The RPS Quick Reference Guide was designed to help users navigate through the Renewable Energy Facility Application Tracking System while highlighting important notes and features.

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Logging in to eDocket

To Login to eDocket:

1. Launch an Internet browser and navigate to https://edocket.dcpsc.org/

2. Enter the Username and Password or register as a new user.

**NOTE:** When logging in for the first time, you will see the Notice of Final Rulemaking. Click the checkbox once you have read the DC PSC Electronic Filing System Rules and agree to the Terms and Conditions listed within. Click the Submit button to continue.
Going to the RPS Portal

After logging into eDocket, a screen with your filings appear. Click on the RPS Portal button to submit new applications and view the status of submitted applications.

- The Applicant Dashboard is displayed.
- The My Applications grid displays draft and submitted applications. As the Commission reviews the application, the status will change.
- The My Renewable Energy Generating Facility(s) grid displays facilities certified or decertified by the Commission.
Starting New Applications

To Start a New Application:

1. Click the **Submit New Application** button.

2. Select whether the application is a solar application.

   Application Type
   
   Is this a solar application?  ○ Yes  ○ No

   - The RPS application is a dynamic form. The input fields displayed are based on the type of application selected: Solar or Non-Solar.

Entering Facility and Contact Information
Important Notes:

- The * asterisk fields are required.

- The facility street address is broken down into the various fields:

  - The Apartment/Unit field is required. Add the apartment or unit number after the #. If the facility does not have an apartment or unit number, keep the # in the field.

  - Click the icon to display more information.

  - Click the Same as Facility Address and/or Same as Owner Information options to automatically populate contact and address data.
• The **Phone** field only requires the input of numbers; hyphens are added automatically.

• A red border indicates the field does not include required characters (e.g., Email field requires @ symbol). The border turns blue once the requirement is met.

![Email field](image-1)

• **Important**: Notifications regarding the application will be sent to the email listed under Contact Person Information:

![Contact Person Information](image-2)

• Click the **Save for later** button to save information and continue the application later.

• Click the **Continue** button if ready to proceed to the next screen.
Selecting Solar Energy Type

If solar was selected as the fuel type, select the type of solar energy on the next screen: Photovoltaic or Thermal. Based on the type of solar energy selected, the fields on the screen dynamically change.

Solar Energy: Thermal

Important Notes:

- The * asterisk fields are required.
- If OG-100 Certification Number is selected, enter the name of the meter manufacturer and model number of the meter.
- For date fields, enter the date in MM/DD/YYYY format or select a date from the calendar control. Once a date is entered, the X button is available to clear the date.
Solar Energy: Photovoltaic

Important Notes for Photovoltaic:

- Click the + or – button in the Array Information section to add or remove rows.

- The Total Number of Panels/Modules and Rated Capacity are auto-calculated.

- Name of Meter and Model Number of Meter are required when the system is 10KW or larger.
Attaching Required Documents

<table>
<thead>
<tr>
<th>Required Documentation</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Certificate of Good Standing, if applicable, issued by the state in which the</td>
<td></td>
</tr>
<tr>
<td>business was formed (Mandatory if the application is from a business) *</td>
<td></td>
</tr>
<tr>
<td>One copy of U.S. Department of Energy, Energy Information Administration Form EIA-860, if</td>
<td></td>
</tr>
<tr>
<td>rated capacity is &gt; 1.0 MW (Mandatory if rated capacity is &gt; 1.0 MW)</td>
<td></td>
</tr>
<tr>
<td>Certificate of Authorization to Conduct Business in the District of Columbia, if</td>
<td></td>
</tr>
<tr>
<td>applicable (Mandatory if the application is from a business applying for a facility in</td>
<td></td>
</tr>
<tr>
<td>the District) *</td>
<td></td>
</tr>
<tr>
<td>Documentation of authority to sign on behalf of Applicant (Mandatory if third party is</td>
<td></td>
</tr>
<tr>
<td>filing on behalf of owner)</td>
<td></td>
</tr>
<tr>
<td>Final Interconnection Approval *</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Important Notes:

- Click the paperclip icon to attach a file. Note: Only PDF files are supported.
- Based on application type and certain field values, specific documents are conditionally required:
  - For solar applications:
    - Current Certificate of Good Standing and Certificate of Authorization to Conduct
      Business in the District of Columbia are both required if the application is from a
      business:
      - Is this a Residential facility? *
      - U.S. Department of Energy form EIA-860 is required if rated capacity is > 1.0 MW:
      - Final Interconnection Approval is required for Solar Photovoltaic applications.
  - For non-solar applications:
    - Formula for computing proportion of output per fuel type is required when multiple
      fuel sources are utilized.
    - Allocation formula that indicates the facility’s annual percentage of electricity
      production from fossil fuels is required when the facility is co-firing with fossil fuels.
Reviewing Applications for Completeness

After providing the required information and attaching required documents, click the **Preview** button to review the application for completeness. The Preview button is grayed out until all required documents are attached.

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</tr>
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<td>Final Interconnection Approval*</td>
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**Review Application 448**

**Contact Information**

**Renewable Energy Facility Information**
- Name: Softek Services, Inc.
- Address: 1156 15th ST NW #100 Washington, DC 20005
- Is this a Residential facility?: No
- Is this a community renewable energy facility?: No
- Is this a Federal building?: No

**Owner Information**
- Name: Owner Name
- Address: 1156 15th ST NW #100 Washington, DC 20005
- Phone: 202-111-2222
- Email: owner@abc.com
- Is the system owned by a third party?: No
- Do you have a Power Purchase Agreement (PPA)?: No

**Operator Information**
- Name: John Doe
- Address: 123 Main Street Burke, VA 22015
- Phone: 703-222-3333
- Email: jdoe@abc.com

**Contact Person Information**
- Name: Mary Smith
- Address: 1156 15th ST NW #100 Washington, DC 20005
- Title: Manager
- Phone: 202-111-2222
- Email: msmith@abc.com
RPS Quick Reference Guide

Fuel Information

- **Fuel Type:** Solar
- **Type of Solar Energy:** Photovoltaic
- **Name of Manufacturer:**
- **Array Information:**
  - Total Number of Panels/Modules: 250
  - Rated Capacity: 2.5 MW
  - Name of Inverter Manufacturer:
  - Model Number of Inverter:
  - Date of Final Approved Interconnection: 10/01/2018

**Meter used to measure solar energy production**

- **Name of Meter:**
- **Model Number of Meter:**
- **Model:**
- **Is Net Metering Used?** No
- **Is the facility a behind-the-meter (BTM) generator?** Yes

**Required Documentation**

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- Use the button to return to that specific section and change the data.
Signing and Submitting Applications

The bottom section of the preview screen contains the Electronic Signature. Once the required fields are entered, the Submit button is enabled.

To Sign and Submit an Application:

1. Check the **Affidavit of General Compliance** checkbox to attest that the information is true, complete and accurate.
2. For non-solar applications, also check the **Affidavit of Environmental Compliance**.
3. Enter your full name.
4. Click the **Submit** button.
   
   **Warning**
   
   Once you Submit:
   
   This application, along with the attachments, will be reviewed for acceptance for docketing.
   
   Once submitted, you will not be able to make changes to the application.
   
   Are you sure you want to submit the application?
   
   Click OK to "Submit" or "Cancel" to return to the application.

5. Click the **OK** button.

   **Thank You**
   
   Your application has been submitted to the Public Service Commission.
   
   Your confirmation #: 446
   
   Date Submitted: 10/17/2018

6. Click the **Back to Dashboard** button.

   - Once submitted, the application and attachments, will be reviewed by the Commission for acceptance for docketing. Changes cannot be made to an application unless the Commission sends a request for additional information.
Using the Applicant Dashboard

My Application(s)

The *My Applications* grid displays draft and submitted applications. As the Commission reviews the application, the status will change.

- Use the Filter drop-down to filter applications by status. Application statuses:
  - Draft – New application (not available for Commission)
  - Submitted – Application submitted
  - Request for Information – Commission requests additional information
  - Docketed – Application assigned eDocket Case No.
  - Withdrawn – Commission withdraws application
  - Denied – Facility not approved as a renewable energy generating resource

- Click the *Export to Excel* option to download applications in this grid.
- Use the *Search* box to filter by data contained in the following fields:
  - Application #
  - Facility Name
  - Facility Address
  - Fuel Type
  - Submit Date
  - Case #
  - Status
My Renewable Energy Generating Facility(s)

The *My Renewable Energy Generating Facility(s)* grid displays facilities certified or decertified by the Commission.

- Certified – Facility approved as a renewable energy generating resource
- Decertified – Facility no longer an eligible renewable resource

Click the facility name to view the application. Use this option to view the assigned Case Number, Order Number, Approved Date, and Certification Number. Also use this option to enter the GATS Unit ID.

Use the search box to filter by data contained in the following fields:

- Facility Name
- Facility Address
- Fuel Type
- GATS Unit ID
- Status
Exporting Data

Use the Export to Excel option in the My Renewable Energy Generating Facility(s) grid to download data for all certified and decertified facilities in MS Excel format. Use the Export to Excel option in the My Applications grid to download data for all other applications (draft, submitted, accepted, etc.).

Sample Excel:

Submitting Addendums

Once a facility is an approved Renewable Energy Facility and a Commission order has been issued certifying approval, an addendum is required to make any subsequent modifications to the original approved application.

To Submit an Addendum:

1. Click the Submit Addendum button.
2. Click the Select link next to the application to amend.
3. Navigate through each section of the application, make the required changes, upload necessary documentation, and then click the Submit button when finished.