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

Data Submission Portal – User Guide

4.

Create an Account

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



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

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Email				
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Company or Organization		lob Title		
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 Contains at least 1 uppercase 	letter.			
 Contains at least 1 lowercase 	letter.			
Password				
See Requirements Above.				
Confirm password				
Connirm password				

3. Check your email for an account verification code.



Code			
Confirm Account			

 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.

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Residential Solar Permit Reporting	Activity 8	R Hide			
× PIIRA Reports Submission	Request Access			PIIRA F	Reports ission
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3. Click "Request Access". (An Energy Commission PIIRA staff member will need to approve your request before you can submit forms).

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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.

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3. Select the Reporter Type that applies to you.

Marketers, Contractors, Others

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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.*

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CALIFORNIA ENERGY COMMISSION	Apps	Profile	Contact
	PIIRA Reports Upload		
	File Upload Attestation		
	File Upload		
	Drag and drop files or click here to upload file(s)		
	Only XLS, XLSX, PDF, and CSV files allowed. 20 File maximum, 6MB Filesize limit.		-
	Next »		

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

File Upload 🗸 Attestation	File Uplead Attestation				
File Upload	Attestation Form				
Drag and drop files or click here to upload file(4)	I certify under penalty of perjury that the information contained in this report is true, correct, and complete to the best of my knowledge. I am authorized to make this report on behalf of my company.				
Only XLS, XLSX, PDF, and CSV files allowed. 20 File maximum, 6MB Filesize limit.	« Previous Submit				
	Clicking Submit will upload your files.				
Next »	Please do not navigate away from this page or close your browser until submission is confirmed.				