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
Benefits & Advantages

• 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”
How to access the Online Portal

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!

PORTAL

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
How to access the Online Portal

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”
How to access the Online Portal

- 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?
  Create a username and password

- Click on “Create a username and password”.

![Portal Homepage Screenshot](image-url)
Creating a Profile

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.
Creating a Profile

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

Distributed Generation Projects

Distributed Generation Projects Login

Username:

Password:

Log In

Forgot your username?
Forgot your password?
Change your password?
Don't have a username?
Create a username and password.
How to submit an Application for an Inverter Based Interconnection
20 kw and less

• Log into the portal.
• Choose “New Project”
How to submit an Application for an Inverter Based Interconnection 20 kw and less

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
How to submit an Application for an Inverter Based Interconnection 20 kw and less

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.
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”.
How to submit an Application for an Inverter Based Interconnection 20 kw and less

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 'Yes' in the box and input required info about the existing generation.
How to submit an Application for an Inverter Based Interconnection 20 kw and less

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:

Interconnection Customer (EDC Customer of Record)

Contact Information

Customer Of Record*

Name*

Day Phone*

Evening Phone

Fax

Email*

Address

House No (if PO box put N/A)*

Street*

Apt/Suite #

City*

State*

Zip*

Save
How to submit an Application for an Inverter Based Interconnection 20 kw and less

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

<table>
<thead>
<tr>
<th>Authorized Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
</tr>
<tr>
<td>Company Name *</td>
</tr>
<tr>
<td>UI</td>
</tr>
<tr>
<td>Name *</td>
</tr>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Day Phone *</td>
</tr>
<tr>
<td>(203)123-4567</td>
</tr>
<tr>
<td>Evening Phone</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Email *</td>
</tr>
<tr>
<td>generator.connection@u</td>
</tr>
</tbody>
</table>
- 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.

Ownership information (Owner of the generating facility)

Save

Owner information is the same as Agent

Contact Information

Company Name

Name

Day Phone

Evening Phone

Fax

Address

House No (if PO box put N/A)

Street

Apt/Suite #

City

State
• Select the appropriate service character
  - 3 phase must go through the fast track and study process.

Service Character

* Single Phase  ○ Three Phase
• Respond to the generator questions

Is there a battery Backup?

- Yes
- No

Energy Source

- Solar
- Wind
- Hydro
- Diesel
- Natural Gas
- Fuel Oil
- Other

Please Describe

Prime Mover

- Photovoltaic
- Reciprocating Engine
- 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:
Next you will select whether the inverter is UL Certified.
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:
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:

Eventually you should see this

*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**
  - [Input field]

- **Model**
  - [Input field]

- **Quantity**
  - [Input field] "format like 1234"

- **Rating per Inverter (kW)**
  - [Input field] "format like 1234.123"

- [Checkbox]
  - 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:

- [Checkbox]
  - 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)**
  - format like 1234.123

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):

![Existing Distributed Generation](image)

Other existing DG such as stand by emergency generators, other renewable technologies, micro turbines, hydro, fuel cells, battery storage, etc.

If yes, provide information about existing generation on separate sheet and include on one line diagram.

- Yes
- No
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 drop-down for each category will allow you to select the correct title. You can choose “Other” for an item not listed:

- Signed Application
- Agent Authorization
- Site plan
- Electrical Drawings
- Technical Specification Documents
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:

Continue attaching documents until you are finished.
You may also add any comments below where the documents are attached in the “Comments” box:
Please ensure that you complete the Signature and Title fields at the bottom of the page.
The date will automatically populate:

Authorization

I hereby certify that, to the best of my knowledge, the information provided in this Application is true. I agree and accept all terms and conditions for Interconnection 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 Certified Inverter-Based Generating Facility has been installed.

Customer/Agent Signature*

Customer/Agent Title*

Date of Signature
11/09/2020

Confirmation ID: 8BCD0032-3EF4-472B-BD88-C871FE093B38

Submit

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:

- Net Meter
- Remote Net Meter
- Community Net Meter
- N/A or Other

* Selection is required. The information will be used internally as an initial assessment to help manage the various different projects. The selection is not binding and the intended project type can be modified in the future.
Once you have submitted your application, you will get a confirmation page that looks like this:

**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 📞
FAQ

Q: Are developers able to submit payments through the online 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 generator.connection@uinet.com for instructions on the necessary steps.
The End