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Renewables Portfolio Standard
Online System Staff Workshop

Christina Crume
Renewables Portfolio Standard
Renewable Energy Division

Arthur Rosenfeld Hearing Room
9:00 a.m.
August 18, 2016
Workshop Agenda

• Welcome & Housekeeping
• Overview of RPS Online System
• Account Management
  – Presentation
  – Demonstration
  – Public Comments (blue cards)
• Certification
  – Presentation
  – Demonstration
  – Public Comments (green cards)
• Next Steps & Proposed Schedule
• Additional Comments
RPS ONLINE SYSTEM
OVERVIEW
RPS Online System

- Effective with adoption of the *RPS Eligibility Guidebook, Ninth Edition* (est. October 12, 2016)
- Use by all LSEs for RPS
- Organization and Account Management
- Certification Applications
- Verification and Compliance Reports (to be demonstrated at a later time)
New System – New Benefits

• Real-time updates and information
• No more Excel forms or compatibility issues for applications
• Enhanced instructions and guidance to complete applications
• Access to all documents submitted, applications, and certificates in one place
• Administer authorized individuals
## Stakeholder Engagement

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 23</td>
<td>Account Management Focus Group</td>
</tr>
<tr>
<td>July 26</td>
<td>Applications Focus Group</td>
</tr>
<tr>
<td>August 18</td>
<td>Workshop on Account Management and Applications</td>
</tr>
<tr>
<td>Aug. 18 – 31</td>
<td>Testing on Acct. Mgmt. &amp; Applications</td>
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<tr>
<td>August 31</td>
<td>Comments Due</td>
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<tr>
<td>September 1</td>
<td>Receive Merge Form from listserv</td>
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<tr>
<td>September 12</td>
<td>Merge Form due</td>
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<tr>
<td>September 28</td>
<td>Workshop on Accounts with Migrated Data</td>
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## Stakeholder Engagement

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 6</td>
<td>Verification Level 1 Focus Group</td>
</tr>
<tr>
<td>September 19</td>
<td>Verification Level 2 &amp; 3 Focus Group</td>
</tr>
<tr>
<td>September 28</td>
<td>Verification Workshop</td>
</tr>
<tr>
<td>October 12</td>
<td>Adoption of RPS Guidebook &amp; “Go live” of RPS Online System</td>
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<tr>
<td>Oct – Nov</td>
<td>Workshop(s) on Verification</td>
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<tr>
<td>Nov – Dec</td>
<td>Workshop(s) on Verification</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>“Refresher” workshop on Verification</td>
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Resources

- Contact CEC staff
  RPSTrack@energy.ca.gov
- Help button in RPS Online System with instructions manual
- Focus Groups, Workshops and Demonstrations
- Take home link to test
RPS Online System

Replaces current Excel spreadsheet posted on the CEC website
ACCOUNT MANAGEMENT
Create an Account

- Organization Information
- Primary address (mailing & physical) or mailing address
Add a New User

- Name of user
- Valid email address
- Phone number
- Unique User ID
Confirm account setup via email

Thank you for completing a request for a user account. You will receive an email when your registration has been confirmed.
Confirm account setup via email

You **must** validate your email by clicking the link before your account will be sent to the CEC for approval.
Account Approval and First Login

- Receive email with temporary password
- Must login within 14 days and change password
Log-in Screen
My Profile

- Change Password
- Answer Security Questions
- Agree to Privacy Policy and Terms of Use
Organization Information

- Update, change or add address
- Add & delete users
- Set user permissions
ACCOUNT MANAGEMENT DEMONSTRATION
COMMENTS – BLUE CARD
Applications

- Apply for new precertification
- Apply for new certification
- Apply for new aggregated unit
Precertification Application

- Instructions:
  - Please fill out all the required fields marked by *.
  - Information will not be saved if the applicant navigates away from this page without clicking the SAVE & NEXT button.
  - The CLEAR button will clear contents on this page.
  - The CANCEL button will navigate the applicant to either the Home Page or the Previous Page. Any information entered will remain saved.

- Facility Information
  - Previously assigned RPS ID, if any
  - Name of Facility
    - Specify any additional names this facility is or has been known by:
      a) 
      b) 

- Facility Resource
  - Indicate all energy sources used by the facility, including any non-renewable resource under the de minimis:
    *Primary Resource:
      Please Select
    Secondary Resource:
      Please Select
Facility GIS and Location

- Add facility point
- Add boundary around facility
- Can see nearby facilities
Supplemental Documents

- Upload documents if necessary
Application Summary

Pre-Certification Application Summary

Facility Information

Name of Facility: PV Facility
Physical Location:
- Address: 1516 9th Street
- City: Sacramento
- State: California
- Zip: 95814
- Country: USA
- Can Mail Be Delivered To The Facility Location?: Yes

Facility Resource Information

Primary Resource: Photovoltaic

Facility Interconnection

Balancing Authority: CAISO - California Independent System Operator

Facility Operations

Nameplate Capacity: 1
Commercial Operations Date: 8/10/2016
Repowered/Incremental facility?: No

Facility Measurement Methodology Information

Energy Storage?: No

Facility Owner Information

Name: Facility Owner
E-Mail: christina.isme@energy.ca.gov
Address: 1516 9th Street
City: Sacramento
State: California
Zip: 95814
Country: USA
Submitting an Application

- Attest to the application
- Click “Submit”
- Can no longer alter the application
Application Status

• Application status in real time
Amending an Application
Amend an Application

- Select facility to amend and click “Apply for Amendment”
- Copies current application
- **Does not** change from precertification to certification
Certifying a Precertified Facility
Certify a Precertified Facility

- Select facility to amend and click “Apply for Certification”
- Copies current application information
- Update information for certification
NOTIFICATIONS
Notifications

- All notifications under tab
- Sort by RPS ID & date
- View incoming & outgoing notifications
CERTIFICATION APPLICATION

DEMONSTRATION
COMMENTS – GREEN CARD
NEXT STEPS AND PROPOSED SCHEDULE
Comment Period

• Use the weblink to test the RPS Online System

• For questions during testing, email: RPSTrack@energy.ca.gov
  With subject: RPS Online System Testing

• Comments due August 31, 2016
  – Docket 16-RPS-01
Merging Current Data

- Organization Account
- Primary User
- RPS Certified facilities

Data Due:
September 12, 2016
Transition to the RPS Online System

• Complete the Merge Form and submit by September 12, 2016
• Initial Accounts created with one primary user and all facilities listed
• Review information for accuracy at September 28, 2016 Workshop
• Applications on 8th Edition no longer accepted after September 30, 2016
• Notify CEC of any incorrect data by October 5, 2016
• Log in and start using the new system after adoption October 12, 2016
• Add additional users, submit or amend applications, and complete reports
Proposed Schedule

- August 18
  Workshop
- August 31
  Comments Due
- September 12
  Primary Acct. & Facility Sheet Due
- September 28
  Workshop to Demonstrate accounts
- September 30
  Last day to submit applications on 8th Edition Forms
- Sept – Oct
  Demo(s) on Verification
- October 12
  Adoption of RPS Guidebook & “Go Live” of RPS Online System
- Nov – Dec
  Workshop(s) on Verification
- Spring 2017
  “Refresher” workshop on Verification
Troubleshooting

- In the unlikely event the RPS Online System is down for maintenance or due to a system wide outage, and it affects a deadline or submission date, please email RPSTrack@energy.ca.gov and/or RPS staff for assistance.

- The CEC will make every effort to ensure a smooth transition to the RPS Online System.

- Once the Online System goes live, if a technical issue occurs during use, please contact RPS staff.
Contact Information

Christina Crume
Christina.Crume@energy.ca.gov
(916) 654 – 4674

RPSTTrack@energy.ca.gov
How to access e-Dockets

• From energy.ca.gov website, select “e-filing and commenting” link under Resources
• Once you are on the e-filing and commenting page, select “Comment on a Proceeding” on the right blue bar
• Enter the Docket #: 16-RPS-01
• Upload your comments
ADDITIONAL COMMENTS