

DOCKETED

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Description:	Notice of Staff Webinar on the Renewables Portfolio Standard Online System to be held February 22, 2017.
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Notice of Renewables Portfolio Standard Online System Staff Training Webinar

Staff from the California Energy Commission's Renewables Portfolio Standard (RPS) Certification and Verification units will conduct a training webinar on February 22, 2017, to provide guidance and technical support for the RPS Online System; authorized for use with the adoption of the *RPS Eligibility Guidebook (RPS Guidebook), Ninth Edition* on January 25, 2017.

This webinar will provide interested parties with additional guidance and technical support for RPS Online System use including account administration and user access; submitting certification applications; and, an overview of verification reporting. During the webinar, staff will demonstrate functionality and address any questions users may have.

**RPS ONLINE SYSTEM TRAINING WEBINAR
CALIFORNIA ENERGY COMMISSION
February 22, 2017
9:30 AM to 12:00 PM (Pacific Time)**

Remote Access Available by Computer or Phone via WebEx™
(Instructions below)

Background

The *RPS Guidebook, Ninth Edition* requires use of the new RPS Online System for participation in the RPS Program. The RPS Online System is the platform for RPS participants to submit precertification and certification applications and amendments and verification reports. To provide user guidance and support, staff is conducting a webinar to review the following:

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

During the webinar, staff will address stakeholders' specific questions regarding the RPS Online System. RPS Online System users are encouraged to email written questions in advance of the webinar to RPSTrack@energy.ca.gov.

Public Adviser and Other Commission Contacts

The Energy Commission's Public Adviser's Office provides the public assistance for participating in Energy Commission proceedings. If you want information on how to participate in this workshop, please contact the Public Adviser, Alana Mathews, at PublicAdviser@energy.ca.gov or (916) 654-4489, or toll free at (800) 822-6228.

If you have a disability and require assistance to participate, please contact Poneh Jones at Poneh.Jones@energy.ca.gov or (916) 654-4425, at least five days in advance of the workshop.

Media inquiries should be sent to the Media and Public Communications Office at mediaoffice@energy.ca.gov or (916) 654-4989.

If you have questions on the subject matter of this workshop, please contact Camille Remy Obad at Camille.Remy-Obad@energy.ca.gov or (916) 654-3940.

For more information on the Renewables Portfolio Standard please visit: <http://www.energy.ca.gov/portfolio/>.

Remote Attendance

Webinar online participation will be through WebEx, the Energy Commission's online meeting service. Presentations will appear on your computer screen, and you may listen to audio via your computer or telephone. Please be aware that the meeting may be recorded.

To join a meeting:

VIA COMPUTER: Go to <https://energy.webex.com> and enter the unique meeting number: 929 325 816. When prompted, enter your name and affiliation.

The "Join Conference" menu will offer you a choice of audio connections:

1. To call into the meeting: Select "I will call in" and follow the on-screen directions.
2. International Attendees: Click on the "Global call-in number" link.
3. To have WebEx call you: Enter your phone number and click "Call Me."
4. To listen over the computer: If you have a broadband connection, and a headset or a computer microphone and speakers, you may use VoIP (Internet audio) by going to the Audio menu, clicking on "Use Computer Headset," then "Call Using Computer."

VIA TELEPHONE ONLY (no visual presentation): Call 1-866-469-3239 (toll-free in the U.S. and Canada). When prompted, enter the unique meeting number: 929 325 816. International callers may select their number from <https://energy.webex.com/energy/globalcallin.php>.

VIA MOBILE ACCESS: Access to WebEx meetings is available from your mobile device. To download an app, go to www.webex.com/products/web-conferencing/mobile.html.

If you have difficulty joining the meeting, please call the WebEx Technical Support number at 1-866-229-3239.

Mail Lists: Renewables listserv