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<tr>
<th><strong>Docket Number:</strong></th>
<th>16-RPS-01</th>
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<tr>
<td><strong>Project Title:</strong></td>
<td>Developing Guidelines for the 50 Percent Renewables Portfolio Standard</td>
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<td><strong>TN #:</strong></td>
<td>216675</td>
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<tr>
<td><strong>Document Title:</strong></td>
<td>Presentation - Renewables Portfolio Standard Online System Staff Workshop</td>
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<tr>
<td><strong>Description:</strong></td>
<td>By Ariel Lee &amp; Olga Romaso, March 22, 2017</td>
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<td><strong>Filer:</strong></td>
<td>Judi Carter</td>
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<td><strong>Organization:</strong></td>
<td>California Energy Commission</td>
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<td><strong>Submitter Role:</strong></td>
<td>Commission Staff</td>
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<td><strong>Submission Date:</strong></td>
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<td><strong>Docketed Date:</strong></td>
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Renewables Portfolio Standard
Online System Staff Workshop

Ariel Lee & Olga Romaso
Renewables Portfolio Standard
Renewable Energy Division

Remote Access Available by Computer or Phone via WebEx™
Event number: 921 001 626
Toll-free call-in number: 1-866-469-3239
10:00 a.m. – 12:00 p.m. (Pacific)
March 22, 2017
RPS Online System Webinar Agenda

- Confirmation of initial organization accounts and information established through the Data Merge Forms
- How to add and delete users and assign user roles (permissions)
- Ongoing Assistance and Support
- Account Notifications
- Completing and submitting certification applications (overview)
- Creating a new organization account (if requested)
- Verification reporting (general overview of existing information, reporting requirements and timelines)
RPS Online System Link

https://rps.energy.ca.gov

This system launched on January 25, 2017.

• Designated by each Organization submitting a merge form, an Account Holder System Administrator (System Administrator) received an auto-generated email from the RPS Online System with their log-in information.
Features of the New RPS Online System

• 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 Training Resources

February 2016  -  Account Management Focus Group
July 2016    -  Applications Focus Group
August 2016  -  Workshop - Acct Mgmt & Applications
September 2016  - Submitting CCP/FDP Biomethane Data Focus Group
October 2016  -  RPS Online System Staff Workshop & POU Compliance Focus Group
November 2016 - Reporting e-Tag and Hourly Data Focus Group
February 2017  -  RPS Online System Staff Workshop
March 2017   – RPS Online System Staff Workshop
Spring 2017  -  Refresher workshop on Verification

Help Button –
RPS Online Training Manual
USER ROLES
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
DATABASE ASSISTANCE AND ACCOUNT NOTIFICATIONS
Resources

• Email for help within system
• Help button in RPS Online System with instructions manual
• Contact RPS staff
  
  RPSTrack@energy.ca.gov
Email Function
Email Function

Pre-Certification Application Summary

Facility Information
- Eligibility Date: 1/5/2017
- Name of Facility: Hydro Test

Physical Location
- Address: 1516 9th street
- City: Sacramento
- State: California
- Zip/Postal Code: 95814
- Country: USA
- Can Mail Be Delivered To The Facility Location?: Yes
Notifications

• All notifications under tab
• Sort by RPS ID & date
• View incoming & outgoing notifications
APPLICATION SUBMISSION DEADLINES
Timeline for Application Submittals

Precertification
• Applications must be submitted before the facility’s commercial operations date

Certification
• Applications must be submitted on or after the commercial operations date of the facility
• To count generation from the commercial operations date, applications must be submitted within 180 days of the commercial operations date
• Please Refer to the RPS Eligibility Guidebook, 9th Edition for all application requirements

http://www.energy.ca.gov/portfolio/
CREATING AN ORGANIZATION ACCOUNT
RPS Online System

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 publically available application information
Applications Search
Register New Account
Create New Organization

Instructions

- Please fill out all the required fields marked by *

Organization Information

*Organization Name

Organization Name aka

Address

*Country
Please Select

*Address Line 1

Address Line 2

*City

*USA State

*Foreign State/Province

*ZIP/Postal Code

*Address Type
Please Select

Save & Next
Create New User

Instructions

- Please enter phone number and fax in following formats: 1-999-999-9999
- Please add extension for phone number, if applicable, by indicating x

Add User

*First Name

*Last Name

*Phone Number

*Email Address

*Reenter Email Address

*User ID

Save
My Profile

Contact Information

*First Name
Ariel

*Last Name
Lee

*Phone Number
9161234567

*Email Address
ariel.lee@energy.ca.gov

*User ID
ariel.leelee

*User Status
Approved

*Effective Date
01/19/2017

Login Information

Current Password

New Password

Confirm Password

Password requirements:
- Must be at least 10 characters
- Must contain at least 1 number
- Must contain at least 1 special character (@, &, #, etc.)
- Must contain at least 1 uppercase and 1 lowercase letter

Security Questions

*Security Question 1
Please Select

*Answer 1

*Security Question 2
Please Select

*Answer 2

*Security Question 3
Please Select

*Answer 3

Privacy and Terms of Use

Please read our Privacy Policy and Terms of Use and confirm you have seen the policies by checking the box.

California State Law requires lawful maintenance and handling of information. By submitting this information is accurate.

I AGREE
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 publically available application information
Applications Search
Select Organization

- Some users are already added to more than one organization
- Those users may select from the drop down which account they would like to log in to
Organization Information

- Update, change or add address
- Add & delete users
- Set user permissions
Reporting Deadlines

Annual Facility Reports
• Due **April 3**
• This includes the Gen report
• Today’s presentation is on the Gen report only.

Annual Load-Serving Entity (LSE) Reports
• Due **July 3**
• This includes the WREGIS reports for all LSEs
• POU, e-Tag, Hourly and CCP reports for POUs
Verification User Roles

- **Verification Viewer/Trainee** – is able to view reports
- **Verification Reporting Agent** – is able to view, add, delete and edit reports
- **Verification Attestant** – is able to view add, delete, edit, attest and submit reports
Overview on Submitting a Gen Report

RPS ONLINE SYSTEM
Frequently Asked Questions

- RPS Staff is currently in the process of compiling frequently asked questions, and will be posting them on the RPS Online System.
- Please contact RPS staff at RPSTrack@energy.ca.gov for questions
QUESTIONS AND COMMENTS