourHome/SolarRewards". The page features the Xcel Energy logo and the tagline "RESPONSIBLE BY NATURE". A navigation bar includes links for "My Account", "Save Money & Energy", "Outages", "Safety & Education", "Environment", "Energy Partners", and "About Us". A search bar is located on the right. Below the navigation bar, a message states "Most high-wind outages have been restored. Read More". The main content area is titled "Solar Rewards Community Program" and contains two sections: "Subscriber Organization" and "Primary Application Manager". The "Subscriber Organization" section includes fields for "Subscriber Organization Name*", "Street*", "City*", "State*" (a dropdown menu currently showing "Alabama"), and "Zip Code*". The "Primary Application Manager" section includes fields for "Salutation*" (a dropdown menu currently showing "Mr."), "First Name*", "Last Name*", "Phone*" (with a "(xxx-xxx-xxxx)" placeholder), "Email*", and "Confirm email*".

Applying for Access to the SRC Application System

Initial Web Form – Steps to Complete

Applying for access to the SRC Application System:

- ▶ Gather all necessary information required to successfully complete initial web form
- ▶ Navigate to the initial web form link at:
[http://www.xcelenergy.com/Save Money & Energy/Residential/Renewable Energy Programs/Solar Gardens - MN](http://www.xcelenergy.com/Save_Money_&_Energy/Residential/Renewable_Energy_Programs/Solar_Gardens_-_MN)
- ▶ Complete the Solar*Rewards Community Program Web Form
 - ▶ All fields are required
- ▶ Within 2 business days you will receive an email with your user name and password to access the SRC Application System where you will complete the application process.
 - ▶ If your initial web form is not approved, you will receive an email with the rejection reason



Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ **Step 1: Initial Application and Deposit**
- ▶ **Step 2: Subscriber Validation**
- ▶ **Step 3: Engineering Review**
- ▶ **Step 4: Documents and Contract Submission**
- ▶ **Step 5: Application Completion**
- ▶ **Step 6: Garden Active**

Step 1: Initial Application and Deposit Overview

The first step of the application process requires you to submit your deposit via mailed check or wire transfer and complete the associated form.

Solar Garden Status

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscriber Amount	Available Capacity	% Allocation to low income subscribers?
SRC0000003	JB Prod Test	Step 2: Deposit/Esrow and Application Review	Mon Apr 23 20:37:27 GMT 2012	100%	1,500	750	750	Yes

Actions required to proceed

STEP 2:

Follow the instructions below to complete STEP 2 - Deposit and Esrow Review:

"Click on the Home tab to return to the instructions listed below"

1. Download the Deposit and Esrow forms by clicking the "Download Documents" button below
2. Follow the instructions on each form for submitting payment
3. Upload the completed Deposit and Esrow forms by clicking the "Upload Documents" button below
4. We will send a confirmation email with instructions for next steps after we process your payments and forms

"Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or PVC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button"

Documents and Attachments

Title	Uploaded
Step 2: Deposit Form - 2012-02-09 20:44:10.csv	3/8/2012 12:44 PM
Step 2: Esrow Form - 2012-02-09 20:44:33.csv	3/8/2012 12:44 PM

Summary of Steps:

- ▶ Log in to the SRC Application System
- ▶ Download the Deposit and Application Forms
- ▶ Mail/Wire your Deposit and Application to Xcel
- ▶ Upload your completed form to the SRC Application System

Required Form to Complete Step 1:

- ▶ Deposit Form
- ▶ Application Form

Timeline:

Step 1 can be completed as soon as receiving access to the SRC Application System.

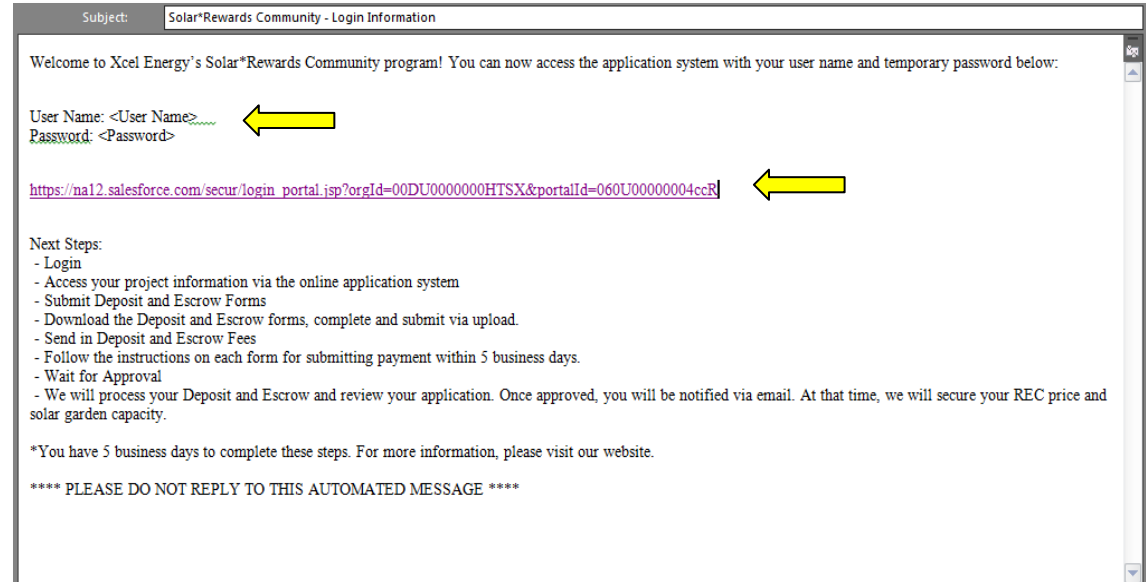
Step 1: Initial Application and Deposit

Logging in to the SRC Application System

To download your deposit form you will need to first log in to the SRC Application System.

Logging in to the SRC Application System:

- ▶ To access the SRC Application System login page, click on the link found in your approval email.
- ▶ Your User Name and Password to access the SRC Application System are also contained in this email.



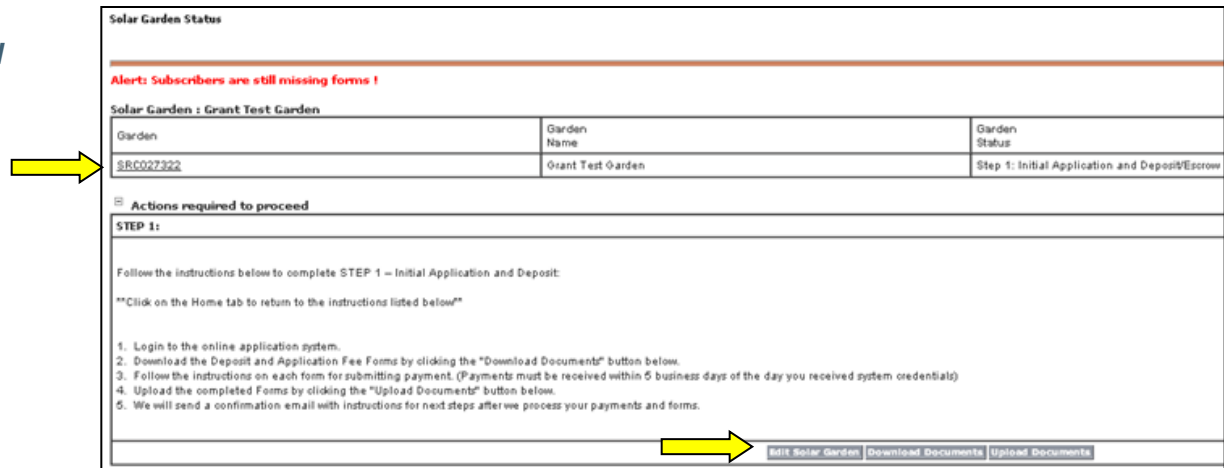
Step 1: Initial Application and Deposit

Downloading Deposit and Application Fee Forms

When you log into the SRC Application System you will always start on the “Home” tab which provides you the status of your solar garden application.

Downloading Deposit Form:

► From the “Home” tab, click the *Download Documents* button at the bottom of the “Actions required to proceed” section



Solar Garden Status

Alert: Subscribers are still missing forms !

Solar Garden : Grant Test Garden

Garden	Garden Name	Garden Status
SR0027322	Grant Test Garden	Step 1: Initial Application and Deposit/Esrow

☐ Actions required to proceed

STEP 1:

Follow the instructions below to complete STEP 1 – Initial Application and Deposit:

****Click on the Home tab to return to the instructions listed below****

1. Login to the online application system.
2. Download the Deposit and Application Fee Forms by clicking the "Download Documents" button below.
3. Follow the instructions on each form for submitting payment. (Payments must be received within 5 business days of the day you received system credentials)
4. Upload the completed Forms by clicking the "Upload Documents" button below.
5. We will send a confirmation email with instructions for next steps after we process your payments and forms.

[Edit Solar Garden](#) [Download Documents](#) [Upload Documents](#)

Step 1: Initial Application and Deposit

Downloading Deposit and Application Fee Forms

The Download Documents page allows you to download your deposit form with pre-populated information specific to your garden.

Downloading Deposit Form:

Continued....

► Click the *Download Document* button for the deposit form.

► Save the file to your computer.

► Print and sign the form.

Download Documents	
Name	
Step 1: Deposit Form	 Download Document
Step 1: Application Fee Form	Download Document
Step 4: Reservation Letter	Download Document
Step 4: Interconnection Agreement	Download Document
Step 4: Standard Contract for SR* ^C	Download Document
Go Back	

Step 1: Initial Application and Deposit

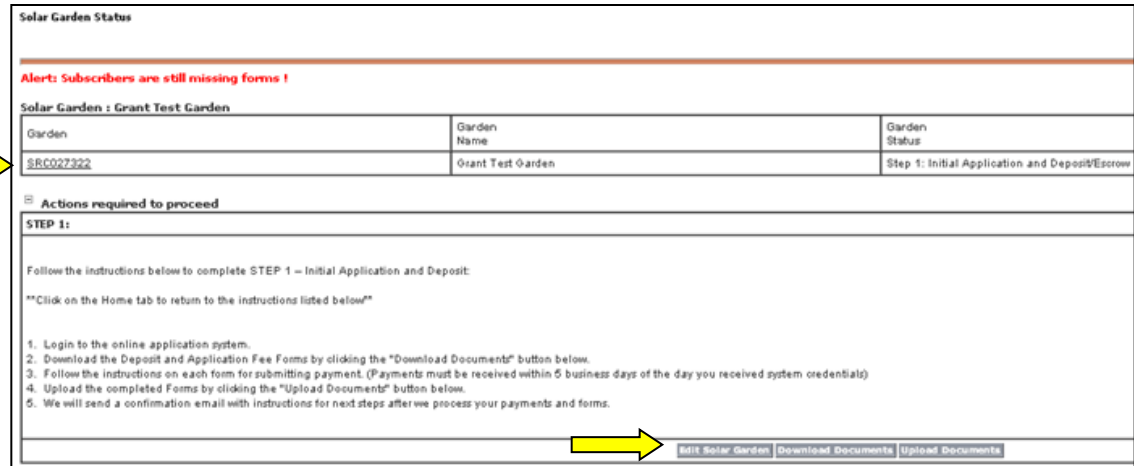
Submitting Payment and Uploading Deposit and Application Fee Forms

After you have downloaded your form you must print and sign the form, submit your payment to Xcel, and also upload your completed deposit form to the SRC Application System.

Reminder:
Deposit and Application payments should be submitted to Xcel within 5 business days of receiving access to the SRC Application System

Uploading Deposit Form:

► From the “Home” tab, click the **Upload Documents** button at the bottom of the “Actions required to proceed” section.



Solar Garden Status

Alert: Subscribers are still missing forms !

Solar Garden : Grant Test Garden

Garden	Garden Name	Garden Status
SRC027322	Grant Test Garden	Step 1: Initial Application and Deposit/Escrow

☐ Actions required to proceed

STEP 1:

Follow the instructions below to complete STEP 1 – Initial Application and Deposit:

Click on the Home tab to return to the instructions listed below

1. Login to the online application system.
2. Download the Deposit and Application Fee Forms by clicking the "Download Documents" button below.
3. Follow the instructions on each form for submitting payment. (Payments must be received within 5 business days of the day you received system credentials)
4. Upload the completed Forms by clicking the "Upload Documents" button below.
5. We will send a confirmation email with instructions for next steps after we process your payments and forms.

[Edit Solar Garden](#) [Download Documents](#) [Upload Documents](#)

Step 1: Initial Application and Deposit

Submitting Payment and Uploading Deposit and Application Fee Forms

Uploading Deposit Form:

Continued....

- ▶ Select the radio button for Deposit Form.
- ▶ Click “Browse” and locate the signed copy of the deposit form you uploaded to your computer.
- ▶ Click the *Upload Document* button.
- ▶ Repeat these steps to download, sign and upload the Application Fee Form.

Select the type of document to attach:

- 
- ☒ Step 1: Deposit Form - [submitted]
 - ☐ Step 1: Application Fee Form - [submitted]
 - ☐ Step 2: State Certificate of Good Standing Form - [submitted]
 - ☐ Step 3: Line Diagram - [submitted]
 - ☐ Step 3: Site Plan - [submitted]
 - ☐ Step 3: SGLA - Small Generation Interconnection Application - [submitted]
 - ☐ Step 4: Interconnection Agreement - [not submitted]
 - ☐ Step 4: Standard Contract for SR* C - [not submitted]
 - ☐ Step 4: Insurance - [not submitted]
 - ☐ Step 4: Invoice - [not submitted]
 - ☐ Step 4: Inspection - [not submitted]

 Select file: No file chosen



This step is now complete. Xcel will send you a confirmation email once the form is uploaded and the deposit payment is received. The email will also contain the next steps on how to continue with the application process.

Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ Step 1: Initial Application and Deposit_(Completed)
- ▶ **Step 2: Subscriber Validation**
- ▶ Step 3: Engineering Review
- ▶ Step 4: Documents and Contract Submission
- ▶ Step 5: Application Completion
- ▶ Step 6: Garden Active

Step 2: Subscriber Validation

Overview

The second step of the application process allows you to add the required minimum of 5 subscribers to your garden in the SRC Application System.

AGENCY AGREEMENT
FOR PUBLIC SERVICE COMPANY OF COLORADO
SOLAR-REWARDS COMMUNITY SERVICE

(For Use With SUBSCRIBER ORGANIZATION AGREEMENTS)

SRC Subscriber Name: Larry Suba
SRC Subscriber Retail Customer Account No: 2222224
SRC Subscriber Service Address: _____
Solar/Rewards Community Service Agreement No: _____
SRC Subscriber Contact: _____ E-mail: _____
SRC Subscriber Mailing Address: _____
SRC Subscriber Telephone: _____
SRC Product Name: Peyton Manning's Kids

Name and Location of SRC Solar Electric Generating System: 789 Xcel Energy, Longmont, CO, 80501

SRC Subscriber's Solar Subscriptions: Three (3) kilowatts, or "kW", 30 MW/yr

The undersigned SRC Subscriber hereby authorizes **Peyton Manning's Kids** ("SRC Producer"), and SRC Producer hereby accepts the responsibility to act as SRC Subscriber's agent for purposes of selling to Public Service Company of Colorado ("Public Service") all of SRC Subscriber's individual contract to act in the Renewable Energy and associated Renewable Energy Credits generated by SRC Subscriber's solar system. SRC Subscriber agrees to sell to SRC Producer for such use and to maintain such contract, all and delivered to Public Service's Solar-Rewards Community Program and from Schedule SRC of Public Service's electric tariff in the SRC Producer to enter into a long-term contract as defined in SRC Subscriber's contract and to effect from time to time with the Colorado Public Utilities Commission ("Commission") and to effect from time to time.

1. **Terms of SRC Producer's Obligations:** SRC Producer shall be responsible for selling and managing the subscriptions of all SRC subscribers to the PV system and for selling to Public Service the subscribed and associated portion of the Renewable Energy and associated Renewable Energy Credits generated by the PV system and delivered to Public Service at the production rate defined in the PV system use. In performing such functions, SRC Producer shall be solely responsible for communicating directly to Public Service SRC Subscriber's subscription concerning the subscription to the PV system, including an individual contract to the Renewable Energy and associated Renewable Energy Credits generated in subscription to the PV system, and SRC Subscriber acknowledges and agrees that Public Service shall exclusively rely on and be bound by SRC Producer's data of the subscription and agrees that SRC Producer shall be responsible for the SRC Credits that will be applied to SRC Subscriber's share of the SRC Producer for the purpose of calculating the SRC Credits generated and produced by the PV system in accordance with the Renewable Energy and associated Renewable Energy Credits generated and produced by the PV system in accordance with the Schedule SRC of Public Service's Colorado Public Utilities Commission electric tariff.

Summary of Steps:

At this point in the process subscribers can be added to the system, but it is not a requirement to advance to next step (5 valid subscribers are necessary to advance to step 5.)

- Send Customer Energy Usage Data consent form to dataprivacy@xcelenergy.com 7 days prior to entering subscribers
- Log into SRC Application System to start adding subscribers to your garden
- Download Subscriber Agency Agreement
- Get Subscriber Agency Agreement signed
- Upload completed Subscriber Agency Agreement to the SRC Application System
- Submit Subscribers for Approval
- Upload State Certificate of Good Standing

Required Forms to Complete Step 2:

- State Certificate of Good Standing

Timeline:

Step 2 must be completed as part of submitting a complete application for purposes of advancing for engineering review

Step 2: Subscriber Validation

Adding Subscribers To Your Garden (not necessary until moving from step 4 to step 5)

The system will check each subscriber to ensure an approved Subscriber Agency Agreement Form has been uploaded for the subscriber to be valid.

Adding Subscribers:

- ▶ Click on Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page. Click the **Add Subscriber** button in this section to add subscribers at any time.



Alert: Subscribers are still missing forms !

Solar Garden : New MN Garden

Garden	Garden Name	Garden Status
SRC027319	New MN Garden	Step 2: Subscriber Validation and Permit Documentation

☐ Actions required to proceed

STEP 2:

Follow the instructions below to complete STEP 2 – Subscriber Validation and Permit Documentation:

****Click on the Home tab to return to the instructions listed below****

1. Upload [State of Minnesota Certificate of Good Standing](#) by clicking the Garden ID (above) and then clicking on the "Upload Documents" button found on the Garden Detail page. .
2. Submit a minimum of 5 subscribers using the "Add Subscriber" button below. Subscribers will be automatically validated. (You will have 30 days to submit the valid subscribers)
3. For each subscriber you will need to upload a Subscriber Agency Agreement. To do this:
 - Click on the Garden ID link shown above to access your Garden details.
 - Scroll down the page to the Subscriber Section.
 - Select a subscriber by clicking on the "Subscriber Name" link.
 - On the Subscriber Detail page find and click on the "Download Documents" button to download any required subscriber forms for that subscriber.
 - Once the forms are signed you can click on the "Upload Documents" button to upload signed forms.
4. Once you've added at least 5 valid subscribers with signed Subscriber Agency Agreements navigate to the Garden details page (click on the Garden ID above) and click on "Submit Subscribers" button.

****Please note, if you want to attach a Subscriber Agency Agreement or Low Income Verification Form you must navigate to the individual subscriber detail section and use the Download Documents button****

[Add Subscriber](#) [Edit Solar Garden](#) [Download Documents](#) [Upload Documents](#)



Step 2: Subscriber Validation

Adding Subscribers To Your Garden (not necessary until moving from step 4 to step 5)

Subscribers will be added to your garden one at a time on the Add/Edit Subscriber page located in the SRC Application System. All subscribers must have a completed Customer Energy Usage Data consent form on record before being added to the SRC application system. Directions for the consent form are found at the program website. After you add a subscriber to the system you will be able to download the necessary Subscriber Agency Agreement to complete Step 2.

Adding Subscribers:

Continued....

► Enter all information shown to the right for each subscriber (All fields are required):

- Allocated amounts must:
 - not exceed 40% of the total nameplate capacity
 - be greater than .2 kW
 - Not exceed 120% of subscriber's usage
- The total amount allocated to all subscribers cannot exceed the nameplate capacity

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-xx).

Account Number (Middle Digits Only)

Premise Number:

System Allocated (in kW):

Subscriber Email Address:

► Click the *Submit Subscriber* button

► Repeat for each subscriber

Step 2: Subscriber Validation

Updating or Removing Subscribers

At any time during the application process you can update subscriber information (email address, allocation amount) or remove a subscriber altogether.




Updating/Removing Subscribers:

- ▶ From the “Home” tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.

Subscriber Allocations										
Subscriber Allocations										
Action	View	Last Name	First Name	Status	Premise #	Account #	Allocation (in kW)	Agency Agreement	Is Low Income Subscriber	Data Privacy Form
Edit	View	Sub4	Larry	Valid	888888884	2222224	40.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub5	Julie	Valid	888888885	2222225	10.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub6	David	Valid	888888886	2222226	10.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub7	Mike	Valid	888888887	2222227	10.00	✓	<input type="checkbox"/>	✓
Edit	View	John	Valid	888888888	2222228	10.00	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Show 5 more » Go to list (10) »										

Update Subscriber

- ▶ Click the “Edit” link for the subscriber you would like to update.
 - ▶ Only the email address and allocation amount are open to edits.

Subscriber Detail Page			
Subscriber Allocation Sub4:888888884:222224			
Subscriber Allocation Detail		Edit	Delete Subscriber
Status	Valid		
Add Date	2/28/2012		
System Allocated (As % of Total)	26.7%		
Allocation #	Sub4:888888884:222224		
Validation Flags		Agency Agreement	
Validation for 40% Rule		Low Income Verification	
Validation for County		Data Privacy Form	
Allocation Over 120% Annual Consumption			
Minimum Allocation 4 kW			

Remove Subscriber

- ▶ Click the “View” link to access the Subscriber Detail page and hit the **Delete Subscriber** button to remove the subscriber.

Step 2: Subscriber Validation

Downloading Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

You will need to download the Subscriber Agency Agreement for each subscriber. This form will need to be signed and uploaded back into the SRC Application System for each subscriber.

Downloading Subscriber Agency Agreement:

- ▶ From the “Home” tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.
- ▶ Click the “View” link to access the subscriber detail.

The screenshot displays the SRC Application System interface. The top navigation bar includes 'Home', 'Solar Gardens', and 'Reports'. The 'Home' tab is active, showing a 'CUSTOM LINKS' section with links like 'Sample Documents', 'Glossary', and 'Builders Call Line'. A 'WELCOME, JOHN SMITH' message is visible. A yellow arrow points from the 'View' link in the 'Subscriber Allocations' table to the 'Subscriber Detail Page'.

Solar Garden Status

Alert: Subscribers are still missing forms !

Alert: There must be at least 5% allocations to low income subscribers !

Solar Garden : Xcel Training Garden

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 2: Subscriber Validation and Permit Documentation	Thu Apr 12 22:33:00 GMT 2012	No	100	0	100	No

Subscriber Detail Page

Subscriber Allocations

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

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

Step 2: Subscriber Validation

Downloading Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

When you download the Subscriber Agency Agreement form it will come pre-populated with the subscribers information. These unique forms need downloaded, signed, and uploaded for each subscriber.

Downloading Subscriber Agency Agreement:

Continued...

► On the Subscriber Detail page hit the **Download Documents** button.

► On the Subscriber Download Documents page click on the **Download Document** button for the Subscriber Agency Agreement.

► Save the file to your computer.

► Print and have the form signed by the customer.

Subscriber Detail Page

Subscriber Allocation
Sub4:888888884:2222224

Subscriber Allocation Detail		Edit	Delete Subscriber	Download Documents	Upload Documents
Status	Valid				
Add Date	2/28/2012				
System Allocated (As % of Total)	26.7%				
Allocation #	Sub4:888888884:2222224				
Validation Flags					
Validation for 40% Rule					
Validation for County					
Allocation Over 120% Annual Consumption					
Minimum Allocation 4 kW					

Agency Agreement ☒
Low Income Verification ☐
Data Privacy Form ☒

A yellow arrow points to the **Download Documents** button.

Name

Subscriber Agency Agreement

Go Back

Download Documents

Download Document

A yellow arrow points to the **Download Document** button.

Step 2: Subscriber Validation

Uploading Signed Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

After the Subscriber Agency Agreement form is signed it needs to be uploaded to the SRC Application System.

Uploading Subscriber Agency Agreement:

- ▶ From the “Home” tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.
- ▶ Click the “View” link for the subscriber you want to upload document(s) for.

CUSTOM LINKS

- [Sample Documents](#)
- [Glossary](#)
- [Builders Call Line](#)
- [FAQs](#)
- [Application Process Instructions](#)
- [Contact Us](#)
- [Privacy Policy](#)
- [Terms of Use](#)

WELCOME, JOHN SMITH

John Smith
My Company Profile

Solar Garden Status

Alert: Subscribers are still missing forms !

Alert: There must be at least 5% allocations to low income subscribers !

Solar Garden : Xcel Training Garden

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 2: Subscriber Validation and Permit Documentation	Thu Apr 12 22:33:00 GMT 2012	No	100	0	100	No

Subscriber Detail Page

Subscriber Allocations [Add Subscriber](#)

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

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

Step 2: Subscriber Validation

Uploading Signed Subscriber Agency Agreement (not necessary until moving from step 4 to step 5)

Uploading Subscriber Agency Agreement:
Continued...

► On the Subscriber Detail page hit the *Upload Documents* button.

► Select the radio button for Subscriber Agency Agreement.

► Click “Choose File” and locate the signed copy of the agreement form for this specific subscriber on your computer.

► Click the *Upload Document* button.

► Repeat these steps for the each customer until all subscribers have all required forms uploaded.

Subscriber Detail Page

Subscriber Allocation
Sub4:88888884:2222224

Subscriber Allocation Detail		Edit	Delete Subscriber	Download Documents	Upload Documents
Status	Valid				
Add Date	2/28/2012				
System Allocated (As % of Total)	26.7%				
Allocation #	Sub4:88888884:2222224				
Validation Flags					
Validation for 40% Rule					<input checked="" type="checkbox"/>
Validation for County					<input type="checkbox"/>
Allocation Over 120% Annual Consumption					<input checked="" type="checkbox"/>
Minimum Allocation 4 kM					<input type="checkbox"/>

Select the type of document to attach:

☒ Subscriber Agency Agreement

Select file: No file chosen

Step 2: Subscriber Validation

Identifying and Updating Invalid Subscribers (not necessary until moving from step 4 to step 5)

Identifying “Invalid” Subscribers:

- ▶ From the “Home” tab in the SRC Application System, click Garden ID link and scroll down to the Subscriber Allocations section found on the Garden Detail page.
- ▶ On the Subscriber Allocations table, locate any customers with a Status of “Invalid”
- ▶ Click the “View” link for invalid subscriber to reach the Subscriber Detail Page.

Home Solar Gardens Reports

CUSTOM LINKS

- [Sample Documents](#)
- [Glossary](#)
- [Builders Call Line](#)
- [FAQs](#)
- [Application Process Instructions](#)
- [Contact Us](#)
- [Privacy Policy](#)
- [Terms of Use](#)

WELCOME, JOHN SMITH

John Smith
My Company Profile

Solar Garden Status

Alert: Subscribers are still missing forms !

Alert: There must be at least 5% allocations to low income subscribers !

Solar Garden : Xcel Training Garden

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 2: Subscriber Validation and Permit Documentation	Thu Apr 12 22:33:00 GMT 2012	No	100	0	100	No

Subscriber Detail Page

Subscriber Allocations [Add Subscriber](#)

Action	View	Last Name	First Name	Status	Premise #	Account #	Allocation (in kW)	Agency Agreement	Is Low Income Subscriber	Data Privacy Form
View	View	Sub4	Larry	Not Valid	22222224		40.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub5	Julie	Valid	888888885	22222225	10.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub6	David	Valid	888888886	22222226	10.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub7	Mike	Valid	888888887	22222227	10.00	✓	<input type="checkbox"/>	✓
Edit	View	Sub8	John	Valid	888888888	22222228	10.00	✓	<input type="checkbox"/>	✓

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

Identifying and Updating Invalid Subscribers (not necessary until moving from step 4 to step 5)

Continued...

- Click the **Edit** button to update the allocation amount for subscribers who are invalid for any of the following failed validations:

- ▶ **Validation for 40% Rule**
- ▶ **Allocation Over 120% Annual Consumption**
- ▶ **Minimum Allocation .2 kW**
- ▶ **Validation for current account / premise combo**
- ▶ **County validation**

Subscriber Allocation Detail		Edit	Delete Subscriber	Download Documents	Upload Documents
Status	Not Valid		Agency Agreement	<input checked="" type="checkbox"/>	
Add Date	2/28/2012		Low Income Verification	<input type="checkbox"/>	
System Allocated (As % of Total)	26.7%		Data Privacy Form	<input checked="" type="checkbox"/>	
Allocation #	Sub4:888888884:2222224				
Validation Flags					
Validation for 40% Rule					
Validation for County	Subscriber County should be adjacent to or same as Solar Garden County.				
Allocation Over 120% Annual Consumption					
Minimum Allocation 1 kW					
Solar Garden Information					
Solar Garden	<u>SRC000143</u>	Garden County		DENVER	
Estimated Annual System Production	214,752.0				

Step 2: Subscriber Validation

Upload the State Certificate of Good Standing

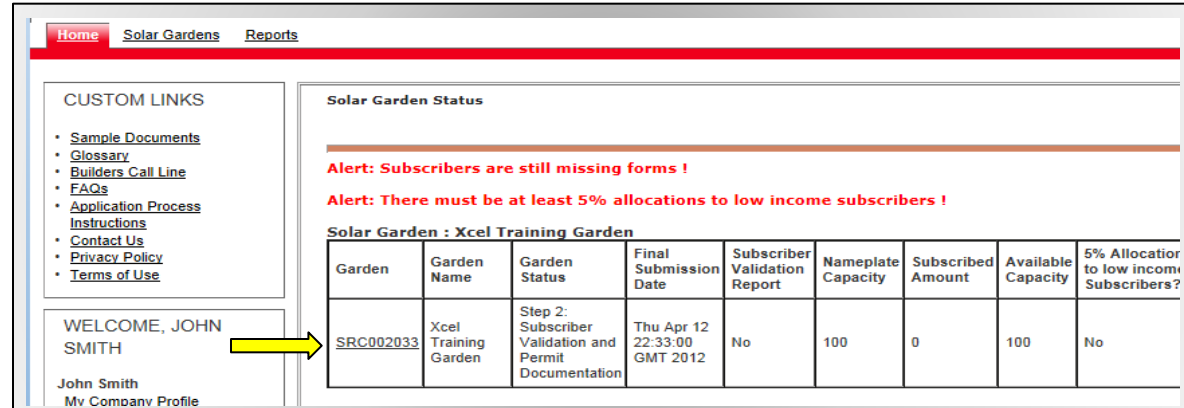
Prior to completing Step 2 of the application process you need to upload the State Certificate of Good Standing form.

Uploading the Certificate of Good Standing:

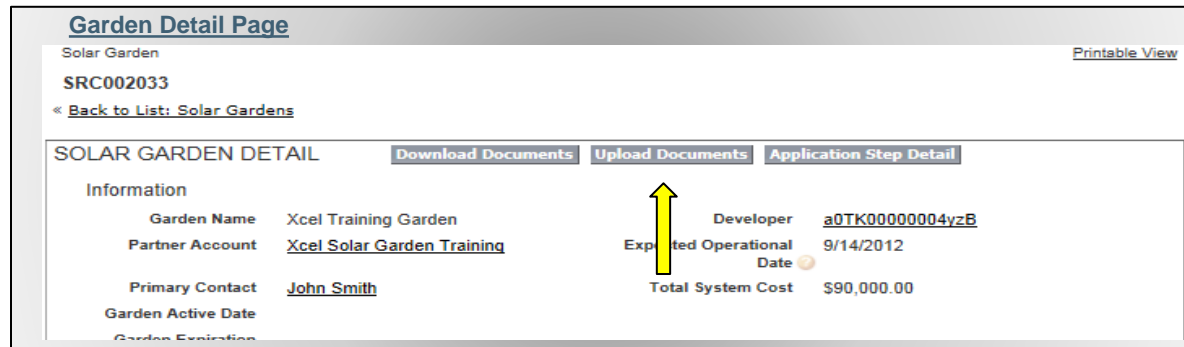
Note:

You can upload the State Certificate of Good Standing at any time during Step 2: Subscriber Validation

- ▶ From the “Home” tab in the SRC Application System, click Garden ID link to navigate to the Garden Detail Page.
- ▶ Click the **Upload Documents** button found on the Garden Detail page.



Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 2: Subscriber Validation and Permit Documentation	Thu Apr 12 22:33:00 GMT 2012	No	100	0	100	No



Information	
Garden Name	Xcel Training Garden
Partner Account	Xcel Solar Garden Training
Primary Contact	John Smith
Garden Active Date	
Garden Expiration	

Developer	a0TK00000004yzB
Expected Operational Date	9/14/2012
Total System Cost	\$90,000.00

Step 2: Subscriber Validation

Upload the State Certificate of Good Standing

Uploading the Certificate of Good Standing:
Continued....

► Select the radio button for State Certificate of Good Standing Form.

► Click “Browse” to locate the file on your computer.

► Click the *Upload Document* button.

“Please note, if you want to attach a Subscriber Agency Agreement or Low Income Verification Form you m

Select the type of document to attach:

- ☐ Step 1: Deposit Form - [submitted]
- ☐ Step 1: Application Fee Form - [submitted]
- ☒ Step 2: State Certificate of Good Standing Form - [submitted]
- ☐ Step 3: Line Diagram - [submitted]
- ☐ Step 3: Site Plan - [submitted]
- ☐ Step 3: SGIA - Small Generation Interconnection Application - [submitted]
- ☐ Step 4: Interconnection Agreement - [submitted]
- ☐ Step 4: Standard Contract for SR*C - [submitted]
- ☐ Step 4: Insurance - [submitted]
- ☐ Step 4: Invoice - [submitted]
- ☐ Step 4: Inspection - [submitted]

Select file: No file chosen

This step is now complete. Xcel will send you a confirmation email once the forms are uploaded and the deposit payments are received. The email will also contain the next steps to continue with the application process.

Submitting Subscribers for Approval

► **Confirm you have subscribers entered for your garden.**

- **Confirm you uploaded the State Certificate of Good Standing.**

- From the “Home” tab in the SRC Application System, click Garden ID link to navigate to the Garden Detail Page.


- Click the **Submit Subscribers** button found on the Garden Detail page.

[Home](#)
[Solar Gardens](#)
[Reports](#)

CUSTOM LINKS

- [Sample Documents](#)
- [Glossary](#)
- [Builders Call Line](#)
- [FAQs](#)
- [Application Process Instructions](#)
- [Contact Us](#)
- [Privacy Policy](#)
- [Terms of Use](#)

WELCOME, JOHN SMITH



John Smith
My Company Profile

Solar Garden Status

Alert: Subscribers are still missing forms !

Alert: There must be at least 5% allocations to low income subscribers !

Solar Garden : Xcel Training Garden

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 2: Subscriber Validation and Permit Documentation	Thu Apr 12 22:33:00 GMT 2012	No	100	0	100	No

Garden Detail Page

[Home](#)
[Solar Gardens](#)
[Reports](#)

CUSTOM LINKS

- [Sample Documents](#)
- [Glossary](#)
- [Builders Call Line](#)
- [FAQs](#)
- [Application Process Instructions](#)
- [Contact Us](#)
- [Privacy Policy](#)
- [Terms of Use](#)

WELCOME, JOHN SMITH

Solar Garden

SRC002033

[Printable View](#)

[◀ Back to List: Solar Gardens](#)

SOLAR GARDEN DETAIL

[Edit](#)
[Submit Subscribers](#)
[Download Documents](#)
[Upload Documents](#)

Information			
Garden Name	Xcel Training Garden	Status	Step 1: Initial Application and Deposit/Escrow
Partner Account	Xcel Solar Garden Training	REC Payment per kWh	\$0.10
Primary Contact	John Smith	Total System Cost	\$90,000.00
Developer	20TX0000000410R	Name Plate Capacity	100.00

This step is now complete! Xcel will send you a confirmation email that contains the next steps to continue with the application process.

Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ Step 1: Initial Application and Deposit_(Completed)
- ▶ Step 2: Subscriber Validation_(Completed)
- ▶ **Step 3: Engineering Review**
- ▶ **Step 4: Documents and Contract Submission**
- ▶ **Step 5: Application Completion**
- ▶ **Step 6: Garden Active**

Step 3: Engineering Review

Overview

The third step of the application process requires you to submit engineering documents for review by Xcel's engineering teams.

The screenshot displays the Xcel Energy SRC Application System interface. The top navigation bar includes 'Solar Gardens' and 'Reports'. The left sidebar contains 'Custom Links' (Sample Documents, Subscribers, Business Call Log, FAQs, Application Process Instructions, Contact Us, Privacy Policy, Terms of Use) and 'Welcome, Peyton Manning' with links to 'Peyton Manning My Company Profile My Profile' and 'Solar Garden Owner Assist Requests'. A 'Create New...' button and a search bar are also present. The main content area is titled 'Solar Garden Status' and features a table for 'Solar Garden : JB Prod Test'. The table has columns for Garden, Garden Name, Garden Status, Final Submission Date, Subscriber Validation Report, Nameplate Capacity, Subscribed Amount, Available Capacity, and an allocation checkbox. A row shows Garden ID 'SRC000002', Garden Name 'JB Prod Test', Status 'Step 2: Deposit/Escrow and Application Review', Final Submission Date 'Mon Apr 23 20:37:27 GMT 2012', and other details. Below the table, 'Actions required to proceed' are listed under 'STEP 2:'. The instructions include: 1. Download the Deposit and Escrow forms by clicking the 'Download Documents' button below. 2. Follow the instructions on each form for submitting payment. 3. Upload the completed Deposit and Escrow forms by clicking the 'Upload Documents' button below. 4. We will send a confirmation email with instructions for next steps after we process your payments and forms. A note states: 'Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or POC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button.' Below this, a 'Documents and Attachments' table shows two uploads: 'Step 2: Deposit Form_2012-03-09 20:44:39.csv' and 'Step 2: Escrow Form_2012-03-09 20:44:33.csv', both uploaded on 3/9/2012 at 12:44 PM. At the bottom, a 'My Tasks' section indicates 'You have no open tasks scheduled for this period'.

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	Is Allocation to Low Income Subscriber?
SRC000002	JB Prod Test	Step 2: Deposit/Escrow and Application Review	Mon Apr 23 20:37:27 GMT 2012	None	1,500	760	720	Yes

Actions required to proceed

STEP 2:

Follow the instructions below to complete STEP 2 – Deposit and Escrow Review:

“Click on the Home tab to return to the instructions listed below”

1. Download the Deposit and Escrow forms by clicking the “Download Documents” button below
2. Follow the instructions on each form for submitting payment.
3. Upload the completed Deposit and Escrow forms by clicking the “Upload Documents” button below
4. We will send a confirmation email with instructions for next steps after we process your payments and forms.

“Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or POC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button.”

Documents and Attachments

Title	Uploaded
Step 2: Deposit Form_2012-03-09 20:44:39.csv	3/9/2012 12:44 PM
Step 2: Escrow Form_2012-03-09 20:44:33.csv	3/9/2012 12:44 PM

My Tasks

You have no open tasks scheduled for this period

Summary of Steps:

- Log in to the SRC Application System
- Upload engineering diagrams and documents to the SRC Application System
- Submit Engineering Study Fee
- The company will determine completeness of application within 30 days from document submission and fee being received.
- Xcel's engineering teams will review the diagrams and reach out with questions or clarifications

Required Forms to Complete Step 3:

- One-line Diagram
- Site Plan
- Interconnection Application

Step 3: Engineering Review

Uploading Engineering Documents

The third step of the application process requires you to provide technical information to Xcel's engineering teams to review. Each of the documents will need to be uploaded to the SRC Application System.

Uploading Engineering Documents:

- ▶ From the "Home" tab, click the **Upload Documents** button at the bottom of the "Actions required to proceed" section.
- ▶ Or, you can click on Garden ID link and click the **Upload Documents** button found on the Garden Detail page.

The screenshot shows the SRC Application System interface. At the top, there are three tabs: 'Home' (highlighted in red), 'Solar Gardens', and 'Reports'. Below the tabs, there is a 'CUSTOM LINKS' section with a list of links: 'Sample Documents', 'Glossary', 'Builders Call Line', 'FAQs', 'Application Process Instructions', 'Contact Us', 'Privacy Policy', and 'Terms of Use'. To the right of this list is a 'WELCOME, JOHN SMITH' message with links for 'My Company Profile' and 'My Profile'. A yellow arrow points from the 'My Profile' link to the 'Solar Garden Status' section. The 'Solar Garden Status' section has a title bar and a table below it. The table is titled 'Solar Garden : Xcel Training Garden' and has columns for 'Garden', 'Garden Name', 'Garden Status', 'Final Submission Date', 'Subscriber Validation Report', 'Nameplate Capacity', 'Subscribed Amount', 'Available Capacity', and '5% Allocation to low income Subscribers?'. The table contains one row with the following data: 'SRC002033', 'Xcel Training Garden', 'Step 3: Engineering Review', 'Thu Apr 12 22:33:00 GMT 2012', 'View', '100', '68', '32', and 'No'. Below the table is a section titled 'Actions required to proceed'.

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 3: Engineering Review	Thu Apr 12 22:33:00 GMT 2012	View	100	68	32	No

Step 3: Engineering Review

Uploading Engineering Documents

Uploading Engineering Documents:

Continued....

- ▶ Select the radio button for One-line Diagram.
- ▶ Click “Browse” to locate the file on your computer.
- ▶ Click the *Upload Document* button.
- ▶ Repeat these steps for the both the Site Plan and Interconnection Application.
- ▶ Complete form and mail Engineering Study Fee

"Please note, if you want to attach a Subscriber Agency Agreement or Low Income Verification Form you m

Select the type of document to attach:

- ☐ Step 1: Deposit Form - [submitted]
- ☐ Step 1: Application Fee Form - [submitted]
- ☐ Step 2: State Certificate of Good Standing Form - [submitted]
- ☐ Step 3: Line Diagram - [submitted]
- ☐ Step 3: Site Plan - [submitted]
- ☐ Step 3: SGIA - Small Generation Interconnection Application - [submitted]
- ☐ Step 4: Interconnection Agreement - [submitted]
- ☐ Step 4: Standard Contract for SR*C - [submitted]
- ☐ Step 4: Insurance - [submitted]
- ☐ Step 4: Invoice - [submitted]
- ☐ Step 4: Inspection - [submitted]

Select file: No file chosen

This step is now complete. Xcel will send you a confirmation email upon engineering approval. The email will also contain the next steps with how to continue the application process.

Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ Step 1: Initial Application and Deposit_(Completed)
- ▶ Step 2: Subscriber Validation_(Completed)
- ▶ Step 3: Engineering Review_(Completed)
- ▶ **Step 4: Documents and Contract Submission**
- ▶ Step 5: Application Completion
- ▶ Step 6: Garden Active

Step 4: Documents and Contract Submission

Overview

After you receive notification that you have moved to step 4 you will need to upload your final documents.

Xcel Energy

5/1/2012
321 Main St, Littleton, CO 80120
Garden ID: SRC000143

Xcel Energy Solar Rewards Community Reservation Letter

Thank you for your interest in Solar Rewards Community. We are pleased to offer you a **Renewable Energy Credit (REC) price of \$0.10 per kWh produced**, which is contingent upon approval of the completed photovoltaic project as specified below. The REC payments will be made payable to **Jesse995 Bragione995**. If the final system size varies from these specifications by more than 10%, your application will be declined.

Install address: 789 Xcel Rd Denver, CO 80302
PV system size: 150.00 kW DC
PV Watts annual energy production estimate: 214752.00 kWh

The REC price and reservation is valid for 12 months from the date of application submission. If your project is not completed within 12 months, your application deposit will be forfeited and your application will be deactivated. You can re-apply if you are still interested, but the project will be subject to a new REC price and reservation.

Please sign this letter and upload to the application website. If you have questions, you can contact us at solarrewardscommunity@xcelenergy.com.

I hereby confirm and accept this Reservation Letter to secure the offer:

Signature of Owner _____
Date 5/1/2012

Name and Location of _____
SRC Subscriber's Last _____
The undersigned SRC subscriber in the PV and associated Recs at the PV system is _____
Service SRC Subscriber's Last _____
The undersigned SRC subscriber in the PV and associated Recs at the PV system is _____
Service SRC Subscriber's Last _____
The undersigned SRC subscriber in the PV and associated Recs at the PV system is _____
Service SRC Subscriber's Last _____

Summary of Steps:

- Log in to the SRC Application System
- Download the Reservation Letter (*Made in Minnesota or Solar Rewards Rebate*), Interconnection Agreement, and Solar Rewards Community Contract
- Upload the completed forms, plus the invoice, proof of insurance, and proof of inspection
- Email the production meter phone number to scrmn@xcelenergy.com

Required Forms to Complete Step 4:

- Reservation Letter (*Made in Minnesota or Solar Rewards Rebate*)
- Interconnection Agreement
- Solar Rewards Community Agreement
- Proof of Insurance
- Proof of Inspection
- Invoice showing equipment and total cost

Step 4: Documents and Contract Submission

Downloading the Remaining Documents

Downloading the necessary documents in Step 4 follows the same process that was used in Step 1 to download the deposit and application forms.

Downloading the Remaining Documents:

- ▶ From the “Home” tab, click the **Download Documents** button at the bottom of the “Actions required to proceed” section.
- ▶ Or, you can click on Garden ID link and click the **Download Documents** button found on the Garden Detail page.

The screenshot shows a web application interface for 'Solar Gardens'. At the top, there are navigation tabs: 'Home' (selected), 'Solar Gardens', and 'Reports'. Below the tabs, the page is divided into two main sections. The left section contains a 'CUSTOM LINKS' menu with links like 'Sample Documents', 'Glossary', and 'Download Documents'. Below this is a 'WELCOME, JOHN SMITH' section with links for 'My Company Profile' and 'My Profile'. At the bottom of the left section is a 'SEARCH' box with a 'Go!' button and an 'Advanced Search...' link. The right section is titled 'Solar Garden Status' and contains a table for 'Solar Garden : Xcel Training Garden'. The table has columns for Garden, Garden Name, Garden Status, Final Submission Date, Subscriber Validation Report, Nameplate Capacity, Subscribed Amount, Available Capacity, and 5% Allocation to low income Subscribers?. The row for 'SRC002033' shows 'Step 4: Documents and Contracts' as the status and 'View' as the validation report link. Below the table, there is a section titled 'Actions required to proceed' with 'STEP 4:' instructions. A yellow arrow points from the 'Download Documents' button in the 'Actions required to proceed' section to the 'Download Documents' button at the bottom right of the page.

Home Solar Gardens Reports

CUSTOM LINKS

- [Sample Documents](#)
- [Glossary](#)
- [Builders Call Line](#)
- [FAQs](#)
- [Application Process Instructions](#)
- [Contact Us](#)
- [Privacy Policy](#)
- [Terms of Use](#)

WELCOME, JOHN SMITH

John Smith
[My Company Profile](#)
[My Profile](#)

Channel Manager
Jesse Bragalone

Create New...

SEARCH

Search All

Go!

Advanced Search...

Solar Garden Status

Solar Garden : Xcel Training Garden

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 4: Documents and Contracts	Thu Apr 12 22:33:00 GMT 2012	View	100	68	32	No

Actions required to proceed

STEP 4:

Follow the instructions below to complete STEP 4 – Document and Contract Submission.

Click on the Home tab to return to the instructions listed below

1. Download the Reservation Letter, Interconnection Agreement, and SolarRewards Community Contract by clicking the "Download Documents" button below.
2. Follow the instructions for each form.
3. Upload your completed forms by clicking the "Upload Documents" button below.
4. Set up your Solar Garden phone line used to transmit garden production data to Xcel Energy.
5. Email the Solar Garden production meter number to solarrewardscommunity@xcelenergy.com
6. We will send an email with instructions for next steps.

Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or PUC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button located there.

Download Documents Upload Documents

Step 4: Documents and Contract Submission

Downloading the Remaining Documents

The Download Documents page allows you to download the remaining forms with prepopulated information specific to your garden.

Downloading the Remaining Documents: Continued....

- ▶ Click the *Download Document* button for the Interconnection Agreement.
- ▶ Save the file to your computer.
- ▶ Print and sign the form.
- ▶ Repeat these steps for the Reservation Letter (if required) and Solar*Rewards Community Contract.

Name	Download Documents
Step 1: Deposit Form	Download Document
Step 1: Escrow Form	Download Document
Step 4: Reservation Letter	Download Document
Step 4: Interconnection Agreement	Download Document
Step 4: Solar*Rewards Community Contract	Download Document

[Go Back](#)

Step 4: Documents and Contract Submission

Uploading All Remaining Documents

After you have downloaded your forms you must print and sign the forms, upload your completed forms, and also upload proof of insurance, proof of inspection, and a detailed invoice to the SRC Application System.

Uploading All Remaining Documents:

- ▶ From the “Home” tab, click the **Upload Documents** button at the bottom of the “Actions required to proceed” section.
- ▶ Or, you can click on Garden ID link and click the **Upload Documents** button found on the Garden Detail page.

The screenshot shows the SRC Application System interface. At the top, there are navigation tabs: Home, Solar Gardens, and Reports. The main content area is divided into two columns. The left column contains a 'CUSTOM LINKS' section with a list of links: Sample Documents, Glossary, Builders Call Line, FAQs, Application Process Instructions, Contact Us, Privacy Policy, and Terms of Use. Below this is a 'WELCOME, JOHN SMITH' section with links for My Company Profile and My Profile. Further down is a 'Channel Manager' section for Jesse Bragalone. At the bottom of the left column is a 'SEARCH' section with a dropdown menu set to 'Search All', a text input field, a 'Go!' button, and a link for 'Advanced Search...'. The right column is titled 'Solar Garden Status' and contains a table for 'Solar Garden : Xcel Training Garden'. The table has columns for Garden, Garden Name, Garden Status, Final Submission Date, Subscriber Validation Report, Nameplate Capacity, Subscribed Amount, Available Capacity, and 5% Allocation to low income Subscribers?. The first row shows 'SRC002033', 'Xcel Training Garden', 'Step 4: Documents and Contracts', 'Thu Apr 12 22:33:00 GMT 2012', a 'View' link, '100', '68', '32', and 'No'. Below the table is a section titled 'Actions required to proceed' with a sub-section 'STEP 4:'. This section contains instructions for completing STEP 4 - Document and Contract Submission, including a list of steps: 1. Download the Reservation Letter, Interconnection Agreement, and SolarRewards Community Contract by clicking the "Download Documents" button below. 2. Follow the instructions for each form. 3. Upload your completed forms by clicking the "Upload Documents" button below. 4. Set up your Solar Garden phone line used to transmit garden production data to Xcel Energy. 5. Email the Solar Garden production meter number to solarrewardscommunity@xcelenergy.com. 6. We will send an email with instructions for next steps. At the bottom of the 'STEP 4' section, there is a note: "Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or PUC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button located there." At the bottom right of the page, there are two buttons: 'Download Documents' and 'Upload Documents'. A yellow arrow points from the 'Upload Documents' button in the 'Actions required to proceed' section to the 'Upload Documents' button at the bottom right of the page.

Garden	Garden Name	Garden Status	Final Submission Date	Subscriber Validation Report	Nameplate Capacity	Subscribed Amount	Available Capacity	5% Allocation to low income Subscribers?
SRC002033	Xcel Training Garden	Step 4: Documents and Contracts	Thu Apr 12 22:33:00 GMT 2012	View	100	68	32	No

Actions required to proceed

STEP 4:

Follow the instructions below to complete STEP 4 - Document and Contract Submission.

***Click on the Home tab to return to the instructions listed below**

1. Download the Reservation Letter, Interconnection Agreement, and SolarRewards Community Contract by clicking the "Download Documents" button below.
2. Follow the instructions for each form.
3. Upload your completed forms by clicking the "Upload Documents" button below.
4. Set up your Solar Garden phone line used to transmit garden production data to Xcel Energy.
5. Email the Solar Garden production meter number to solarrewardscommunity@xcelenergy.com
6. We will send an email with instructions for next steps.

Please note, if you want to attach a Subscriber Agency Agreement, Low Income Verification Form or PUC Data Privacy Form, you must navigate to the individual subscriber detail section and use the Download Documents button located there.

[Download Documents](#) [Upload Documents](#)

Step 4: Documents and Contract Submission

Uploading All Remaining Documents

Uploading All Remaining Documents:

Continued....

- ▶ Select the radio button for the Interconnection Agreement
- ▶ Click “Browse” and locate the file on your computer.
- ▶ Click the *Upload Document* button.
- ▶ Repeat these steps for the Solar*Rewards Community Contract, Proof of Insurance, Proof of Inspection, Invoice, and Reservation Letter (if required).

“Please note, if you want to attach a Subscriber Agency Agreement or Low Income Verification Form you must upload it as a separate document.”

Select the type of document to attach:

- ☐ Step 1: Deposit Form - [submitted]
- ☐ Step 1: Application Fee Form - [submitted]
- ☐ Step 2: State Certificate of Good Standing Form - [submitted]
- ☐ Step 3: Line Diagram - [submitted]
- ☐ Step 3: Site Plan - [submitted]
- ☐ Step 3: SGIA - Small Generation Interconnection Application - [submitted]
- ☐ Step 4: Interconnection Agreement - [submitted]
- ☐ Step 4: Standard Contract for SR*C - [submitted]
- ☐ Step 4: Insurance - [submitted]
- ☐ Step 4: Invoice - [submitted]
- ☐ Step 4: Inspection - [submitted]

Select file: No file chosen

Remember:

Before you can progress to the next step you must set up a phone line for your Solar Garden and send the production meter phone number to srcmn@xcelenergy.com

This step is now complete. Your contracts and documents will be reviewed by Xcel. Upon approval, you will receive an email with the next steps on how to continue the application process.

Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ Step 1: Initial Application and Deposit_(Completed)
- ▶ Step 2: Subscriber Validation_(Completed)
- ▶ Step 3: Engineering Review_(Completed)
- ▶ Step 4: Documents and Contract Submission_(Completed)
- ▶ **Step 5: Application Completion**
- ▶ **Step 6: Garden Active**

Step 5: Application Complete

Overview

Your application is complete. There is no further action required at this time for the application process.



Summary of Next Steps:

- ▶ You may add, remove, or update subscribers in your garden as necessary
 - ▶ This process is outlined in the Step 2 section of this training course
- ▶ When the first bill credit for the garden is applied, the application will automatically move to Step 6: Active

Information or Documents Required:

- ▶ The addition of any new subscribers will require the following:
 - ▶ Subscriber Agency Agreement

Agenda



- ▶ Application Process Overview_(Completed)
- ▶ Applying for Access to the SRC Application System_(Completed)
- ▶ Step 1: Initial Application and Deposit_(Completed)
- ▶ Step 2: Subscriber Validation_(Completed)
- ▶ Step 3: Engineering Review_(Completed)
- ▶ Step 4: Documents and Contract Submission_(Completed)
- ▶ Step 5: Application Completion_(Completed)
- ▶ **Step 6: Garden Active**

Step 6: Garden Active

Overview

This step is achieved after the first (partial) month of production. This is when subscribers will begin to receive bill credits.



Summary of Next Steps:

- ▶ You may add, remove, or update subscribers in your garden as necessary
 - ▶ This process is outlined in the Step 2 section of this training course

Subscriber Maintenance:

- ▶ When you update subscribers:
 - ▶ You must maintain at least 5 valid subscribers in your garden at all times
 - ▶ *All changes to subscribers must be made no later than 5 business days prior to the end of the month to take effect in the next month*

Reminder: Your solar garden application must be completed, approved, and the solar garden must be producing energy within two years from the date Xcel Energy deemed your began the application process.

