

Dominion Energy

Net Metering Self-Service Portal

How To Guide

Virginia Net Metering Self Portal



How to Use New Self Service Portal

- [User-friendly home page with clickable images and links](#)
- [Submit Application Form](#)
- [Check Application Status](#)
- [Visit Net Metering Website](#)
- Top Bar
 - [Virginia](#)
 - North Carolina – link will take you to the NC Net Metering webpage but NC applications are not yet online
 - [Vendor Login](#)
- [Application Process Flow](#)
- [Automated Emails and Messages](#)

Virginia Net Metering Self Portal



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- User-friendly home page with clickable images and links to take you directly to a page
 - Virginia and North Carolina - will take you to those states net metering pages
 - Vendor Login – will allow vendors to login to the Portal
 - Submit Application Form – allows NMIN forms to be submitted electronically
 - Check Application Status – customers and vendors can see status of NMIN
 - Visit Net Metering Website – takes you to the VA Net Metering webpage

Submit Application Form



Virginia

North Carolina

Vendor
Login

Virginia Net Metering Self Portal

Submit Application Form



Check Application Status



Visit Net Metering Website



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How To



Submit Application Form – Getting Started

- Select either Residential or Non-Residential
- Select New Construction – Yes or No
- Enter Account Number or Work Order #

Form NMIN
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

PURSUANT TO RULE 20 VAC 5-315-30 OF THE COMMISSION'S REGULATIONS GOVERNING NET ENERGY METERING, APPLICANT HEREBY GIVES NOTICE OF INTENT TO OPERATE A GENERATING FACILITY.

Customers shall initially complete Sections 1-4 and submit to the utility for review and approval prior to starting any construction or installation of the facility. Once the utility approves Sections 1-4, the customer may commence and complete installation of the facility. Upon completion of the installation, the customer shall re-submit the form with Section 5 completed.

Getting Started

Select Residential Select Non-Residential

* New Construction ⓘ
--None--

Section 1 Applicant Information

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If New Construction = No
Enter Acct #



Select Residential

Select Non-Residential

* New Construction ⓘ

No

* Account Number ⓘ

If New Construction = Yes
Enter Work Order #



Select Residential

Select Non-Residential

* New Construction ⓘ

Yes

* Work Order # ⓘ

How To

Submit Application Form – Section 1

Virginia Net Metering Self Portal

Form NM/N
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

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Section 1. Applicant Information

*Email
you@example.com
Complete this field.

*Name 

*Mailing Address

*City *State *Zip Code
--None--

*Phone Number(s) Fax Number

Energy Service Provider (ESP) (if different than electric distribution company) ESP Account Number (if applicable)

Proposed Interconnection Date 

[Getting Started](#) [Section 2: Generator Information](#)

Enter Section 1. Applicant Information

- Customer email address
- Customer name (name that is on account)
- Customer Mailing Address – Street, City, State, Zip Code
- Customer Phone Number
- Customer Fax Number (if applicable)
- Energy Service Provider (if applicable)
- ESP Account Number (if applicable)
- Proposed Interconnection Date (click on calendar icon to use calendar selection)

Submit Application Form – Section 2

Virginia Net Metering Self Portal

Form NMIN
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

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Customers shall initially complete Sections 1-4 and submit to the utility for review and approval prior to starting any construction or installation of the facility. Once the utility approves Sections 1-4, the customer may commence and complete installation of the facility. Upon completion of the installation, the customer shall re-submit the form with Section 5 completed.

Section 2. Generator Information

Generating Unit Address

Generating Unit Same as Applicant Not Same

Provide the address of the Generating Unit

* Street Address of Generating Unit
* City
* State
--None--
* Zip Code

Generator Details

* Fuel Type
--None--

* Generator Manufacturer and Model
Q Search

Other Generator (select "Other Generator" above) ⓘ

* Number of Panels

Rated Capacity in kilowatts: * DC

* Inverter Manufacturer and Model
Q Search

Other Inverter (select "Other Inverter" above) ⓘ

* Number of Inverters

* AC

Battery Backup

* Battery Backup
--None--

[Back to Section 1. Applicant Information](#) [Section 3. Information for Facilities](#)

Enter Section 2. Generator Information

- **Generating Unit Address**
 - Use Same As if address is same as Section 1
 - Otherwise, enter address where renewable generation is being installed
- **Generator Details**
 - Select Fuel Type
 - Select Generator Manufacturer and Model
 - If not in dropdown, enter information in Other Generator section
 - Enter Number of Panels
 - Select Inverter Manufacturer and Model
 - If not in dropdown, enter information in Other Inverter section
 - Enter Number of Inverters

Continued on next page

Submit Application Form – Section 2 cont'd

Virginia Net Metering Self Portal

Form NMIN
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

PURSUANT TO RULE 20 VAC 5-315-30 OF THE COMMISSION'S REGULATIONS GOVERNING NET ENERGY METERING, APPLICANT HEREBY GIVES NOTICE OF INTENT TO OPERATE A GENERATING FACILITY.

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Section 2. Generator Information

Generating Unit Address

Generating Unit Same as Applicant Not Same

Provide the address of the Generating Unit.

*Street Address of Generating Unit
*City
*State
--None--
*Zip Code

Generator Details

*Fuel Type
--None--

*Generator Manufacturer and Model
Q Search
Other Generator (select "Other Generator" above)

*Inverter Manufacturer and Model
Q Search
Other Inverter (select "Other Inverter" above)

*Number of Panels
*Number of Inverters

Rated Capacity in kilowatts:
*DC
*AC

Battery Backup

*Battery Backup
--None--

[Back to Section 1. Applicant Information](#)

[Section 3. Information for Facilities](#)

- Generator Details
 - Rated Capacity in kw – enter DC value
 - Rated Capacity in kw – enter AC value
- Battery Backup
 - Select Yes or No
 - If Yes – more documentation is required
 - Select Battery Manufacturer and Model
 - If not in dropdown, enter information in Other Battery
 - Enter Battery Configuration
 - Enter Number of Batteries
 - Upload one-line for system

Battery Backup

*Battery Backup
Yes

Battery Manufacturer and Model
Q Search
Other Battery Model (select "Other Battery" above)

Battery Configuration
--None--

Number of Batteries

[Upload one-line for Battery Backup](#)
[Upload Files](#) Or drop files

How To

Submit Application Form – Section 3

For Residential applications –

- There is no additional information needed. You will see the following page for Section 3, but no information needed

 Virginia North Carolina Vendor Login

Virginia Net Metering Self Portal

Form NMIN
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

PURSUANT TO RULE 20 VAC 5-315-30 OF THE COMMISSION'S REGULATIONS GOVERNING NET ENERGY METERING, APPLICANT HEREBY GIVES NOTICE OF INTENT TO OPERATE A GENERATING FACILITY.

Customers shall initially complete Sections 1-4 and submit to the utility for review and approval prior to starting any construction or installation of the facility. Once the utility approves Sections 1-4, the customer may commence and complete installation of the facility. Upon completion of the installation, the customer shall re-submit the form with Section 5 completed.

Section 3. Information for Facilities

This section intentionally left blank. Proceed to Section 4. Vendor Certification.

[Back to Section 2. Generator Information](#) [Section 4. Vendor Certification](#)

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How To

Submit Application Form – Section 3

For Non-Residential applications –

- More information is required



Vendor
Login

Virginia Net Metering Self Portal

Form NM1N
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

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Customers shall initially complete Sections 1-4 and submit to the utility for review and approval prior to starting any construction or installation of the facility. Once the utility approves Sections 1-4, the customer may commence and complete installation of the facility. Upon completion of the installation, the customer shall re-submit the form with Section 5 completed.

Section 3. Information for Facilities

*Generator Type: *Frequency (Hz): *Number of Phases:

Rated Capacity in kilowatts:

DC (kW)	AC Apparent (kVA)	AC Real (kW)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Power Factor %: AC Voltage: AC Amperage:

Required documentations for submission. You can upload more than file at a time.

Facility Schematic One-line: Or drop files

Specs Sheet: Or drop files

[Back to Section 2. Generator Information](#) [Section 4. Vendor Certification](#)

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Section 3. Information for Facilities

- Generator Type
- Frequency
- Number of Phases
- Rated Capacity in kw
 - DC
 - AC Apparent
 - AC Real
 - Power Factor %
 - AC Volt
 - AC Amperage
- Uploads required for facilities (*ability for multiple uploads if needed*)

Required documentations for submission. You can upload more than file at a time.

Facility Schematic One-line

Or drop files

Specs Sheet

Or drop files

How To



Submit Application Form – Section 4

Virginia Net Metering Self Portal

Form NMIN
Effective 03/01/2020

AGRICULTURAL NET METERING OR NET METERING INTERCONNECTION NOTIFICATION

PURSUANT TO RULE 20C VAC 5-315-30 OF THE COMMISSION'S REGULATIONS GOVERNING NET ENERGY METERING, APPLICANT HEREBY GIVES NOTICE OF INTENT TO OPERATE A GENERATING FACILITY.

Customers shall initially complete Sections 1-4 and submit to the utility for review and approval prior to starting any construction or installation of the facility. Once the utility approves Sections 1-4, the customer may commence and complete installation of the facility. Upon completion of the installation, the customer shall re-submit the form with Section 5 completed.

Section 4. Vendor Certification

The system hardware is listed by Underwriters Laboratories to be in compliance with UL 1741.

Vendor Same as Applicant Not Same Indicate "Same as Applicant" for systems that are procured and/or installed by the Applicant. The "Vendor" is the entity who is providing the generation system equipment. Typically this will be the firm that is installing the solar system.

Select existing Vendor contact or enter Vendor information:

Select existing Vendor

Select a Vendor

New Vendor Company Name

Vendor First Name

Vendor Last Name

Vendor Phone

Vendor contact phone number

Vendor Email

vendor.contact@company.com

Certified I hereby certify that, to the best of my knowledge, all of the information provided in this Notice is true and correct.

Certified I certify as proof of insurance under Section XXV.B.1 of Dominion Energy Virginia's Terms and Conditions that I currently maintain and will continue to maintain insurance consistent with Section XXV.1 of Dominion Energy Virginia's Terms and Conditions, and will provide a copy thereof upon request.

[Back to Section 3. Information for Facilities](#)

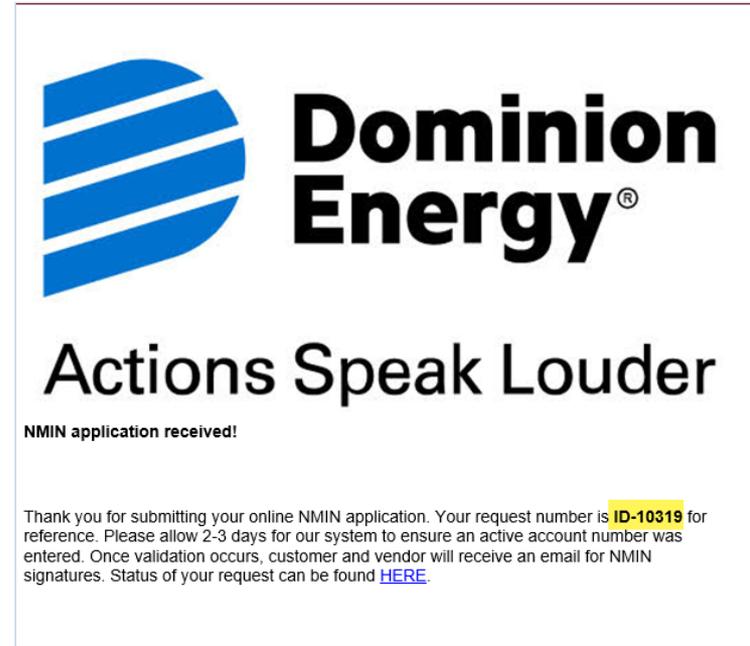
[Submit NMIN Form](#)

Section 4. Vendor Certification

- If self installer, click the Vendor Same as Applicant toggle
- Otherwise, select existing Vendor – type in name or company name
- If not in list, enter New Company Name, First Name, Last Name, Phone Number and Email Address
- Certification boxes must be checked to proceed
- Submit NMIN Form will submit the application
- Vendor and customer will receive an email with Request ID #

Automated Emails for Vendors and Customers

- Once NMIN is submitted, both vendors and customers will receive an email stating their application was received.
- Email includes the Request ID
- Link in email will go to Check Application Status page



Check Application Status

Virginia Net Metering Self Portal

Submit Application Form



Check Application Status



Visit Net Metering Website



Check Application Status

- Customers and vendors have ability to check on the status of their applications through the Request ID or email address and zip code from the NMIN
- Request ID is sent to both customers and vendors via email when NMIN is submitted

Virginia Net Metering Self Portal

Virginia Net Metering Self Portal

Request ID  -- OR -- Email Address 

Zip Code 

[View NMIN Application Status](#)

NMIN Application Status

Showing 1 of 1 item

Request ID	Address	Status	Submitted Date	Completed Date
ID-10340	**5 Alba Rd Fredericksburg, VA 22405	Awaiting Meter Exchange	Jul 26, 2023	

▼ Status Definitions

- **Draft** – NMIN has been created, but not yet submitted.
- **Pending Validation** – NMIN was submitted and is awaiting account verification.
- **Pending Business Review** – NMIN verification is awaiting business review.
- **Awaiting Vendor Signature** – NMIN was successfully validated and is waiting on vendor to sign NMIN.
- **Awaiting Applicant Signature** – NMIN was successfully validated and is waiting on customer to sign NMIN.
- **In Engineering Review** – Proposed project is undergoing internal engineering review.
- **Awaiting Electrical Inspection** – Contingent Approval has been sent. Waiting to receive a passed electrical inspection.
- **Awaiting Meter Exchange** – Electrical inspection has been received. Scheduling meter exchange when possible.
- **Permission to Operate Sent** – Customer and Vendor have been sent PTO and may energize the system.

[Previous](#)

Vendor Login



Virginia North Carolina

Vendor
Login

Virginia Net Metering Self Portal

Submit Application Form



Check Application Status



Visit Net Metering Website



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How To



Vendor Login

Virginia North Carolina

Vendor Login

Virginia Net Metering Self Portal

Enter Your Email Address

Log In to Sandbar

Dominion Energy CRM employee? [Log In](#)

Verify Your Identity

You're trying to **Log In to Interconnection Agreement**.
To make sure your Interconnection Agreement account is secure, we have to verify your identity.

Enter the verification code we emailed to
j*****@*****gy.com.

Verification Code

Verify

[Resend Code](#)

- Vendor Login

- Enter your company email address
 - Click Log In
- Verification code will be sent to registered email address for login
 - Enter verification code received to Log In

Vendor Login

Virginia Net Metering Self Portal

NMIN Application Status

Showing 17 of 17 items

🔍 Search this list...

Request ID	Applicant Name	Address	Status	Submitted Date	Completed Date	Message
ID-10274	[REDACTED]	[REDACTED]	Awaiting Meter Exchange	Jul 9, 2023		
ID-10330	[REDACTED]	[REDACTED]	Canceled	Jul 24, 2023		
ID-10238	[REDACTED]	[REDACTED]	Awaiting Meter Exchange	Jul 5, 2023		2023-07-25 - Dominion Energy Great update!
ID-10325	[REDACTED]	[REDACTED]	Canceled	Jul 23, 2023		
ID-10321	[REDACTED]	[REDACTED]	Pending Business Review	Jul 23, 2023		
ID-10322	[REDACTED]	[REDACTED]	Pending Business Review	Jul 23, 2023		

Status Definitions

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- **Awaiting Meter Exchange** – Electrical inspection has been received. Scheduling meter exchange when possible.
- **Permission to Operate Sent** – Customer and Vendor have been sent PTO and may energize the system.

- Once logged in, all submitted NMINs, with you as the Vendor, will be visible
- Request IDs are hyperlinked for more information
- Information shown:
 - Applicant Name
 - Address
 - Status
 - Submitted Date
 - Completed Date
 - Messages
- Search list in Search this list... box
 - Search by Request ID, Name, Address, or Status
 - To clear the search, remove text, hit enter, then enter again with empty search box

Vendor Login

Virginia Net Metering Self Portal

IA Request
ID-10238

Applicant Name	Account Number	Account Type	Request Status	Submitted Date	Completed Date
Worthington Investments LLC	003006426112	Non-Residential	Awaiting Meter Exchange	7/6/2023	

▼ ▲ Awaiting Meter ... Permission to O...

Guidance for Success

Electrical inspection has been received. Scheduling meter exchange when possible. When ready, set the Meter Exchange Completion Date on the Project.

NMIN Application Details

Messages Files

Request ID ID-10238	Request Status Awaiting Meter Exchange
Account Type Non-Residential	Submitted Date 7/6/2023
	Completed Date
▼ Section 1. Applicant Information	Power Purchase Agreement <input type="checkbox"/>
Ag Net Metering <input type="checkbox"/>	
Applicant Name <input type="text"/> Worthington Investments LLC	Applicant Phone Number(s) <input type="text"/> 8049281929
Applicant Street <input type="text"/> 426 Mulberry Ridge Ct	Applicant Fax Number <input type="text"/>
Applicant City <input type="text"/> Lexington	Applicant Email <input type="text"/> carmen.sparkman@dominionenergy.com
Applicant State <input type="text"/> SC	
Applicant Zip Code <input type="text"/> 29073	

- When a Req ID hyperlink is clicked, it will take you into the NMIN entered information
- Chevron at the top will show the progression of the application, status it is now, and what is left in the process
- Default view will take you to NMIN Application Details
 - Shows all data that was entered during NMIN submission

Continued on next page

How To

Vendor Login cont'd

Virginia Net Metering Self Portal

IA Request
ID-10238

Applicant Name Worthington Investments LLC	Account Number 003006426112	Account Type Non-Residential	Request Status Awaiting Meter Exchange	Submitted Date 7/6/2023	Completed Date
---	--------------------------------	---------------------------------	---	----------------------------	----------------



Guidance for Success

Electrical inspection has been received. Scheduling meter exchange when possible. When ready, set the Meter Exchange Completion Date on the Project.

NMIN Application Details **Messages** Files

Showing 3 of 3 items

Search this list...

From	Message
2023-07-25 Dominion Energy	Great update!
2023-07-10 Lisa Adkin	Thanks for letting me know.
2023-07-06 Dominion Energy	Hi Lisa, your project is bypassing engineering review

New Message

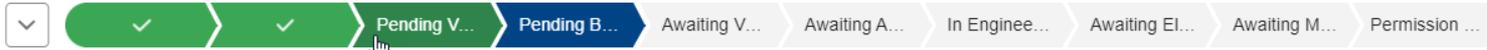
Send Message

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- Click on Messages to see all communication that has taken place between Vendor and Dominion Energy net metering team
- In Messages, you can send a new message or reply to one already sent
- Type in New Message box, Click Send Message

How To

Request Status Bar & Definitions



✓ Status Definitions

- **Draft** – NMIN has been created, but not yet submitted.
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 - **Awaiting Meter Exchange** – Electrical inspection has been received. Scheduling meter exchange when possible.
 - **Permission to Operate Sent** – Customer and Vendor have been sent PTO and may energize the system.
-
- **Chevron Color Legend:**
 - Green – Complete
 - Blue – At that status
 - Grey – Future status



Virginia North Carolina

Vendor
Login

Virginia Net Metering Self Portal

Submit Application Form



Check Application Status



Visit Net Metering Website



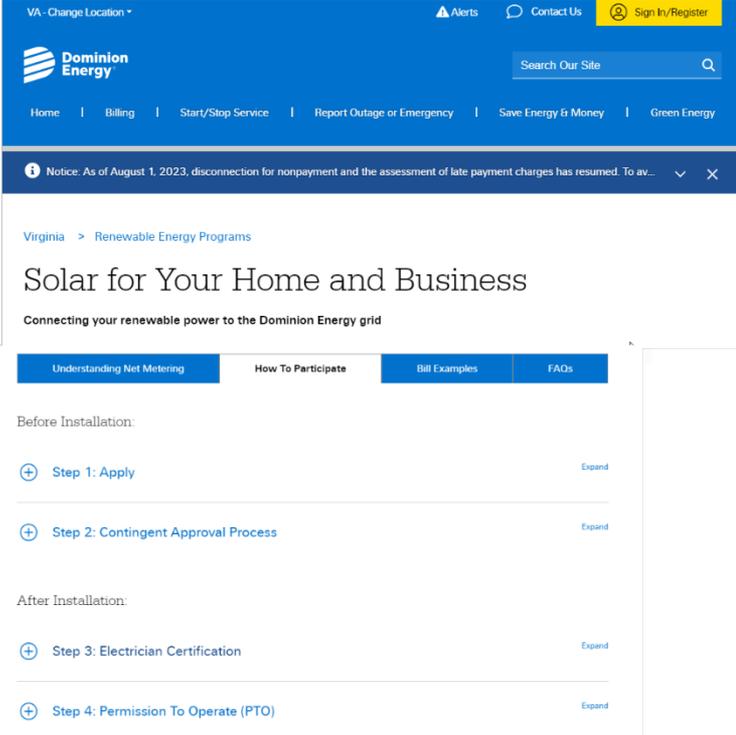
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How To



Visit Net Metering Website

- Will take you to the Dominion Energy Net Metering Website
- Here you can find more information on the net metering process
- FAQs may help answer questions that may arise
- Virtual Chat Bot is also available on website to help answer questions

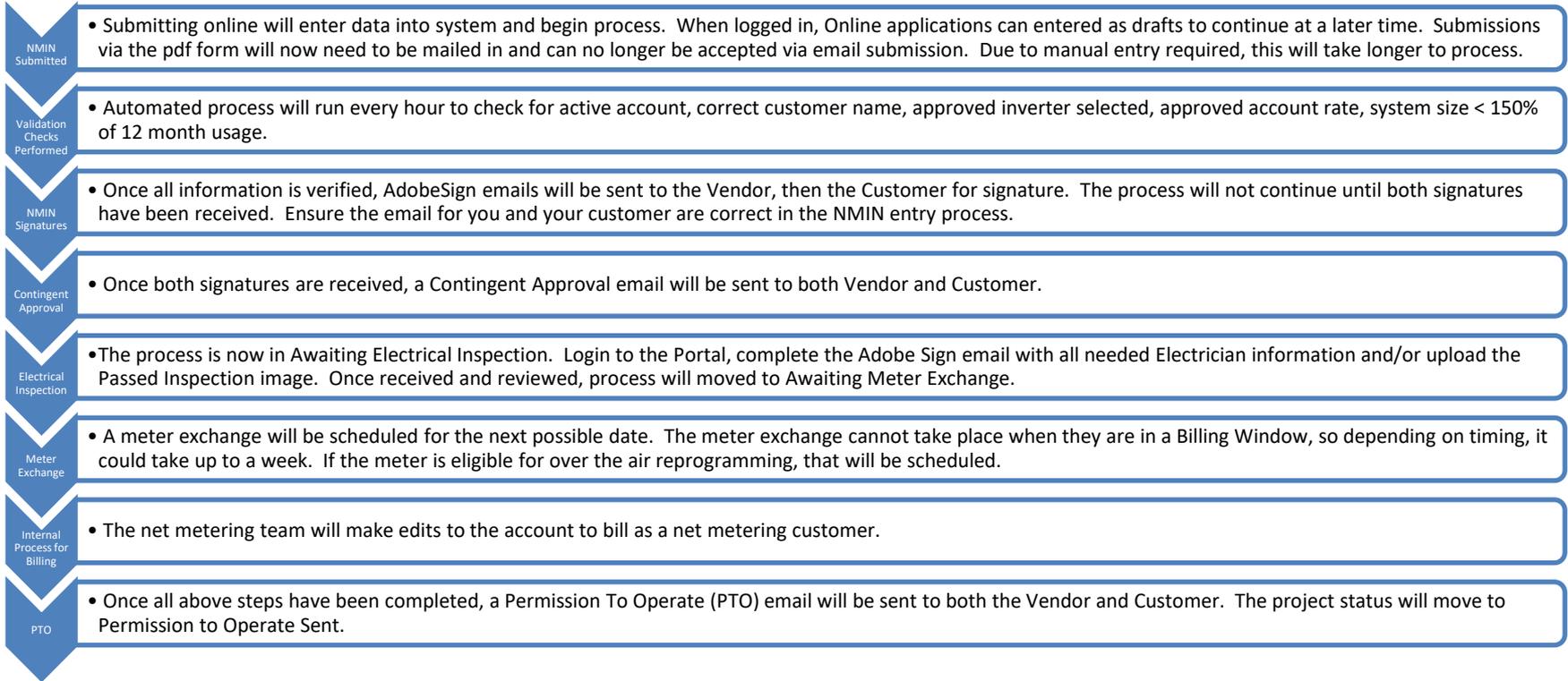


The screenshot shows the Dominion Energy website interface. At the top, there is a blue navigation bar with the Dominion Energy logo, a search bar, and links for Alerts, Contact Us, and Sign In/Register. Below the navigation bar, there is a blue banner with a notice: "Notice: As of August 1, 2023, disconnection for nonpayment and the assessment of late payment charges has resumed. To av...". The main content area is titled "Virginia > Renewable Energy Programs" and "Solar for Your Home and Business". Below the title, there is a sub-header: "Connecting your renewable power to the Dominion Energy grid". There are four tabs: "Understanding Net Metering", "How To Participate", "Bill Examples", and "FAQs". The "How To Participate" tab is selected. Under this tab, there are two sections: "Before Installation" and "After Installation". The "Before Installation" section has two steps: "Step 1: Apply" and "Step 2: Contingent Approval Process". The "After Installation" section has two steps: "Step 3: Electrician Certification" and "Step 4: Permission To Operate (PTO)". Each step has an "Expand" link next to it.

NEW PROCESS FLOW

How To

Application Process Flow



New Automations

AUTOMATED EMAILS FOR VENDORS AND CUSTOMERS

How To

Automated Emails for Vendors and Customers

- Both Vendor and Customer AdobeSign signatures must be received before Contingent Approval is sent

Example Vendor AdobeSign Email

Lisa Adkins requests your signature on
ID-10274 NMIN Agreement - NEWPORT NEWS PUBLIC SCHOOLS | Net Metering | Virginia | Dominion Energy

[Review and sign](#)

Private message to you:

Vendor, use the below link to sign the NMIN submitted for your customer's home/business needed to begin net metering. Both you and the customer must sign before the project will move forward.

Example Customer AdobeSign Email

Lisa Adkins requests your signature on
ID-10283 NMIN Agreement - CHESTERFIELD CO PUBLIC SCH | Net Metering | Virginia | Dominion Energy

[Review and sign](#)

Private message to you:

Customer, Please use the below link to sign the NMIN submitted for your home/business to begin net metering. Both you and the solar vendor must sign before the project will move forward.

- Once signatures are received, Contingent Approval is automatically sent for Residential Applications
- Non-Residential applications will move into In Engineering Review status for Engineering Review study

Contingent Approval

Dominion Energy
Actions Speak Louder

██████████

We have reviewed your net metering application and we are pleased to grant you contingent approval. Please do not begin generating electricity until the following steps have been completed and you receive a Permission to Operate notice from Dominion Energy.

Here's what to expect next

1. Construction of your solar array may begin.
2. You are one step closer to generating your own power! Once installation of your renewable energy system is completed, you or your vendor, need to schedule an electrical inspection.
3. Once the electrical inspection is completed, submit the results of the inspection to Dominion Energy. Vendors/Self Installers, log into Net Metering's [Customer Portal](#) to submit Section 5 of the NMIN and/or upload a picture of the PASSED inspection.
4. A meter exchange of your electric meter, for one that accommodates net metering, will be scheduled (this usually takes fewer than 30 days).
5. Once complete, you will receive a Permission to Operate letter to power on your solar array.

Helpful resources

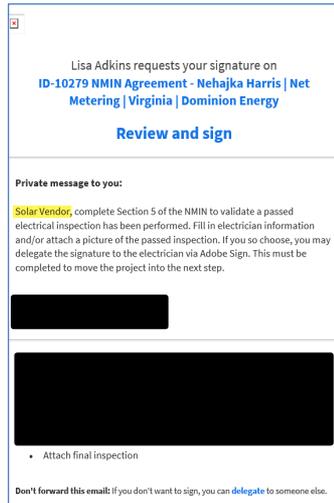
- [Visit our net metering website](#) for detailed information on next steps, frequently asked questions, and additional resources.
- We encourage you to [read the Terms and Conditions](#) of net metering at Dominion Energy.
- Questions? Vendors - To send the net metering team a message, log into the [Self-Service Portal](#). Customers - Check your application status [HERE](#).

[Learn more](#)

Automated Emails for Vendors and Customers

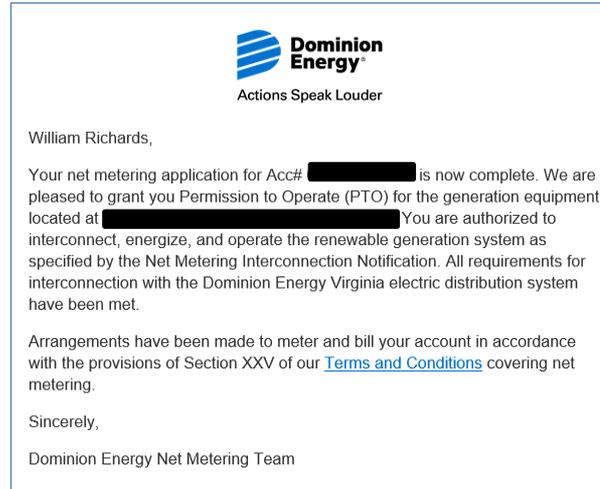
- Vendor complete Section 5 with Electrical Inspection information, or
- Delegate AdobeSign to the Electrician

Example Section 5 Electrical Signature Email



- PTO email gives permission to the customer to power on the renewable generation system
- Email will come with an attachment of the completed signed NMIN
- PTO letter can be found in Files

Example PTO Email



- Email provides notification to the Vendor that a message is available on a specific request
- Dominion Energy will also receive notification for messages from Vendors

Example Message Email

