

DOCKETED

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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

<https://efiling.energy.ca.gov/Lists/DocketLog.aspx?docketnumber=16-RPS-01>



Help Button – RPS Online Training Manual



CALIFORNIA
ENERGY COMMISSION UAT

[Ariel Lee](#) | [Help](#) | [Logout](#)

Ariel Lee Test Organization

[HOME](#)

[ACCT MGMT](#)



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

The screenshot shows the California Energy Commission UAT (User Acceptance Test) interface. At the top, there is a navigation bar with the CA.GOV logo, the Commission logo, and the text 'CALIFORNIA ENERGY COMMISSION UAT'. User information 'Ariel Lee | Help | FAQs | Logout' and the organization name 'Ariel Lee Test Organization' are also present. Below the navigation bar are tabs for 'HOME', 'APPLICATIONS', and 'ACCT MGMT'. The main content area is titled 'Home Page' and features a search filter section with tabs for 'Applications', 'Facilities', 'Notifications', 'Time Extension Request', 'Verification', and 'WREGIS Adjustment'. The search filters include 'RPS ID', 'Suffix' (Please Select), 'Facility Name', 'Application Status' (Please Select), and 'Resource Type' (Please Select), with a 'Search' button. Below the search filters is a 'Results' section with 'Export To' buttons for 'Excel' and 'CSV'. A table displays the search results with columns for 'RPS ID', 'Suffix', 'Facility Name', 'Status', and 'Primary Resource'. The table contains three rows of data, with the 'Select' link in the first column of the third row and the 'Pending' status in the 'Status' column of the same row circled in red.

		RPS ID	Suffix	Facility Name	Status	Primary Resource
Select			R	Ariel Aggregated Test	Pending	Photovoltaic
Select	Delete		A	Test Facility	In Progress	Photovoltaic
Select			C	Hydro Test	Pending	Existing Large Incremental Hydroelectric



Email Function

Ariel Lee | Help | FAQs | Logout

CA.GOV  **CALIFORNIA ENERGY COMMISSION** UAT Ariel Lee Test Organization

HOME APPLICATIONS ACCT MGMT

Pre-Certification Application Summary Cancel Email

RPS ID:Not Assigned

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



Ariel Lee | Help | FAQs | Logout

CA.GOV  **CALIFORNIA ENERGY COMMISSION** UAT Ariel Lee Test Organization

HOME APPLICATIONS ACCT MGMT

Email Template

Submit **Cancel** **Clear**

To

CC (For multiple addresses please use ';' as separator)

*Subject RPS ID

*Notification



Notifications

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

The screenshot shows the California Energy Commission UAT interface. The 'Notifications' tab is selected and circled in red. Below the navigation tabs, there are search filters for RPS ID, Recipient, Subject, Incoming/Outgoing, and Sent Date From. A 'Search' button is present. Below the search filters, the 'Results' section displays a table with columns for RPS ID, Sent Date, Subject, Facility Name, and Organization Name. The table contains 11 rows of notification data.

	RPS ID	Sent Date	Subject	Facility Name	Organization Name
Select		1/19/2017	Application Withdrawn	blah blah	Ariel Lee Test Organization
Select		1/11/2017	Biomethane Attestation	Biomethane Precert Test	Ariel Lee Test Organization
Select		1/11/2017	Biomethane Attestation	Biomethane test	Ariel Lee Test Organization
Select	64343	1/9/2017	Message from CEC-RPS System	Test Aggregate	Ariel Lee Test Organization
Select		1/9/2017	Message from CEC-RPS System	Ariel Aggregated Test	Ariel Lee Test Organization
Select		1/9/2017	Message from CEC-RPS System	Ariel Aggregated Test	Ariel Lee Test Organization
Select	64368	1/5/2017	Aggregated Units RPS ID assigned	Ariel Test	Ariel Lee Test Organization
Select		1/5/2017	Pre-Certification Received	Hydro Test	Ariel Lee Test Organization
Select	64368	1/4/2017	Aggregated Units Certification	Ariel Test	Ariel Lee Test Organization
Select		1/4/2017	Certification Received	blah blah	Ariel Lee Test Organization



CERTIFICATION APPLICATIONS (DEMONSTRATION)



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



CALIFORNIA
ENERGY COMMISSION

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



Register New Account



CALIFORNIA ENERGY COMMISSION UAT

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 CEG account

Register new account

Public Search

Search for publically available application information

Applications Search



Create New Organization

Instructions

- Please fill out all the required fields marked by *

Organization Information

*Organization Name

Organization Name aka

Address

*Country

*Address Line 1

Address Line 2

*City

*USA State

*Foreign State/Province

*ZIP/Postal Code

*Address Type

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





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



My Profile

Save **Cancel**

Contact Information

*First Name	<input type="text" value="Ariel"/>	*Last Name	<input type="text" value="Lee"/>
*Phone Number	<input type="text" value="9161234567"/>		
*Email Address	<input type="text" value="ariel.lee@energy.ca.gov"/>		
*User ID	<input type="text" value="arielleeeee"/>	*User Status	<input type="text" value="Approved"/>
		*Effective Date	<input type="text" value="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 lower case letter

Security Questions

- Answers are case sensitive.
- If the security questions are not set for the account please contact the RPS staff.

*Security Question 1

*Answer 1

*Security Question 2

*Answer 2

*Security Question 3

*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

A screenshot of the California Energy Commission website. The header includes the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION UAT". The user is logged in as "Ariel Lee" and is viewing the "Ariel Lee Test Organization" page. The "Select Organization" dropdown menu is open, showing two options: "Ariel Lee Test Organization" (highlighted in blue) and "Ariel Test Account". A red oval highlights the "Confirm" button next to the dropdown menu.



Organization Information

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

The screenshot shows the 'Organization Information Detail' page in the UAT system. The page includes a header with the CA.GOV logo, the California Energy Commission logo, and the text 'CALIFORNIA ENERGY COMMISSION UAT'. The user is identified as 'Ariel Lee' and the organization as 'Ariel Lee Test Organization'. The page is divided into three main sections: Organization Information, Address, and Users.

Organization Information

*Organization Name: Ariel Lee Test Organization

Organization Name aka: [Empty field]

Address

	Line 1	City	State	Country	Address Type
Select	<input type="checkbox"/> 1516 9th Street	Sacramento	California	USA	Both

Users

	First Name	Last Name	Email Address	Role
Select	<input type="checkbox"/> Sasha	Linker	sasha.linker@energy.ca.gov	Certification Biomethane Attestant
Select	<input type="checkbox"/> Elisabeth	de Jong	elisabeth.dejong@energy.ca.gov	Certification Biomethane Attestant
Select	<input type="checkbox"/> Ariel	Lee	ariel.lee@energy.ca.gov	Account Holder System Admin, Certification Attestant, Certification Applicant
Select	<input type="checkbox"/> Ariel	Lee	ariel.lee@energy.ca.gov	Certification Attestant

Buttons: Add Existing User, Add New User, Delete



VERIFICATION REPORTING



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