

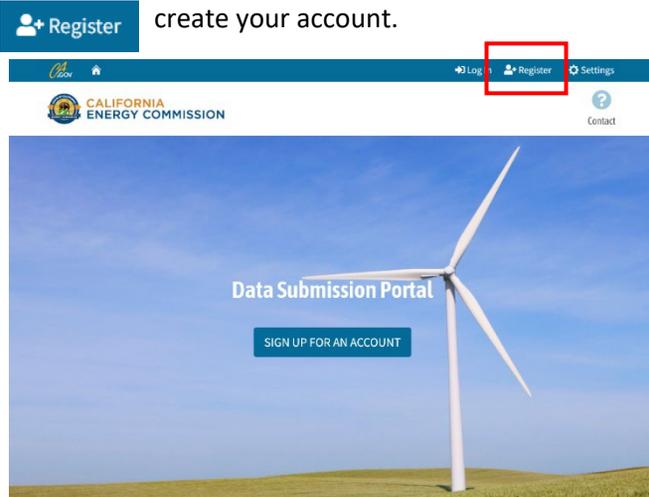
**DOCKETED**

<b>Docket Number:</b>	23-SB-02
<b>Project Title:</b>	SB X1-2 Implementation
<b>TN #:</b>	250630
<b>Document Title:</b>	Draft DSP PIIRA User Guide
<b>Description:</b>	Draft user guide for using the data submission portal (DSP) for PIIRA documents
<b>Filer:</b>	Andrea Baley
<b>Organization:</b>	California Energy Commission
<b>Submitter Role:</b>	Commission Staff
<b>Submission Date:</b>	6/14/2023 2:24:23 PM
<b>Docketed Date:</b>	6/14/2023

# Data Submission Portal – User Guide

## Create an Account

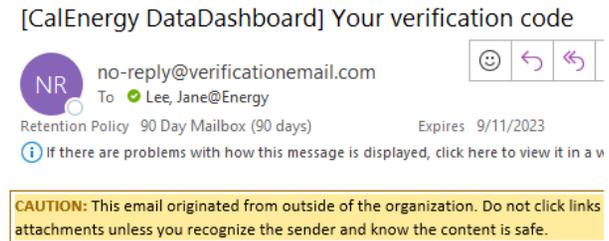
1. Navigate to <https://datasubmission.energy.ca.gov/> and click to



create your account.

2. Fill out the Account details and click “Register”.

3. Check your email for an account verification code.



Your verification code for CalEnergy DataDashboard is 393231.

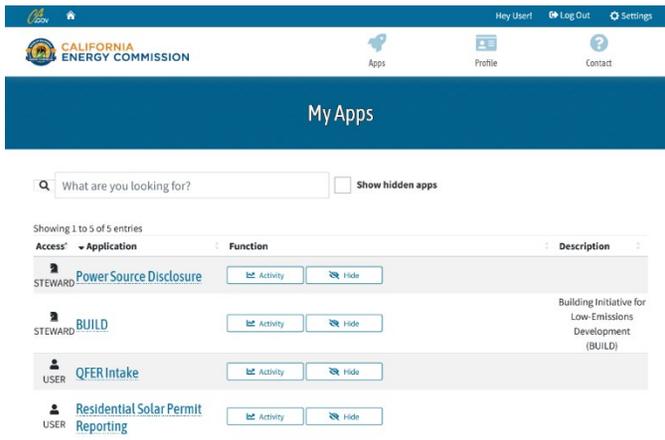
4. Enter verification code and click “Confirm Account” to complete registration.

5. Set up MFA (Screenshot pending)  
MFA will be enforced at go-live on 6/23 and will require use of an authenticator app.

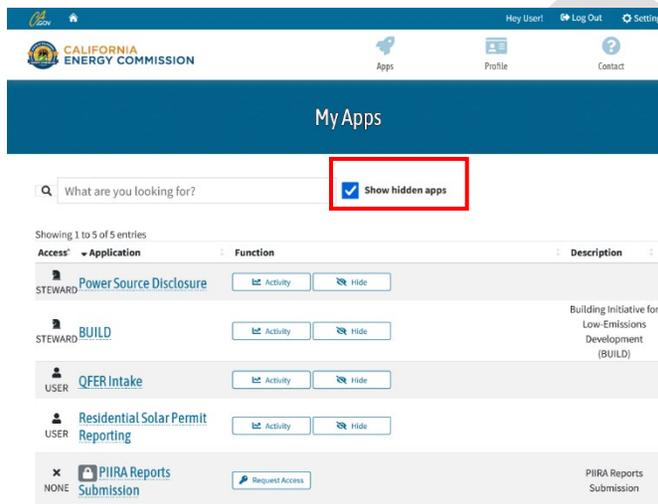
# Data Submission Portal – User Guide

## Request Access to PIIRA Reports Submission Application

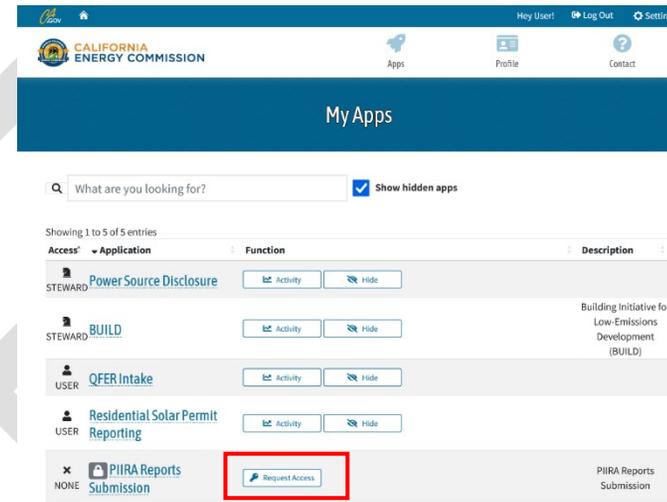
1. Log in to the portal to access the Apps list.



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

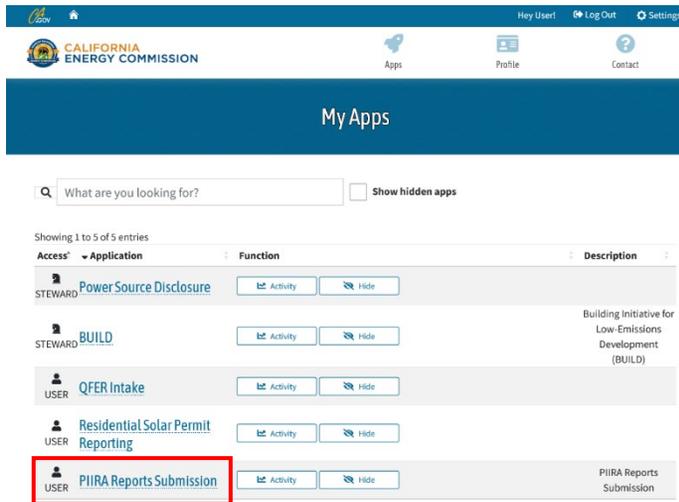
**Your Access Request has been granted.**

Please [contact](#) us if you need any further assistance.

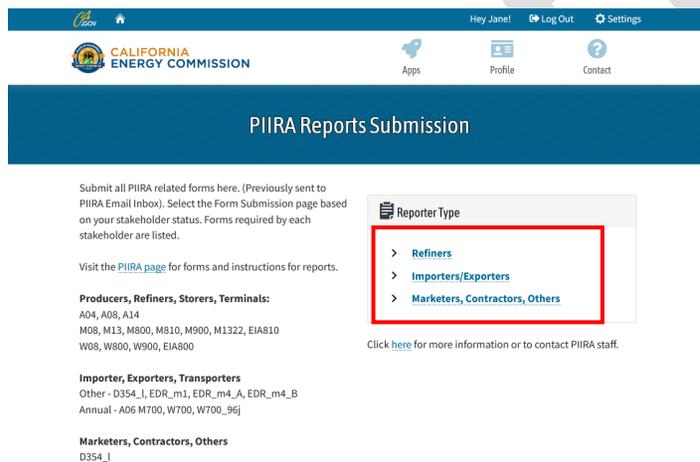
# Data Submission Portal – User Guide

## Submit PIIRA Forms

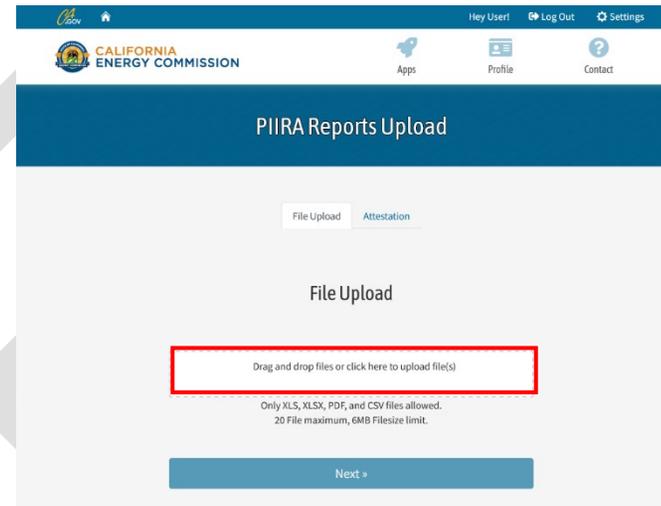
1. Log in to the portal to access the Apps list.
2. Click the “PIIRA Forms Submission” App from the list.



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.

