<table>
<thead>
<tr>
<th><strong>DOCKETED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Docket Number:</strong></td>
</tr>
<tr>
<td><strong>Project Title:</strong></td>
</tr>
<tr>
<td><strong>TN #:</strong></td>
</tr>
<tr>
<td><strong>Document Title:</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td><strong>Filer:</strong></td>
</tr>
<tr>
<td><strong>Organization:</strong></td>
</tr>
<tr>
<td><strong>Submitter Role:</strong></td>
</tr>
<tr>
<td><strong>Submission Date:</strong></td>
</tr>
<tr>
<td><strong>Docketed Date:</strong></td>
</tr>
</tbody>
</table>
Renewables Portfolio Standard
Online System Staff Workshop

Christina Crume
Renewables Portfolio Standard
Renewable Energy Division

Arthur Rosenfeld Hearing Room
9:00 a.m.
October 6, 2016
Workshop Agenda

• Welcome & Housekeeping
• Overview of RPS Online System

• Account Management
  – Presentation
  – Demonstration

• Certification
  – Presentation
  – Demonstration

• Lunch Break
• Verification
• Next Steps & Anticipated Schedule
Comment Period

• Comments due **October 19, 2016**
  – Docket 16-RPS-01

• 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
TEST RPS Online System Link

The system is under development and subject to change

- You will be provided with your RPS Merge Form that was submitted
  - Verify the organization, user, and facility information is correct
- If you did not submit a merge form, you will create an account for testing
Merging Current Data

- Organization Account
- Primary User
- RPS Certified facilities

If you have not submitted the RPS Merge Form, please contact CEC staff
RPS Online System

Don't have an account
Create an authorized CEC account
Register new account
RPS ONLINE SYSTEM OVERVIEW
RPS Online System

• Effective after the adoption of the *RPS Eligibility Guidebook, Ninth Edition* (est. December 2016)
• Use by all LSEs for RPS
• Organization and Account Management
• Certification Applications
• Verification and Compliance Reports
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
RPS Online System

Renewables Portfolio Standard

Log In

*User ID

*Password

I have read and agree to the User Terms and Conditions

Forgot your User ID? Forgot your Password?

Don't have an account
Create an authorized CEC account

Public Search
Search for publicly available application information

Replaces current Excel spreadsheet posted on the CEC website
Public Search

- Search filters
- Can filter before exporting
- Export to Excel
- Export will have original fields
Resources

• Continue testing through the link provided today (until Oct. 19)
• Contact CEC staff
  RPSTrack@energy.ca.gov
• Help button in RPS Online System with instructions manual
• Focus Groups, Workshops and Demonstrations
Stakeholder Engagement

- October 6: Workshop
- October 6 – 19: System Testing
- October 19: Comments Due
- October 20: POU Compliance Focus Group
- Nov - Dec: Additional Workshop(s) on Verification
- December 2016: Adoption of RPS Guidebook
- End of 2016: “Go live” of RPS Online System
- Spring 2017: “Refresher” workshop on Verification
What will we go over?

**August 18th workshop:**
- How to create an account
- How to add or update organization information

**Today’s workshop:**
- How to log in to multiple organizations
- How to add a new or existing user
- User roles
Log-in Screen

Renewables Portfolio Standard

Log In

*User ID

*Password

I have read and agree to the User Terms and Conditions

Forgot your User ID?  Forgot your Password?

Sign In

Don’t have an account
Create an authorized CEC account

Register new account

Public Search
Search for publicly available application information

Applications Search
Select Organization

• For users with access to more than one account
• Select from the drop down which account you would like to log in to
• To select a different Organization, you will navigate to the Select Organization from the Acct Mgmt hover tab
Organization Information

- Update, change or add address
- Add & delete users
- Set user permissions
How to add a user to your account

- Difference between an existing user and a new user
- How to add an existing and new user
- Importance of adding an existing user versus creating another new user account
Add an Existing User

- Click the “Add Existing User” button
Add an Existing User

- Type the first name, last name, and/or organization
- Click “Search”
Add an Existing User

- Select the correct user by clicking “Select” next to the user
- Set the user roles on the next page
Add a New User

• Click the “Add New User” button
Add a New User

- Name of user
- Valid email address
- Phone number
- Unique User ID
Set User Role

• Select User Role for the user
• Click “Save”
• Changes are only made after the user logs back in to the System
User Roles

Account Holder System Admin
- Can add/delete users, update organization information

Certification Viewer/Trainee
- Can only view certification related pages

Certification Biomethane Attestant
- Can attest to biomethane source information on an application when selected

Certification Attestant
- Can attest to certification, precertification, and aggregated applications

Certification Applicant
- Can fill out and complete an application
User Roles

Verification Reporting Agent
- Can have access and complete all verification pages, but cannot view or submit attestations

Verification Viewer/Trainee
- Can only view verification related pages

Verification Attestant
- Can access all verification screens and submit verification attestations
Confirm email

You must validate your email by clicking the link before you can be added to an account.
User Approval and First Login

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

• Change Password
• Answer Security Questions
• Agree to Privacy Policy and Terms of Use
ACCOUNT MANAGEMENT DEMONSTRATION
What will we go over?

**August 18th workshop:**
- How to create a new application for precertification and certification

**Today’s workshop:**
- How to amend an existing application
- How to certify a precertified facility
Applications

- Apply for new precertification
- Apply for new certification
- Apply for new aggregated unit
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
Application Summary
Submitting an Application

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

- Application status in real time
Notifications

• All notifications under tab
• Sort by RPS ID & date
• View incoming & outgoing notifications
COMMENTS