



**PEDERNALES ELECTRIC COOPERATIVE
SOLAR INTERCONNECTION
APPLICATION PROCESS**

P3 USER GUIDE FOR MEMBERS



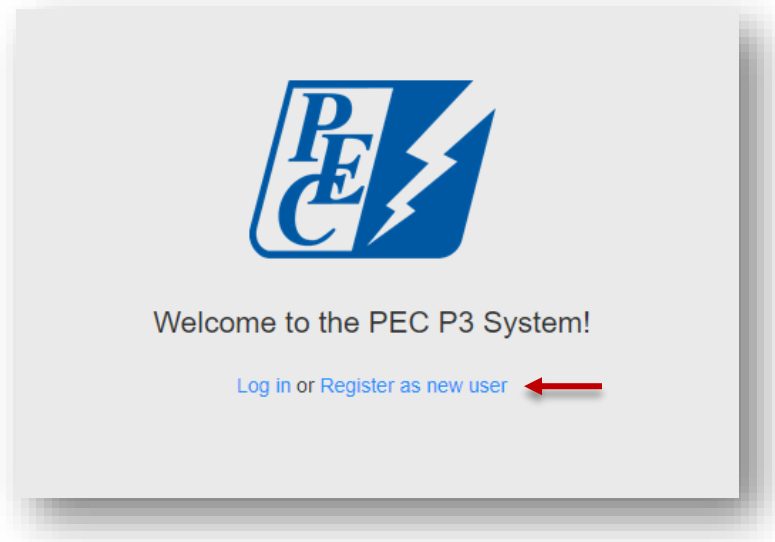
Updated April 2022

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P3 Registration Process

1. Navigate to: <https://pec.p3.enertrek.com/>
2. Click on the **Register as new user** link in blue



Standard P3 registration with email address

1. Enter all required information (**Please note:** your email address and password entered will be your login credentials)
2. First Name
3. Last Name
4. Email address
5. Password
6. Confirm Password



Sign up

Sign up

By signing up, you agree to the [Terms of Use](#).

[Need help getting started?](#)

Sign up with



Google



Facebook

or

You can sign up P3 with your Google and/or Facebook account.

Have an account?

[Log in](#)

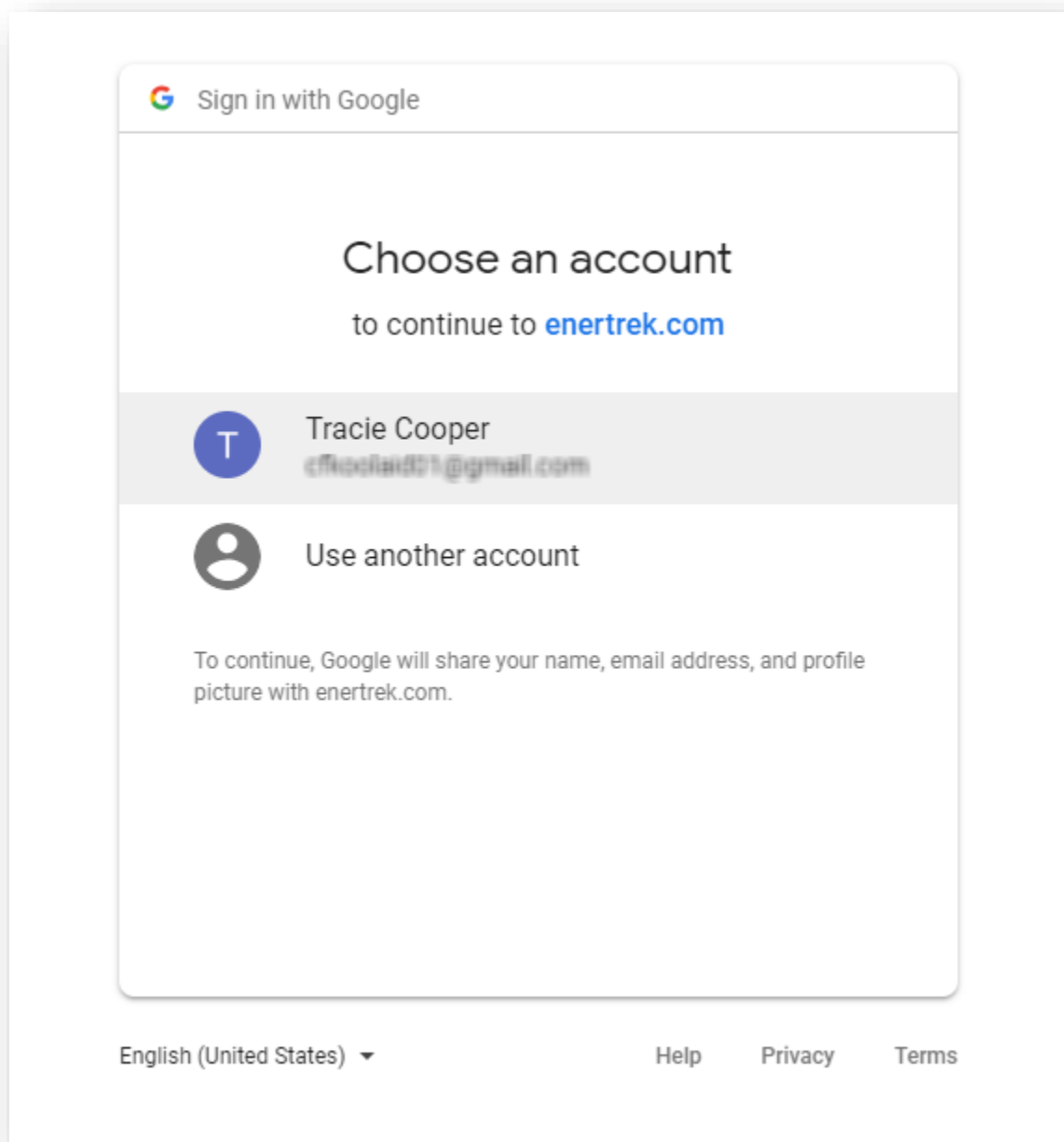


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7. Click the **Sign up** button

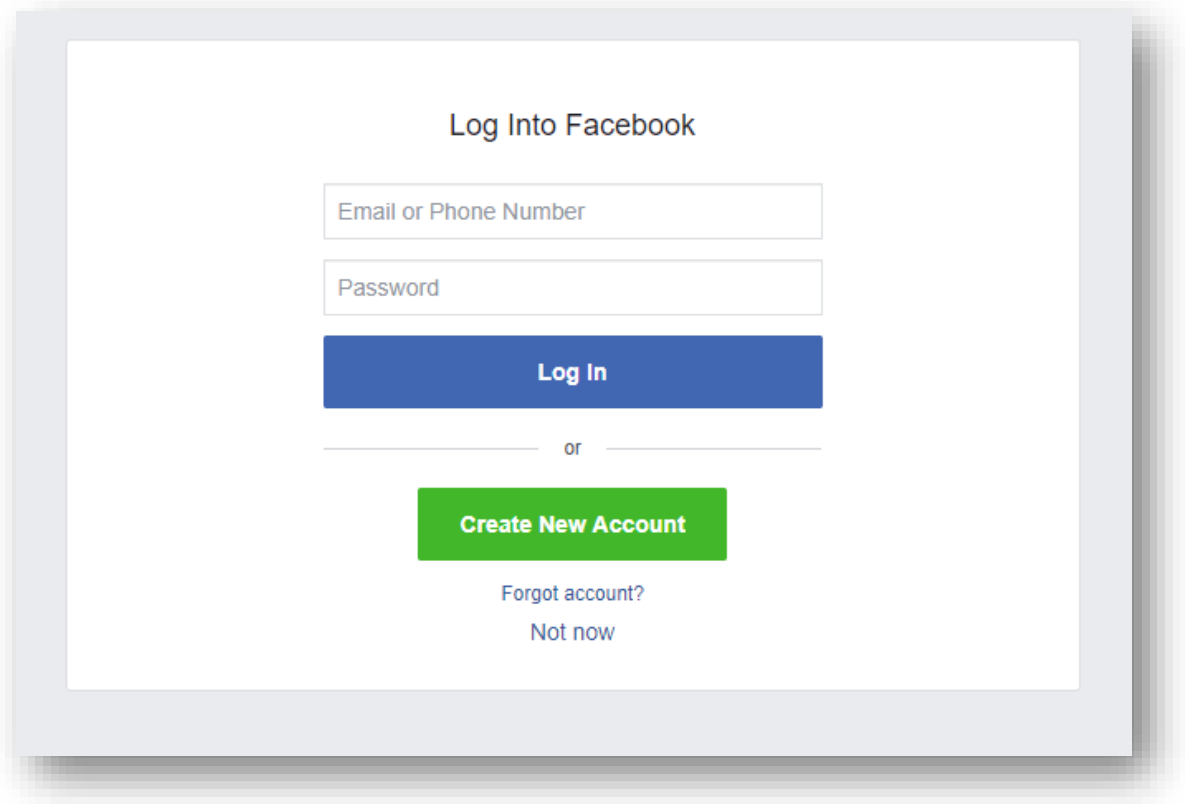
P3 Registration via Google Account

1. You will need to provide your Google account username and password
2. Once your account is linked to P3 you will use these credentials to log in to P3



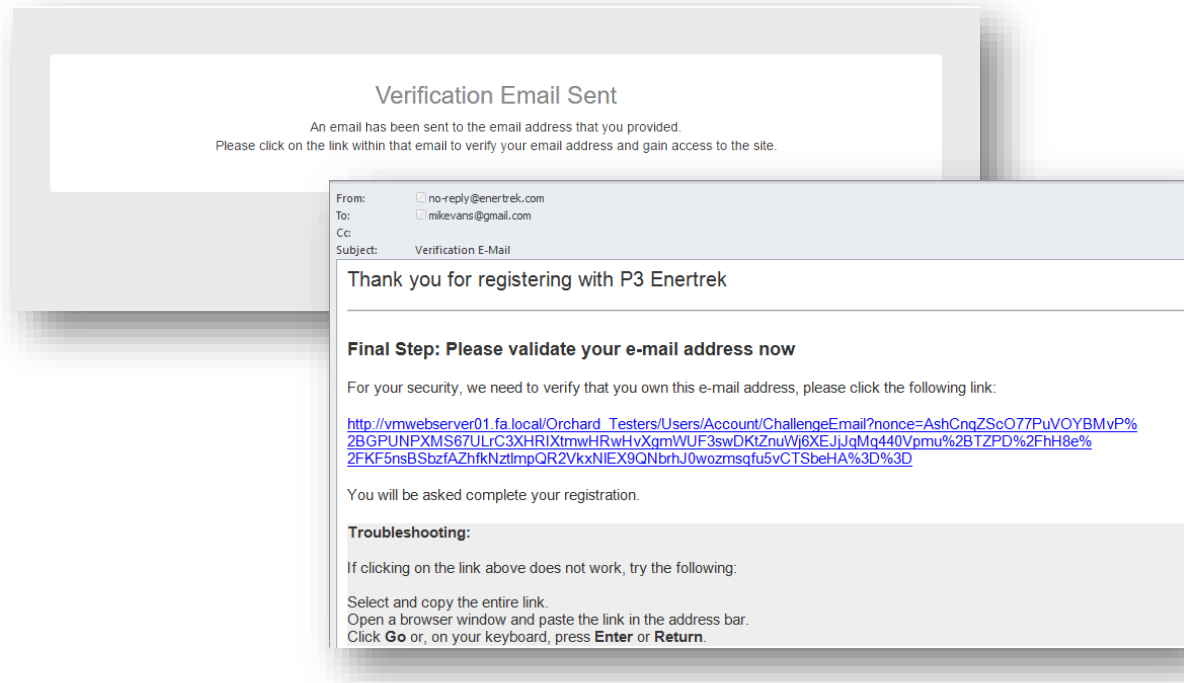
P3 Registration via Facebook

1. You will need to provide your Facebook account username and password
 - a. Once your account is linked to P3 you will use these credentials to log in to P3



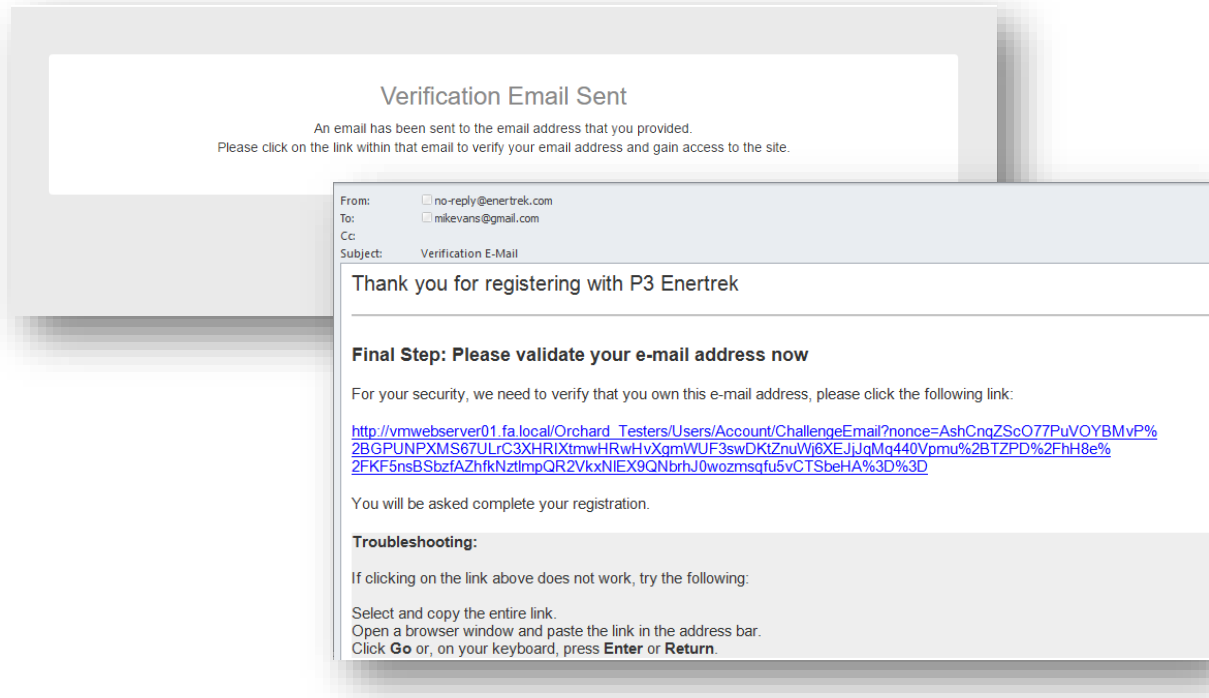
Email validation

1. Users attempting to register with P3 will be sent a verification email to the email address provided. Please check your spam/junk folders if you do not receive this email within 5 minutes



P3 Customer Profile Creation


1. Registered P3 users will receive a verification email to confirm the email address. Users will be prompted to select the link provided in the email to complete their P3 User Profile



2. Upon clicking the link provided, users will be taken to the P3 site and select the User type associated with their profile
 - a. Select the **Customer** Icon if you are a member of PEC and wish to submit a Solar Interconnection Application
 - b. Click the **Next** button

Complete User Profile


Select your user type



Customer

You are a residential or commercial customer that receives utility services from Enertrek.

or



Market Actor

You are a service provider that assists Enertrek in delivering conservation programs to customers (e.g Trade Ally, Builder, Rater, Energy Services Company, etc.).

[Next](#)

- 3. Complete User Profile Form
 - a. Required fields are indicated with a red asterisk

Profile Form

Profile Form

Fill out your information below to pre-populate rebate forms (Optional)

First Name

Last Name

Physical Address

Address 1

Address 2

City State Zip

- Select -

Same as physical address

Mailing Address

Address 1

Address 2

City State Zip

- Select -

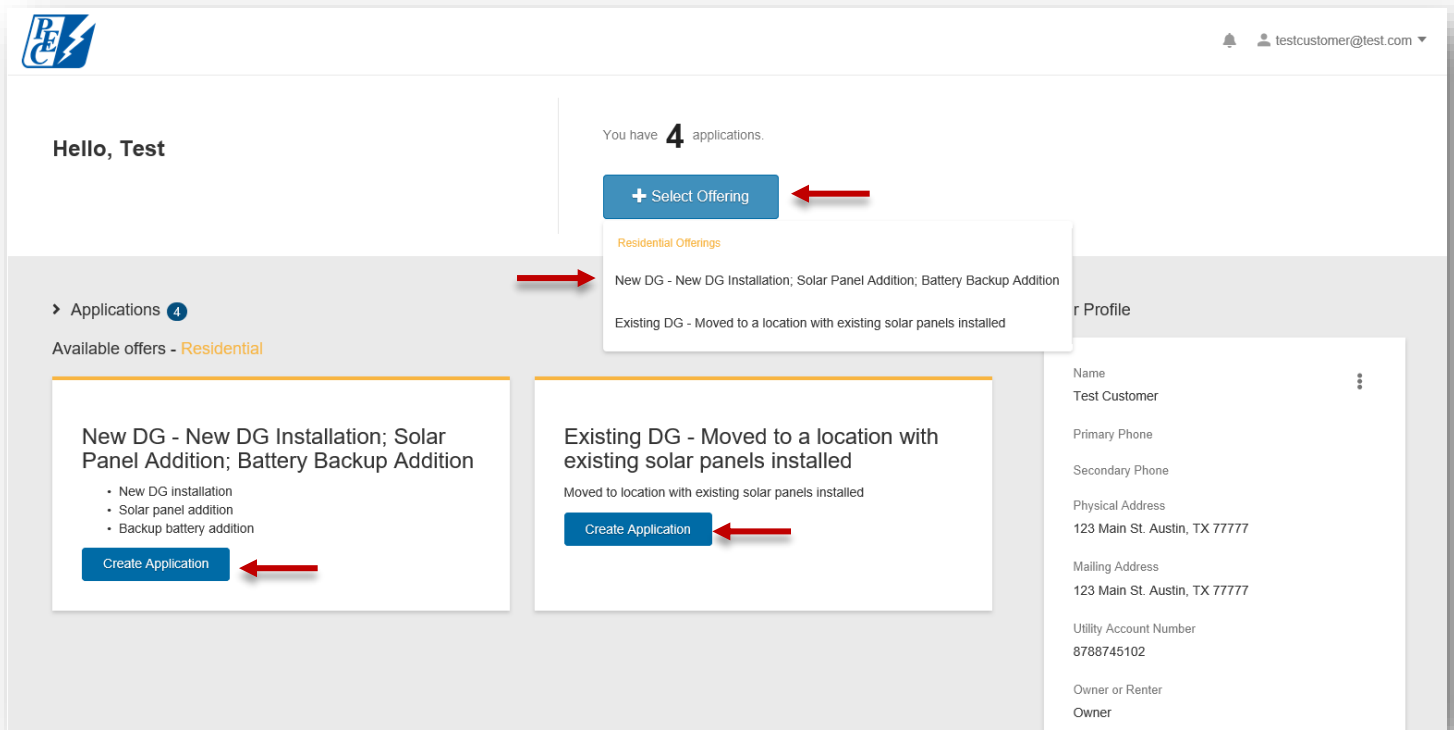
Back Next

* Please note: Form modal requires scrolling

Creating Applications in P3

Utility members can access the utilities interconnection application upon logging into P3.

1. Login to P3 using your credentials created at registration
2. On the main page, click **+ Select Offering** at the top or click **Create Application** for New DG if you are installing a new DG system, solar panel addition, or backup battery addition, or click **Create Application** for Existing DG if you have moved to a location with existing solar panels installed
 - a. The **+ Select Offering** button is a drop-down menu, which you can select either New DG or Existing DG



- 3. The measure application page will appear
 - a. Required fields are indicated with a red asterisk

The screenshot shows a web form titled "PEC Member Information" with the following fields and values:

- First Name ***: Nick
- Last Name ***: Campbell
- Organization**: (empty)
- PEC Account Number for Install Location (10 digits) ***: 125146
- Member Phone ***: (655)555-5555
- Member Email ***: testcustomer@test.com
- Confirm Email Address**: (empty)
- PEC Meter Number ***: 5464165
- Address 1 ***: 1234 Test St
- Address 2**: (empty)
- City: ***: Test
- State: ***: TX
- Zip Code: ***: 78641

Red arrows point to the asterisks on the labels for First Name, Last Name, Member Phone, Member Email, PEC Meter Number, and Address 1.

- b. In the case of multiple units with DG being installed, whether they are Solar, Wind, Battery Backup, or Standalone Battery, click the **Add New Unit** button
 - i. An additional installation information form will appear in the New Project Modal
 - ii. Additional units can be removed by pressing the **Remove** button

Installation Information

New Solar Interconnection

Generating Source *
Solar

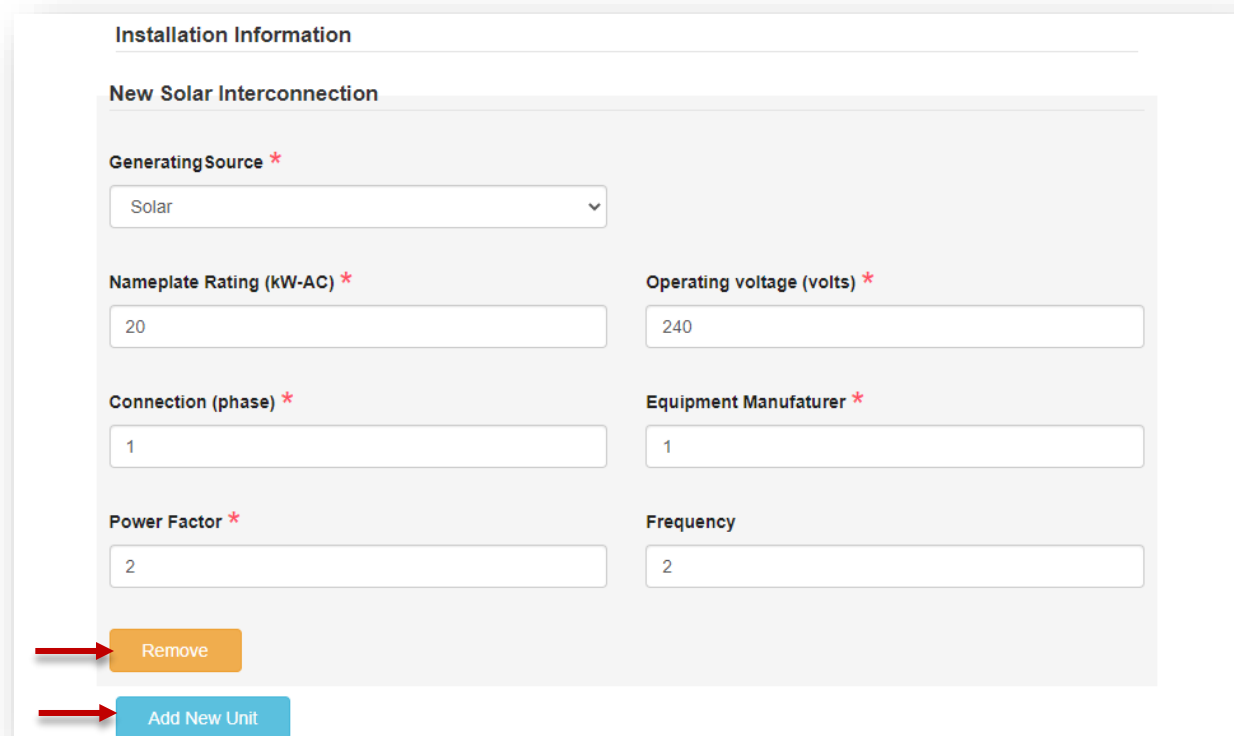
Nameplate Rating (kW-AC) * 20 **Operating voltage (volts) *** 240

Connection (phase) * 1 **Equipment Manufacturer *** 1

Power Factor * 2 **Frequency** 2

Remove

Add New Unit



- c. Upload required files
 - i. Required files differ between New DG and Existing DG
 1. New DG requires Signed Member Acknowledgement and One-line Diagram. After initial review, a request for a signed interconnection agreement will be emailed to you with instructions for submission.
 2. Existing DG Requires Signed Member Acknowledgement and Signed Interconnection Agreement
- d. Fill out any Project Notes

File Upload

[Member Authorization Form](#) □ [Example One-line Diagram](#) □

Signed Member Acknowledgement * **One-line Diagram ***

← ←

Most Recent Customer Bill

Other Supporting Documents and Photos **Other Supporting Documents and Photos**

Project Notes ←

←

Click the **Submit** button

4. Missing fields or incomplete data will be displayed at the top of the form

New DG

- Account number must be 10 digits and begin with a 3.
- PEC Meter Number is required
- Company Name is required
- Phone is required
- Phone number must be a valid format
- The file: Member Acknowledgement is required
- The file: One-line Diagram is required
- The file: Signed Interconnection Agreement is required

PEC Member Information

First Name * **Last Name ***

5. Your interconnection application will be displayed on the Interconnection Home page and show in a *Submitted* status pending approval by the Utility
 - a. Interconnection application processing time will vary from utility to utility, please check your email for status changes or log in to P3
 - b. Repeat steps one through five to apply for additional interconnection applications

The screenshot displays the P&E Interconnection Home page. At the top left is the P&E logo. The user is logged in as 'testcustomer@test.com'. A greeting 'Hello, Test' is shown. A notification states 'You have 4 applications.' with a '+ Select Offering' button. Below this is a section for 'Applications' with a dropdown arrow and a count of 4. A table lists four applications, each with a project reference, application type, date submitted, status, and estimated rebate amount. To the right is a 'Your Profile' section with fields for Name, Primary Phone, Secondary Phone, Physical Address, Mailing Address, Utility Account Number, and Owner or Renter.

Project Reference	Application Type	Date Submitted	Status	Estimated Rebate Amount
NewDG - Test Customer - 123 Main St. , Austin, TX <small>Residential</small>	New DG	5/9/2022	Completed	\$0.00
NewDG - Test Customer - 123 Main St. , Austin, TX <small>Residential</small>	New DG	5/9/2022	Request for Final Inspection	\$0.00
NewDG - Test Customer - 123 Main St. , Austin, TX <small>Residential</small>	New DG	5/9/2022	Completed	\$0.00
NewDG - 11573 - Test Customer - 123 Main St. , Austin, TX <small>Residential</small>	New DG	5/9/2022	Completed	\$0.00

Your Profile

- Name: Test Customer
- Primary Phone:
- Secondary Phone:
- Physical Address: 123 Main St. Austin, TX 77777
- Mailing Address: 123 Main St. Austin, TX 77777
- Utility Account Number: 8788745102
- Owner or Renter: Owner