



**Dominion
Energy[®]**



PowerClerk[®]

Installer User Guide

Interconnection Request Applications for Generating Facilities
No Larger than 20 kW

LAST MODIFIED ON: 10/1/2019

VERSION: 2.0

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OVERVIEW

1. INTRODUCTION

Dominion Energy South Carolina has adopted the online tool, PowerClerk, to process and manage Interconnection Request Applications for Generating Facilities No Larger than 20 kW. This Installer User Guide will help you understand the tool, explain the application process and address any questions you may have.

Before reviewing this document, view the “Basics for New PowerClerk Users” video below that explains the high-level functions within the tool itself.

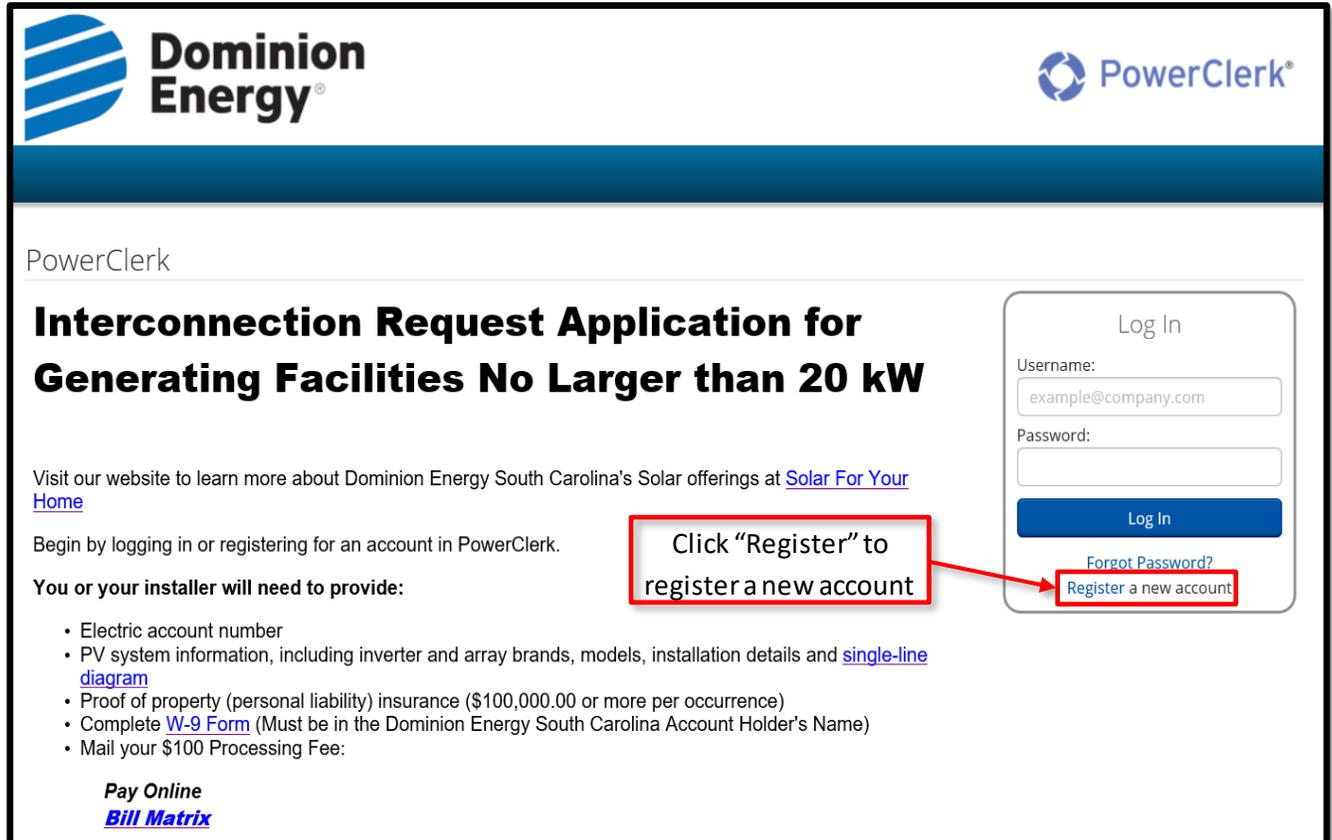
1.1 REFERENCES

Basics for New PowerClerk Users:	https://youtu.be/vkKafh_SR-E
Dominion Energy South Carolina Solar for Your Home:	DominionEnergySC.com/solar
Dominion Energy South Carolina Solar for Your Business:	DominionEnergySC.com/businesssolar

INSTALLER PROCEDURES

2. GETTING STARTED

2.1 REGISTERING FOR A POWERCLERK ACCOUNT



PowerClerk

Interconnection Request Application for Generating Facilities No Larger than 20 kW

Visit our website to learn more about Dominion Energy South Carolina's Solar offerings at [Solar For Your Home](#)

Begin by logging in or registering for an account in PowerClerk.

You or your installer will need to provide:

- Electric account number
- PV system information, including inverter and array brands, models, installation details and [single-line diagram](#)
- Proof of property (personal liability) insurance (\$100,000.00 or more per occurrence)
- Complete [W-9 Form](#) (Must be in the Dominion Energy South Carolina Account Holder's Name)
- Mail your \$100 Processing Fee:

Pay Online
[Bill Matrix](#)

Log In

Username:
example@company.com

Password:

Log In

[Forgot Password?](#)

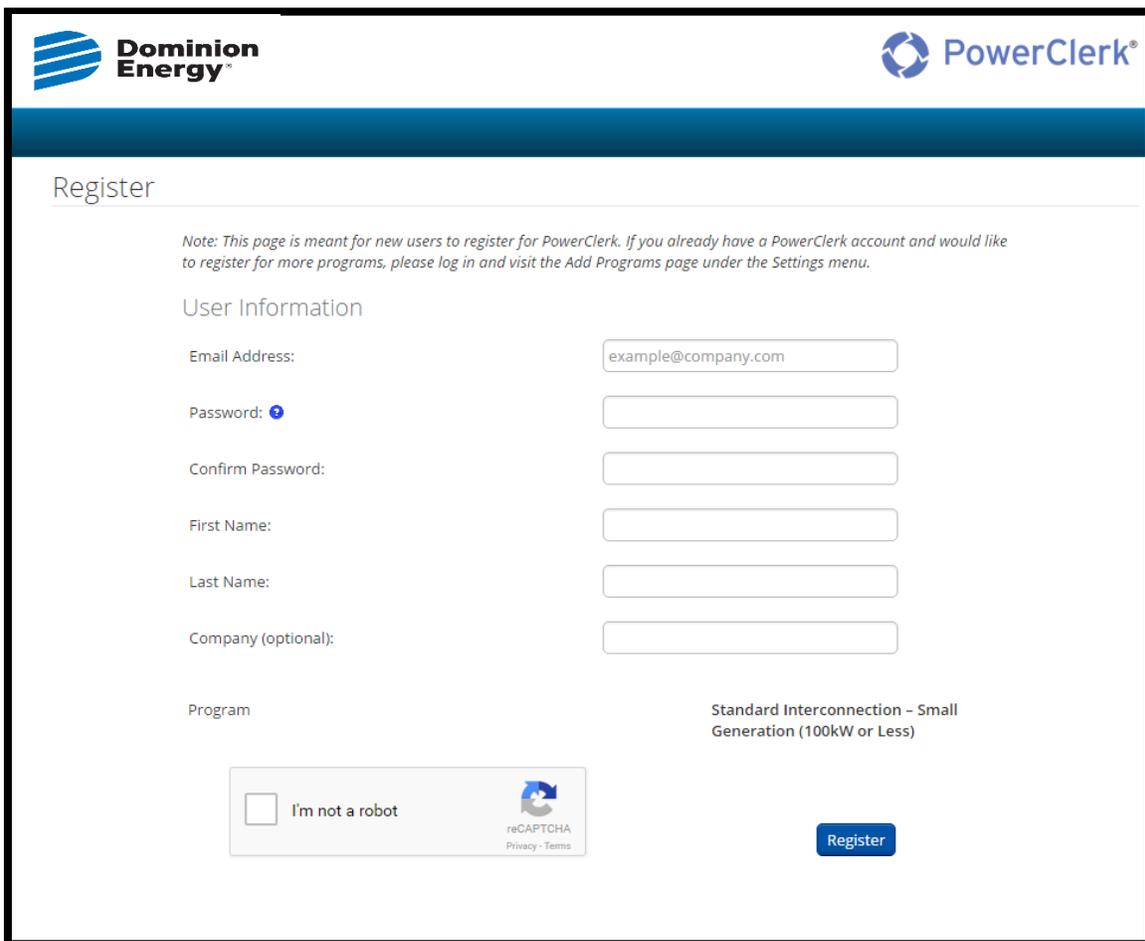
[Register a new account](#)

Click "Register" to register a new account

- In order to submit an application online, all users will need to register for an account with PowerClerk.
- **PowerClerk does not allow multiple users to be logged on with the same username (e.g. email address) and password at the same time.** Therefore, it is recommended that all personnel that will be working in PowerClerk register for their own account.

To register, follow the below steps:

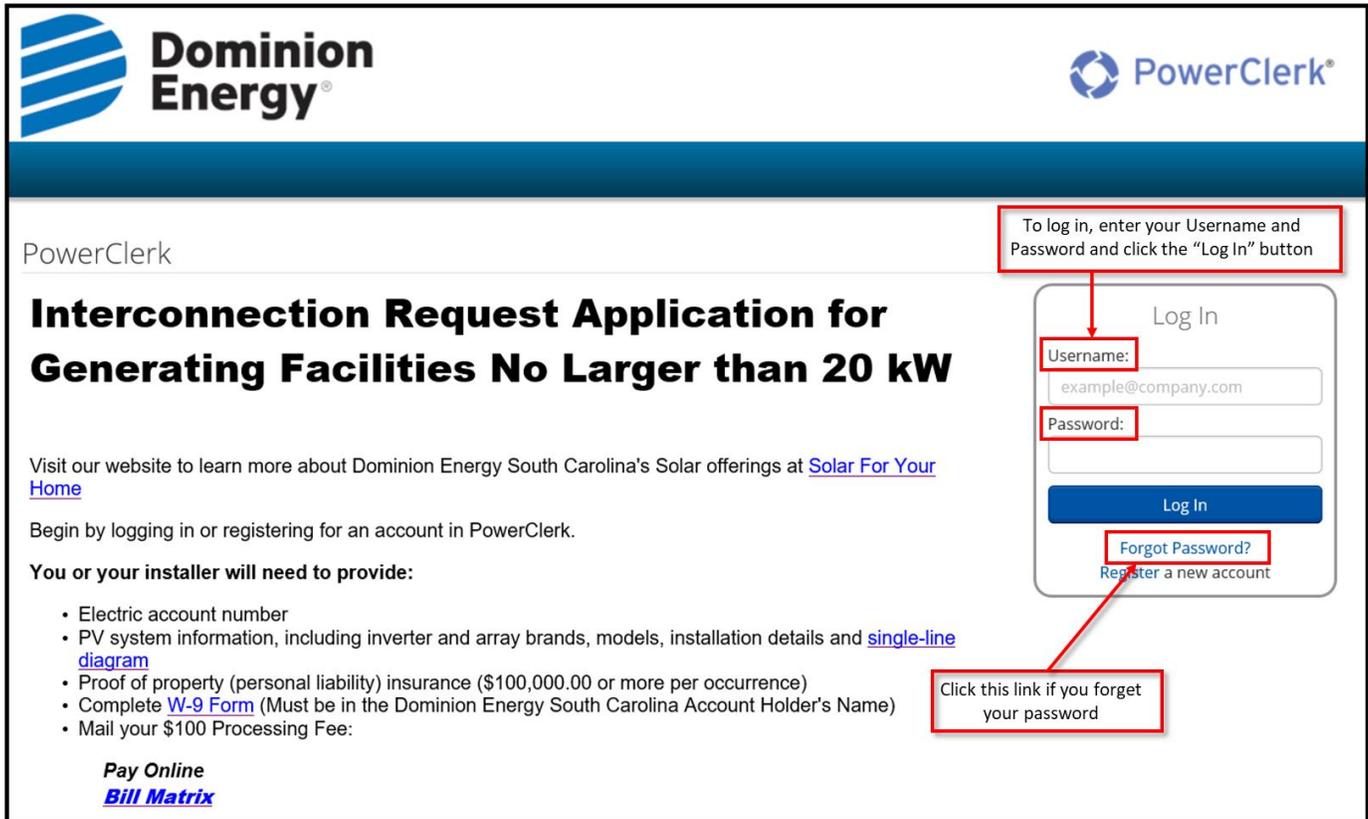
1. Go to <https://scsmallgen.powerclerk.com>
2. Click on the “Register a New Account” link, located under the login credential fields
3. Fill out the requested information:
 - Username/Email Address
 - Password
 - First Name
 - Last Name
 - Company Name
4. Click “Register” to complete the process.



5. Once you click “Register”, a verification email will be sent to the email address provided.
6. The email will contain a time-sensitive (only active for 7 days) and one-time use link to complete your registration.

2.2 LOGGING IN TO POWERCLERK

1. Go to <https://scsmallgen.powerclerk.com>, enter your Username and Password and click “Log In”.
2. If you ever forget your password, you can click the “Forgot Password?” link on this screen and follow the prompts to reset your password.



PowerClerk

Interconnection Request Application for Generating Facilities No Larger than 20 kW

Visit our website to learn more about Dominion Energy South Carolina's Solar offerings at [Solar For Your Home](#)

Begin by logging in or registering for an account in PowerClerk.

You or your installer will need to provide:

- Electric account number
- PV system information, including inverter and array brands, models, installation details and [single-line diagram](#)
- Proof of property (personal liability) insurance (\$100,000.00 or more per occurrence)
- Complete [W-9 Form](#) (Must be in the Dominion Energy South Carolina Account Holder's Name)
- Mail your \$100 Processing Fee:

Pay Online
Bill Matrix

Log In

Username:

Password:

Log In

[Forgot Password?](#)
[Register a new account](#)

To log in, enter your Username and Password and click the “Log In” button

Click this link if you forget your password

2.3 HOW TO NAVIGATE YOUR HOME PAGE

Once you log into PowerClerk, you will be on the Home page.

2.3.1 VIEWS

There are three different “Views” that you can access from the Home Page:

1. The “**All Projects**” View contains ALL projects that you have entered in PowerClerk, whether they have been submitted or not.
2. The “**Submitted**” View contains only the projects that you have “Submitted” to us. You can refer to this view to see the status of the projects that you have submitted.
3. The “**Unsubmitted**” View contains projects that have not been submitted to us.

DOMINION ENERGY SOUTH CAROLINA, INC. - INTERCONNECTION REQUEST APPLICATION FOR GENERATING FACILITIES NO LARGER THAN 20 KW - TEST

[Change Program](#)

[New Interconnection Request Application](#) [New Transfer of Solar Service](#)

By clicking on each tab, also referred to as a "View", you can view All Projects, Unsubmitted, and Submitted projects and their current status.

[All Projects](#) [Unsubmitted](#) [Submitted](#)

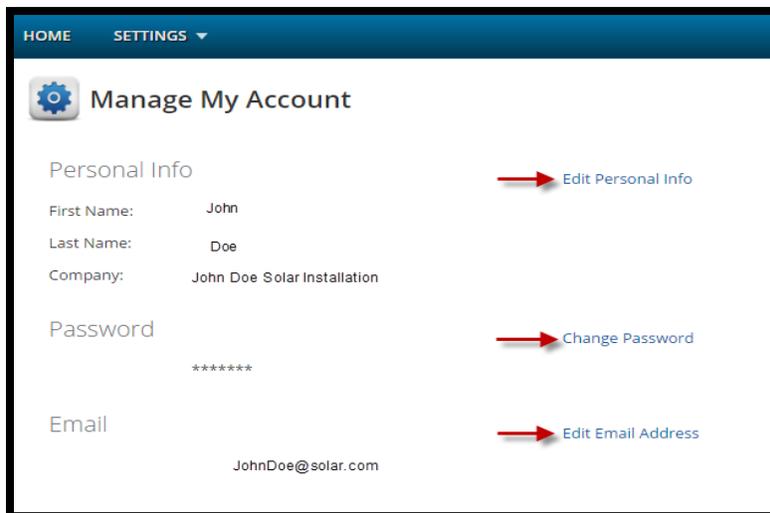
Project #	Initial Application Submitted Date	Processing Fee Received	Customer Last	Customer First	Customer Company	Account Number	Current Status	Current Status Timestamp	E-Signature Status	PV System Inverter Nameplate Rating	Residential Program Choice
			Doe	Johnny		0210110765517	Unsubmitted	05/29/2019		9	Net Metering 3.0

2.4 SETTINGS:

From the Home Page, you can access your Settings, which include the following features:

2.4.1 MANAGE MY ACCOUNT

- View or Edit your personal account information (Name, Company, Email and Password)
- In order to change any personal account information, click on their respective links: "Edit Personal Info", "Change Password" or "Edit Email Address"

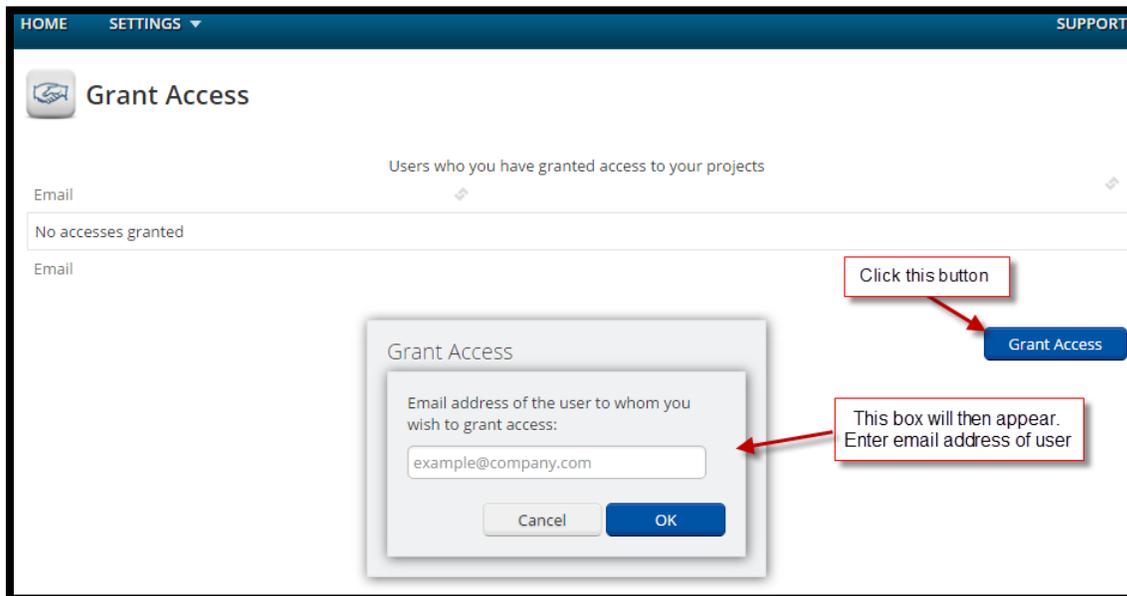


2.4.2 GRANT ACCESS TO OTHER REGISTERED USERS

Grant access to other registered PowerClerk Users to view or edit your projects. In order to grant access to other users, follow the below steps:

1. From the home page, click on “Settings”, then click the “Grant Access” Button
2. On this screen, you will need to click the “Grant Access” button
3. A window will pop up, allowing you to enter the email address of the user to whom you wish to grant access

Note: In order for a person(s) to have access to your PowerClerk projects, they must already be a registered user of PowerClerk



2.4.3 LOG OUT

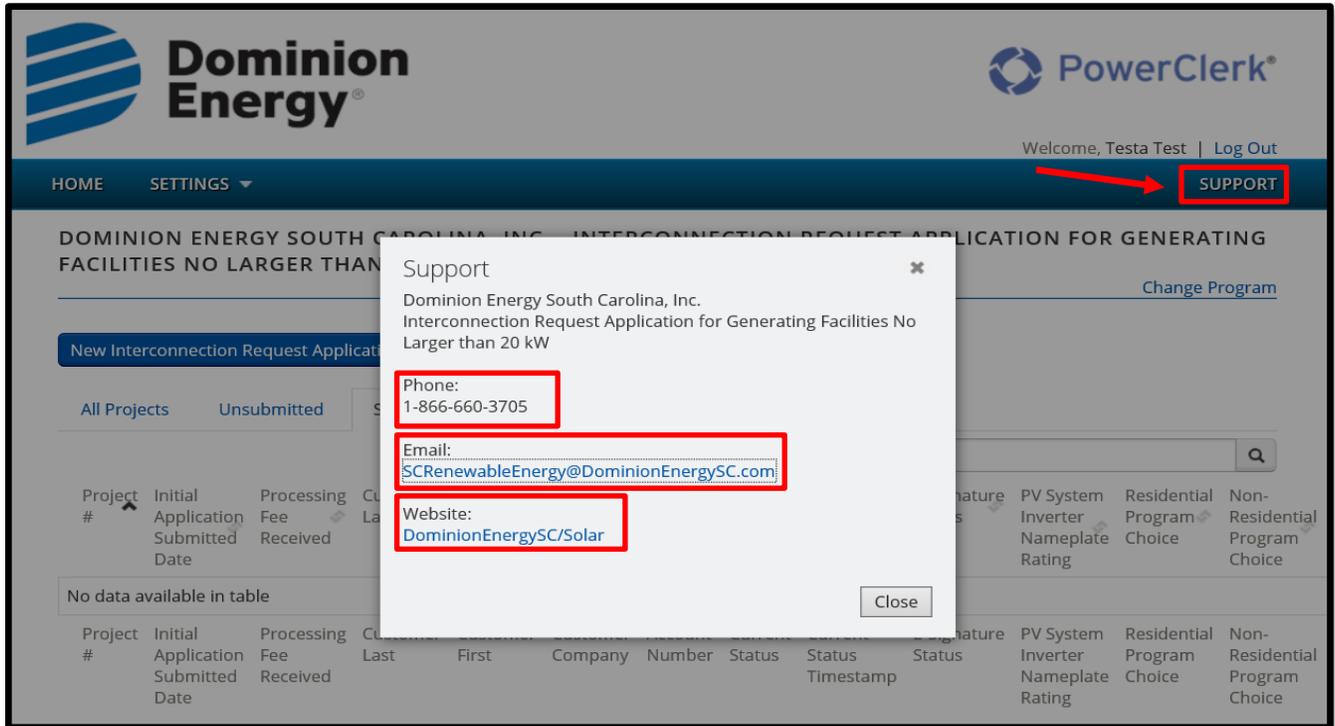
- To log out of PowerClerk, simply click the “Log Out” button at the top right corner of your Home page.

Note: If you are not actively working in PowerClerk you will automatically be logged out.



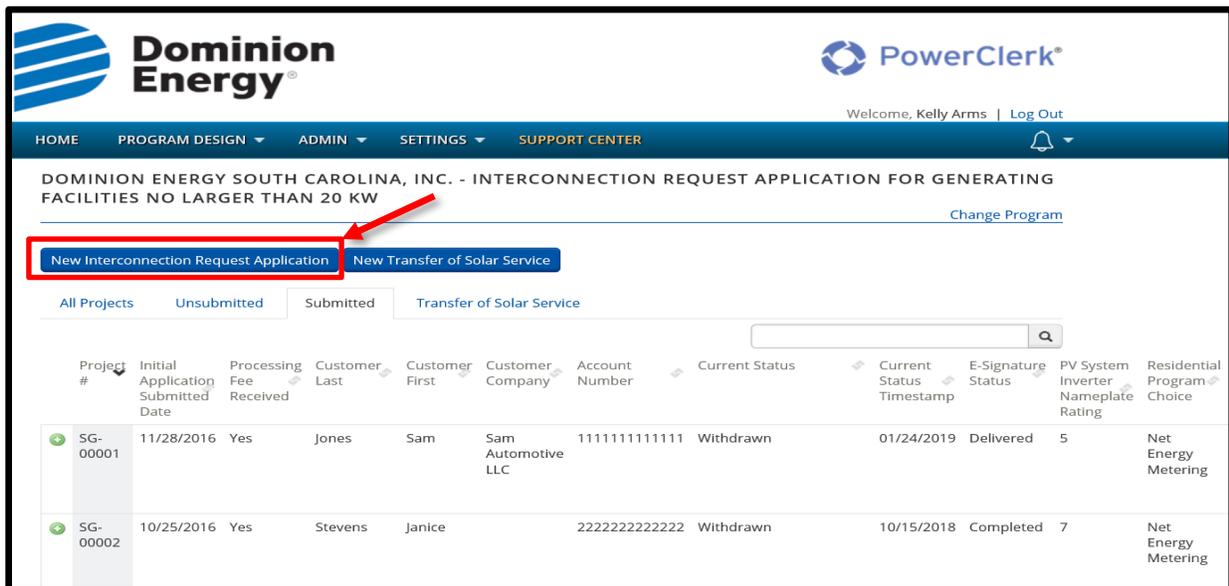
2.4.4 SUPPORT

- If you need support with this application or need help with the application process, support resources are available by clicking on the “Support” button.



3. ENTERING A NEW APPLICATION

To enter a new application, click on the “New Interconnection Request Application” button on your home page. This will direct you to begin the application process.



3.1 PAGE 1 – CUSTOMER INFORMATION

1. Enter the **Customer’s Account Number** and **Zip Code** (required field)
2. Click the “Submit” button.
 - a. After clicking “Submit” the following information will auto-populate the following fields:
 - **Account Type**: Residential or Commercial
 - **Customer First Name, Last Name** (required fields)
 - **Customer Street Address, City, State, Zip Code** (required fields)
 - **Number of Months Customer has been at Service Address**
 1. If the customer’s account does not have at least 7 months of electric usage, you will be prompted to complete the following questions:
 - a. **Square Footage of Home**
 - b. **HVAC Capacity**
 - c. **Utilizing Natural Gas?**
 - d. **Please check all the way natural gas is used in the home.**
3. Enter the Customer’s **Email Address** (required field)
4. Enter the Customer’s **Phone Number** (required field)
5. Choose the **Program Choice** for your project.
6. Click the “**Next**” button to access the next step in the process

Interconnection Request Application

1 Customer Information 2 Installer Information 3 PV System Information 4 Required Documentation

Customer Information

Account Number (13 Digits, No Dashes) *

Zip Code *

Verify Account Number and Zip Code

Account Type

Customer Information: **Name ***

Company

Address *

Email *

Phone *

Residential Program Choice *

Number of Months Customer has been at Service Address:

Square Footage of Home: *

HVAC Capacity: *
 1 ton
 2 tons
 3 tons
 4 tons
 5 tons or more

Utilizing Natural Gas? *
 Yes
 No

Please check all the ways natural gas is used in the home:

Heat
 Water Heater
 Dryer
 Cooking
 Fireplace/Fire Pit

3.2 PAGE 2 – INSTALLER INFORMATION

1. Enter the **Installer Information**:
 - Installer Name (required field)
 - Company (optional)
 - Street Address, City, State, Zip Code (required fields)
 - Email Address (required field)
 - Phone Number (required field)
2. Click the “Next” button to access the next step in the process

Note: If you need to go back to a previous step, simply click the “Back” button in the bottom left of your window.

Interconnection Request Application

1
 Customer Information

2
Installer Information

3
 PV System Information

4
 Required Documentation

Installer Information

Installer Contact Information:

*Name **

*Company **

*Address **

*Email **

*Phone **

3.3 PAGE 3 – PV SYSTEM INFORMATION

1. **Does the PV System contain Energy Storage/Batteries?**
 - If the answer is “Yes”, you will be prompted to answer questions about the Energy Storage
 - Storage Device Capacity Rating (kW)
 - Storage Device Energy Rating (kWh)
 - Is the Energy Storage AC Coupled?

2. Is there an existing PV System at this premise? This field is auto-populated, along with the existing system size, when the account number and zip code are entered on Step 1.

3. Solar Photovoltaic (PV) System Ownership (required field)

Note: If leasing, the lessor Information will need to be filled out

- Lessor Name, Address and Contact Information
- You will have the option of selecting from the “Lessor (Leasing Company)” drop down, choosing the Installer or creating a new contact. By choosing the Installer, it will pre-fill data that was already entered in Step 2.

Interconnection Request Application

1 Customer Information
 2 Installer Information
 3 PV System Information
 4 Required Documentation

PV System Information

Does the PV System contain Energy Storage/Batteries? *

Yes
 No

Storage Device Capacity Rating [kW] * ?

Storage Device Energy Rating [kWh] * ?

Is the Energy Storage AC Coupled? *

Yes
 No

Is there an existing PV System at this premise?

Solar Photovoltaic (PV) System Ownership: *

Customer will own/finance PV System
 Customer will lease PV System (If leasing, please complete the Lessor Information below)

Lessor (Leasing Company): v

Name *

Company *

Address *

v

Email *

Phone *

SC Office of Regulatory Staff Certificate Number: * ?

4. PV System Specifications (required fields)

- Enter the Inverter and PV Array Specifications (Number, Manufacturer, Model)
- Enter the Tilt, Azimuth, and Tracking
- Click the “Calculate” button to calculate the System Rating (CEC-AC)
 - The System Rating (CEC-AC) is the size (kW AC) that you will be applying for. This field will be added to the application.
- Phase (required field)
- Is the equipment UL 1741 listed? This field has been pre-selected for you as all inverters in the dropdown list are UL 1741 listed. (Pre-Selected field)
- Estimated Installation Date (Optional field)
- Click the “Next” button to access the next step in the process

PV System Specification: *

Inverter x SolarEdge Technologies Delete Inverter

Efficiency Rating: 0.98

PV Array x Hanwha Q-Cells Delete Array

PTC Rating: 0.2659

Tilt Azimuth Tracking

Inverter x Advanced Solar Photonics Delete Inverter

Efficiency Rating: 0.97

PV Array x Advance: Solar, Hydro, Winc Delete Array

PTC Rating: 0.1891

Tilt Azimuth Tracking

System Rating: 10.29 kW DC / 9.141 kW CEC-AC ←

Inverter Rating: 9 kW AC ←

Calculate

Phase: *

Is the equipment UL 1741 listed?

Yes *

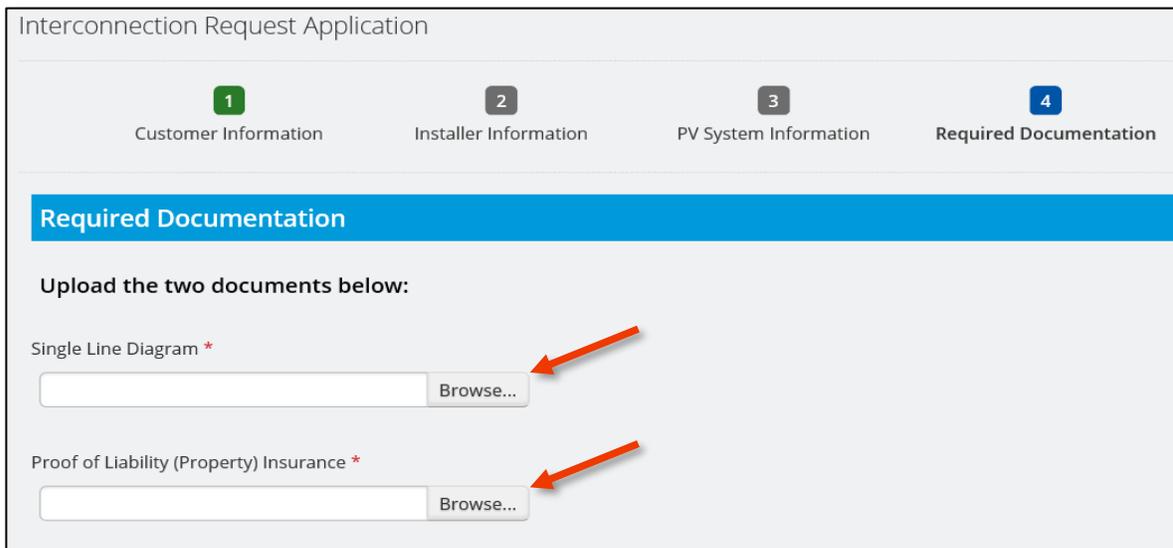
Estimated Installation Date:

3.4 PAGE 4 – REQUIRED DOCUMENTATION

3.4.1 UPLOAD SUPPORTING DOCUMENTS

You will need to upload/attach the Single Line Diagram and Proof of Property Insurance for the respective project.

- Click Browse
- Attach the required documents that are saved on your computer



Interconnection Request Application

1 Customer Information 2 Installer Information 3 PV System Information 4 Required Documentation

Required Documentation

Upload the two documents below:

Single Line Diagram *

Browse...

Proof of Liability (Property) Insurance *

Browse...

3.4.2 CUSTOMER SIGNATURES VIA DOCUSIGN

You will need to review application forms by clicking the “Preview Document” button to generate each of the three documents:

- Interconnection Request Application
- Solar Energy Program Application
- W-9 Form

3.4.3 STEP 1: PREVIEW EACH DOCUMENT

1. Click the “Preview Document” button to generate each document. By previewing each document, you will ensure that the information is correct, and the customer understands what is in each document.

Note: The Interconnection Request Application and Program Application will have all the data that you entered in Steps 1-3 pre-populated on these documents. The W-9 form will be blank and will need to be filled out by the customer during the signing process.

Customer Signatures via DocuSign

Step 1: Preview Each Document

The Interconnection Request Application must be previewed, customer signatures requested and received before you can submit. *

Interconnection Request Application Form ←

The Program Application must be previewed, customer signatures requested and received before you can submit. *

Solar Energy Program Application ←

The blank W-9 form must be previewed, customer signatures requested and received before you can submit. *

IRS Form W9 Residential ←

3.4.4 STEP 2: REQUEST CUSTOMER SIGNATURES

1. Once all documents have been previewed, the documents will be “Ready for signature” and this text will be displayed next to the document in **green**.
2. Click on the button that reads, “Request Signatures”.
 - This will initiate DocuSign, which is the application used to capture the customer’s electronic signature.

Step 2: Request Customer Signatures

Once each document has been previewed, please click the "Request Signatures" button below. This will generate an email to the Customer requesting signatures on each document via DocuSign.

E-Signature Status

Interconnection Request Application Form	Ready for signature	←
Customer : karms@scana.com		
Solar Energy Program Application	Ready for signature	←
Customer : karms@scana.com		
IRS Form W9 Residential	Ready for signature	←
Customer : karms@scana.com		
<input type="button" value="Request Signatures"/>		←

Once the customer has signed the required documents, click the Submit button below to submit the Interconnection Request Application.

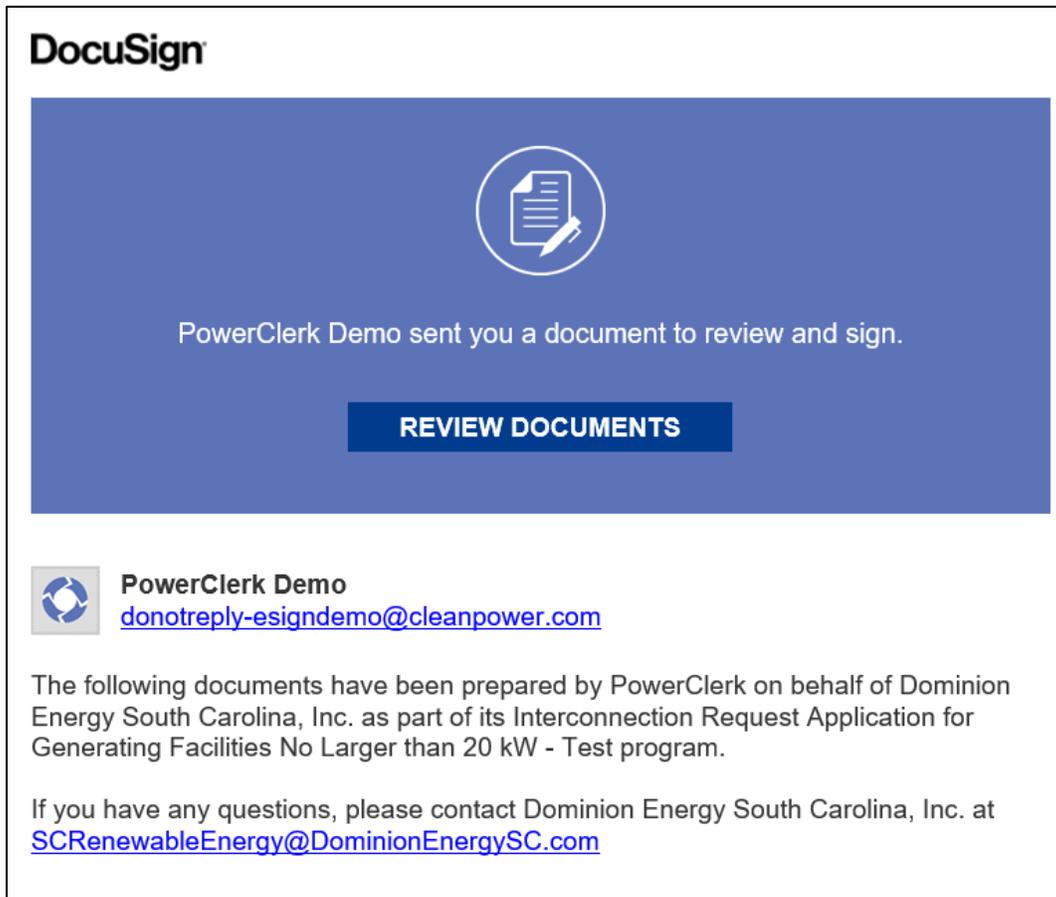
3. Once you have clicked on the “Request Signatures” button, you will see the text “**E-Signature request sent**” next to each document.

E-Signature Status

Interconnection Request Application Form.pdf	eSignature request sent: 6/18/2019 1:08:22 PM
Customer : karms@scana.com	eSignature request sent
Solar Energy Program Application.pdf	eSignature request sent: 6/18/2019 1:08:22 PM
Customer : karms@scana.com	eSignature request sent
IRS Form W9 Residential.pdf	eSignature request sent: 6/18/2019 1:08:22 PM
Customer : karms@scana.com	eSignature request sent

[Cancel Pending Signatures](#)

4. In order for the customer to sign the requested documents:
- The customer will receive an email from DocuSign (dse_na2@docusign.net) with the following Subject line: “eSignature request: Dominion Energy South Carolina, Inc.”



DocuSign



PowerClerk Demo sent you a document to review and sign.

[REVIEW DOCUMENTS](#)

 **PowerClerk Demo**
donotreply-esigndemo@cleanpower.com

The following documents have been prepared by PowerClerk on behalf of Dominion Energy South Carolina, Inc. as part of its Interconnection Request Application for Generating Facilities No Larger than 20 kW - Test program.

If you have any questions, please contact Dominion Energy South Carolina, Inc. at SCRenewableEnergy@DominionEnergySC.com

- The customer will need to access the email and click on the “Review Documents” link within the email message.
- This will direct the customer to DocuSign to review and sign necessary documents.
- Signatures are required on the Interconnection Request Application, Program Application and the W-9 form.

Please Note:

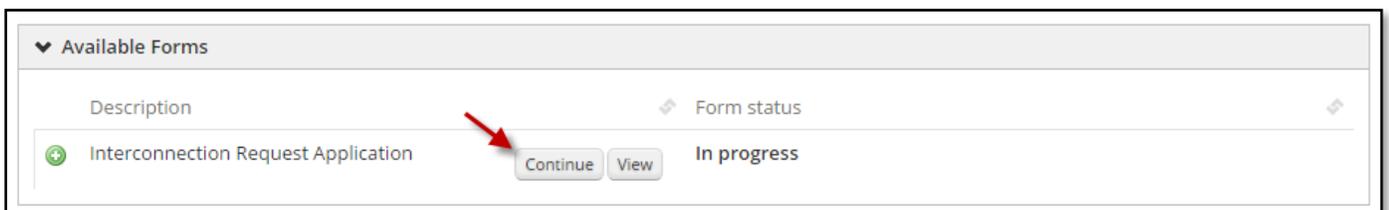
- In order for us to discuss the project with the installer, the customer will need to provide their consent by signing the Program Application form.
- The customer will be required to fill out the W-9 form during this process step.
- Once the customer has signed and filled out the required documents, the customer will be prompted to click the “Finish” button within DocuSign to complete the process.
 - Once finished, the customer will receive an email with the signed/completed documents for their records.

3.4.5 STEP 3: SUBMIT APPLICATION

Once documents have been signed and completed via DocuSign by the Customer, you will need to access the unsubmitted project and submit it to us.

NOTE: You will not be automatically notified that the customer has completed the DocuSign process. You will either need to check in with the customer or check in PowerClerk to know if/when this has been completed. To check that the customer has completed the DocuSign process in PowerClerk and Submit the Application, follow these steps:

1. Log into PowerClerk and from your Home page
2. Locate the respective unsubmitted project (under the “Unsubmitted” project view), click on the project, then click on the “View/Edit Project” button to go to the project dashboard.
3. From the project dashboard, go to the “Available Forms” section and click the “Continue” button to



pick up where you left off on the customer’s application.

4. In PowerClerk, on Page 4, you will be able to see that the customer has signed/completed all necessary documents, along with the date and time they were signed/completed.
5. Click the “Submit button”.
6. You will see a confirmation page and will be given a Project Number.

7. Once you submit the customer's application, we will be notified and will work to process the application.

Step 2: Request Customer Signatures

Once each document has been previewed, please click the "Request Signatures" button below. This will generate an email to the Customer requesting signatures on each document via DocuSign.

E-Signature Status

Interconnection Request Application Form.pdf **Completed: 6/18/2019 1:16:50 PM**

Customer : karms@scana.com **Completed**

Solar Energy Program Application.pdf **Completed: 6/18/2019 1:16:50 PM**

Customer : karms@scana.com **Completed**

IRS Form W9 Residential.pdf **Completed: 6/18/2019 1:16:50 PM**

Customer : karms@scana.com **Completed**

[Cancel Pending Signatures](#)

Once the customer has signed the required documents, click the Submit button below to submit the Interconnection Request Application

Step 3: Submit Application

After submitting your application, don't forget to pay the \$100 processing fee

PAY ONLINE

[BillMatrix](#)

OR MAIL YOUR CHECK TO

Dominion Energy South Carolina - Renewable Energy Team

220 Operation Way

Cayce, SC 29033

Mail Code: JSOL

Note: We will not begin processing your application until the processing fee has been received.

[Back](#)

[Submit](#)

4. CHECK THE STATUS OF A SUBMITTED APPLICATION/PROJECT

At key points in the process, the installer and customer will receive emails regarding status updates and information on the next steps of the process.

To check the status of a project you have submitted:

1. Log into PowerClerk using your credentials
2. On your Home Page, go to the “Submitted” tab
3. Here you can view a list of all projects that have been submitted
 Note: You can search for and sort projects by any of the available column headers: Customer Name (First and Last), Current Status, etc.
4. If you want further detail, click on a project, then click the “View/Edit Project” button for detailed information

DOMINION ENERGY SOUTH CAROLINA, INC. - INTERCONNECTION REQUEST APPLICATION FOR GENERATING FACILITIES NO LARGER THAN 20 KW - TEST [Change Program](#)

[New Interconnection Request Application](#) [New Transfer of Solar Service](#)

[All Projects](#) [Unsubmitted](#) [Submitted](#) [Transfer of Solar Service](#)

Project #	Initial Application Submitted Date	Processing Fee Received	Customer Last	Customer First	Customer Company	Account Number	Current Status	Current Status Timestamp	E-Signature Status	PV System Inverter Nameplate Rating	Residential Program Choice	Non-Residential Program Choice
SG-00001	05/22/2019		LAST	FIRST		318000004887	Application Submitted	05/22/2019	Completed	0.2		

[View/Edit Project](#)

5. Once you click the “View/Edit Project” button, it will bring you to the Project Dashboard. At this screen you can view the current status, available forms, previously submitted forms, project documentation/attachments, and grant access to other PowerClerk registers users.

View/Edit: SG-00001 [Go To Admin](#) Go to SG- [Go](#)

▼ Current Status

Status marked as **Application Submitted** on 5/22/2019 at 7:44 AM
 Created on 5/22/2019 at 4:34 AM (27 days ago) Project Owner: MOHANAKRISHNAN NARAYANAN (IST Research)
 Last Updated on 6/16/2019 at 9:31 AM (2 days ago)

▼ Available Forms

Description	Form status
There are no forms available during this status.	

▼ Previous Forms

Description	Form status
+ Interconnection Request Application View	Submitted Last submitted on 5/22/2019 at 7:44 AM

▼ Access Grants For This Project +

Email	Access type
No project grants have been granted for project SG-00001.	
Grantee Email Address: <input style="width: 150px;" type="text" value="example@company.com"/> Read/Write Privilege Add Grant	

▼ Attachments

Upload timestamp	Description	Filename	Note	Status
5/22/2019 7:44:34 AM	Interconnection Request Application Form	Interconnection Request Application Form.pdf	View	
5/22/2019 7:44:34 AM	Solar Energy Program Application	Solar Energy Program Application.pdf	View	
5/22/2019 7:42:01 AM	Proof of Property Insurance	Proof Liability Insurance.docx	View	
5/22/2019 7:41:55 AM	Single Line Diagram	Single Line Diagram.docx	View	

▼ Communications Sent to MNARAYANAN@scana.com

Date	Subject
MNARAYANAN@scana.com has not been sent any communications.	

▼ Deadlines

Deadline	Date Due	Status
There are no active deadlines for this project.		

▼ eSignature Statuses

4.1 GENERAL PROJECT TIMELINE GUIDELINES

1. Once we have a completed application package (including processing fee), a project will be assigned the **Status = Complete Package/Ready for Technical Review**. Please allow us approximately 15 business days to complete the Technical Review (e.g. Technical Screening Process) and notify the customer and installer of the outcome.
 - a. If the proposed project passes the Technical Review, it will be assigned the **Status = Technical Review Complete/Awaiting Approval**.

Note: If the Technical Review is Denied, the process will be delayed.

2. Once the project has been approved, it will be assigned the **Status = Application Approved/Awaiting Local Inspection** and approval emails will be sent and installation can begin.
 - a. After we are notified by the local authority with the release of local inspection, it will be assigned the **Status = Release of Local Inspection Received**. Installers can notify us by email that the local inspection is complete, but we must also receive the release from the local authority.

b. After the release of local inspection is received, the project will be assigned the **Status = Company Inspection/Meter Order Pending**.

i. A Meter Order Set and Meter Change Service Order will be entered in the CIS System and Field services will complete the Company Inspection. If the project passes the inspection, a meter will be set at that time.

ii. This step will take approximately 10 business days to complete (weather permitting).

1. Note: If the proposed project fails our Inspection, the process will be delayed.

3. If there are no issues found by the Field Service Representative, the meters will be set and the meter order will be completed. The project will be assigned a **Status = Interconnected/Approved to Energize** and we will notify the customer and installer (via email of the Approval to Energize form) that the generating facility has been interconnected and the PV system can be energized.

Note: If system issues are found that prevent the meters from being set, the process will be delayed.

5. STATUS DEFINITIONS

5.1 STATUS: UNSUBMITTED

Status:	Unsubmitted
Status Definition:	Project has been created by Applicant (Installer/Customer) in PowerClerk but has not been submitted to us.
Communication Sent?	No

5.2 STATUS: APPLICATION SUBMITTED

Status:	Application Submitted
Status Definition:	Applicant (Installer/Customer) has successfully submitted a project. Applicant has provided all required project information and the Customer has signed the required documentation via DocuSign. When an application reaches this status, it is given a Project Number and we are alerted that a new project is ready to be reviewed.
Communication Sent?	Yes (See template below)



Dominion Energy South Carolina, Inc. <DoNotReply@PowerClerk.com>

Dominion Energy South Carolin Project # SG-00001 - Application Submitted

Retention Policy 90 Day Inbox Retention (90 days)

● ARMS, KELLY E (SCE&G - 7)

FIRST LAST,

Thank you for your Interconnection Request Application submitted on 5/22/2019.

Project # SG-00001 has been assigned to the proposed project located at 1 Sunny Lane, Lexington, SC 29072.

After we verify that your application is complete (including processing fee), we will begin a technical review of the proposed solar project. Please allow 15 business days to be notified on the outcome of your technical review. Once the proposed project passes the technical review, you will be notified of your approval, and you may begin installation. (Note: If the proposed project does not pass the technical review, it could delay the interconnection process.)

As you and your installer are determining locations for the equipment, please be aware that Dominion Energy South Carolina must have safe and unrestricted access to your disconnect switch and metering equipment at all times. Pets/animals should be confined and away from the meter area. Your solar installer can provide you with more details or you can access the requirements at [Dominion Energy South Carolina Solar Equipment Requirements](#). In order to be in compliance with our Solar Equipment Requirements, the main house meter, solar generation meter (if applicable), and disconnect switch must be completely accessible. One option may be to have the fence relocated. This equipment should always be located in immediate proximity of each other.

Once the installation is complete, please contact your local inspection authority to have the system inspected. Once we have received the electrical release from the inspection authority, we will notify you and conduct an inspection within 10 business days, weather permitting. It is not necessary for you to be present for our inspection.

After your system passes our inspection, your meter(s) will be set, if applicable. Once your new meter is set, you will receive a door hanger and email giving you **Approval to Energize** your solar energy system. **Please remember that the current net energy metering tariff has been approved through May 31, 2029 - after which the cost structure for your customer generation will change.**

We will review your application promptly and will be in touch, as needed. You and your installer can expect to receive automatic email notifications from PowerClerk at key points in the process. In addition, registered PowerClerk users can login at any time to see the current status of this project. Please contact your installer to get status updates from PowerClerk.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.3 STATUS: APPLICATION REVIEW/AWAITING FEE

Status:	Application Review/Awaiting Fee
Status Definition:	A submitted Application and Processing Fee has been paid and the EIS Reviewer has opened the project for review or the project has been reviewed and is waiting on the Processing Fee to be received.
Communication Sent:	No

5.4 STATUS: SUSPENDED – CHANGES NEEDED

Status:	Suspended – Changes Needed
Status Definition:	Application has been reviewed and is incomplete. Notification of incomplete items has been sent to the Installer and the Customer. We are waiting for additional information before proceeding.
Role Responsible:	Applicant (Installer/Customer)
Communication Sent:	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Changes Needed

FIRST LAST,

Thank you for your recent Interconnection Request Application for Project # SG-00001. During the initial review of your application, we found the following discrepancies that need your attention:

- Customer Name does not match

Detailed Notes or Special Instructions (if applicable):

- The customer name you provided on your documents do not match our records. Please resolved and resubmit, to include re-DocuSign.

We are unable to move the application forward for technical review until the above items are resolved. **The registered PowerClerk user** will need to log into PowerClerk, click on the "View/Edit Project" button for Project # SG-00001, and make the requested change(s) above. Once the requested change(s) have been made, we will continue to process your application.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

NOTE: In addition to receiving an email with the denial reasons for your project, you will also see that those documents have been rejected and the rejection reason is provided in the attachment window.

Upload timestamp	Description	Filename	Note	Status
7/23/2019 9:55:36 AM	Miscellaneous Attachment	W-9.pdf	View	Rejected
5/22/2019 7:44:34 AM	Interconnection Request Application Form	Interconnection Request Application Form.pdf	View	
5/22/2019 7:44:34 AM	Solar Energy Program Application	Solar Energy Program Application.pdf	View	
5/22/2019 7:42:01 AM	Proof of Property Insurance	Proof Liability Insurance.docx	View	
5/22/2019 7:41:55 AM	Single Line Diagram	Single Line Diagram.docx	View	Rejected

5.5 STATUS: COMPLETE PACKAGE/READY FOR TECHNICAL REVIEW

Status:	Complete Package/Ready for Technical Review
Status Definition:	All required information (including processing fee) has been provided and the application package is complete. The project is now ready for the Technical Review. Please allow 15 business days for us to complete this screening process and notify the customer and installer of the outcome.
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Application Complete/Ready for Technical Review

FIRST LAST,

All required documents (including processing fee) have been received for your Interconnection Request Application. Please allow 15 business days for technical review and processing. You and your installer will be notified by email with the outcome of the technical review.

Customers participating in Dominion Energy South Carolina's Distributed Energy Resource Programs will not be able to participate in Budget Billing because we cannot estimate the production of your solar energy system. Once you are approved, your account will be removed from Budget Billing and any monies owed will become due.

Please also be aware that you may be required to pay a deposit. Additional information regarding deposits can be found [here](#) (see Sections 2-4).

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.6 STATUS: TECHNICAL REVIEW DENIED

Status:	Technical Review Denied
Status Definition:	<p>During the Technical Review, we determined there are issues with the proposed PV System. The applicant will need to follow the instructions emailed to them and make the requested changes.</p> <p>Once the requested change(s) have been made, the registered PowerClerk user will need to log into PowerClerk, click on the "View/Edit Project" button for the respective project, navigate to the "PV System Update Form" on the Project Dashboard, and click "Begin".</p> <p>The "PV System Update Form" in PowerClerk should be used to inform us that requested changes have been made, communicate details of the modifications, and submit amended information (change in system size, inverter, etc.) or documents (single line diagram, equipment specification, etc.).</p>
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Technical Review Denied

FIRST LAST,

Thank you for your recent Interconnection Request Application for Project # SG-00001.

Your application recently went through a technical review and, unfortunately, has been denied for the following reason(s):

- System Oversized

Detailed Notes or Special Instructions (if applicable):

- The solar system you have submitted is oversized. Based on the customer's latest 12 months of electric usage, the max system size for this customer is 5.0 kW.

Once the denial reason(s) have been addressed/requested change(s) have been made, the registered PowerClerk user will need to log into PowerClerk, click on the "View/Edit Project" button for Project # SG-00001, navigate to the "PV System Update Form", and click "Begin".

The "PV System Update Form" in PowerClerk allows you or your installer to alert us that the denial reasons have been addressed/requested changes have been made, communicate details of the modifications, and submit amended information (change in system size, inverter, etc.) or documents (single line diagram, etc.). Please refer to the links below for clarification:

[Dominion Energy South Carolina Single Line Diagram](#)

[Dominion Energy South Carolina Solar Equipment Requirements](#)

Your solar installer has been copied on this email to expedite the process. Once we are alerted, we will proceed with processing your application.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.7 STATUS: TECHNICAL REVIEW COMPLETE/AWAITING APPROVAL

Status:	Technical Review Complete/Awaiting Approval
Status Definition:	The Technical Review of the proposed PV System is complete. The project is awaiting contingent approval of the Interconnection Request Application from us. Once signed, the “Contingent Approval to Interconnect” will be emailed to the Customer and Installer.
Communication Sent?	No

5.8 STATUS: APPLICATION APPROVED/AWAITING LOCAL INSPECTION

Status:	Application Approved/Awaiting Local Inspection
Status Definition:	The project is approved for a Solar Program and has received contingent approval to interconnect. The applicant can begin the installation of the PV System to be inspected by local authority and us once complete.
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Program Approval/Approval to Install

FIRST LAST,

Good news! As of , your application has been approved for the following program: . Please note that this approval will expire if your solar energy system is not installed and interconnected within 365 days from the date of this notification.

You can now begin the installation of your solar energy system. For your records, a .pdf of your Interconnection Request Application with Contingent Approval to Interconnect is attached.

Please be aware that Dominion Energy South Carolina must have safe and unrestricted access at all times to your disconnect switch and metering equipment. Pets/animals should be confined and away from the meter area. You can access our requirements at [Dominion Energy South Carolina Solar Equipment Requirements](#). In order to be in compliance with our Solar Equipment Requirements, the main house meter, solar generation meter (if applicable), and disconnect switch must be completely accessible. One option may be to relocate the fence. This equipment should always be located in immediate proximity of each other.

When the installation is complete, please contact your local inspection authority to have the system inspected. Once we have received the electrical release from the inspection authority, we will notify you and perform an inspection (to be completed within 10 business days, weather permitting). It is not necessary for you to be present for our inspection.

Please remember, any material modifications to the system from what was originally submitted will result in the system being denied– including, but not limited to, changes in inverter size and/or rating, installed arrangement changed from original single line drawing, no lockable load break disconnect switch in close proximity to meter, no meter socket on generator or meter socket that is not in close proximity to the existing service meter.

If your system passes our inspection, your bi-directional meter(s) will be installed at that time, if applicable. A door hanger will be left and an email will be sent making you and your installer aware and granting Approval to Energize. If your system does “not pass” our inspection, further instructions will be communicated to you and/or your installer via email.

PLEASE NOTE The meter currently installed at your service address is not bi-directional and records both normal usage and energy generated as usage. Until the bi-directional meter is installed, you will be charged (not credited) for any energy sent back to our system. To avoid extra charges, we strongly recommend leaving your solar installation off until your bi-directional meter is installed, if applicable.

If you have any questions please contact the Dominion Energy South Carolina Renewable Energy Team via email at SCRenewableEnergy@DominionEnergySC.com.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.9 STATUS: RELEASE OF LOCAL INSPECTION REC'D/READY FOR COMPANY INSPECTION

Status:	Release of Local Inspection Rec'd/Ready for Company Inspection
Status Definition:	We have received the release from the local inspection authority. The PV installation is now ready for our inspection. Please allow 10 business days (weather permitting) for the inspection to be performed.
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Release of Local Inspection Received

FIRST LAST,

Dominion Energy South Carolina has received the release of local inspection for your solar installation. We will perform the required inspection for this account within the next 10 business days, weather permitting. It is not necessary for you to be present for this inspection. However, please make sure that all inaccessible breakers and switches are turned on for inspection, external disconnect should be left off.

Please be aware that we must have 24/7 safe access to your disconnect switch and metering equipment at all times. Pets/animals should be confined and away from the meter area. You can access our requirements at [Dominion Energy South Carolina Solar Equipment Requirements](#). In order to be in compliance with our Solar Equipment Requirements, the main house meter, solar generation meter, and disconnect switch cannot be located within a fenced area. If they are, please have the fence relocated so that the main house meter, solar generation, and disconnect switch are accessible or relocate the main house meter, solar generation meter, and disconnect switch to outside the fenced area. The main house meter, solar generation meter, and disconnect switch should always be located in immediate proximity of each other.

Please remember, any material modifications to the system from what was originally submitted will result in the system being denied – including, but not limited to, changes in inverter size and/or rating, installed arrangement changed from original single line drawing, no lockable load break disconnect switch in close proximity to meter, no meter socket on generator or meter socket that is not in close proximity to the existing service meter.

If your system has "passed" our inspection, your bi-directional meter(s) will be installed at that time. A door hanger will be left and an email will be sent making you and your installer aware and granting approval to energize. If your system does "not pass" our inspection, further instructions will be communicated to you and/or your installer via email.

PLEASE NOTE The meter currently installed on your service is not bi-directional and records both normal usage and energy generated as usage. Until the bi-directional meter is installed, you will be charged (not credited) for any energy sent back to our system. To avoid extra charges, we strongly recommend leaving your solar installation off until your bi-directional meter is installed.

If you have any questions please contact the us via email at SCRenewableEnergy@DominionEnergySC.com.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.10 STATUS: METER ORDER PENDING

Status:	Meter Order Pending
Status Definition:	The Local Release has been received and we have assigned the project for inspection. The inspection will be performed within 10 business days (weather permitting). If the inspection passes, the required meter(s) will be set/changed at the Customer's service address. This meter will enable the customer to begin receiving credits for energy sent back to us.
Communication Sent?	No

5.11 STATUS: METER ORDER TURNED DOWN

Status:	Meter Order Turned Down
Status Definition:	<p>A Field Service Representative visited the service address of the respective project to install your bi-directional meter. Unfortunately, issues were found that prevented the representative from setting the meter and the PV system has been denied permission to interconnect.</p> <p>The project will not move forward until the requested changes (emailed to the installer and customer) are made. Once the requested change has been made, the registered PowerClerk user will need to log into PowerClerk, click on the "View/Edit Project" button for the respective project, navigate to the "PV System Update Form" on the Project Dashboard, and click "Begin".</p> <p>The "PV System Update Form" in PowerClerk should be used to inform us that requested changes have been made, communicate details of the modifications, and submit amended information (change in system size, inverter, etc.) or documents (single line diagram, equipment specification, etc.).</p>
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Meter Order Turned Down

FIRST LAST,|

Our Field Service Representative recently visited the property located at 19 LANDMARK DR COLUMBIA, SC 29210 to install your bi-directional meter. Unfortunately, your solar energy system has been denied permission to interconnect for the following reason(s):

- Meter Wired Backwards

Detailed Notes or Special Instructions (if applicable):

- Solar System is not wired correctly.

Once the denial reason(s) has been addressed/requested change(s) have been made, the registered PowerClerk user will need to log into PowerClerk, click on the "View/Edit Project" button for SG-00001, navigate to the "PV System Update Form", and click "Begin".

The "PV System Update Form" in PowerClerk allows you or your installer to alert us that the denial reasons have been addressed/requested changes have been made, communicate details of the modifications, and submit amended information (change in system size, inverter, etc.) or documents (single line diagram, equipment specification, etc.). Please refer to the links below for clarification:

[Dominion Energy South Carolina Single Line Diagram](#)

[Dominion Energy South Carolina Solar Equipment Requirements](#)

Your solar installer has been copied on this email to expedite the process. Once we are alerted, we will return to inspect and set the meter.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.12 STATUS: INTERCONNECTED/APPROVAL TO ENERGIZE

Status:	Interconnected/Approval to Energize
Status Definition:	The project has passed the Company Inspection and is granted Approval to Energize. The Approval to Energize form is signed by us and emailed to the customer and installer. The bi-directional meters have been installed. The PV System can now be energized. This will enable the customer to begin receiving credit for energy sent back to us.
Communication Sent?	Yes (See template below)

Subject: Dominion Energy South Carolina Project # SG-00001 - Official Approval to Energize

****OFFICIAL APPROVAL TO ENERGIZE****

FIRST LAST,

Project # SG-00001 installed at 19 LANDMARK DR COLUMBIA, SC 29210 has been granted Approval to Energize.

The bi-directional meters have been installed. You can now energize your solar energy system or call your installer to do this for you. This will enable you to start using your solar energy system.

Thank you,

Dominion Energy South Carolina Renewable Energy Team

5.13 STATUS 16 PV SYSTEM CHANGES SUBMITTED

Status:	PV System Changes Submitted
Status Definition:	<p>Applicant has made changes (either requested by us or on their own when permitted) to the PV System by submitting the "PV System Update Form" Upon submitting this form, the project's status will be automatically changed to "PV System Changes Submitted" and we will be notified. All PV System changes will need to be reviewed by us and will cause delays in the process timeline.</p> <p>On the PV System Update form, be sure to select the correct "Reason for PV System Change" and provide as much detail about the changes as possible. Submitting accurate PV System Specifications initially will be of utmost importance and will greatly benefit the project timeline and customer satisfaction.</p> <p>Any time there are modifications to the "Original PV System Specification" (e.g. System Rating CEC-AC), the installer must request and receive a signature on the Revised Interconnection Request Application from the Customer via DocuSign. This will cause delays in processing times.</p>
Communication Sent?	No

PV System Update Form

Project Number: SG-00001

Reason for PV System Change: *

Technical Review was Denied

Customer

Name

FIRST

LAST

Company

Address

123 Main Road

COLUMBIA

SC

29210

Email

firstlast@gmail.com

Phone

803-222-8454

Technical Review Denial Reason:

System Oversized

Technical Review Denial Notes:

The solar system you have submitted is oversized. Based on the customer's latest 12 months of electric usage, the max system size for this customer is 5.0 kW.

NOTE TO INSTALLER: Once you have addressed the denial reason(s) and made the requested change(s), please check the box below, fill in all necessary fields, and click submit to alert us that the changes have been made.

 The requested changes have been made.

Technical Review Installer Response Notes:

System Size has been downsized to 4.2 kW.

Original PV System Specification

Inverter x SolarEdge Technologies 6.0 kW (Model SE6000 (240V) w/

Efficiency Rating: 0.975

PV Array x First Solar 295W (Model TS-295-R11-02)

PTC Rating: 0.2747

Tilt Azimuth Tracking

System Rating: 5.9 kW DC / 5.357 kW CEC-AC
Inverter Rating: 6 kW AC

Revised PV System Specification 

Inverter x SolarEdge Technologies 6.0 kW (Model SE6000 (240V) w/ [Delete Inverter](#)

Efficiency Rating: 0.975

PV Array x First Solar 295W (Model TS-295-R11-02) [Delete Array](#)

PTC Rating: 0.2747

Tilt Azimuth Tracking

System Rating: 4.72 kW DC / **4.285 kW CEC-AC**
Inverter Rating: 6 kW AC



The Revised Interconnection Request Application Form must be previewed, customer signatures requested and received before you can submit.

Revised Interconnection Request Application Form ←

E-Signature Status

Revised Interconnection Request Application Form Ready for signature
SCEG Customer : firstlast@gmail.com

←

Amended Single Line Diagram (if applicable):

FirstLast Amended SLD.pdf ←

Uploaded by Kelly Arms on 7/3/2019 10:22:34 AM

Supplemental Technical Document (if applicable):

6. APPENDICES

ID	Name	Author
Appendix A		
Appendix B		
Appendix C		

7. REVISION HISTORY

Section	Revision Description	Date
All	Dominion Energy Re-Branding	10/2019