

United Illuminating Interconnection Online Application Portal (IOAP) Dec 2020

A Developer's Guide to the United Illuminating Interconnection Online Application Portal

Agenda

- Benefits and Advantages
- How to Access the Online Portal
- Application process 20 kw and less
- Fast Track and Study



- Very similar format to existing forms provides high degree of familiarity to those who have already used the forms.
- Provides for mandatory completion of application fields thus reducing the number of incomplete applications.
- Since the developers have entered the data, there is no interpretation needed on the utility side or data entry issues by the utility analysts.
- You are also able to track status using the Portal
 - less need for correspondence (email/phone) to/from the utility to check on project status.



How to access the Online Portal

You can get to the online portal via the United Illuminating homepage at: http://uinet.com/ by clicking on : "Smart Energy":







How to access the Online Portal

From the menu, under "Innovation" choose "Distributed Generation"





On this page, under "Application Process" click on the button that says "PORTAL"

Distributed Generation

Distributed Generation

We are committed to supporting distributed generation projects within our service area. Whether you are a customer considering distributed generation or you are an experienced contractor, we can help you learn more about distributed generation and guide you through the application process.

What is Distributed Generation?

Distributed Generation, also known as Distributed Energy Resources (DER), involves a generator interconnected to the Electric Distribution System located on either the customer-side or grid-side of the utility meter. The generator produces energy from a variety of sources including but not limited to photovoltaic arrays (solar panels), wind turbines, co-generation units and micro turbines.

UI customers can receive permission to energize and interconnect their DER to the Electric Distribution System. To do so, customers, or their contractors, need to via the interconnection portal using the link found below. The online DER portal is the only acceptable method to submit an interconnection application and acquire a position in UI's interconnection queue. UI reviews each interconnection application to ensure that the proposed generator can be safely and reliably interconnected to UI's Electric Distribution System.

DER Interconnection Application Process

An application for a proposed DER interconnection can be submitted via our online portal. In order to do so, you will need to create a secure login ID and password. Once you have submitted an application, you can also view updated project status online through the portal. Click below to apply today!!



Would you like to generate your own electricity?

Whether this is your first project, or you are a seasoned professional, we can help you get connected!

We've included the information needed to set up either a small or large DER project at your home or business location.

Tools to assess options for your residential solar project

Hosting Capacity Eligibility Form

Interconnection Feasibility Map

"How to" guide for the DER Interconnection Application Portal

Guidelines for Interconnection



On the next page, you can enter a new application, log into the online portal, view necessary forms, etc.

To log into the portal, simply click on "Login to online portal"

qat3.uinet.com/DistributedGeneration/Logon.aspx?return	URL=%2fDistributedGeneration%2fProjectForms.aspx 🔹	■ C Search	۶ - 🖓 🔆 🖗
Distributed Generat	tion Projects		
	Distributed Generation Projects Login Username:		
	Log In Forgot your username? Forgot your password? Change your password? Don't have a username?		



uinet.com

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Create a username and password

- You will then reach the portal homepage. If you have already created a profile, you will be able to log in with your user name and password.
- If you are a new user, use the following instructions: At the bottom of this page you will see: Don't have a username?
- Click on "Create a username and password".

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		Distributed Generation Projects Login Username: Password:	
		Log In Forgot your username? Forgot your password? Change your password? Don't have a username?	



You will be taken to the following page Complete the form (make sure to note the username and password you created) and hit "Submit". You have now created your profile.

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(Coloreant)		
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Contact Information		
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You will then be able to use this profile/login every time you want to submit an application or check on the status of an application you have submitted through the portal.

The developer information will automatically populate the online application fields when you login with this username and password, so you will not need to fill this information in every time you submit a new application.

To log in after you have created your profile, you will go to the same web page as before

https://www3.uinet.com/DistributedGeneration/

with the user name and password you previously created.



How to access the Online Portal







- Log into the portal.
- Choose "New Project"

Distrib	uted Con	eration Proj	octo			
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		y Projects	ႏြို့ Profil	e	Forms	
Distributed C	Generatic	n Projects				
 View project applica 	ition summary inf	ormation by clicking Proj	ect Number.			
View project applica	tion details, timel	ines and next steps by cl	icking Status.			
Projects						New Project
	Name	Project Address	Project Size	Project Description	Status	Money Owed
Project Number						
Project Number Applications						

INTERNAL USE

Choose "20 kw and less Interconnection Application" for the CT State Standardized Application For Residential Single Phase Inverter-Based Generating Facilities of 20 kw (AC) or less



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You will arrive at the Application page:

***Please note, anything marked with an asterisk * MUST be filled in, or the application will not be complete.





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Choose New or Existing Service:

If the service is Existing, click on the field to enter the United Illuminating account number (no spaces or dashes), meter number, and account last name then click on "Lookup Account".

	at3. uinet.com /DistributedGeneration/AppendixB.aspx	- □ × ・ ■ C Search
🥭 UIL Your Energy	× 📑 Kesidential Single Phase Certified Inver	ter-Based Generating Facilities of 20 KW (AC) or Less
	Account Information	Energy Producing Information
	New or Existing Service? [*]	Total AC Name Plate Rating of System 0 Is there a battery Backup?
	Account No.*	O Yes O No
	Utility Meter No. [*]	* Energy Source
	Last Name [*]	O Solar O Wind O Hydro
	POD Number	O Diesel O Natural Gas O Fuel Oil
	Lookup Account Is this application in addition to an existing generation?	O Other



The system will check the address, which you can then confirm.

Also, if this project is an addition to an existing project, make sure you click in the box and input required info about the existing generation.

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UIL Your Energy	x C	Energy Source	¥∡₩ <mark>→ ≺</mark>
	Last Name [*]	Solar O Wind O Hydro	^
	POD Number	O Diesel O Natural Gas O Fuel Oil	
	Lookup Account	O Other	
	Is this application in addition to an existing generation? *	Please Describe [*]	
	• Yes O No	* Prime Mover	
	Please describe existing AC generation (include number of inverters, Inverter Manufacturer, and Kw per	O Photovoltaic O Reciprocating O Fuel Engine Cell	
	inverter)	O Turbine O Other	
	Interconnection Customer (EDC Customer of Record)	Please Describe [*]	
	Save		



If the service is Existing, the address and contact information

will automatically populate the Customer fields.

*NOTE – you will have to enter the customer's name, Phone number and email. The customer name must be an authorized party on the account.

If the application is for New Service, you will need to manually enter the name, address, and contact information for the customer:

	Sav
Contact Information	Address
Customer Of Record*	House No (if PO box put
Name [*]	Street*
Day Phone [*]	Apt/Suite #
Evening Phone	City*
Fax	State [*]
Email*	Zip*





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The Agent information will automatically populate with the information from your online profile:





- Fill out the Generator owner fields.

If the Authorized Agent also owns the generation select the box and the fields will autofill the information from the authorized agent fields and disappear.

generating facility)	
	Save
Owner information is	the same as Agent
Contact Information	Address
Company Name [*]	House No (if PO box put N/A) [*]
Name*	Street*
Day Phone [*]	Apt/Suite #
Evening Phone	City*
Fax	State*



Select the appropriate service character

 -3 phase must go through the fast track and study
 process.







Respond to the generator questions

Is there a batter	★ y Backup?	
• Yes	0	No
* Energy Source	¢	
O Solar	O Wind	O Hydro
O Diesel	O Natural Gas	O Fuel Oil
O Other		
Please Describe	*	
* Prime Mover		
O Photovol	taic O Recipro Engine	cating O Fuel Cell



- Entering Inverter Information:
- *NOTE: If you are using more than one type of inverter, you will have the opportunity to enter multiple inverters. Start with one, and at the end you will be able to enter additional inverter information.
- The field at the top titled "Total AC Nameplate Rating of All Inverters" does not require you to enter any information. Once the inverter information is entered, the Total Nameplate will be calculated and automatically populate the field:

Inverter 1		
Inverter is UL 1741 ce	ertified (most current version)	
O Yes O No		
Manufacturer		-
Model *		
Quantity *		
format like 1234		
Rating per Inverter (k	w) *	





Manufacturer *	
Model *	
Quantity *	
format like 1234	
Rating per Inverter (kW) *	
format like 1234.123	

Additional Inverter (if inverters are not all the same manufacturer and/or size)?

- Next you will select whether the inverter is UL Certified.

_	Inverter 1
	Inverter is UL 1741 certified (most current version)
)	⊙ Yes O No





In the "Manufacturer" field, you can type in the first few letters of the name of the inverter (in this example we are using SolarEdge). By typing in "So" you will get a drop down of choices. "SolarEdge Technologies Ltd" is one of them. Double click on it and it will populate the field:

Aanufacturer *	
So	
Solar Liberty SolarBridge Technologies	*
SolarEdge Technologies Ltd	
SolarMax Solectria Renewables	-





A drop-down will then be available for the "Model" field, and you can scroll down to the correct model (in this example we are using SE6000A-US) and double click on it. It will then populate the field automatically:

5E3000A-05	
SE33.3KUS	
SE3800A-US	
SE6000A-US	
SE7000A-US	
SE7600A-LIS	•
format like 1234.123	

Eventually you should see this

Manufacturer *	
SolarEdge Technologies Ltd	
Model *	

*NOTE: If the manufacturer of the inverter you are using does not come up, you can type the entire name and model into the fields.

There is a limit to the number of characters you can enter.



You can then continue to enter the rest of the information for the inverter:

Manufacturer *	
Model *	
Quantity *	
format like 1234	
Rating per Inverter (kW)	*
format like 1234.123	

Additional Inverter (if inverters are not all the same manufacturer and/or size)?

NOTE: the Quantity of inverters and the Rating per Inverter you enter will determine the Total Nameplate

If you have more than one type of inverter, click the box labeled "Additional Inverter (if inverters are not all the same manufacturer and/or size)? " to enter another: Additional Inverter (if inverters are not all the same

manufacturer and/or size)?





Another set of fields will appear to allow you to enter the additional inverter information:

Manufacturer *		
Model *		
Quantity *		
format like 1234		
Rating per Inverter (kW)	*	

Additional Inverter (if inverters are not all the same manufacturer and/or size)?

Continue entering inverter information and selecting "Additional Inverter (if inverters are not all the same manufacturer and/or size)" until you have completed entering all the inverters for the project.

Additional Inverter (if inverters are not all the same manufacturer and/or size)?



Indication whether there is other existing DG - if there is existing DG, you should also provide written information and include the existing DG in the diagram (both of which will be attached to the application in the next step):

	Save
Other existing DG such as stand by emergene other renewable technologies, micro turbines pattery storage, etc.	cy generators, 5, hydro, fuel cells,
f yes, provide information about existing gen reparate sheet and include on one line diagra	neration on Im.





Include attachments with your application:

The last section of the application is where you will attach all the required documents to your application

- Signed Application
- Agent Authorization
- Site Plan
- Electrical Drawings
- Technical Specifications
- Any other documentation required



The section labeled "Upload Supporting Documentation" is used to attach required application documents. The dropdown for each category will allow you to select the correct title. You can choose "Other" for an item not listed:

Upload Supporting Documentation Save Signed Application \sim Browse... ~ Agent Authorization Browse... Site plan ~ Browse... \checkmark Electrical Drawings Browse... ~ Technical Specification Documents Browse...



Once you have selected the correct title, you will attach the relevant documents to the corresponding field. Click on the "Browse" button to choose a document from among your files: Upload Supporting Documentation

Save

Signed Application	~
	Browse
Agent Authorization	~
	Browse
Site plan	~
	Browse
Electrical Drawings	~
	Browse
Technical Specification Documents	~
	Browse

Continue attaching documents until you are finished



You may also add any comments below where the documents are attached in the "Comments" box:

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		minents	minents





Please ensure that you complete the Signature and Title fields at the bottom of the page. The date will automatically populate:

	Sav
I hereby certify that, to the best of my knowledge, the information prov	ided in this
Application is true. I agree and accept all terms and conditions for Interc	connection and agree
to abide by the "Guidelines for Interconnection of Single Phase Certified	Inverter-Based
Generating Facilities of 20 kW (AC) or Less" to interconnect a Certified	Inverter-Based
Generating Facility and return the Certificate of Completion when the C	Certified Inverter-
Based Generating Facility has been installed.	
Customer/Agent Signature [*]	
Customer/Agent Title*	
Date of Signature	
11/00/2020	
11/09/2020	



Once you have completed all required fields, you are ready to submit. Click on "Submit" at the bottom of the page.



A pop-up will appear. You must select a Project Intent from the four choices and then click on the "Submit" button:







Once you have submitted your application, you will get a confirmation page that looks like this:

Confirmation

Congratulations! Your interconnection application has been submitted to UI. 20 kW and Less Interconnection Application Confirmation Number: 4D7232CB-47E5-4059-BBD7-7630405E96AE

App ID: 1002

Customer: test customer

Attachments Saved:

In order for the project to be entered in UI's interconnection queue, UI must receive the standard application fee (\$200 for residential 20kW & Less process; \$500 for Fast Track process < 2MW; \$1,000 for Study process >= 2MW). Please send the appropriate payment to the mailing address below.

United Illuminating Company Distributed Generation--MS: AD-2C 180 Marsh Hill Rd Orange, CT 06477

**Make note of the Confirmation Number and App ID, as these can be used to look up your project application.



Fast Track and Study Applications

 "Fast Track and Study" applications should be submitted the same way as the "20 kw and Less" applications except the developer should select the "Fast Track and Study" application within the portal.

Project Application Forms

Use these forms to start new projects. For more information about the application process the overview page can help you find out which form to use and how to get any other requirements filled.

Questions ?





Q:Are developers able to submit payments through the on line portal?

A: The payment process will not change for December 2020. Setting up online payments will be part of the next phase of the portal. Online payment processing anticipated for early 2021

Q: Once the application is submitted how will the user know the project status?

The project will move from the "Applications" section to the "Projects" sections. Once the project is in the "Projects" section, click the "Status" will reveal the Milestones

Q: Does the user receive the job number once the project is approved? Will we still be receiving the same approval email?

A: Once UI completes the design review and it is approved, the developer will still continue to receive the "Contingent Approval to Install" email that you have been. This email will include the UI job number for meter work if it is available at that time

Q: Does the developer need to submit a complete PDF application, or just the signature page?

A: The Developer should submit the full .pdf application. All fields filled out with the information they filled out in the online portal.

Q: Does the Developer need to start a new application for changes in AC System size?

A. Any changes to AC system size will require a new application submission. For small edits or if you are unsure please email <u>generator.connection@uinet.com</u> for instructions on the necessary steps.



The End





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