

PowerClerk User Guide

for

Behind-the-Meter Interconnection Applications

Updated: 3/1/2021

Contents

- Welcome!**..... 2
- General Information** 2
 - Register 2
 - Homepage..... 3
 - Grant Access to All Projects** 4
 - FormSense** 4
 - Inquiry Summary** 4
 - View/ Edit Page 4
 - Current Status**..... 4
 - Available Forms** 5
 - Ask a Project Coordinator Threads** 5
 - Access Grants For This Project** 5
- Interconnection Process** 5
 - 1. Submitted Pending Review 6
 - Interconnection Application Form**..... 6
 - 2. Customer Edits Required Status 8
 - 3. Impact Study Review Status..... 8
 - 4. Site Review Status 8
 - 5. Application Complete- Pending Installation Status 8
 - Installation Complete Form** 9
 - 6. Interconnection Agreement Status..... 9
 - 7. Georgia Power Construction Status..... 12
 - 8. Witness Testing..... 13
 - 9. Project Complete 13
 - 10. Online 13

Welcome!

Georgia Power’s PowerClerk tool allows an easy way for customers and Installers to submit a renewables interconnection application, and view updates on its progress throughout the Georgia Power interconnection process.

The following guide will help you complete the application correctly and includes other important information about Georgia Power interconnection requirements. Please note that not all interconnection requirements are provided in this guide or the PowerClerk tool. **You will need to reference the SOCO Distributed Energy Resource policy, the Georgia Power Behind the Meter Interconnection Construction Guidelines, the Georgia Power Blue Book, and the applicable Georgia Power Interconnection Agreement.**

General Information

Register

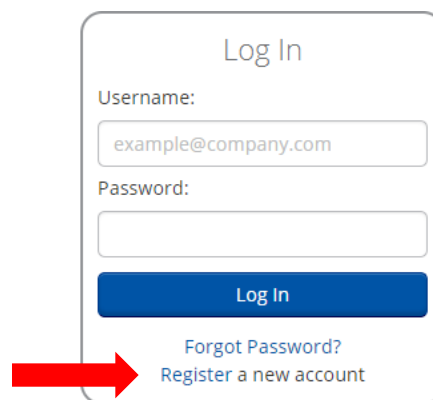
Visit <https://georgiapowerbtm.powerclerk.com/> to access the PowerClerk tool.

Note: Not all internet browsers support the tool’s full functionality, so if a browser warning appears, or if you notice that the tool may not be working correctly, please switch to another browser.

Please read all the notes on the frontpage. These notes include critical information and links to other resources to help you complete your application. The Georgia Power email address referenced on the frontpage should only be used to contact Georgia Power about PowerClerk tool issues or other general interconnection assistance. There is a better way to contact Georgia Power about **specific project issues using the “Ask a Project Coordinator” button**, which is mentioned later in this document.

If this is your first-time logging into the tool, you will need to register for a new account. If you are an installer, it is recommended that you setup a separate login for each user; do not share login information across multiple employees.

1. Register for a new PowerClerk account.



The image shows a login form titled "Log In". It contains two input fields: "Username:" with the placeholder text "example@company.com" and "Password:". Below the fields is a blue "Log In" button. Underneath the button are two links: "Forgot Password?" and "Register a new account". A red arrow points from the left towards the "Register a new account" link.

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  reCAPTCHA Privacy - Terms

[Register](#)

Homepage

After login, you will be directed to the PowerClerk Homepage. This is where you will see a Project List of all your projects and general information for each. This is also the page from which you will **begin a new Interconnection Application using either of the blue “New Application” buttons at the top of the page.** And finally, you will see a “Ask a Project Coordinator” button that allows a short message to be sent to Georgia Power about specific project questions or issues.

Georgia Power PowerClerk® Welcome, | Log Out

HOME PROGRAM DESIGN ADMIN SETTINGS SUPPORT CENTER ASK A PROJECT COORDINATOR

GEORGIA POWER COMPANY - APPLICATION FOR BEHIND-THE-METER GENERATION Change Program

New Less than 250kWAC Interconnection Application New Greater than 250kWAC Interconnection Application

Grant Access to All Projects

If you want to share access to all projects with another user, like another company employee, click the dropdown arrow next to “Settings” located on the blue bold bar at the top of the Homepage, then select “Grant Access”. Click the “Grant Access” button in the popup window, enter the email address of whom you are sharing access with, and click “OK”. The user with that email address will now have access to all projects.

FormSense

FormSense is an auto-complete aid that can pre-fill information that is common to all applications. To get started, click the dropdown arrow next to “Settings” located on the blue bold bar at the top of the Homepage, then select “FormSense”. Select the form(s) “Less than 250kWAC Interconnection Application” or “Greater than 250kWAC Interconnection Application” and click the “Edit My Defaults” button. Select and enter information that is common to all applications. Click the Next button as you complete each page, and then click the “Save FormSense Defaults” button when finished. *Note: FormSense should only be setup for the two application forms mentioned above.*

Inquiry Summary

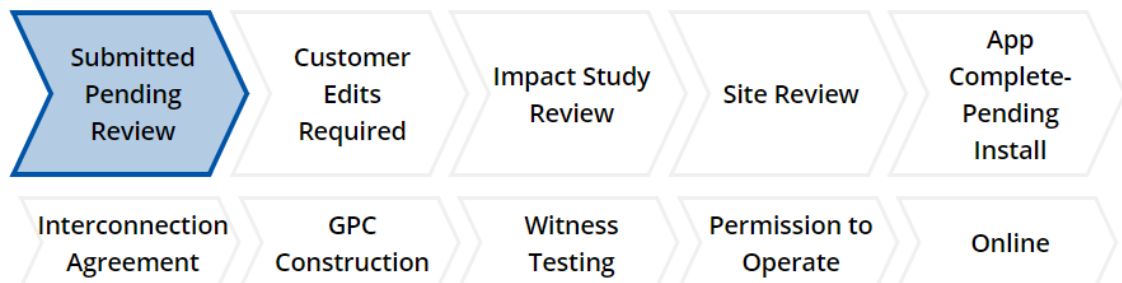
All inquiries that are submitted using the “Ask a Project Coordinator” button can be collectively viewed within the “Inquiry Summary” page. To view, click the dropdown arrow next to “Settings” located on the blue bold bar at the top of the Homepage, then select “Inquiry Summary”. Clicking the arrow next to each row will show all inquiries and responses to and from the project coordinator for that project.

View/ Edit Page

For specific details about a project, click the arrow to the left of the project number and then click the “View/Edit Project” button. **The project’s “View/Edit” details page is where you will be able to see the current status of the project, view or submit project forms, view any “Ask a Project Coordinator” threads, and view other important information.**

Current Status

At the top of the View/Edit page is a project workflow diagram indicating the status of the project. Additional status details are also shown under the Current Status section next to “Status Description”. **The Customer/Installer is expected to regularly check the status of the project and to provide information when necessary.** For more information about all workflow steps, refer to the Interconnection Process section of this document.



Available Forms

The Available Forms section includes forms that need to be completed with information about the project. Select “Begin” to enter information within a new form. Continue an existing unsubmitted form by selecting the “Continue” button. After the form is submitted, the project status will update to the next appropriate workflow step and the Georgia Power project coordinator will be notified of the submitted updates.

Ask a Project Coordinator Threads

This section allows you to review your specific project questions and feedback provided through the “Ask a Project Coordinator” button.

Access Grants for This Project

If an Installer is submitting a project application on behalf of the Customer, the Installer can grant access to the customer. Granting access to the customer will allow them to closely monitor the progress of the application. To grant access, navigate to the View/Edit page. Under the “Access Grants for This Project” section, enter the email address of the customer, select access permissions, and select Add Grant. Once added, the customer will receive an email informing them of the project grant, and if a new user, they will need to register for a new account to gain access to their project.

Email	Access type
G2GPCRDI@southernco.com	Read/Write

Grantee Email Address:

Read Only
 Read/Write

Interconnection Process

The Interconnection Process consists of the 10 steps shown in the project workflow diagram. Typically, an application with no issues or extra review needed will progress forward and skip a few steps, such as Customer Edits Required, Impact Study Review, Site Review, and GPC Construction. Likewise, the project may return to previous steps, like Customer Edits, if additional information is needed. At no time before Interconnection Agreement execution and Witness Test approval, does Georgia Power guarantee that the system is approved as designed without modifications. It is the responsibility of the Customer and the Installer to ensure that their project is installed according to all Georgia Power requirements and policies.

1. Submitted Pending Review
2. Customer Edits Required
3. Impact Study Review
4. Site Review
5. Application Complete- Pending Installation

6. Interconnection Agreement
7. GPC Construction
8. Witness Testing
9. Permission to Operate
10. Online

1. Submitted Pending Review

Begin a new Interconnection Application using either of the blue buttons at the top of the page. The applications are dependent upon AC size in kilowatts (kW), which is the combined total continuous AC output of all inverters for that project. If less than or equal to 250kWAC, choose “New Less than 250kWAC Interconnection Application” or if over 250kWAC choose “New Greater Than 250kWAC Interconnection Application”.

Note: After you start an Interconnection Application, a new project is created, and your changes are automatically saved regardless of whether the application is submitted or not. Please note the project number (example: GPC-01680) after starting, since this is how your project will be referenced in the future.

Do not submit the application until the application is fully complete. If you want to quit and continue where you left off later, simply close your internet browser window or tab. Submitting an incomplete application will result in multiple reviews and delay the project’s approval.

Interconnection Application Form

The Interconnection Application is the first form that needs to be completed for a project. The information that is entered into this form should be accurate and represent that specific project. If the form is submitted prior to construction and the exact equipment is unknown, a subsequent “Installation Complete” form will allow you to enter the exact as-built details.

If you have difficulty completing the form, please first review the blue help dots in PowerClerk for more information. If you need additional help, submit a question using the “Ask a Project Coordinator” button at the top of the page. Note: Do not directly email or call the Georgia Power project coordinator about any project questions.

The Interconnection Application requests information within each of its seven pages listed below. Below are a few important tips to help you complete each page:

1. Terms and Conditions
 - Please enter the date when the project is fully installed and ready to be energized. “Ready to be energized” refers to the project being fully installed and successfully inspected by the local electrical inspector.
2. Program Selection
 - “Total Inverter AC Nameplate Capacity kW” is defined as the combined total of all inverters’ nominal or continuous AC output as listed on the inverter’s specification sheet.
 - Please review the information about each Renewable program prior to making a program selection. Verify that the Customer understands and has agreed to the chosen program terms. Selecting a different program in the future may result in re-review and disqualification of the project per the new program terms.

3. Customer & Address Information

- When entering “Georgia Power Account Information”, enter the information identical to what is shown on the Georgia Power electric bill.
- The email address provided in the “Georgia Power Account Information” section will be the primary method that the Customer will receive PowerClerk updates about their interconnection application.
- The email address provided in the “Installer Information” section will be the primary method that the Installer will receive PowerClerk updates about the interconnection application.
- The “Witness Test Contact Information” should include the information for the Customer or Installer's representative who will be present for the Witness Test.
- A commercial or industrial Customer may have a Georgia Power account with several premises or meters billed together under the same electric bill. Please enter the exact “Project’s Installation Address” and “Georgia Power Meter Number” of the renewables project, so Georgia Power can evaluate the correct installation location.

4. Equipment Information

- If the application is for a Solar Photovoltaic installation, please refer to the examples shown in PowerClerk to input and match the solar modules to the inverter equipment correctly.
- Please select the accurate “Point of Interconnection” (POI) for the project. If the POI is inside the utility equipment, there will be an additional application review, potential Georgia Power construction costs, and scheduling of a work outage and connection of the new solar wires by Georgia Power crews. Projects with a POI inside the Customer’s equipment can expect to complete the interconnection process sooner and with lower interconnection costs for the Customer.
- Please include all battery information, if installed. This information affects Georgia Power’s review of the renewable system’s capacity, and Witness Testing procedures to ensure the safe operation of the system during a utility outage.

5. Documentation Upload

- The accepted file formats are .docx, .xlsx, .csv, .pdf with a maximum per attachment size of 5MB. If your file is too large, attempt to attach only the pages required from the multi-page set that is preventing upload.
- The “Other Information” textbox allows you to enter any other information about the project you wish to share with the project coordinator. Example: If the selections made in the application do not reflect the actual project, please further explain in this section.

6. Metering Selection

- All renewable energy systems will be metered by the utility to detect and register reverse power flow to the utility. The Renewable Interconnection Agreement will define if and how any received energy will be credited to the Customer.
- Most renewable energy systems will be interconnected behind the building’s consumption meter, which will be reprogrammed bi-directional to register reverse power flow.
- If an additional single-directional meter is installed to register only renewable energy system production, a monthly metering charge will be assessed on the electric bill.

7. Submit

- Your information is automatically saved, and you can continue where you left off any time before submission.
- Simply close the browser window or tab if you are not ready to submit.
- Do not submit the application until all fields are completed accurately.

2. Customer Edits Required Status

If Georgia Power discovers any issues during its review of your submitted Interconnection Application, a new form called “Interconnection Application Customer Edits” will be available in Project View> Available Forms.

The Customer Edits form is very similar to the original Interconnection Application and is prefilled with your original selections and entries. However, there are additional textboxes above each corresponding section that include the “CORRECTIONS NEEDED” notes provided by the Georgia Power Project Coordinator (reviewer) and a “CLARIFICATION COMMENTS” textbox for the Customer/ Installer to provide comments to reply with any feedback about the correction(s).

Submit the Customer Edits form ONLY when all corrections or clarifications are entered. Submitting before all edits are addressed will result in multiple reviews and delay the project approval.

3. Impact Study Review Status

If a project is greater than 250 kWAC, the project under review results in an aggregate of 250 kWAC or greater of distributed generation on a circuit, or the project address is served by Network distribution, then the project will require an Impact Study. The Impact Study will determine if any infrastructure upgrades are necessary for the project to be interconnected to Georgia Power’s distribution system. Your project coordinator will provide you with information and a schedule of fees associated with an Impact Study.

4. Site Review Status

Georgia Power may also identify that Georgia Power infrastructure upgrades or other interconnection work is needed. The project will be moved to “Site Review” project status, and a local Georgia Power engineer will schedule a site visit with the Installer to discuss the renewable installation and work to be performed. Afterwards, the status will move to “Customer Edits Required” which will include a cost estimate for the work to be performed. Within the “Customer Edits Required” form, the Customer and/or Installer can decide if they would like to 1) proceed with GPC construction or 2) modify the renewables system to accommodate the existing Georgia Power infrastructure. Georgia Power will review and proceed with the interconnection process appropriately.

5. Application Complete- Pending Installation Status

Once your project has been fully reviewed and any necessary edits are completed, it will be put into the “App Complete- Pending Installation” status. This means that the project documentation submitted has been reviewed and meets the applicable requirements. Note: At no time before Interconnection Agreement execution and Witness Test approval does Georgia Power guarantee that the system is approved as designed without modifications. It is the responsibility of the Customer and the Installer to ensure that their project is installed according to all Georgia Power requirements and policies.

Installation Complete Form

The “Installation Complete” form is available after you submit your “Interconnection Application” form. Please complete this form when your project is ready to be energized. “Ready to be energized” refers to the project being fully installed and successfully inspected by the local electrical inspector.

The Installation Complete form is very similar to the original Interconnection Application and is prefilled with your original selections or entries. However, this form gives you the opportunity to update the application to reflect the final installation and other details.

If any of the following changes are made after initial application review, a re-review will be necessary:

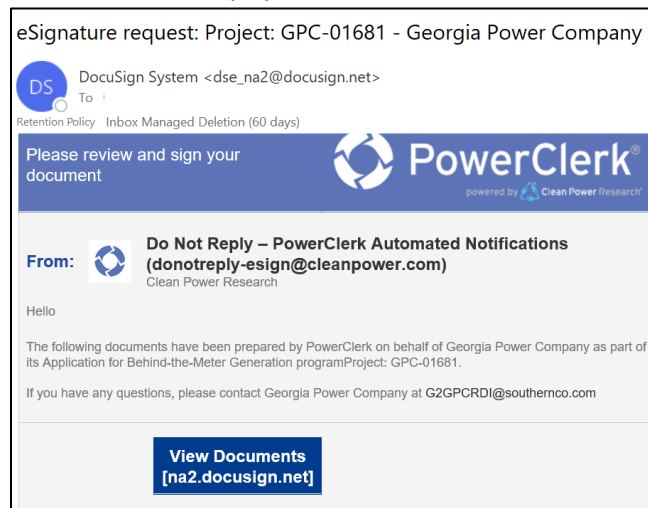
- The Renewables program has changed
- The account information or installation address was modified
- The Total AC Nameplate Capacity kW installed is different than initial review
- The inverter and/or solar module equipment was modified after the initial review
- The Point of Interconnection was modified after the initial review

6. Interconnection Agreement Status

After the project is fully reviewed, Georgia Power will request that the Customer e-Signs the Interconnection Agreement. The Interconnection Agreement will be emailed to the Customer of Record (the email provided in Georgia Power Account Information) directly from DocuSign. The original signing link will expire within 48 hours, so DocuSign may require that the link be refreshed.

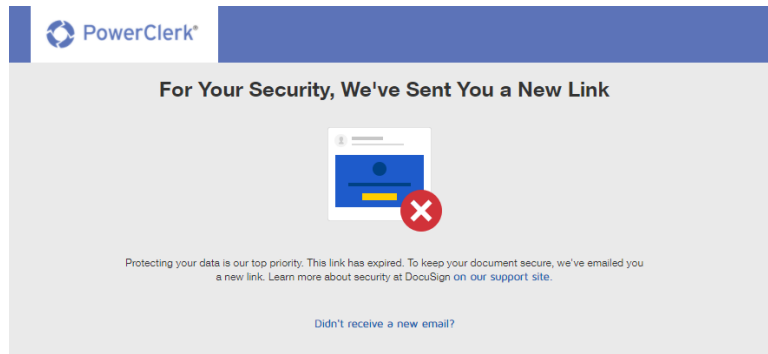
If the commercial or industrial Customer would like to specify another signatory for the company, please use the “Ask a Project Coordinator” button early during the interconnection process and include the signatory’s name, company, mailing address, email address, and phone number.

1. The signatory will receive an e-mail from DocuSign from an @docusign.net email address. Select View Document and it will automatically open the document in a new window.

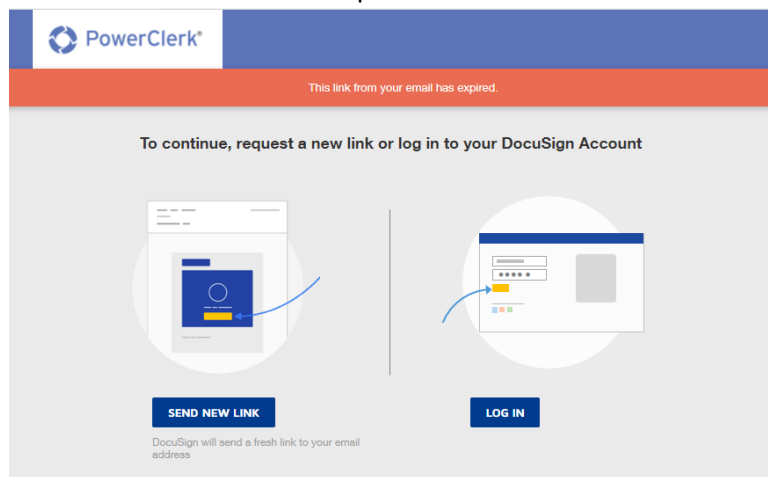


NOTE: The original DocuSign links expires after 48 hours. If you click on the “View Documents” button after the original link expires, you will receive either of the two following messages alerting you of the new signature link. Please follow the DocuSign directions:

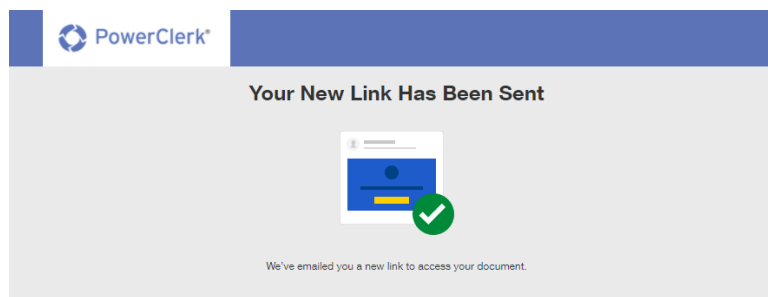
a) An updated email link will be sent automatically. Sign using the new email.



b) You will need to select a method to update the link.



If "Send New Link" is requested, a message will appear confirming an updated link was sent to the user's email address. Use the new email link.



- 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

Do Not Reply – PowerClerk Automated Notifications
Clean Power Research

PowerClerk
Powered by DocuSign

The following documents have been prepared by PowerClerk on behalf of Georgia Power Company as part of its Application for Behind-the-Meter Generation programProject: GPC-01681.
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.
CONTINUE
OTHER ACTIONS ▾

FIELDS	Customer Generator's Name (Should be the same as on the Georgia Power Account)
✍ Signature	123 GPAccount St, GPAccountCity GA 30062
DS Initial	Customer Generator's Service Address City State Zip Code
👤 Stamp	1234567890
📅 Date Signed	Georgia Power Account Number
	123 Mailing St, MailingCity GA 30062
	Customer Generator's Mailing Address
	MailingF MailingL (123) 456-7890
	Contact Person, if different than account name Phone Number

- Click Start to review the information within the document.

Please review the documents below.
FINISH
OTHER ACTIONS ▾

Georgia Power Company Distributed Generation Service Agreement
Energy Offset Only

GEORGIA POWER CUSTOMER GENERATOR INFORMATION:

GPAccountF GPAccountL

Customer Generator's Name (Should be the same as on the Georgia Power Account)

123 GPAccount St, GPAccountCity GA 30062

Customer Generator's Service Address City State Zip Code

- At the bottom of the page, select the options in the left bar to complete your eSignature. For Customers, the signature should be placed under Customer Generator.

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

Signature Initial Stamp Date Signed

CUSTOMER GENERATOR

Name (Please print): GPAccountF GPAccountL

Company (if applicable): GPAccountCompany

Title (if applicable): OWNER

Signature: *GPAccountF GPAccountL*

Date: 12/3/2020

GEORGIA POWER COMPANY

Name (Please print): Shaun Gunter

Title: Renewable Development Supervisor

Signature:

Date:

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

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

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

Page 5 of 5

Energy Offset Service Agreement.pdf 5 of 5

FINISH

- 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.

7. Georgia Power Construction Status

Georgia Power may identify during its review that infrastructure upgrades or other interconnection work is needed. If Georgia Power construction was accepted by the Installer/Customer in the Customer Edits form, Georgia Power will typically wait until the "Installation Complete" form is submitted before scheduling any work. A Georgia Power engineer will schedule the construction and applicable outages with the Installer and the project status will be updated to "GPC Construction."

Georgia Power will need to complete any construction needed before a Witness Test is performed. The renewable energy system should remain OFF until Witness Testing is completed.

8. Witness Testing

Witness Testing will be scheduled by Georgia Power 10 business days prior to testing. Georgia Power will schedule using the contact information listed in the “Witness Test Contact Information” section.

The Witness Test contact is expected to be familiar with the renewable system design and operation, operate the Customer's equipment such as the AC Disconnect, take electrical voltage readings, and access inverter software settings, etc. as needed during the Witness Test. A temporary power outage can be expected while Georgia Power performs its Witness Test.

If the renewable energy system passes Witness Testing, the renewable energy system has immediate Permission to Operate. An official PTO letter will be emailed to both the Customer and the Installer within a few days.

If the renewable energy system fails Witness Testing, either 1) a conditional approval to operate will be granted while the issue is being resolved or 2) the system will be deenergized until the issue is resolved (which may require an entire re-review of the project). Additional Witness Testing and fees will be required.

Systems over 250kWAC will require a more extensive Georgia Power Witness Test. This test will require the coordination of the Customer, Contractor, Georgia Power Reliability engineer, and a Georgia Power distribution line crew. Please review the Georgia Power Distribution Test Policy.

9. Project Complete

Once the project has passed the Witness Test, the meter has been reprogrammed bidirectional and all documents are final, the project will be marked as “Project Complete.” An official Permission to Operate (PTO) letter will be emailed to both the Customer and the Installer. Attached to this email will be a copy of the fully executed Interconnection Agreement or Service Agreement and other supporting documentation. PTO approval is only valid for the original Customer of Record/ Georgia Power Account, original equipment installed, the original Total AC Nameplate Capacity, the original Point of Interconnection, and the active Renewable programs at the time of review. Any change in ownership or system modifications or additions after the project receives PTO, must be submitted as a new application to Georgia Power.

10. Online

The Interconnection Application and Interconnection Agreement are complete and satisfy all Georgia Power requirements. Billing adjustments, per the applicable Interconnection Agreement, will be reflected on the Customer's Electric Service bill within 1-2 billing cycles.