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DATA SUBMISSION PORTAL

PIIRA Reports Submission – User Guide

OVERVIEW

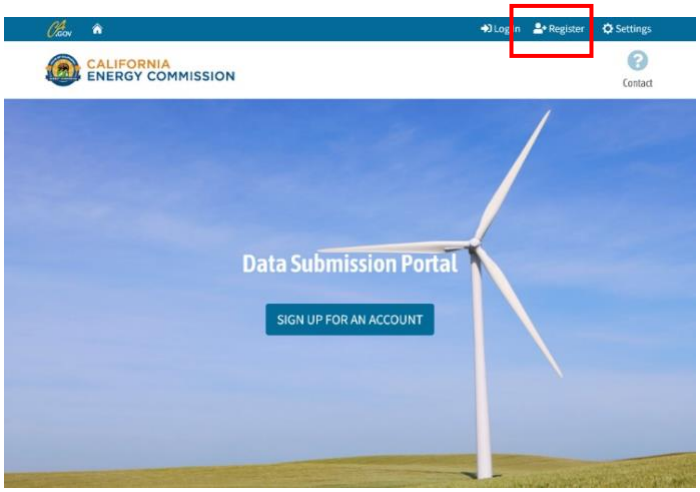
The Data Submission Portal is a secure website for electronically submitting data to the California Energy Commission This user guide provides step-by-step instructions for using the portal.

Version

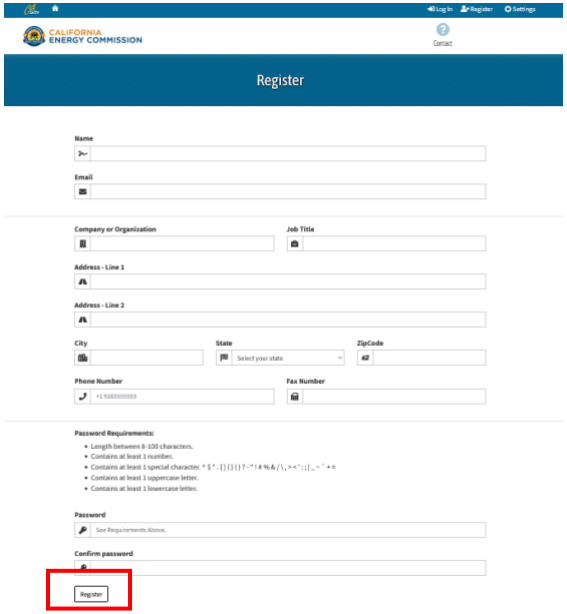
1.0

Create an Account

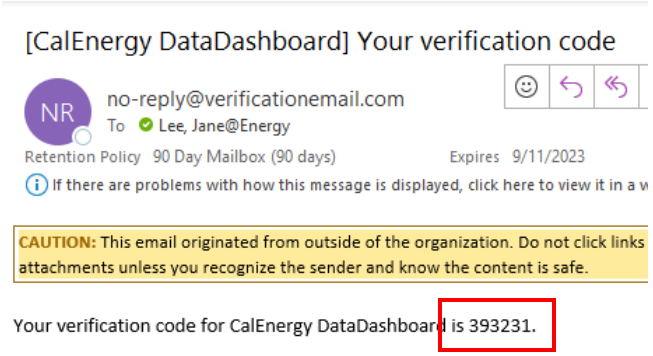
1. Navigate to https://datasubmission.energy.ca.gov/ and click "Register" to create your account.



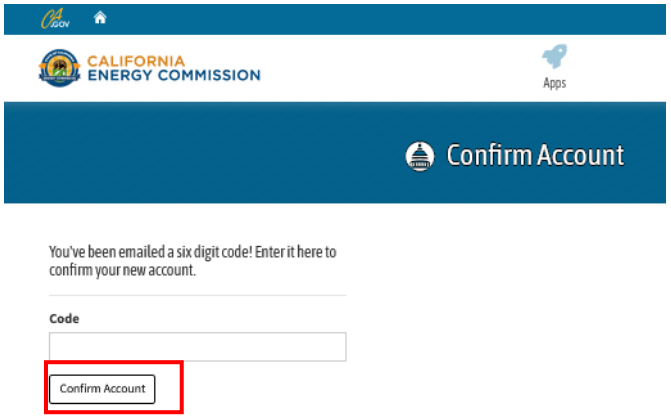
2. Fill out the Account details and click "Register".



3. Check your email for an account verification code.



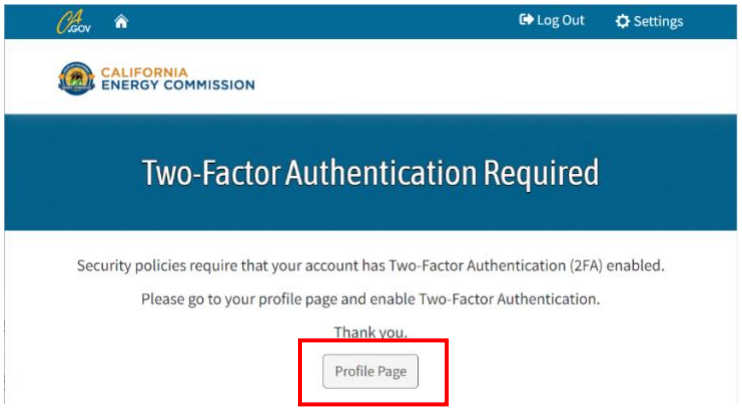
4. Enter verification code and click "Confirm Account" to complete registration.



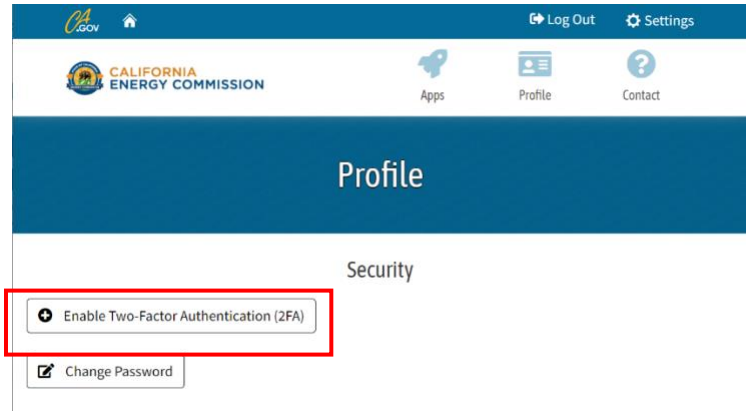
5. Set up Two-Factor Authentication (2FA)
(View 2FA instructions on the next page.)

Set Up Two-factor Authentication

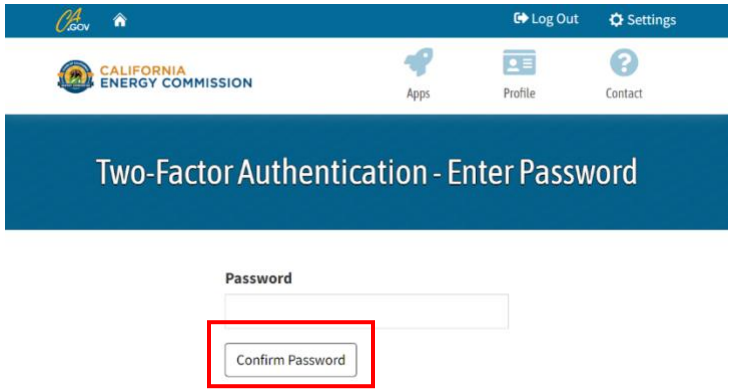
1. Log in to the Data Submission Portal.
   (You will be prompted to set up 2FA)
2. Click the Profile Page button.



3. Click the "Enable Two-Factor Authentication (2FA) button.

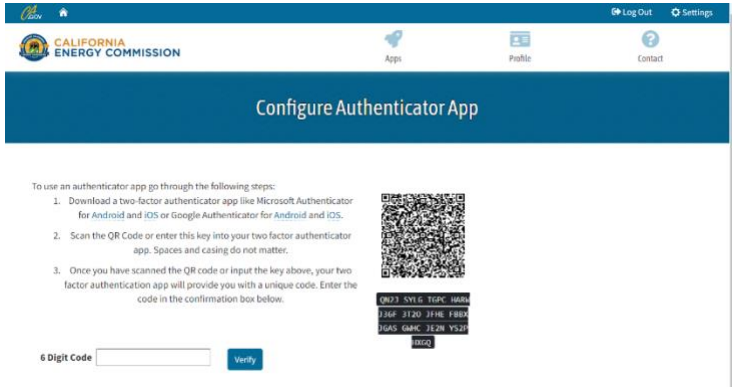


4. Enter your portal account password, then click the "Confirm Password" button.



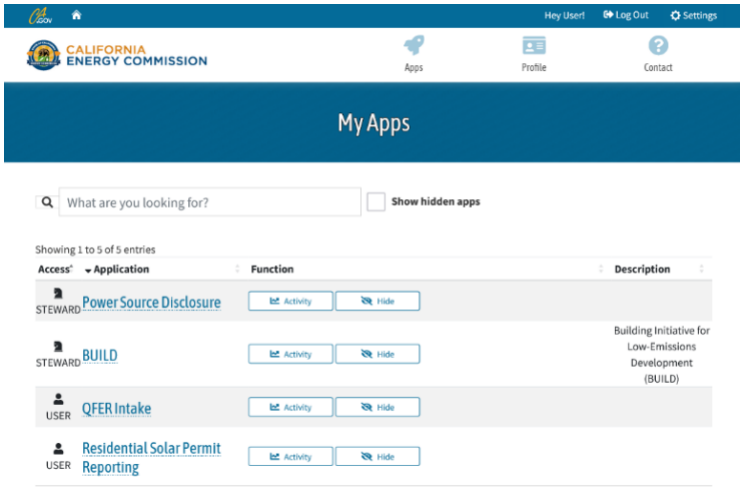
5. Follow the instructions on the Configure Authenticator App page. For additional help, view the portal user video tutorial at

   https://youtu.be/0scK9s9OiRE.

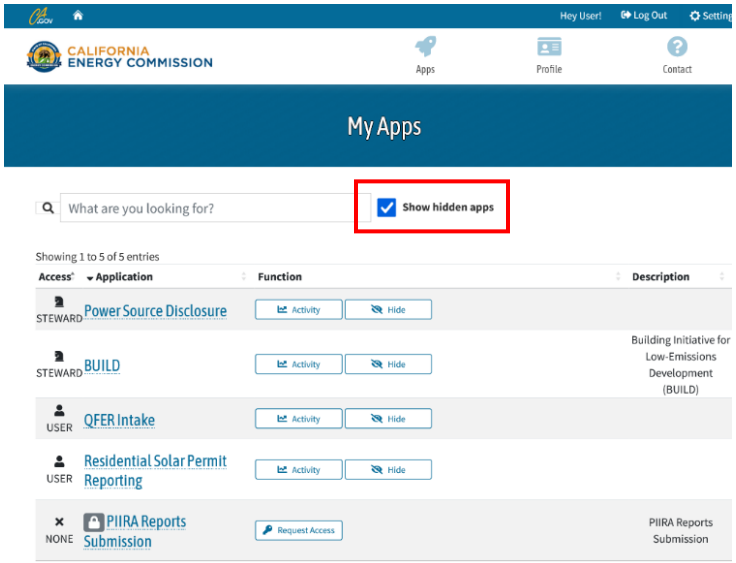


Request Access to PIIRA Reports Submission Application

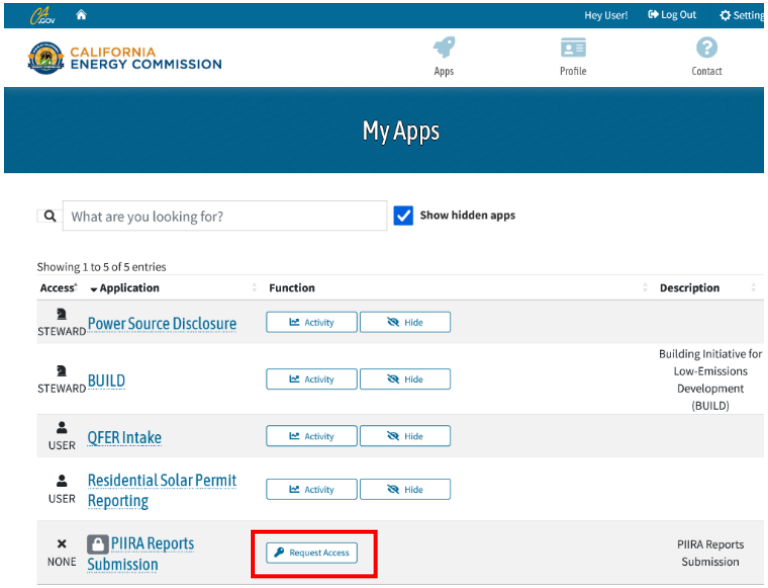
1. Log in to the portal to access the Apps list.



2. Click the "Show hidden apps" button to display the "PIIRA Reports Submission" App.



3. Click "Request Access". (An Energy Commission PIIRA staff member will need to approve your request before you can submit forms).



4. You will receive an email confirmation when your request is approved.

From: caenergytest@outlook.com <caenergytest@outlook.com>
Sent: Thursday, March 16, 2023 12:25 AM
To: Lee, Jane@Energy <Jane.Lee@energy.ca.gov>
Subject: Data Submission Portal - User Access Request

CAUTION: This email originated from outside of the organization. Do not click links or attachments unless you recognize the sender and know the content is safe.

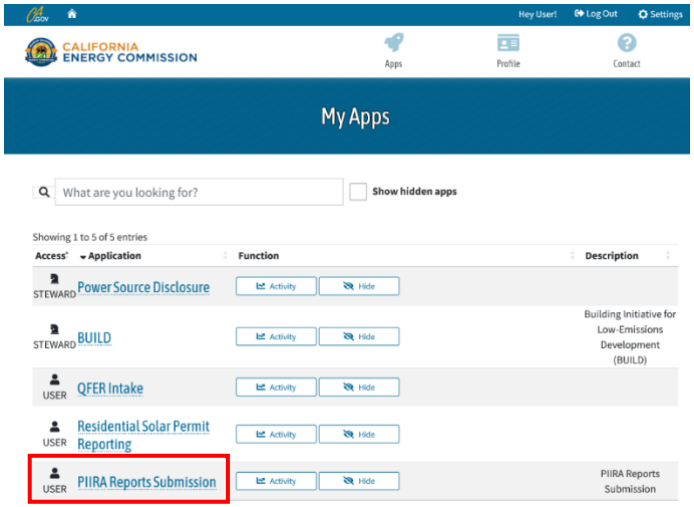
Application: PIIRA Forms Submission

Your Access Request has been granted.

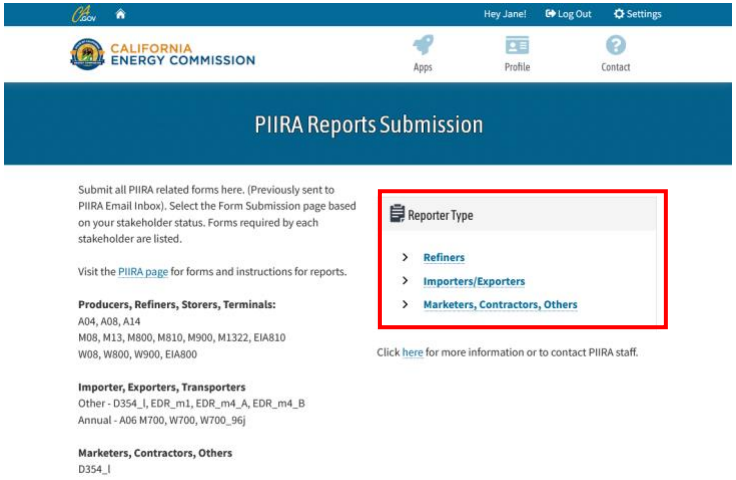
Please contact us if you need any further assistance.

Submit PIIRA Forms

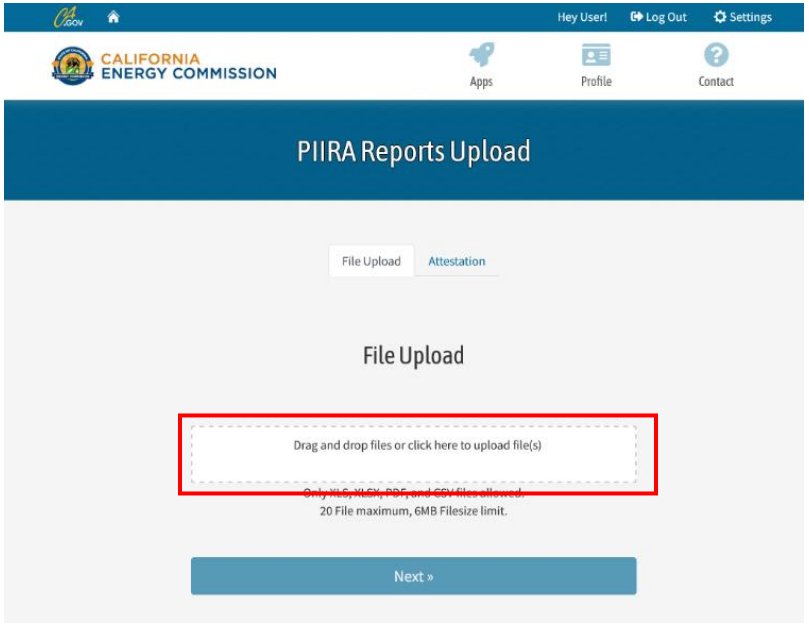
1. Log in to the portal to access the Apps list.
2. Click the "PIIRA Forms Submission" App from the list.



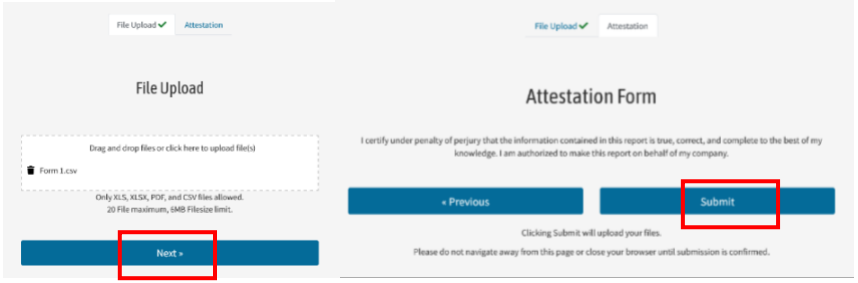
3. Select the Reporter Type that applies to you.



4. Drag and drop your files into the File Upload box. You can click to open file explorer and select a file separately. *Note: Only XLS, XLSX, PDF, and CSV files are allowed.*

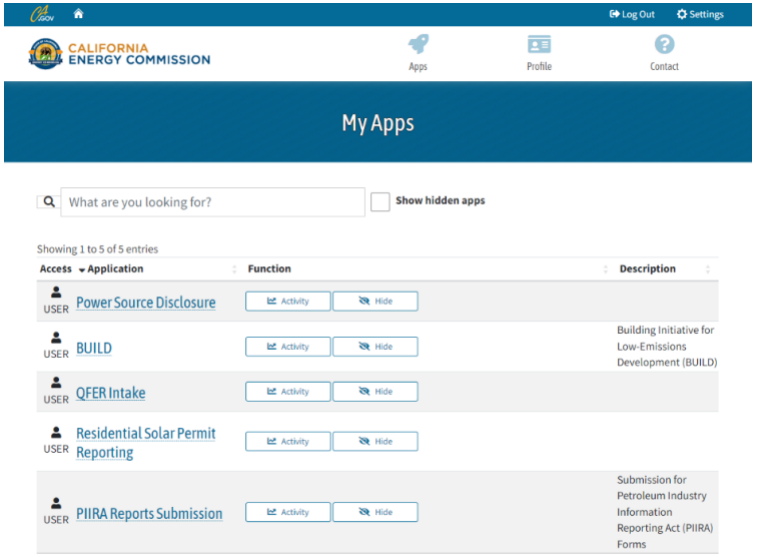


5. Click "Next" when all your files are uploaded.
6. Click "Submit" to agree to the Attestation and submit your Forms.



View PIIRA Forms Submission Activity

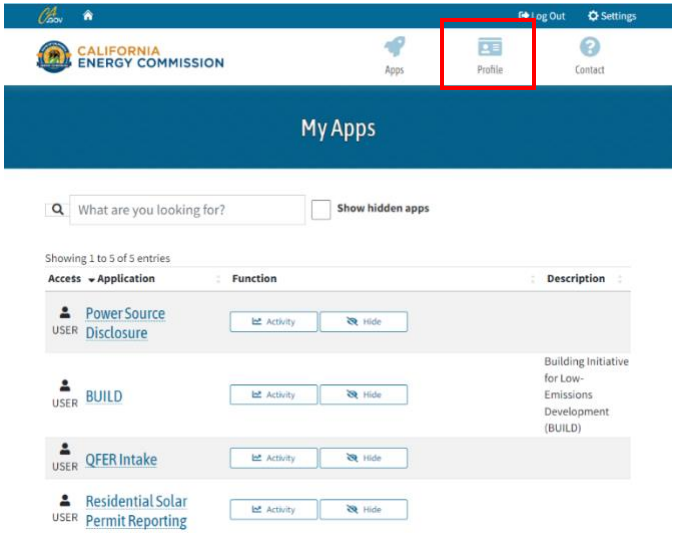
1. Select the “Activity” button for the PIIRA Reports Submission app.



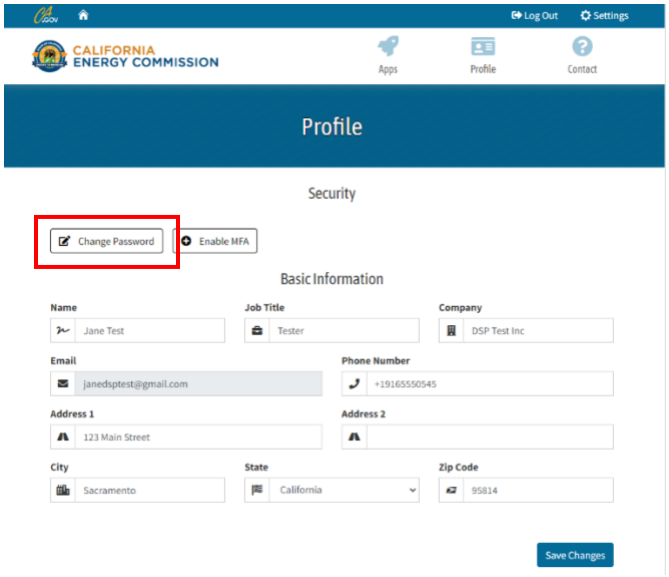
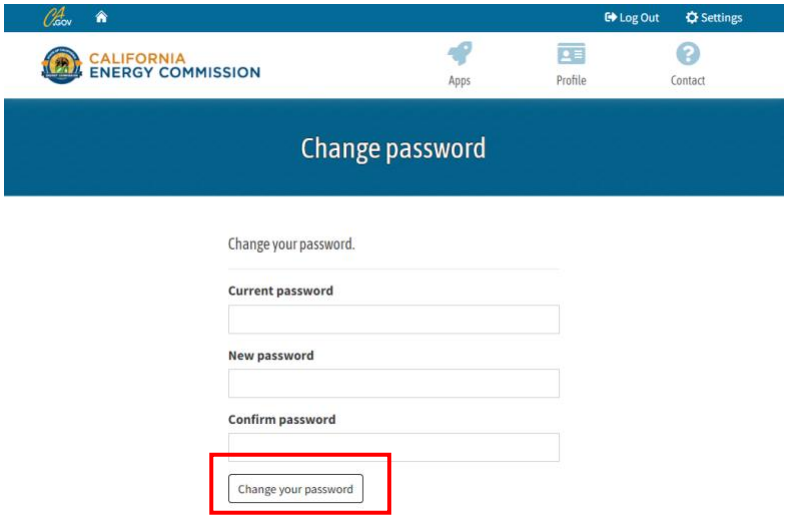
2. The Activity page will display your submission activity. You can sort by date and time range, Reporter Type, etc.. Click the icon to view the list of files uploaded for each submission.

Change Account Password

1. Log in to the portal, then click the “Profile” icon.



2. Click the “Change Password” button.



3. Enter your current and new password, then click “Change your password”.