

RPS Online Training Manual

Version June_19.1

This Training Manual will be updated on a periodic basis. Please refer to the most current version available through the RPS Online System.

- 1 Introduction 5
 - 1.1 Disclaimer..... 5
- 2 Accessing the RPS Online System 6
- 3 RPS Online System Layout..... 7
 - 3.1 User Information..... 7
 - 3.2 Menu..... 7
 - 3.3 Tabs..... 8
- 4 Organization Accounts and Users 9
 - 4.1 Organization Account Creation..... 10
 - 4.1.1 User Roles 16
 - 4.2 Account Management..... 17
 - 4.2.1 Add New User to an Organization 17
 - 4.2.2 Add Existing User to an Organization..... 20
 - 4.2.3 Edit Current User’s Profile..... 23
 - 4.2.4 Edit Another User’s Profile..... 26
 - 4.2.5 User ID Recovery Request Process..... 29
 - 4.2.6 Password Recovery Request Process..... 31
- 5 Notifications 33
 - 5.1 Navigating Notifications..... 34
- 6 RPS Eligibility and Certification 35
 - 6.1 Submit an Individual Application of a Facility 36
 - 6.1.1 Multi-fuel facilities 52
 - 6.1.2 Biomethane Common Carrier Pipeline 53
 - 6.1.3 Biomethane Dedicated Pipeline or Fuel Container..... 59
 - 6.1.4 Biomethane Functionally Dedicated Pipeline 62
 - 6.1.5 Biomethane Onsite 67
 - 6.1.6 Small Hydroelectric Facilities 71
 - 6.1.7 Conduit Hydroelectric Facilities 77
 - 6.1.8 Existing Large Incremental Hydroelectric 83
 - 6.1.9 Hydrogen..... 89
 - 6.1.10 Municipal Solid Waste (MSW) 91
 - 6.1.11 Biomass 92
 - 6.1.12 Biomass Conversion 94
 - 6.1.13 Facilities located outside California and interconnected to a Non-CBA..... 97
 - 6.1.14 Repowered..... 100
 - 6.1.15 Incremental..... 101
 - 6.2 Re-submit an Individual Application with Corrections 104

6.3	Submit an Amended Application for and Individual Facility.....	107
6.4	Application to Certify a Precertified Facility	109
6.5	Precertification Outreach.....	111
6.6	Application for Aggregated Units.....	112
6.6.1	Submit an Application to Certify an Aggregated Unit.....	112
6.6.2	Re-submit an Aggregated Units Application with Corrections	121
6.6.3	Submit an Amended Application for Aggregated Units.....	125
6.7	Delete an Application.....	127
6.8	Request to Withdraw a Facility	128
6.9	Request a Time Extension Request (TER)	129
6.9.1	Delete Request for a Time Extension Request.....	135
6.10	Certification Notifications	136
7	Verification Reports	139
7.1	Facility Generation Data	139
7.1.1	Manual Entry of Generation Data.....	139
7.1.2	Review Generation Data and Edit	146
7.1.3	Review Generation Data and Delete.....	147
7.1.4	Upload of Generation Data	149
7.1.5	Reviewing Generation Validation Errors.....	155
7.1.6	Alternative Process for Accessing the Gen Report	161
7.1.7	Gen Report Corrections	168
7.2	Common Carrier Pipeline (CCP) Report	174
7.2.1	Enter Biomethane Data.....	174
7.3	Functionally Dedicated Pipeline (FDP) Report.....	189
7.3.1	Enter FDP biomethane data.....	189
7.4	WREGIS Data	192
7.4.1	WREGIS Attestation	192
7.4.2	WREGIS Adjustment Request Submittal	195
7.4.3	WREGIS Adjustment Claim Submission.....	196
7.5	Local Publicly Owned Electric Utility (POU) Annual Reports	199
7.5.1	Add Contracts.....	199
7.5.2	Add an Amendment to an Existing Contract.....	207
7.5.3	Annual Summary Report.....	209
7.5.4	Corrections to the Annual Summary Report.....	217
7.5.5	Annual Summary Report for POU's Meeting the Criteria of Public Utilities Code Section 399.30(j)	219
7.5.6	Annual Summary Report for POU's Meeting the Criteria of Public Utilities Code Section 399.30(l)	231
7.6	POU e-Tag Report	239

7.6.1	Manual Entry of e-Tag RPS data.....	239
7.6.2	Review e-Tag Data and Edit	246
7.6.3	Review e-Tag Data and Delete	248
7.6.4	Upload of e-Tag RPS Data	250
7.6.5	Reviewing e-Tag Validation Errors	255
7.6.6	Review the WREGIS CA e-Tags Report.....	257
7.6.7	Corrections to the e-Tag Report	260
7.7	POU Hourly Report.....	263
7.7.1	Manual Entry of Hourly Data	263
7.7.2	Review Hourly Data- Edit	269
7.7.3	Review Hourly Data- Delete	271
7.7.4	Upload of Hourly Data	273
7.7.5	Reviewing Hourly Validation Errors	278
7.7.6	Corrections to the Hourly Report.....	281
7.8	Verification Email Notifications	284
8	Appendix A	286

1 Introduction

Established in 2002, California's Renewables Portfolio Standard (RPS) is one of the most ambitious renewable energy policies in the nation. Enacted by Senate Bill 1078 (Sher, Chapter 516, Statutes of 2002) with bipartisan support, and accelerated and expanded by subsequent legislation, California's RPS establishes increasingly progressive renewable energy procurement targets for the state's load-serving entities, requiring both retail sellers and local publicly owned electric utilities to increase their procurement of eligible renewable energy resources to 50 percent of retail sales by 2030.

California's RPS is administered by the California Energy Commission (Energy Commission) and the California Public Utilities Commission (CPUC). The Energy Commission is responsible for certifying RPS-eligible renewable energy resources, developing a tracking system to verify renewable energy procurement for all program participants, and overseeing compliance of the local publicly owned electric utilities.

The *Renewables Portfolio Standard Eligibility Guidebook (RPS Eligibility Guidebook)* was adopted in 2004 laying the foundation for the RPS program and providing the eligibility, application process, and reporting requirements. Beginning with the adoption of *the RPS Eligibility Guidebook, Ninth Edition*, program participants will use the RPS Online System to submit certification applications, generation reports, and verification reports, as well as conduct other RPS related business. The Energy Commission developed the RPS Online System to streamline the process to certify facilities, report generation, and procurement information. The RPS Online System is accessed at <https://rps.energy.ca.gov/>. To assist RPS Online System users, staff created this Training Manual, which provides a quick reference guide to the RPS Online System's functionality to guide users through the processes to complete certification applications and verification data reporting.

1.1 Disclaimer

This Training Manual is for information purposes only. This Training Manual shall be used solely to assist users in how to access and use the RPS Online System and may be amended from time to time by the Energy Commission. Please ensure you are using the most up to date version of the Training Manual available to users.

This Training Manual is not intended to change or create RPS program requirements. RPS program requirements can be found in the Public Utilities Code, Public Resources Code, and other related statutes; Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations) which are set forth in Title 20, California Code of Regulations, sections 1240 and 3200-3208; the *Renewables Portfolio Standard Eligibility Guidebook*; and other laws, regulations, and guidance documents as may be amended from time to time (collectively, the RPS Program Requirements). If there is any conflict between the information presented in this Training Manual and the RPS Program Requirements, the RPS Program Requirements shall prevail.

Screenshot depictions in this Training Manual are for demonstration purposes only and may not reflect actual RPS Online System content. This Training Manual, including screenshot depictions, should not be substituted for information or instructions provided in the actual RPS Online System.

2 Accessing the RPS Online System

Organizations that participate in the RPS must use the RPS Online System to submit or amend facility certification applications or submit verification data. Each such organization must have an organization account in the RPS Online System.

In the RPS Online System, organizations are the account holders and Energy Commission staff will approve requests for organization accounts in the RPS Online System. Each account must initially have a user that is authorized by the organization to submit the account application. This user will initially by default be assigned the Account Holder System Admin role which allows that individual, on approval of the account, to add additional users and assign user roles. Users are not approved by Energy Commission staff, however, the RPS Online System will require each user to validate their email address.

Organizations that verified their data with Energy Commission Staff through Data Merge Forms prior to the launch of the RPS Online System will have an organization account already established and populated with information. Each of these accounts will have at least one Account Holder System Admin user associated with the account when the RPS Online System is launched. These individuals will be responsible for adding additional users to the organization account. New organizations that do not already have an RPS Online System account will follow the process described below to establish an organization account and associate the initial Account Holder System Admin to the account. Each organization account must have at least one user, and each account must have at least one user with the Account Holder System Admin role permission.

Users that are being added to an account **DO NOT** establish separate accounts in the RPS Online System. They will be added to an account by an Account Holder System Admin, verify their email and be provided with a temporary password that they will subsequently update to a permanent password for the system.

If you have any questions about initial access to the RPS Online System, please contact RPS staff by email at rpstrack@energy.ca.gov, or by phone at 916-653-6222.

3 RPS Online System Layout

The RPS Online System provides RPS Program Participants with a secure system to provide and maintain their organization’s RPS information for review by Energy Commission staff. Depending on the permissions granted to each user, the users representing organization account holders will be able to log in, view, and submit information for the organization’s certification applications, verification reports, and organization’s account details. To provide access, several menus and tabs direct users in the system. Each menu or tab will provide a path to access different portions of the RPS Online System for which the organization has granted an individual user permission.

3.1 User Information

When logged in, each user will see their name and associated organization they are logged in under in the upper right corner. A user may be associated to multiple organizations in the RPS Online System.



3.2 Menu

Authorized users can access different parts of the system using the global navigation menus, which are available on most pages. The menu displayed will vary depending on the role(s) assigned to each user and the permissions associated with each role. An individual may be granted multiple roles to provide access to a range of functionalities as described later in the Training Manual.



Home: Hover over the Home menu to select “Organization Home.” Clicking this link will allow a user to navigate back to the logged in user’s account home page.

Applications: Hover over the Applications menu to view and access different application types including applications for certification, precertification, amendments, aggregated facilities, certify a precertified facility, and Time Extension Requests.

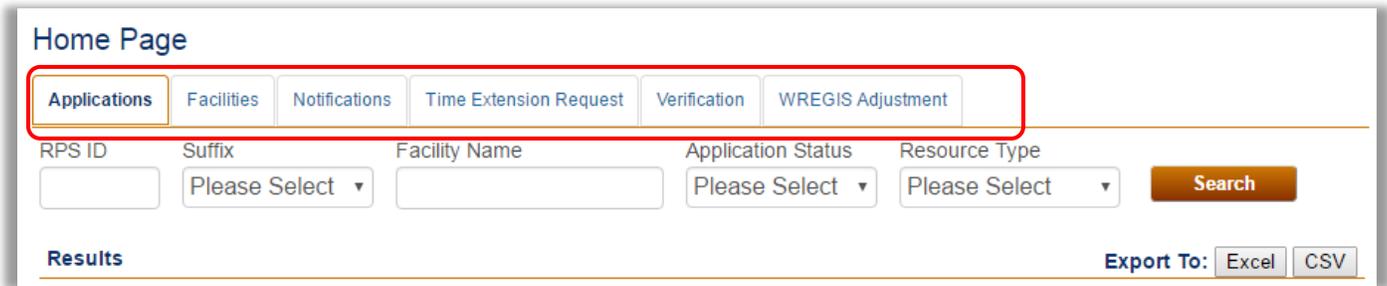
Verification Reports: Hover over the Verification Reports menu to view and access certain facility and load serving entity verification reports, including the Generation Report, a WREGIS Adjustment Request, and local publicly owned electric utility (POU) contracts.

ACCT MGMT: Hover over the Account Management (Acct Mgmt) menu to view information related to the currently logged in user’s account including user’s profile, organizations associated with the user, and details of the user’s currently selected organization.

Depending on the user’s role, some tabs may or may not show when logged in. This is detailed in section 4.1.1 below.

3.3 Tabs

There are several tabs within the system. Each tab will provide access to a particular area of functionality such as facility certification applications, system notifications, or verification reporting.



The screenshot shows the 'Home Page' interface. At the top, there is a navigation bar with six tabs: 'Applications', 'Facilities', 'Notifications', 'Time Extension Request', 'Verification', and 'WREGIS Adjustment'. The 'Applications' tab is highlighted with a red border. Below the tabs is a search form with five input fields: 'RPS ID', 'Suffix', 'Facility Name', 'Application Status', and 'Resource Type'. The 'Suffix', 'Application Status', and 'Resource Type' fields are dropdown menus with 'Please Select' as the current selection. A 'Search' button is located to the right of the search fields. Below the search form, there is a 'Results' section and an 'Export To:' button with 'Excel' and 'CSV' options.

Applications: The Applications tab will show applications which have been submitted or are in progress by the user just below the “Results” section. If a facility does not appear in the Applications Tab, the facility is viewable in the Facilities Tab.

Facilities: The Facilities tab will show the list of facilities associated with the logged-in user’s organization. Additionally, the facilities locations will be display.

Notifications: The Notifications tab shows correspondence (i.e. email messages sent from RPS staff to the user). Notifications are exportable by clicking on either the Excel or CSV buttons. The notifications will be kept in the system as a record without expiring.

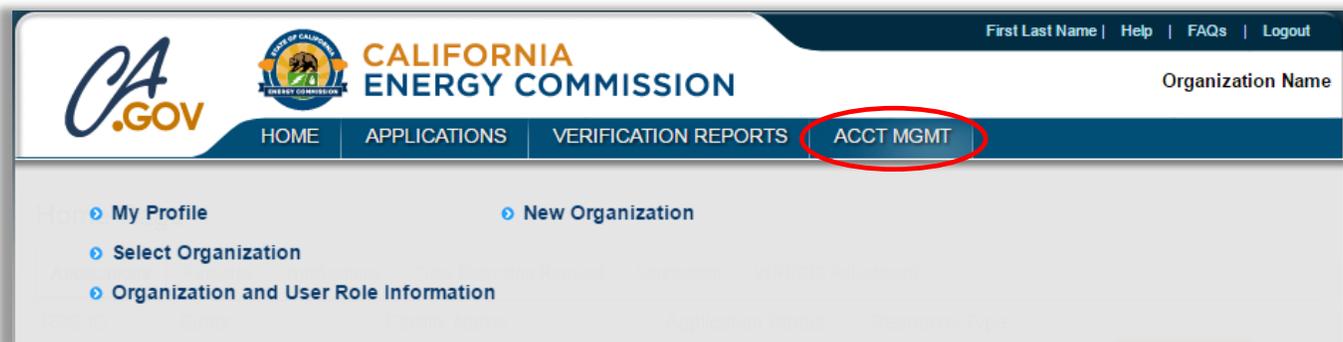
Time Extension Request: The Time Extension Request tab shows the status of applications for Time Extension Requests submitted by the user.

Verification: The verification tab includes annual reporting requirements for generators and load-serving entities, and verification results for claims submitted by load-serving entities.

WREGIS Adjustment: The WREGIS Adjustment tab includes WREGIS Adjustment Requests submitted by a load-serving entity, the RPS Verification staff acceptance or denial of the request, and the associated WREGIS Adjustment claims.

4 Organization Accounts and Users

When users hover over the Account Management (Acct Mgmt) menu, they will be able to select pages through which they can view and, depending on their role and permissions, update profile and organization information. Each link on the hover bar will allow users to take different actions including updating their user information, selecting between different organizations they have access to, and creating a new organization account. Users with the role of Account Holder System Admin will be able to update the organization information including the address, users within the account and the user roles.



My Profile: Users can view information about their profile. Selecting the My Profile option allows users to view their contact information, change their password, and secure access to their account by choosing security questions

Select Organization: Users can select an organization among the list of organizations they are affiliated with when they click on the Select Organization option.

Organization and User Role Information: Users with permissions can view information about their selected organization, see users within the organization, and update user roles for each user

New Organization: Users can create an additional organization account.

4.1 Organization Account Creation

Organizations that verified their data with Energy Commission Staff through Data Merge Forms prior to the launch of the RPS Online System will have an organization account already established and populated with confirmed information and should not establish a new account. New organizations that do not already have an RPS Online System account will follow the process described below to establish an organization account and associate the initial Account Holder System Admin to the account. Each organization account must have at least one user, and each account must have at least one user with the Account Holder System Admin role permission.

Users that are being added to an account DO NOT establish accounts in the RPS Online System. They will be added to an account by an Account Holder System Admin, verify their email and be provided with a temporary password that they will subsequently update to a permanent password for the system.

To create a new organization account, an authorized representative of the organization that will be the initial Account Holder System Admin in the organizations' account will follow the process below.

1. Click "Register new account" button located near the bottom left of the login screen

CA.GOV 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

Public Search
Search for publically available application information

2. Input organization information including the name and address in the fields provided and click “Save & Next”.
Note: Address type means user must identify if the address is a physical or mailing address or both.

Create New Organization

Instructions

- Please fill out all the required fields marked by *

Organization Information

*Organization Name

Organization Name aka

Address

*Country
Please Select ▾

*Address Line 1 Address Line 2

*City *USA State Please Select ▾ *Foreign State/Province *ZIP/Postal Code

*Address Type
Please Select ▾

Save & Next

3. Enter user information in the fields provided, including a unique User ID. Read the instructions before entering information in the fields and click “Save” in the upper right corner of the screen

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

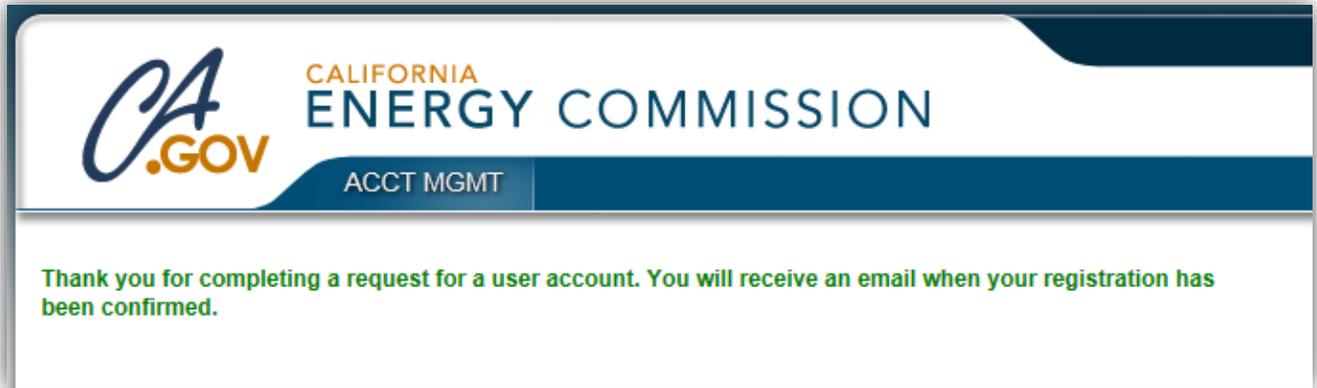
*Email Address *Reenter Email Address

*User ID

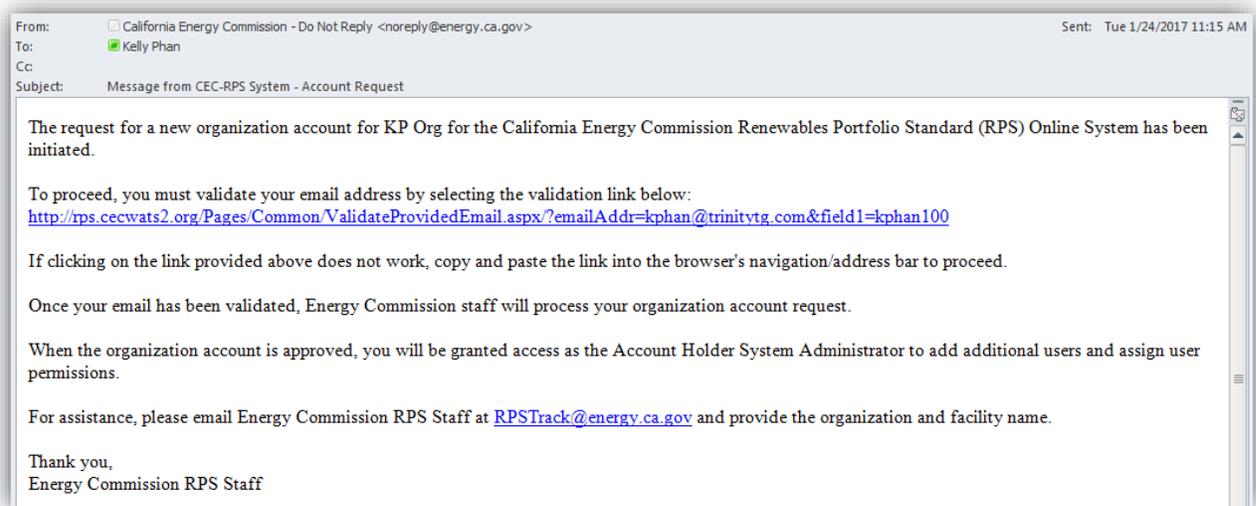
Save

Previous

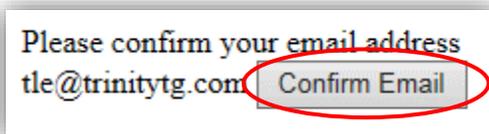
- After clicking “Save,” the system will display the message below. You will receive an email that confirms your submittal of information and requests validation of the user email address.



- Open the email sent from the RPS Online System and click on the link in the email to validate your email address. If clicking the link does not work, copy and paste the link into the browser’s address bar.



- Click “Confirm Email.”

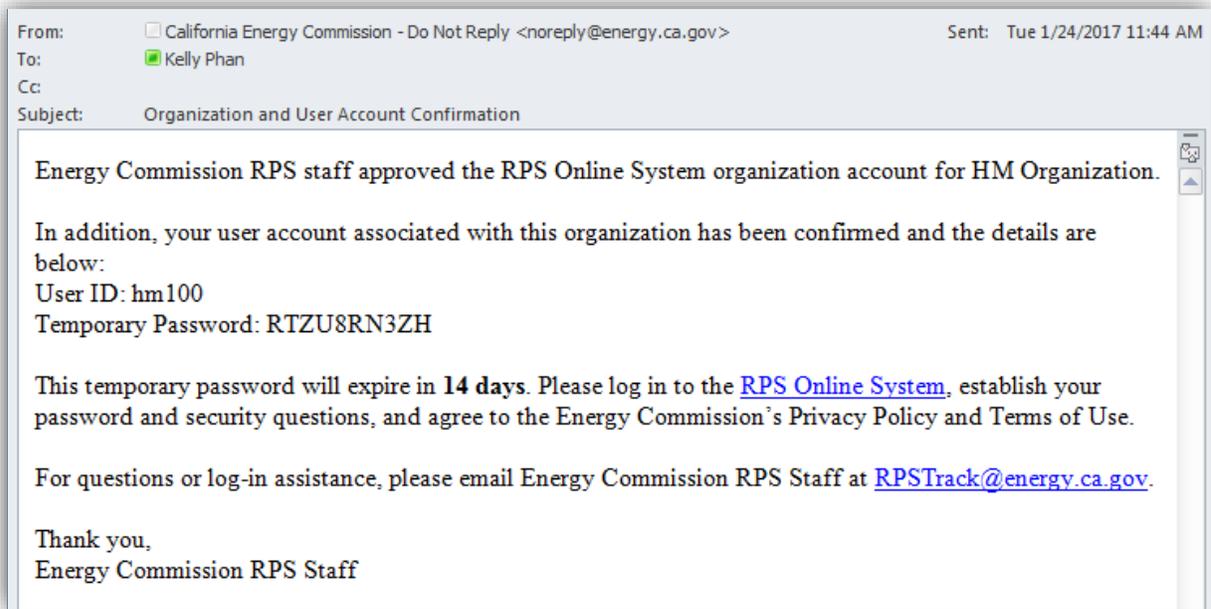


- After confirming your email address a message will be displayed to inform the user that the email was successfully validated.

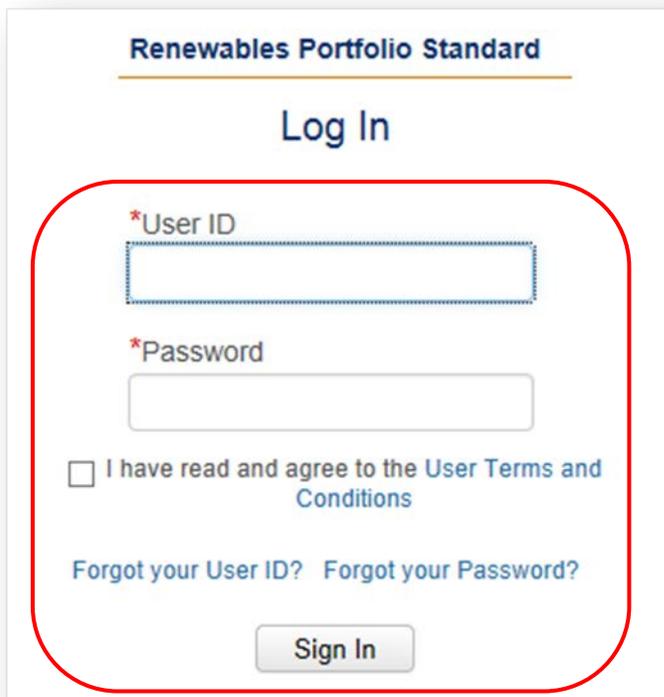
Email has been successfully validated. You will receive another email with directions to log in once the account is approved. Please exit this screen and access the login page once you have received an email containing your login and temporary password.

Once RPS staff has approved the organization account, the user will receive an email informing them that their account is active and they can now login to the system with their user ID and temporary password. To finish the account registration process, follow the process below.

1. Locate the Account Confirmation email received from the system and note your user ID and the temporary password.



2. At the RPS login screen, enter your user ID, temporary password, check and agree to the "User Terms and Conditions" and then click on the "Sign In" button.



The image shows the login screen for the Renewables Portfolio Standard (RPS) system. The page title is "Renewables Portfolio Standard" and the main heading is "Log In". The login form is enclosed in a red rounded rectangle and includes the following elements:

- A text input field labeled "*User ID".
- A text input field labeled "*Password".
- A checkbox labeled "I have read and agree to the User Terms and Conditions".
- Two links: "Forgot your User ID?" and "Forgot your Password?".
- A "Sign In" button.

3. On the My Profile screen, enter the temporary password provided in the Account Confirmation email as well as a new password that meets the password requirements displayed on the screen.

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

4. Select and answer three different security questions.

Note: Be sure to retain these answers as they will be used to retrieve your ID and password should you forget them.

Security Questions

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

*Security Question 1
Please Select ▼

*Answer 1

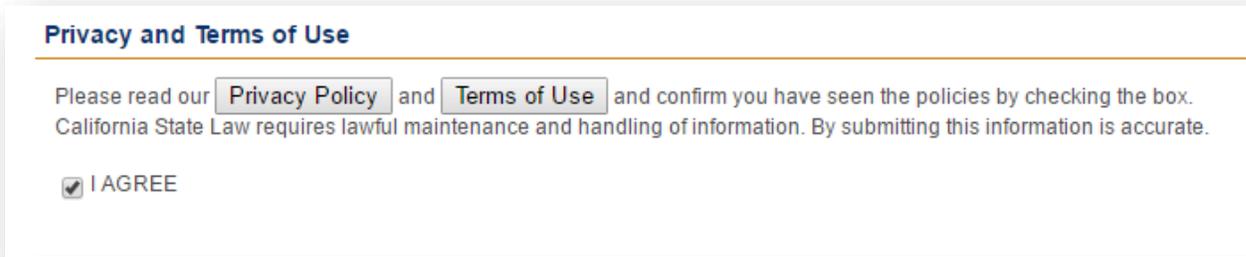
*Security Question 2
Please Select ▼

*Answer 2

*Security Question 3
Please Select ▼

*Answer 3

- Review the Privacy Policy and Terms of Use by clicking on their respective buttons. If you agree, check the box indicating agreement to the Privacy Policy and the Terms of Use.



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

- Click “Save” in the top right corner of the screen.



After clicking “Save,” a message will be displayed at the top of the screen notifying the user that the record was saved successfully.



Record saved successfully.

My Profile

Contact Information

*First Name	*Last Name
<input type="text" value="Benjamin"/>	<input type="text" value="Franklin"/>

Upon initial organization account creation, the user is deemed the Account Holder System Admin (Administrator). The Administrator will not initially have the ability to create certification applications or submit verification reports. In order to be granted these permissions, the Administrator must assign the roles associated with these permissions.

In addition, a Certification Attestant must be assigned to a user role in order to submit an application.

To learn more about certification and verification roles, see section 4.1.1 of the training manual.

4.1.1 User Roles

Depending on the user's role, some menus or tabs may or may not show when logged in. For example, if an applicant is not given a verification agent role, the applicant will not see the "Verification Reports" menu.

The screenshot shows the 'Assign Role' page in the California Energy Commission's system. At the top, there is a header with the CA.GOV logo, the California Energy Commission logo, and the text 'CALIFORNIA ENERGY COMMISSION'. The user 'Jane Doe' is logged in, with 'Help' and 'Logout' links. The organization is identified as 'ABC Organization'. A navigation bar contains tabs for 'HOME', 'APPLICATIONS', 'VERIFICATION REPORTS', and 'ACCT MGMT'. The main content area is titled 'Assign Role' and includes 'Save' and 'Cancel' buttons. Below the title is an 'Instructions' section with a list of bullet points: 'These roles can be updated at any time. For the user role to take effect, the user must log out of the system and log back in.', 'Individual user can have multiple roles. Roles can be shared by multiple users.', and 'There must be at least one Account Holder System Admin designated at all times. In order for the original Account Holder System Admin to cease being an administrator, a second Account Holder System Admin must first be designated. The second Account Holder System Admin can then remove the initial administrator's role; the original Account Holder System Admin cannot remove their own role.' Below the instructions is a list of roles with checkboxes and descriptions of their permissions: 'Account Holder System Admin' (account creation & management, facility overview, view/print app details), 'Certification Viewer/Trainee' (view/print app details, facility overview), 'Certification Biomethane Attestant' (view/update biomethane app details, attest extra biomethane documentation), 'Certification Attestant' (view/print/submit app details, attest individual/aggregated app), 'Certification Applicant' (view/add/delete/update/print/amend/correct app details), 'Verification Reporting Agent' (view/add/delete/edit reports), 'Verification Viewer/Trainee' (view reports), and 'Verification Attestant' (view/add/delete/edit reports, submit/attest). At the bottom of the page, there is a footer with links for 'Accessibility', 'Conditions of Use', and 'Privacy Policy', along with the text 'Decisions Pending and Opportunities for Public Participation' and 'Copyright © 2016 State of California'.

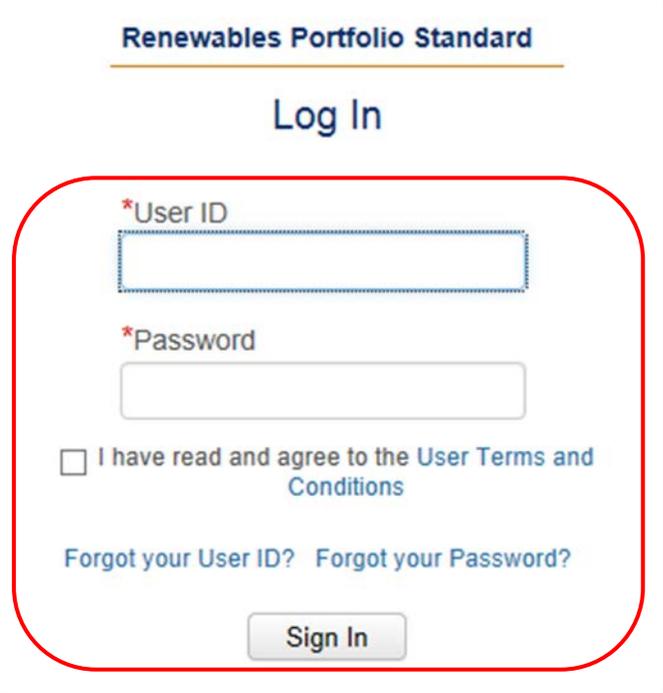
4.2 Account Management

The following section will provide information on how to add additional users to the organization account, reset the User ID and/or password, and edit your profile information.

4.2.1 Add New User to an Organization

An Account Holder System Admin(s) is someone from an organization who will be designated as the main user in the organization account. Once the organization account has been created, only the Account Holder System Admin(s) for the organization account can add new users. To add a new user to an organization account, follow the steps below.

1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the “User Terms and Conditions.”



2. Hover over the “ACCT MGMT” menu at the top of the screen and click on the “Organization and User Role Information” link



3. Click "Add New User" on the Organization Information Detail screen.

Organization Information Detail

Organization Information

*Organization Name
Organization Name
Organization Name aka

Address

	Line 1	City	State	Country	Address Type
Select	1516 9th Street	Sacramento	California	USA	Both

Add Delete

Users

	First Name	Last Name	Email Address	Role
Select	First	Last Name	email_address@email.com	Account Holder System Admin, Certification Attestant, Verification Attestant

Add Existing User Add New User Delete

4. Enter the new user's information in the provided fields and click "Save & Next".

User/Role Information

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
- Once all required information is completed, select "Save & Next" to proceed to the next page and select roles for the user

Add or Update User

*First Name
*Last Name
*Phone Number
*Email Address
*Reenter Email Address
*User ID
*Effective Date

Previous Save & Next

5. Select the new user’s role from the list of available options and click “Save”.

Note: These roles can be updated at any time. For user roles to take effect, users must log out of the system and log back in.

Assign Role Save Cancel

Instructions

- These roles can be updated at any time. For the user role to take effect, the user must log out of the system and log back in.
- Individual user can have multiple roles.
- Roles can be shared by multiple users.
- There must be at least one Account Holder System Admin designated at all times. In order for the original Account Holder System Admin to cease being an administrator, a second Account Holder System Admin must first be designated. The second Account Holder System Admin can then remove the initial administrator’s role; the original Account Holder System Admin cannot remove their own role.

Account Holder System Admin
account creation & management, facility overview, view/print app details

Certification Viewer/Trainee
view/print app details, facility overview

Certification Biomethane Attestant
view/update biomethane app details, attest extra biomethane documentation

Certification Attestant
view/print/submit app details, attest individual/aggregated app

Certification Applicant
view/add/delete/update/print/amend/correct app details

Verification Reporting Agent
view/add/delete/edit reports

Verification Viewer/Trainee
view reports

Verification Attestant
view/add/delete/edit reports, submit/attest

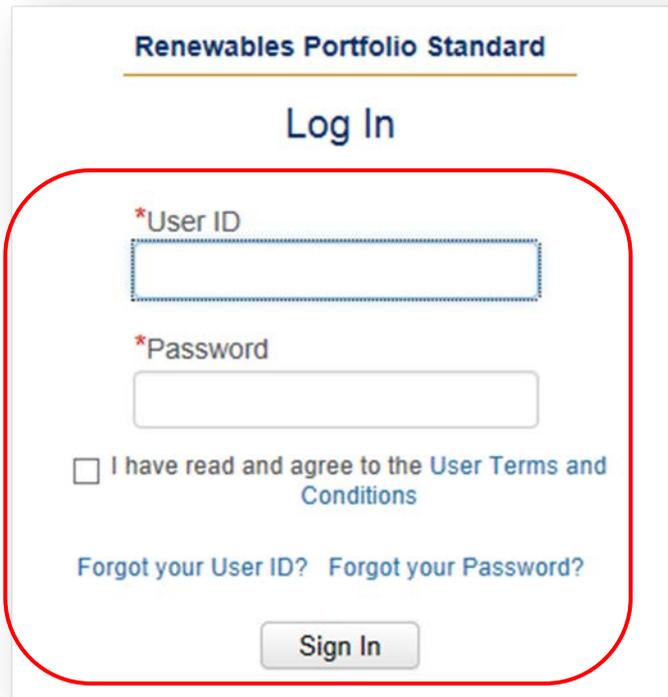
6. After clicking “Save,” the system will display a message informing the user that the record was saved.



4.2.2 Add Existing User to an Organization

An Existing User is someone who already has a user account in the RPS Online system but not in your organization account. Once the organization account has been created, only the Account Holder System Admin(s) for the organization account can add existing users. To add an existing user to an organization account, follow the steps below.

1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the “User Terms and Conditions.”



2. Hover over the “ACCT MGMT” tab at the top of the screen and click on the “Organization and User Role Information” link.



3. Click "Add Existing User" on the Organization and User Role Information screen.

Organization Information Detail Save Cancel

Organization Information

*Organization Name
Organization Name
Organization Name aka

Address

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

Add Delete

Users

	<input type="checkbox"/>	First Name	Last Name	Email Address	Role
Select	<input type="checkbox"/>	First	Last Name	email_address@email.com	Account Holder System Admin,Certification Attestant,Verification Attestant

Add Existing User Add New User Delete

4. Search for the user you wish to add by entering their First Name and Last Name and then clicking the "Search" button. The Last Name must match what is entered as registered in the system.

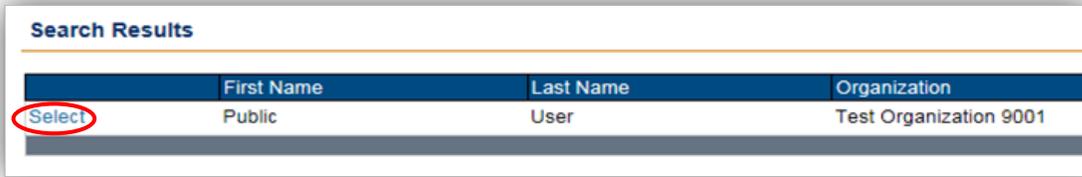
User List

Search

First Name
Last Name
Search

Previous

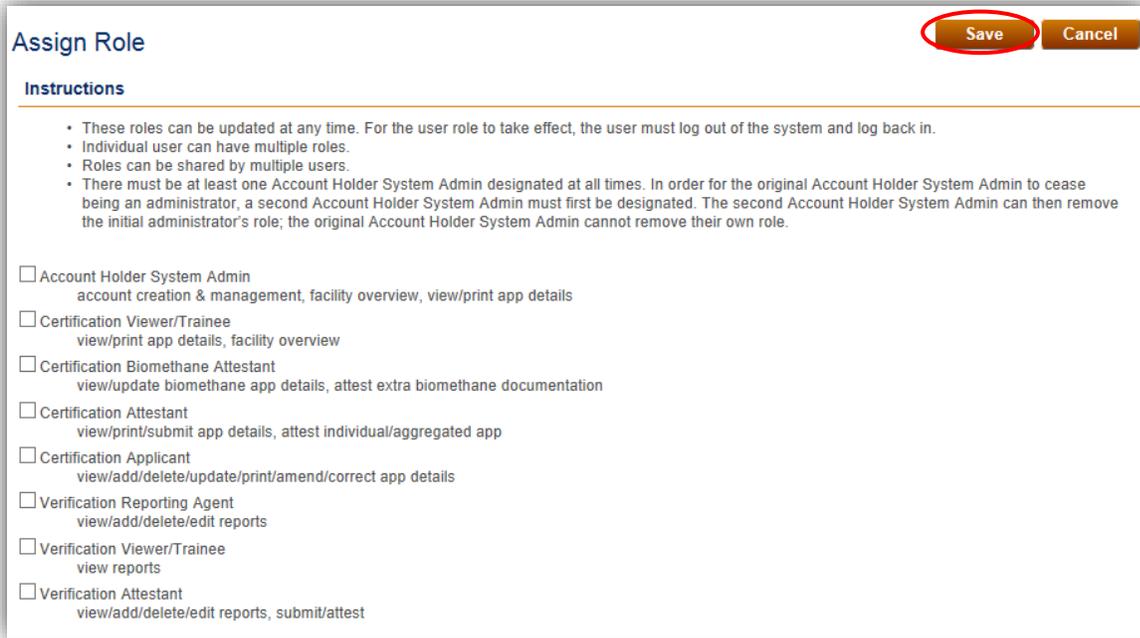
5. Click the “Select” link next to the user you wish to add.



The screenshot shows a table titled "Search Results" with the following columns: First Name, Last Name, and Organization. A "Select" link is circled in red in the first row.

	First Name	Last Name	Organization
Select	Public	User	Test Organization 9001

6. Select the existing user’s new role from the list of available options and click “Save”.



The screenshot shows the "Assign Role" form. At the top right, the "Save" button is circled in red. Below the title, there are instructions and a list of roles with checkboxes.

Assign Role Save Cancel

Instructions

- These roles can be updated at any time. For the user role to take effect, the user must log out of the system and log back in.
- Individual user can have multiple roles.
- Roles can be shared by multiple users.
- There must be at least one Account Holder System Admin designated at all times. In order for the original Account Holder System Admin to cease being an administrator, a second Account Holder System Admin must first be designated. The second Account Holder System Admin can then remove the initial administrator’s role; the original Account Holder System Admin cannot remove their own role.

Account Holder System Admin
account creation & management, facility overview, view/print app details

Certification Viewer/Trainee
view/print app details, facility overview

Certification Biomethane Attestant
view/update biomethane app details, attest extra biomethane documentation

Certification Attestant
view/print/submit app details, attest individual/aggregated app

Certification Applicant
view/add/delete/update/print/amend/correct app details

Verification Reporting Agent
view/add/delete/edit reports

Verification Viewer/Trainee
view reports

Verification Attestant
view/add/delete/edit reports, submit/attest

After clicking “Save,” the system will display a message confirming that the record was saved.



The screenshot shows the CA.gov header with navigation links: HOME, APPLICATIONS, and ACCT MGMT. Below the header, a green message states "Record saved successfully." followed by the heading "User Account Information".

CA .GOV CALIFORNIA ENERGY COMMISSION

HOME APPLICATIONS ACCT MGMT

Record saved successfully.

User Account Information

4.2.3 Edit Current User's Profile

To edit your own profile information, follow the steps below.

1. Enter your User ID and Password, agree to the User Terms and Conditions, and click "Sign In."

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?](#)

2. Hover over the "ACCT MGMT" tab at the top of the screen and click "My Profile".

CA.GOV CALIFORNIA ENERGY COMMISSION

First Last Name | Help | FAQs | Logout

Organization Name

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

My Profile New Organization

Select Organization

Organization and User Role Information

3. Edit any of the fields you wish to change provided on the “My Profile” screen and click “Save”.

My Profile

Save **Cancel**

Contact Information

*First Name *Last Name

*Phone Number

*Email Address

*User ID *User Status *Effective Date

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

After clicking “Save,” the system will display the message below confirming that the record was saved.



The screenshot shows the top navigation bar of the California Energy Commission website. On the left is the 'CA.GOV' logo. In the center is the official seal of the State of California Energy Commission. To the right of the seal, the text 'CALIFORNIA ENERGY COMMISSION' is displayed in blue and orange. Below the seal and text is a dark blue navigation bar with two white buttons: 'HOME' and 'ACCT MGMT'. Below the navigation bar, a green message reads 'Record saved successfully.' Below the message is a blue link labeled 'My Profile'.

4.2.4 Edit Another User's Profile

Once the organization account has been created, the Account Holder System Admin(s) for the organization account can edit the profile information of a user associated with the organization. To edit another user's profile, follow the steps below.

1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the "User Terms and Conditions."

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?](#)

2. Hover over the "ACCT MGMT" tab at the top of the screen and click on the "Organization and User Role Information" link.

CA.GOV

CALIFORNIA ENERGY COMMISSION

First Last Name | Help | FAQs | Logout

Organization Name

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

My Profile New Organization

Select Organization

Organization and User Role Information

3. Navigate through the Users grid and click “Select” next to the user’s record you wish to edit.

	First Name	Last Name
Select	FirstName	LastName
Select	Jane	Smith
Select	Public	User

4. Edit any of the fields you wish to change provided on the “User Information” screen and click “Save & Next”.

Add or Update User

*First Name *Last Name

*Phone Number

*Email Address

*User ID *User Status *Effective Date

Previous **Save & Next**

5. Select the user’s role from the list of available options and click “Save”.

Assign Role Save Cancel

Instructions

- These roles can be updated at any time. For the user role to take effect, the user must log out of the system and log back in.
- Individual user can have multiple roles.
- Roles can be shared by multiple users.
- There must be at least one Account Holder System Admin designated at all times. In order for the original Account Holder System Admin to cease being an administrator, a second Account Holder System Admin must first be designated. The second Account Holder System Admin can then remove the initial administrator’s role; the original Account Holder System Admin cannot remove their own role.

Account Holder System Admin
account creation & management, facility overview, view/print app details

Certification Viewer/Trainee
view/print app details, facility overview

Certification Biomethane Attestant
view/update biomethane app details, attest extra biomethane documentation

Certification Attestant
view/print/submit app details, attest individual/aggregated app

Certification Applicant
view/add/delete/update/print/amend/correct app details

Verification Reporting Agent
view/add/delete/edit reports

Verification Viewer/Trainee
view reports

Verification Attestant
view/add/delete/edit reports, submit/attest

6. After clicking “Save,” the system will display the message below confirming that the record was saved.



4.2.5 User ID Recovery Request Process

To retrieve a forgotten user ID complete the steps below.

1. From the Log In screen, click on “Forgot your User ID?” link. To enter the RPS Online System you must also agree to the User Terms and Conditions.

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

2. Enter the Last Name, First Name, Email Address, and Organization Name of the user ID you wish to recover. Click the “Save & Next” button to move to the next screen.

User Name Recovery

*Last Name

*First Name

*Email Address

*Organization Name

Save & Next

3. Answer the security question prompt and click "Submit".

User Name Recovery: Security Question

Submit **Cancel**

Instructions

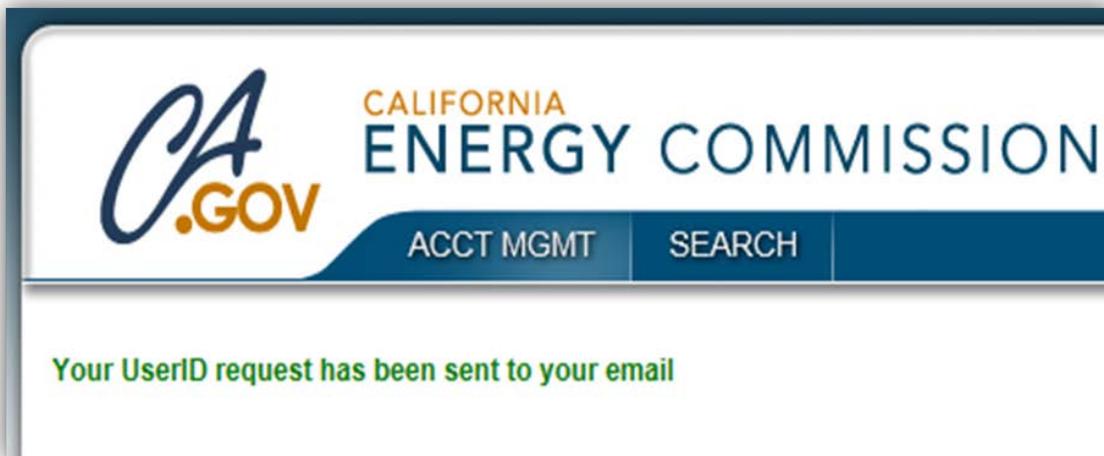
- Answers are case sensitive.
- If the security questions are not set for the account please contact the RPS staff.

Security Question

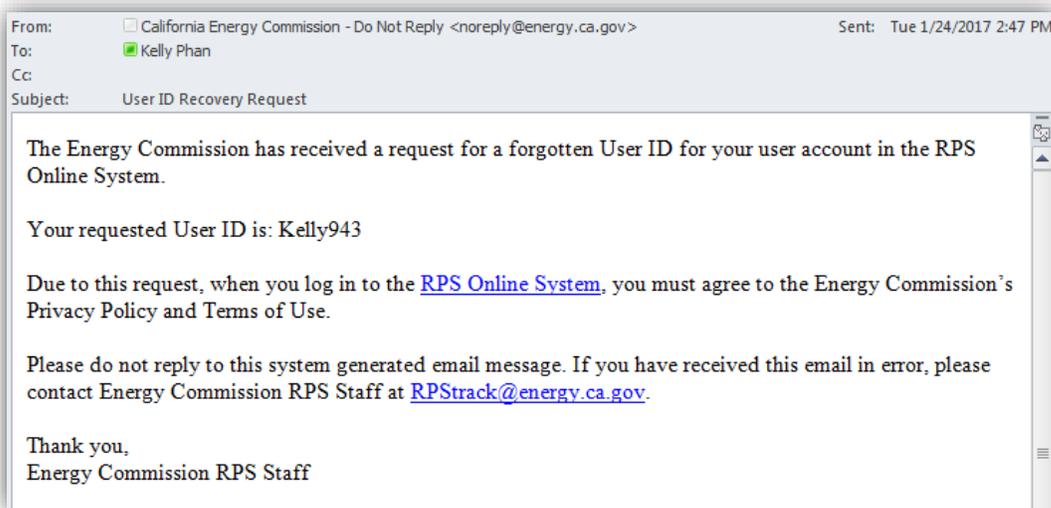
Question

*Answer

Note: After clicking "Submit," the system will display the message below informing the user that their user ID request has been sent to your email.



4. The email will include the user ID associated with the information entered during the recovery process.



4.2.6 Password Recovery Request Process

To retrieve a forgotten password, follow the steps below to reset the password and receive a temporary password.

1. From the Log In screen click on the “Forgot your Password?” link. To enter the RPS Online System you must also agree to the User Terms and Conditions.

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

2. Enter the user ID and the associated email address of the password you wish to reset and click “Save & Next” to proceed to the next screen.

Password Recovery

*User ID

*Email Address

Save & Next

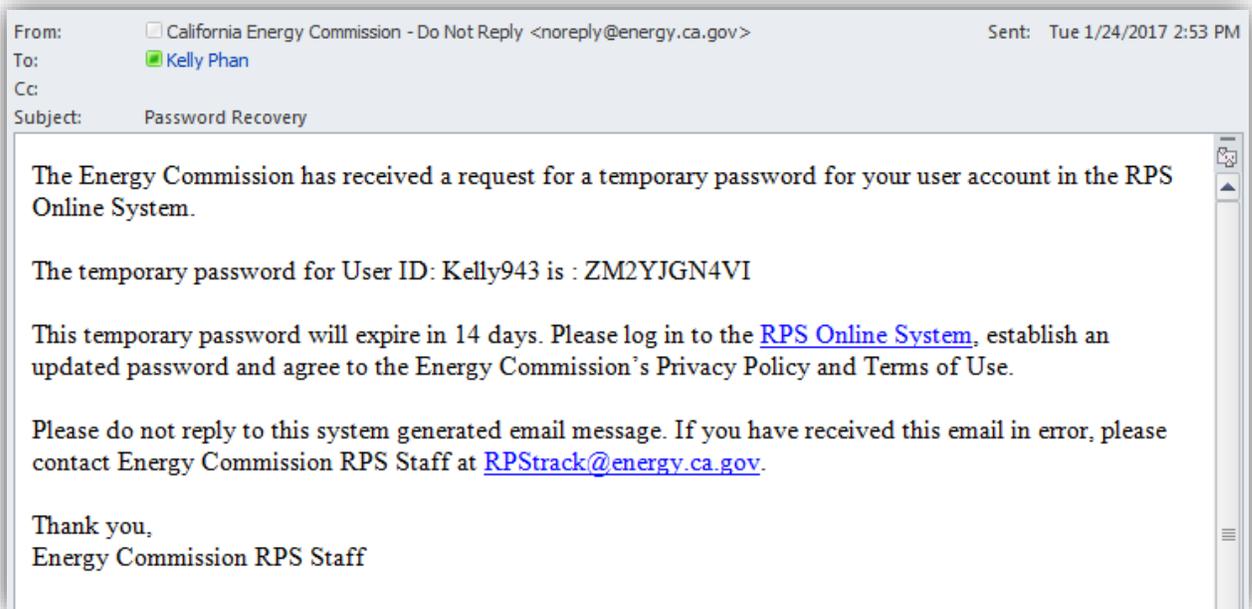
3. Answer the security question that was first answered when the user profile was created and click "Submit"

The screenshot shows a web form titled "Password Recovery: Security Question". In the top right corner, there are two buttons: "Submit" (highlighted with a red circle) and "Cancel". Below the title is an "Instructions" section with two bullet points: "Answers are case sensitive." and "If the security questions are not set for the account please contact the RPS staff." The "Security Question" section contains a label "Question 1" above a text input field with the text "Where were you born?". Below that is a label "*Answer 1" above another empty text input field.

Note: After clicking "Submit," the system will display the message below confirming that a password request has been sent to the email address associated to the user account.



4. The user will receive an email with a temporary password. The user will then login using a temporary password and be prompted to create a new password.



5 Notifications

The Notifications tab shows correspondence sent between RPS staff and the Organization through the RPS Online System. Notifications provide an internal system for tracking communication regarding certification of applications, completing verification reports, maintaining an organizations' RPS data, and insuring facility compliance. Selecting each individual notification will provide more detail regarding specifics of the message. The RPS Online System will store the notifications without expiration. In addition, the RPS Online System can export notifications to a Microsoft Excel (.xlsx or .csv) file format.

Home Page

Applications Facilities **Notifications** Time Extension Request Verification WREGIS Adjustment

RPS ID Recipient Subject Incoming/Outgoing Sent Date From

Sent Date To

Search

Results Export To: Excel CSV

	RPS ID	Sent Date	Subject	Facility Name	Organization Name
Select	64388	1/18/2017	Corrections Needed for an Application for California's Renewables Portfolio Standard	Facility	Organization Name
Select	64388	1/18/2017	RPS ID Assigned	Facility	Organization Name
Select	64388	1/18/2017	Pre-Certification Received	Facility	Organization Name

Certification Correspondence

During the Certification process, notifications are generated for: viewing/editing application details, attestation, filling out amended applications, and application submittal. The RPS Online System sends notifications that are more detailed at different points of the application review process including: precertification outreach, precertification/certification/aggregated application approval, when corrections are needed, assigning an RPS ID. Additionally, notifications are sent related to Time Extension Requests.

Verification Correspondence

During the Verification process, notifications are generated for: report reminders, submitted reports, corrections needed, and verification results.

5.1 Navigating Notifications

To view Notifications, navigate to the Notifications tab. The system allows the user to search for specific notifications by sorting the messages based on the following criteria: RPS ID, recipient, subject, and date sent. Additionally, the system can sort incoming versus outgoing notifications.

Home Page

Applications Facilities **Notifications** Time Extension Request Verification WREGIS Adjustment

RPS ID Recipient Subject Incoming/Outgoing Sent Date From

Please Select

Sent Date To

Results Export To:

	RPS ID	Sent Date	Subject	Facility Name	Organization Name
Select	64388	1/18/2017	Corrections Needed for an Application for California's Renewables Portfolio Standard	Facility	Organization Name
Select	64388	1/18/2017	RPS ID Assigned	Facility	Organization Name
Select	64388	1/18/2017	Pre-Certification Received	Facility	Organization Name

To view a specific notification, click "Select" next to the notification. Once you are finished viewing the notification, click "Cancel" to close and return to the Notifications tab.

View Email

To

Subject RPS ID

Notification

Sent Date

6 RPS Eligibility and Certification

Organizations will use the certification section of the RPS Online System to certify their facilities for the RPS. Applications, amended applications, and time extension requests can be completed and tracked on the Applications tab. An organization's facilities can be viewed under the Facility tab along with the location information for their facilities. This information can be searched and allows users access to real-time updates for their facilities.

When users hover their mouse icon over the Applications menu, they will have 6 different options for applications they can submit. If a user clicks the Applications menu, they will be directed to the Precertification application for a new facility.



Create Precertification Application: Users can click on this link to file a new application to precertify a facility.

Create Certification Application: Users can click on this link to file a new application to certify a facility.

Amend Existing Application: Users can click on this link to file an amendment to an existing application for an approved facility. If a precertified facility has started its commercial operations, the applicant must use the "Certify a Precertified Facility" option.

Create Aggregated Unit Application: Users can click on this link to file an application for an aggregated unit.

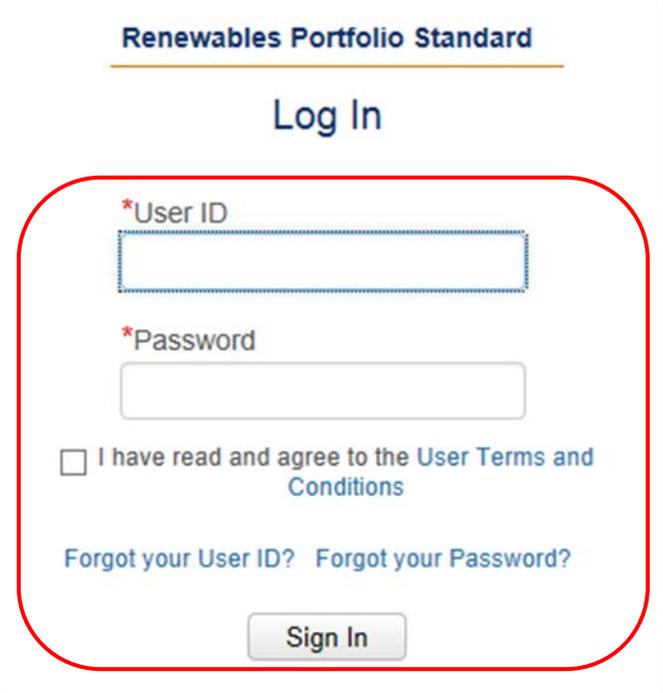
Certify a Precertified Facility: Users can click on this link to apply for certification of a precertified facility.

Apply for Time Extension Request: Users can click on this link to apply for a Time Extension Request for a certified facility.

6.1 Submit an Individual Application of a Facility

An applicant may apply to have their facility precertified or certified by the Energy Commission. To apply for precertification or certification, follow the steps below. All fields with an asterisk are required.

1. Enter your User ID and Password, review and agree to the “User Terms and Conditions,” (which can be accessed by clicking on “User Terms and Conditions”) and click “Sign In.” Users will not be able to log in without reviewing and agreeing to the User Terms and Conditions.



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?](#)

2. Hover over the “Applications” menu at the top of the screen.



3. Click on the “Create Precertification Application” link if you wish to precertify a facility and “Create Certification Application” link if you wish to certify a facility.



The application type has now been selected. If you did not select the correct application type, please return to the Home screen by clicking the “Home” menu.

The application will open and the bars on the left will direct you to the screens that need to be filled out. As you answer questions, this bar may populate with additional screens. Once a screen has been saved, the bar will turn blue. All information on this application and any attachments are subject to public disclosure.



4. For the New Application Facility screen, you will fill out the following sections.

Instructions

- All information on this form and on any attachments is subject to public disclosure.
- Please fill out all the required fields marked by *
- Information will not be saved if the applicant navigates away from this page without clicking the SAVE & NEXT button.
- The CLEAR button will clear contents on this page.

Facility Information

Previously assigned RPS ID, if any

*Name of Facility

Specify any additional names this facility is or has been known by:

a)

b)

Facility Resource

Indicate all energy sources used by the facility, including any non-renewable resource under the de minimis:

*Primary Resource:

Secondary Resource:

Additional Resource(1):

Additional Resource(2):

Additional Resource(3):

Facility Address

Please provide the physical location of the facility.

*Country

Facility Address 1

Facility Address 2

*City

*USA State

*Foreign State/Province

*ZIP/Postal Code

*Can mail be delivered to the facility location?

Save & Next

5. In the Facility Information section, enter the name of the facility, additional name(s) of the facility (previous or current), and previously assigned RPS ID (if any).

The screenshot shows a form titled "Facility Information". It contains the following fields:

- A text input field for "Previously assigned RPS ID, if any".
- A required text input field for "*Name of Facility".
- A label "Specify any additional names this facility is or has been known by:" followed by two text input fields labeled "a)" and "b)".

6. In the Facility Resource section, select **all** of the types of renewable energy from the Primary Resource drop down menu. If the facility uses an additional energy resource, including a nonrenewable resource, select from the Secondary Resource drop down menus.

Note: Specific resources will require additional questions that will populate after this screen has been saved. See those sections below.

The screenshot shows a form titled "Facility Resource". It contains the following fields:

- A label "Indicate all energy sources used by the facility, including any non-renewable resource under the de minimis:".
- A required dropdown menu for "*Primary Resource:" with "Please Select" selected. A red box highlights this dropdown, and a red arrow points to the dropdown menu that is open below it.
- A dropdown menu for "Secondary Resource:" with "Please Select" selected.
- Three dropdown menus for "Additional Resource(1)", "Additional Resource(2)", and "Additional Resource(3)", each with "Please Select" selected.

The open dropdown menu for the Primary Resource shows the following options:

- Please Select
- Biomass
- Biomass Black Liquor
- Biomass Conversion
- Biomethane
- Conduit Hydroelectric
- Conduit Hydroelectric with Efficiency
- Fuel Cell - Biomethane
- Fuel Cell - Hydrogen Produced Renewably
- Geothermal
- Existing Large Incremental Hydroelectric
- MSW - Conversion
- Ocean Thermal
- Ocean Wave
- Photovoltaic
- Small Hydroelectric
- Small Hydroelectric with Efficiency
- Solar Thermal Electric
- Tidal Current
- Wind

7. Enter the facility's address information at the bottom of the screen.

Note: An address is not required in the case of facilities that do not have a street address.

Facility Address

Please provide the physical location of the facility.

*Country
Please Select ▾

Facility Address 1 Facility Address 2

*City *USA State Please Select ▾ *Foreign State/Province *ZIP/Postal Code

*Can mail be delivered to the facility location?
Please Select ▾

Save & Next

Note: If the option for “Can mail be delivered to the facility location?” is set to “No”, the screen will refresh and a section where the applicant must enter the Facility Mailing Address will appear. Enter the address where mail can be delivered and click “Save & Next”.

Facility Address

Please provide the physical location of the facility.

*Country
Please Select ▾

Facility Address 1 Facility Address 2

*City *USA State Please Select ▾ *Foreign State/Province *ZIP/Postal Code

*Can mail be delivered to the facility location?
No ▾

Facility Mailing Address

*Country
Please Select ▾

*Address Line 1 Address Line 2

*City *USA State Please Select ▾ *Foreign State/Province *ZIP/Postal Code

Save & Next

- To enter the location of the facility, enter the GPS of the facility in Degrees Minutes Seconds (DMS) format in the Facility GIS Location section and click “Place the Coordinate on Map”.

Additionally, users can draw the facility point on the map. To place the facility point, right-click on the map and select "Add Facility Point".

Facility GIS and Location Information Clear

Application Process

- New Application Facility
- Map & Coordinate**
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification

Application Conclusion

- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

- A facility location must be provided. A facility boundary may also be needed to complete review of the application.
- To place the facility point on the map enter the GPS coordinates of the facility (degrees, minutes, & seconds) and click "Place the Coordinate on Map" or right-click on the map location of the facility and select "Add Facility Point".
- To place the facility boundary Right-click and select "Add Facility Boundary" then click on the map to start outlining the boundary for the facility and double click to complete.

Degree Minute Second (DMS)

Latitude	*Degree	*Minute	*Second	Longitude	*Degree	*Minute	*Second
	34	42	20.0824	-118	10	46.9222	

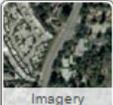
93584

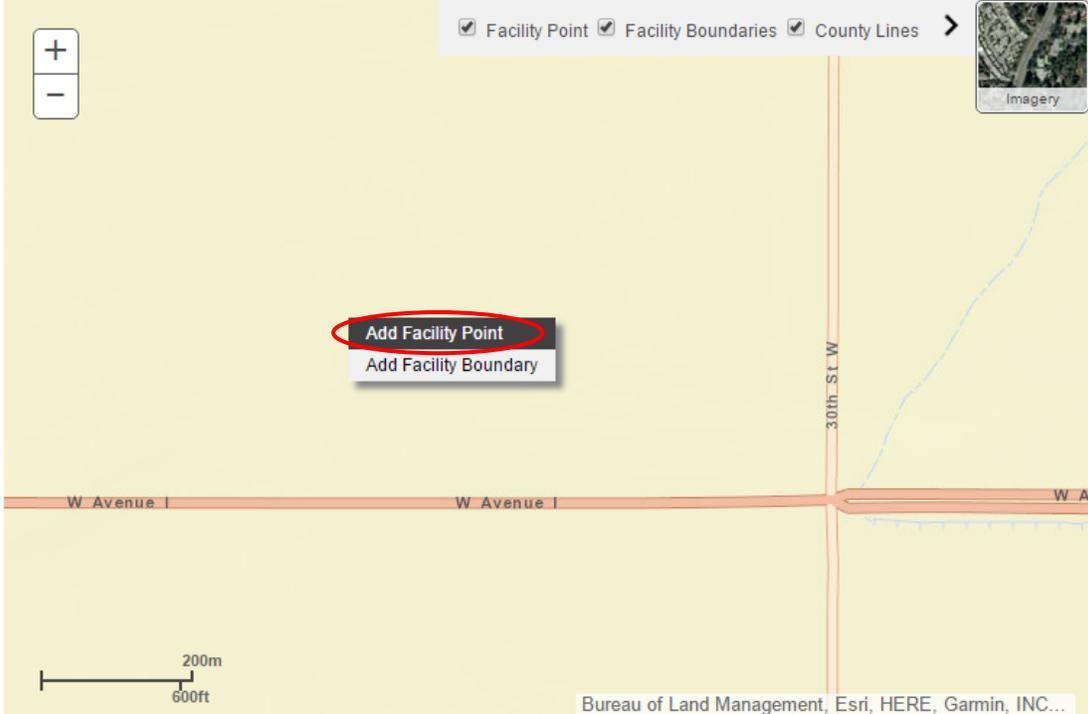
Facility Point

Facility Boundaries

County Lines

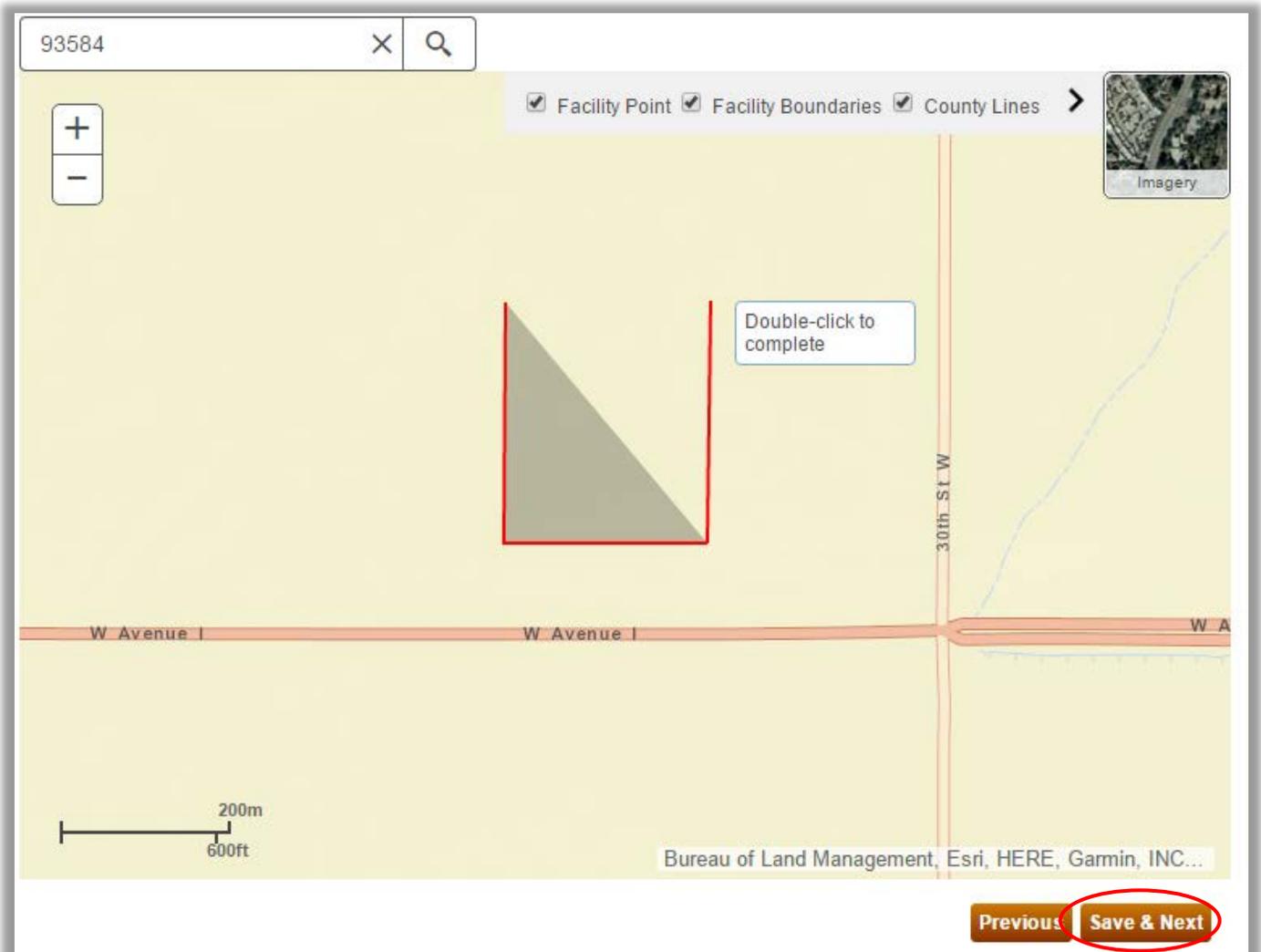
>





Bureau of Land Management, Esri, HERE, Garmin, INC...

9. Users can also choose to draw a facility boundary around their plot by right clicking and selecting the option “Add Facility Boundary”. To draw the facility boundary, right-click on the map to start outlining the boundary and double click to complete. A facility boundary may also be needed to complete review of the application. Click the “Save & Next” button to proceed to the next screen.



10. In the Facility Operations & Interconnection Details screen, specify the balancing authority area, Balancing Authority, and Resource ID (if any). For additional information, please see Appendix A. In the Facility Operations section, specify the facility's total nameplate capacity, commercial operations date (COD), and whether or not the facility is repowered or incremental. For multi-fuel facilities, see section 6.1.1.

Note: For precertification, the COD must occur in the future.

Click the "Save & Next" button in the lower right corner of the screen to proceed to next screen.

The screenshot shows a web form with two main sections: "Facility Interconnection" and "Facility Operations".

Facility Interconnection

- A required field: "*Specify the balancing authority area for the facility's first point of interconnection to the WECC:" with a dropdown menu showing "Please Select".
- Two required fields: "*Balancing Authority" (dropdown menu showing "Please Select") and "CA ISO Resource ID, if any:" (text input field).

Facility Operations

- A required field: "*Provide the total nameplate capacity of the facility as registered in WREGIS in megawatts, AC:" with a text input field.
- A required field: "*Specify commercial operations date:" with a text input field and a calendar icon.
- A required field: "Is it a repowered or incremental facility?" with a dropdown menu showing "No".

At the bottom right, there are two buttons: "Previous" and "Save & Next". The "Save & Next" button is circled in red.

11. In the Facility Resource Information screen, select if the facility uses an energy storage device or serves onsite load.

The screenshot shows a web form with two required fields:

- *Does this facility use an energy storage device, including pumped storage hydroelectric, in addition to or as an enhancement to the facility? (dropdown menu showing "Please Select")
- *Does the facility's generation serve onsite load? (dropdown menu showing "Please Select")

At the bottom right, there are two buttons: "Previous" and "Save & Next". The "Save & Next" button is circled in red.

Note: For facilities with multiple energy resources skip to section 6.1.1: Multi-fuel facilities.

12. In the Facility Owner section, enter the name and contact information of the facility's owner.

Facility Owner

*Name

Phone Number

*Email Address

*Country
Please Select ▾

*Address Line 1 Address Line 2

*City *USA State Please Select ▾ *Foreign State/Province *ZIP/Postal Code

13. Next, in the Facility Identification Numbers screen, enter the facility's Western Renewable Energy Generation Information System (WREGIS) information by clicking the "Add" button beneath the upper grid. WREGIS Generating Unit (GU) ID information is required for certification applications. If this is a precertification application, skip to step 16 since a WREGIS GU ID is not required for a precertification application.

WREGIS:

Please enter the WREGIS GU ID(s) for this facility. A facility shall be registered and approved in WREGIS before the Energy Commission will approve an application for certification.

<input type="checkbox"/>	WREGIS GU ID	Unit Capacity (MW)	Generating Unit Type	Multi-Fuel GU ID	Commercial Operation Date
No records found					

Other Facility Identification:

Please enter the following identification numbers if they are available.

<input type="checkbox"/>	EIA Plant ID	CEC Plant ID	FERC QF ID	WebRegistry
No records found				

14. In the Facility WREGIS Identification Number and Information screen, enter the WREGIS GU ID, Unit Capacity (MW), Generating Unit Type, Multi-Fuel GU ID, and Commercial Operation Date and click “Save”.

Note: The WREGIS Unit Capacity field must be equal to the size of the total nameplate capacity of the facility entered on the Facility Operations & Interconnection Details screen.

Facility WREGIS Identification Number and Information Save Cancel Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

Please enter the information for each WREGIS GU ID and click "save" to return to the previous page. If there are multiple WREGIS GU IDs for this facility, please enter them separately, including the individual capacities and commercial operations dates for each unit.

*WREGIS GU ID in the following format: W####

*Unit Capacity (MW)

*Generating Unit Type
Please Select ▾

*Multi-Fuel GU ID
Please Select ▾

*Commercial Operations Date for this WREGIS GU ID

15. Once the record has been successfully saved, click the “Go Back” button to return to the Identification Number section on the previous screen.

Facility WREGIS Identification Number and Information Go Back

Record saved successfully.

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

Please enter the information for each WREGIS GU ID and click "save" to return to the previous page. If there are multiple WREGIS GU IDs for this facility, please enter them separately, including the individual capacities and commercial operations dates for each unit.

*WREGIS GU ID in the following format: W####
W9878

*Unit Capacity (MW)
50

*Generating Unit Type
Export ▾

*Multi-Fuel GU ID
Yes ▾

*Commercial Operations Date for this WREGIS GU ID
01/03/2017

16. In the Facility Identification Numbers section, enter other identification numbers associated with the facility by clicking the “Add” button beneath the lower grid. If the facility has no other identification numbers to report, skip to step 19.

Note: Providing Other Identification Numbers is not required.

WREGIS:

Please enter the WREGIS GU ID(s) for this facility. A facility shall be registered and approved in WREGIS before the Energy Commission will approve an application for certification.

	WREGIS GU ID	Unit Capacity (MW)	Generating Unit Type	Multi-Fuel GU ID	Commercial Operation Date
Select <input type="checkbox"/>	W9878	50	Export	Yes	01/03/2017

Add **Delete**

Other Facility Identification:

Please enter the following identification numbers if they are available.

	EIA Plant ID	CEC Plant ID	FERC QF ID	WebRegistry
No records found				

Add **Delete**

17. In the Facility Identification Numbers section, enter the facility’s EIA Plant ID, CEC Plant ID, FERC QF ID, and/or webRegistry, if available and click “Save”.

Facility Identification Numbers **Save** **Cancel** **Clear**

List the identification numbers associated with the facility for the following programs, if applicable.

EIA Plant ID
All electricity generating facilities physically located in the United States that have a total nameplate capacity greater than 1 MW must submit data to the U.S. Energy Information Administration (EIA). If the facility has reported to the EIA in the past and has an EIA Plant ID, provide the ID here.

CEC Plant ID(a.k.a CEC 1304, EAO QFER)
A facility physically located in California with a nameplate capacity greater than 1 MW must report annually to the California Energy Commission (CEC) Electricity Analysis Office (EAO) on the CEC1304 form. If the facility has reported to the CEC’s EAO in the past, the facility will have an assigned “CEC Plant ID,” provide the ID here.

FERC QF ID
If the facility is certified by the Federal Energy Regulatory Commission (FERC) as a Qualifying Facility (QF), the facility will have a FERC QF ID, provide the ID here.

WebRegistry
A facility’s webRegistry ID is assigned by Open Access Technology International, Inc. (OATI), and used to identify the facility as the Source point on e-Tags. The webRegistry ID is required for facilities interconnected to a non-CBA that are scheduling generation into a CBA.

Note: The following definitions for the codes:

- **EIA Plant ID** - All electricity generating facilities physically located in the United States that have a total nameplate capacity greater than 1 MW must submit data to the U.S. Energy Information Administration (EIA). If the facility has reported to the EIA in the past and has an EIA Plant ID, provide the ID here.
 - **CEC Plant ID** - A facility physically located in California with a nameplate capacity greater than 1 MW must report annually to the California Energy Commission (CEC) Electricity Analysis Office (EAO) on the CEC1304 form. If the facility has reported to the CEC's EAO in the past, the facility will have an assigned "CEC Plant ID," provide the ID here.
 - **FERC QF ID** - If the facility is certified by the Federal Energy Regulatory Commission (FERC) as a Qualifying Facility (QF), the facility will have a FERC QF ID, provide the ID here.
- webRegistry** - A facility's webRegistry ID is assigned by Open Access Technology International, Inc. (OATI), and used to identify the facility as the Source point on e-Tags. The webRegistry ID is required for facilities interconnected to a non-CBA that are scheduling generation into a CBA. Provide the WebRegistry here.

18. Click the "Go Back" button in the upper right corner to return to the Facility Identification Numbers screen.

The screenshot shows a web application interface for 'Facility Identification Numbers'. At the top right, there is a 'Go Back' button circled in red. Below the title, a green message states 'Record saved successfully.' followed by the instruction 'List the identification numbers associated with the facility for the following programs, if applicable.' A left-hand navigation menu lists various application stages, with 'Facility Identification' highlighted. The main content area contains three sections, each with a text description and an input field: 'EIA Plant ID' (with a description of U.S. facilities), 'CEC Plant ID(a.k.a CEC 1304, EAO QFER)' (with a description of California facilities), and 'FERC QF ID' (with a description of FERC-certified facilities). A 'WebRegistry' section follows, with a description of the OATI ID and an input field.

19. If the facility resource requires additional information, please skip to those sections below before continuing on to the summary and attestation. If not, proceed to step 20.

- If the facility has more than one resource refer to section 6.1.1.
- If the resource type is selected as “Biomethane” and the source is “Common Carrier Pipeline” then refer to section 6.1.2.
- If the resource type is selected as “Biomethane” and the source is “Dedicated Pipeline” then refer to section 6.1.3
- If the resource type is selected as “Biomethane” and the source is “Functionally Dedicated Pipeline” then refer to section 6.1.4.
- If the resource type is selected as “Biomethane” and the source is “Onsite” then refer to section 6.1.5.
- If the resource type is selected as Small Hydroelectric then refer to section 6.1.6.
- If the resource type is selected as Conduit Hydroelectric then refer to section 6.1.7.
- If the resource type is selected as Incremental Hydroelectric then refer to section 6.1.8.
- If the resource type is selected as Hydrogen then refer to section 6.1.9.
- If the resource type is selected as Municipal Solid Waste (MSW) then refer to section 6.1.10.
- If the resource type is selected as Biomass then refer to section 6.1.11.
- If the resource type is selected as Biomass Conversion then refer to section 6.1.12.
- If the facility is Out of State, Non-CBA then refer to section 6.1.13.
- If the facility is Repowered, then refer to section 6.1.14.
- If the facility is Incremental, then refer to section 6.1.15.

20. If your application requires an upload of supporting documentation or you have documentation you would like to provide with your application, click on the “Choose File” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 21.

Note: Accepted file formats include: .xlsx, .pdf, .docx, .xls, .csv, .doc

The screenshot displays the 'Upload Supporting Documents' page. On the left is a sidebar with a vertical list of application stages: Application Process, New Application Facility, Map & Coordinate, Facility Operations & Interconnection, Facility Resource Information, Facility Identification, Application Conclusion, Upload Supporting Documents (highlighted in orange), Application Summary, and Application Attestation. The main content area is titled 'Upload Supporting Documents' and includes a 'Clear' button in the top right. Below the title is an 'Instructions' section with two bullet points: 'Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.' and 'Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc'. A table with columns 'Document' and 'Upload Date' is shown, containing the text 'No records found'. Below the table is a 'Delete' button. At the bottom of the main area, there is an 'Extra Documentation' field with a 'Choose File' button circled in red and the text 'No file chosen'. At the bottom right of the page are 'Previous' and 'Save & Next' buttons.

21. Review the information that you have entered on the Application Summary screen. The sections displayed on the summary screen will vary depending on the type of application being submitted.

Note: If the user notices an error when reviewing the summary screen, they have the option to click the “Previous” button in the bottom right hand corner, which will take them back to the application where edits can be made.

Pre-Certification Application Summary

RPS ID: Not Assigned

Facility Information

Name of Facility	My RPS Facility
------------------	-----------------

Physical Location

Address	100th Ave
City	Lancaster
State	California
Zip/Postal Code	93584
Country	USA
Can Mail Be Delivered To The Facility Location?	Yes

Facility Resource Information

Primary Resource	Photovoltaic
------------------	--------------

Facility Interconnection

Balancing Authority	BANC - Balancing Authority of Northern California
---------------------	---

Facility Operations

Nameplate Capacity	1
Commercial Operations Date	1/31/2017
Repowered/Incremental facility?	No

Facility Measurement Methodology Information

Energy Storage?	No
Serve onsite?	No

Facility Owner Information

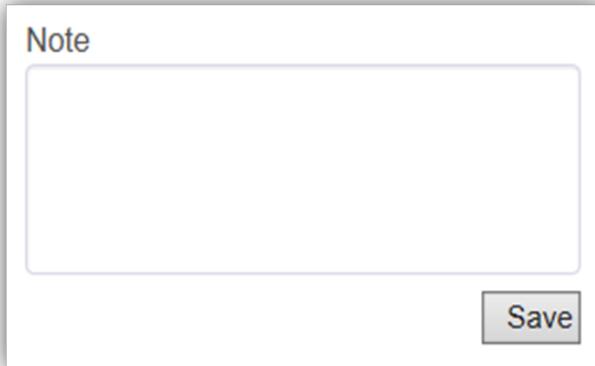
Name	Facility Owner
E-Mail Address	myemail@email.com
Address	1516 9th Street
City	Sacramento
State	California
Zip/Postal Code	95814
Country	USA

Notes

Note

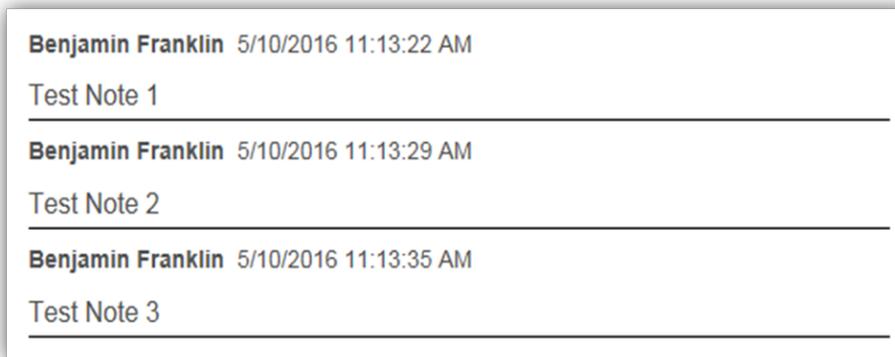
22. To add a note to the summary screen, type in the text you wish to add in the field labeled “Note.” Click the “Save” button to save the note to the application.

Note: The Note section is available for applicants to inform RPS staff of any application specific details. These notes will be added to the bottom of the application.



The image shows a rectangular box with the title "Note" at the top left. Inside the box is a large, empty text input area. At the bottom right of the box is a button labeled "Save".

After saving the note, the summary screen will be refreshed and the system will display the summary with the new note near the bottom of the screen. Notes are listed in the order in which they are added to the application (beginning with the oldest note to the most current) and cannot be edited once saved.



The image shows a list of three notes. Each note entry consists of the user's name and the time of entry, followed by the text of the note. The notes are separated by horizontal lines.

Benjamin Franklin	5/10/2016 11:13:22 AM	Test Note 1
Benjamin Franklin	5/10/2016 11:13:29 AM	Test Note 2
Benjamin Franklin	5/10/2016 11:13:35 AM	Test Note 3

23. To print the application, click on the “Print” or “Print Full” button. The “Print” button will provide a shortened version of the questions and answers from the application. The “Print Full” button will provide the full questions and answers from the application.



24. Once you have reviewed the application, added any additional notes, and printed the application, click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen. If you are not an attestant, you will receive a confirmation message that the application was saved and the attestant will receive a notification to sign the application.



25. An attestant will read the attestation displayed on the screen. Sign by entering your name into the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit”.

Note: The application cannot be edited once it has been submitted.

Application Attestation

[Submit](#) [Cancel](#)

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation**

Instructions

Once the applicant clicks on the SUBMIT button, this will submit the application to the RPS staff and the application will no longer be editable

Attestation

I am an authorized officer or agent of My RPS Facility, the electrical generation facility owner identified in this application for precertification, and hereby attest to the following:

1. I am an authorized officer or agent of My RPS Facility and have authority to submit this application and attestation, as well as any application specific attestation(s) included in this application, on behalf of My RPS Facility.
2. I submit this application, including all information, forms and attachments, on behalf of My RPS Facility for application for precertification of the electrical generation facility as an eligible renewable energy resource under California's RPS.
3. The facility will commence commercial operations using an RPS eligible renewable energy resource and is and will be in compliance with all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
4. I have read and understand the application, precertification, and certification requirements in the Renewables Portfolio Standard Eligibility Guidebook as well as the RPS Online System.
5. I acknowledge that the Energy Commission's approval of a facility for precertification does not, and cannot, guarantee that a facility will be eligible for certification when the facility commences commercial operations.
6. I acknowledge that any RPS precertification approval from the Energy Commission is conditioned on the My RPS Facility's acceptance and ongoing satisfaction of all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
7. I further acknowledge that the Energy Commission may revise the Renewables Portfolio Standard Eligibility Guidebook in the future, and that it is my responsibility to remain informed of any changes that could affect precertification and certification.
8. I declare under penalty of perjury that the application being submitted, including all information, attestations, forms and attachments, is true and correct to the best of my knowledge.

*Signature

Authorized Individual
Attestant Name

I AGREE

[Previous](#)

The system will display a message confirming that the application has been completed. A confirmation email will be sent to the account holder's email address.



Thank you for completing the application. A confirmation email has been sent to your email address.

If your facility requires additional information or screens, please refer to the sections below.

6.1.1 Multi-fuel facilities

For facilities that use two or more resources, please use the following process to complete the application.

1. In the Facility Operations section, enter the date renewable fuel was first used if different from the commercial operations date (COD) and click "Save & Next".

Facility Operations

*Provide the total nameplate capacity of the facility as registered in WREGIS in megawatts, AC:

*Specify commercial operations date:

Date renewable fuel first used, if different:

Is it a repowered or incremental facility?

[Previous](#) [Save & Next](#)

2. In the Facility Resource Information section, enter the facility's measurement methodology, indicate if applying for an adjusted de minimis, indicate if the facility has an energy storage device and click "Save & Next". For the measurement methodology and calculations, see the RPS Guidebook.

For facilities using multiple resources, please indicate which of the measurement methodologies described in the RPS Eligibility Guidebook will be used to account for each energy input or fuel's contribution to electricity generation:

*Measurement Methodologies

*Are you applying for an adjusted DeMinimis quantity?

*Does this facility use an energy storage device, including pumped storage hydroelectric, in addition to or as an enhancement to the facility?

*Does the facility's generation serve onsite load?

[Previous](#) [Save & Next](#)

3. To complete the application, refer back to step 12 from section 6.1 above.

6.1.2 Biomethane Common Carrier Pipeline

For facilities that use biomethane delivered through a common carrier pipeline, please use the following process to complete the application.

1. On the “Supplemental Questions for Biomethane” screen, enter Biomethane details associated with the facility by clicking the “Add” button.

Supplemental Questions for Biomethane

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info**
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

Please provide the information for each biomethane contract for this facility by selecting "Add" and following the instructions on the next pages. If there are multiple biomethane contracts, please add each one separately.

<input type="checkbox"/>	Delivery Method	Contract Name	Has Contract	Same Owner?
No records found				

Add **Delete**

Previous **Save & Next**

2. In the Supplemental Questions for Biomethane select “Common Carrier Pipeline” and click “Save & Next” to proceed to the next screen.

Supplemental Questions for Biomethane **Clear**

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info**
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?

Please Select

- Please Select
- Common Carrier Pipeline**
- Dedicated Pipeline
- Functionally Dedicated Pipeline
- Onsite

Previous **Save & Next**

3. In the Biomethane Contract Information screen, populate the values accordingly, select the biomethane source attestant, and upload the biomethane contract. If you have not identified a biomethane attestant in the organization account, you must exit the screen and contact your Account Holder System Admin to add a biomethane attestant to the organization account.

Note: Applicant can select Existing Contract (if any), which will populate this screen with existing contract information.

Biomethane Contract Information Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

For the biomethane contract, please provide the following information and a copy of the biomethane contract.

*Contract Name

Use Existing Contract Name

*Contracted Party Buying Biomethane

*Contracted Party Selling Biomethane

*Contract Start Date
 

*Contract End Date
 

*How is the biomethane contracted?

By uploading the biomethane contract applicant attests that it has contracted for the delivery of the biomethane and the metering requirements for biomethane have been met as specified in the RPS Guidebook.

*Biomethane Contract No file chosen

Previous Save & Next

4. For the question: How is the biomethane contracted? users can select Daily, Monthly, or Yearly. And click “Save & Next” to proceed to the next screen.

Biomethane Contract Information Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

For the biomethane contract, please provide the following information and a copy of the biomethane contract.

*Contract Name

*Contracted Party Buying Biomethane

*Contracted Party Selling Biomethane

*Contract Start Date

*Contract End Date

*How is the biomethane contracted?
Please Select

*Is the daily quantity the same for the entire contract?
Please Select

*Contracted Daily Quantity of Biomethane (MMBtu)

Total Contracted Quantity of Biomethane (MMBtu)

By uploading the biomethane contract applicant attests that it has contracted for the delivery of the biomethane and the metering requirements for biomethane have been met as specified in the RPS Guidebook.

*Biomethane Contract No file chosen

Note: If Monthly or Yearly is selected then Contracted Monthly Quantity of Biomethane (MMBtu) or Contracted Yearly Quantity of Biomethane (MMBtu) will display.

5. Enter amount in Contracted Daily Quantity of Biomethane (MMBtu)

*Contracted Daily Quantity of Biomethane (MMBtu)

Total Contracted Quantity of Biomethane (MMBtu)
0

6. In the Biomethane Contract Sources screen, add each biomethane source by clicking “Add”.

Biomethane Contract Sources

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents

Application Summary

Application Attestation

Instructions

For each biomethane source in the contract, provide the information by clicking "Add" and filling out the next page. If there are multiple sources, please add each source separately.

Biomethane Sources

<input type="checkbox"/>	Biomethane Facility Name	Biomethane Facility Owner Name
No records found		

Add **Delete**

Previous **Save & Next**

7. Enter Biomethane Facility Name and Fuel Production Facility Owner.
Note: Select Existing Contract Source if it is applicable.

Use Existing Contract Source

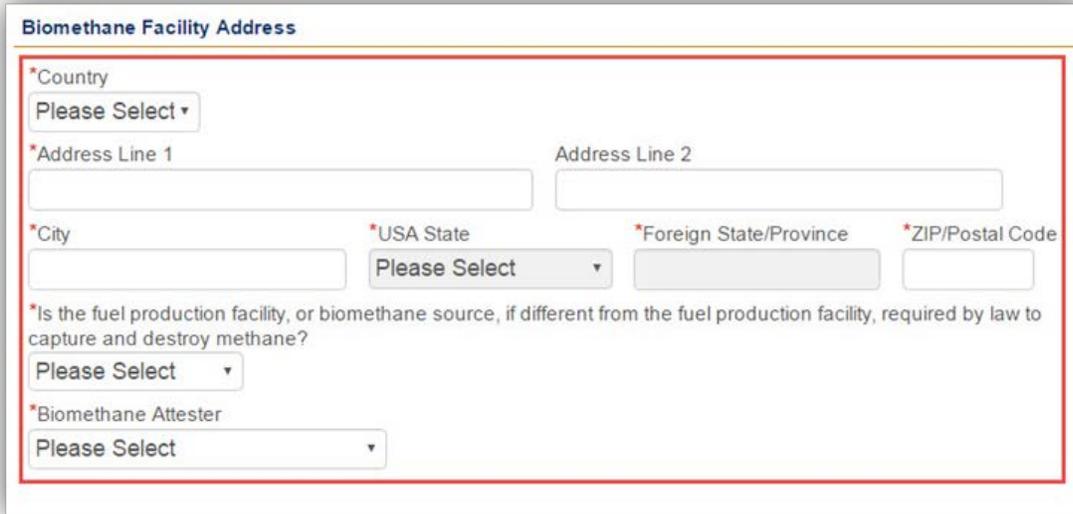
Please Select ▼

*Biomethane Facility Name

*Fuel Production Facility Owner

8. Enter Biomethane Facility Address details.

If attester is selected as self then attestation screen will display. If attester is selected as someone else then the biomethane flow ends here when “Save” is clicked. Applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable.



The screenshot shows a web form titled "Biomethane Facility Address". The form contains several fields, all of which are currently empty or set to "Please Select":

- *Country: Please Select
- *Address Line 1: [Empty text box]
- Address Line 2: [Empty text box]
- *City: [Empty text box]
- *USA State: Please Select
- *Foreign State/Province: [Empty text box]
- *ZIP/Postal Code: [Empty text box]
- *Is the fuel production facility, or biomethane source, if different from the fuel production facility, required by law to capture and destroy methane?: Please Select
- *Biomethane Attester: Please Select

9. Click the “Save” button in the upper right corner of the screen to save the Facility Identification Numbers information.



10. Read the Biomethane Source Attestation and sign by entering your name in the Signature box and click I AGREE.

11. On Biomethane Contract Sources screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



12. On Supplemental Questions for Biomethane screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



13. If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 22.

A screenshot of a web application interface titled "Upload Supporting Documents". On the left is a vertical navigation menu with items like "Application Process", "New Application Facility", "Map & Coordinate", "Facility Operations & Interconnection", "Facility Resource Information", "Facility Identification", "Biomethane", "Biomethane Info", "Application Conclusion", and "Upload Supporting Documents" (which is highlighted). The main area contains "Instructions" and a table of uploaded documents. The table has columns for "Document" and "Upload Date". One document is listed: "Biomethane Contract" with an upload date of "12/19/2016 5:01:07 PM". Below the table are three rows of upload fields, each with a "Choose File" button and the text "No file chosen". The first "Choose File" button is circled in red. There are also "Clear" and "Delete" buttons.

14. Click the “Save & Next” button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.



Note: To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.3 Biomethane Dedicated Pipeline or Fuel Container

For facilities that use biomethane delivered through a dedicated pipeline or fuel container, please use the following process to complete the application.

1. In the “Supplemental Questions for Biomethane” section, enter Biomethane details associated with the facility by clicking the “Add” button.

Supplemental Questions for Biomethane

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

Please provide the information for each biomethane contract for this facility by selecting "Add" and following the instructions on the next pages. If there are multiple biomethane contracts, please add each one separately.

<input type="checkbox"/>	Delivery Method	Contract Name	Has Contract	Same Owner?
No records found				

Add **Delete**

Previous **Save & Next**

2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite. Select “Dedicated Pipeline” and click “Save & Next” to proceed to the next screen.

Supplemental Questions for Biomethane

Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?

Dedicated Pipeline

Please Select

Common Carrier Pipeline

Dedicated Pipeline

Functionally Dedicated Pipeline

Onsite

Previous **Save & Next**

- In the Biomethane Production Facility Information screen, enter Biomethane Facility Name, Fuel Production Facility Owner, and biomethane facility address. If you are the biomethane attester, select yourself, otherwise select the biomethane attester from the drop down. Upload a copy of the biomethane contract and click “Save” to proceed to the next screen. The applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable

Note: Select Existing Contract Source if it is applicable.

Biomethane Production Facility Information Save Cancel Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
 - Biomethane Info
 - Application Conclusion
 - Upload Supporting Documents
 - Application Summary
 - Application Attestation

Use Existing Contract Source
Please Select

*Biomethane Facility Name

*Fuel Production Facility Owner

Biomethane Facility Address

*Country
Please Select

*Address Line 1 Address Line 2

*City *USA State *Foreign State/Province *ZIP/Postal Code

*Is the fuel production facility, or biomethane source, if different from the fuel production facility, required by law to capture and destroy methane?
Please Select

*Biomethane Attester
Please Select

Please provide a copy of the biomethane contract. By uploading the biomethane contract applicant attests that it has contracted for the delivery of the biomethane and the metering requirements for biomethane have been met as specified in the RPS Guidebook.

*Biomethane Contract Choose File No file chosen

- Read the Biomethane Source Attestation and sign by entering the name in the Signature box and click I AGREE.

- On Supplemental Questions for Biomethane click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



- If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 14.

Upload Supporting Documents Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Biomethane

Biomethane Info

Application Conclusion

Upload Supporting Documents

Instructions

Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.

	Document	Upload Date
Select	<input type="checkbox"/> Biomethane Contract	12/19/2016 5:01:07 PM

Delete

Extra Documentation Choose File No file chosen

Biomethane Env. Benefits - Summary Choose File No file chosen

Biomethane Env. Benefits - Permit Choose File No file chosen

- Click the “Save & Next” button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.



Note: To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.4 Biomethane Functionally Dedicated Pipeline

For facilities that use biomethane delivered through a functionally dedicated pipeline, please use the following process to complete the application.

1. In the “Supplemental Questions for Biomethane” section, enter Biomethane details associated with the facility by clicking the “Add” button.

Supplemental Questions for Biomethane

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

Please provide the information for each biomethane contract for this facility by selecting “Add” and following the instructions on the next pages. If there are multiple biomethane contracts, please add each one separately.

Delivery Method	Contract Name	Has Contract	Same Owner?
No records found			

Add **Delete**

Previous **Save & Next**

2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite. Select “Functionally Dedicated Pipeline”

Supplemental Questions for Biomethane **Clear**

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?

Please Select

- Please Select
- Common Carrier Pipeline
- Dedicated Pipeline
- Functionally Dedicated Pipeline**
- Onsite

Previous **Save & Next**

3. Select “Yes” to the “Do you have a contract?” question.

Note: If “No” is selected, then follow the flow from section 4.5.1.2 from above.

Supplemental Questions for Biomethane

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?
Functionally Dedicated Pipeline

*Do you have a contract?
Yes

Clear

Previous Save & Next

4. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



5. In the Biomethane Contract Information section, populate the values accordingly. User can select Existing Contract Name if there is any, which will populate this screen with existing contract information. User needs to upload a Contract file. For How is the biomethane contracted user can select Daily, Monthly, or Yearly. Note: In section 4.5.1.1 the flow consists for Daily. Yearly and Monthly has the same flow. The flow below covers for Monthly contracted value, but follow the same flow if Yearly is selected as well.

Biomethane Contract Information

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Instructions

For the biomethane contract, please provide the following information and a copy of the biomethane contract.

*Contract Name

Use Existing Contract Name
Please Select

*Contracted Party Buying Biomethane

*Contracted Party Selling Biomethane

*Contract Start Date

*Contract End Date

*How is the biomethane contracted?
Please Select

*Biomethane Contract Choose File No file chosen

Clear

Previous Save & Next

Note: If Monthly or Yearly is selected then Contracted Monthly Quantity of Biomethane (MMBtu) or Contracted Yearly Quantity of Biomethane (MMBtu) will display. If Daily is selected then the daily quantity question appears. User can select Yes or No. If Yes is selected, then follow the steps below, if No is selected, then follow steps from to

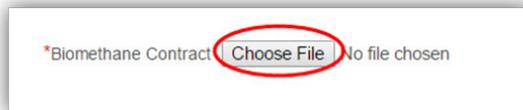
6. Enter amount in Contracted Monthly Quantity of Biomethane (MMBtu)

A screenshot of a web form. The first field is a dropdown menu labeled '*How is the biomethane contracted?' with 'Monthly' selected. The second field is a text input labeled '*Contracted Monthly Quantity of Biomethane (MMBtu)' with the value '40'. Below it is another text input labeled 'Total Contracted Quantity of Biomethane (MMBtu)' also with the value '40'. At the bottom, there is a label '*Biomethane Contract' followed by a 'Choose File' button and the text 'No file chosen'.

7. Click the "Save & Next" button in the lower right corner of the screen to proceed to the next step.



8. User must upload a document by clicking on "Browse" in Internet Explorer, and "Choose File" in Chrome browser.



9. Click the "Save" button in the upper right corner of the screen to save the Facility Identification Numbers information.



10. In the Biomethane Contract Sources section, add biomethane source information by clicking "Add".

A screenshot of the 'Biomethane Contract Sources' section. On the left is a navigation menu with items like 'Application Process', 'New Application Facility', 'Map & Coordinate', 'Facility Operations & Interconnection', 'Facility Resource Information', 'Facility Identification', 'Biomethane', 'Biomethane Info', 'Application Conclusion', 'Upload Supporting Documents', 'Application Summary', and 'Application Attestation'. The main area has an 'Instructions' section and a 'Biomethane Sources' table with columns for 'Biomethane Facility Name' and 'Biomethane Facility Owner Name'. Below the table are 'Add' and 'Delete' buttons, with 'Add' circled in red. At the bottom right are 'Previous' and 'Save & Next' buttons.

11. Enter Biomethane Facility Name and Fuel Production Facility Owner.
Note: Select Existing Contract Source if it is applicable.

12. Enter Biomethane Facility Address details.

If attester is selected as self then attestation screen will display. If attester is selected as someone else then the biomethane flow ends here when “Save” is clicked. Applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable.

13. Click the “Save” button in the upper right corner of the screen to save the Facility Identification Numbers information



14. Read the Biomethane Source Attestation and sign by entering your name in the Signature box and click I AGREE.

15. On Biomethane Contract Sources screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



16. On Supplemental Questions for Biomethane screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



17. If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 22.

Upload Supporting Documents Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Biomethane

Biomethane Info

Application Conclusion

Upload Supporting Documents

Instructions

Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.

	Document	Upload Date
Select	<input type="checkbox"/> Biomethane Contract	12/19/2016 5:01:07 PM

Delete

Extra Documentation Choose File No file chosen

Biomethane Env. Benefits - Summary Choose File No file chosen

Biomethane Env. Benefits - Permit Choose File No file chosen

18. Click the “Save & Next” button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.



Note: To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.5 Biomethane Onsite

For facilities that use biomethane procured and delivered onsite, please use the following process to complete the application.

1. In the “Supplemental Questions for Biomethane” section, enter Biomethane details associated with the facility by clicking the “Add” button.

The screenshot shows the 'Supplemental Questions for Biomethane' interface. On the left is a navigation menu with 'Biomethane Info' selected. The main area contains an 'Instructions' section with a paragraph of text. Below this is a table with the following columns: 'Delivery Method', 'Contract Name', 'Has Contract', and 'Same Owner?'. The table currently shows 'No records found'. At the bottom right of the table area, there are two buttons: 'Add' (circled in red) and 'Delete'. At the very bottom of the interface are 'Previous' and 'Save & Next' buttons.

2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite. Select “Onsite”

The screenshot shows the 'Supplemental Questions for Biomethane' interface with a dropdown menu open. The question is '*How is the biomethane delivered to the electrical generating facility?'. The dropdown menu lists the following options: 'Please Select', 'Please Select', 'Common Carrier Pipeline', 'Dedicated Pipeline', 'Functionally Dedicated Pipeline', and 'Onsite'. The 'Onsite' option is highlighted in blue. A 'Clear' button is visible in the top right corner. At the bottom are 'Previous' and 'Save & Next' buttons.

3. Select “Yes” or “No” for the question “Is the biomethane production facility and the electrical generation facility owned by the same person or entity?”

Supplemental Questions for Biomethane Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?
Onsite

*Is the biomethane production facility and the electrical generation facility owned by the same person or entity?
Please Select
Please Select
Yes
No

Previous Save & Next

4. Select “Yes” to the “Do you have a contract?” question and click the “Save & Next” button.
Note: If “No” is selected, then follow the flow from section 4.3.1.2 from above

Supplemental Questions for Biomethane Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

*How is the biomethane delivered to the electrical generating facility?
Onsite

*Is the biomethane production facility and the electrical generation facility owned by the same person or entity?
Please Select
Please Select
Yes
No

Previous Save & Next

5. In the Biomethane Production Facility Information section, populate the values accordingly. User can select Existing Contract Name if there is any, which will populate this screen with existing contract information. User needs to upload a Contract file. Click “Save” to proceed to the next screen.

The screenshot shows a web form titled "Biomethane Production Facility Information". On the left is a vertical navigation menu with the following items: Application Process, New Application Facility, Map & Coordinate, Facility Operations & Interconnection, Facility Resource Information, Facility Identification, Biomethane, Biomethane Info, Application Conclusion, Upload Supporting Documents, Application Summary, and Application Attestation. The main form area contains several fields: "Use Existing Contract Source" (a dropdown menu with "Please Select"), "*Biomethane Facility Name" (a text input field), "*Fuel Production Facility Owner" (a text input field), "*Is the fuel production facility, or biomethane source, if different from the fuel production facility, required by law to capture and destroy methane?" (a dropdown menu with "Please Select"), "*Biomethane Attester" (a dropdown menu with "Please Select"), and "*Biomethane Contract" (a "Choose File" button followed by "No file chosen"). At the top right of the form are three buttons: "Save", "Cancel", and "Clear".

Read the Biomethane Attestation verbiage

6. Read the Biomethane Source Attestation and sign by entering your name in Signature box and click I AGREE.
7. On Supplemental Questions for Biomethane screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



8. If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 15.

Upload Supporting Documents Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomethane**
- Biomethane Info
- Application Conclusion
- Upload Supporting Documents**

Instructions

Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.

	Document	Upload Date
Select	<input type="checkbox"/> Biomethane Contract	12/19/2016 5:01:07 PM

Delete

Biomethane

Biomethane Info

Extra Documentation No file chosen

Biomethane Env. Benefits - Summary No file chosen

Biomethane Env. Benefits - Permit No file chosen

9. Click the “Save & Next” button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.



10. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.6 Small Hydroelectric Facilities

For facilities that are defined as a small hydroelectric facility, please use the following process to complete the application.

1. On the “Supplemental Questions for Hydroelectric Facilities” screen, enter any hydroelectric facilities located within a one-mile radius of the facility by clicking the “Add” button. If there are no hydroelectric facilities located within a one-mile radius, click “Save & Next.”

Supplemental Questions for Hydroelectric Facilities

Please list all of the hydroelectric facilities, projects, and/or units within a one-mile radius of the facility, regardless of size.

	Facility Name	RPS ID	Nameplate Capacity
No records found			

Add **Delete**

Previous **Save & Next**

2. On the Hydroelectric Facility Information within One-Mile of Applying Facility” screen, enter details for Facility name, RPS ID, and Nameplate Capacity and click “Save.”

Hydroelectric Facility Information within One-Mile of Applying Facility

Save **Cancel** **Clear**

*Facility Name

*RPS ID

*Nameplate Capacity

- Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities screen.

Hydroelectric Facility Information within One-Mile of Applying Facility Go Back

Record saved successfully.

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

*Facility Name

*RPS ID

*Nameplate Capacity

- If there is another hydroelectric facility located within a one-mile radius, repeat steps 1 and 2. If not, click “Save & Next” to proceed to the next screen.

Supplemental Questions for Hydroelectric Facilities

Please list all of the hydroelectric facilities, projects, and/or units within a one-mile radius of the facility, regardless of size.

	<input type="checkbox"/>	Facility Name	RPS ID	Nameplate Capacity
Select	<input type="checkbox"/>	Hydroelectric Facility	none	25

Add
Delete

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Small Hydroelectric

Supp: Hydroelectric Facilities

Hydroelectric Facilities Attestation

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Previous
Save & Next

5. The attestation will reflect the requirements based on the application information.
- a. For small hydroelectric facilities that commenced commercial operations **after** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. Continue with step 6 below.

Hydroelectric Facilities Attestation Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Small Hydroelectric

Supp: Hydroelectric Facilities

Hydroelectric Facilities Attestation

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

New Small Hydroelectric Facilities

Applicant attests that the planned operations of the facility identified in this application for precertification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

1. The planned operations of the facility meet the applicable conditions of a project as defined in the *Renewables Portfolio Standard Eligibility Guidebook* and all electricity generating equipment that could be considered part of the facility per the definition of a “project” in the *Renewables Portfolio Standards Eligibility Guidebook* is identified as part of this facility in the application for precertification.
2. The planned operations of the facility have a nameplate capacity of 30 MW or less, subject to the definition of a “project” in the *Renewables Portfolio Standard Eligibility Guidebook*.
3. The planned operations of the facility will commence commercial operations on or after January 1, 2006.
4. The facility does not cause an adverse impact on instream beneficial uses or a change in the volume or timing of streamflow.

Previous
Save & Next

- b. For small hydroelectric facilities that commenced commercial operations **before** January 1, 2006, select the check box to attest to the information presented in the attestation, specify the utility the facility was under contract to, provide the contract dates, and click “Save & Next” to proceed to the next screen. To complete the application, refer back to **step 30** from section 6.1 above.

Supplemental Questions for Existing Hydroelectric Facilities Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Small Hydroelectric

Supp: Existing Hydroelectric Facilities

Supp: Hydroelectric Facilities

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

1. The facility meets the applicable conditions of a project as defined in the *Renewables Portfolio Standard Eligibility Guidebook* and all electricity generating equipment that could be considered part of the facility per the definition of a “project” in the *Renewables Portfolio Standards Eligibility Guidebook* is identified as part of this facility in the application for certification.
2. The facility's nameplate capacity is 30 MW or less, subject to the definition of a “project” in the *Renewables Portfolio Standard Eligibility Guidebook*.
3. The facility commenced commercial operations on or before December 31, 2005.
4. A retail seller or local publicly owned electric utility procured electricity from the facility as of December 31, 2005.

Specify the retail seller or local publicly owned electric utility: Please Select

Upload documentation on the contract with, or the ownership by, the above utility as of December 31, 2005.

*Contract Start Date:

*Contract End Date:

Previous
Save & Next

6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.

Supplemental Information for All New Hydroelectric Facilities

Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Small Hydroelectric
- Supp: Hydroelectric Facilities
- Hydroelectric Facilities Attestation
- Supp: Hydroelectric - All New Hydroelectric (6)
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Supplemental Information for All New Hydroelectric Facilities

Submit supporting documentation for the following items. Documents with relevant information for each item shall be listed below including sections or pages of importance.

More information on the following sections can be found in the instructions section or in the RPS Eligibility Guidebook.

***Source Water Description**

***Indicate Page Number**

***Water Rights**

***Indicate Page Number**

***Hydrologic Data**

***Indicate Page Number**

*Other Permits

*Indicate Page Number

*Environmental Documentation

*Indicate Page Number

*Capacity

*Indicate Page Number

Previous **Save & Next**

- Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Upload Supporting Documents

Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Small Hydroelectric

Supp: Hydroelectric Facilities

Hydroelectric Facilities Attestation

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

	Document	Upload Date
<input type="checkbox"/>	No records found	

Delete

Extra Documentation	Choose File	No file chosen
*Hydro - Water Description	Choose File	No file chosen
Hydro - Water Rights Permit	Choose File	No file chosen
Hydro - Hydrologic Data	Choose File	No file chosen
Hydro - FERC permit	Choose File	No file chosen
Hydro - County permit	Choose File	No file chosen
Hydro - FERC Exemption	Choose File	No file chosen
Hydro - SWRCB permit	Choose File	No file chosen
Hydro - Environmental Documentation	Choose File	No file chosen
Hydro - Other	Choose File	No file chosen

Previous
Save & Next

- To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.7 Conduit Hydroelectric Facilities

For facilities that are defined as a conduit hydroelectric facility, please use the following process to complete the application.

1. On the “Supplemental Questions for Hydroelectric Facilities” screen, enter any hydroelectric facilities located within a one-mile radius of the facility by clicking the “Add” button. If there are no hydroelectric facilities located within a one-mile radius, click “Save & Next.”

Supplemental Questions for Hydroelectric Facilities

Please list all of the hydroelectric facilities, projects, and/or units within a one-mile radius of the facility, regardless of size.

<input type="checkbox"/>	Facility Name	RPS ID	Nameplate Capacity
No records found			

Add **Delete**

Previous **Save & Next**

2. On the Hydroelectric Facility Information within One-Mile of Applying Facility” screen, enter details for Facility name, RPS ID, and Nameplate Capacity and click “Save.”

Hydroelectric Facility Information within One-Mile of Applying Facility

*Facility Name

*RPS ID

*Nameplate Capacity

Save **Cancel** **Clear**

- Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities screen.

Hydroelectric Facility Information within One-Mile of Applying Facility Go Back

Record saved successfully.

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

*Facility Name

*RPS ID

*Nameplate Capacity

- If there is another hydroelectric facility located within a one-mile radius, repeat steps 1 through 3. If not, click “Save & Next” to proceed to the next screen.

Supplemental Questions for Hydroelectric Facilities

Please list all of the hydroelectric facilities, projects, and/or units within a one-mile radius of the facility, regardless of size.

	<input type="checkbox"/>	Facility Name	RPS ID	Nameplate Capacity
Select	<input type="checkbox"/>	Hydroelectric Facility	none	25

Add
Delete

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Conduit Hydroelectric

Supp: Hydroelectric Facilities

Hydroelectric Facilities Attestation

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Previous
Save & Next

5. The attestation will reflect the requirements based on the application information.
- a. For conduit hydroelectric facilities that commenced commercial operations **after** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. Continue with step 6 below.

Hydroelectric Facilities Attestation

Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Conduit Hydroelectric
- Supp: Hydroelectric Facilities
- Hydroelectric Facilities Attestation
- Supp: Hydroelectric - All New Hydroelectric (6)
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

New Conduit Hydroelectric Facilities

Applicant attests that the planned operations of the facility identified in this application for precertification will meet all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

1. The planned operations of the facility meet the applicable conditions of a project as defined in the *Renewables Portfolio Standard Eligibility Guidebook* and all electricity generating equipment that could be considered part of the facility per the definition of a project in the *Renewables Portfolio Standards Eligibility Guidebook* is identified as part of this facility in the application for precertification.
2. The planned operations of the facility have a nameplate capacity is 30 MW or less, subject to the definition of a project in the *Renewables Portfolio Standard Eligibility Guidebook*.
3. The planned operations of the facility will commence commercial operations on or after January 1, 2006.
4. The planned operations of the facility will not cause an adverse impact on instream beneficial uses or a change in the volume or timing of streamflow.
5. The planned operations of the facility will use the hydroelectric potential of an existing pipe, ditch, flume, siphon, tunnel, canal, or other man-made conduit that is operated to distribute water for a beneficial use and was built before January 1, 2008.

Previous
Save & Next

- b. For small hydroelectric facilities that commenced commercial operations **before** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. To complete the application, refer back to step 21 from section 6.1 above.

Hydroelectric Facilities Attestation

Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Conduit Hydroelectric
- Supp: Hydroelectric Facilities
- Hydroelectric Facilities Attestation
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Existing Conduit Hydroelectric Facilities

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

1. The facility meets the applicable conditions of a project as defined in the *Renewables Portfolio Standard Eligibility Guidebook* and all electricity generating equipment that could be considered part of the facility per the definition of a “project” in the *Renewables Portfolio Standards Eligibility Guidebook* is identified as part of this facility in the application for certification.
2. The facility’s nameplate capacity is 30 MW or less, subject to the definition of a “project” in the *Renewables Portfolio Standard Eligibility Guidebook*.
3. The facility commenced commercial operations on or before December 31, 2005.
4. The facility uses the hydroelectric potential of an existing pipe, ditch, flume, siphon, tunnel, canal, or other man-made conduit that is operated to distribute water for a beneficial use and was built before January 1, 2008.

Previous
Save & Next

6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.

Supplemental Information for All New Hydroelectric Facilities

Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Conduit Hydroelectric
- Supp: Hydroelectric Facilities
- Hydroelectric Facilities Attestation
- Supp: Hydroelectric - All New Hydroelectric (6)
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Supplemental Information for All New Hydroelectric Facilities

Submit supporting documentation for the following items. Documents with relevant information for each item shall be listed below including sections or pages of importance.

More information on the following sections can be found in the instructions section or in the RPS Eligibility Guidebook.

***Source Water Description**

***Indicate Page Number**

***Water Rights**

***Indicate Page Number**

***Hydrologic Data**

***Indicate Page Number**

*Other Permits

*Indicate Page Number

*Environmental Documentation

*Indicate Page Number

*Capacity

*Indicate Page Number

Previous Save & Next

- Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Upload Supporting Documents

Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Conduit Hydroelectric

Supp: Hydroelectric Facilities

Hydroelectric Facilities Attestation

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

<input type="checkbox"/>	Document	Upload Date
No records found		

Extra Documentation	Choose File	No file chosen
*Hydro - Water Description	Choose File	No file chosen
Hydro - Water Rights Permit	Choose File	No file chosen
Hydro - Hydrologic Data	Choose File	No file chosen
Hydro - FERC permit	Choose File	No file chosen
Hydro - County permit	Choose File	No file chosen
Hydro - FERC Exemption	Choose File	No file chosen
Hydro - SWRCB permit	Choose File	No file chosen
Hydro - Environmental Documentation	Choose File	No file chosen
Hydro - Other	Choose File	No file chosen

Delete

Previous
Save & Next

To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.8 Existing Large Incremental Hydroelectric

1. In the “Supplemental Questions for Hydroelectric Facilities” section, enter Hydroelectric Facilities details associated with the facility by clicking the “Add” button.

Supplemental Questions for Hydroelectric Facilities

Please list all of the hydroelectric facilities, projects, and/or units within a one-mile radius of the facility, regardless of size.

Facility Name	RPS ID	Nameplate Capacity
No records found		

Add **Delete**

Previous **Save & Next**

2. In the Hydroelectric Facility Information within One-Mile of Applying Facility” section, enter details for Facility name, RPS ID, and Nameplate Capacity and click “Save.”

Hydroelectric Facility Information within One-Mile of Applying Facility

Save **Cancel** **Clear**

*Facility Name

*RPS ID

*Nameplate Capacity

3. Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities section

Go Back

4. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step

Save & Next

5. Select the check box for the Incremental Hydroelectric Facilities to attest to the information presented in the attestation, specify the utility, and click “Save & Next” to proceed to the next screen.

Supplemental Questions for Incremental Hydroelectric Facilities Clear

Application Process	Incremental Hydroelectric Facilities
New Application Facility	<input type="checkbox"/> Applicant attests that the incremental generation that results from efficiency improvements to a hydroelectric facility, regardless of the electrical output of the facility, is eligible for the RPS if all of the following conditions are met. The facility complies with the below requirements, as specified in the <i>Renewables Portfolio Standard Eligibility Guidebook</i> .
Map & Coordinate	<ul style="list-style-type: none">The facility was operational before January 1, 2007.The efficiency improvements are initiated on or after January 1, 2008, are not the result of routine maintenance activities and were not included in any resource plan sponsored by the facility owner before January 1, 2008.If the facility is located in California, it has, within the immediately preceding 15 years from the date the efficiency improvements are initiated, received certification from the State Water Resources Control Board (SWRCB) pursuant to Section 401 of the Clean Water Act (33 U.S.C. Sec. 1341), or has received certification from a regional board to which the SWRCB has delegated authority to issue certification, unless the facility is exempt from certification because there is no potential discharge into waters of the United States.If the facility is not located in California, it may receive the certification pursuant to section 401 of the federal Clean Water Act (33 U.S.C. Sec. 1341) from the applicable state board or agency, as determined by the Energy Commission, or from a regional board to which the state board has delegated authority to issue the certification.The incremental increase is the result of efficiency improvements from a retrofit, and the efficiency improvements do not result in an adverse impact on instream beneficial uses or cause a change in the volume or timing of stream flow.All of the incremental increase in electricity generation resulting from the efficiency improvements must be demonstrated to result from a long-term financial commitment by the retail seller or local publicly owned electric utility.The facility is owned by a retail seller or a local publicly owned electric utility and result in a long-term financial commitment by the retail seller or POU.
Facility Operations & Interconnection	*Specify utility: <input type="text" value="Please Select"/>
Facility Resource Information	
Facility Identification	
Existing Large Incremental Hydroelectric	
Supp: Hydroelectric Facilities	
Supp: Hydroelectric - Incremental (5)	
Supp: Hydroelectric - Pumped Storage (4)	
Supp: Hydroelectric - All New Hydroelectric (6)	
Application Conclusion	
Supp: Incremental Facilities	
Upload Supporting Documents	
Application Summary	
Application Attestation	

Previous Save & Next

6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.

Supplemental Information for All New Hydroelectric Facilities

Clear

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Small Hydroelectric
- Supp: Hydroelectric Facilities
- Hydroelectric Facilities Attestation
- Supp: Hydroelectric - All New Hydroelectric (6)
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

Supplemental Information for All New Hydroelectric Facilities

Submit supporting documentation for the following items. Documents with relevant information for each item shall be listed below including sections or pages of importance.

More information on the following sections can be found in the instructions section or in the RPS Eligibility Guidebook.

***Source Water Description**

***Indicate Page Number**

***Water Rights**

***Indicate Page Number**

***Hydrologic Data**

***Indicate Page Number**

*Other Permits

*Indicate Page Number

*Environmental Documentation

*Indicate Page Number

*Capacity

*Indicate Page Number

[Previous](#) [Save & Next](#)

- In the “Supplemental Questions for Incremental Generation of a Facility” section, enter Hydroelectric Facilities details associated with the facility by clicking the “Add” button.

Supplemental Questions for Incremental Generation of a Facility

Export To:

WREGIS GU ID	External Unit ID	Generating Unit Name
No records found		

- In “Individual Increment Information” section fill out all the required information and click “Save.” Add additional increments as needed.

Individual Increment Information

*WREGIS GU ID

*External Unit ID (EIA Plant Code)

*Generating Unit Name

*Description of components or upgrade

*Owner Name

*Commencement of Expansion Construction

*Commercial Operations Date

*Nameplate Capacity of Component(MW)

*Maximum Annual Generation of component(MWh/yr)

*Typical Annual Generation of component (MWh/yr)

*Typical Annual Generation Share of component

*Historic Monthly Baseline Generation (MWh/month)

*Renewable Monthly Baseline Generation (MWh/month)

*Repowered Date

*PURPA QF

*Generation Technology / Prime Mover

*CA ISO Meter ID

- Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Upload Supporting Documents Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Incremental Hydroelectric

Supp: Hydroelectric Facilities

Supp: Hydroelectric - Incremental (5)

Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion

Supp: Incremental Facilities

Upload Supporting Documents

Application Summary

Application Attestation

Instructions

Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.

	Document	Upload Date
Select	<input type="checkbox"/> Hydro - Water Description	12/20/2016 3:06:52 PM

Delete

Extra Documentation	<input type="button" value="Choose File"/>	No file chosen
*Inc. Hydro - Historical Baseline	<input type="button" value="Choose File"/>	No file chosen
*Inc. Hydro - Pro Rata FERC Approval	<input type="button" value="Choose File"/>	No file chosen
*Hydro - Water Description	<input type="button" value="Choose File"/>	No file chosen
Hydro - Water Rights Permit	<input type="button" value="Choose File"/>	No file chosen
Hydro - Hydrologic Data	<input type="button" value="Choose File"/>	No file chosen
Hydro - FERC permit	<input type="button" value="Choose File"/>	No file chosen
Hydro - County permit	<input type="button" value="Choose File"/>	No file chosen
Hydro - FERC Exemption	<input type="button" value="Choose File"/>	No file chosen
Hydro - SWRCB permit	<input type="button" value="Choose File"/>	No file chosen
Hydro - Environmental Documentation	<input type="button" value="Choose File"/>	No file chosen
Hydro - Other	<input type="button" value="Choose File"/>	No file chosen

Previous
Save & Next

Note: To complete the application flow, refer back to step 21 from section 6.1 above

6.1.9 Hydrogen

For facilities that use biomethane delivered through a functionally dedicated pipeline, please use the following process to complete the application.

1. In the “Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen” section, enter Fuel Cells using Renewably Produced Hydrogen details associated with the facility by clicking the “Add” button.

Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen

List the origin of all hydrogen used at the facility, the producer of each hydrogen source, and the production method of that source

<input type="checkbox"/>	Origin	Producer	Production Method
No records found			

Add **Delete**

Applicant attests that the planned operations of the facility identified in this application for precertification will meet all of the following requirements:

- The hydrogen used at the facility will be derived from a non-fossil-based fuel or feedstock through a process powered using an eligible renewable energy resource in accordance with the Renewable Portfolio Standard Eligibility Guidebook.
- The electricity used to derive the hydrogen will not also be counted toward an RPS compliance obligation or claimed as renewable generation for any other program.

Applicant must upload documentation at the end of the application process demonstrating that the facility meets both (all) of these requirements

Previous **Save & Next**

2. In the Renewably Produced Hydrogen Fuel Details screen, enter values into “Origin”, “Producer” and “Production Method” fields and click “Save.”

Renewably Produced Hydrogen Fuel Details **Save** **Cancel** **Clear**

*Origin

*Producer

*Production Method

Note: A message will be displayed when Renewably Produced Hydrogen Fuel Details information is saved.

Renewably Produced Hydrogen Fuel Details

Record saved successfully.

3. In the “Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen” screen, read the verbiage and attest by clicking on the checkbox and click “Save & Next” to proceed to the next screen.

Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen

List the origin of all hydrogen used at the facility, the producer of each hydrogen source, and the production method of that source

<input type="checkbox"/>	Origin	Producer	Production Method
No records found			

Add **Delete**

Applicant attests that the planned operations of the facility identified in this application for precertification will meet all of the following requirements:

- The hydrogen used at the facility will be derived from a non-fossil-based fuel or feedstock through a process powered using an eligible renewable energy resource in accordance with the Renewable Portfolio Standard Eligibility Guidebook.
- The electricity used to derive the hydrogen will not also be counted toward an RPS compliance obligation or claimed as renewable generation for any other program.

Applicant must upload documentation at the end of the application process demonstrating that the facility meets both (all) of these requirements

Previous **Save & Next**

4. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Extra Documentation No file chosen

*Fuel Cell Hydrogen Documentation No file chosen

Note: To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.10 Municipal Solid Waste (MSW)

For facilities that use municipal solid waste (conversion), please use the following process to complete the application.

1. On the “Supplemental Questions for Municipal Solid Waste Conversion Fuels” screen, read check the checkbox to attest to the information presented and click “Save & Next” to proceed to the next screen.

Supp: Municipal Solid Waste Conversion Fuels

- Application Process
 - New Application Facility
 - Map & Coordinate
 - Facility Operations & Interconnection
 - Facility Resource Information
 - Facility Identification
 - MSW - Conversion
 - Supp: Municipal Solid Waste Conversion Fuels**
 - Application Conclusion
 - Upload Supporting Documents
 - Application Summary
 - Application Attestation

Supplemental Questions for Municipal Solid Waste Conversion Fuels

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

1. The facility uses the following two-step process to generate electricity from municipal solid waste (MSW):
 - a. The facility uses a noncombustion thermal process to convert MSW into a clean-burning gaseous or liquid fuel; and
 - b. The facility uses this clean-burning fuel to generate electricity.
2. The technology used by the facility does not use air or oxygen in the conversion process, except ambient air to maintain temperature control.
3. The technology used by the facility produces no discharges of air contaminants or emissions, including greenhouse gases as defined in Section 38505 of the Health and Safety Code.
4. The technology used by the facility produces no discharges to surface or groundwaters of the state and no hazardous wastes.
5. As much as possible, the technology used by the facility removes all recyclable materials and marketable green waste compostable materials from the solid waste stream before the conversion and recycles or composts these materials.
6. The facility at which the technology is used complies with all applicable laws, regulations, and ordinances.
7. The technology used by the facility meets any other conditions established by the Energy Commission.
8. Any local agency sending solid waste to the facility diverted at least 30 percent of all solid waste it collects through solid waste reduction, recycling, and/or composting.

Applicant must upload documentation at the end of the application process demonstrating that the facility meets both (all) of these requirements

[Previous](#) [Save & Next](#)

2. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Upload Supporting Documents

[Clear](#)

- Application Process
 - New Application Facility
 - Map & Coordinate
 - Facility Operations & Interconnection
 - Facility Resource Information
 - Facility Identification
 - MSW - Conversion
 - Supp: Municipal Solid Waste Conversion Fuels
 - Upload Supporting Documents**
 - Application Conclusion
 - Application Summary
 - Application Attestation

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

<input type="checkbox"/>	Document	Upload Date
No records found		

[Delete](#)

Extra Documentation [Choose File](#) No file chosen

*MSW Conversion Summary [Choose File](#) No file chosen

*MSW Conversion - Permit [Choose File](#) No file chosen

[Previous](#) [Save & Next](#)

3. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.11 Biomass

For facilities that use biomass, please use the following process to complete the application.

1. On the “Supplemental Questions for Biomass Fuels” screen, enter the biomass fuel details associated with the facility by clicking the “Add” button.

Supplemental Questions for Biomass Fuels

List all types of biomass used at the facility, or in the production of the fuel used at the facility, and the biomass source (i.e. agriculture, construction, landscape, etc.)

Type Of Biomass	Source Of Biomass
No records found	

Add **Delete**

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

- The facility's fuel sources are identified in the application for certification and meet the definition of biomass conversion in Public Resource Code Section 40106.
- Documentation submitted using the RPS Online System confirms the facility's fuel was produced through a process that meets the definition of biomass conversion in Public Resource Code Section 40106.
- The facility complies with Public Resources Code Section 44107.

Previous **Save & Next**

2. In the Biomass Fuel Details screen, enter values into “Type of Biomass” and “Source of Biomass” fields and click “Save.”

Biomass Fuel Details

Save **Cancel** **Clear**

*Type of Biomass

*Source of Biomass

3. Once the record has been successfully saved, click the “Go Back” button to return to the Supplemental Questions for Biomass Fuels screen.

Biomass Fuel Details

Go Back

Record saved successfully.

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification

*Type of Biomass
agricultural clippings

*Source of Biomass
US Forest Service

4. If there are additional biomass fuel sources, repeat steps 1 through 3. If not, read check the checkbox to attest to the information presented and click "Save & Next" to proceed to the next screen.

Supplemental Questions for Biomass Fuels

- Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomass**
- Supp: Biomass Fuels or Biomass Black Liquor
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation

List all types of biomass used at the facility, or in the production of the fuel used at the facility, and the biomass source (i.e. agriculture, construction, landscape, etc.)

	Type Of Biomass	Source Of Biomass
Select	<input type="checkbox"/> agricultural clippings	US Forest Service

Add **Delete**

- Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:
- The facility's fuel sources are identified in the application for certification and meet the definition of biomass conversion in Public Resource Code Section 40106.
 - Documentation submitted using the RPS Online System confirms the facility's fuel was produced through a process that meets the definition of biomass conversion in Public Resource Code Section 40106.
 - The facility complies with Public Resources Code Section 44107.

Previous **Save & Next**

5. To complete the application flow, refer back to step 21 from section 6.1above.

6.1.12 Biomass Conversion

For facilities that use biomass conversion, please use the following process to complete the application

1. In the “Supplemental Questions for Biomass Conversion” section, enter Biomass Conversion details associated with the facility by clicking the “Add” button.

Supplemental Questions for Biomass Conversion

List all types of biomass used at the facility for biomass conversion, or in the production of the fuel used at the facility.

<input type="checkbox"/>	Type Of Biomass	Source Of Biomass
No records found		

Add **Delete**

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

- The facility's fuel sources are identified in the application for certification and meet the definition of biomass conversion in Public Resource Code Section 40106.
- Documentation submitted using the RPS Online System confirms the facility's fuel was produced through a process that meets the definition of biomass conversion in Public Resource Code Section 40106.
- The facility complies with Public Resources Code Section 44107.

Applicant must upload documentation at the end of the application process demonstrating that the facility meets both (all) of these requirements

Previous **Save & Next**

2. In the Biomass Conversion Details screen, enter values into “Type of Biomass” and “Source of Biomass” fields and click “Save”.

Biomass Conversion Details

***Type of Biomass**

***Source of Biomass**

Save **Cancel** **Clear**

3. Once the record has been successfully saved, click the “Go Back” button to return to the Supplemental Questions for Biomass Conversion screen.

Biomass Conversion Details

Go Back

Record saved successfully.

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

*Type of Biomass

Type of Biomass

*Source of Biomass

Source of Biomass

4. If there are additional biomass conversion fuel sources, repeat steps 1 through 3. If not, read check the checkbox to attest to the information presented and click "Save & Next" to proceed to the next screen

Supplemental Questions for Biomass Conversion

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Biomass Conversion

Supp: Biomass Conversion

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

List all types of biomass used at the facility for biomass conversion, or in the production of the fuel used at the facility.

	Type Of Biomass	Source Of Biomass
Select	<input type="checkbox"/> Type of Biomass	Source of Biomass

Add

Delete

Applicant attests that the facility identified in this application for certification meets all of the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:

- The facility's fuel sources are identified in the application for certification and meet the definition of biomass conversion in Public Resource Code Section 40106.
- Documentation submitted using the RPS Online System confirms the facility's fuel was produced through a process that meets the definition of biomass conversion in Public Resource Code Section 40106.
- The facility complies with Public Resources Code Section 44107.

Applicant must upload documentation at the end of the application process demonstrating that the facility meets both (all) of these requirements

Previous

Save & Next

5. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

Upload Supporting Documents Clear

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Biomass Conversion**
- Supp: Biomass Conversion
- Application Conclusion
- Upload Supporting Documents**
- Application Summary
- Application Attestation

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

	Document	Upload Date
<input type="checkbox"/>		
No records found		

Delete

Extra Documentation No file chosen

*Biomass Conversion No file chosen

Previous

6. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.13 Facilities located outside California and interconnected to a Non-CBA

1. In the Supplemental Questions for Facilities Classified as Non-CBA, select from the buttons as they apply, fill in Contract start/end date if needed, and provide the straight line distance, and shortest driving time between the facility and California and click "Save & Next" to proceed to the next screen.

Supplemental Questions for Facilities Classified as Non-CBA Clear

- Application Process
 - New Application Facility
 - Map & Coordinate
 - Facility Operations & Interconnection
 - Facility Resource Information
 - Facility Identification
 - Application Conclusion
 - App: Outside CA - Supplemental Questions (1)**
 - App: Outside CA - Supplemental Questions (2)
 - Upload Supporting Documents
 - Application Summary
 - Application Attestation

Instructions

Please select the requirement that the facility meets:

- The facility identified in this application for certification commenced initial commercial operations on or after January 1, 2005 and meets the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:
 1. The facility has a first point of interconnection to the Western Electricity Coordinating Council (WECC) service area;
 2. The facility does not or will not cause or contribute to any violation of a California environmental quality law, ordinance, regulation, or standard within California; and
 3. If the facility is located outside of the United States, the facility is developed and operated in a manner that is as protective of the environment as a similar facility would be if it were in California.
- The facility identified in this application for certification commenced initial commercial operations on or before December 31, 2004 and meets the following requirements as specified in the Renewables Portfolio Standard Eligibility Guidebook:
 1. The facility has a first point of interconnection to the Western Electricity Coordinating Council (WECC) service area;
 2. The facility does not or will not cause or contribute to any violation of a California environmental quality law, ordinance, regulation, or standard within California;
 3. If the facility is located outside of the United States, the facility is developed and operated in a manner that is as protective of the environment as a similar facility would be if it were in California; and
 4. The facility satisfies one of the following (select all that apply):
 - The facility underwent an expansion or repowering on or after January 1, 2005 and only RPS certification of the resulting incremental generation is being sought; or
 - Electricity generated by the facility was procured by a retail seller or local publicly owned electric utility as of January 1, 2010.

Specify utility:

*Contract start date: 

*Contract end date: 

*Provide the straight line distance from the facility to California (in miles):

*Provide the shortest driving time from the facility to California (in hours):

Supporting Documentation will be required for the information stated above prior to submittal of the application

Previous **Save & Next**

2. In the Supplemental Questions for Facilities Classified as Non-CBA (cont'd) form, select from the radio buttons as they apply (not required) and click "Save & Next" to proceed to the next screen.

Supplemental Questions for Facilities Classified as Non-CBA (cont'd)

Clear

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Application Conclusion

App: Outside CA - Supplemental Questions (1)

App: Outside CA - Supplemental Questions (2)

Upload Supporting Documents

Application Summary

Application Attestation

Instructions

For facilities located outside California with a first point of interconnection to a non-CBA applicants are required to submit any documentation necessary to substantiate the applicant's assessment as required in the Renewable Portfolio Standard Eligibility Guidebook. Any unmet thresholds will require additional documentation submittals.

Discrete Thresholds

Environmental Area	Threshold or Minimum Distance from California Border
<input type="checkbox"/> Agricultural and Soil	2 miles
<input type="checkbox"/> Cultural Resources	Project viewshed/20 miles
<input type="checkbox"/> Geological Hazards	2 miles
<input type="checkbox"/> Land Use/Recreation	Project viewshed/20 miles
<input type="checkbox"/> Noise	2 miles
<input type="checkbox"/> Paleontological Resources	Project viewshed/1 mile
<input type="checkbox"/> Visual Resources	Project viewshed/20 miles

Conditional Thresholds

Environmental Area	Threshold or Minimum Distance from California Border
<input type="checkbox"/> Air Quality	10 miles, or greater if there is potential for transportation or other emissions to impact California air quality.
<input type="checkbox"/> Biological Resources	10 miles, unless the project has the potential to impact a California migratory bird or animal population.
<input type="checkbox"/> Public Health	10 miles, or greater if there is potential for project-related wildfire risk.
<input type="checkbox"/> Traffic and Transportation	20 miles, or greater if the project could impact California air travel or traffic on California highways.
<input type="checkbox"/> Transmission System Safety and Nuisance	2 miles, although if the transmission line interconnection extends into California, the facility would be considered in state and an environmental review pursuant to the California Environmental Quality Act would be required.
<input type="checkbox"/> Waste Management / Hazardous Materials Handling	No distance limit if California disposal site is used or materials are transported through California.
<input type="checkbox"/> Water Resources	2 miles, or further distance if project has the potential to impact a drainage flowing into California.

Previous
Save & Next

3. Upload supporting documentation for your application, LORS summary documentation is required, and click “Save & Next” to proceed to the next screen.

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

<input type="checkbox"/>	Document	Upload Date
No records found		

[Delete](#)

Extra Documentation	Choose File	No file chosen
Non-CBA - Other Documentation	Choose File	No file chosen
*LORS Summary Documentation	Choose File	No file chosen
LORS - Environmental Documentenation	Choose File	No file chosen
LORS - CEQA or Environmental Study	Choose File	No file chosen
LORS - Water Permits	Choose File	No file chosen
LORS - County Permits	Choose File	No file chosen
LORS - State Permits	Choose File	No file chosen
LORS - Air Quality Permits	Choose File	No file chosen
LORS - Habitat and Wildlife	Choose File	No file chosen
LORS - Other	Choose File	No file chosen

[Previous](#) [Save & Next](#)

4. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.14 Repowered

1. In the Facility Operations & Interconnection Details screen, select Repowered and enter the date work began, date work was completed and method of compliance and click "Save & Next." Documentation supporting the selected method must be provided with the application.

Note: For pre-certification, the date work completed must be in the future.

Facility Operations

*Provide the total nameplate capacity of the facility as registered in WREGIS in megawatts, AC:

*Specify commercial operations date:

Is it a repowered or incremental facility?

*Date work began:

*Date work completed:

*For repowering, select method used to demonstrate compliance with the 80 percent investment threshold:

[Previous](#) [Save & Next](#)

2. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.15 Incremental

1. In the Facility Operations section, specify the facility's total nameplate capacity, commercial operations date (COD), date renewable fuel first used (if different), and select Incremental, date work began/completed, Pro Rata Approach or not, and percentage if applicable.

Note: For pre-certification, the COD must occur in the future, except for specific scenarios (see guidebook for details).

Facility Interconnection

*Specify the balancing authority area for the facility's first point of interconnection to the WECC:

California Balancing Authority

*Balancing Authority CA ISO Resource ID, if any:

BANC 123456

Facility Operations

*Provide the total nameplate capacity of the facility (in megawatts, AC):

*Specify commercial operations date:

Is the facility a repowered or incremental facility?

Incremental

*Date work began:

*Date work completed:

*Is this a Pro Rata Approach

Please Select

Percentage (Only required if 'Is this a Pro Rata Approach' is yes)

Note: Please upload Ferc Approved Approach document only if 'Is this a Pro Rata Approach' is yes

- In the Supplemental Questions for Incremental Generation of a Facility form, click the “Add” button to be directed to a screen to give incremental information about your facility.

- Enter the individual increment information and click the “Save” button to save the Individual Increment information. Add each additional increment and then click “Save & Next” to proceed to the next screen.

4. Upload supporting documentation for your application.

Instructions

Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.

<input type="checkbox"/>	Document	Upload Date
No records found		

Delete

Extra Documentation No file chosen

Incremental - Direct Method No file chosen

Incremental - Calculated Historical Baseline No file chosen

Incremental - Calculated Renewable Baseline No file chosen

5. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



6. To complete the application flow, refer back to step 21 from section 6.1 above.

6.2 Re-submit an Individual Application with Corrections

If RPS staff determines that an application for precertification or certification needs corrections or clarifications, RPS staff will send a notification to the applicant and the applicant should then complete the steps below to revise and resubmit their application for precertification or certification. Applicants will have 60 days to respond to any clarification request.

1. Enter your User ID and Password, agree to the User Terms and Conditions, and click “Sign In.”

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?](#)

2. From the Home Screen, click the “Notifications” tab to check for any project updates or correspondence. In this instance one would see notifications regarding any corrections to the application that may be required for the specific RPS facility.

Home Page

Applications Facilities **Notifications** Time Extension Request Verification WREGIS Adjustment

RPS ID Recipient Subject Incoming/Outgoing Sent Date From
 Please Select

Sent Date To

Results Export To:

RPS ID	Sent Date	Subject	Facility Name	Organization Name
No records found				

- After you determine the facility/application that needs a correction, navigate to the applications tab. By default, all active applications submitted by the organization are in the Applications tab. If you cannot locate an application, you can filter the applications by modifying the filter criteria in the provided fields. Click “Select” next to the application you wish to revise. The application status will be “Corrections Needed.”

Home Page

Applications | Facilities | Notifications | Time Extension Request | Verification | WREGIS Adjustment

RPS ID: Suffix: Please Select Facility Name: Application Status: Please Select Resource Type: Please Select

Results Export To:

	RPS ID	Suffix	Facility Name	Status	Primary Resource
<input type="button" value="Select"/>	64388	C	Facility	Corrections Needed	Photovoltaic

- The application summary will open once you select the application. Here you can view the field(s) that may need clarifications. To make corrections to the application, click the “Previous” button to reopen the application. The application will open to the first screen that needs a correction. Only screens that are unlocked may be edited. Make corrections to the application as needed. Once finished editing the screen, you can use the “Previous” and “Save & Next” buttons in the lower right corner to navigate through sections of the application that have been unlocked for corrections.

Facility Operations & Interconnection Details

Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Facility Identification

Application Conclusion

Upload Supporting Documents

Application Summary

Application Attestation

Facility Interconnection

*Specify the balancing authority area for the facility's first point of interconnection to the WECC:

*Balancing Authority: CA ISO Resource ID, if any:

Facility Operations

*Provide the total nameplate capacity of the facility as registered in WREGIS in megawatts, AC:

*Specify commercial operations date:

Is it a repowered or incremental facility?

- After all corrections to the application have been made, return to the Application Summary screen using the “Save & Next” button located on each screen of the application, or click the “Application Summary” in the left navigation. Review the application information summary screen. If everything is correct, click the “Save & Next” button to proceed.



6. Read the attestation statement displayed on the attestation screen. Sign the attestation by entering your name in the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit”.

Application Attestation

Submit **Cancel**

Application Process

- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification
- Application Conclusion
- Upload Supporting Documents
- Application Summary
- Application Attestation**

Instructions

Once the applicant clicks on the SUBMIT button, this will submit the application to the RPS staff and the application will no longer be editable

Attestation

I am an authorized officer or agent of My RPS Facility, the electrical generation facility owner identified in this application for precertification, and hereby attest to the following:

1. I am an authorized officer or agent of My RPS Facility and have authority to submit this application and attestation, as well as any application specific attestation(s) included in this application, on behalf of My RPS Facility.
2. I submit this application, including all information, forms and attachments, on behalf of My RPS Facility for application for precertification of the electrical generation facility as an eligible renewable energy resource under California's RPS.
3. The facility will commence commercial operations using an RPS eligible renewable energy resource and is and will be in compliance with all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
4. I have read and understand the application, precertification, and certification requirements in the Renewables Portfolio Standard Eligibility Guidebook as well as the RPS Online System.
5. I acknowledge that the Energy Commission's approval of a facility for precertification does not, and cannot, guarantee that a facility will be eligible for certification when the facility commences commercial operations.
6. I acknowledge that any RPS precertification approval from the Energy Commission is conditioned on the My RPS Facility's acceptance and ongoing satisfaction of all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
7. I further acknowledge that the Energy Commission may revise the Renewables Portfolio Standard Eligibility Guidebook in the future, and that it is my responsibility to remain informed of any changes that could affect precertification and certification.
8. I declare under penalty of perjury that the application being submitted, including all information, attestations, forms and attachments, is true and correct to the best of my knowledge.

*Signature

Authorized Individual
Attestant Name

I AGREE

Previous

Note: The system will display a message confirming that the application has been completed. A confirmation email will be sent to the Account holder's email address. The user that submits the application will see the application status update to "Corrections Sent."



Thank you for completing the application. A confirmation email has been sent to your email address.

6.3 Submit an Amended Application for and Individual Facility

After the Energy Commission approves an application for precertification or certification, the ability to make corrections to that application will no longer be available. In order to modify the application, the user will need to submit an amendment following the steps below.

In cases where a facility has a certification expiration date and the amended application submitted was deemed incomplete, the applicant has 180 days to have an approved amended application to retain the original eligibility date as specified in Chapter 5, Section B of the RPS Eligibility Guidebook.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."

Renewables Portfolio Standard

Log In

*User ID
[Input Field]

*Password
[Input Field]

I have read and agree to the User Terms and Conditions

[Forgot your User ID?](#) [Forgot your Password?](#)

[Sign In](#)

2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Amend Existing Application" link.



- By default, all approved applications associated with the organization are displayed in the results section. If you cannot locate a particular application, specify additional search criteria in the provided fields. Click the “Search” button to filter the results by your search criteria. To select a facility, check the box next to the precertification or certification application you wish to amend.

Apply for Amendment

Application # RPS ID Facility Name

Received From Received To

Results Export To:

<input type="checkbox"/>	Type	RPS ID	Application#	Status	Facility	Received Date
<input checked="" type="checkbox"/>	Pre-Certification	70035C	APP202	Approved	Franklin Facility 003	05/10/2016

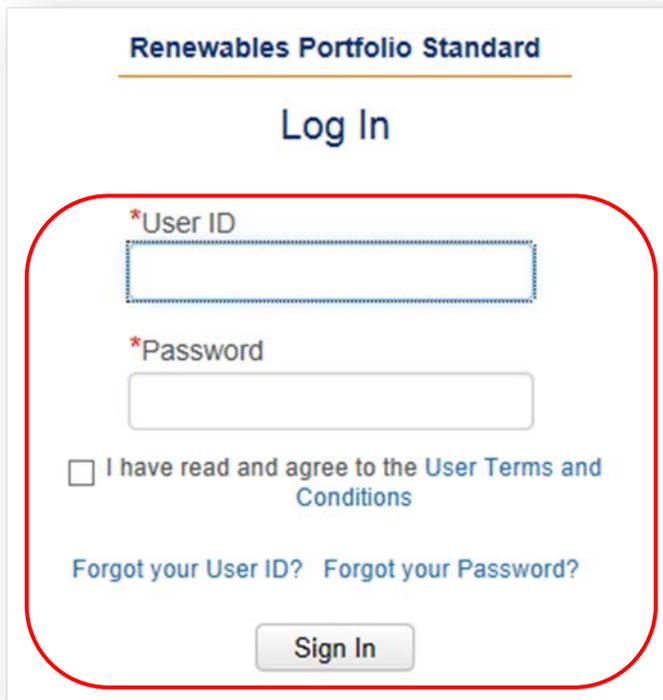
- After selecting the application, click the “Apply for Amendment” button in the lower right corner of the screen. The user will then be able to make changes to and submit the application. Please refer to section 6.1 for steps on completing the application.

Note: After the amendment application has been created, the original application will be read only access. To see the original application, the user will need to delete the application for amendment. To see the original application, the user will need to withdraw the application for amendment before or after submittal. If the user chooses to withdraw the amended application after the amendment has been approved, the original application cannot be viewed. However, if the user would like to create a new application, they can still copy the withdrawn amended application.

6.4 Application to Certify a Precertified Facility

Once a precertified facility has commenced commercial operations and is registered in WREGIS, the applicant should follow the process described below to certify the precertified facility.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check Login Policy box and click on "Sign In."



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?](#)

2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Certify a Precertified Facility" link.



3. The link will re-direct the web browser to the Application to Certify a Generating Facility screen. By default, all approved precertification applications are shown. If you cannot locate a particular application, specify additional search criteria in the provided fields. To select a facility, check the box next to the precertified facility that you wish to apply for certification. After selecting the facility, click “Apply for Certification.”

Application to Certify a Generating Facility

Application # RPS ID Facility Name

Received From  Received To 

Results Export To:

<input type="checkbox"/>	Type	RPS ID	Application#	Status	Facility	Received Date
<input type="checkbox"/>	Pre-Certification	70050C	APP236	Approved	Franklin Facility 005	05/12/2016

4. After clicking the button, the user will be redirected to the application to Certify a Precertified Facility. Information from the precertification application will already be populated in the fields. Complete the application to Certify a Precertified Facility as you would a normal application for certification. Please refer to section 6.1 for steps on completing the application.

6.5 Precertification Outreach

The RPS Online System will automatically send emails to applicants of a precertified facility as that facility approaches their Commercial Operations Date (COD), reminding the facility's organization to apply for certification or an amendment to their precertified facility.

RPS Online System Notifications	
Notification #1	The system will send an email to authorized users of precertified facilities 30 Days before COD informing the users that their COD is approaching.
Notification #2	The system will send an email to authorized users of precertified facilities the day after COD informing them that their COD has passed but their facility is still precertified . The authorized users will have 180 days within the expected COD to apply for certification or an amendment to their precertified facility to keep their eligibility as specified in the RPS Eligibility Guidebook.
Notification #3	The system will send an email to authorized users of precertified facilities 166 days after COD warning them that their eligibility status is in jeopardy. The authorized users will have 14 days from the date of this email to take action specified in the RPS Eligibility Guidebook.
Notification #4	The system will send an email to authorized users of precertified facilities 181 days after COD informing them that their precertified facility has been disapproved. The system will also change the Precertified facility's status to "Disapproved." The authorized users may re-apply for precertification or certification but will not be able to keep the original eligibility date specified in the RPS Eligibility Guidebook.

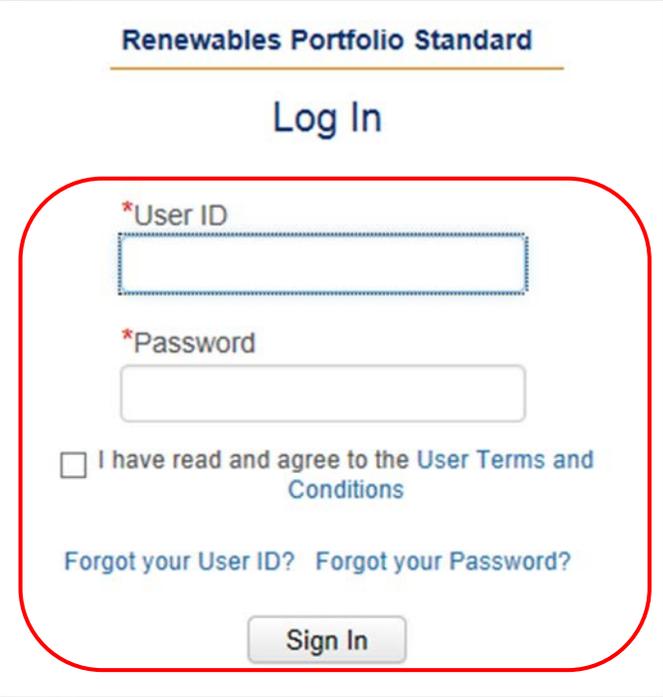
6.6 Application for Aggregated Units

6.6.1 Submit an Application to Certify an Aggregated Unit

Only facilities using the same renewable energy source such as solar photovoltaic or wind are eligible for aggregated unit application. In these cases, the user should file an aggregated application following the steps below.

Note: Aggregated unit applications are available for certification only. This application type is not available for precertification.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Condition and click on "Sign In."



2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Create Aggregated Unit Application" link.



3. Enter the aggregated unit information in the provided fields and click "Save & Next."

Certification of an Aggregated Unit

Clear

Application Process

Aggregated Unit

Aggregated Unit -
Facilities

Application Conclusion

Upload Supporting
Documents -
Aggregated Unit

Aggregated Unit
Application Summary

Aggregated Unit
Attestation

Instructions

All information on this form and on any attachments is subject to public disclosure

Aggregated Unit Information

*Name of Aggregated Unit

Specify additional names

*Year unit was created

*WREGIS GU ID

*Energy Resource

- Photovoltaic
 Wind

*WREGIS Registration Date

*Total nameplate capacity of all facilities in the aggregated unit (kw (AC))

*Nameplate capacity of active facilities in the aggregated unit (kw (AC))

*Total number of facilities in the aggregated unit

*Number of active facilities in the aggregated unit

Save & Next

4. Click the "Add" button to enter each facility's information within the aggregate unit.

Aggregated Facilities List:

<input type="checkbox"/>	Assigned RPS ID	Facility Name	Name of Owner	Nameplate Capacity kW (AC)	Previous RPS ID	GPS Co-ordinates	Facility Status
No records found							

Add

Delete

5. Enter the facility information.

Facility Information

*Name of Facility

*Facility Status in Aggregated Unit

Eligibility date as part of aggregated unit 

Previously assigned RPS ID (if any)

Internal ID

Other ID

*Operations Date 

*Date of entry to aggregated unit 

*Nameplate Capacity kW (AC):

*Has the facility received benefits from a rate payer funded incentive program ?

*Is this facility participating in a net metering tariff ?

*Does this facility satisfy all metering requirements ?

Note: If you answer “Yes” to the question “Has the facility received benefits from a rate payer funded incentive program?” you will need to complete additional information about the program. If the program cannot be found in the provided drop down menu, then choose the option “Other SB1 (Specify POU in the next field)” and enter the name of the program in the text field.

*Has the facility received benefits from a rate payer funded incentive program ?

Specify the program

If other identify the utility of program

6. Enter the facility's information in the Address section.

Address

*Country
Please Select ▼

*Facility Address 1 Facility Address 2

*City *USA State *Foreign State/Province *ZIP/Postal Code

Please Select ▼

*Address Type
Please Select ▼

7. Enter the facility's information in the Facility Owner Contact Information in the last section and click "Save & Next" to proceed to the next screen.

Facility Owner Contact Information

*Facility Owner Name

*Country
Please Select ▼

*Address Line 1 Address Line 2

*City *USA State *Foreign State/Province *ZIP/Postal Code

Please Select ▼

*Address Type
Please Select ▼

- To enter the location of the facility, enter the GPS of the facility in Degrees Minutes Seconds (DMS) format in the Facility GIS Location section and click "Place the Coordinate on Map". Additionally, users can draw the facility point on the map. To place the facility point, right-click on the map and select "Add Facility Point". After you place the facility location point, click "Save" and return to the previous screen to add additional facilities.

Aggregated Units GIS and Location Information

Save
Cancel

Application Process

Aggregated Unit

Aggregated Unit - Facilities

Application Conclusion

Upload Supporting Documents - Aggregated Unit

Aggregated Unit Application Summary

Aggregated Unit Attestation

Instructions

- A facility location must be provided. A facility boundary may also be needed to complete review of the application.
- To place the facility point on the map enter the GPS coordinates of the facility (degrees, minutes, & seconds) and click "Place the Coordinate on Map" or right-click on the map location of the facility and select "Add Facility Point".
- To place the facility boundary Right-click and select "Add Facility Boundary" then click on the map to start outlining the boundary for the facility and double click to complete.

Toggle Coordinate Input
Place the Coordinate on Map

Degree Minute Second (DMS)

Latitude	*Degree	*Minute	*Second	Longitude	*Degree	*Minute	*Second
	-90	0	0		-180	0	0

[116]

- Repeat steps 4 through 8 for every facility that is part of the aggregate unit applying for certification. Once you are done entering information for all facilities, proceed to the next step of this guide.
- If your application requires the upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field you wish to upload. Accepted file formats include: .xlsx, .pdf, .docx, .xls, .csv, .doc.

Upload Supporting Documents

Application Process

Aggregated Unit

Aggregated Unit - Facilities

Application Conclusion

Upload Supporting Documents - Aggregated Unit

Aggregated Unit Application Summary

Aggregated Unit Attestation

Instructions

- Please upload any supporting documentation to substantiate the information provided in the application. Use the applicable section to upload each document.
- Accepted file format include: .xlsx, .pdf, .docx, .xls, .csv, .doc

	Document	Upload Date
No records found		

[Delete](#)

Extra Documentation No file chosen

[Previous](#) [Save & Next](#)

- Review the information that you have entered on the Aggregated Unit Summary screen

Aggregated Unit Summary

[Email](#)

RPS ID: Not Assigned

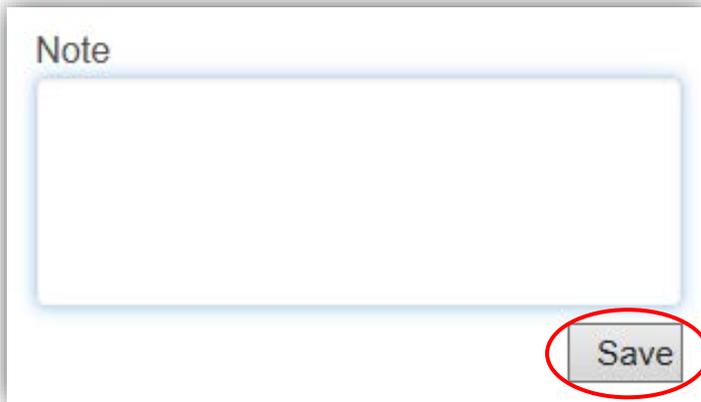
Aggregated Unit Information

Aggregated Unit Name:	Training Manual 2016.3		
Creation year:	2000	WREGIS GU ID:	W9989
Energy Resource:	PHOTOVOLTAIC	WREGIS Registration Date:	08/16/2016
Nameplate Capacity of All Facilities:	100	Nameplate Capacity of Active Facilities:	100
Total Number of Facilities in the Aggregated Unit:	2	Number of Active Facilities in the Aggregated Unit:	2

Facilities within Aggregated Unit

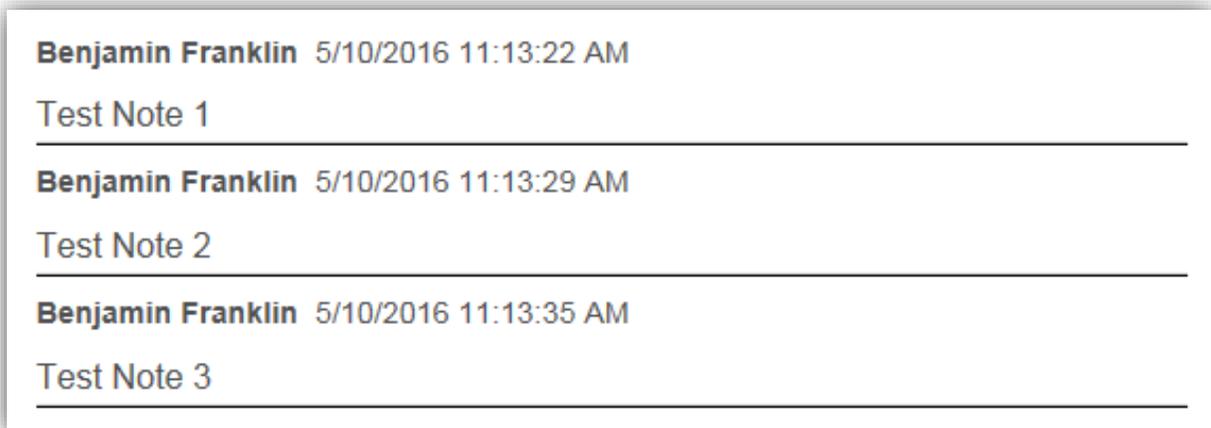
	RPS ID	Name	Status	Previous RPS ID	COD	KW	Address Line1	City
Select		AGG1	Active		8/1/2016	40	1516 9th St	Sacramento
Select		AGG2	Active		8/1/2016	60	1516 9th St	Sacramento

12. To add a note to the summary screen, type in the text you wish to add in the field labeled “Note.” Click the “Save” button to save the note to the application.
Note: The Note section is available for applicants to inform RPS staff of any application specific details. These notes will be added to the bottom of the application



The image shows a web form titled "Note". It features a large, empty rectangular text input area. Below the input area, on the right side, is a button labeled "Save". This button is circled with a red oval, indicating it should be clicked to save the note.

After saving the note, the summary screen will be refreshed and the system will display the summary with the new note near the bottom of the screen. Notes are listed in the order in which they are added to the application (from the oldest note to the most current).



The image shows a summary screen with three notes listed vertically, separated by horizontal lines. Each note entry consists of the user's name and timestamp, followed by the note text:

- Benjamin Franklin** 5/10/2016 11:13:22 AM
Test Note 1
- Benjamin Franklin** 5/10/2016 11:13:29 AM
Test Note 2
- Benjamin Franklin** 5/10/2016 11:13:35 AM
Test Note 3

13. To print the application, click on the “Print” or “Print Full” button. The “Print” button will provide a shortened version of the questions and answers from the application. The “Print Full” button will provide the full questions and answers from the application.



The image shows two buttons side-by-side: "Print" and "Print Full". Both buttons are rectangular with a light gray background and a thin border.

14. One you have reviewed the application, added any additional notes, and printed the application, click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen. If you are not an attestant, you will receive a confirmation message that the application was saved and the attestant will receive a notification to sign the application.



15. An attestant will read the attestation displayed on the screen. Sign by entering your name into the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit.”

Note: The application cannot be edited once it has been submitted.

Aggregated Unit Attestation

Application Process	Instructions
Aggregated Unit	Once the applicant clicks on the SUBMIT button, this will submit the application to the RPS staff and the application will no longer be editable
Aggregated Unit - Facilities	
Application Conclusion	Attestation
Upload Supporting Documents - Aggregated Unit	I am an authorized officer or agent of name, the aggregated unit, and all electrical generation facilities in the aggregated unit identified in this application for certification, and hereby attest to the following:
Aggregated Unit Application Summary	<ol style="list-style-type: none">1. I am an authorized officer or agent of the aggregated unit and all electrical generation facilities in the aggregated unit identified in this application and attestation, as well as any application specific attestation(s) included in this application, on behalf of name.2. I submit this application, including all information, forms and attachments, on behalf of name for application for certification of the aggregated unit as an eligible renewable energy resource under California's RPS.3. The facility has commenced commercial operations using an RPS eligible renewable energy resource and is in compliance with all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.4. I have read and understand the application and certification requirements in the Renewables Portfolio Standard Eligibility Guidebook as well as the RPS Online System.5. I acknowledge that any RPS certification approval from the Energy Commission is conditioned on the name's acceptance and ongoing satisfaction of all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.6. I further acknowledge that the Energy Commission may revise the Renewables Portfolio Standard Eligibility Guidebook in the future, and that it is my responsibility to remain informed of any changes that could affect certification.7. I declare under penalty of perjury that the application being submitted, including all information, attestations, forms and attachments, is true and correct to the best of my knowledge.
Aggregated Unit Attestation	<p>*Signature</p> <input type="text"/> <p>Authorized Individual Christina Crume</p> <p><input type="checkbox"/> I AGREE</p>

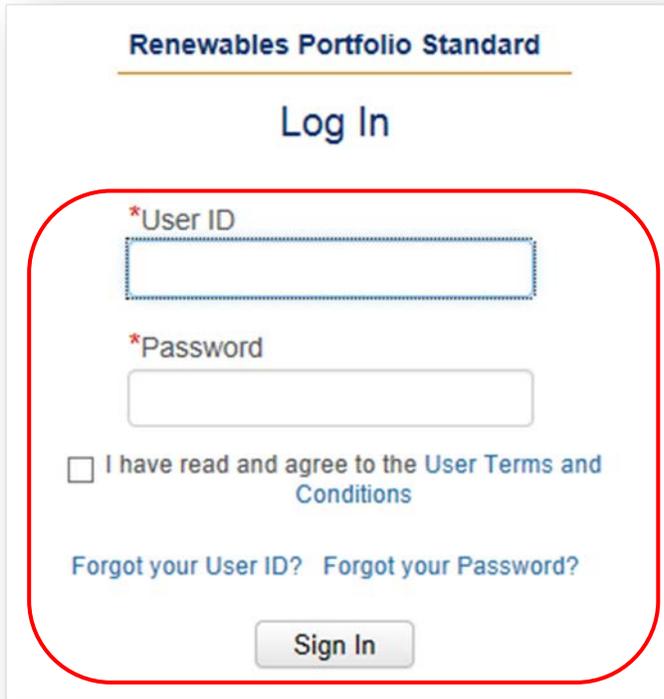
16. The system will display a message confirming that the application has been completed. A confirmation email will be sent to the user's email address.



Thank you for completing the application. A confirmation email has been sent to your email address.

6.6.2 Re-submit an Aggregated Units Application with Corrections

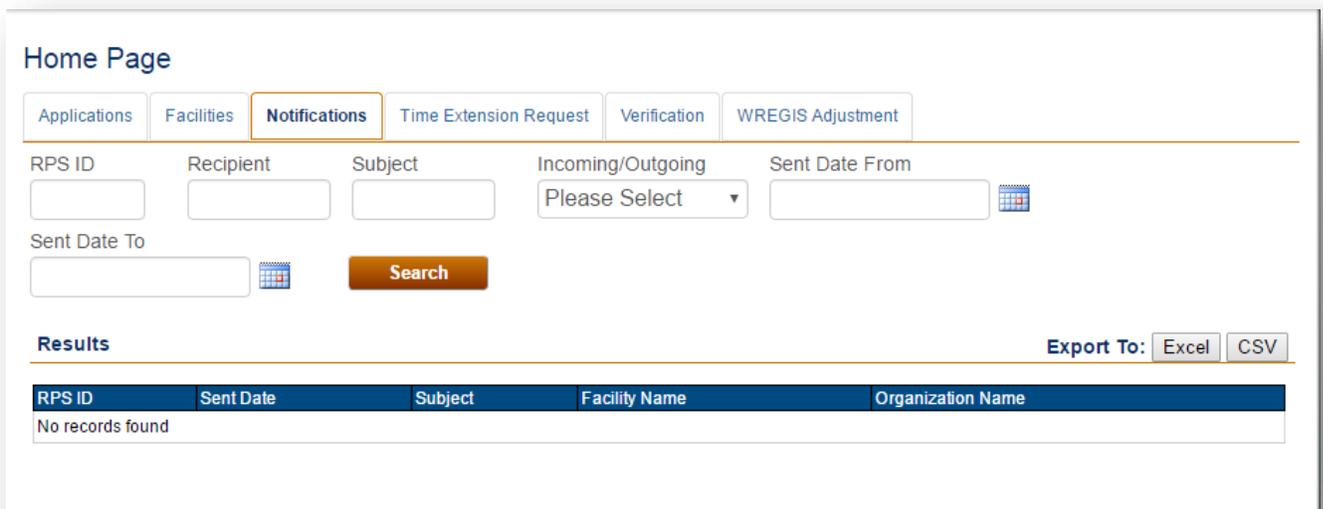
1. Enter the User ID and Password of the organization's External System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."



The image shows a login form titled "Renewables Portfolio Standard" with a "Log In" heading. The form contains the following elements:

- A red rounded rectangle highlights the "User ID" and "Password" input fields.
- A checkbox labeled "I have read and agree to the User Terms and Conditions".
- Links for "Forgot your User ID?" and "Forgot your Password?".
- A "Sign In" button.

2. From the Home Screen, click the "Notifications" tab to check for any project updates or correspondence. In this instance one would see notifications regarding any corrections to the application that may be required for the specific RPS facility.



The image shows the "Home Page" interface with the "Notifications" tab selected. It includes a search form and a results table.

Home Page

Applications | Facilities | **Notifications** | Time Extension Request | Verification | WREGIS Adjustment

RPS ID: Recipient: Subject: Incoming/Outgoing: Please Select Sent Date From: 

Sent Date To:  **Search**

Results Export To:

RPS ID	Sent Date	Subject	Facility Name	Organization Name
No records found				

- After you determine the facility/application that needs a correction, navigate to the applications tab. By default, all active applications submitted by the organization are in the Applications tab. If you cannot locate an application, you can filter the applications by modifying the filter criteria in the provided fields. Click "Select" next to the application you wish to revise. The application status will be "Corrections Needed."

	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	63383	R	safasdfsdf	Pending	Photovoltaic
Select	63397	R	tmanual34	Corrections Needed	Photovoltaic

- The application summary will open once you select the application. Here you can view the field(s) that may need clarifications. To make corrections to the application, click the "Previous" button to reopen the application. The application will open to the first screen that needs a correction. Only screens that are unlocked may be edited. Make corrections to the application as needed. Once finished editing the screen, you can use the "Previous" and "Save & Next" buttons in the lower right corner to navigate through sections of the application that have been unlocked for corrections.
- After all corrections to the application have been made, return to the Application Summary screen using the "Save & Next" button located on each screen of the application, or click the "Application Summary" in the left navigation. Review the application information summary screen. If everything is correct, click the "Save & Next" button to proceed.



6. Read the attestation statement displayed on the attestation screen. Sign the attestation by entering your name in the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit.”

Aggregated Unit Attestation **Submit** **Cancel**

Application Process

- Aggregated Unit
- Aggregated Unit - Facilities
- Application Conclusion
- Upload Supporting Documents - Aggregated Unit
- Aggregated Unit Application Summary
- Aggregated Unit Attestation**

Instructions

Once the applicant clicks on the SUBMIT button, this will submit the application to the RPS staff and the application will no longer be editable

Attestation

I am an authorized officer or agent of name, the aggregated unit, and all electrical generation facilities in the aggregated unit identified in this application for certification, and hereby attest to the following:

1. I am an authorized officer or agent of the aggregated unit and all electrical generation facilities in the aggregated unit identified in this application and attestation, as well as any application specific attestation(s) included in this application, on behalf of name.
2. I submit this application, including all information, forms and attachments, on behalf of name for application for certification of the aggregated unit as an eligible renewable energy resource under California's RPS.
3. The facility has commenced commercial operations using an RPS eligible renewable energy resource and is in compliance with all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
4. I have read and understand the application and certification requirements in the Renewables Portfolio Standard Eligibility Guidebook as well as the RPS Online System.
5. I acknowledge that any RPS certification approval from the Energy Commission is conditioned on the name's acceptance and ongoing satisfaction of all requirements under California's RPS, including but not limited to those set forth in the Renewables Portfolio Standard Eligibility Guidebook.
6. I further acknowledge that the Energy Commission may revise the Renewables Portfolio Standard Eligibility Guidebook in the future, and that it is my responsibility to remain informed of any changes that could affect certification.
7. I declare under penalty of perjury that the application being submitted, including all information, attestations, forms and attachments, is true and correct to the best of my knowledge.

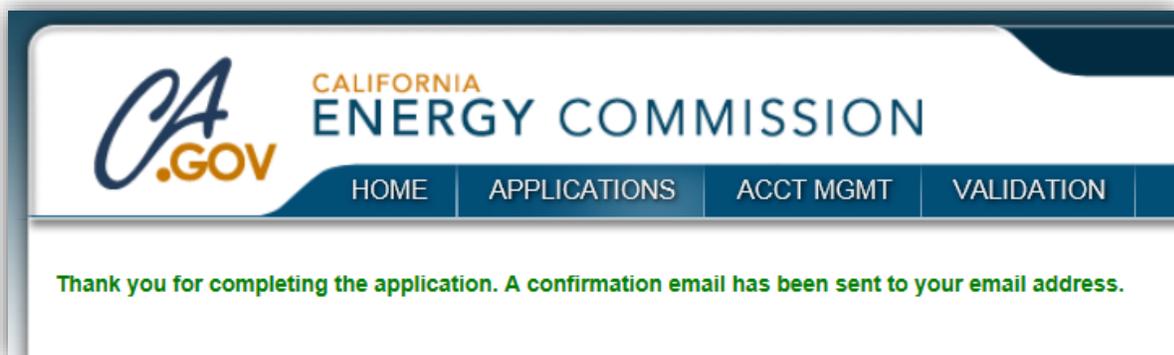
*Signature

Authorized Individual
Christina Crume

I AGREE

Previous

Note: The system will display a message confirming that the application has been completed. A confirmation email will be sent to the Account holder's email address. The user that submits the application will see the application status of "Corrections Sent" while RPS staff who view the same application will see the status of "Corrections Received".



7. The notification will display inside Notification tab of Home Screen, refer to section 5 on where notification tab is located.

View Email

Cancel

To
sghimire@trinitytg.com

Subject
Corrections Submitted

RPS ID
63397

Notification
Corrections has been done and sent to staff for review.

Sent Date
12/29/2016 12:42:25 PM

6.6.3 Submit an Amended Application for Aggregated Units

1. Enter the User ID and Password of the organization's External System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."

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?](#)

2. Hover over the "APPLICATIONS" tab at the top of the screen. Click on the "Amend Existing Application" link.

CA.GOV

CALIFORNIA ENERGY COMMISSION System Testing

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

- Create Pre-Certification Application
- Create Certification Application
- Amend Existing Application
- Create Aggregated Unit Application
- Certify a Precertified Facility
- Apply For Time Extension Request

3. By default, all approved applications associated with the organization are displayed in the results section. If you cannot locate a particular application, specify additional search criteria in the provided fields. Click the “Search” button to filter the results by your search criteria. Check the box next to the Certification application you wish to amend. After selecting the application, click the “Apply for Amendment” button in the lower right corner of the screen. The user will then be able to make changes to and submit the application as normal.

Apply for Amendment

Application # RPS ID Facility Name

Received From  Received To 

Results Export To:

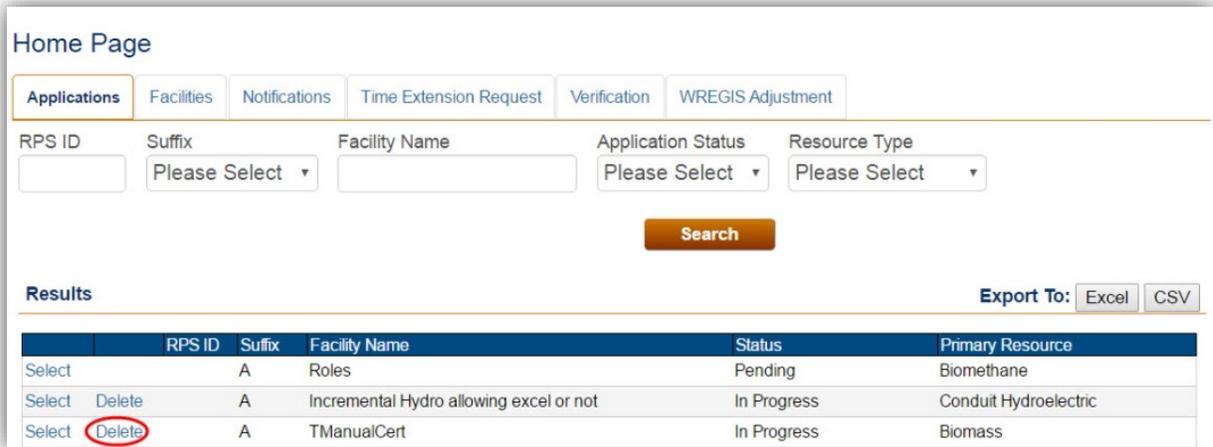
<input type="checkbox"/>	Type	RPS ID	Status	Facility	Received Date
<input checked="" type="checkbox"/>	Aggregated Certification	63397	Approved	tmanual34	12/29/2016
<input type="checkbox"/>	Pre-Certification	63386	Approved	PreCert Training Manual	12/20/2016
<input type="checkbox"/>	Certification	63370	Approved	Training Manual Certification	12/28/2016
<input type="checkbox"/>	Certification	63368	Approved	unique facility	10/10/2016
<input type="checkbox"/>	Certification	63365	Approved	Facility with three WREGIS ID	10/05/2016
<input type="checkbox"/>	Certification	63342	Approved	Legends	12/27/2016

Note: After the amendment application has been created, access to the original application will be limited to RPS staff only. To see the original application, the user will need to delete the application for amendment. Follow steps from 6.6.1 to submit the Amendment application.

6.7 Delete an Application

If you have created an application that you no longer wish to complete, you can delete the application by following the process described below. Only applications that have not yet been submitted can be deleted.

1. Navigate to the Applications tab and select the application you wish to delete by clicking “Delete.” If there is no “delete” button, then you cannot delete the application.



Home Page

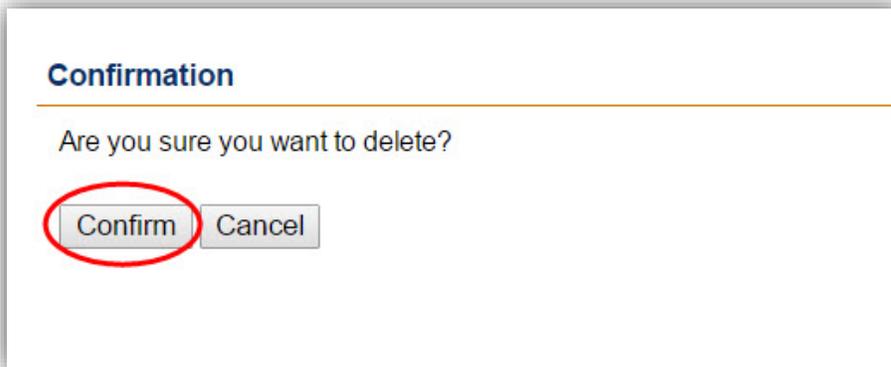
Applications | Facilities | Notifications | Time Extension Request | Verification | WREGIS Adjustment

RPS ID: Suffix: Please Select Facility Name: Application Status: Please Select Resource Type: Please Select

Results Export To:

	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select		A	Roles	Pending	Biomethane
Select Delete		A	Incremental Hydro allowing excel or not	In Progress	Conduit Hydroelectric
Select Delete		A	TManualCert	In Progress	Biomass

2. Click “Confirm” to confirm deleting the application. Once you click confirm, the application will be deleted.



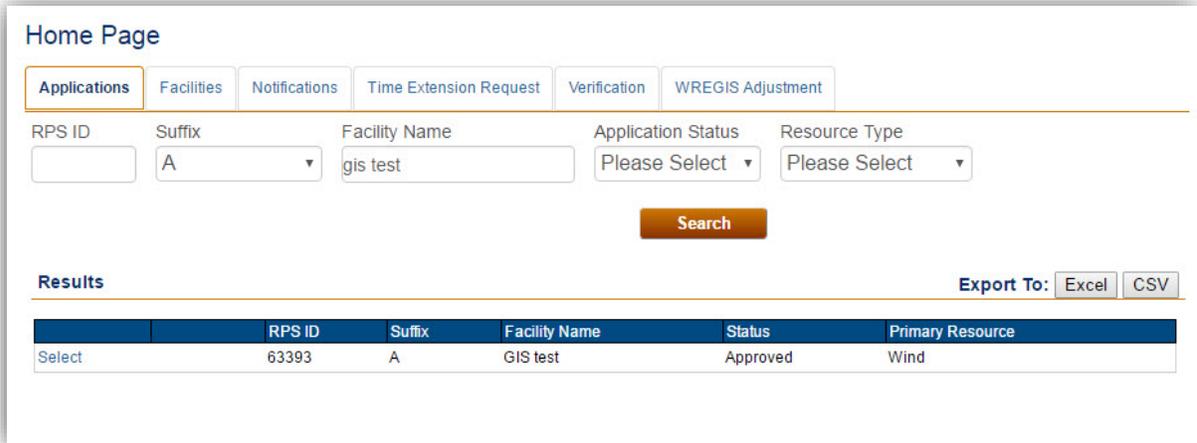
Confirmation

Are you sure you want to delete?

6.8 Request to Withdraw a Facility

An applicant that would like to withdraw a facility from the RPS may submit a request to RPS staff using the following process.

1. Navigate to the Applications tab, click “Select” to open a facility application. An application in “In Progress” status cannot be withdrawn.



The screenshot shows the 'Home Page' interface with several tabs: Applications, Facilities, Notifications, Time Extension Request, Verification, and WREGIS Adjustment. The 'Applications' tab is active. Below the tabs are search filters for RPS ID, Suffix (set to 'A'), Facility Name (set to 'gis test'), Application Status (set to 'Please Select'), and Resource Type (set to 'Please Select'). A 'Search' button is located below the filters. Under the 'Results' section, there are 'Export To' buttons for 'Excel' and 'CSV'. A table displays one result with columns for RPS ID, Suffix, Facility Name, Status, and Primary Resource. A 'Select' link is present in the first column of the table.

	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	63393	A	GIS test	Approved	Wind

2. After clicking Select, the browser will be redirected to the Application Summary screen where you can click on “Email” button to communicate with the CEC staff.



The screenshot shows a dialog box with two buttons: 'Cancel' and 'Email'. The 'Email' button is circled in red. Below the buttons, the text 'RPS ID:63342' is displayed.

3. Submit a request to RPS staff by filling out the information in an email.

6.9 Request a Time Extension Request (TER)

An applicant that missed a deadline to apply for certification of a facility may submit a Time Extension Request (TER) for approval by Energy Commission. An approved TER may change the facility's eligibility date and approved generation from the time extension may be submitted as part of the annual report.

The Time Extension Request tab shows the status of applications for Time Extension Requests submitted by the user.

Home Page

Applications Facilities Notifications **Time Extension Request** Verification WREGIS Adjustment

RPS ID Facility Name TER Application Status
 Please Select

Results Export To:

RPS ID	Facility	Status	Created On
No records found			

To apply for a TER, follow the steps below.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."

Renewables Portfolio Standard

Log In

*User ID

*Password

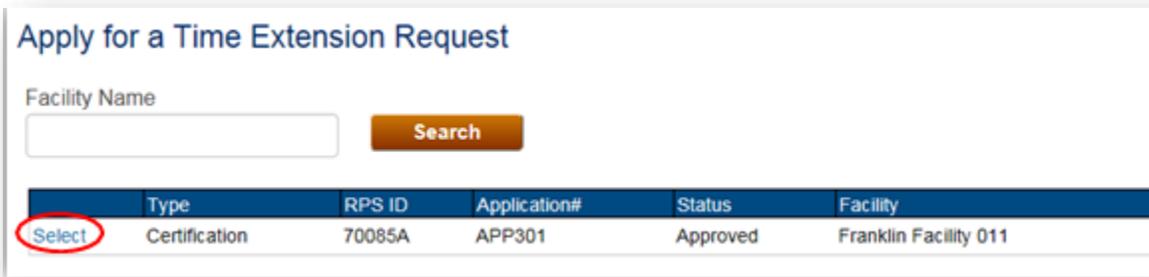
I have read and agree to the [User Terms and Conditions](#)

[Forgot your User ID?](#) [Forgot your Password?](#)

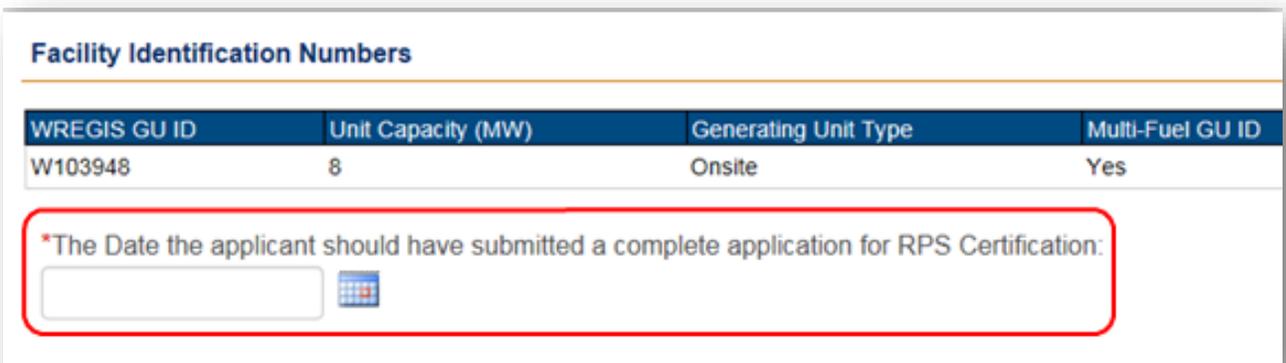
2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Apply for Time Extension Request" link.



3. Click the "Select" link beside the approved facility for which you are applying for a TER.



4. Verify the facility information is correct. Then enter the date in which the applicant requests the facility to be eligible for RPS in the date field at the bottom of the screen. You can enter the date by clicking the calendar icon and selecting a date from the date selection menu. Click the "Save & Next" button in the lower right corner of the screen to proceed to the next screen.



5. Enter an explanation of the circumstances for the TER in the text field. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen.

Explanation for Circumstances

*An explanation of the circumstances why the applicant is or was unable to submit a timely application for certification and/or supporting documentation by the deadline specified in the RPS Guidebook, and whether these circumstances were beyond the applicant's control.

6. Disclose the monetary amount and explanation of the financial consequences in the provided fields. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

Financial Consequences

*Financial Consequences (\$ Amount)

*An Explanation of the financial consequences or other consequences to the applicant and/or facility owner or operator if an extension of time is not granted.

7. If there is another reason for the TER, enter it into the “Other Good Cause” section. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

Other Good Cause

An explanation of any other good cause that exists for granting the request for an extension of time.

8. A cover letter addressed to the Executive Director **is required to be submitted** as part of the Time Extension Request. To do this, click on the “Browse” button next to the Time Extension Request Document field to upload. Additionally, upload any supporting documentation by clicking on the “Browse” button next to the Extra Documentation field you wish to upload.

Time Extension Request Document	<input type="text"/>	Browse...
Extra Documentation	<input type="text"/>	Browse...

9. Review the information on the Time Extension Request Summary screen and click the "Submit" button in the upper right corner to submit the time extension request.

TER Application Summary

Submit
Cancel
Email

Facility Information

RPS ID: 63326

Facility Information

Eligibility Date: 8/17/2016
 Name of Facility: Training Manual_2016.1

Physical Location

Address: 1516 9th St
 City: Sacramento
 State: California
 Zip: 95814
 Country: USA
 Can Mail Be Delivered To The Facility Location?: Yes

Facility Owner Information

Name: John Smith
 Phone Number: 9999999999
 E-Mail: demo@energy.ca.gov
 Address: 1516 9th St
 City: Sacramento
 State: California
 Zip: 95814
 Country: USA

Facility Identification Numbers

WREGIS GU ID	Unit Capacity (MW)	Generating Unit Type	Multi-Fuel GU ID
W5678	100	Onsite	Yes

Time Extension Request Information

Expected Submit Date: 8/31/2016
 TER Explanation: Please provide explanation here.
 Financial Consequences: \$9999.99
 Financial Consequences Explanation: Please provide explanation here.
 Other Good Causes: Please provide explanation here.

Documents

	Document	Upload Date
Select	Time Extension Request - Cover Letter	8/17/2016 4:14:42 PM

10. After clicking “Submit,” the system will display the note below confirming that Time Extension Request has been submitted.

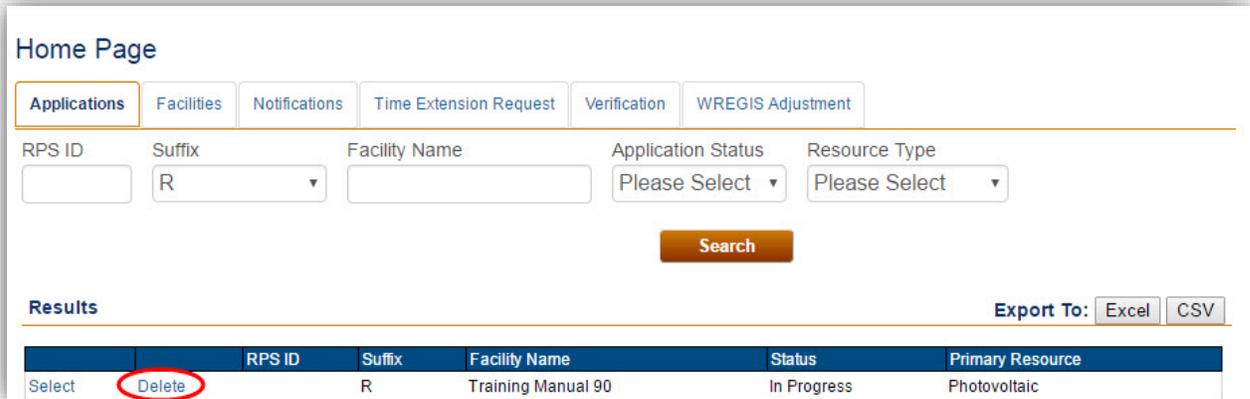


The screenshot shows the header of the California Energy Commission website. On the left is the logo "CA.GOV" in blue and orange. To the right, the text "CALIFORNIA ENERGY COMMISSION" is displayed in blue. Below the header is a dark blue navigation bar with three white buttons: "HOME", "APPLICATIONS", and "VERIFICATION REPORTS". The main content area has a white background with the heading "Time Extension Request Summary" in blue. Below the heading is a green message box with a red border containing the text "Your changes have been successfully applied to the application."

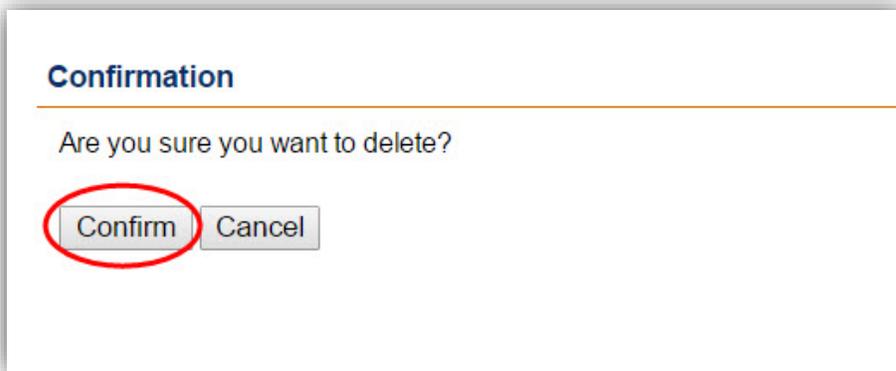
6.9.1 Delete Request for a Time Extension Request

If you have created an application that you no longer wish to complete, you can delete the application by following the process described below. Only applications that have not yet been submitted can be deleted.

1. Navigate to the Applications tab and select the application you wish to delete by clicking “Delete.” If there is no “delete” button, then you cannot delete the application.



2. Click “Confirm” to confirm deleting the application. Once you click confirm, the application will be deleted.



6.10 Certification Notifications

Users can send a notification to RPS Staff by accessing the “email” button from within an application. Emails will be linked to the specific application via the RPS ID.

Notifications Tab

The Notifications tab shows correspondence (i.e. email messages sent from RPS staff to the user). Notifications are exportable by clicking on either the Excel or CSV buttons. The notifications will be kept in the system as a record.

The screenshot shows the 'Home Page' interface with the 'Notifications' tab selected. The search criteria include RPS ID, Recipient, Subject, Incoming/Outgoing (Please Select), Sent Date From, and Sent Date To. A 'Search' button is present. Below the search area, there is a 'Results' section with an 'Export To:' dropdown menu showing 'Excel' and 'CSV' options. The results table has columns for RPS ID, Sent Date, Subject, Facility Name, and Organization Name, and currently displays 'No records found'.

To contact RPS staff use the following steps:

1. Starting from the RPS login screen, enter the RPS staff user ID and password, check the box indicating you have read and agree to the User Terms and Conditions and then click on the “Sign In” button.

The screenshot shows the 'Renewables Portfolio Standard' Log In screen. It features a red box around the '*User ID' and '*Password' input fields. Below these fields is a checkbox labeled 'I have read and agree to the User Terms and Conditions', which is also circled in red. At the bottom, there are links for 'Forgot your User ID?' and 'Forgot your Password?', and a 'Sign In' button circled in red.

- Navigate to the applications tab and select the facility you would like to contact staff about. By default, applications with an Application Status equal to "Received" are displayed in the Results section. If you cannot locate an application, you can filter the list of applications displayed in the Results section by modifying the filter criteria in the provided fields.

Staff Home Page

Facilities **Application Inbox** Pending Approval Notifications Account Approvals TER Verification Documents WREGIS Adjustment

RPS ID Suffix Facility Name Application Status Resource Type Application #

Received From Received To Reviewer Approver **Search**

- Click the "Select" link next to the Certification application you wish to review.

Results Export To:

	RPS ID	Suffix	Facility Name	Status	Primary Resource	Reviewer	Approver	Received Date	Application#	Pending WREGIS
Select		R	tmanual34	Received	Photovoltaic			12/29/2016	AGG24	No
Select		R	Utility Aggregated Unit	Received	Photovoltaic			07/26/2016	AGG14	No
Select		R	Generic Aggregated Unit JW	Received	Photovoltaic			07/26/2016	AGG19	No

- After clicking Select, the browser will be redirected to the Certification Application Summary screen where you can click on "Email" button to communicate with the CEC staff.

RPS ID:63342

5. User can enter a message describing the nature of the issue in the Notification field. After you complete the email, click “Submit” to send the notification to RPS staff.

Email Template Submit Cancel Clear

CC (For multiple addresses please use ',\' as separator)

*Subject: Message from CEC-RPS System RPS ID: 63370

*Notification

6. After clicking “Submit,” the system will display the message below confirming that Record has been saved and email has been sent.

Email Template

Record saved successfully.

7 Verification Reports

7.1 Facility Generation Data

The Generation (Gen) Report is used by RPS-certified facilities to report information on the facility's generation and fuel use to the Energy Commission. An authorized individual of the certified facility is required to submit the Gen Report if the facility used a non-renewable energy resource in the calendar year, or if any of the generation from the facility is not tracked in WREGIS during the calendar year. The Gen Report is due on annually to report the previous calendar year's data or upon request by RPS staff.

Users must have either the "Verification Reporter" or "Verification Attestant" role to access verification reports and input data. Only users with the "Verification Attestant" role can submit verification reports.

7.1.1 Manual Entry of Generation Data

When a facility is required to submit generation data, in accordance with the *RPS Eligibility Guidebook*, they may choose to do so via manual entry or by uploading their data from a Microsoft Excel spreadsheet. The following outlines the process for entering the generation data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the California Energy Commission website interface. The top navigation bar includes the CA.GOV logo, the State of California seal, and the text "CALIFORNIA ENERGY COMMISSION" with a "System Test" label. The user is identified as "Jane Doe" with links for "Help", "FAQs", and "Logout". The organization is "ABC Organization". The main navigation menu has tabs for "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "VERIFICATION REPORTS" tab is active. Below the navigation, the "Home Page" section features a series of tabs: "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification" (circled in red), and "WREGIS Adjustment". A search form is present with fields for "RPS ID", "Suffix" (with a dropdown menu), "Facility Name", "Application Status" (with a dropdown menu), and "Resource Type" (with a dropdown menu), followed by a "Search" button. Below the search form, there is a "Results" section with "Export To:" options for "Excel" and "CSV". A table displays one result with columns: "Select", "Delete", "RPS ID", "Suffix", "Facility Name", "Status", and "Primary Resource". The data row shows "A", "KP Power", "In Progress", and "Biomethane".

2. Click on the "Select" link for your account.

The screenshot shows the "Home Page" section of the website. The "Verification" tab is selected and highlighted with a yellow border. Below the navigation tabs, the "Results" section is visible. A table displays one result with columns: "Select" (circled in red), "Account Holder", and "ABC Organization".

3. Select the "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization

*Compliance Period Reporting Year

Please Select Please Select

4. Select the "Gen Report" button to enter generation data.
 Note: If a Gen Report button is not visible, see section 7.1.6 to create a new Gen Report.

ABC Organization Cancel Email

*Compliance Period Reporting Year

2014 - 2016 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Choose the facility for which you are entering generation data by clicking on the "Select" link next to the RPS ID.

CA.GOV CALIFORNIA ENERGY COMMISSION System Test Jane Doe | Help | FAQs | Logout ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

Vintage Year
2015

	RPSID	Facility Name	Status	Form Type
Select	63374	James Facility	Gen Data In Progress	Gen Report
Select	63390	Facility B	Gen Data In Progress	Gen Report

[GEN Summary](#) [Previous](#)

6. Click the "Add" button.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015
RPS ID: 63374

WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
No records found											

Add **Delete**

Previous **Save & Next**

7. Select the "Manual Line Entry" option from the Select Submission Type drop-down menu. Click the "Save & Next" button on the bottom right hand corner of the screen.

Generation Data Submission Type

Instructions

- Please select how you want to enter the Generation data. To enter manually select 'Manual Line Entry'. To upload Gen Report select 'Upload GEN form'.

Select Submission Type: Manual Line Entry

Previous **Save & Next**

8. Select the WREGIS GU ID from the drop-down menu.

Report Of Generation And Fuel Use **Save** **Cancel**

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: Monthly MMBtu = 3.413*(Monthly MWh from Grid). If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID: Please Select

9. Select the Month for the generation you are reporting.

Report Of Generation And Fuel Use

Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: $\text{Monthly MMBtu} = 3.413 \times (\text{Monthly MWh from Grid})$. If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

10. Add the monthly generation amount in MWh and the Unit Conversion Efficiency (%), if applicable.

Report Of Generation And Fuel Use

Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: $\text{Monthly MMBtu} = 3.413 \times (\text{Monthly MWh from Grid})$. If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

Monthly Generation (MWh) Unit Conversion Efficiency(%)

- Select the Primary, Secondary, Tertiary, and Quaternary Fuel Types and Fuel amounts in MMBtu, if applicable. Click the “Save” button in the upper right hand corner.

Report Of Generation And Fuel Use Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: Monthly MMBtu = 3.413*(Monthly MWh from Grid). If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

Monthly Generation (MWh) Unit Conversion Efficiency(%)

Primary Fuel Type: Please Select Primary Fuel (MMBtu)

Secondary Fuel Type: Please Select Secondary Fuel (MMBtu)

Tertiary Fuel Type: Please Select Tertiary Fuel (MMBtu)

Quaternary Fuel Type: Please Select Quaternary Fuel (MMBtu)

- User will receive a confirmation message when the record is saved successfully. Click the “Go Back” button in the upper right hand corner.

Note: Repeat Steps 7-12 to manually enter the remaining 11 months of data.

Note: All 12 months must be entered in order to submit data. If user does not have a month of generation, then zeros must be entered for that month.

Report of Generation and Fuel Use Go Back

Record saved successfully.

Failures

*WREGIS GU ID:
W0678

*Month
January

Monthly Generation (MWh) Unit Conversion Efficiency(%)

Primary Fuel Type: Wind Primary Fuel (MMBtu)

Secondary Fuel Type: Coal Secondary Fuel (MMBtu)

Tertiary Fuel Type: Please Select Tertiary Fuel (MMBtu)

Quaternary Fuel Type: Please Select Quaternary Fuel (MMBtu)

13. Once all 12 months of data are entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year

2015

RPS ID

64355

	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select <input type="checkbox"/>	W9898	1	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
Select <input type="checkbox"/>	W9898	2	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
Select <input type="checkbox"/>	W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select <input type="checkbox"/>	W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select <input type="checkbox"/>	W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add

Delete

Previous

Save & Next

14. After reviewing the Summary of the Gen Report, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Summary Report Of Generation And Fuel Use

Instructions

- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
W9898	2	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous **Save & Next**

15. Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
 Jane Doe

AGREE

Previous

16. After selecting the "Submit" Button, the system will display a confirmation message for completing the Gen Report.

Confirmation

The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.1.2 Review Generation Data and Edit

The system allows the user to edit their entries after saving, but prior to submission. Not all fields are editable on the Gen Report screens. The following outlines the process for manually editing fields and shows which fields are editable.

1. Select an entry from the list of months.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

WREGIS ID	Month	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
<input type="button" value="Select"/>	W3562	2	12.00	12.00 Coal	12.00	0.00	0.00	0.00	0.00	0.00

Add **Delete**

Previous **Save & Next**

2. Edit any of the fields you wish to change provided on the "Report of Generation and Fuel Use" page. WREGIS GU ID and Month are not editable fields. Click the "Save" button in the upper right hand corner of the screen.

Report of Generation and Fuel Use **Save** **Cancel**

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: Monthly MMBtu = 3.413*(Monthly MWh from Grid). If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:

*Month

Monthly Generation (MWh) Unit Conversion Efficiency(%)

Primary Fuel Type: Primary Fuel (MMBtu)

Secondary Fuel Type: Secondary Fuel (MMBtu)

Tertiary Fuel Type: Tertiary Fuel (MMBtu)

Quaternary Fuel Type: Quaternary Fuel (MMBtu)

3. After clicking on the "Save" button, the system will display a message confirming the record was saved.



7.1.3 Review Generation Data and Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting an entry. Note: If an entry is deleted, the user will be required to add a new entry in place of the one deleted prior to submission.

1. Click on the checkbox next to the entry you wish to delete from the table. Click on the "Delete" button at the bottom right hand corner of the table.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year RPS ID

	<input type="checkbox"/>	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	<input checked="" type="checkbox"/>	W3562	2	12.00	12.00	Coal	12.00		0.00		0.00		0.00

2. Click on the "Confirm" button to confirm the deletion of the entry.

Confirmation

Are you sure you want to delete?

3. The deleted data will be removed from the Gen Report.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year RPS ID

<input type="checkbox"/>	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
No records found												

7.1.4 Upload of Generation Data

Users may upload generation data using an Excel spreadsheet instead of entering it manually. The following outlines how to perform this task, as well as how to correct any validation errors found in the generation data file.

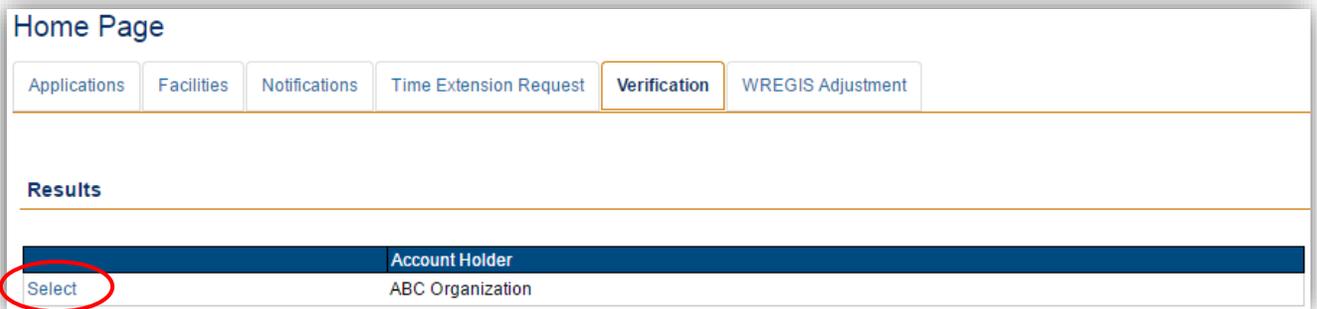
1. Click on the Verification tab in order to view the Verification Home Page.



The screenshot shows the California Energy Commission website. The user is logged in as Jane Doe. The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The 'Verification' tab is highlighted with a red circle. Below the navigation, there are search filters for RPS ID, Suffix, Facility Name, Application Status, and Resource Type. A 'Search' button is present. Below the search filters, there is a 'Results' section with an 'Export To' dropdown menu showing 'Excel' and 'CSV'. A table with one row of data is visible:

	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select		A	KP Power	In Progress	Biomethane

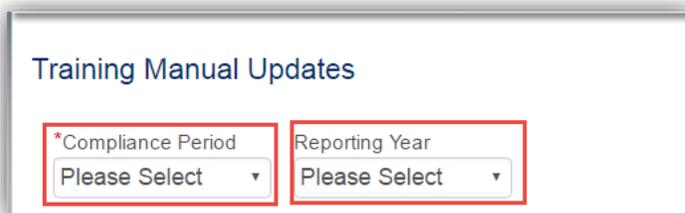
2. Click on the "Select" link of your account.



The screenshot shows the California Energy Commission website with the 'Verification' tab selected. Below the search filters, there is a 'Results' section. A table with one row of data is visible:

Account Holder	
Select	ABC Organization

3. Select the "Compliance Period" and "Reporting Year" from the drop-down menus.



The screenshot shows the 'Training Manual Updates' form. There are two dropdown menus: '*Compliance Period' and 'Reporting Year'. Both dropdown menus are highlighted with a red box and show 'Please Select' as the current selection.

4. Select the Gen Report button.

ABC Organization Cancel Email

*Compliance Period Reporting Year
 2014 - 2016 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Choose a facility to enter generation data for by clicking on the “Select” link next to the entry.

CA .GOV CALIFORNIA ENERGY COMMISSION System Test ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

Vintage Year
2015

	RPSID	Facility Name	Status	Form Type
Select	63374	James Facility	Gen Data In Progress	Gen Report
Select	63390	Facility B	Gen Data In Progress	Gen Report

GEN Summary Previous

6. Click the “Add” button.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year RPS ID
 2015 63374

WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
No records found											

Add Delete

Previous Save & Next

7. Select the “Upload Gen form” option from the Submission Type drop-down menu. Click the “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Generation Data Submission Type

Instructions

- Please select how you want to enter the Generation data. To enter manually select 'Manual Line Entry'. To upload Gen Report select 'Upload GEN form'.

Select Submission Type
Upload GEN form

Previous Save & Next

8. Click the “Browse...” button to retrieve a file from your computer.

GEN Data Submission - Upload Document

Instructions

- Please upload your GEN form on this screen. If you need to download the GEN form template, please click [here](#).
- Please note that only one excel file can be added at a time.

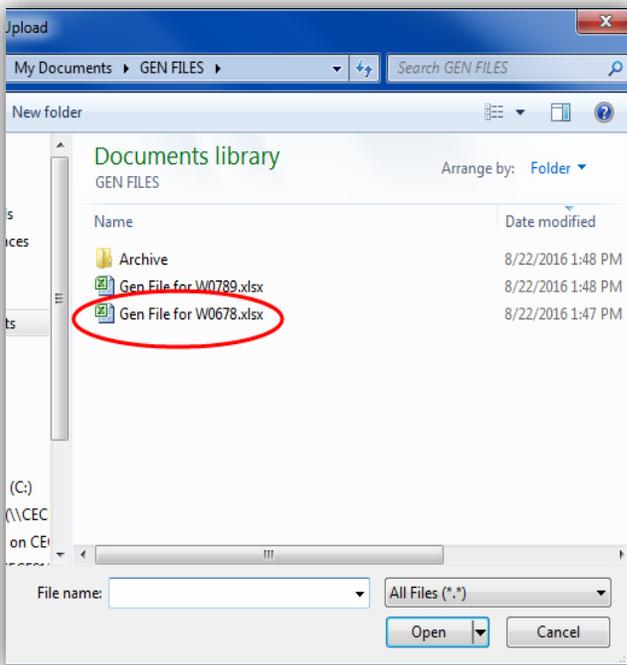
Browse...

Previous Save & Next

9. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.

Note: If your generation data upload has validation errors then please see section 7.1.5 for steps on correcting these failed rows.



10. Click "Save & Next" in the bottom right corner of the screen to proceed to the next step.

GEN Data Submission - Upload Document

Instructions

-Please upload your GEN form on this screen. If you need to download the GEN form template, please click [here](#).
 -Please note that only one excel file can be added at a time.

Choose File CEC-RPS-GEN.xlsx

Previous **Save & Next**

11. Click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.

Note: System displays the uploaded data which the user can choose to edit if needed on this screen.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015 RPS ID: 63374

	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select <input type="checkbox"/>	W3562	1	2081.45	0.00	Biomass	98876.70	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	2	1763.04	0.00	Biomass	88399.68	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	3	1760.18	0.00	Biomass	90927.51	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	4	905.41	0.00	Biomass	69532.53	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	5	1876.43	0.00	Biomass	94825.87	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	6	1761.00	0.00	Biomass	86566.51	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	7	1793.19	0.00	Biomass	85730.01	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	8	1759.75	0.00	Biomass	87780.31	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	9	1384.92	0.00	Biomass	76500.02	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	10	1843.72	0.00	Biomass	94940.68	Diesel	0.00		0.00		0.00
Select <input type="checkbox"/>	W3562	11	1584.24	0.00	Biomass	83258.12	Diesel	0.22		0.00		0.00
Select <input type="checkbox"/>	W3562	12	1651.09	0.00	Biomass	87556.14	Diesel	0.00		0.00		0.00

Add Delete

Previous **Save & Next**

12. After reviewing the Summary Report of Generation and Fuel Use, click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.

Summary Report Of Generation And Fuel Use

Instructions

- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 63374 Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W3562	1	2081.45	0.00	Biomass	98876.70	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	2	1763.04	0.00	Biomass	88399.68	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	3	1760.18	0.00	Biomass	90927.51	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	4	905.41	0.00	Biomass	69532.53	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	5	1876.43	0.00	Biomass	94825.87	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	6	1761.00	0.00	Biomass	86566.51	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	7	1793.19	0.00	Biomass	85730.01	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	8	1759.75	0.00	Biomass	87780.31	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	9	1384.92	0.00	Biomass	76500.02	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	10	1843.72	0.00	Biomass	94940.68	Diesel	0.00	0.00	0.00	0.00	0.00
W3562	11	1584.24	0.00	Biomass	83258.12	Diesel	0.22	0.00	0.00	0.00	0.00
W3562	12	1651.09	0.00	Biomass	87556.14	Diesel	0.00	0.00	0.00	0.00	0.00

Previous **Save & Next**

13. Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.

Attestation

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

Signature

Authorized Signature:
Jane Doe

AGREE

Submit Cancel

Previous

14. After selecting the "Submit" Button, the system will display a confirmation message for completing the Gen Report.

Confirmation

The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.1.5 Reviewing Generation Validation Errors

If the uploaded Gen Report contains errors, the system will mark these rows from the file as Failed Rows. The system will then navigate the user to the File Upload Results page where all of the Failed Rows will be displayed. The user will have to fix these errors prior to moving forward and submitting the generation data.

17. This task picks up after step 10 in section 7.1.4, above. If there are validation errors in the uploaded Gen file, the System will direct user to the File Upload Results page for resolution of the validation errors. Click “select” in the farthest left column of the record you wish to view and edit.

File Upload Results

Failed Rows

Instructions

- If GEN records have already been created you will have to delete them in order to reupload the file.

Please correct errors listed below by either uploading a corrected GEN Form or manually correcting the error through the RPS System.

	WREGIS GUID	Month	Primary Fuel
Select	W8889	1	Wind

Previous

18. Each record will provide information on the validation error.

Report of Generation and Fuel Use Save Cancel

Failures

Error(s)
Incorrect WREGIS GU ID

*WREGIS GU ID:
Please Select

*Month
January

Monthly Generation (MWh)
2081.45

Unit Conversion Efficiency(%)

Primary Fuel Type:
Wind

Primary Fuel (MMBtu)
98876.7

Secondary Fuel Type:
Coal

Secondary Fuel (MMBtu)
10

Tertiary Fuel Type:
Please Select

Tertiary Fuel (MMBtu)

Quaternary Fuel Type:
Please Select

Quaternary Fuel (MMBtu)

19. To correct the error manually, input the correct information into the fields provided. For example, select the correct WREGIS GU ID from the drop-down menu. Once the errors have been corrected manually, click the

“Save” button in the upper right corner to submit the corrections.

Report of Generation and Fuel Use

Failures

Errors(s)
Incorrect WREGIS GU ID

*WREGIS GU ID:
W0678

*Month
January

Monthly Generation (MWh)
2081.45

Unit Conversion Efficiency(%)

Primary Fuel Type:
Wind

Primary Fuel (MMBtu)
98876.7

Secondary Fuel Type:
Coal

Secondary Fuel (MMBtu)
10

Tertiary Fuel Type:
Please Select

Quaternary Fuel Type:
Please Select

Save Cancel

Or, to correct the errors by file upload, correct all errors within the Gen Report file and choose the “Browse...” button to re-upload a file. When done, click “Save & Next.”

Note: User must remove all of the rows within the file that were already successfully uploaded to the system or else it will result in additional errors.

GEN Data Submission - Upload Document

Instructions

- Please upload your GEN form on this screen. If you need to download the GEN form template, please click [here](#).
- Please note that only one excel file can be added at a time.

Browse...

Previous Save & Next

20. User will receive a confirmation message when the record is saved successfully. Click the “Go Back” button to return to the Report of Generation and Fuel Use screen.

Report of Generation and Fuel Use

[Go Back](#)

Record saved successfully.

Failures

*WREGIS GU ID:
W0678

*Month
January

Monthly Generation (MWh) Unit Conversion Efficiency(%)
2081.45

Primary Fuel Type: Primary Fuel (MMBtu)
Wind 98876.7

Secondary Fuel Type: Secondary Fuel (MMBtu)
Coal 10

Tertiary Fuel Type: Tertiary Fuel (MMBtu)
Please Select

Quaternary Fuel Type: Quaternary Fuel (MMBtu)
Please Select

21. Click the “Go Back” button to return to the Report of Generation and Fuel Use screen. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year:
 RPS ID:

	WREGIS ID	Month Gen	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select <input type="checkbox"/>	W0678	1	2081.45	0.00	Wind	98876.70	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	2	1763.04	0.00	Wind	88399.68	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	3	1760.18	0.00	Wind	90927.51	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	4	905.41	0.00	Wind	69532.53	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	5	1876.43	0.00	Wind	94825.87	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	6	1761.00	0.00	Wind	86566.51	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	7	1793.19	0.00	Wind	85730.01	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	8	1759.75	0.00	Wind	87780.31	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	9	1384.92	0.00	Wind	76500.02	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	10	1843.72	0.00	Wind	94940.68	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	11	1584.24	0.00	Wind	83258.12	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0678	12	1651.09	0.00	Wind	87556.14	Coal	10.00		0.00		0.00

1 2

22. After reviewing the Summary of the Gen Report, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Summary Report Of Generation And Fuel Use

Instructions

- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous **Save & Next**

23. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

***Signature**

Authorized Individual
Jane Doe

I AGREE

Previous

24. After selecting the "Submit" Button, the system will display a confirmation message for completing the Gen Report.

Confirmation

The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.1.6 Alternative Process for Accessing the Gen Report

A user that does not already have a Gen Report button located in the Verification tab can create a new Gen Report by using the process detailed below. The following outlines the process for entering the generation data manually, although this is the same process for uploading generation data.

1. Hover the mouse cursor on the Verification Reports menu and select “Gen Report” from the list.



2. Select “Compliance Period” and “Reporting Year “of your choice and choose a facility to enter generation data for by clicking on the “Select” link next to the entry.

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

*Compliance Period: Please Select
*Reporting Year: Please Select

	RPS ID	Suffix	Facility Name
Select	63373	A	Kelly Facility
Select	63374	A	James Facility
Select	63389	A	Facility A
Select	63390	A	Facility B

3. Click the “Add” button.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015 RPS ID: 63358

WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
No records found											

Add **Delete**

Previous **Save & Next**

4. Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click “Save & Next” in the bottom right hand corner of the screen.

Generation Data Submission Type

Instructions

- Please select how you want to enter the Generation data. To enter manually select 'Manual Line Entry'. To upload CEC-RPS-GEN form select 'Upload GEN form'.

Select Submission Type: Manual Line Entry

Previous **Save & Next**

5. Select the WREGIS ID from the drop-down menu.

Report Of Generation And Fuel Use **Save** **Cancel**

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: Monthly MMBtu = 3.413*(Monthly MWh from Grid). If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID: Please Select

6. Select the Month for the generation you are reporting.

Report Of Generation And Fuel Use Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: $\text{Monthly MMBtu} = 3.413 * (\text{Monthly MWh from Grid})$. If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

7. Add the Monthly Generation amount in MWh and the Unit Conversion Efficiency (%) if applicable.

Report Of Generation And Fuel Use Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: $\text{Monthly MMBtu} = 3.413 * (\text{Monthly MWh from Grid})$. If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

Monthly Generation (MWh) Unit Conversion Efficiency(%)

- Select the Primary, Secondary, Tertiary, and Quaternary Fuel Types and Fuel amounts in MMBtu, if applicable. Click the “Save” button in the upper right hand corner.

Report Of Generation And Fuel Use Save Cancel

Instructions

Enter the monthly generation amounts and monthly energy input, measured in BTUs, for each fuel used at the facility for each month of the calendar year. Please report the total monthly generation and monthly energy input of each fuel for the facility. Include any use of electricity from the grid as a fuel, excluding station service, converting MWhs to MMBtus using the following equation: Monthly MMBtu = 3.413*(Monthly MWh from Grid). If a facility has multiple generation units, each with its own WREGIS ID and the generation from each unit is disaggregated and reported using the WREGIS ID for each unit, provide the monthly generation and monthly energy input of each fuel used by each unit.

*WREGIS GU ID:
Please Select

*Month
Please Select

Monthly Generation (MWh) Unit Conversion Efficiency(%)

Primary Fuel Type: Primary Fuel (MMBtu)
Please Select

Secondary Fuel Type: Secondary Fuel (MMBtu)
Please Select

Tertiary Fuel Type: Tertiary Fuel (MMBtu)
Please Select

Quaternary Fuel Type: Quaternary Fuel (MMBtu)
Please Select

- User will receive a confirmation message when the record is saved successfully. Click the “Go Back” button in the upper right hand corner.

Note: Repeat Steps 3-9 to manually enter the remaining 11 months of data.

Note: All 12 months must be entered in order to submit data. If user does not have a month of generation, then zeros must be entered for that month.

Report of Generation and Fuel Use Go Back

Record saved successfully.

Failures

*WREGIS GU ID:
W0678

*Month
January

Monthly Generation (MWh) Unit Conversion Efficiency(%)
2081.45

Primary Fuel Type: Primary Fuel (MMBtu)
Wind 98876.7

Secondary Fuel Type: Secondary Fuel (MMBtu)
Coal 10

Tertiary Fuel Type: Tertiary Fuel (MMBtu)
Please Select

Quaternary Fuel Type: Quaternary Fuel (MMBtu)
Please Select

10. Once all 12 months of data are entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year

2015

RPS ID

64355

	<input type="checkbox"/>	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	<input type="checkbox"/>	W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add Delete

Previous **Save & Next**

11. After reviewing the Summary of the Gen Report, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Summary Report Of Generation And Fuel Use

Instructions

- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous Save & Next

12. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

Previous

13. After selecting the "Submit" Button, the system will display a confirmation message for completing the Gen Report.

Confirmation

The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.1.7 Gen Report Corrections

RPS Staff can “unlock” the Gen Report so that the user can edit data. The following demonstrates the process for correcting data once RPS staff has provided the user with permission to make edits.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the top navigation bar with the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is identified as "Jane Doe" with links for "Help", "FAQs", and "Logout". The organization is "ABC Organization". The main navigation menu includes "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "Verification" tab is highlighted with a red circle. Below the navigation is a "Home Page" section with tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form contains fields for "RPS ID", "Suffix" (Please Select), "Facility Name", "Application Status" (Please Select), and "Resource Type" (Please Select), with a "Search" button. Below the search form is a "Results" section with an "Export To:" dropdown showing "Excel" and "CSV". A table displays the following data:

		RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	Delete		A	KP Power	In Progress	Biomethane

2. Click on the “Select” link of your account.

The screenshot shows the "Verification" tab selected. Below the search form, the "Results" section is empty. A table displays the following data:

	Account Holder
Select	ABC Organization

3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.

The screenshot shows the "ABC Organization" interface. A red box highlights two drop-down menus: "* Compliance Period" and "Reporting Year", both with "Please Select" as the current selection.

4. Select the Gen Report button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Click on the "Select" link next to the RPS ID that needs edits.

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

Vintage Year: 2015

	RPSID	Facility Name	Form Type
Select	63358	Facility 1	Gen Report
Select	63369	Facility 3_Training Manual Facility	Gen Report
Select	63371	Facility 4	Gen Report

GEN Summary

6. Due to the Gen Report being 'unlocked' by RPS Staff, the "Add" and "Delete" buttons are now enabled. Select the entry you wish to edit and make the appropriate changes

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: RPS ID:

	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select <input type="checkbox"/>	W0004	1	2081.45	0.00	Photovoltaic	98878.70	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	2	1763.04	0.00	Photovoltaic	88399.68	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	3	1780.18	0.00	Photovoltaic	90827.51	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	4	905.41	0.00	Photovoltaic	69532.53	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	5	1876.43	0.00	Photovoltaic	94825.87	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	6	1781.00	0.00	Photovoltaic	86566.51	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	7	1793.19	0.00	Photovoltaic	85730.01	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	8	1759.75	0.00	Photovoltaic	87780.31	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	9	1384.92	0.00	Photovoltaic	76500.02	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	10	1843.72	0.00	Photovoltaic	94940.68	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	11	1584.24	0.00	Photovoltaic	83258.12	Coal	10.00		0.00		0.00
Select <input type="checkbox"/>	W0004	12	1651.09	0.00	Photovoltaic	87556.14	Coal	10.00		0.00		0.00

1 2

Add Delete

7. Once all the necessary data has been edited, click the “Save & Next” button.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year

2015

RPS ID

64355

	<input type="checkbox"/>	WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	<input type="checkbox"/>	W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select	<input type="checkbox"/>	W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add Delete

Previous **Save & Next**

8. Click the “Save & Next” button on the Summary Report screen.

Summary Report Of Generation And Fuel Use

Instructions

- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous **Save & Next**

9. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California’s RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California’s RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

Submit Cancel

Previous

10. After selecting the "Submit" button, the system will display a confirmation message for completing the Gen Report.

Confirmation

The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.2 Common Carrier Pipeline (CCP) Report

Biomethane data is classified through one of three delivery methods: Common Carrier Pipeline (CCP), Functionally Dedicated Pipeline (FDP), or Onsite. The CCP Report must be completed by RPS-certified facilities using common carrier pipeline biomethane and/or functionally dedicated pipeline biomethane during the calendar year. If the RPS-certified facility uses onsite or dedicated pipeline biomethane please refer to section 7.1 Facility Generation Data.

7.2.1 Enter Biomethane Data

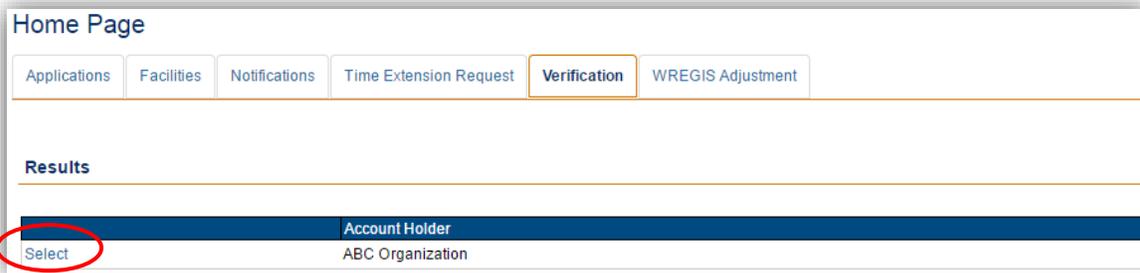
The procedure below outlines how to enter contract data for biomethane using the CCP delivery method.

1. Click on the Verification tab in order to view the Verification Home Page.



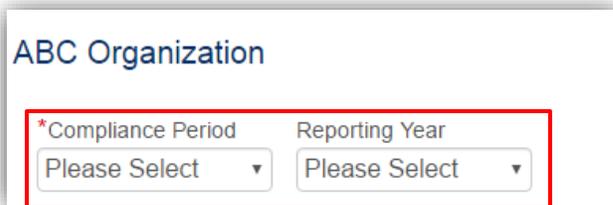
The screenshot shows the California Energy Commission System Test interface. The top navigation bar includes the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is identified as "Jane Doe" with links for "Help", "FAQs", and "Logout". The organization is "ABC Organization". The main navigation menu includes "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "Verification" tab is highlighted with a red circle. Below the navigation, there are tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form contains fields for "RPS ID", "Suffix" (Please Select), "Facility Name", "Application Status" (Please Select), and "Resource Type" (Please Select), with a "Search" button. Below the search form, there are "Export To" buttons for "Excel" and "CSV". A table displays results with columns: "Select", "Delete", "RPS ID", "Suffix", "Facility Name", "Status", and "Primary Resource". The table contains one row with values: "Select", "Delete", "A", "KP Power", "In Progress", and "Biomethane".

2. Click on the "select" link of your Organization.



The screenshot shows the California Energy Commission System Test interface. The top navigation bar includes the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is identified as "Jane Doe" with links for "Help", "FAQs", and "Logout". The organization is "ABC Organization". The main navigation menu includes "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "Verification" tab is highlighted with a red circle. Below the navigation, there are tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form contains fields for "RPS ID", "Suffix" (Please Select), "Facility Name", "Application Status" (Please Select), and "Resource Type" (Please Select), with a "Search" button. Below the search form, there are "Export To" buttons for "Excel" and "CSV". A table displays results with columns: "Select", "Delete", "RPS ID", "Suffix", "Facility Name", "Status", and "Primary Resource". The table contains one row with values: "Select", "Delete", "A", "KP Power", "In Progress", and "Biomethane".

3. Select the "Compliance Period" and "Reporting Year" from the drop-down menus.



The screenshot shows the ABC Organization interface. The title is "ABC Organization". Below the title, there are two drop-down menus: "*Compliance Period" and "Reporting Year". Both menus have "Please Select" as the current selection. A red box highlights the two drop-down menus.

4. Select CCP Report button.

ABC Organization Cancel Email

*Compliance Period Reporting Year
 2014 - 2016 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

- Click on the “select” link to start entering biomethane data for a specific facility.

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

Vintage Year
2015

	RPSID	Facility Name	Form Type
Select	63359	Facility 2	CCP Report

CCP Report Summary Previous

- Select Biomethane Contract Name from the drop-down menu provided. Click “Save & Next” in the bottom right hand corner of the screen.

Biomethane - Contract Information

RPS ID:63333

*Biomethane Contract Name
Please Select

Previous Save & Next

- On this screen, the field will be pre-populated with contract information carried over from the Certification Application; review the data. Answer “Does this RPS ID burn FDP biogas at this facility?” and then click

“Save & Next” at the bottom right hand corner of the screen. If yes is selected, follow the FDP reporting instructions in section 7.3 Functionally Dedicated Pipeline (FDP) Report.

Biomethane - View Contract Information Reporting Year: 2016

Instructions

- Please review information about your contract.
- The drop down selection to the question “Does this RPS ID burn FDP biogas at this facility?” may be changed to “Yes or No”. Selecting “Yes” will require additional information to be input later in the biomethane reporting.

RPS ID 64417	Contract Name CCP Biomethane
Contracted Party Selling Gas Seller	Contracted Party Buying Gas Purchaser
Contract Start Date 03/10/2015	Contract End Date 03/19/2042
Contract Maximum (MMBtu) 280000	Gas Quantity Allowed Per Year 10000

*Does this RPS ID burn FDP biogas at this facility?
Please Select

[Previous](#) [Save & Next](#)

8. Click the “Add” button to add Injection Point data.

Biomethane - View Injection Point Reporting Year: 2016

Instructions

- Please input all injection data for each source certified under the biomethane contract.

	Source Name	Injection Point
No records found		

[Add](#) [Delete](#)

[Previous](#) [Save & Next](#)

9. Populate the Biomethane Injection Point details, and then click the “Save” button.

Biomethane Injection Point

Save **Cancel**

Instructions Reporting Year: 2016

- Please enter Biomethane injection amount for each month for each source.
- If a month does not have injection data please input a zero.

Contract Name

*Source Name

*Injection Point

Month	Injection Amount (MMBtu)
*January	<input type="text"/>
*February	<input type="text"/>
*March	<input type="text"/>
*April	<input type="text"/>
*May	<input type="text"/>
*June	<input type="text"/>
*July	<input type="text"/>
*August	<input type="text"/>
*September	<input type="text"/>
*October	<input type="text"/>
*November	<input type="text"/>
*December	<input type="text"/>

10. After clicking on the “Save” button, the system will display a message confirming the record was saved. Click the “Go Back” Button to return to the View Injection Point Screen.

Note: To add entries of Biomethane Injection Points, repeat steps 8 through 10 for each Injection Point Data.

Biomethane Injection Point

Go Back

Record saved successfully.

11. Click "Save & Next" in the bottom right corner of the screen to proceed to the next step.

Biomethane - View Injection Point Reporting Year: 2015

Instructions

- Please input all injection data for each source certified under the biomethane contract.

	Source Name	Injection Point
Select	Name	1
Select	Name	5

Add **Delete**

Previous **Save & Next**

12. Click the "Add" Button to add Biomethane Pipeline Information.

Biomethane - View Pipeline Information Reporting Year: 2016

Instructions

- Please input all pipeline segment data from each source certified under the biomethane contract.

	Source Name	Segment #	Pipeline Name
No records found			

Add **Delete**

Previous **Save & Next**

13. Enter the pipeline information. Click the "Save" button in the upper right hand corner.

Biomethane - Pipeline Information

Save

Cancel

Pipeline Details

Reporting Year: 2016

- Please select the source name, the pipeline segment number, name the pipeline segment and fill out the monthly delivery fields.
- If gas was not injected or delivered for a specific month, please enter a zero.

*Source Name

Please Select ▾

*Pipeline Segment Number

Please Select ▾

*Pipeline Name

Month	Amount Injected (MMBtu)	Amount Delivered (MMBtu)
*January	<input type="text"/>	<input type="text"/>
*February	<input type="text"/>	<input type="text"/>
*March	<input type="text"/>	<input type="text"/>
*April	<input type="text"/>	<input type="text"/>
*May	<input type="text"/>	<input type="text"/>
*June	<input type="text"/>	<input type="text"/>
*July	<input type="text"/>	<input type="text"/>
*August	<input type="text"/>	<input type="text"/>
*September	<input type="text"/>	<input type="text"/>
*October	<input type="text"/>	<input type="text"/>
*November	<input type="text"/>	<input type="text"/>
*December	<input type="text"/>	<input type="text"/>

14. After clicking on the “Save” button, the system will display a message confirming the record was saved. Click the “Go Back” button to return to the View Pipeline Information Screen.

Note: To add entries of Biomethane Pipeline Information repeat steps 12 through 14 for each Pipeline Information entry.

Biomethane - Pipeline Information

Go Back

Record saved successfully.

15. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Biomethane - View Pipeline Information

Instructions Reporting Year: 2016

- Please input all pipeline segment data from each source certified under the biomethane contract.

	Source Name	Segment #	Pipeline Name
Select	<input type="checkbox"/> Source 1	1	Pipe 1

16. Review the Flow Minimums page. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step. If you selected “yes” for the question, “Does this RPS ID burn FDP biogas at this facility?”, the next step covers Biomethane – FDP – Injection and Delivery Amounts and Eligible RECs. Please see section 7.3: Functionally Dedicated Pipeline (FDP) Report.

Biomethane - Flow Minimums and Pipeline Invoice Amount

Instructions Reporting Year: 2016

- Flow minimums are for reference only and user is not required to enter data.
- Flow minimum is shown as lowest value of pipeline amount injected and pipeline amount delivered.

Month	Flow Minimum (MMBtu)
January	<input type="text" value="1"/>
February	<input type="text" value="2"/>
March	<input type="text" value="3"/>
April	<input type="text" value="7"/>
May	<input type="text" value="7"/>
June	<input type="text" value="7"/>
July	<input type="text" value="3"/>
August	<input type="text" value="7"/>
September	<input type="text" value="7"/>
October	<input type="text" value="7"/>
November	<input type="text" value="7"/>
December	<input type="text" value="7"/>

17. Click the “Add” button to upload Biomethane Invoice documents to the list.

Supporting Documentation

Instructions

Reporting Year: 2016

- Please upload any data to support all biomethane reporting. For example: injection meter reads, pipeline nomination reports, facility meter reads, etc.
- If you are reporting for FDP gas, please upload the outages form as well as any other documentation to support the reporting. To download the Outages form template, please click [here](#).

	File Name	Upload Date
No records found		

Add **Delete**

Previous **Save & Next**

18. Click the "Browse..." button to retrieve a file from your computer.

Upload Supporting Documentation- Biomethane

Save

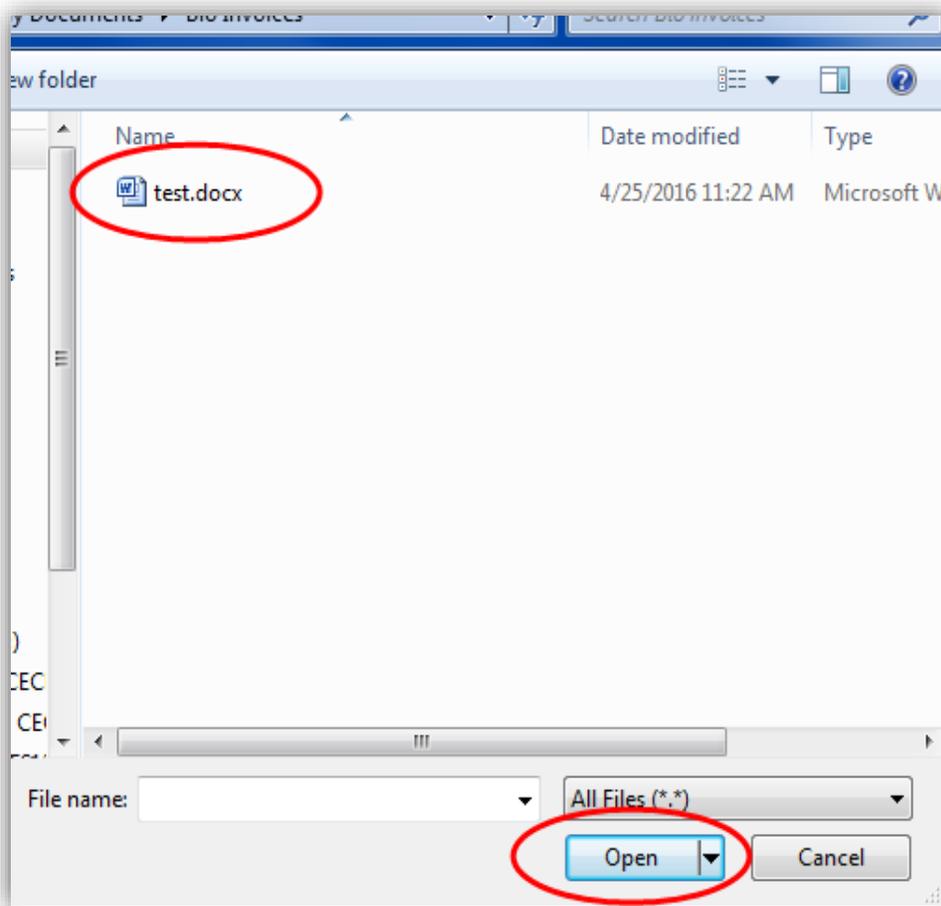
Cancel

*Biomethane Invoice

Browse...

19. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.



20. Click the “Save” button in the upper right corner of the screen to save the upload.



21. Click "Save & Next" in the bottom right corner of the screen to proceed to the next step.

Supporting Documentation Reporting Year: 2016

Instructions

- Please upload any data to support all biomethane reporting. For example: injection meter reads, pipeline nomination reports, facility meter reads, etc.
- If you are reporting for FDP gas, please upload the outages form as well as any other documentation to support the reporting. To download the Outages form template, please click [here](#).

	File Name	Upload Date
No records found		

Add **Delete**

Previous **Save & Next**

22. Click the "Add" button to add Biomethane Meter Reads data.

Biomethane - View Facility Meter Reads Reporting Year: 2016

Instructions

- Please input facility meter reads by WREGIS ID or RPS ID by selecting the Add button.
- To edit any fields please use the select button in the corresponding row after the initial data has been input.

	WREGIS ID	RPS ID	Total Biomethane (MMBTu)	Total Natural Gas (MMBTu)	Total Unit (MMBTu)	Total Unit (MWh)	Eligible RECs
No records found							

Add **Delete**

Previous **Save & Next**

23. Select an option from the drop-down menu for "How you want to enter Meter Read Data." Click "Save & Next" in the bottom right corner of the screen to proceed to the next step.

Note: Options include WREGIS GU ID or RPS ID.

Meter Reads Reporting Year: 2015

Instructions: Add Meter reads based on RPS ID or WREGIS GU ID

Please select how you want to enter Meter Read Data

WREGIS GU ID

Previous **Save & Next**

24. If WREGIS GU ID was selected in the previous screen, select the WREGIS GU ID from the dropdown and enter Facility Meter Read data for each month. If RPS ID was selected in the previous screen, enter Facility Meter Read

data for each month. Select the “Calculate” button in the bottom right corner to populate the totals and percentages for each month. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Biomethane - Facility Meter Reads: Percent Biomethane

Instructions

Reporting Year: 2016

- Please enter the total biomethane and natural gas usage based on the option of WREGIS ID or RPS ID you have selected.
- If gas was not used in a specific month, please enter a zero.

*WREGIS GU ID

Please Select

Month	Biomethane (MMBtu)	Natural Gas (MMBtu)	Total Unit (MMBtu)	% Biomethane
*Jan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Feb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Mar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Apr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Jun	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Jul	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Aug	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Sep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Oct	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Nov	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Dec	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

Previous

Save & Next

25. Populate Facility Meter Reads: Eligible RECS data with the total unit MWhs. Select the “Calculate” button in the bottom right corner to populate the Eligible RECs column. Then, click the “Save” button.

Biomethane - Facility Meter Reads: Eligible RECs **Save** **Cancel**

Instructions Reporting Year: 2016

- Please enter the total unit MWh generated at the facility.
- If gas was not used in a specific month, please enter a zero.

Month	Percent Biomethane	Total Unit (MWh)	Eligible RECs
*Jan	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Feb	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Mar	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Apr	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*May	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Jun	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Jul	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Aug	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Sep	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Oct	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Nov	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>
*Dec	<input type="text" value="50"/>	<input type="text"/>	<input type="text" value="0"/>

Calculate
Previous

26. After clicking on the “Save” button, the system will display a message confirming the record was saved. Click the “Go Back” button to return to the View Pipeline Information Screen.

Note: To add entries of Biomethane Meter Reads repeat steps 25 through 27 for each Meter Read entry.

Biomethane - Facility Meter Reads : Eligible RECs **Go Back**

Record saved successfully.

27. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Biomethane - View Facility Meter Reads Reporting Year: 2016

Instructions

- Please input facility meter reads by WREGIS ID or RPS ID by selecting the Add button.
- To edit any fields please use the select button in the corresponding row after the initial data has been input.

	WREGIS ID	RPS ID	Total Biomethane (MMBTu)	Total Natural Gas (MMBTu)	Total Unit (MMBTu)	Total Unit (MWh)	Eligible RECs
Select	<input type="checkbox"/> W8647	64417	60.00	60.00	120.00	0.00	0.00

Add **Delete**
Previous **Save & Next**

28. System takes user back to the List of Eligible Facilities screen. Click the “CCP Report Summary” button.

List of Eligible Facilities

Please select facility for which you want to enter Generation data.

Vintage Year
2015

	RPSID	Facility Name	Form Type
Select	63364	Biomethane Legends	CCP Report
Select	63365	Facility with three WREGIS ID	CCP Report

CCP Report Summary

Previous

29. Click on the “Select” link for the entry you wish to view.

RPS Annual Report - Biomethane Summary

Select Facility to View Contracts

	RPS ID	Facility Name	Form Type
Select	63389	Facility A	CCP Report
Select	63373	Kelly Facility	CCP Report

Previous Save & Next

30. System displays the contracts associated to the facility selected. Click on the “Select” link to view the details of a specific contract.

RPS Annual Report - Biomethane Summary

Select Facility to View Contracts

	RPS ID	Facility Name	Form Type
Select	63389	Facility A	CCP Report
Select	63373	Kelly Facility	CCP Report

Select Contract to View Summary Data

	Contract Name
Select	Facility A Contract

Previous Save & Next

31. Review the contract details, and then click the “Save & Next” button to proceed to the next step.

RPS Annual Report - Biomethane Summary

Select Facility to View Contracts

	RPS ID	Facility Name	Form Type
Select	63389	Facility A	CCP Report
Select	63373	Kelly Facility	CCP Report

Select Contract to View Summary Data

	Contract Name
Select	Facility A Contract

Injection Point Information

Source Name	Injection Point	Month	Injection Amount (MMBtu)
Facility A	5	January	5
		February	5
		March	5
		April	5
		May	5
		June	5
		July	5
		August	5
		September	5
		October	5
		November	5
		December	5
Source 2	2	January	2
		February	2
		March	2
		April	2
		May	2
		June	2
		July	2
		August	2

June	3
July	3
August	3
September	3
October	3
November	3
December	3

Facility Meter Reads Information

WREGIS ID	RPS ID	Total Biomethane	Total Natural Gas	Total Unit (Year)	Total % Biomethane	Eligible RECs
Select	63389	19.3378	7.3249	490.6628	72.52	344.9300

Facility Meter Reads Details

Month	Biomethane (MMBtu)	Natural Gas (MMBtu)	Total Unit (MMBtu)	% Biomethane	Total Unit (MWh)	Eligible RECs
January	4	4	12	66.67	54	35.9964
February	4	11	19	42.11	5	2.105
March	1	1	3	66.67	45	29.997
April	1	1	3	66.67	4	2.6664
May	1	1	3	66.67	54	35.9964
June	1	1	13	92.31	54	49.842
July	1	1	3	66.67	54	35.9964
August	1	1	3	66.67	54	35.9964
September	1	1	3	66.67	5	3.333
October	1	1	13	92.31	45	41.535
November	1	1	3	66.67	45	29.997
December	1	1	13	92.31	45	41.535

Previous **Save & Next**

32. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

Biomethane Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the common carrier pipeline report submitted using the RPS Online System, and hereby attests to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the common carrier pipeline report submitted using the RPS Online System, including generation and fuel use data and any supporting documents and information, and have authority to submit the common carrier pipeline report, including generation and fuel use data and any supporting documents and information, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the common carrier pipeline report, including generation and fuel use data and any supporting documents and information, will be used to verify the quantities of biomethane used and generated by ABC Organization and the delivery path(s) used to deliver the biomethane to ABC Organization for purposes of California's RPS.
4. I have reviewed the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted and to the best of my knowledge none of the electricity generated by Organization] identified therein, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. ABC Organization is the final and sole owner of all biomethane fuel identified in the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted.
6. The biomethane fuel identified in the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted, and its delivery to ABC Organization satisfies all requirements under California's RPS, including but not limited to those set forth in the Guidelines.
7. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after the applicant has submitted all necessary information.
8. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of the facility may be counted for California's RPS.
9. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the common carrier pipeline report, generation and fuel use data, and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
 Jane Doe

AGREE

Previous

33. User will receive a confirmation that the CCP report has been submitted

Confirmation

The CCP Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.3 Functionally Dedicated Pipeline (FDP) Report

The FDP Report must be completed by RPS-certified facilities using functionally dedicated pipeline biomethane during the calendar year. The FDP Report is a continuation of the CCP Report. See section 7.2 for instructions for using the CCP Report. If the RPS-certified facility uses onsite or dedicated pipeline biomethane please refer to section: 7.1 Facility Generation Data.

7.3.1 Enter FDP biomethane data

1. The FDP Report screens are available to those who select “yes” in the “Does this RPS ID burn FDP biogas at this facility?” on the Biomethane – View Contract Information screen of the CCP Report.

Biomethane - View Contract Information

Instructions Reporting Year: 2016

- Please review information about your contract.
- The drop down selection to the question “Does this RPS ID burn FDP biogas at this facility?” may be changed to “Yes or No”. Selecting “Yes” will require additional information to be input later in the biomethane reporting.

RPS ID 64417	Contract Name CCP Biomethane
Contracted Party Selling Gas Seller	Contracted Party Buying Gas Purchaser
Contract Start Date 03/10/2015	Contract End Date 03/19/2042
Contract Maximum (MMBtu) 280000	Gas Quantity Allowed Per Year 10000

*Does this RPS ID burn FDP biogas at this facility?
Yes

Previous **Save & Next**

2. After selecting “Save & Next” on the Biomethane – Flow Minimums and Pipeline Invoice Amount screen, the Biomethane – FDP – Injection and Delivery Amounts and Eligible RECs screen will populate. Enter the Amount Injected and Amount Delivered in MMBtus and the Eligible RECs generated from this gas. Then select “Save & Next.”

Biomethane - FDP - Injection and Delivery Amounts and Eligible RECs

Instructions Reporting Year: 2016

- Please input all injection, delivery and eligible REC amounts associated with your FDP sources.
- If gas from an FDP source was not injected or delivered for a specific month please enter a zero.

Month	Amount Injected (MMBtu)	Amount Delivered (MMBtu)	FDP Eligible RECs
*January	5	5	5
*February	5	5	5
*March	5	5	5
*April	5	5	5
*May	5	5	5
*June	5	5	5
*July	5	5	5
*August	5	5	5
*September	5	5	5
*October	5	5	5
*November	5	5	5
*December	5	5	5

Previous **Save & Next**

3. The FDP Report requires submission of facility outages. Please download the excel sheet from the Supporting Documentation screen and upload the excel as supporting documentation.

Supporting Documentation

Instructions

Reporting Year: 2016

- Please upload any data to support all biomethane reporting. For example: injection meter reads, pipeline nomination reports, facility meter reads, etc.
- If you are reporting for FDP gas, please upload the outages form as well as any other documentation to support the reporting. To download the Outages form template, please click here.

<input type="checkbox"/>	File Name	Upload Date
No records found		

Add

Delete

Previous

Save & Next

Upload Supporting Documentation- Biomethane

Save

Cancel

*Biomethane Invoice

Browse...

4. The Annual Report – Biomethane Summary shows the FDP injected/delivered amounts and eligible RECs by month and a total for the facility. Select “Save & Next” to attest to the FDP report.

FDP Injected/Delivered Amounts and Eligible RECs

Month	Amount Injected (MMBtu)	Amount Delivered (MMBtu)	Eligible RECs (MWh)
January	5	5	5
February	5	5	5
March	5	5	5
April	5	5	5
May	5	5	5
June	5	5	5
July	5	5	5
August	5	5	5
September	5	5	5
October	5	5	5
November	5	5	5
December	5	5	5

Total Meter Read RECs: 0

Total FDP RECs: 60

Previous

Save & Next

7.4 WREGIS Data

Load Serving Entities (LSEs) are required to use the WREGIS State/Provincial/Compliance Report to report REC claims to the Energy Commission, except in limited instances as described in the RPS Eligibility Guidebook. The WREGIS Report must be completed within WREGIS and be submitted to the Energy Commission through WREGIS. The WREGIS Report must be emailed by WREGIS to RPSTrack@energy.ca.gov. Information on the report can be found online at www.wregis.org, and informational slides can be found online at www.wecc.biz/WREGIS/Pages/Training.aspx. LSEs that submit a WREGIS Report must attest to the information submitted.

7.4.1 WREGIS Attestation

Once the WREGIS State/Provincial/Compliance Report is uploaded successfully to the RPS System, the LSE will receive an Attestation Notification. The LSE will then need to visit the RPS System and attest to the uploaded WREGIS report.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the WREGIS Home Page. At the top, there is a header with the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION" with a "System Test" badge. The user is identified as "Jane Doe" with links for "Help", "FAQs", and "Logout". The organization is "ABC Organization". The navigation menu includes "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "Home Page" section has several tabs: "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification" (circled in red), and "WREGIS Adjustment". Below the tabs is a search form with fields for "RPS ID", "Suffix" (Please Select), "Facility Name", "Application Status" (Please Select), and "Resource Type" (Please Select), with a "Search" button. Below the search form is a "Results" section with an "Export To:" dropdown showing "Excel" and "CSV". A table with one row of results is visible:

Select	Delete	RPS ID	Suffix	Facility Name	Status	Primary Resource
			A	KP Power	In Progress	Biomethane

2. Click on the "Select" link for your account.

The screenshot shows the WREGIS Home Page with the "Verification" tab selected. The "Results" section is empty. A table with one row of results is visible:

Select	Account Holder
Select	ABC Organization

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization

The screenshot shows the "ABC Organization" form. It has two dropdown menus: "*Compliance Period" and "Reporting Year", both with "Please Select" as the current selection. The entire form area is enclosed in a red box.

4. Click the “WREGIS Report” button to review the uploaded WREGIS data.

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
WREGIS Report	Corrections Submitted - Attestation Submitted	10/24/2016 11:48:04 AM
Annual Summary Report		
e-Tag Report	Corrections Needed	12/12/2016 5:21:53 PM
Hourly Report	Submitted	12/23/2016 10:30:50 AM

5. View a summary of the WREGIS Report within the table. User may also choose to export this data to Microsoft Excel by clicking on the ‘Excel’ button. Once the data is reviewed, click the “Save & Next” button.

WREGIS Summary

Compliance Period : 2014 - 2016
Reporting Year : 2015

WREGIS Data

Export to: **Excel**

Account Holder	Sub Account	Reporting Year	Quantity
ABCO	2015 PCC1	2015	2,416
ABCO	2015 PCC2	2015	346,686

Total Quantity : 349,102

Previous: **Save & Next**

6. After reviewing the WREGIS data, Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the “Signature” box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

WREGIS Attestation

I am an authorized officer or agent of ABC Organization, the Load Serving Entity identified in the Western Renewable Energy Generation Information System (WREGIS) Compliance Report, and hereby attest to the following:

1. I am an authorized officer or agent of the ABC Organization, the Load Serving Entity identified in the WREGIS Compliance Report, and have authority to submit the WREGIS Compliance Report on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, Load Serving Entity requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I have authorized WREGIS to submit the WREGIS Compliance Report to the Energy Commission on behalf of ABC Organization.
4. I acknowledge that the WREGIS Compliance Report will be used to verify procurement claims of electricity products of ABC Organization from RPS-certified electrical generation facilities for purposes of California's RPS.
5. I have reviewed the WREGIS Compliance Report and to the best of my knowledge none of the procurement claims identified in the WREGIS Compliance Report, nor any of the Renewable Energy Credits and/or claims, as defined in the Guidelines, associated with the electricity generation for such procurement claims, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of retirement claims made by a Load Serving Entity until after the Load Serving Entity has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of Renewable Energy Credits claimed by a Load Serving Entity may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the WREGIS Compliance Report, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
CAA ACC
 I AGREE

Previous

7. User will receive a confirmation message for completing the WREGIS Attestation.

Confirmation

The WREGIS Report for ABC Organization has been attested to and submitted.

7.4.2 WREGIS Adjustment Request Submittal

If an LSE wishes to submit an adjustment to their WREGIS data, they must submit a request to the RPS Verification staff. The following steps outline how to submit a WREGIS Adjustment Request.

1. Hover the mouse cursor on the Verification Reports menu, and select the “WREGIS Adjustment Request” option.



2. Select a “Reason” and “Reporting Year” for your WREGIS adjustment from the drop-down menus and enter a “RPS ID” and “Explanation.” Click the “Submit” button in the upper right corner to proceed.

A screenshot of the "WREGIS Adjustment Request" form. The form title is "WREGIS Adjustment Request" and it has "Submit" and "Cancel" buttons in the top right corner. Below the title is an "Instructions" section with two bullet points: "Please provide a WREGIS Adjustment Reason, the RPS ID for the associated facility, the Reporting Year for the claim, an explanation for the WREGIS Adjustment, and Submit your request. You will be notified when your request has been approved or denied." and "For more information on WREGIS Adjustments, see Chapter 7.A.2: WREGIS Adjustments in the RPS Eligibility Guidebook, Ninth Edition." The form contains three input fields: "*Reason" (a dropdown menu with "Please Select" selected), "*RPS ID (No Suffix)" (a text input field), and "*Reporting Year" (a dropdown menu with "Please Select" selected). Below these is a large text area for "*Explanation".

3. User will receive a confirmation message for submitting the WREGIS Adjustment Request.

Confirmation

A WREGIS Adjustment Request for ABC Organization has been submitted. RPS staff will review the request and send a notification of their decision.

7.4.3 WREGIS Adjustment Claim Submission

Once the WREGIS Adjustment request has been approved, the LSE is able to submit the WREGIS adjustment claim(s). The following provides guidance on how to submit the WREGIS adjustment claim(s).

1. Click on the WREGIS Adjustment tab.

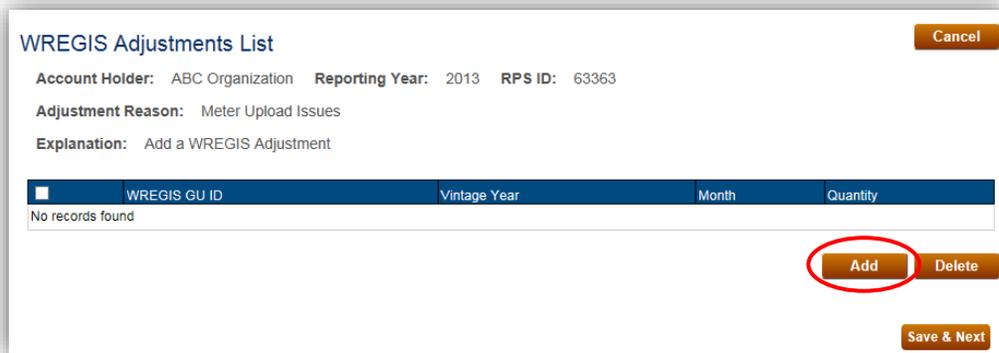


2. Click on the “select” link of the WREGIS adjustment claim entry you wish to view.

Note: If the WREGIS Adjustment has been disapproved, then user will not be allowed to click the “Select” link.



3. Click on the “Add” Button to add a WREGIS Adjustment claim.



4. Populate the required fields for the WREGIS Adjustment claim. Click the “Save” button in the upper right corner to save the populated WREGIS Adjustment.

WREGIS Adjustment Submittal **Save** **Cancel**

Instructions

Please submit your WREGIS adjustment information.

Account Holder: ABC Organization **Reporting Year:** 2013 **RPS ID:** 63363

*Subaccount Type: Please Select (dropdown) *WREGIS ID: W2387 (text input)

*Vintage Month: Please Select (dropdown) *Vintage Year: Please Select (dropdown)

*Quantity (MWh): (text input) Certificate Serial Number: (text input)

5. User will receive a confirmation message that the record was saved. Click the “Go Back” button to return to the WREGIS Adjustment List page.

Note: To enter additional adjustments, repeat steps 3

WREGIS Adjustment Submittal **Go Back**

Record saved successfully.

6. Once all entries are added, click the “Save and Next” button to continue.

WREGIS Adjustments List **Cancel**

Account Holder: ABC Organization **Reporting Year:** 2013 **RPS ID:** 63363

Adjustment Reason: Meter Upload Issues

Explanation: Add a WREGIS Adjustment

	<input checked="" type="checkbox"/>	WREGIS GU ID	Vintage Year	Month	Quantity
Select	<input type="checkbox"/>	W2387	2010	2	12

Add **Delete**

Save & Next

7. Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the “Signature” box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

WREGIS Adjustment Attestation

Submit **Cancel**

Attestation

I am an authorized officer or agent of ABC Organization, the Load Serving Entity identified in the WREGIS Adjustment submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the Load Serving Entity identified in the WREGIS Adjustment submitted using the RPS Online System, including any accompanying information and documents, and am authorized to submit the WREGIS Adjustment, including any accompanying information and documents, on behalf of ABC Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, Load Serving Entity requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the WREGIS Adjustment, including any accompanying information and documents, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California’s RPS.
4. I have reviewed the WREGIS Adjustment, including any accompanying information and documents, submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I acknowledge that the Energy Commission will not begin to review the eligibility of retirement claims made by a Load Serving Entity until after the Load Serving Entity has submitted all necessary information.
6. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of Renewable Energy Credits claimed by a Load Serving Entity may be counted for California’s RPS.
7. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the WREGIS Adjustment, any accompanying information and documents, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

8. User will receive a confirmation message stating that the WREGIS Adjustment has been submitted.

Confirmation

A WREGIS Adjustment claim for ABC Organization has been attested to and submitted.

7.5 Local Publicly Owned Electric Utility (POU) Annual Reports

POUs are required to submit an annual RPS report each year to report information from the previous calendar year. In addition to the information provided in the Annual Report, POUs must submit their procurement contracts or ownership agreements.

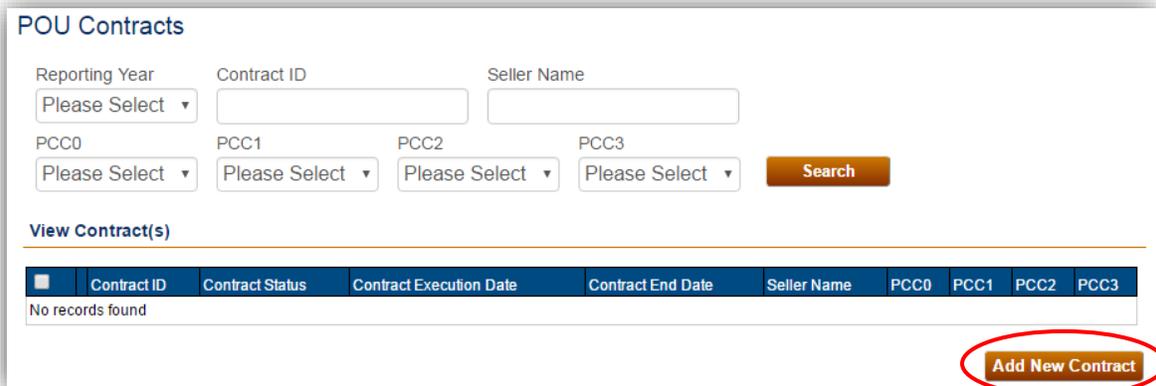
7.5.1 Add Contracts

The following demonstrates how a POU can report a new contract.

1. Hover the mouse cursor on the Verification Reports menu and select “POU Contracts” from the list.



2. Click on the “Add New Contract” button.



3. Select the "Reporting Year" and "Portfolio Content Category" fields. Click the "Save & Next" button to continue to the next page.

Note: Additional fields will populate and be required based on the selections you make within the displayed fields.

Contract Information Clear

Instructions

- Use the drop down list to indicate the Reporting Year for the contract.
- Select "Yes" or "No" from the drop down list for each Portfolio Content Category to indicate which categories of electricity products are procured through your contract. Contracts may procure more than one category.
- For a POU not interconnected to a California Balancing Authority, and with a contract executed after June 1, 2010, indicate "No" for each of the categories.

Portfolio Content Category

*Reporting Year
Please Select ▼

*Portfolio Content Category 0 *Portfolio Content Category 1
Please Select ▼ Please Select ▼

*Portfolio Content Category 2 *Portfolio Content Category 3
Please Select ▼ Please Select ▼

Previous Save & Next

4. Populate all contract details. Click the “Save & Next” button to continue to the next page.

Note: Additional fields will populate and be required based on the selections you make within the displayed fields.

Instructions

- Indicate whether the agreement is an ownership agreement. If the facility is not utility-owned, indicate the Seller Name in the contract.
- The Contract Execution Date and Contract Start Date are required for all contracts. The Contract End Date is required unless the contract is for a utility-owned resource and the contract does not specify an end date.
- Indicate a Contract Termination Date only if the contract is terminated before the initial Contract End Date.
- Select the Contract Type that best fits your contract, and then indicate the Energy Amount of MWhs or percentage being procured. If additional clarification is needed, include it in the Notes field.
- For definitions of terms used on this page, see section 3201 of the *Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities*.

Contract Details

*Utility Owned?
Please Select

*Contract Execution Date
[Date Picker]

*Contract Start Date [Date Picker] Contract End Date [Date Picker]

Contract Termination Date
[Date Picker]

*Contract Type of Ownership or Contract Agreement
Please Select

*Resale Agreement? [Please Select] *Bundled Purchase? [Please Select]

Notes
[Text Area]

Previous **Save & Next**

5. Click the “Add” button to add contracted facilities.

Instructions

- Add all RPS IDs and WREGIS IDs associated with RPS-eligible facilities included in the contract or ownership agreement.
- For RPS IDs with more than one WREGIS ID, additional WREGIS IDs can be added by selecting the “Add” button and entering the RPS ID again.

View Contract Facilities

	RPS ID	WREGIS ID	Facility Name
No records found			

Add

Previous **Save & Next**

- Enter the RPS ID for a facility covered by the contract, and then click the “Save & Next” button to proceed to the next page.

TMU-2015-5 Contract Information Clear

Add New Facility

*Please enter a valid RPS ID for a new facility covered by this contract. RPS ID should not include the Certification suffix and should only contain numbers.

Previous **Save & Next**

- If PCC1 was selected as “Yes” in step 3, the PCC1 Qualification field will appear and a response is required. This field will not appear for the other PCCs. Click the “Save” button to save this entry.

TPOU-2015-18 Contract Information Save Cancel Clear

Instructions

For all contracts that result in PCC 1 procurement, select one of the “PCC 1 Qualification” options from the drop down list. For a contract that is both PCC 1 and another category, select “N/A” for any facility that does not provide PCC 1 electricity products.

Contract Facility Information

RPS ID Facility Name

*WREGIS ID *PCC1 Qualification

- User will receive a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the list of contracted facilities.

TMU-2015-2 Contract Information Go Back

Record saved successfully.

- Saved facility information is displayed in the Contract Facilities page. To add additional facilities for this contract, repeat steps 5-8. Once all facilities have been entered, click the “Save & Next” button to proceed to the next page.

TMU-2015-2 Contract Information

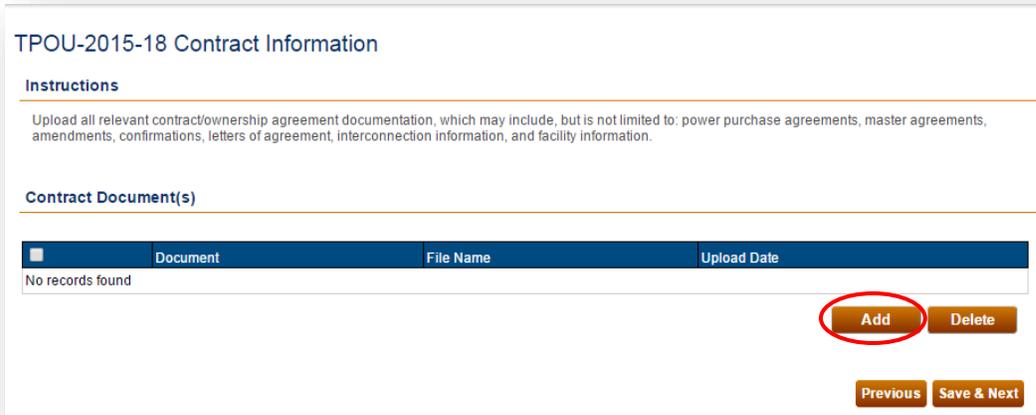
View Contract Facilities

	RPS ID	WREGIS ID	Facility Name	PCC1 Qualification
Select <input type="checkbox"/>	63369	W0215	Facility 3	Interconnected to CBA

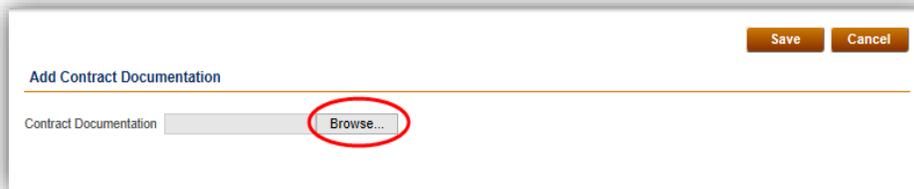
Add Delete

Previous **Save & Next**

10. Click the “Add” button to upload documents associated with the contract.

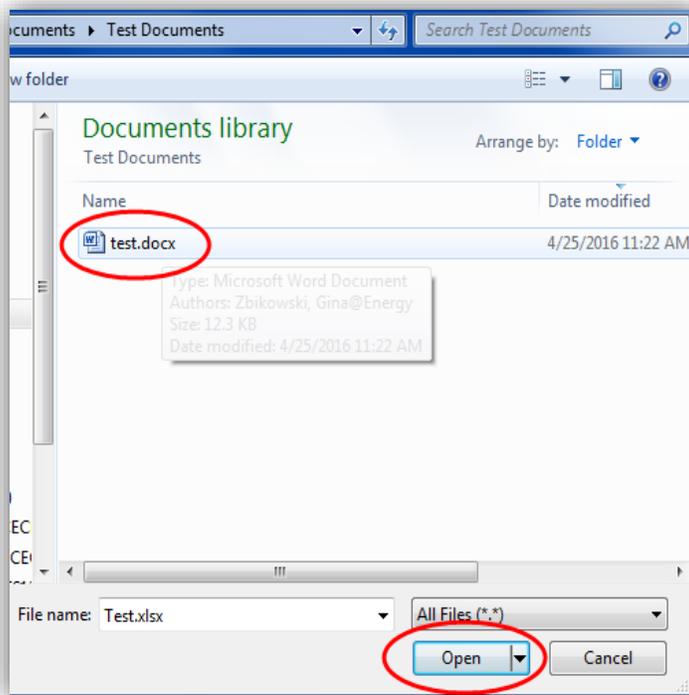


11. Click the “Browse...” button to retrieve a file from your computer.



12. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.

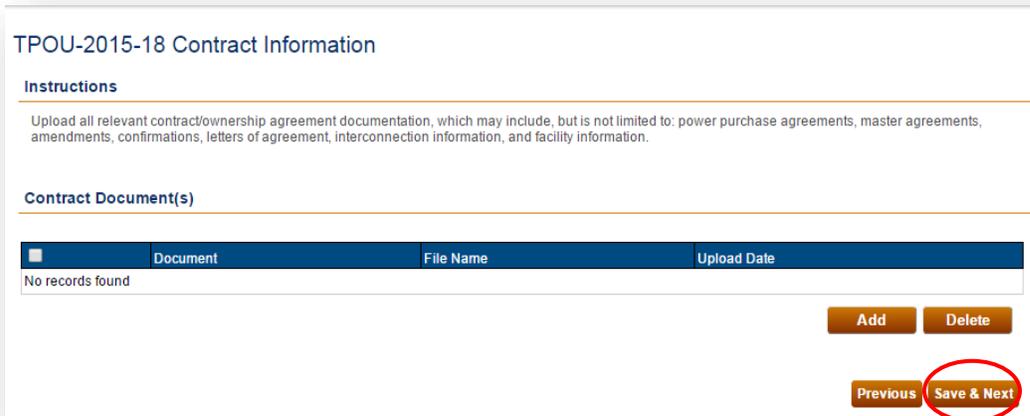


13. Click the “Save” button to upload the selected document.



The screenshot shows a dialog box titled "Add Contract Documentation". At the top right, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red. Below the title bar, there is a text field labeled "Contract Documentation" containing the path "C:\Users\lgzbikows\Docur" and a "Browse..." button.

14. View the Contract Document(s) page. To upload additional contract documents, repeat steps 10-13. Once all relevant contract documents are uploaded, click the “Save & Next” button to proceed to the next page.



The screenshot shows a page titled "TPOU-2015-18 Contract Information". Under the "Instructions" section, it says: "Upload all relevant contract/ownership agreement documentation, which may include, but is not limited to: power purchase agreements, master agreements, amendments, confirmations, letters of agreement, interconnection information, and facility information." Below this is a section titled "Contract Document(s)" with a table. The table has columns for "Document", "File Name", and "Upload Date". The table is currently empty, showing "No records found". At the bottom right of the table area, there are buttons for "Add", "Delete", "Previous", and "Save & Next". The "Save & Next" button is circled in red.

Document	File Name	Upload Date
No records found		

15. Contract summary information is displayed, which includes PCC information, associated facilities, and contract documentation. Review the contract summary, and then click the “Save & Next” button to proceed to the attestation page.

TMU-2015-2 Contract Information

Portfolio Content Category Information

Portfolio Content Category 0 Yes
 Portfolio Content Category 1 Yes
 Portfolio Content Category 2 No
 Portfolio Content Category 3 Yes

Portfolio Content Category Information

Utility Owned Yes
 Execution Date 10/01/2016
 Start Date 10/01/2016 End Date 10/16/2019
 Termination Date
 Ownership/Arrangement Type Fixed Annual Amount
 Quantity 150 MWh or Percent MWh
 Other Details

Contract Facilities

RPS ID	WREGIS ID	Facility Name	PCC1 Qualification
63369	W0215	Facility 3	Interconnected to CBA

Contract Document(s)

Document	File Name	Upload Date
Contract Documentation	test_10132016104333.docx	10/13/2016 10:43:33 AM

[Previous](#) [Save & Next](#)

16. Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the “Signature” box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

ABCO-2011-4 Contract Information Submit Cancel

Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in RPS Online System Contract Number ABCO-2011-4 contract information and document(s), and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in contract information and document(s) for Contract Number ABCO-2011-4 submitted using the RPS Online System, and am authorized to submit the contract information and document(s) for Contract Number ABCO-2011-4 on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the contract information and document(s) for Contract Number ABCO-2011-4 will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the contract information and documents for Contract Number ABCO-2011-4 submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including contract information and documents for Contract Number ABCO-2011-4, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

Previous

17. User receives a confirmation message after the submission is complete.

Confirmation

Contract ABCO-2011-4 for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.5.2 Add an Amendment to an Existing Contract

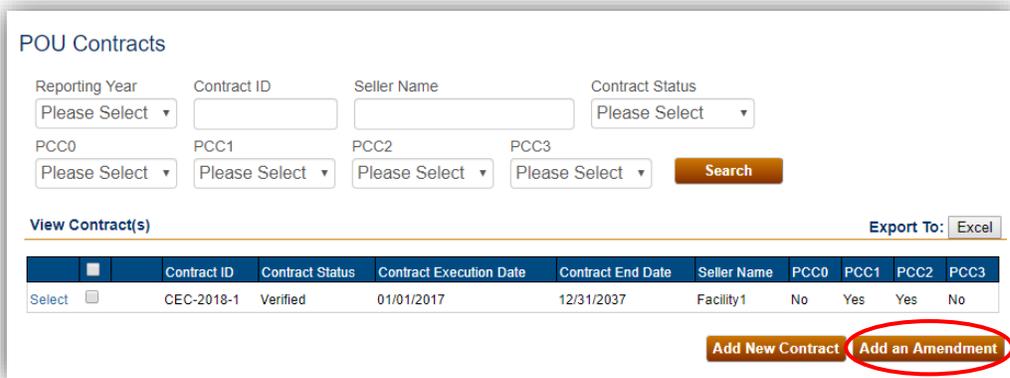
The following demonstrates how a user can add an amendment to an existing contract.

1. Hover the mouse cursor on the Verification Reports menu and select “POU Contracts” from the list.

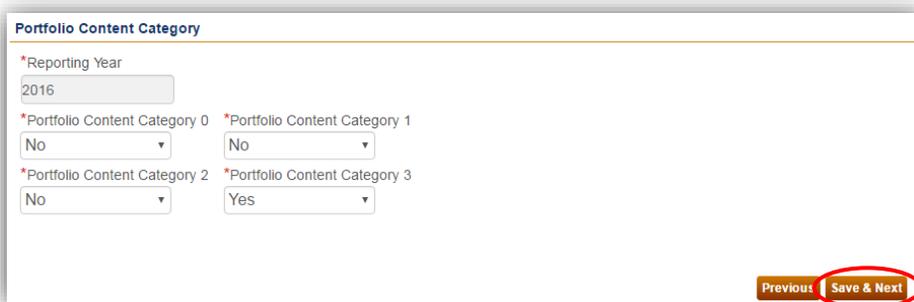


2. To add an amendment, ensure the original contract and any amendments have a “verified” status, then click on the checkbox and select “Add an Amendment” at the bottom of the page.

Note: An amendment cannot be reported for a contract with a status of “In Progress” or “Submitted.”



3. Update the data that was amended and click the “Save & Next” button.



- Update the data that was amended, populate the required "Amendment Execution Date" and "Amendment Start Date" fields, and click on the "Save & Next" button.

The screenshot shows a web form titled "Contract Details". The form contains several fields and sections:

- *Utility Owned?**: A dropdown menu with "Yes" selected.
- *Contract Execution Date**: A date field with "01/03/2017" and a calendar icon.
- *Amendment Execution Date**: An empty date field with a calendar icon, highlighted by a red box.
- *Contract Start Date**: A date field with "01/04/2017" and a calendar icon.
- *Amendment Start Date**: An empty date field with a calendar icon, highlighted by a red box.
- Contract End Date**: A date field with "01/06/2017" and a calendar icon.
- Contract Termination Date**: A date field with "01/10/2017" and a calendar icon.
- *Contract Type of Ownership or Contract Agreement**: A dropdown menu with "Changing Annual Amoun" selected.
- *Contract Energy Amount**: A text input field with "12".
- *Contract Energy MWh/Percentage**: A dropdown menu with "MWh" selected.
- *Resale Agreement?**: A dropdown menu with "Yes" selected.
- *Bundled Purchase?**: A dropdown menu with "No" selected.
- Notes**: A text area with "21" entered.

At the bottom right of the form, there are two buttons: "Previous" and "Save & Next". The "Save & Next" button is circled in red.

- Repeat Steps 5 through 17 from Section 7.5.1 (Add Contracts) to amend fields within the existing contract, attest and submit an amendment.

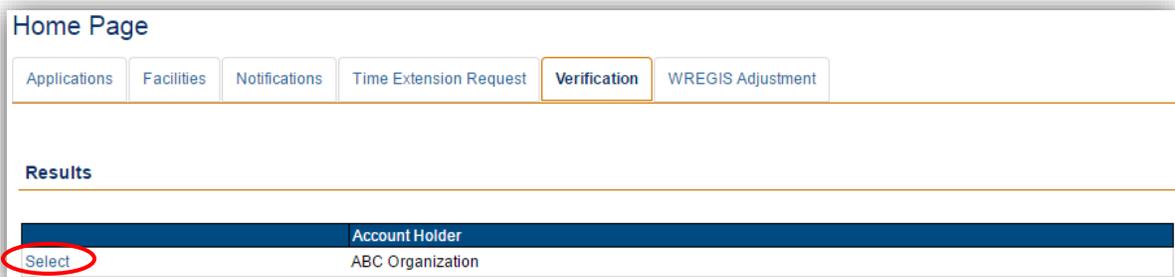
7.5.3 Annual Summary Report

This flow demonstrates how a POU can submit the RPS Annual Report.

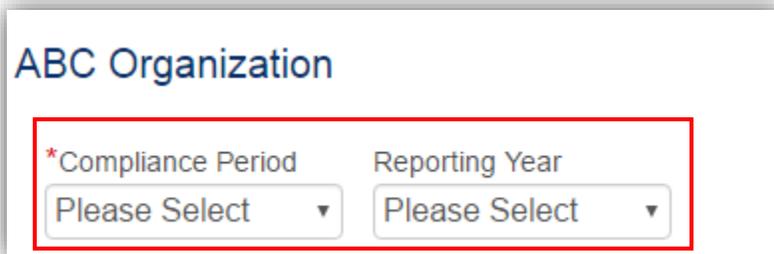
1. Click on the Verification tab.



2. Click on the "Select" link for your account.



3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



4. Click on the "Annual Summary Report" button.

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Enter values in the fields for the Procurement Target (MWh) section.

Annual Report - Retail Sales and RECs Retired

Compliance Period : 2017 - 2020
Reporting Year : 2017

Instructions

- This report must be completed every year to show actual /forecasted retail sales and REC retirements.
- If green pricing exclusions or qualifying hydroelectric generation amounts need to be reported, pursuant to Public Utilities Code section 399.30 (c)(4), 399.30 (k), or 399.30 (l), send a notification to RPS Verification Staff to enable the additional field(s).
- Procurement Target and Total RECs Retired fields will calculate when "Calculate" is selected at the bottom of the page.

Procurement Target (MWh)

	2017	2018 Forecast	2019 Forecast	2020 Forecast
Annual Retail Sales*	125676	146595	178994	212521
Soft Target for Procurement Period	27%	29%	31%	33%
Procurement Target for Period	202063			

6. Enter values for the RECs Retired section and click the "Calculate" button for the system to calculate Total Compliance Period RECs Retired. Click "Save & Next" in the bottom right hand corner of the screen.

RECs Retired

	2014	2015	2016 Forecast
Category 0 RECs Retired	<input type="text" value="23"/>	<input type="text" value="34"/>	<input type="text" value="0"/>
Category 1 RECs Retired	<input type="text" value="123"/>	<input type="text" value="324"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 1 RECs Retired	<input type="text" value="123"/>	<input type="text" value="24"/>	<input type="text" value="0"/>
Category 2 RECs Retired	<input type="text" value="123"/>	<input type="text" value="34"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 2 RECs Retired	<input type="text" value="123"/>	<input type="text" value="324"/>	<input type="text" value="0"/>
Category 3 RECs Retired	<input type="text" value="123"/>	<input type="text" value="23"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 3 RECs Retired	<input type="text" value="123"/>	<input type="text" value="32"/>	<input type="text" value="0"/>
Total Annual RECs Retired	<input type="text" value="761"/>	<input type="text" value="795"/>	<input type="text" value="0"/>
Total Compliance Period RECs Retired	<input type="text" value="1556"/>		

Calculate
Previous Save & Next

7. Enter the applicable "Applied to Target" values for the Procurement Requirements (MWh) section.

Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when "Calculate" is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
46847997

	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	57	34	23
Category 1 RECs Retired	447	324	123
Pre-June 1, 2010 Category 1 RECs Retired	147	2	145
Category 2 RECs Retired	157	34	123
Pre-June 1, 2010 Category 2 RECs Retired	447	3	444
Category 3 RECs Retired	146	3	
Pre-June 1, 2010 Category 3 RECs Retired	155	23	

8. Add the Applied to Target values for the remainder of the Procurement Requirements (MWh) section, if applicable.

	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs	4		4
Excess Category 1 RECs	4		4
Excess Pre-June 1, 2010 Category 1 RECs	4		4
Excess Category 2 RECs	5		5
Excess Pre-June 1, 2010 Category 2 RECs	5		5
Historic Carryover	5		5
Total RECs Applied to the Target	423		
Category 1 Balance Requirement	971		
Category 3 Balance Limitation	224		
Disallowed Category 3 RECs	0		

9. Select values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.

RPS Procurement Enforcement (MWh)

Deficit of RECs Necessary to Meet Target

Deficit of RECs Necessary to Meet PCC1 Portfolio Balance Requirement

Other Optional Compliance Measures Applied

Cost Limitations

Delay of Timely Compliance

Reduction of PCC1

10. Add values for Excess Procurement Calculation (if applicable). Click “Save & Next” in the bottom right hand corner of the screen.

Excess Procurement Calculation

Short-term RECs Retired for Compliance Period

Total Excess RECs Eligible

Excess Category 0 RECs

Excess Category 1 RECs

Excess Pre-June 1, 2010 Category 1 RECs

Excess Category 2 RECs

Excess Pre-June 1, 2010 Category 2 RECs

Calculate

Previous Save & Next

- Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and then click the “Save & Next” button in the bottom right hand corner of the screen.

Remaining Excess Procurement and Historic Carryover

Compliance Period : 2014 - 2016
Reporting Year : 2015

Instructions

This page is for informational purposes only. Changes to excess procurement or historic carryover amounts must be made on the previous page.

	Starting Balance	Applied to Current Compliance Period	Accumulated in Current Compliance Period	Remaining Balance
Total Excess Procurement	18.00	0	0	18.00
Excess Category 0 RECs	4.00			4.00
Excess Category 1 RECs	4.00			4.00
Excess Pre-June 1, 2010 Category 1 RECs	4.00			4.00
Excess Category 2 RECs	5.00			5.00
Excess Pre-June 1, 2010 Category 2 RECs	5.00			5.00
Historic Carryover				

- Click on the ‘Add’ button to add a POU Narrative.

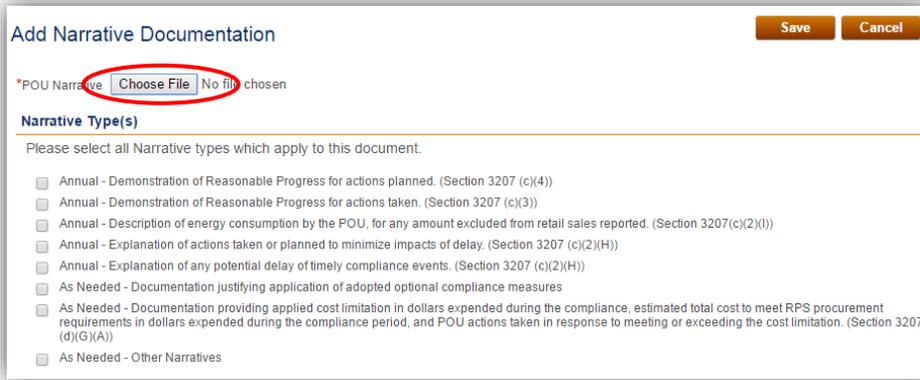
POU Narrative(s)

Instructions

- Select “Add” to upload each Narrative for your Annual Summary Report.
- Select “Delete” if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.
- All information in the report has been saved, and the report will remain “in progress” until it is attested to and submitted.

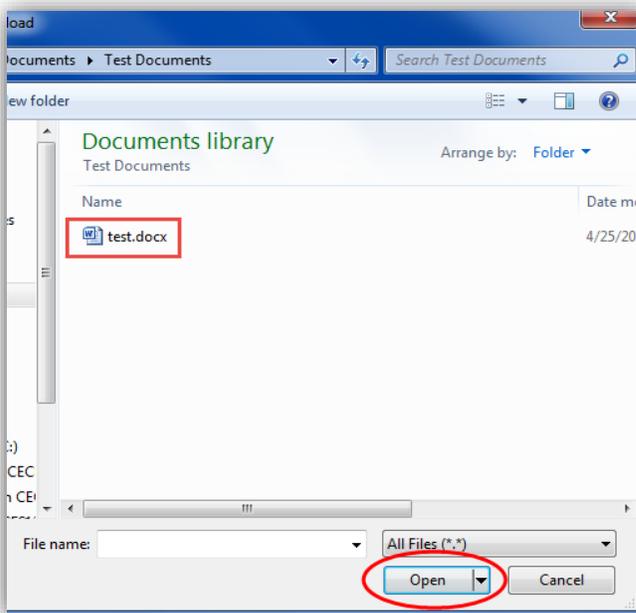
File Name	Narrative(s)	Upload Date
No records found		

13. Select the “Choose File” button to retrieve a file from your computer.

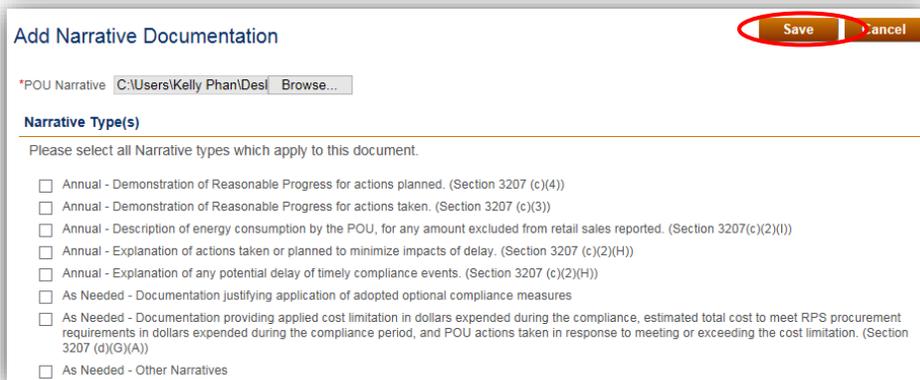


14. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.



15. Select all Narrative Type(s) which apply to the document. Click the “Save” button to save the upload.



16. Click “Save & Next” button on the bottom right hand corner of the screen.

POU Narrative(s)

Instructions

- Select "Add" to upload each Narrative for your Annual Summary Report.
- Select "Delete" if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.
- All information in the report has been saved, and the report will remain "in progress" until it is attested to and submitted.

Select	File Name	Narrative(s)	Upload Date
<input type="checkbox"/>	2013 EIA 2.xls	• Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))	01/23/2017

17. After reviewing the Annual Summary Report data, Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.

Attestation

Annual Summary Report Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

18. User will receive a confirmation message for completing the Annual Summary Report Attestation.

Confirmation

The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.5.4 Corrections to the Annual Summary Report

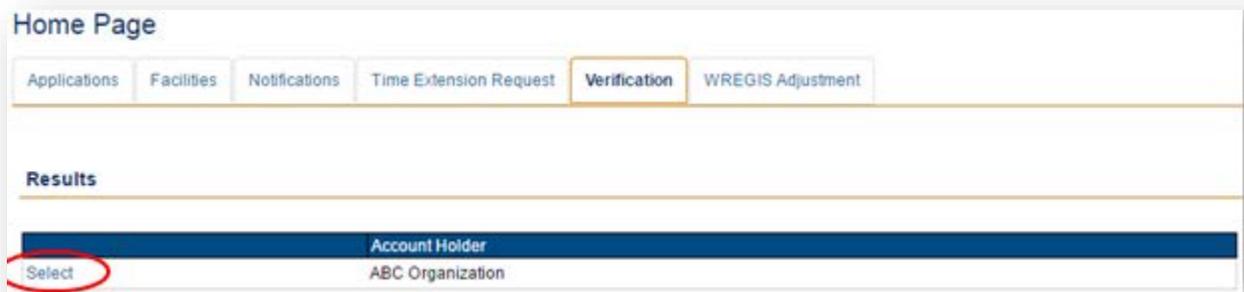
This section describes the steps needed for a POU to make corrections to the Annual Summary Report.

1. Click on the Verification tab in order to view the Verification Home Page.



The screenshot shows the California Energy Commission System Test interface. The top navigation bar includes the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is logged in as "Jane Doe" and the organization is "ABC Organization". The main navigation menu has tabs for HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The "Verification" tab is highlighted with a red circle. Below the navigation, there is a "Home Page" section with tabs for Applications, Facilities, Notifications, Time Extension Request, Verification, and WREGIS Adjustment. A search form is present with fields for RPS ID, Suffix (Please Select), Facility Name, Application Status (Please Select), and Resource Type (Please Select), along with a Search button. Below the search form, there is a "Results" section with an "Export To:" dropdown menu showing "Excel" and "CSV" options. A table of results is displayed with columns: Select, Delete, RPS ID, Suffix, Facility Name, Status, and Primary Resource. The table contains one row with values: Select, Delete, A, KP Power, In Progress, and Biomethane.

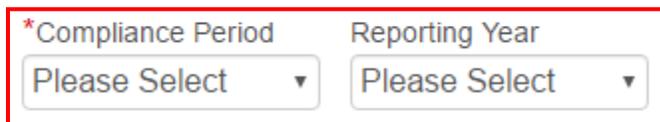
2. Click on the "Select" link for your account.



The screenshot shows the California Energy Commission System Test interface, specifically the "Verification" tab. The "Results" section is empty. Below the "Results" section, there is a table with columns: Select, Account Holder, and ABC Organization. The "Select" link is highlighted with a red circle.

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization



The screenshot shows the "ABC Organization" form. It features two drop-down menus: "*Compliance Period" and "Reporting Year". Both menus are currently set to "Please Select". The entire form area is enclosed in a red rectangular box.

- 4. Select the Annual Summary Report button in order to make corrections.

Step	Status	Last Status Date
POU Contracts		
Annual Summary Report	Corrections Needed	12/14/2016 10:19:01 AM
e-Tag Report		
Hourly Report		

- 5. Repeat Steps 5 through 15 from Section 7.4.3 (Annual Summary Report) to update or edit fields within the Annual Summary Report.
- 6. After reviewing the edited Annual Summary Report data, Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

Annual Summary Report Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE **Previous**

- 7. User will receive a confirmation message for completing the Annual Summary Report attestation.

Confirmation

The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.5.5 Annual Summary Report for POUs Meeting the Criteria of Public Utilities Code Section 399.30(j)

The following flow demonstrates how to submit an Annual Summary Report to the RPS System for POUs that meet the criteria of Public Utilities Code Section 399.30(j).

1. Click on the Verification tab.

CA.GOV CALIFORNIA ENERGY COMMISSION System Test ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

RPS ID Suffix Facility Name Application Status Resource Type Search

Results Export To: Excel CSV

Select	Delete	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	Delete		A	KP Power	In Progress	Biomethane

2. Click on the "Select" link for the Account you wish to view.

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

Results

Select	Account Holder
Select	ABC Organization

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization

* Compliance Period Reporting Year

Please Select Please Select

4. Click on the “Annual Summary Report” button.

The screenshot shows a web interface with two dropdown menus at the top: “Compliance Period” set to “2014 - 2016” and “Reporting Year” set to “2015”. Below these is a section titled “Summary” containing a table with three columns: “Step”, “Status”, and “Last Status Date”. The “Step” column contains three buttons: “Annual Summary Report”, “e-Tag Report”, and “Hourly Report”. The “Annual Summary Report” button is circled in red.

5. Click on the “Add” button to add a Hydro Generation Facility.

The screenshot shows a page titled “Hydro Generation Facility Owned and Operated by POU”. Below the title is a “View Data List” section with a table. The table has columns for “Name”, “County”, “Nameplate Capacity (MW)”, and “RPS Certified”. Below the table, it says “No records found”. At the bottom right, there are four buttons: “Add”, “Delete”, “Previous”, and “Save & Next”. The “Add” button is circled in red.

6. Populate all required fields with relevant details. Click the “Save” button to save this entry.

The screenshot shows a form titled “Hydro Generation Facility Owned and Operated by POU”. At the top right, there are “Save” and “Cancel” buttons, with “Save” circled in red. Below the title is an “Instructions” section that reads: “Enter the following information for each hydroelectric generation facility owned and operated by the POU that provides Qualifying Hydroelectric Generation to the POU’s.”. The form has five fields: “Name*”, “State”, “County*”, “Nameplate Capacity (MW)*”, and “RPS Certified*”. The “State” field is pre-filled with “California”. A red box highlights the input fields for Name, County, Nameplate Capacity, and RPS Certified.

7. User will receive a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the Hydro Generation Facility page.

The screenshot shows a confirmation message: “Record saved successfully.”. At the top right, there is a “Go Back” button circled in red.

8. Hydro Generation Facility information is saved in the Hydro Generation Facility page. To add additional facilities, repeat steps 5-8. Click the “Save & Next” button to continue to the next page.

Hydro Generation Facility Owned and Operated by POU

View Data List

	Name	County	Nameplate Capacity (MW)	RPS Certified
Select	<input type="checkbox"/> Training Manual	San Francisco	155.00	Yes

9. Click the “Add” button to enter “Qualifying Hydroelectric Generation” and “Electricity Demand” for a calendar year not already listed.

Total Annual Hydroelectric Generation

Instructions

Enter the total annual Qualifying Hydroelectric Generation from the facilities previously listed and the POU's total annual electricity demand for each of the twenty calendar years immediately preceding the end of the compliance period.

	Year	Qualifying Hydroelectric Generation (MWh)	Electricity Demand (MWh)
Select	<input type="checkbox"/> 1994	1	1
Select	<input type="checkbox"/> 1995	1	1
Select	<input type="checkbox"/> 1996	1	1
Select	<input type="checkbox"/> 1997	1	1
Select	<input type="checkbox"/> 1998	1	1
Select	<input type="checkbox"/> 1999	1	1
Select	<input type="checkbox"/> 2000	2	2
Select	<input type="checkbox"/> 2001	1	1
Select	<input type="checkbox"/> 2002	1	1
Select	<input type="checkbox"/> 2003	2	2

1 2

Total

Average

Sale or Transfer of Eligible Renewable Resources

*Do you have any sale or transfer of eligible renewable resources to a POU from an eligible hydroelectric unit operated as part of a water supply or conveyance system? (Up to 100,000 MWh of eligible renewable energy resources)

10. Select the “Year” and enter data in “Qualifying Hydroelectric Generation (MWh)” and “Electricity Demand (MWh)” fields. Click the “Save” button.

Total Annual Hydroelectric Generation Save Cancel

Instructions

Year

Qualifying Hydroelectric Generation (MWh)*

Electricity Demand (MWh)*

11. User will receive a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the Total Annual Hydroelectric Generation page.

Total Annual Hydroelectric Generation Go Back

Record saved successfully.

12. Select “Yes” or “No” for “Sale or Transfer of Eligible Renewable Resources.” Click the “Save & Next” button to continue to the next page. Note: If “No” is selected, then jump to step “16” below. Steps 13-15 appear when “Yes” is selected.

Total Annual Hydroelectric Generation

Instructions

Enter the total annual Qualifying Hydroelectric Generation from the facilities previously listed and the POU's total annual electricity demand for each of the twenty calendar years immediately preceding the end of the compliance period.

	<input type="checkbox"/> Year	Qualifying Hydroelectric Generation (MWh)	Electricity Demand (MWh)
Select	<input type="checkbox"/> 1994	1	1
Select	<input type="checkbox"/> 1995	1	1
Select	<input type="checkbox"/> 1996	1	1
Select	<input type="checkbox"/> 1997	1	1
Select	<input type="checkbox"/> 1998	1	1
Select	<input type="checkbox"/> 1999	1	1
Select	<input type="checkbox"/> 2000	2	2
Select	<input type="checkbox"/> 2001	1	1
Select	<input type="checkbox"/> 2002	1	1
Select	<input type="checkbox"/> 2003	2	2

1 2

Total

Average

Add Delete

Sale or Transfer of Eligible Renewable Resources

*Do you have any sale or transfer of eligible renewable resources to a POU from an eligible hydroelectric unit operated as part of a water supply or conveyance system? (Up to 100,000 MWh of eligible renewable energy resources)

Previous Save & Next

13. Select “Year” and “RPS ID” and enter relevant information. Click the “Save” button to save this entry.

Sale or Transfer of Eligible Renewable Resources

Instructions

Year:

Buying POU:

RPS ID:

Eligible Water Supply and Conveyance Unit:

Save **Cancel**

14. User receives a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the “Sale or Transfer of Eligible Renewable Resources” page.

Note: Repeat steps 12-13 if user has more data to report.

Sale or Transfer of Eligible Renewable Resources

Record saved successfully.

Go Back

15. Click the “Save & Next” button to continue to the next page.

Total Annual Hydroelectric Generation

Instructions

Enter the total annual Qualifying Hydroelectric Generation from the facilities previously listed and the POU's total annual electricity demand for each of the twenty calendar years immediately preceding the end of the compliance period.

	<input type="checkbox"/> Year	Qualifying Hydroelectric Generation (MWh)	Electricity Demand (MWh)
Select	<input type="checkbox"/> 1994	1	1
Select	<input type="checkbox"/> 1995	1	1
Select	<input type="checkbox"/> 1996	1	1
Select	<input type="checkbox"/> 1997	1	1
Select	<input type="checkbox"/> 1998	1	1
Select	<input type="checkbox"/> 1999	1	1
Select	<input type="checkbox"/> 2000	2	2
Select	<input type="checkbox"/> 2001	1	1
Select	<input type="checkbox"/> 2002	1	1
Select	<input type="checkbox"/> 2003	2	2

1 2

Total:

Average:

Add **Delete**

Sale or Transfer of Eligible Renewable Resources

*Do you have any sale or transfer of eligible renewable resources to a POU from an eligible hydroelectric unit operated as part of a water supply or conveyance system? (Up to 100,000 MWh of eligible renewable energy resources)

Previous **Save & Next**

16. Enter values in the fields for the Procurement Target (MWh) section.

Annual Report - Retail Sales and RECs Retired

Compliance Period : 2014 - 2016
Reporting Year : 2015

Instructions

- This report must be completed every year to show actual /forecasted retail sales and REC retirements.
- If green pricing exclusions or qualifying hydroelectric generation amounts need to be reported, pursuant to Public Utilities Code section 399.30 (c)(4), 399.30 (k), or 399.30 (l), send a notification to RPS Verification Staff to enable the additional field(s).
- Procurement Target and Total RECs Retired fields will calculate when "Calculate" is selected at the bottom of the page.

Procurement Target (MWh)

	2014	2015	2016 Forecast
Total Electricity Demand	<input type="text" value="234324"/>	<input type="text" value="6"/>	<input type="text" value="3"/>
Qualifying Hydroelectric Generation	<input type="text" value="25"/>	<input type="text" value="5"/>	<input type="text" value="4"/>
Green Pricing Program Exclusion	<input type="text" value="234"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
Electricity Demand Not Met by Hydroelectric	<input type="text" value="234299"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Soft Target for Procurement Period	<input type="text" value="20%"/>	<input type="text" value="20%"/>	<input type="text" value="25%"/>
Annual Procurement Target	<input type="text" value="46818"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

17. Enter values for the RECs Retired section and click "Calculate" button for the system to calculate the Total Compliance Period RECs Retired. Click "Save & Next" in the bottom right hand corner of the screen.

	2014	2015	2016 Forecast
Category 0 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Category 1 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Pre-June 1, 2010 Category 1 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Category 2 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Pre-June 1, 2010 Category 2 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Category 3 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Pre-June 1, 2010 Category 3 RECs Retired	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="5"/>
Total Annual RECs Retired	<input type="text" value="0"/>	<input type="text" value="42"/>	<input type="text" value="35"/>
Total Compliance Period RECs Retired	<input type="text" value="42"/>		

18. Enter applicable "Applied to Target" values for the Procurement Requirements (MWh) section.

Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when "Calculate" is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
0

	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	6	5	1
Category 1 RECs Retired	6	5	1
Pre-June 1, 2010 Category 1 RECs Retired	6	2	4
Category 2 RECs Retired	6	1	5
Pre-June 1, 2010 Category 2 RECs Retired	6	1	5
Category 3 RECs Retired	6	1	
Pre-June 1, 2010 Category 3 RECs Retired	6	1	

19. Add "Applied to Target" values for the remainder of the Procurement Requirements (MWh) section, if applicable.

	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs			0
Excess Category 1 RECs			0
Excess Pre-June 1, 2010 Category 1 RECs			0
Excess Category 2 RECs			0
Excess Pre-June 1, 2010 Category 2 RECs			0
Historic Carryover			0
Total RECs Applied to the Target	16		
Category 3 Balance Limitation	0		
Disallowed Category 3 RECs	3		

20. Select the values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.

RPS Procurement Enforcement (MWh)

Deficit of RECs Necessary to Meet Target

Other Optional Compliance Measures Applied

Cost Limitations ▼

Delay of Timely Compliance ▼

21. Add values for the Excess Procurement Calculation section, if applicable. Click the “Save & Next” button in the bottom right hand corner. Click “Save & Next” in the bottom right hand corner of the screen.

Excess Procurement Calculation

Short-term RECs Retired for Compliance Period

Total Excess RECs Eligible

Excess Category 0 RECs

Excess Category 1 RECs

Excess Pre-June 1, 2010 Category 1 RECs

Excess Category 2 RECs

Excess Pre-June 1, 2010 Category 2 RECs

Calculate

Previous **Save & Next**

22. Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and click the “Save & Next” button on the bottom right hand corner of the screen.

Remaining Excess Procurement and Historic Carryover

Compliance Period : 2014 - 2016
Reporting Year : 2015

Instructions

This page is for informational purposes only. Changes to excess procurement or historic carryover amounts must be made on the previous page.

	Starting Balance	Applied to Current Compliance Period	Accumulated in Current Compliance Period	Remaining Balance
Total Excess Procurement	0	0	0	0
Excess Category 0 RECs				0
Excess Category 1 RECs				0
Excess Pre-June 1, 2010 Category 1 RECs				0
Excess Category 2 RECs				0
Excess Pre-June 1, 2010 Category 2 RECs				0
Historic Carryover				0

23. Click on the “Add” button to upload a POU Narrative.

POU Narrative(s)

Instructions

- Select “Add” to upload each Narrative for your Annual Summary Report.
- Select “Delete” if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.
- All information in the report has been saved, and the report will remain “in progress” until it is attested to and submitted.

<input type="checkbox"/>	File Name	Narrative(s)	Upload Date
No records found			

24. Select the “Choose File” button to retrieve a file from your computer.

Add Narrative Documentation

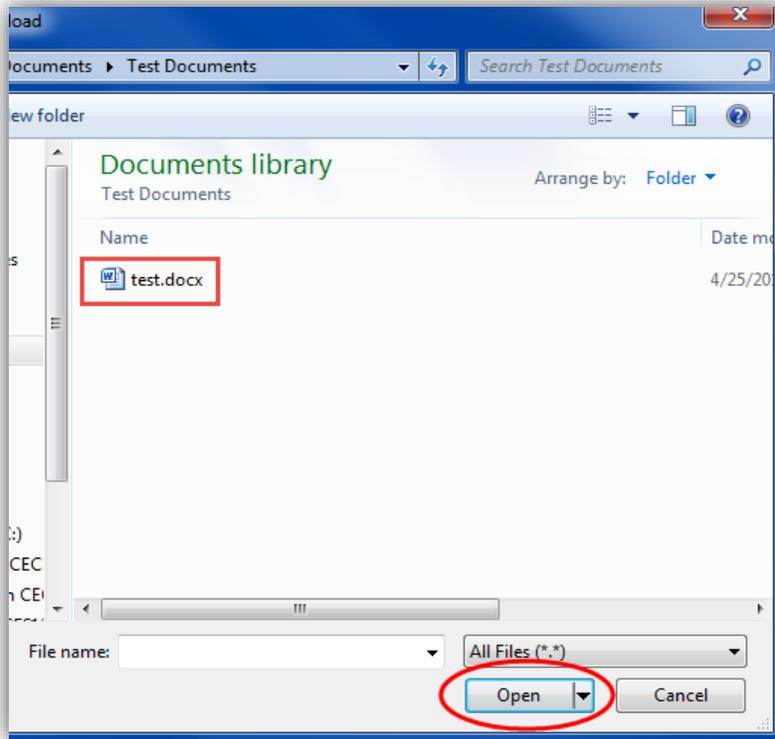
*POU Narrative: No file chosen

Narrative Type(s)

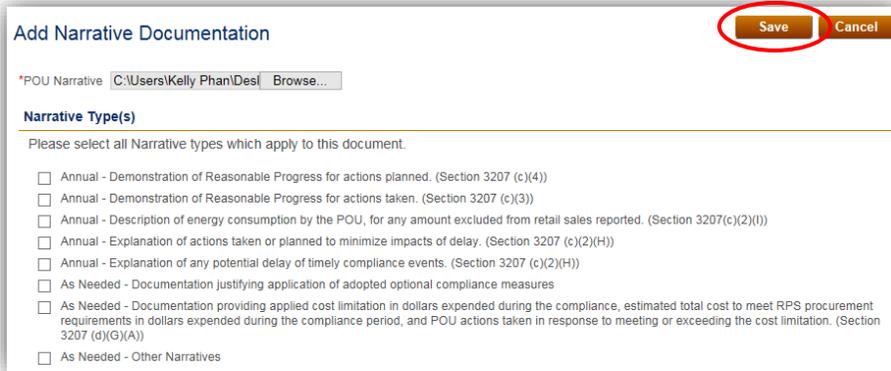
Please select all Narrative types which apply to this document.

- Annual - Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))
- Annual - Demonstration of Reasonable Progress for actions taken. (Section 3207 (c)(3))
- Annual - Description of energy consumption by the POU, for any amount excluded from retail sales reported. (Section 3207(c)(2)(I))
- Annual - Explanation of actions taken or planned to minimize impacts of delay. (Section 3207 (c)(2)(H))
- Annual - Explanation of any potential delay of timely compliance events. (Section 3207 (c)(2)(H))
- As Needed - Documentation justifying application of adopted optional compliance measures
- As Needed - Documentation providing applied cost limitation in dollars expended during the compliance, estimated total cost to meet RPS procurement requirements in dollars expended during the compliance period, and POU actions taken in response to meeting or exceeding the cost limitation. (Section 3207 (d)(G)(A))
- As Needed - Other Narratives

25. Select file from computer and click the “Open” button. Note: Window will automatically close when the user selects the “Open” option.



26. Select all Narrative Types that apply to the document, then click the “Save” button in the upper right hand corner to save the upload.



Add Narrative Documentation **Save** **Cancel**

*POU Narrative

Narrative Type(s)

Please select all Narrative types which apply to this document.

- Annual - Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))
- Annual - Demonstration of Reasonable Progress for actions taken. (Section 3207 (c)(3))
- Annual - Description of energy consumption by the POU, for any amount excluded from retail sales reported. (Section 3207(c)(2)(l))
- Annual - Explanation of actions taken or planned to minimize impacts of delay. (Section 3207 (c)(2)(H))
- Annual - Explanation of any potential delay of timely compliance events. (Section 3207 (c)(2)(H))
- As Needed - Documentation justifying application of adopted optional compliance measures
- As Needed - Documentation providing applied cost limitation in dollars expended during the compliance, estimated total cost to meet RPS procurement requirements in dollars expended during the compliance period, and POU actions taken in response to meeting or exceeding the cost limitation. (Section 3207 (d)(G)(A))
- As Needed - Other Narratives

27. Review POU Narrative(s) record within table. To upload additional Narratives, click “Add” and repeat steps 24-26. Once all Narratives have been uploaded, click the “Save & Next” button in the bottom right hand corner of the screen.

POU Narrative(s)

Instructions

- Select “Add” to upload each Narrative for your Annual Summary Report.
- Select “Delete” if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.
- All information in the report has been saved, and the report will remain “in progress” until it is attested to and submitted.

Select	File Name	Narrative(s)	Upload Date
<input type="checkbox"/>	2013 EIA 2.xls	Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))	01/23/2017

28. After reviewing the Annual Summary Report, Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation

Annual Summary Report Attestation

I am an authorized officer or agent of SF Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of SF Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of SF Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of SF Organization for purposes of California’s RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of SF Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
 Jane Doe

I AGREE

29. User will receive a confirmation message for completing the Annual Summary Report Attestation.

Confirmation

The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.5.6 Annual Summary Report for POUs Meeting the Criteria of Public Utilities Code Section 399.30(I)

The following flow demonstrates how to submit an Annual Summary Report to the RPS System for POUs that meet the criteria of Public Utilities Code Section 399.30(I).

1. Click on the Verification tab.

CA.GOV CALIFORNIA ENERGY COMMISSION System Test ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

RPS ID Suffix Facility Name Application Status Resource Type

Please Select Please Select Please Select

Results Export To: Excel CSV

Select	Delete	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select			A	KP Power	In Progress	Biomethane

2. Click on the "Select" link for your account.

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

Results

Select	Account Holder
Select	ABC Organization

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization

* Compliance Period Reporting Year

Please Select Please Select

4. Click on the “Annual Summary Report” button.

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Enter values in the fields for “Annual Retail Sales” and “Qualifying Hydroelectric Generation” under the Procurement Target (MWh) section.

Annual Report - Retail Sales and RECs Retired

Compliance Period : 2014 - 2016
Reporting Year : 2015

Instructions

- This report must be completed every year to show actual /forecasted retail sales and REC retirements.
- If green pricing exclusions or qualifying hydroelectric generation amounts need to be reported, pursuant to Public Utilities Code section 399.30 (c)(4), 399.30 (k), or 399.30 (l), send a notification to RPS Verification Staff to enable the additional field(s).
- Procurement Target and Total RECs Retired fields will calculate when “Calculate” is selected at the bottom of the page.

Procurement Target (MWh)

	2014	2015	2016 Forecast
Annual Retail Sales	2	234234324	4534
Qualifying Hydroelectric Generation	0	43534	435
Soft Target for Procurement Period	20%	20%	25%
Procurement Target for Period	46847997		

6. Enter values for the RECs Retired section and click the “Calculate” button for the system to calculate Total Compliance Period RECs Retired. Click “Save & Next” in the bottom right hand corner of the screen.

RECs Retired

	2014	2015	2016 Forecast
Category 0 RECs Retired	<input type="text" value="23"/>	<input type="text" value="34"/>	<input type="text" value="0"/>
Category 1 RECs Retired	<input type="text" value="123"/>	<input type="text" value="324"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 1 RECs Retired	<input type="text" value="123"/>	<input type="text" value="24"/>	<input type="text" value="0"/>
Category 2 RECs Retired	<input type="text" value="123"/>	<input type="text" value="34"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 2 RECs Retired	<input type="text" value="123"/>	<input type="text" value="324"/>	<input type="text" value="0"/>
Category 3 RECs Retired	<input type="text" value="123"/>	<input type="text" value="23"/>	<input type="text" value="0"/>
Pre-June 1, 2010 Category 3 RECs Retired	<input type="text" value="123"/>	<input type="text" value="32"/>	<input type="text" value="0"/>
Total Annual RECs Retired	<input type="text" value="761"/>	<input type="text" value="795"/>	<input type="text" value="0"/>
Total Compliance Period RECs Retired	<input type="text" value="1556"/>		

7. Enter the applicable "Applied to Target" values for the Procurement Requirements (MWh) section.

Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when "Calculate" is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
46847997

	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	57	34	23
Category 1 RECs Retired	447	324	123
Pre-June 1, 2010 Category 1 RECs Retired	147	2	145
Category 2 RECs Retired	157	34	123
Pre-June 1, 2010 Category 2 RECs Retired	447	3	444
Category 3 RECs Retired	146	3	
Pre-June 1, 2010 Category 3 RECs Retired	155	23	

8. Add the Applied to Target values for the remainder of the Procurement Requirements (MWh) section, if applicable.

	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs	4		4
Excess Category 1 RECs	4		4
Excess Pre-June 1, 2010 Category 1 RECs	4		4
Excess Category 2 RECs	5		5
Excess Pre-June 1, 2010 Category 2 RECs	5		5
Historic Carryover	5		5
Total RECs Applied to the Target	423		
Category 1 Balance Requirement	971		
Category 3 Balance Limitation	224		
Disallowed Category 3 RECs	0		

9. Select values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.

RPS Procurement Enforcement (MWh)

Deficit of RECs Necessary to Meet Target

Deficit of RECs Necessary to Meet PCC1 Portfolio Balance Requirement

Other Optional Compliance Measures Applied

Cost Limitations

Delay of Timely Compliance

Reduction of PCC1

10. Add values for Excess Procurement Calculation (if applicable). Click “Save & Next” in the bottom right hand corner of the screen.

Excess Procurement Calculation

Short-term RECs Retired for Compliance Period

Total Excess RECs Eligible

Excess Category 0 RECs

Excess Category 1 RECs

Excess Pre-June 1, 2010 Category 1 RECs

Excess Category 2 RECs

Excess Pre-June 1, 2010 Category 2 RECs

Calculate

Previous Save & Next

11. Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and then click the “Save & Next” button in the bottom right hand corner of the screen.

Remaining Excess Procurement and Historic Carryover

Compliance Period : 2014 - 2016
Reporting Year : 2015

Instructions

This page is for informational purposes only. Changes to excess procurement or historic carryover amounts must be made on the previous page.

	Starting Balance	Applied to Current Compliance Period	Accumulated in Current Compliance Period	Remaining Balance
Total Excess Procurement	18.00	0	0	18.00
Excess Category 0 RECs	4.00			4.00
Excess Category 1 RECs	4.00			4.00
Excess Pre-June 1, 2010 Category 1 RECs	4.00			4.00
Excess Category 2 RECs	5.00			5.00
Excess Pre-June 1, 2010 Category 2 RECs	5.00			5.00
Historic Carryover				

12. Click on the ‘Add’ button to add a POU Narrative.

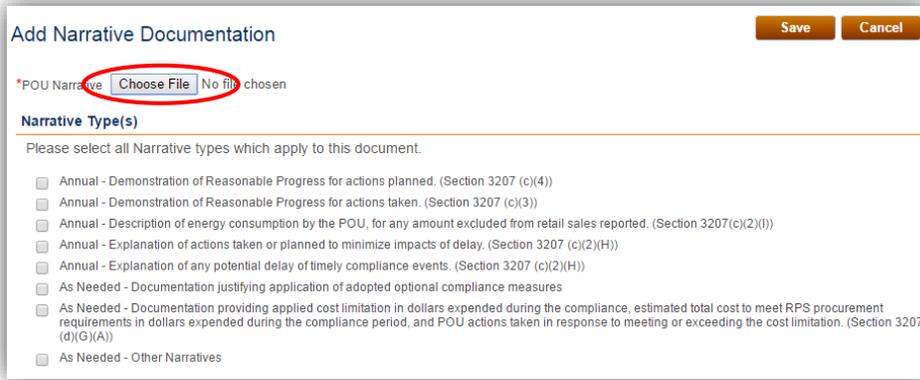
POU Narrative(s)

Instructions

- Select “Add” to upload each Narrative for your Annual Summary Report.
- Select “Delete” if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.
- All information in the report has been saved, and the report will remain “in progress” until it is attested to and submitted.

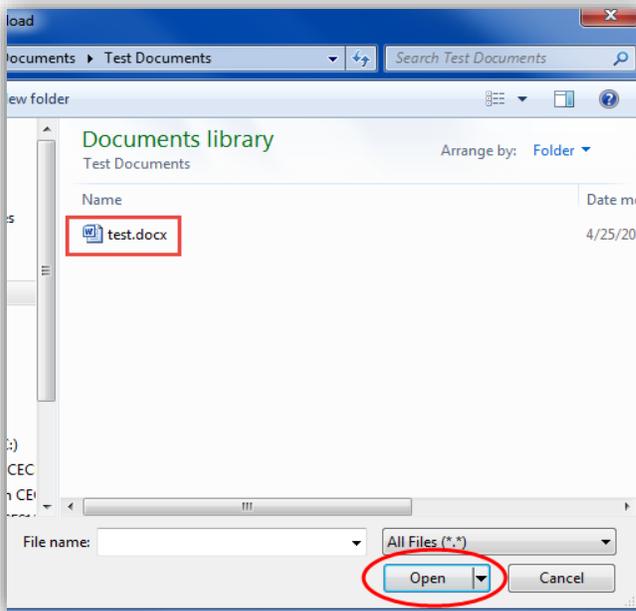
<input type="checkbox"/>	File Name	Narrative(s)	Upload Date
No records found			

13. Select the “Choose File” button to retrieve a file from your computer.

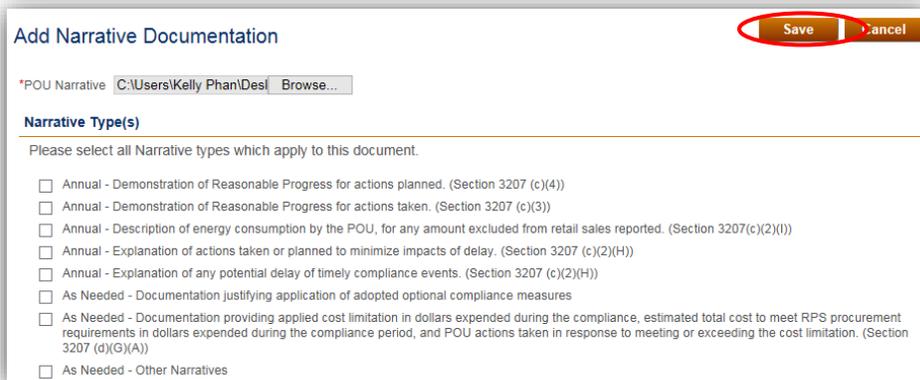


14. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.



15. Select all Narrative Type(s) which apply to the document. Click the “Save” button to save the upload.



16. Click “Save & Next” button on the bottom right hand corner of the screen.

POU Narrative(s)

Instructions

- Select "Add" to upload each Narrative for your Annual Summary Report.
- Select "Delete" if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.
- All information in the report has been saved, and the report will remain "in progress" until it is attested to and submitted.

Select	File Name	Narrative(s)	Upload Date
<input type="checkbox"/>	2013 EIA 2.xls	Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))	01/23/2017

17. After reviewing the Annual Summary Report data, Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.

Attestation

Annual Summary Report Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

18. User will receive a confirmation message for completing the Annual Summary Report Attestation.

Confirmation

The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.6 POU e-Tag Report

The e-Tag Report is required to be reported to the Energy Commission by POU's who procure Portfolio Content Category (PCC) 1 or PCC 2 electricity products from facilities not interconnected to a California Balancing Authority (CBA) that are scheduled into a CBA. E-Tag data that is available in WREGIS must be reported through WREGIS on the CA e-Tag Report. Data for e-Tags that are not available in WREGIS must be reported through the RPS Online System's e-Tag Report.

7.6.1 Manual Entry of e-Tag RPS data

When a POU is required to submit e-Tag data that is not matched within WREGIS, they may choose to do so via manual entry or by uploading their data from an Excel spreadsheet. The following outlines the process for entering the generation data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the California Energy Commission website. The top navigation bar includes the CA.GOV logo, the California Energy Commission logo, and a "System Test" indicator. The user is logged in as "Jane Doe" and is viewing the "ABC Organization" page. The "Verification" tab is selected and circled in red. Below the navigation bar, there are tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form is present with fields for "RPS ID", "Suffix", "Facility Name", "Application Status", and "Resource Type", each with a "Please Select" dropdown. A "Search" button is to the right. Below the search form, there is a "Results" section with an "Export To:" dropdown set to "Excel" and a "CSV" button. A table of results is displayed with columns: "Select", "Delete", "RPS ID", "Suffix", "Facility Name", "Status", and "Primary Resource". The table contains one row with the following data: "Select", "Delete", "A", "KP Power", "In Progress", and "Biomethane".

2. Click on the "Select" link for your account.

The screenshot shows the "Verification" tab selected. Below the search form, there is a "Results" section with an "Export To:" dropdown set to "Excel" and a "CSV" button. A table of results is displayed with columns: "Select", "Delete", "Account Holder", and "ABC Organization". The "Select" link is circled in red.

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

The screenshot shows the "ABC Organization" page. Below the navigation bar, there are tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form is present with fields for "RPS ID", "Suffix", "Facility Name", "Application Status", and "Resource Type", each with a "Please Select" dropdown. A "Search" button is to the right. Below the search form, there is a "Results" section with an "Export To:" dropdown set to "Excel" and a "CSV" button. A table of results is displayed with columns: "Select", "Delete", "Account Holder", and "ABC Organization". The "Select" link is circled in red.

4. Select the “e-Tag Report” button.

ABC Organization Cancel Email

*Compliance Period Reporting Year
2014 - 2016 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Click the “Add” button.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID e-Tag ID Search

Export To: Excel CSV

<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
No records found					

Add Delete

Previous

6. Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click the “Save & Next” button in the bottom right hand corner of the screen.

POU e-Tag Data Submission Type

Instructions

- Please select how you want to enter the POU e-Tag data. To enter manually select 'Manual Line Entry'. To upload POU e-Tag Report select 'Upload POU e-Tag form'.

Select Submission Type
Manual Line Entry

Previous Save & Next

7. Enter values in “RPS ID,” “e-Tag ID,” “Start Date and Time,” “Stop Date and Time,” “Generator Name,” “Load,” and select hours and minutes from the drop-down. Note: The e-Tag ID field must follow the following format: The first characters before the 1st underscore must equal to selection of Generator Control Area (see next screen). The last characters after the 2nd underscore must equal to the selection of Load.

POU e-Tag Details

Instructions

- Fill in the e-Tag ID and associated information in the appropriate boxes.
- For PCC1 claims, enter the WREGIS Certificate Serial Number of the RECs for which the e-Tag is matched in the box labeled WREGIS Certificate Serial Number. If the WREGIS Certificate Serial Number is reported, the RPS ID and WREGIS ID do not need to be reported.
- For PCC2 claims, matching e-Tags with a WREGIS Certificate Serial Number is not required, but the RPS ID does need to be reported.

*RPS ID *e-Tag ID

*Start Date and Time *Stop Date and Time

*Generator Name

*Load

Save Cancel

8. Select an applicable value from “Load Control Area” drop-down option, and enter values in to “Generator Control Area,” “Total MWh,” and WREGIS GU ID” fields.

The screenshot shows the "POU e-Tag Details" form. It contains several input fields: *RPS ID, *e-Tag ID, *Start Date and Time (with a calendar icon and dropdowns for 0), *Stop Date and Time (with a calendar icon and dropdowns for 0), *Generator Name, *Load, *Load Control Area (a dropdown menu currently showing "Please Select"), *Generator Control Area (a text input field), *Total MWh (a text input field), and *WREGIS GU ID (a text input field). A red rectangular box highlights the *Load Control Area, *Generator Control Area, *Total MWh, and *WREGIS GU ID fields.

9. Select value from “Matched Claim Vintage Year” and “Month” drop-down, if applicable.

The screenshot shows the "POU e-Tag Details" form with "Save" and "Cancel" buttons in the top right corner. The form fields are the same as in the previous screenshot, but with the addition of *Matched Claim Vintage Year and *Month dropdown menus at the bottom. A red rectangular box highlights these two new dropdown menus, both of which currently show "Please Select".

10. Add values to “WREGIS Certificate Serial Number,” “Matched MWh,” and “Misc” (if applicable) and then click “Save” to save the e-Tag record.

POU e-Tag Details

Save **Cancel**

*RPS ID *e-Tag ID

*Start Date and Time 0 0 *Stop Date and Time 0 0

*Generator Name

*Load

*Load Control Area *Generator Control Area

*Total MWh *WREGIS GU ID

Matched Claim Vintage Year Month

WREGIS Certificate Serial Number Matched MWh

Misc

11. Click the “Go Back” button in the upper right hand corner. Note: Repeat Steps 4-11 to manually enter the remaining e-Tag data.

Record saved successfully.

POU e-Tag Details

Go Back

12. Once all the relevant e-Tag data has been entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID e-Tag ID **Search**

Export To: **Excel** **CSV**

	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select <input type="checkbox"/>	63374	Facility 1	BPAT_SAMPLE234567_CISO	1/9/2017 9:00:00 AM	1/18/2017 12:00:00 AM
Select <input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

Add **Delete**

Previous **Save & Next**

13. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

POU e-Tag Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the e-Tag Report submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the e-Tag Report submitted using the RPS Online System, including e-Tag information and data, and am authorized to submit the e-Tag Report, including e-Tag information and data, on behalf of ABC Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the e-Tag Report, including e-Tag information and data, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California’s RPS.
4. I have reviewed the e-Tag Report, including e-Tag information and data, submitted and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the e-Tag Report, e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

Previous

14. After selecting the "Submit" button, the system will display a confirmation message for completing the e-Tag data entry. Note: User will not be able to add or edit e-Tag information until the status is set as "corrections needed" by the RPS Verification staff.

Confirmation

An e-Tag Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.6.2 Review e-Tag Data and Edit

The system allows the user to edit their entries after saving. The following outlines the process for manually editing fields prior to submission.

1. Select an entry from the list of e-Tag IDs.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID e-Tag ID

Export To:

	<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input type="checkbox"/>	63374	Facility 1	BPAT_SAMPLE234567_CISO	1/9/2017 9:00:00 AM	1/18/2017 12:00:00 AM
Select	<input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

2. Edit any of the fields you wish to change provided on the “POU e-Tag Details” page. Once all updates or edits have been made, click the “Save” button in the upper right hand corner of the screen.

The screenshot shows a web form titled "POU e-Tag Details". At the top right, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red. Below the buttons is an "Instructions" section with three bullet points. The main form area contains several fields:

- *RPS ID: 63374
- *e-Tag ID: BPAT_SAMPLE234567_CISO
- *Start Date and Time: 01/09/2017
- *Stop Date and Time: 01/18/2017
- *Generator Name: Facility 1
- *Load: BPAT
- *Load Control Area: CISO
- *Generator Control Area: BPAT
- *Total MWh: 234
- *WREGIS GU ID: W3562
- Matched Claim Vintage Year: Please Select
- Month: Please Select
- WREGIS Certificate Serial Number: (empty)
- Matched MWh: (empty)
- Misc: (empty)

3. Note: After clicking on the “Save” button, the system will display a message confirming the record was saved.

Record saved successfully.

7.6.3 Review e-Tag Data and Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting an entry.

1. Select an entry from the list of e-Tag IDs by checking the checkbox. Click on the “Delete” button at the bottom right hand corner of the grid.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID e-Tag ID **Search**

Export To:

	<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input checked="" type="checkbox"/>	63374	Facility 1	BPAT_SAMPLE234567_CISO	1/3/2017 9:00:00 AM	1/18/2017 12:00:00 AM
Select	<input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

Add **Delete** **Previous** **Save & Next**

2. Click on the “Confirm” button to confirm the deletion of the entry.

Confirmation

Are you sure you want to delete?

Confirm **Cancel**

3. System displays e-Tags grid after record has been deleted.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID e-Tag ID

Export To:

	<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

7.6.4 Upload of e-Tag RPS Data

E-Tag data may be uploaded using an Excel spreadsheet instead of entering it manually. The following outlines how to upload the file, as well as correct any validation errors found in the data file.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the California Energy Commission System Test interface. The user is logged in as Jane Doe. The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The 'Verification' tab is selected and circled in red. Below the navigation, there are search filters for RPS ID, Suffix, Facility Name, Application Status, and Resource Type, each with a 'Please Select' dropdown and a 'Search' button. Below the search filters, there is an 'Export To:' section with 'Excel' and 'CSV' options. A table of results is displayed with columns for RPS ID, Suffix, Facility Name, Status, and Primary Resource. The first row shows 'A', 'KP Power', 'In Progress', and 'Biomethane'. There are 'Select' and 'Delete' links for each row.

2. Click on the "Select" link for your account.

The screenshot shows the California Energy Commission System Test interface. The user is logged in as Jane Doe. The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The 'Verification' tab is selected. Below the navigation, there are search filters for RPS ID, Suffix, Facility Name, Application Status, and Resource Type, each with a 'Please Select' dropdown and a 'Search' button. Below the search filters, there is an 'Export To:' section with 'Excel' and 'CSV' options. A table of results is displayed with columns for RPS ID, Suffix, Facility Name, Status, and Primary Resource. The first row shows 'A', 'KP Power', 'In Progress', and 'Biomethane'. There are 'Select' and 'Delete' links for each row. The 'Select' link for the account holder is circled in red.

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

The screenshot shows the California Energy Commission System Test interface. The user is logged in as Jane Doe. The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The 'Verification' tab is selected. Below the navigation, there are search filters for RPS ID, Suffix, Facility Name, Application Status, and Resource Type, each with a 'Please Select' dropdown and a 'Search' button. Below the search filters, there is an 'Export To:' section with 'Excel' and 'CSV' options. A table of results is displayed with columns for RPS ID, Suffix, Facility Name, Status, and Primary Resource. The first row shows 'A', 'KP Power', 'In Progress', and 'Biomethane'. There are 'Select' and 'Delete' links for each row. The 'Select' link for the account holder is circled in red. The 'Compliance Period' and 'Reporting Year' drop-down menus are highlighted with a red box.

4. Select the “e-Tag Report” button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Click the “Add” button.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID: e-Tag ID: Search

Export To: Excel CSV

<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
No records found					

Add Delete

Previous

6. Select the “Upload POU e-Tag form” option from the Submission Type drop-down menu. Click the “Save & Next” button in the bottom right hand corner of the screen.

POU e-Tag Data Submission Type

Instructions

- Please select how you want to enter the POU e-Tag data. To enter manually select 'Manual Line Entry' . To upload POU e-Tag Report select 'Upload POU e-Tag form'.

Select Submission Type
Upload POU e-Tag form

Previous Save & Next

7. Click the “Browse...” button to retrieve a file from your computer.

Upload Documents

Instructions

Click the Choose File button to upload the completed e-Tag form. The e-Tag form can be found here.

POU e-Tags

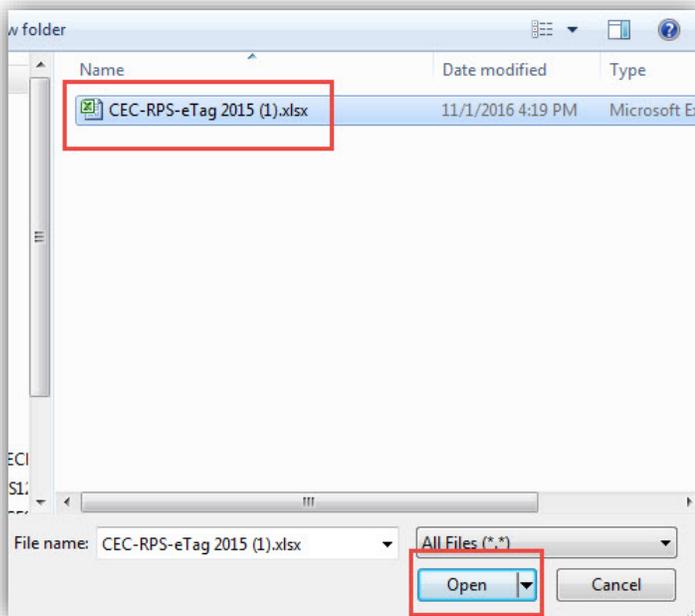
Browse...

Previous Save & Next

8. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option

Note: If your e-Tag upload has validation errors then please see section 7.5.5 for steps on correcting these failed rows.



9. Click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Upload Documents

Instructions

Click the Choose File button to upload the completed e-Tag form. The e-Tag form can be found [here](#).

POU e-Tags

C:\Users\Kelly Phan\Desktop Browse...

Previous **Save & Next**

10. Once all the relevant e-Tag data has been entered, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS Staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.

Compliance Period : 2014 - 2016

Reporting Year : 2016

RPS ID

e-Tag ID

Search

Export To: Excel CSV

	<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input type="checkbox"/>	63374	Facility 1	BPAT_SAMPLE234567_CISO	1/9/2017 9:00:00 AM	1/18/2017 12:00:00 AM
Select	<input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

Add

Delete

Previous **Save & Next**

11. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation Submit Cancel

POU e-Tag Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the e-Tag Report submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the e-Tag Report submitted using the RPS Online System, including e-Tag information and data, and am authorized to submit the e-Tag Report, including e-Tag information and data, on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the e-Tag Report, including e-Tag information and data, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the e-Tag Report, including e-Tag information and data, submitted and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the e-Tag Report, e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

Previous

12. After selecting the “Submit” button, the system will display a confirmation message for completing the e-Tag Report. Note: User will not be able to add or edit e-Tag information until the status is set as “corrections needed” by the RPS Verification staff.

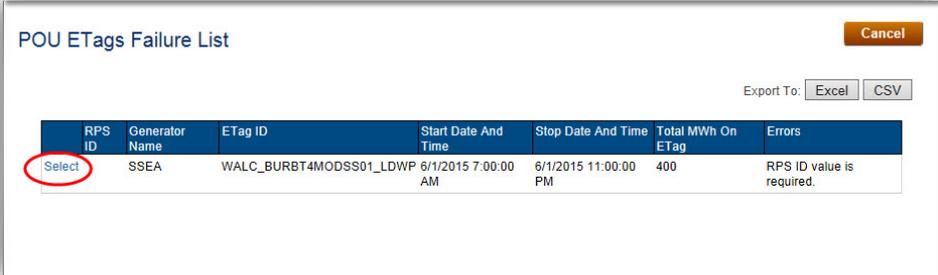
Confirmation

An e-Tag Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.6.5 Reviewing e-Tag Validation Errors

If the uploaded e-Tag file contains errors then the system will mark these rows from the file as Failed. The system will then navigate the user to the File Upload Results page where all of the failed rows will be displayed. The system will require the user re-upload the corrected file to complete the process of e-Tag data submission.

1. If the uploaded e-Tag file contains validation errors, the system will direct users to the POU ETags Failure List. Click "Select" for the record you wish to view.



POU ETags Failure List

Export To:

RPS ID	Generator Name	Etag ID	Start Date And Time	Stop Date And Time	Total MWh On ETag	Errors
Select	SSEA	WALC_BURBT4MODSS01_LDWP	6/1/2015 7:00:00 AM	6/1/2015 11:00:00 PM	400	RPS ID value is required.

2. Each record will provide information on the validation error. User can review but not edit the errors on this screen; User must re-upload the corrected file. Repeat steps 5-9 from 7.5.4 above.

Instructions

- Fill in the e-Tag ID and associated information in the appropriate boxes.
- For PCC1 claims, enter the WREGIS Certificate Serial Number of the RECs for which the e-Tag is matched in the box labeled WREGIS Certificate Serial Number. If the WREGIS Certificate Serial Number is reported, the RPS ID and WREGIS ID do not need to be reported.
- For PCC2 claims, matching e-Tags with a WREGIS Certificate Serial Number is not required, but the RPS ID does need to be reported.

POU e-Tag Details

Error(s)
RPS Certification Number and WREGIS Generating Unit ID are mismatched.

*RPS ID	*e-Tag ID
<input type="text" value="63342"/>	<input type="text" value="WALC_BURBT4MODSS01_LDWP"/>
*Start Date and Time	*Stop Date and Time
<input type="text" value="06/01/2015"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="06/01/2015"/> <input type="text" value="23"/> <input type="text" value="0"/> <input type="text" value="0"/>
*Generator Name	
<input type="text" value="SSEA"/>	
*Load	
<input type="text" value="BURBSYSTEM"/>	
*Load Control Area	*Generator Control Area
<input type="text" value="LDWP"/>	<input type="text" value="WALC"/>
*Total MWh	*WREGIS GU ID
<input type="text" value="400"/>	<input type="text" value="W3473"/>
Matched Claim Vintage Year	Month
<input type="text" value="2015"/>	<input type="text" value="7"/>

7.6.6 Review the WREGIS CA e-Tags Report

Data submitted through the CA e-Tags Report via WREGIS is uploaded by RPS Staff, to be verified by the user. The following outlines how to perform this task.

1. Click on the Verification tab in order to view the Verification Home Page.

CA .GOV CALIFORNIA ENERGY COMMISSION System Test ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

RPS ID Suffix Facility Name Application Status Resource Type

Please Select Please Select Please Select Please Select

Results Export To:

Select	Delete	RPS ID	Suffix	Facility Name	Status	Primary Resource
<input type="checkbox"/>	<input type="checkbox"/>		A	KP Power	In Progress	Biomethane

2. Click on the "Select" link of your account.

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

Results

Account Holder
ABC Organization

3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.

ABC Organization

*Compliance Period Reporting Year

Please Select Please Select

4. Select the “e-Tag Report” button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Review the WREGIS e-Tags listed. Once all e-Tag data has been reported, including those not reported through WREGIS, click the “Save & Next” button.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role “Verification Attestant” will need to select “Save & Next” in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID: e-Tag ID: Search

Export To: Excel CSV

	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input type="checkbox"/> 63373	Generator 1	WALC_BURBT4MODSS01_LDWP	1/4/2017 12:00:00 AM	1/5/2017 12:00:00 AM

Add Delete

Previous **Save & Next**

6. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

POU e-Tag Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the e-Tag Report submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the e-Tag Report submitted using the RPS Online System, including e-Tag information and data, and am authorized to submit the e-Tag Report, including e-Tag information and data, on behalf of ABC Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the e-Tag Report, including e-Tag information and data, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California’s RPS.
4. I have reviewed the e-Tag Report, including e-Tag information and data, submitted and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the e-Tag Report, e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

Previous

7. After selecting the “Submit” button, the system will display a confirmation message for completing the e-Tag data entry. Note: User will not be able to add or edit e-Tag information until the status is set as “corrections needed” by RPS Verification staff.

Confirmation

An e-Tag Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.6.7 Corrections to the e-Tag Report

The RPS Staff can “unlock” the e-Tag Report for editing purposes. This flow demonstrates the process of the user to add, delete, or edit the data once the RPS staff has provided permission for changes.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the top navigation bar with the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is logged in as "Jane Doe" and the organization is "ABC Organization". The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The "Verification" tab is highlighted with a red circle. Below the navigation is a "Home Page" section with tabs for Applications, Facilities, Notifications, Time Extension Request, Verification, and WREGIS Adjustment. A search form contains fields for RPS ID, Suffix (Please Select), Facility Name, Application Status (Please Select), and Resource Type (Please Select), with a Search button. Below the search form is a "Results" section with an "Export To:" dropdown showing "Excel" and "CSV". A table displays the following data:

		RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	Delete		A	KP Power	In Progress	Biomethane

2. Click on the “Select” link of your account.

The screenshot shows the "Verification" tab selected. The "Results" section is empty. A table displays the following data:

	Account Holder
Select	ABC Organization

3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.

The screenshot shows the "ABC Organization" page. Two dropdown menus are highlighted with a red box:

*Compliance Period: Please Select
Reporting Year: Please Select

- Select the e-Tag Report button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

- New e-Tags can be added by clicking "Add", e-Tags can be deleted by clicking "Delete", or select the entry you wish to edit and make the appropriate changes. Once all e-Tag data has been added, deleted, or edited, click the "Save & Next" button.

Report of e-Tag

Instructions

- E-Tags that are matched to claims in WREGIS and reported through the CA e-Tags Report will be uploaded by RPS Staff. Contact RPS staff if you believe any WREGIS e-Tag data is missing.
- For e-Tags not matched to claims in WREGIS, select the Add button to add data manually or upload the eTag form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- If the e-Tag Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.

Compliance Period : 2014 - 2016 Reporting Year : 2016

RPS ID: e-Tag ID: Search

Export To:

	<input type="checkbox"/>	RPS ID	Generator Name	e-Tag ID	Start Date And Time	Stop Date And Time
Select	<input type="checkbox"/>	63374	Facility 1	BPAT_SAMPLE234567_CISO	1/9/2017 9:00:00 AM	1/18/2017 12:00:00 AM
Select	<input type="checkbox"/>	63374	Facility 2	BPAT_SAMPLE833722_CISO	1/2/2017 12:00:00 AM	1/4/2017 12:00:00 AM

- Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation **Submit** **Cancel**

POU e-Tag Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the e-Tag Report submitted using the RPS Online System and hereby attest to the following:

- I am an authorized officer or agent of ABC Organization, the POU identified in the e-Tag Report submitted using the RPS Online System, including e-Tag information and data, and am authorized to submit the e-Tag Report, including e-Tag information and data, on behalf of ABC Organization.
- I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
- I acknowledge that the e-Tag Report, including e-Tag information and data, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
- I have reviewed the e-Tag Report, including e-Tag information and data, submitted and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
- I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the e-Tag Report, e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

Previous

- After selecting the “Submit” button, the system will display a confirmation message for submitting the e-Tag Report.

Confirmation

An e-Tag Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.7 POU Hourly Report

The Hourly Report is required for POUs who procure Portfolio Content Category (PCC) 1 electricity products from facilities not interconnected to a California Balancing Authority (CBA) that are scheduled into a CBA within the hour, in addition to the e-Tag Report. Hourly meter data and the hourly scheduled amount for each hour that is claimed as PCC 1 procurement must be reported in the Hourly Report.

7.7.1 Manual Entry of Hourly Data

When a POU is required to submit hourly data, they may choose to do so via manual entry or by uploading their data from an Excel spreadsheet. The following outlines the process for entering the hourly data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

CA .GOV CALIFORNIA ENERGY COMMISSION System Test ABC Organization

HOME APPLICATIONS VERIFICATION REPORTS ACCT MGMT

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

RPS ID Suffix Facility Name Application Status Resource Type

Please Select Please Select Please Select Please Select Please Select

Search

Results Export To: Excel CSV

Select	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	Delete	A	KP Power	In Progress	Biomethane

2. Click on the “Select” link of your account.

Home Page

Applications Facilities Notifications Time Extension Request **Verification** WREGIS Adjustment

Results

Select	Account Holder
Select	ABC Organization

3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.

ABC Organization

*Compliance Period Reporting Year

Please Select Please Select

4. Select the "Hourly Report" button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Click the "Add" button.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID: e-Tag ID: WREGIS GU ID: Hour Ending: Please Select Date:

Export To:

<input type="checkbox"/>	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
No records found							

6. Enter “RPS ID” and “WREGIS GU ID.” Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click “Save & Next” button on the bottom right hand corner of the screen.

POU Hourly Data Submission Type

Instructions

- Please select how you want to enter the POU Hourly data. To enter manually select 'Manual Line Entry'. To upload POU Hourly Report select 'Upload POU Hourly form'.

*RPS ID *WREGIS GU ID

Select Submission Type
Manual Line Entry

7. Select values for “Date” and “Hour Ending.”

Instructions

- For each date and hour ending, fill in the hourly schedule and meter data.
- Enter in the POU's percent share of the hourly schedule and the generation output. If this is 100%, then enter 100.
- Click the Save button to add the data to the Hourly Report.

POU Hourly Details

RPS ID WREGIS GU ID

*Date *Hour Ending

- Add values in to “Hourly Final Schedule,” and “e-Tag ID” field. The e-Tag ID field must follow the following format: The first characters before the 1st underscore must be equal to the Generator Control Area ID . The last characters after the 2nd underscore must be equal to the Load Control Area ID.

Instructions

- For each date and hour ending, fill in the hourly schedule and meter data.
- Enter in the POU's percent share of the hourly schedule and the generation output. If this is 100%, then enter 100.
- Click the Save button to add the data to the Hourly Report.

POU Hourly Details

RPS ID: WREGIS GU ID:

*Date: *Hour Ending:

*Hourly Final Schedule: *e-Tag ID:

- Add values in “Hourly Meter Data,” “Percent Share Final Schedule (%),” “Percent Share of Facility Generation Output(%)” fields. Click “Save” to save the record.

Instructions

- For each date and hour ending, fill in the hourly schedule and meter data.
- Enter in the POU's percent share of the hourly schedule and the generation output. If this is 100%, then enter 100.
- Click the Save button to add the data to the Hourly Report.

POU Hourly Details

RPS ID: WREGIS GU ID:

*Date: *Hour Ending:

*Hourly Final Schedule: *e-Tag ID:

*Hourly Meter Data: *Percent Share Final Schedule(%):

*Percent Share of Facility Generation Output (%): Preliminary Estimate of Eligible PCC1 Volume(MWh):

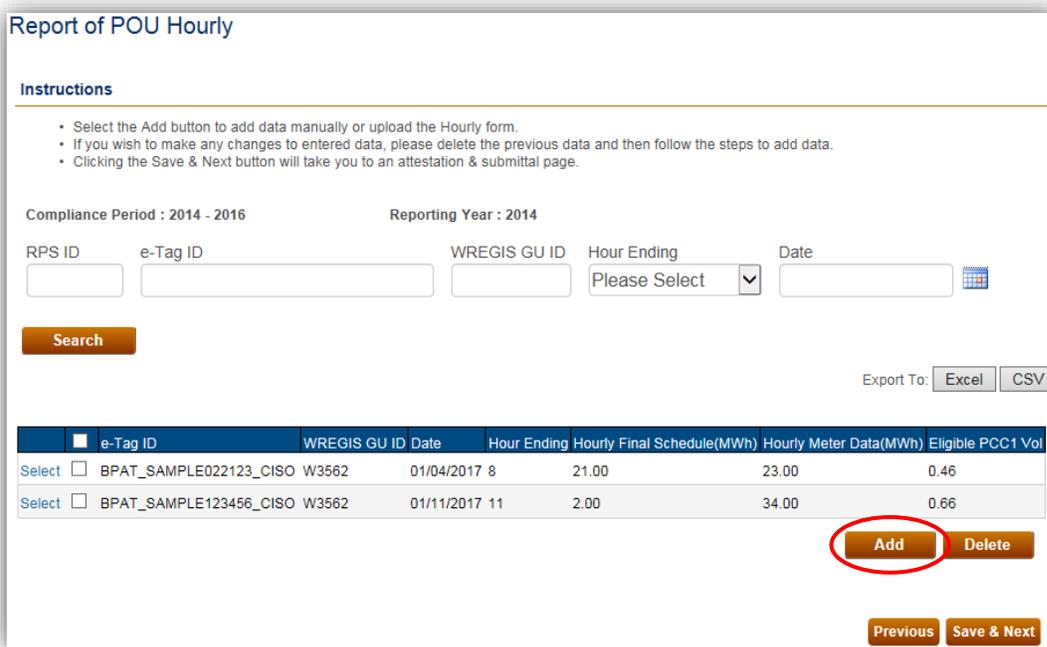
10. After selecting the “Save” button, the system will display a confirmation message for entering the POU Hourly data. Click the “Go Back” button in the upper right hand corner.

Note: Repeat Steps 5-10 to manually enter the remaining hourly data.

Note: If there is an existing record with the same “Date” and “Hour Ending”, then “Hourly Meter Data” and “Percent Share Final Schedule (%)” must be the same as existing.



11. Once all the relevant hourly data has been entered, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.



A screenshot of the "Report of POU Hourly" interface. It includes an "Instructions" section with three bullet points. Below are fields for "Compliance Period : 2014 - 2016" and "Reporting Year : 2014". There are input fields for "RPS ID", "e-Tag ID", "WREGIS GU ID", "Hour Ending" (a dropdown menu showing "Please Select"), and "Date" (with a calendar icon). A "Search" button is located below these fields. On the right, there are "Export To:" buttons for "Excel" and "CSV". A table with two rows of data is shown, with columns: "e-Tag ID", "WREGIS GU ID", "Date", "Hour Ending", "Hourly Final Schedule(MWh)", "Hourly Meter Data(MWh)", and "Eligible PCC1 Vol". The "Add" button at the bottom right of the table is circled in red. At the very bottom, there are "Previous" and "Save & Next" buttons.

	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select <input type="checkbox"/>	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select <input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

12. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation. Note: The user may only edit entries prior to completing the attestation.

Attestation Submit Cancel

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California’s RPS.
4. I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

Previous

13. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.

Note: User will not be able to add or edit hourly information until the status is set as “corrections needed” by the RPS Verification staff.

Confirmation

An Hourly Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.7.2 Review Hourly Data- Edit

The system allows the user to edit their entries after saving. The following outlines the process for manually editing fields prior to attestation. Note: The user may only edit entries prior to completing the attestation.

1. Select an entry from the list of Hourly data.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID e-Tag ID WREGIS GU ID Hour Ending Date

 Please Select

Export To:

	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
<input checked="" type="checkbox"/>	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
<input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

2. Edit any of the fields you wish to change provided on the "POU Hourly Details" page and click "Save."

Instructions

- For each date and hour ending, fill in the hourly schedule and meter data.
- Enter in the POU's percent share of the hourly schedule and the generation output. If this is 100%, then enter 100.
- Click the Save button to add the data to the Hourly Report.

POU Hourly Details

RPS ID WREGIS GU ID

63374 W3562

*Date *Hour Ending

01/04/2017 8

*Hourly Final Schedule *e-Tag ID

21 BPAT_SAMPLE022123_CISO

3. After selecting the “Save” button, the system will display a confirmation message for submitting the Hourly report.

Record saved successfully.

7.7.3 Review Hourly Data- Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting one entry or multiple entries.

1. To delete one entry, select an entry from the list of Hourly data that you wish to delete. Click on the “Delete” button at the bottom right hand corner of the table.

The screenshot shows the 'Report of POU Hourly' interface. It includes a search form with fields for RPS ID, e-Tag ID, WREGIS GU ID, Hour Ending (a dropdown menu), and Date. Below the search form is a table with the following data:

	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select <input type="checkbox"/>	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select <input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

At the bottom right of the table, there are buttons for 'Add' and 'Delete', with the 'Delete' button circled in red. Other buttons include 'Search', 'Export To: Excel CSV', 'Previous', and 'Save & Next'.

2. If you are sure you want to delete the report, click the “Confirm” button.

The screenshot shows a 'Confirmation' dialog box with the text 'Are you sure you want to delete?'. Below the text are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is circled in red.

3. The deleted Hourly data will be removed from the Report of POU Hourly screen.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID e-Tag ID WREGIS GU ID Hour Ending Date

 Please Select

Export To:

<input type="checkbox"/>	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select <input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

4. To delete multiple entries, enter the “RPS ID” and “WREGIS GU ID” of the associated hourly data entries that you wish to delete. Click on the “Delete” button next to the “WREGIS GU ID” field, and all associated entries will be deleted for the Reporting Year.

Delete Hourly Data

If you would like to delete any Hourly data, please enter an RPS ID and WREGIS GU ID below and press "Delete".

*RPS ID *WREGIS GU ID

5. The system will display a confirmation message for deleting the entire set of hourly entries.

Hourly data for RPS ID 64305 and WREGIS GU ID W3562 was deleted successfully

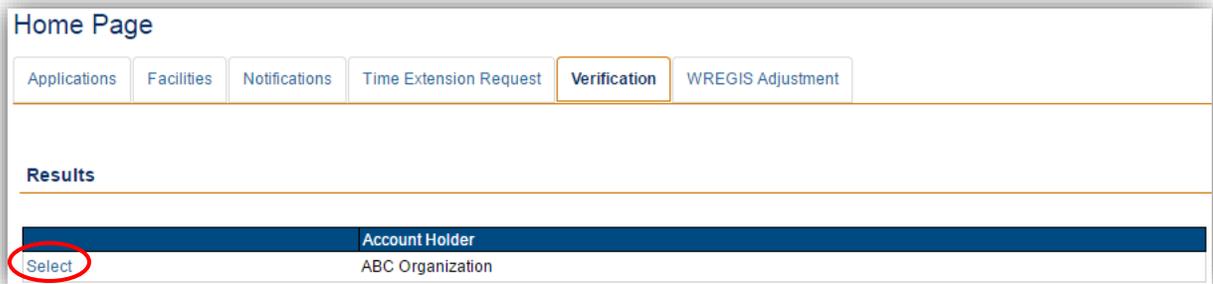
7.7.4 Upload of Hourly Data

Hourly data may be uploaded using an Excel spreadsheet instead of entering it manually. The following outlines how to upload Hourly data.

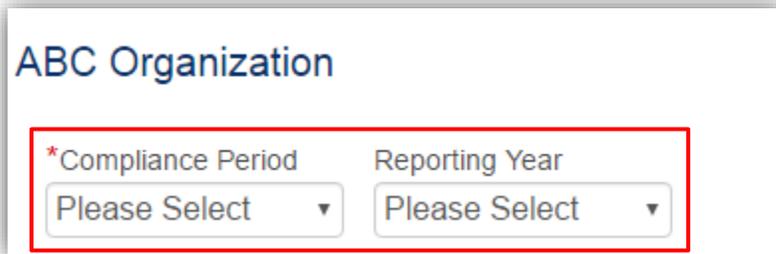
1. Click on the Verification tab in order to view the Verification Home Page.



2. Click on the “select” link of your account.



3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



4. Select the "Hourly Report" button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Click the "Add" button.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID: e-Tag ID: WREGIS GU ID: Hour Ending: Please Select Date:

Export To:

<input type="checkbox"/>	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
No records found							

6. Enter "RPS ID" and "WREGIS ID", and then select the "Upload POU hourly form" option from the Submission Type drop-down menu. Click the "Save & Next" button in the bottom right hand corner of the screen.

POU Hourly Data Submission Type

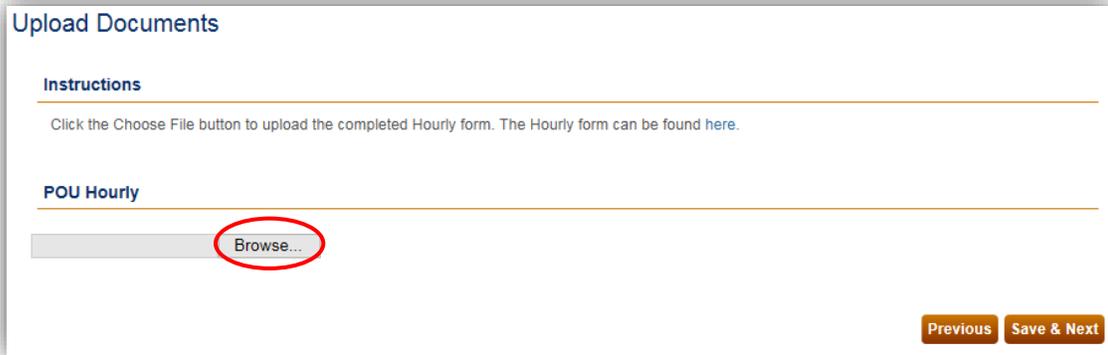
Instructions

- Please select how you want to enter the POU Hourly data. To enter manually select 'Manual Line Entry' . To upload POU Hourly Report select 'Upload POU Hourly form'.

*RPS ID: *WREGIS GU ID:

Select Submission Type: Upload POU hourly form

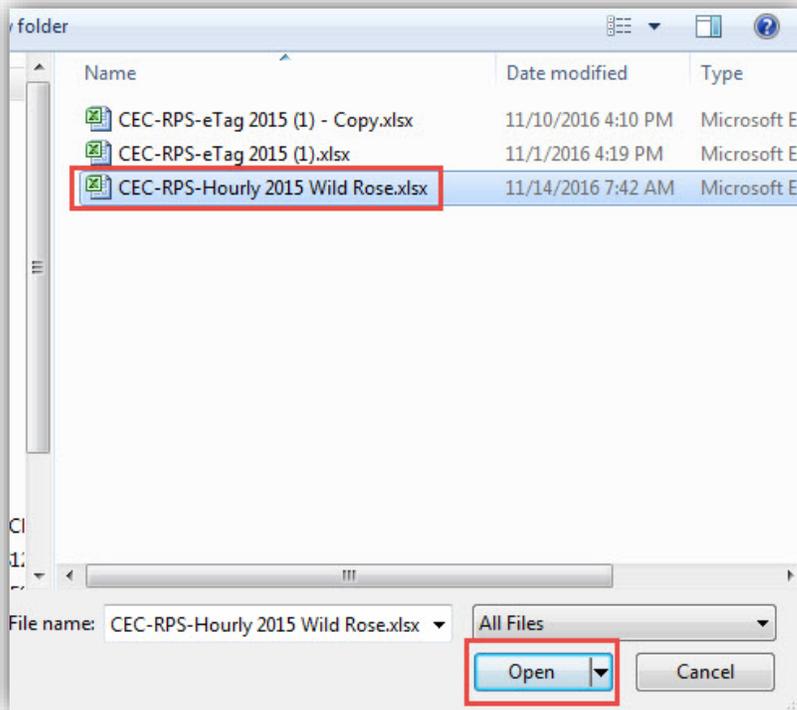
7. Select the “Browse” button to retrieve a file from your computer.



8. Select file from computer and click the “Open” button.

Note: Window will automatically close when the user selects the “Open” option.

Note: If your POU Hourly upload has validation errors then please see section 7.6.5 for steps on correcting these failed rows.



9. Click "Save & Next" button on the bottom right hand corner of the screen.

Upload Documents

Instructions

Click the Choose File button to upload the completed Hourly form. The Hourly form can be found [here](#).

FCS Hourly

C:\Users\Kelly Phan\Desktop Browse...

Previous Save & Next

10. Once all the relevant Hourly data has been entered, click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID e-Tag ID WREGIS GU ID Hour Ending Date

Please Select

Search

Export To: Excel CSV

	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select <input type="checkbox"/>	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select <input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

Add Delete

Previous Save & Next

11. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation. Note: The user may only edit entries prior to completing the attestation.

Attestation

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

12. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.
Note: User will not be able to add or edit hourly data information until the status is set as “corrections needed” by the RPS Verification staff.

Confirmation

An Hourly Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.7.5 Reviewing Hourly Validation Errors

If the uploaded POU Hourly file contains errors then the system will mark these rows from the file as Failed Rows. The system will then navigate the user to the Hourly Failure List page where all of the Failed Rows will be displayed. The system will require the user to re-upload the corrected file complete the Hourly data submission process.

1. This task picks up after item 12 in section 7.6.4 above. If the uploaded Hourly file has validation errors, then the system will direct user to the POU Hourly Failure List page. Click “select” for the record you wish to view.

RPS ID	WREGIS GU ID	ETag ID	Errors
63374	W3562	NEVP_ZES001WRB1231_LDWP	This record's Schedule and Meter data must match other reported values for the same date and hour ending within this Hourly file

2. Each record will provide information on the validation error(s).

Note: User can only review the errors; a corrected file must be re-uploaded. Repeat steps 5-9 from 7.6.4 above.

Instructions

- For each date and hour ending, fill in the hourly schedule and meter data.
- Enter in the POU's percent share of the hourly schedule and the generation output. If this is 100%, then enter 100.
- Click the Save button to add the data to the Hourly Report.

POU Hourly Details

Error(s)
This record's Schedule and Meter data must match other reported values for the same date and hour ending within this Hourly file

RPS ID: 63374
WREGIS GU ID: W3562
*Date: 01/01/2015
*Hour Ending: 1
*Hourly Final Schedule: 4
*e-Tag ID: NEVP_ZES001WRB1231_LDWP
*Hourly Meter Data: 23.589192
*Percent Share Final Schedule(%): 50

- Once all the relevant hourly data has been entered, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID e-Tag ID WREGIS GU ID Hour Ending Date

Export To:

	<input type="checkbox"/>	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select	<input type="checkbox"/>	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select	<input type="checkbox"/>	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

- Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

- I am an authorized officer or agent of ABC Organization, the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
- I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
- I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
- I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
- I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

I AGREE

5. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.

Note: Users will not be able to add or edit hourly data until the status is set as “corrections needed” by the RPS Verification staff.

Confirmation

An Hourly Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.7.6 Corrections to the Hourly Report

The RPS Staff can “unlock” the Hourly Report for editing purposes. This flow demonstrates the process for the user to edit the data once the RPS staff has provided permission for edits.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the top navigation bar with the CA.GOV logo, the California Energy Commission logo, and the text "System Test" and "ABC Organization". The main navigation menu includes "HOME", "APPLICATIONS", "VERIFICATION REPORTS", and "ACCT MGMT". The "Verification" tab is highlighted with a red circle. Below the navigation is a "Home Page" section with tabs for "Applications", "Facilities", "Notifications", "Time Extension Request", "Verification", and "WREGIS Adjustment". A search form contains fields for "RPS ID", "Suffix" (Please Select), "Facility Name", "Application Status" (Please Select), and "Resource Type" (Please Select), with a "Search" button. Below the search form is a "Results" section with "Export To" options for "Excel" and "CSV". A table displays the following data:

Select	Delete	RPS ID	Suffix	Facility Name	Status	Primary Resource
			A	KP Power	In Progress	Biomethane

2. Click on the “Select” link of your account.

The screenshot shows the "Verification" tab selected. The "Results" section is empty. A table at the bottom of the page shows the following data:

Select	Account Holder
	ABC Organization

3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.

The screenshot shows the "ABC Organization" form with two drop-down menus: "*Compliance Period" and "Reporting Year", both set to "Please Select".

4. Select the "Hourly Report" button.

ABC Organization Cancel Email

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. New Hourly data can be added by clicking "Add", Hourly data can be deleted by clicking "Delete", or select the entry you wish to edit and make the appropriate changes. Once all Hourly data has been added, deleted, or edited, click the "Save & Next" button.

Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 Reporting Year : 2014

RPS ID: e-Tag ID: WREGIS GU ID: Hour Ending: Please Select Date:

Search

Export To: Excel CSV

	e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

Add Delete

Previous Save & Next

6. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.

Attestation

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

Authorized Individual
Jane Doe

AGREE

Submit **Cancel**

Previous

7. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly report.

Confirmation

An Hourly Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.8 Verification Email Notifications

Users can send an email notification to RPS Staff by accessing the “email” button from the Verification tab.

1. Click on the Verification tab in order to view the Verification Home Page.

The screenshot shows the top navigation bar with the CA.GOV logo, the California Energy Commission logo, and the text "CALIFORNIA ENERGY COMMISSION System Test". The user is logged in as "Jane Doe" and the organization is "ABC Organization". The navigation menu includes HOME, APPLICATIONS, VERIFICATION REPORTS, and ACCT MGMT. The "Verification" tab is highlighted with a red circle. Below the navigation is a "Home Page" section with tabs for Applications, Facilities, Notifications, Time Extension Request, Verification, and WREGIS Adjustment. A search form contains fields for RPS ID, Suffix (Please Select), Facility Name, Application Status (Please Select), and Resource Type (Please Select), with a Search button. Below the search form is a "Results" section with an "Export To:" dropdown menu showing "Excel" and "CSV". A table displays the following data:

	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select		A	KP Power	In Progress	Biomethane

2. Click on the “Select” link for your account.

The screenshot shows the "Verification" tab selected in the navigation menu. The "Results" section is empty, and a "Select" link is circled in red in the table below.

	Account Holder
Select	ABC Organization

3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.

The screenshot shows the "ABC Organization" page with two dropdown menus: "* Compliance Period" and "Reporting Year", both set to "Please Select".

4. Click on the “Email” button.

ABC Organization Cancel **Email**

*Compliance Period: 2014 - 2016 Reporting Year: 2015

Summary

Step	Status	Last Status Date
Gen Report		
CCP Report		
Summary Claims Report		
Annual Summary Report		
e-Tag Report		
Hourly Report		

5. Enter your message to RPS staff into the “Notification” box and click “Submit.”

Email **Submit** Cancel Clear

*Subject
Message from CEC-RPS System

*Notification

8 Appendix A

Include the page for the Western Interconnection Balancing Authority map