

PowerClerk User Guide for Behind-the-Meter Customers

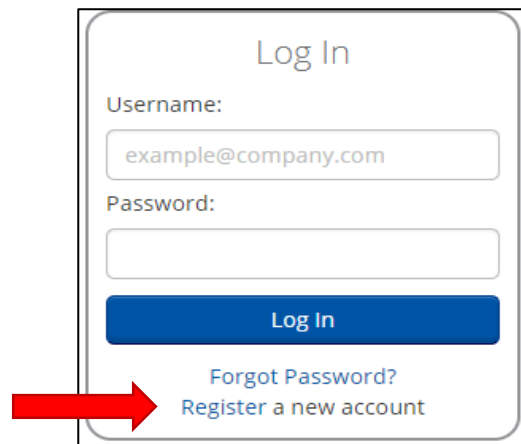
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Register

Visit <https://georgiapowerbtm.powerclerk.com/> to begin your application for interconnection. If you are ready to begin the application for a project, please follow the steps below. Once you have registered a new account, you may log in to create and/or view project applications.

1. Register for a new PowerClerk account.



Log In

Username:

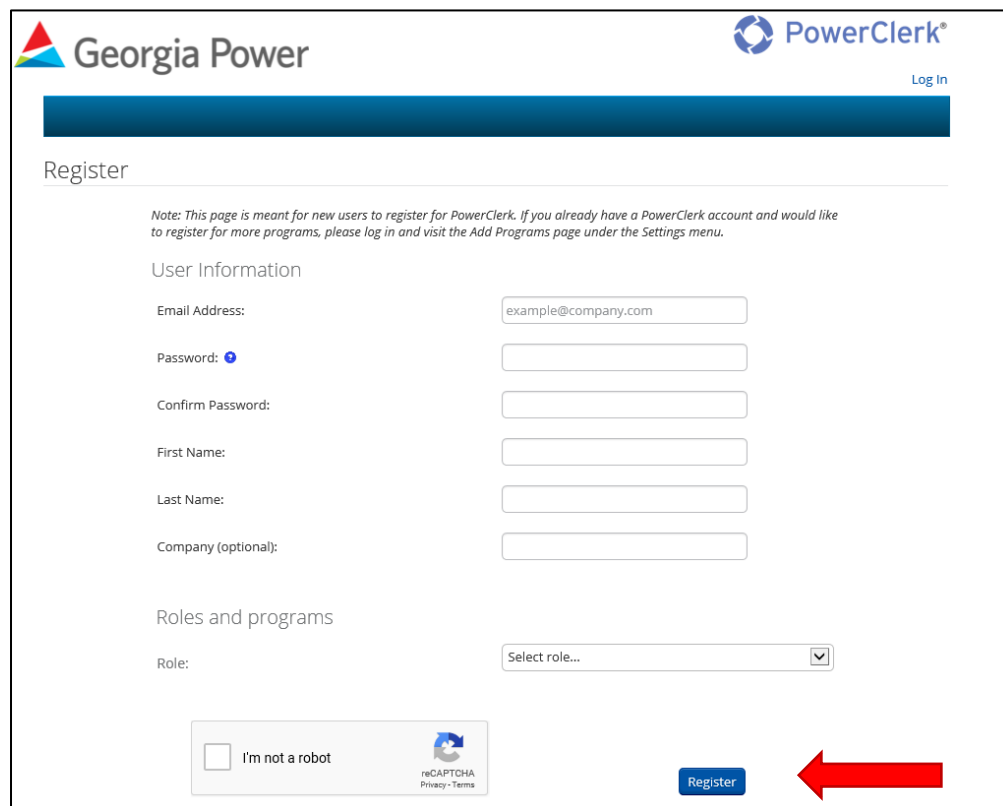
Password:



Log In

[Forgot Password?](#)

[Register a new account](#)

2. Complete the registration information and click **Register**.



 Georgia Power  PowerClerk® [Log In](#)

Register

Note: This page is meant for new users to register for PowerClerk. If you already have a PowerClerk account and would like to register for more programs, please log in and visit the Add Programs page under the Settings menu.

User Information

Email Address:

Password:

Confirm Password:


First Name:

Last Name:

Company (optional):

Roles and programs

Role:

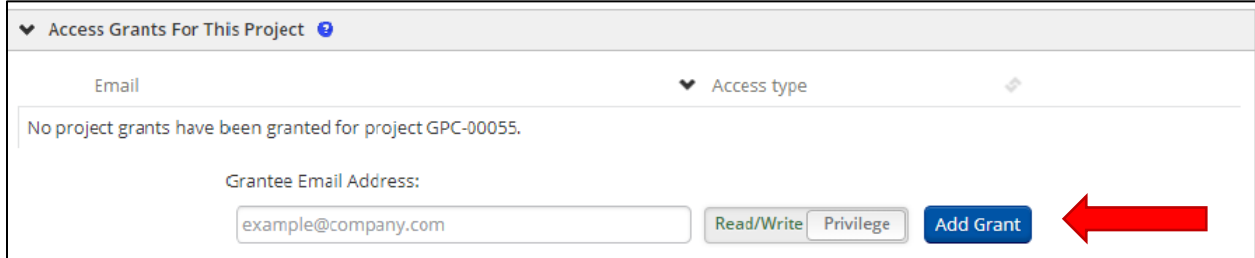
☐ I'm not a robot 

[Register](#)

Granting Project Access

If an installer is submitting a project application on behalf of the customer, the installer can grant application access to the customer. Granting access to the customer will allow them to closely track the progress of the application. To grant access, navigate to the **View/Edit** page. Under the “Access Grants for This Project” dropdown, enter the email address of the Grantee and select **Add Grant**. Once entered, the customer may also view their project(s) on the Home page of PowerClerk.

Please note: customers must create a PowerClerk account to gain access to their project.



Email	Access type
No project grants have been granted for project GPC-00055.	


Grantee Email Address:

Dashboard

The home page for PowerClerk will list all the projects registered with the customer and/or installer. The home page dashboard will show some relevant information such as program, address, capacity, etc.

Installation Notification

To notify Georgia Power of the new application, select the button **New Installation Notification to Georgia Power**. Selecting the **New Installation Notification to Georgia Power** button will prompt you to input preliminary information for the project application. Click **Submit**.



New Installation Notification to Georgia Power

Project Number
eSignature Status
Providers Name First
Providers Name Last
Program
Customer Class
Current Status
Projects Service Address Line 1
AC Nameplate Capacity

Installation Notification to Georgia Power

Program Description/Selection

Please indicate the size of the project and select the appropriate program.

AC Nameplate Capacity kW

DC Nameplate Capacity kW

Is this installation part of a Solarize effort?

Is the Facility owned by Customer-Generator or leased?

Tell me more about:


Program Selection

Schedule: For non-residential customers, please allow at least 6-10 weeks from initial contact with GPC Renewable Development to operate the solar facility in parallel with the grid. Any delay in providing project-specific information to GPC could extend this timeline. The timeline also may be extended if GPC construction is required. Customers served by complex systems (e.g., Network Underground) may require longer lead times or additional interconnection requirements. For residential customers, this timeline may be expedited.

Interconnection costs & system upgrades are site-specific.

For more information, please visit georgiapower.com/Solar or Contact GPC Renewable Development at g2gpcrdi@southernco.com

Submit



View/Edit Page

For a more detailed view of the project, select the project, and then select **View/Edit Project**. In the **View/Edit** page, you can view the status of the project from start to finish, beginning with **Program Selection** and ending with **Online**.

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

[Program Selection](#)
[Notification Review](#)
[Customer Edits](#)
[Circuit Study](#)
[Successful Application](#)
[Agreement Execution](#)

[GPC Construction](#)
[Witness Test](#)
[Project Complete](#)

➤ **Current Status**

▼ **Available Forms**

Description	Form status
<div>+</div> Installation Complete Continue View	<div>+</div> In Progress Previously submitted on 5/2/2019 at 1:15 PM
<div>-</div> Distributed Generation ("RNR") Service Agreement Georgia Power Company Edit View	<div>+</div> Submitted

➤ **Previous Forms**

➤ **Access Grants For This Project** ⓘ

➤ **Attachments**

➤ **Communications Sent to X2DTran@southernco.com**

➤ **Deadlines**

▼ **eSignature Statuses**

Submitting Information

Under the **Available Forms** tab, there will be forms that will collect necessary information for the project. Select **Begin** to start inputting information within the form. Once the form is submitted, a Georgia Power Renewable Development project coordinator will review the information.

➤ **Current Status**

▼ **Available Forms**

Description	Form status
<div>+</div> Installation Complete Begin	<div>+</div> New Form Became available on 5/3/2019 at 3:20 PM
<div>+</div> Distributed Generation ("RNR") Service Agreement Georgia Power Company Begin	<div>+</div> New Form Became available on 5/3/2019 at 3:20 PM

Installation Complete

Customers/installers must complete the **Installation Complete** form as soon as the project is completely installed. If the project installation is complete at the time of filling out the form, please select **Yes**, and input the **Installation Complete Date**. If the project installation will be completed in the future, please select **No**, and input the **Expected Completion Date**. The **Installation Complete** form must show the installation as complete for the application to be processed by Georgia Power.

Installation Complete
Project Number: GPC-00002

This form must indicate that the installation is complete before Georgia Power executes field work.

Is the Installation complete?

Yes

Installation Completion Date

Installation Complete
Project Number: GPC-00002

This form must indicate that the installation is complete before Georgia Power executes field work.

Is the Installation complete?

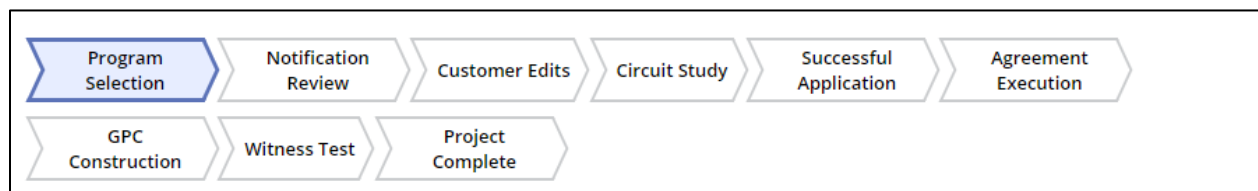
No

Expected Completion Date

Once Installation is completed, please return to this form to update the information and input the completion date.

Application Status

At the top of the **View/Edit** page, there is a project workflow indicating the status of the project. The customer/installer is expected to regularly check the status of the project and to provide information when necessary.

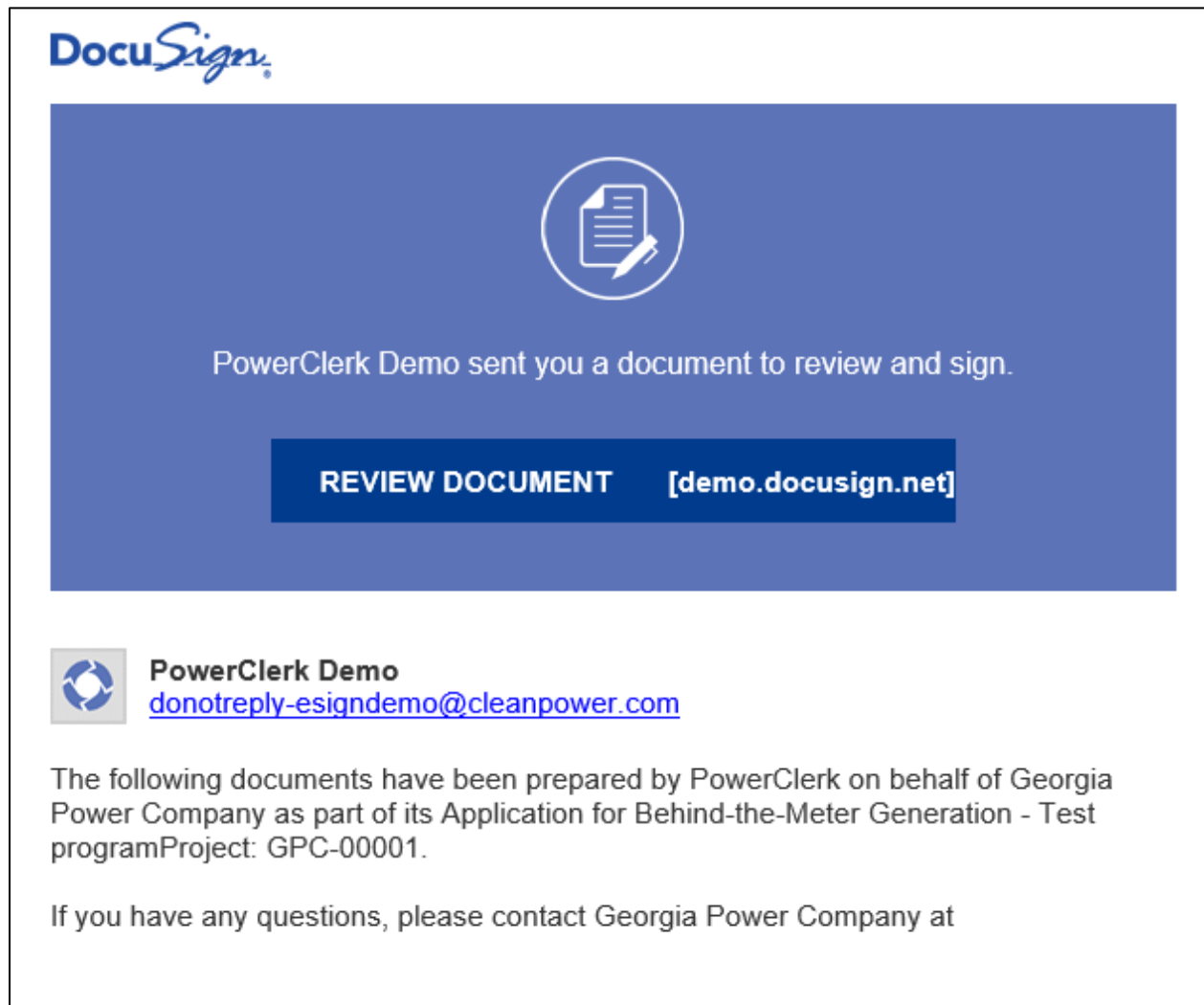


eSignatures

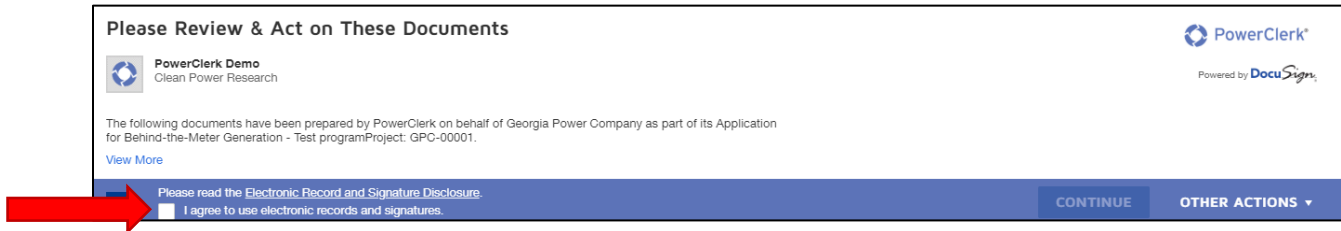
The RNR and Energy Offset Only applications will require an eSignature of the corresponding contract. Once the project application is fully reviewed, the customer will receive an eSignature request via DocuSign.

DocuSign Process

1. The customer will receive an e-mail from DocuSign. Select **Review Document** and it will automatically open the document in a new window. The eSignature request will expire after 48 hours.



- At the top of the page, please agree to using electronic records and signatures by checking the checkbox and select **Continue**.



Please Review & Act on These Documents

PowerClerk Demo
Clean Power Research

The following documents have been prepared by PowerClerk on behalf of Georgia Power Company as part of its Application for Behind-the-Meter Generation - Test program Project: GPC-00001.

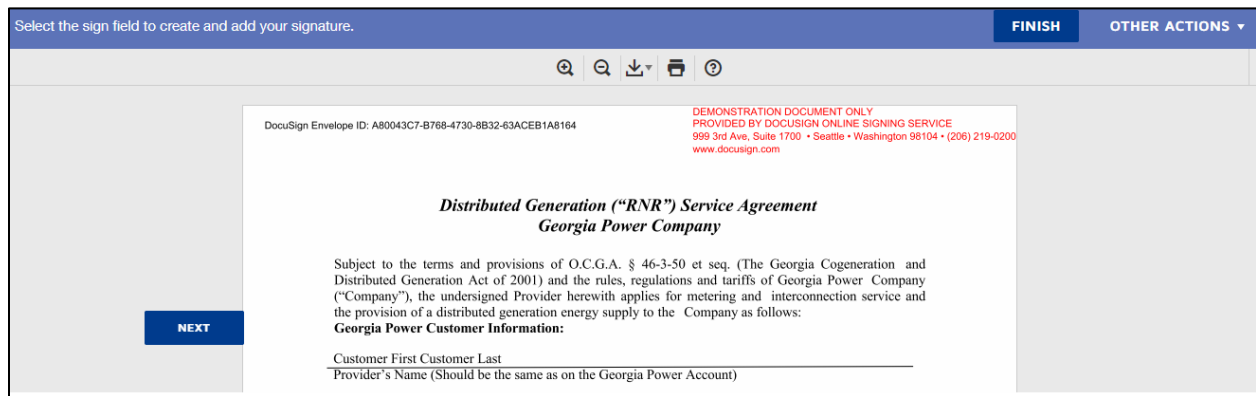
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS** ▾

- Review the information within the document.



Select the sign field to create and add your signature.

FINISH **OTHER ACTIONS** ▾

DocuSign Envelope ID: A80043C7-B768-4730-8B32-63ACEB1A8164

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PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
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www.docusign.com

Distributed Generation ("RNR") Service Agreement
Georgia Power Company

Subject to the terms and provisions of O.C.G.A. § 46-3-50 et seq. (The Georgia Cogeneration and Distributed Generation Act of 2001) and the rules, regulations and tariffs of Georgia Power Company ("Company"), the undersigned Provider herewith applies for metering and interconnection service and the provision of a distributed generation energy supply to the Company as follows:

Georgia Power Customer Information:

Customer First Customer Last
Provider's Name (Should be the same as on the Georgia Power Account)

NEXT

- At the bottom of the page, select the yellow arrow to complete your eSignature. For customers, the signature should be placed under **Provider**.



PROVIDER

Name (Please print): Customer First Customer Last

Signature: 

Date: 5/3/2019

GEORGIA POWER COMPANY

By: _____

Title: Renewable Development Project Coordinator

Acceptance Date: _____

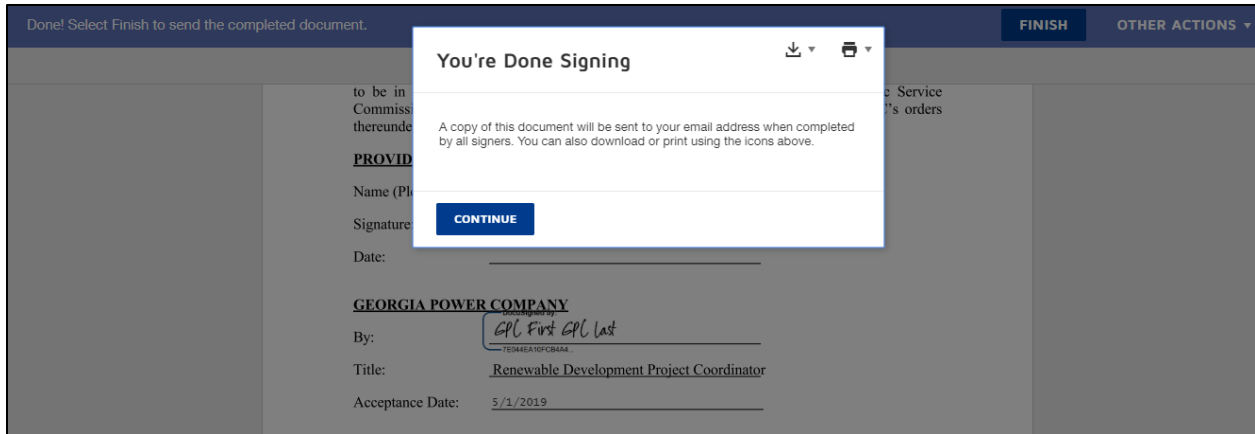
NEXT

Distributed Generation Service Agreement
Revised December 28, 2015

Page 4 of 4

RNR Service Agreement.pdf 4 of 4

5. Once the eSignature is complete, the **You're Done Signing** window should appear.



Done! Select Finish to send the completed document.

You're Done Signing

A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.

CONTINUE

to be in
Commiss
thereunde

PROVID

Name (Pl
Signature
Date:

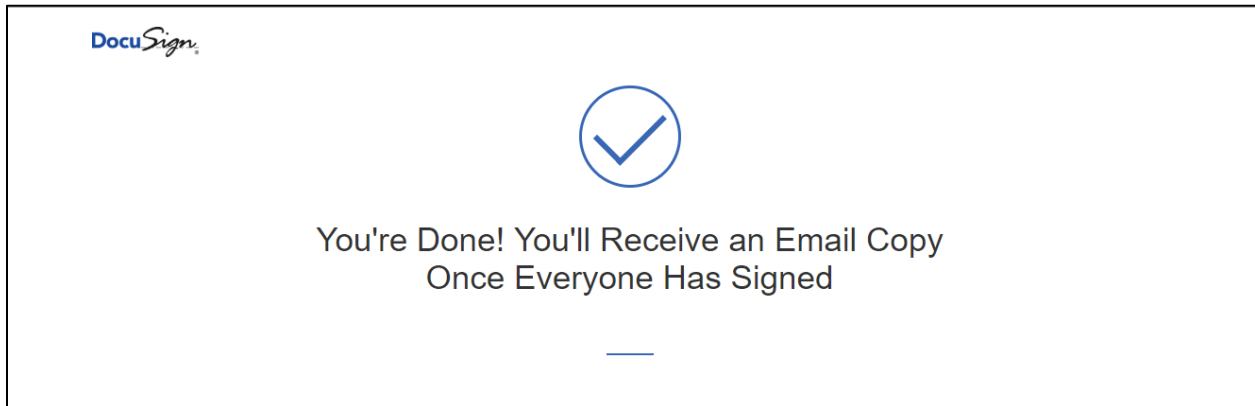
GEORGIA POWER COMPANY

By: GPL First GPL Last


Title: Renewable Development Project Coordinator

Acceptance Date: 5/1/2019

6. The customer and Georgia Power will receive an email copy of the fully-executed document once both parties have signed. You may close out of the DocuSign window.



DocuSign



You're Done! You'll Receive an Email Copy
Once Everyone Has Signed