

Distribution
Interconnection
Information
System

NET ENERGY METERING ONLINE APPLICATION
USER'S GUIDE - CONTRACTOR



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[Type text]



Work Instruction

p u r p o s e

Use this procedure as a step by step instruction to assist you when you are a Contractor's Administrator, registering for DIIS the first time.

Contact

If you have further concerns or questions in your registration process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

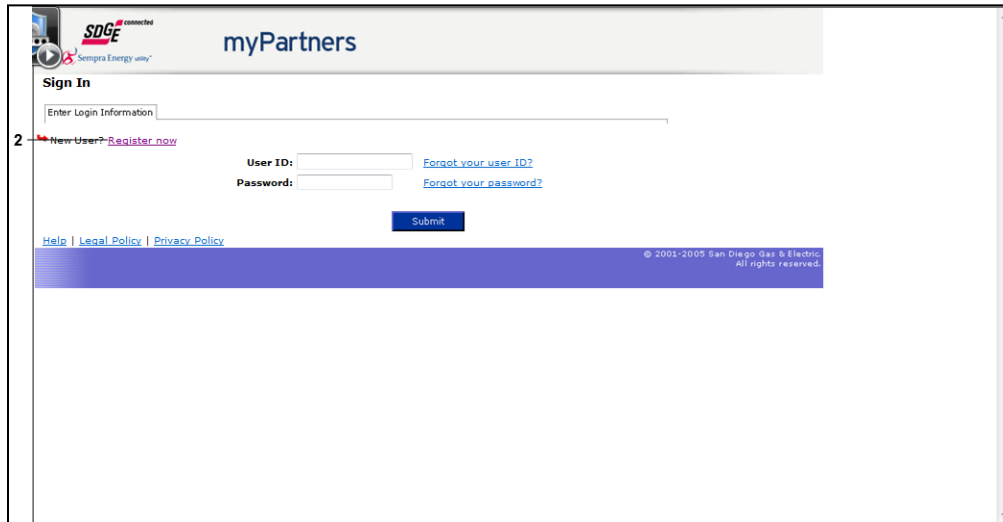
Menu Path

Use the following menu path to begin this transaction:

- <https://mypartners.sdge.com>

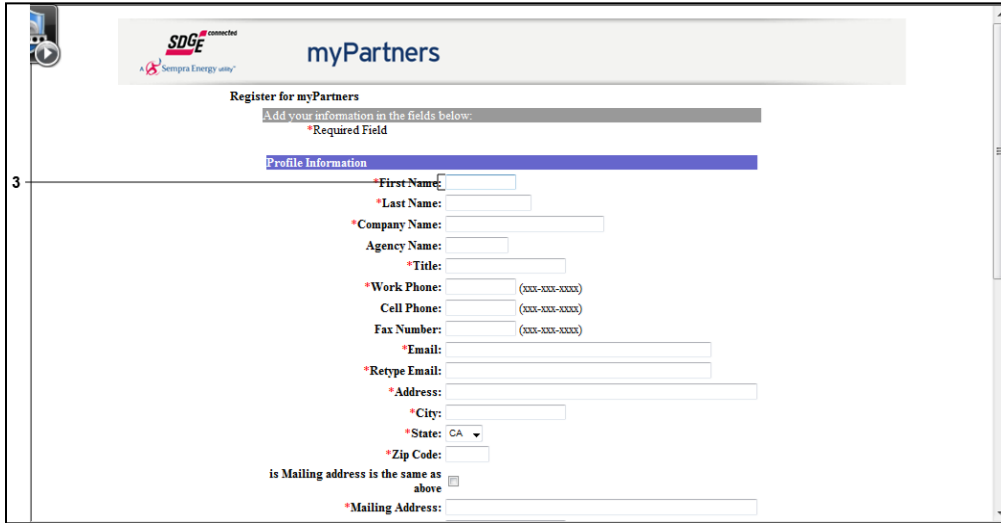
Work Instruction

1. Start by typing in the following link in an internet browser (from example Internet Explorer, Firefox, Google Chrome): <https://mypartners.sdge.com/>



2. Click the “Register now” link [Register now](#).

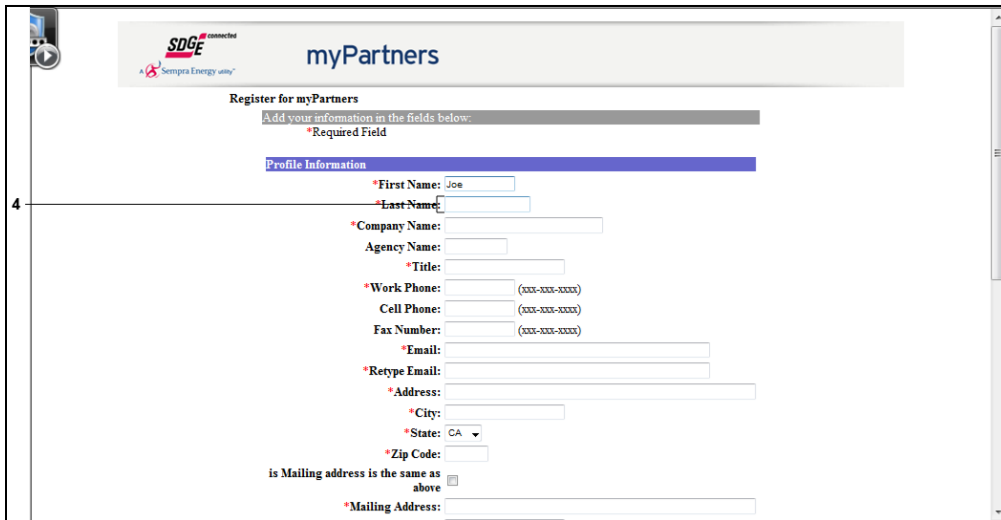
Work Instruction



3

3. As required, complete/review the following fields:

Field	R/O/C	Description
* First Name:	R	Example: Joe



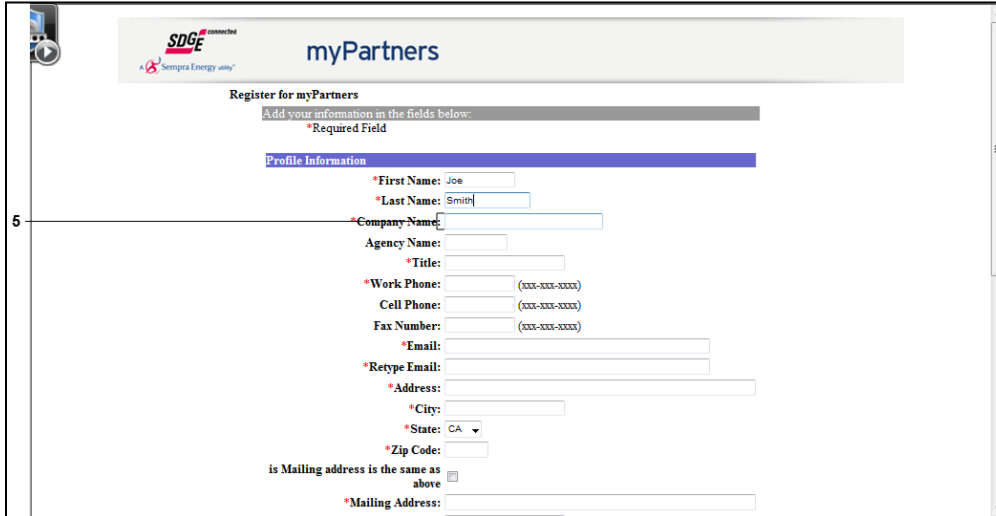
4

4. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Last Name:	R	Example: Smith



5

SDGE myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Joe

*Last Name: Smith

*Company Name:

Agency Name:

*Title:

*Work Phone: (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email:

*Retype Email:

*Address:

*City:

*State: CA

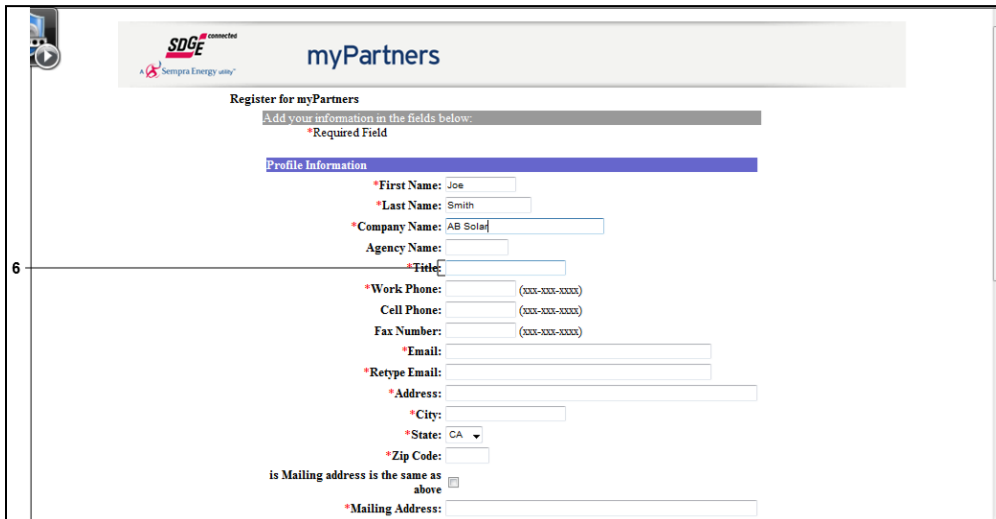
*Zip Code:

is Mailing address is the same as above

*Mailing Address:

5. As required, complete/review the following fields:

Field	R/O/C	Description
* Company Name:	R	Example: AB Solar



6

SDGE myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Joe

*Last Name: Smith

*Company Name: AB Solar

Agency Name:

*Title:

*Work Phone: (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email:

*Retype Email:

*Address:

*City:

*State: CA

*Zip Code:

is Mailing address is the same as above

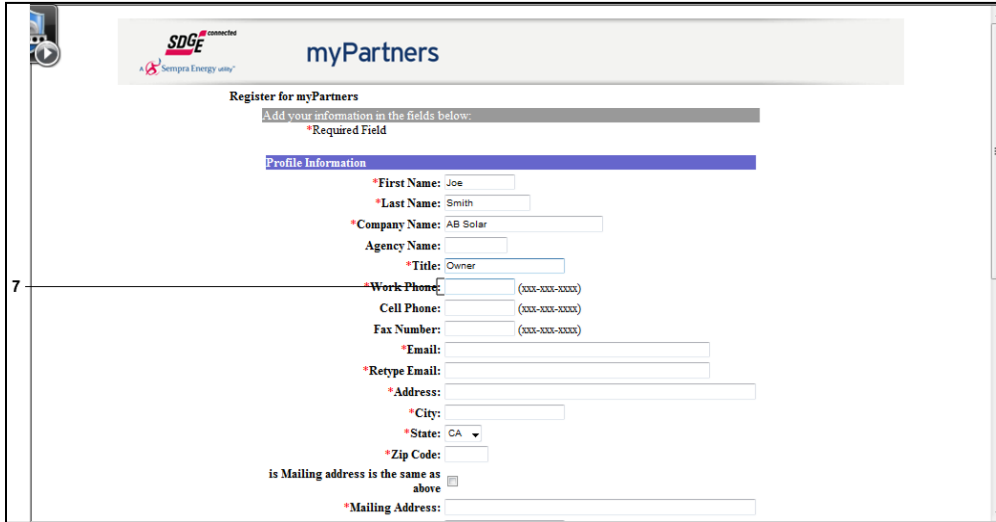
*Mailing Address:

6. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Title:	R	Example: Owner



SDGE ^{connects}
A Sempra Energy utility

myPartners

Register for myPartners

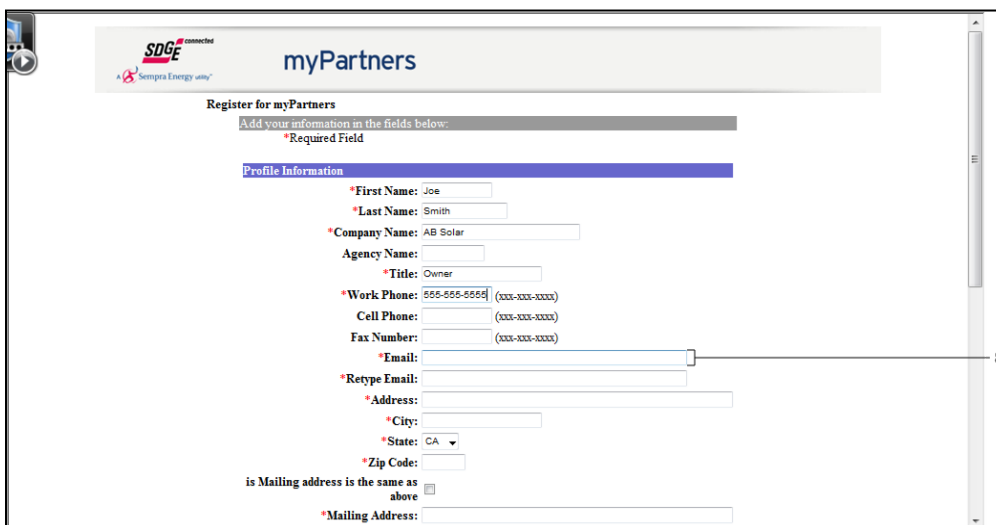
Add your information in the fields below:
*Required Field

Profile Information

*First Name: Joe
*Last Name: Smith
*Company Name: AB Solar
Agency Name:
*Title: Owner
*Work Phone: (xxx-xxx-xxxx)
Cell Phone: (xxx-xxx-xxxx)
Fax Number: (xxx-xxx-xxxx)
*Email:
*Retype Email:
*Address:
*City:
*State: CA
*Zip Code:
is Mailing address is the same as above
*Mailing Address:

7. As required, complete/review the following fields:

Field	R/O/C	Description
* Work Phone:	R	Example: 555-555-5555



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A Sempra Energy utility

myPartners

Register for myPartners

Add your information in the fields below:
*Required Field

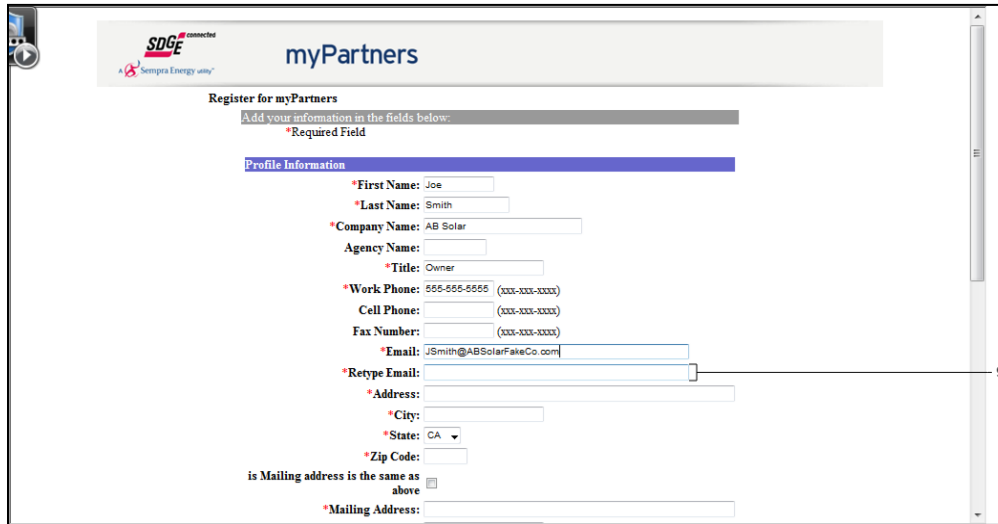
Profile Information

*First Name: Joe
*Last Name: Smith
*Company Name: AB Solar
Agency Name:
*Title: Owner
*Work Phone: 555-555-5555 (xxx-xxx-xxxx)
Cell Phone: (xxx-xxx-xxxx)
Fax Number: (xxx-xxx-xxxx)
*Email:
*Retype Email:
*Address:
*City:
*State: CA
*Zip Code:
is Mailing address is the same as above
*Mailing Address:

8. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Email:	R	Example: JSmith@ABSolarFakeCo.com



myPartners

Register for myPartners

Add your information in the fields below:

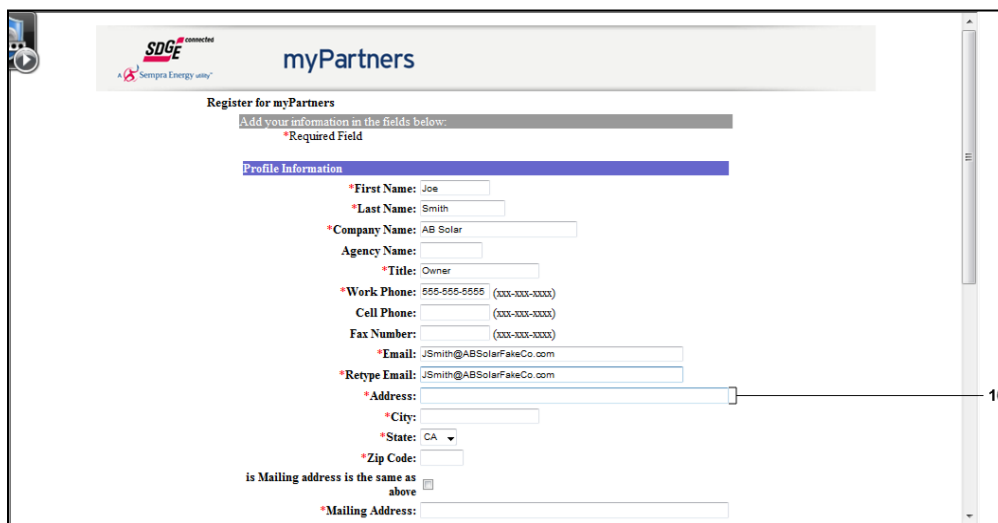
*Required Field

Profile Information

*First Name: Joe
 *Last Name: Smith
 *Company Name: AB Solar
 Agency Name:
 *Title: Owner
 *Work Phone: 555-555-5555 (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email: JSmith@ABSolarFakeCo.com
 *Retype Email:
 *Address:
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

9. As required, complete/review the following fields:

Field	R/O/C	Description
* Retype Email:	R	Example: JSmith@ABSolarFakeCo.com



myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

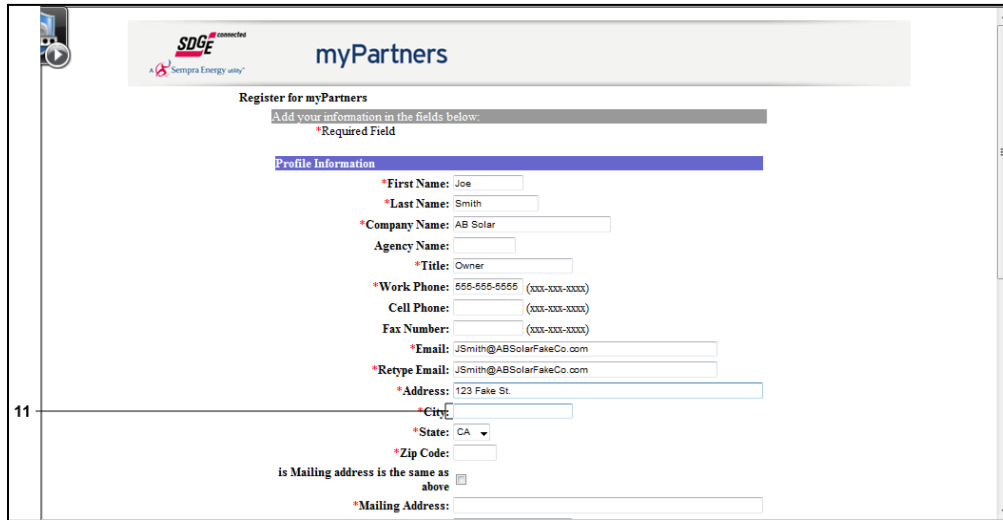
Profile Information

*First Name: Joe
 *Last Name: Smith
 *Company Name: AB Solar
 Agency Name:
 *Title: Owner
 *Work Phone: 555-555-5555 (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email: JSmith@ABSolarFakeCo.com
 *Retype Email: JSmith@ABSolarFakeCo.com
 *Address:
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

10. As required, complete/review the following fields:

Work Instruction

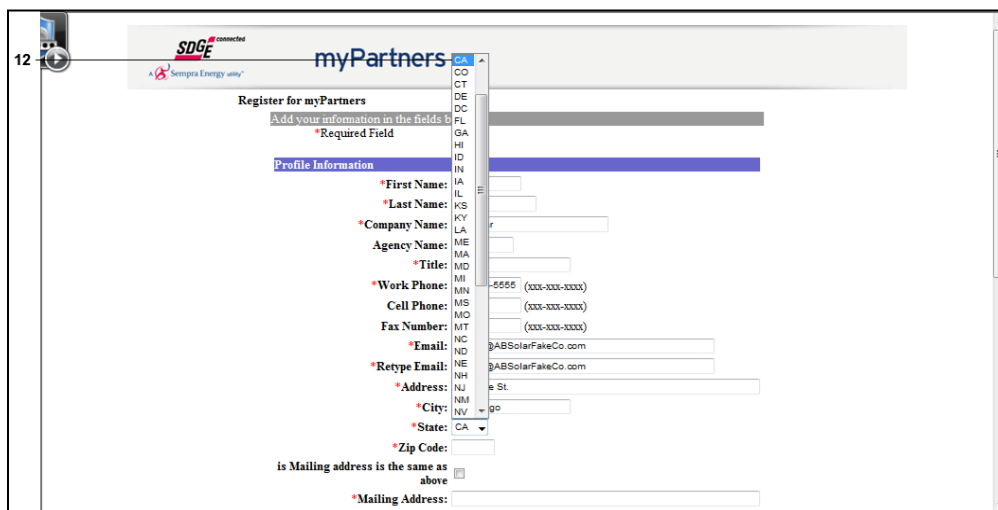
Field	R/O/C	Description
* Address:	R	Example: 123 Fake St.



11

11. As required, complete/review the following fields:

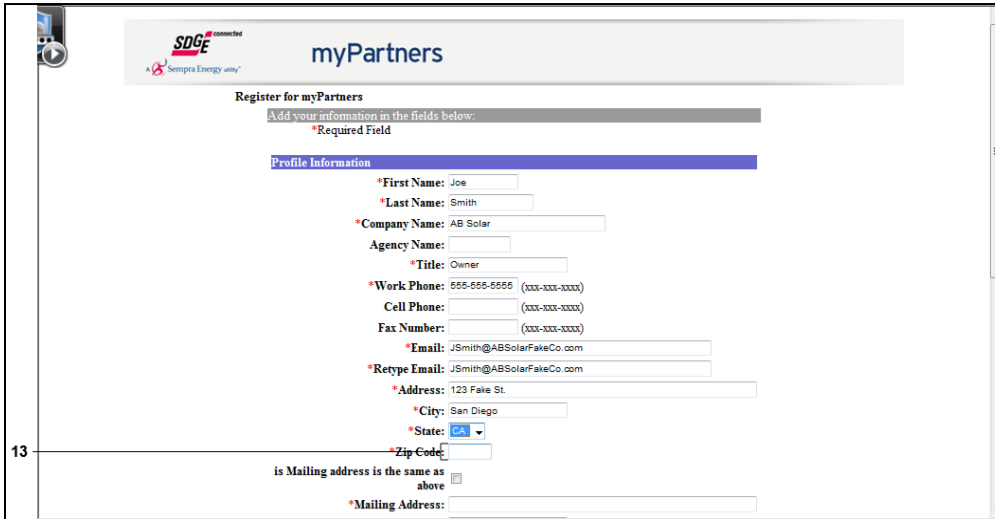
Field	R/O/C	Description
* City:	R	Example: San Diego



12

12. Choose your business' state from the list.

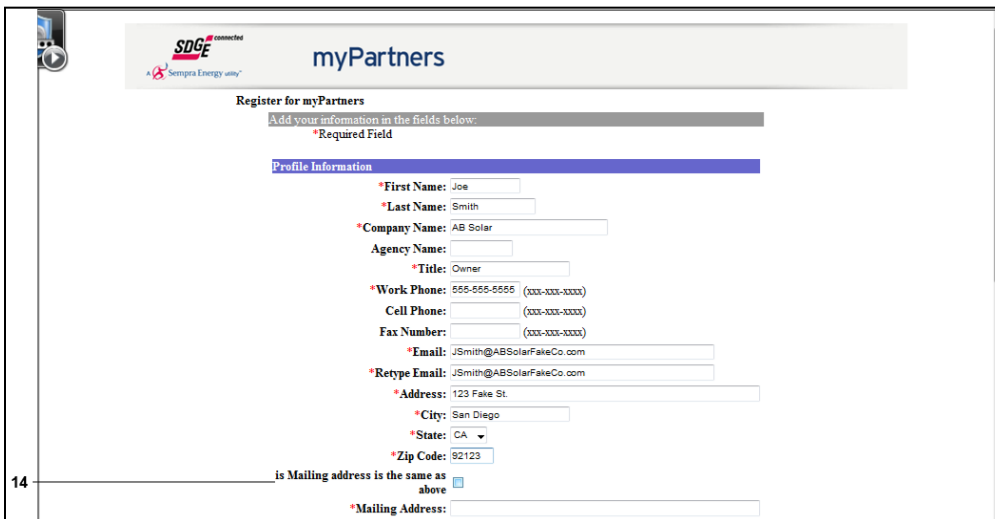
Work Instruction



13

13. As required, complete/review the following fields:

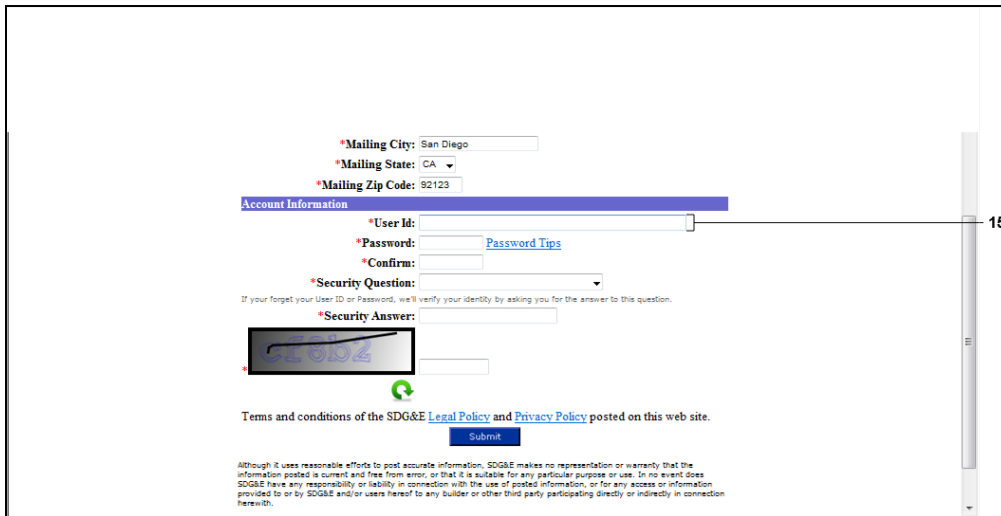
Field	R/O/C	Description
* Zip Code:	R	Example: 92123



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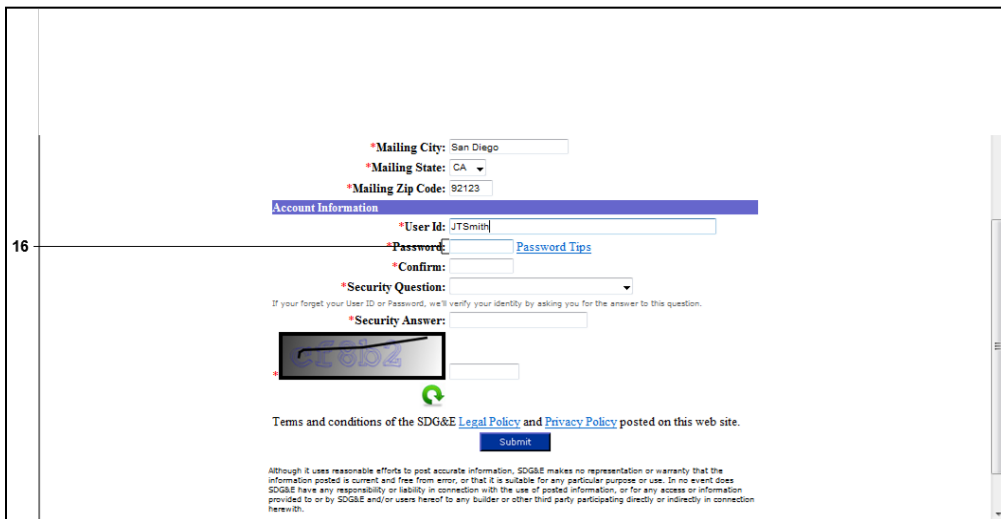
14. If your mailing address is the same as above please check this to auto populate the following address fields, otherwise skip and fill them in.

Work Instruction



15. As required, complete/review the following fields:

Field	R/O/C	Description
* User Id:	R	Example: JTSmith



16. As required, complete/review the following fields:

Field	R/O/C	Description
* Password:	R	Example: *****

Work Instruction

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*Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: JTSmith
 *Password: ***** [Password Tips](#)
 *Confirm: *****

*Security Question:
If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.

*Security Answer:
 [Redacted]

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17. As required, complete/review the following fields:

Field	R/O/C	Description
* Confirm:	R	Example: *****

18

*Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: JTSmith
 *Password: ***** [Password Tips](#)
 *Confirm: *****

*Security Question:
If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.

*Security Answer:
 [Redacted]

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18. Select a security question.

Work Instruction

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*Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: JTSmith
 *Password: ***** [Password Tips](#)
 *Confirm: *****
 *Security Question: What is your favorite food?

If your forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.

*Security Answer:



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19. As required, complete/review the following fields:

Field	R/O/C	Description
* Security Answer:	R	Example: American

20


*Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: JTSmith
 *Password: ***** [Password Tips](#)
 *Confirm: *****
 *Security Question: What is your favorite food?

If your forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.

*Security Answer: American



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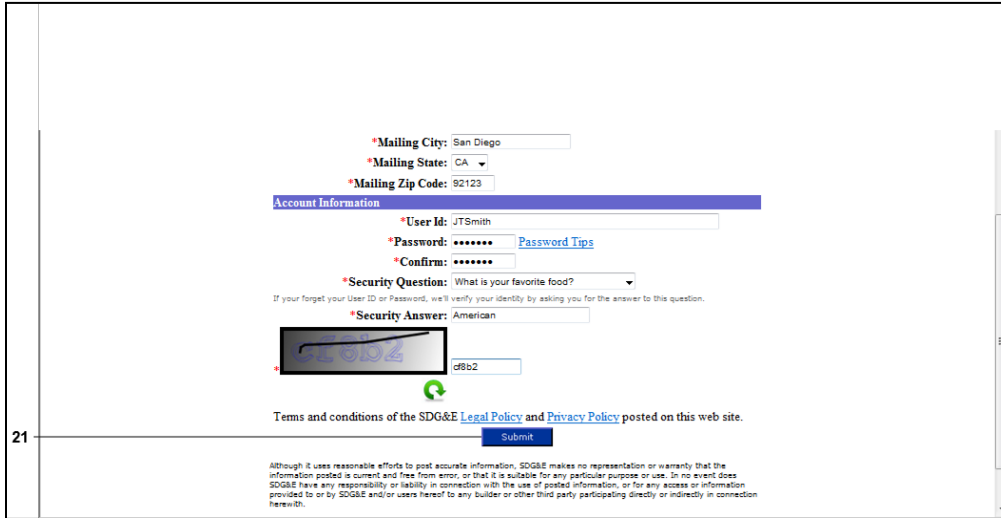
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20. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction


Field	R/O/C	Description
*	R	Example: cf8b2



*Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: JTSmith
 *Password: [Password Tips](#)
 *Confirm:
 *Security Question: What is your favorite food?
 If your forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer: American

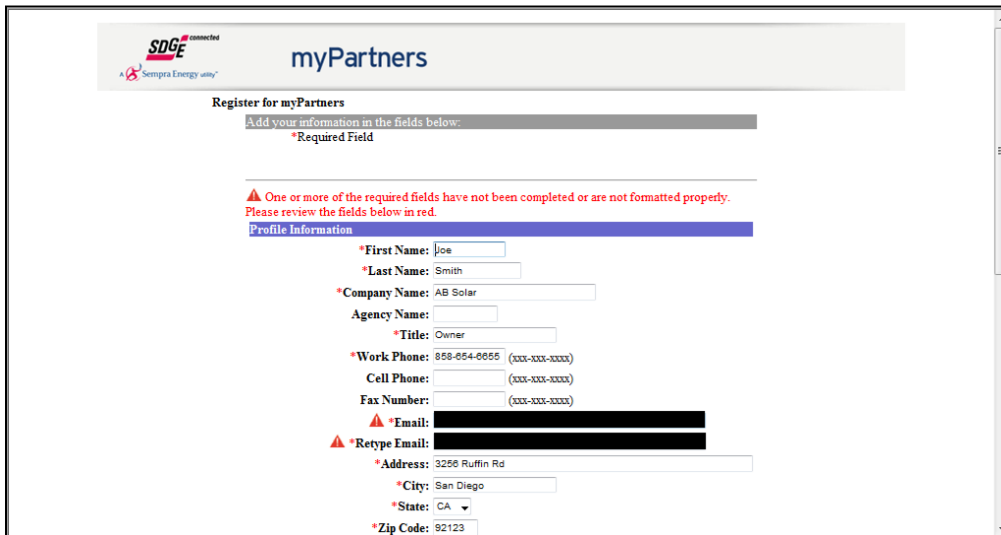

 cf8b2


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Submit

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21. Click button 





myPartners



Register for myPartners

Add your information in the fields below:

*Required Field

 One or more of the required fields have not been completed or are not formatted properly. Please review the fields below in red.

Profile Information

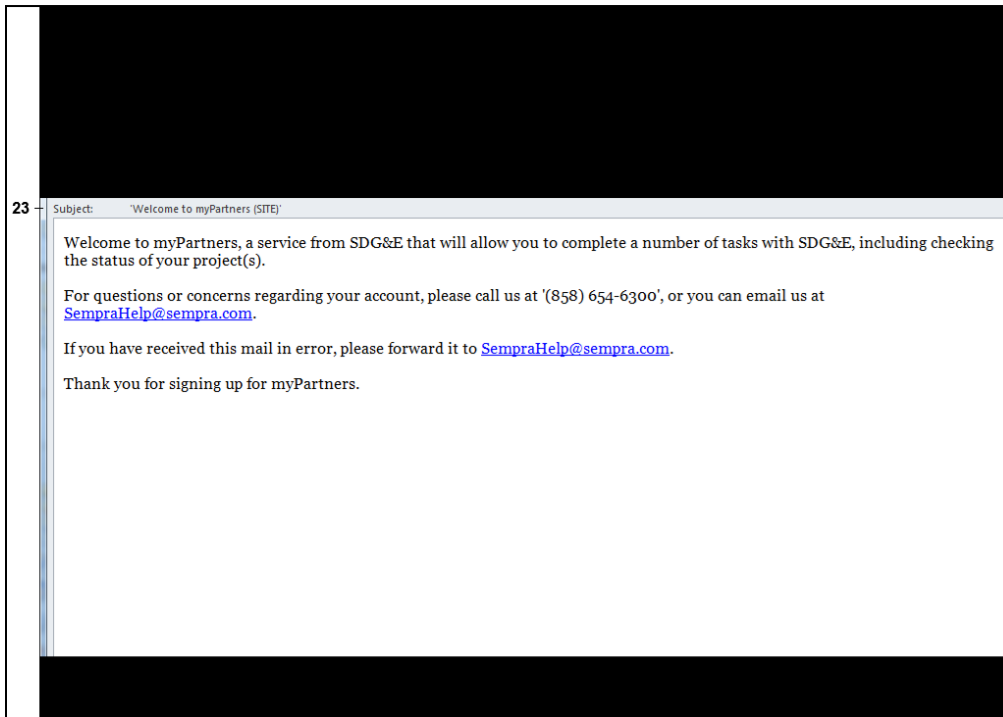
*First Name: Joe
 *Last Name: Smith
 *Company Name: AB Solar
 Agency Name:
 *Title: Owner
 *Work Phone: 858-654-6655 (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email: [Redacted]
 *Retype Email: [Redacted]
 *Address: 3256 Ruffin Rd
 *City: San Diego
 *State: CA
 *Zip Code: 92123

22. Error notice

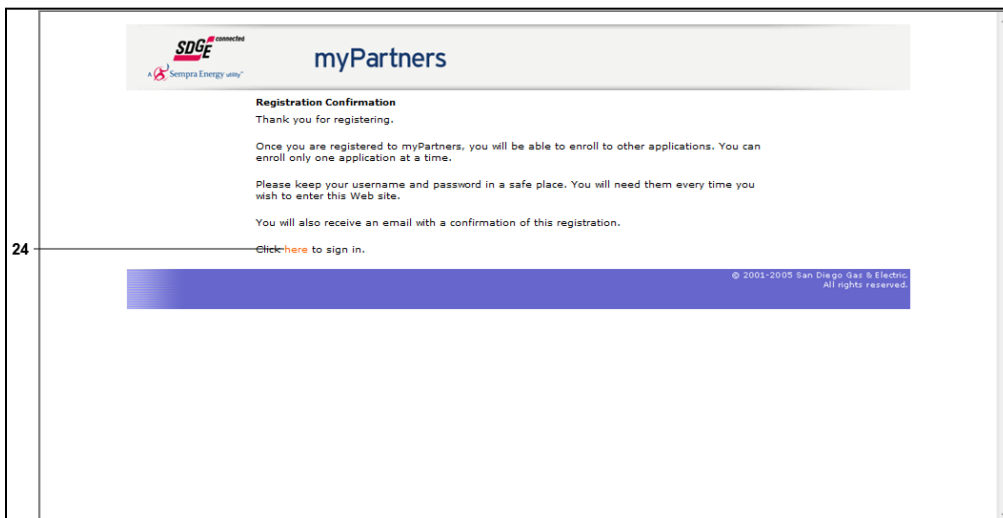


If there are any issues an error message will appear at the top of the form. Please correct the issue and re-type your password and the security code.

Work Instruction

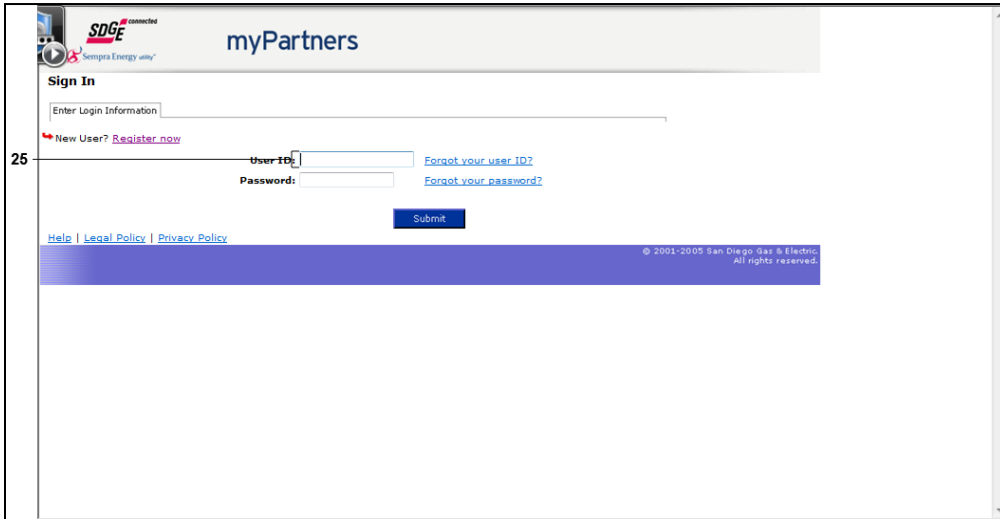


23. You should receive an email notification from myPartners.



24. To complete registration for DIIS please click this link [here](https://mypartners.sdge.com). (<https://mypartners.sdge.com>)

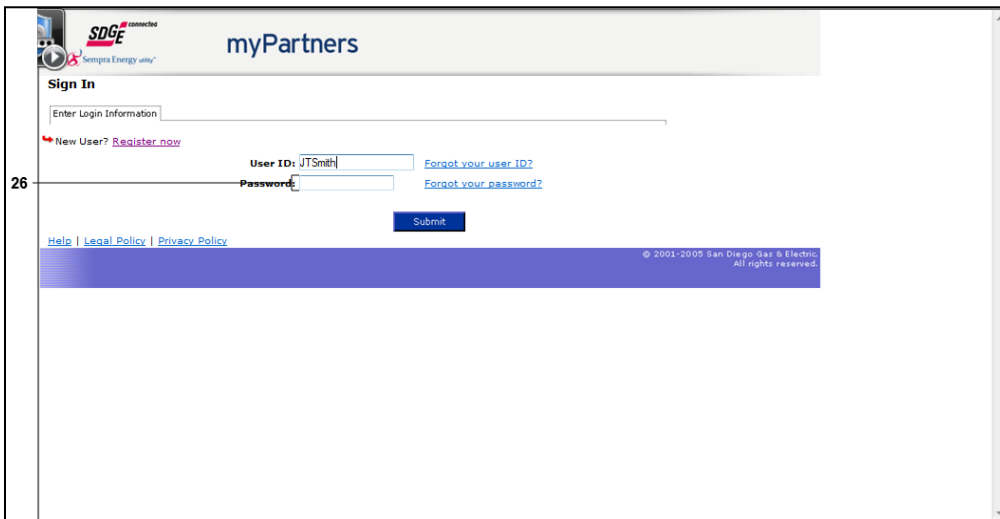
Work Instruction



25

25. As required, complete/review the following fields:

Field	R/O/C	Description
User ID:	R	Example: JTSmith

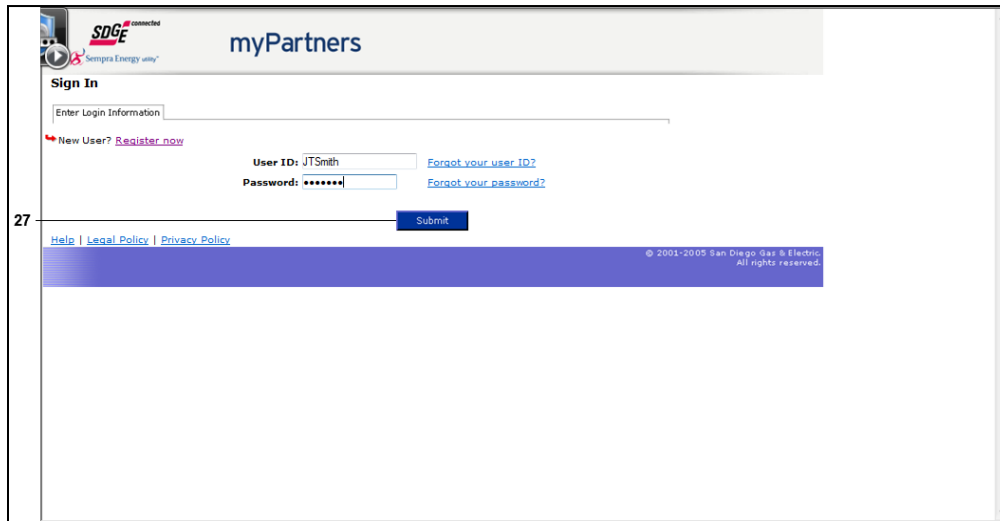


26

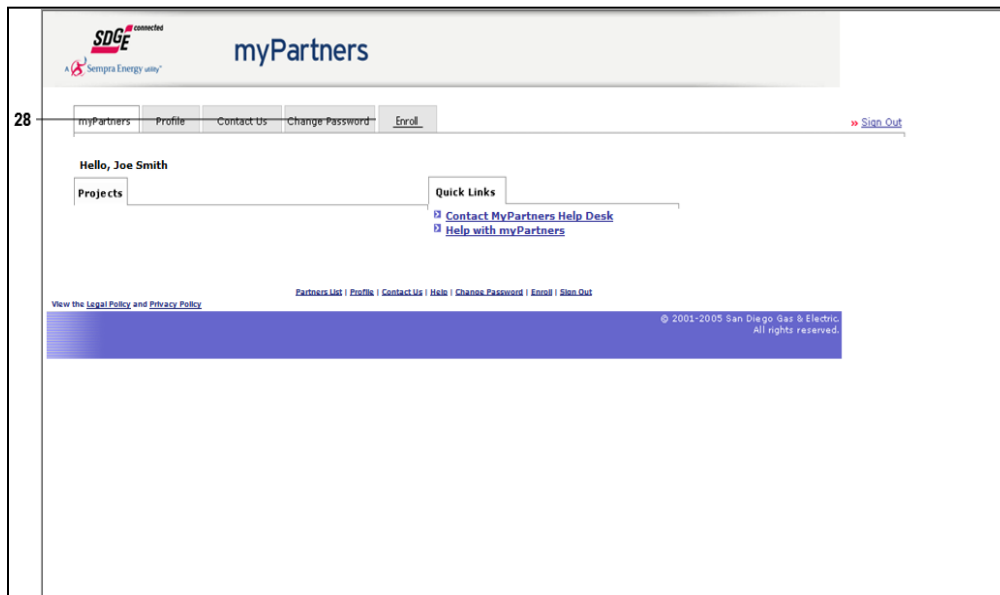
26. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****

Work Instruction



27. Click button 



28. Click link 

Work Instruction



myPartners

myPartners Profile Contact Us Change Password Enroll [» Sign Out](#)

Project Enrollment Info
Please Enroll/ Update the Projects Enrollment:
*Required Field

Projects Information

*Enroll the Projects from the List given below
(Check all the Projects that you want to Enroll)

- DG MAP
- DIIS
- DIIS2
- Joint Pole
- Mission Control Center (MCC)
- TEAMS

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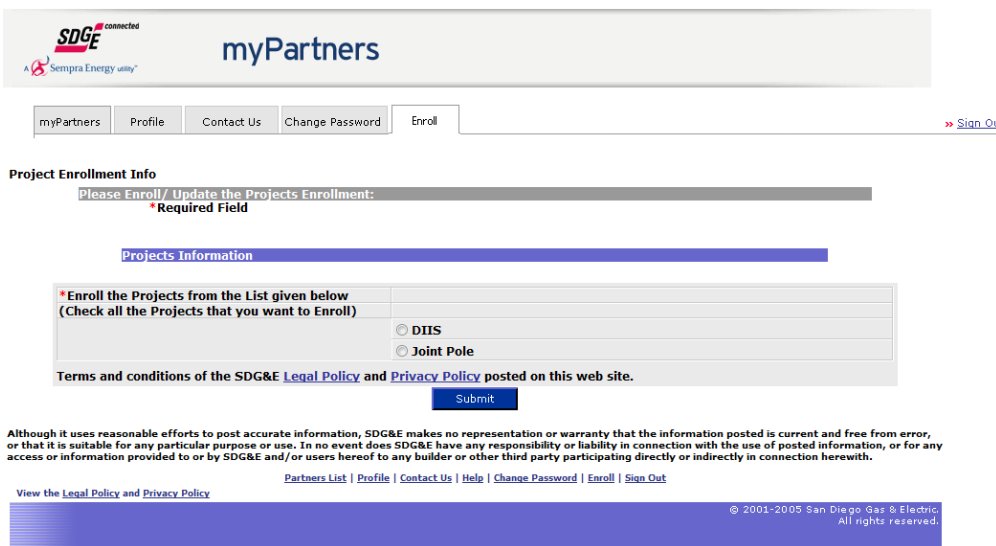
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[Partners List](#) | [Profile](#) | [Contact Us](#) | [Help](#) | [Change Password](#) | [Enroll](#) | [Sign Out](#)

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29. Click DIIS radio button DIIS.



myPartners

myPartners Profile Contact Us Change Password Enroll [» Sign Out](#)

Project Enrollment Info
Please Enroll/ Update the Projects Enrollment:
*Required Field

Projects Information

*Enroll the Projects from the List given below
(Check all the Projects that you want to Enroll)

- DIIS
- Joint Pole

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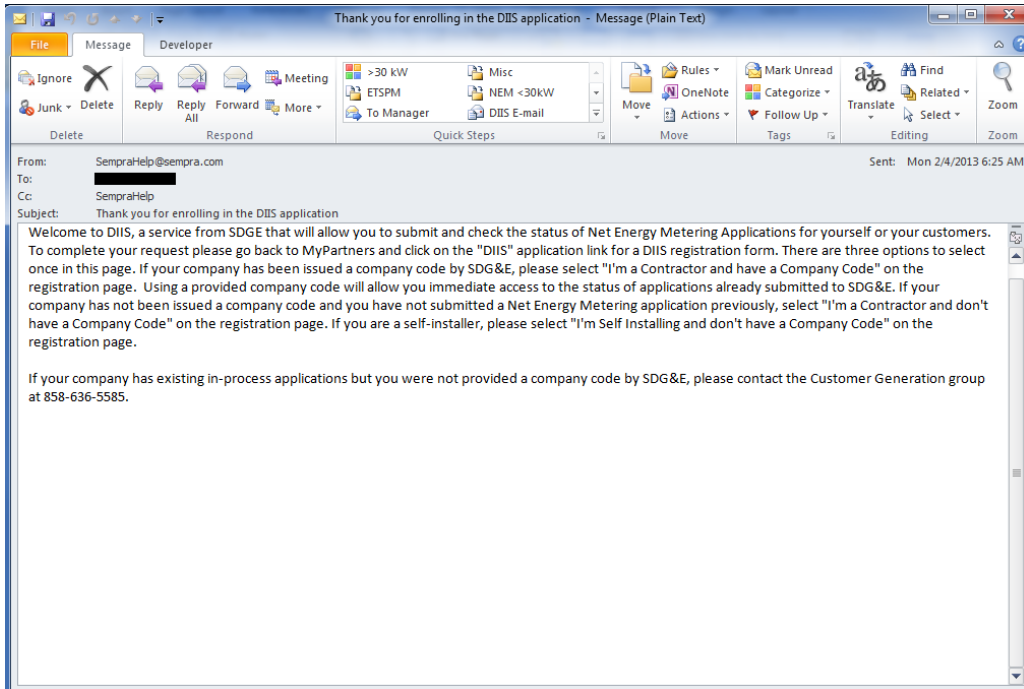
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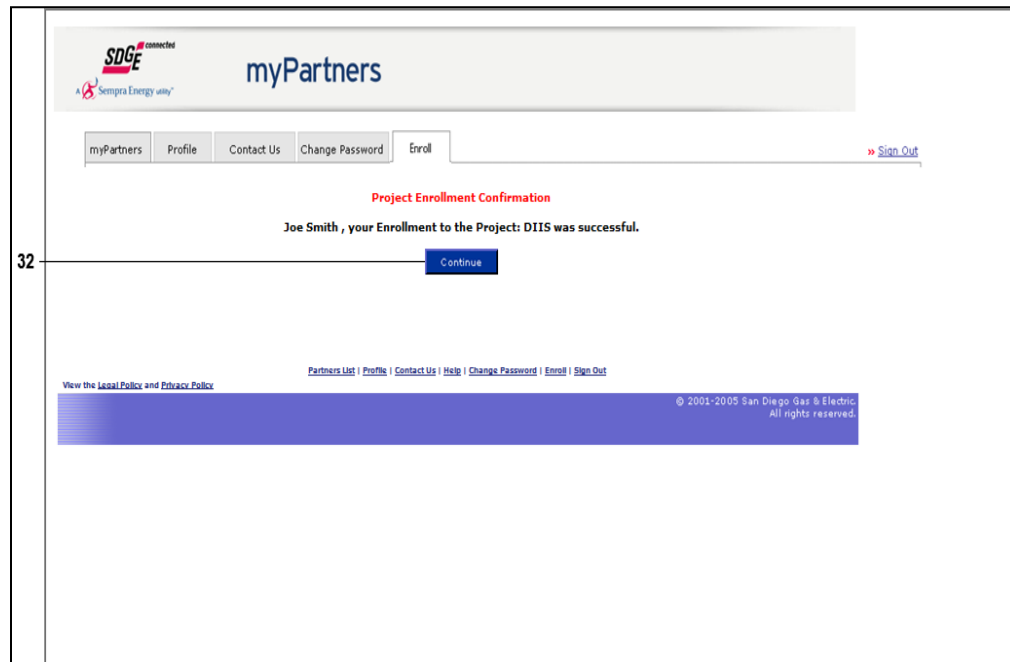
30. Click button .

Work Instruction

31.



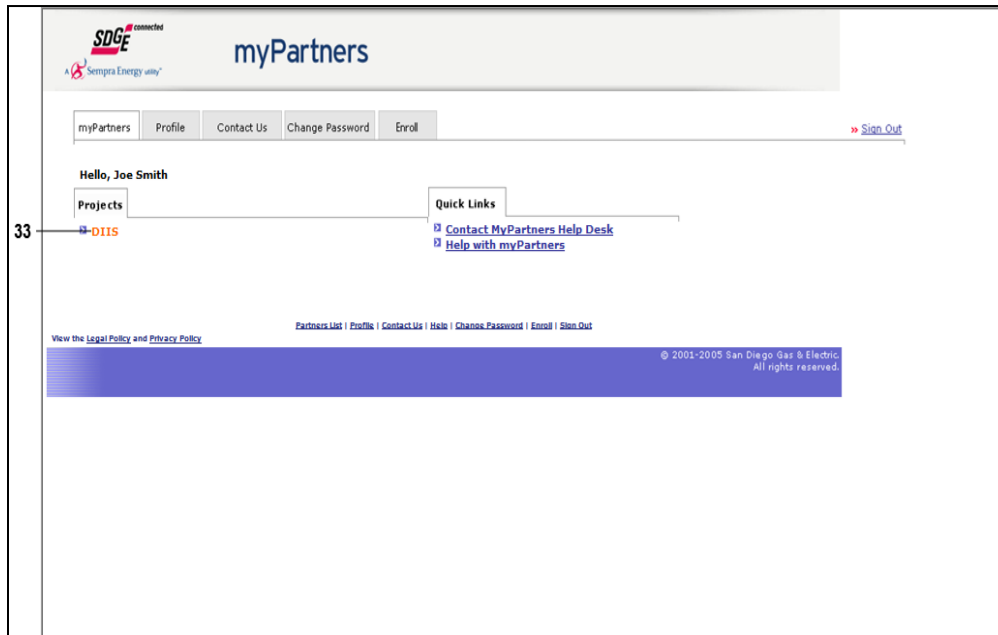
You should receive an email confirming your enrollment.



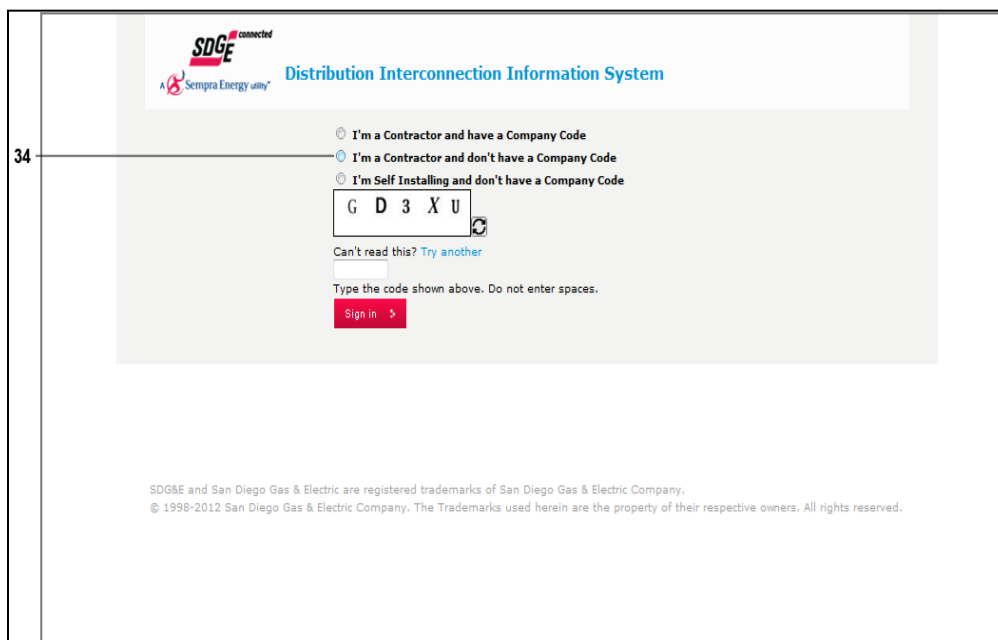
32.

Click link .

Work Instruction

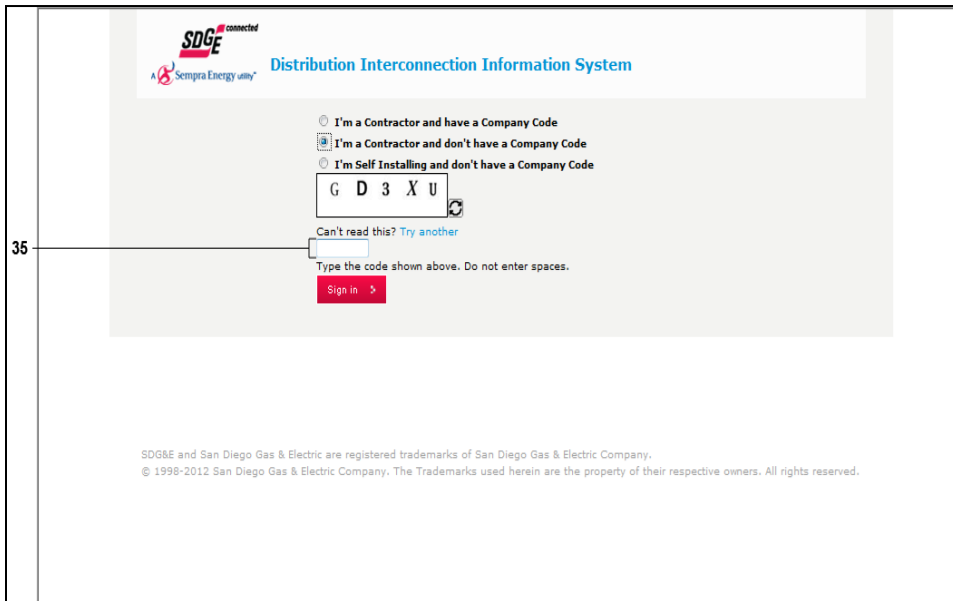


33. Click DIIS link **DIIS**.



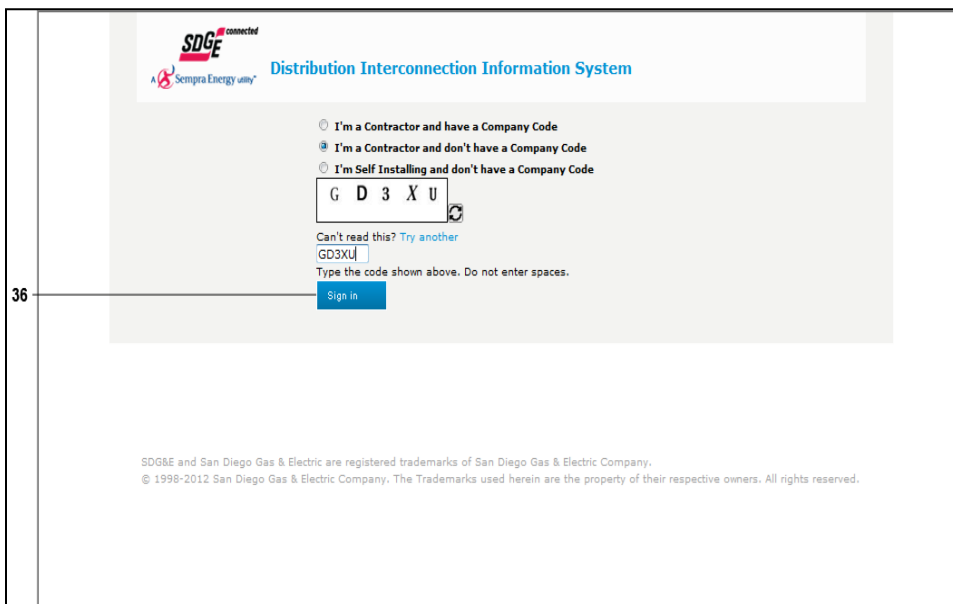
34. If you are the admin and do not have a company code assigned yet, click "I'm a Contractor and don't have a Company Code" radio button **I'm a Contractor and don't have a Company Code**, otherwise, please select one of the other options.

Work Instruction



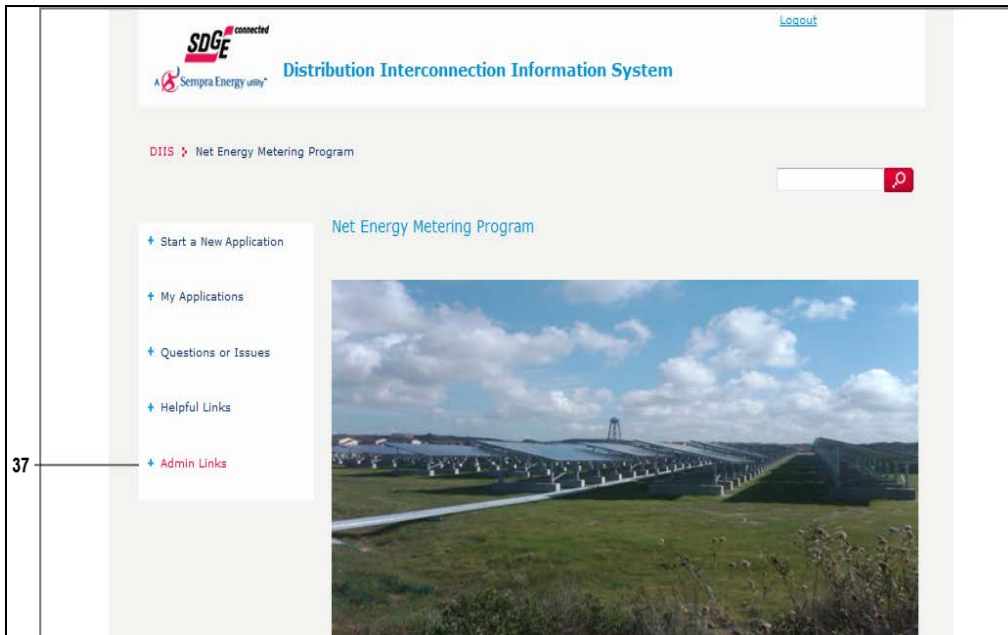
35. As required, complete/review the following fields:

Field	R/O/C	Description
Can't read this?	R	Example: GD3XU

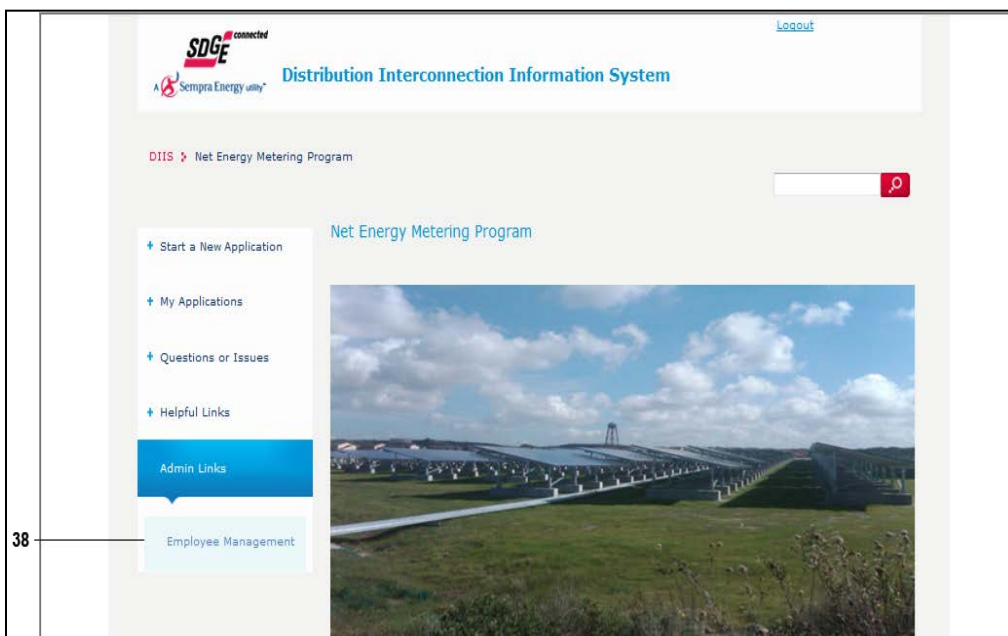


36. Click Sign in button .

Work Instruction

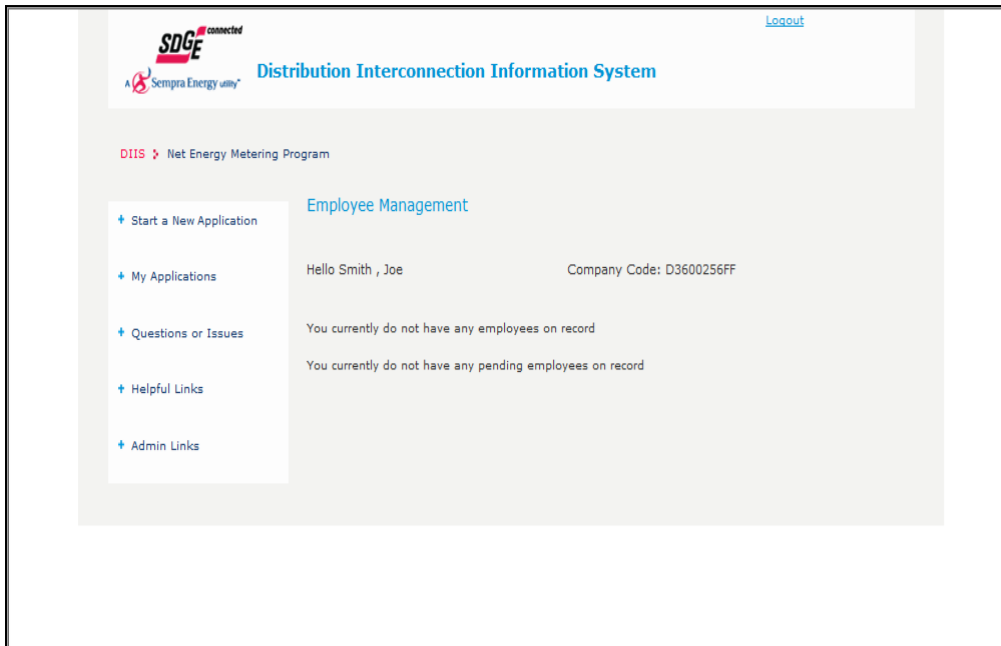


37. Click The "Admin Links" link.



38. Click the "Employee Management" link.

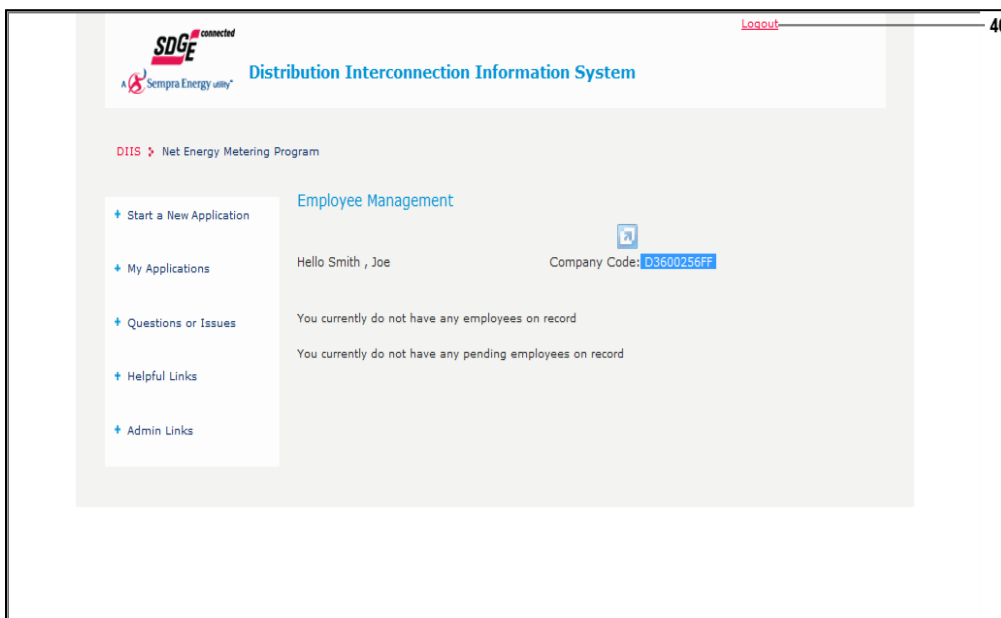
Work Instruction



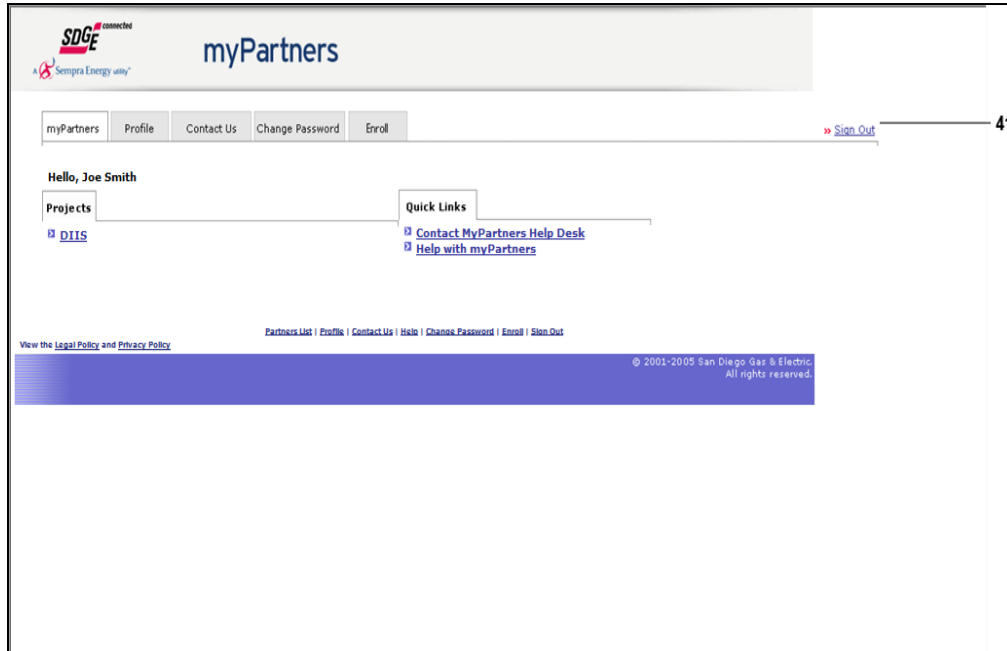
39. Company Code



Your company code will be needed for your employees to use for their registration.



40. Click the "Logout" link to exit.



41. Whenever you are finished with a session, please click the "Sign Out" link.



DIIS Contractor Registration and Login

Work Instruction

P u r p o s e

Use this procedure as a step by step instruction to assist you when you are registering for a Contracting company already existing in the DIIS. You will need your company code from your business' DIIS Administrator.

Contact

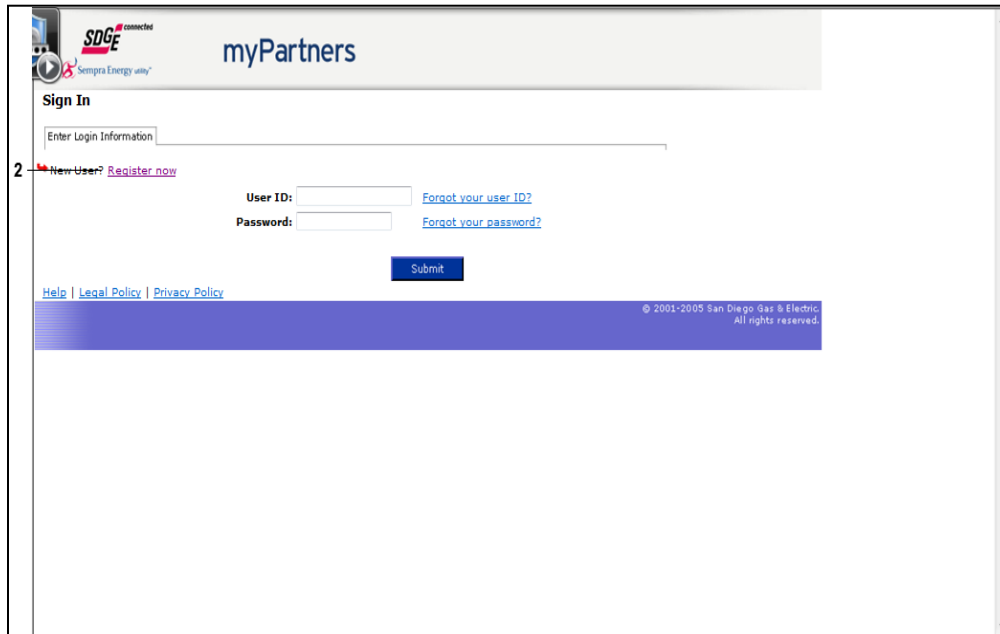
If you have further concerns or questions in your registration process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

Menu Path

Use the following menu path to begin this transaction:

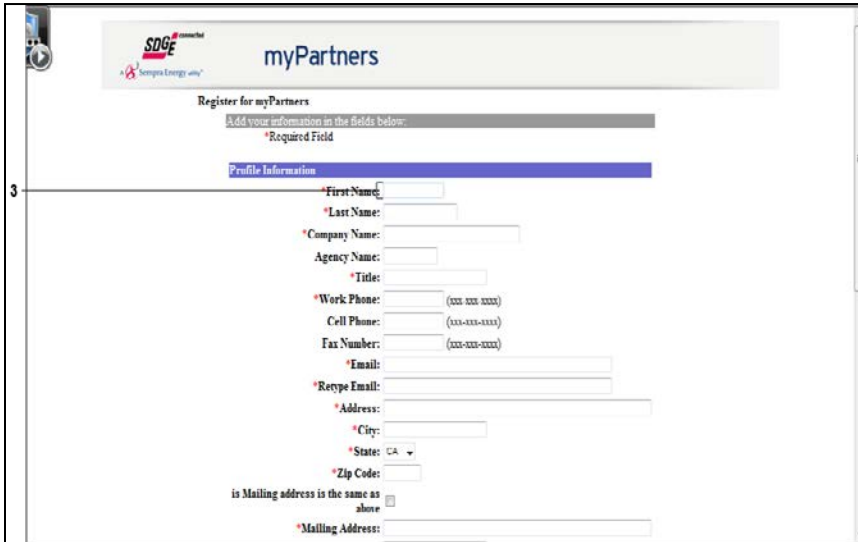
- <https://mypartners.sdge.com>

1. Start the transaction using the menu path or transaction code: <https://mypartners.sdge.com/>



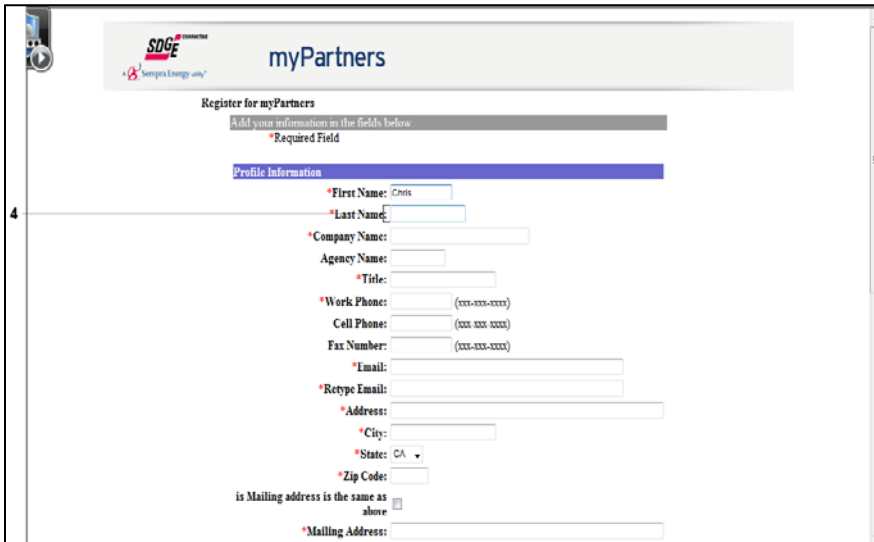
2. Click the "Register now" link.

Work Instruction



3. As required, complete/review the following fields:

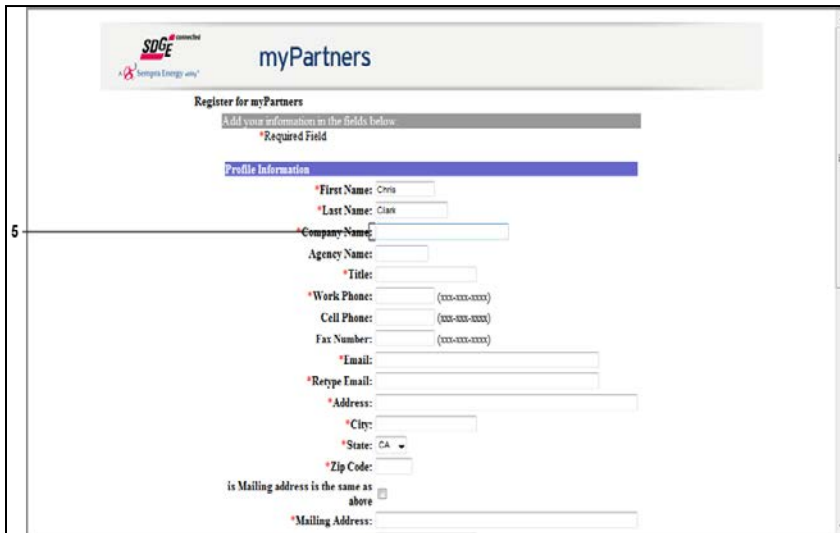
Field	R/O/C	Description
* First Name:	R	Example: Chris



4. As required, complete/review the following fields:

Field	R/O/C	Description
* Last Name:	R	Example: Clark

Work Instruction



myPartners

Register for myPartners

Add your information in the fields below

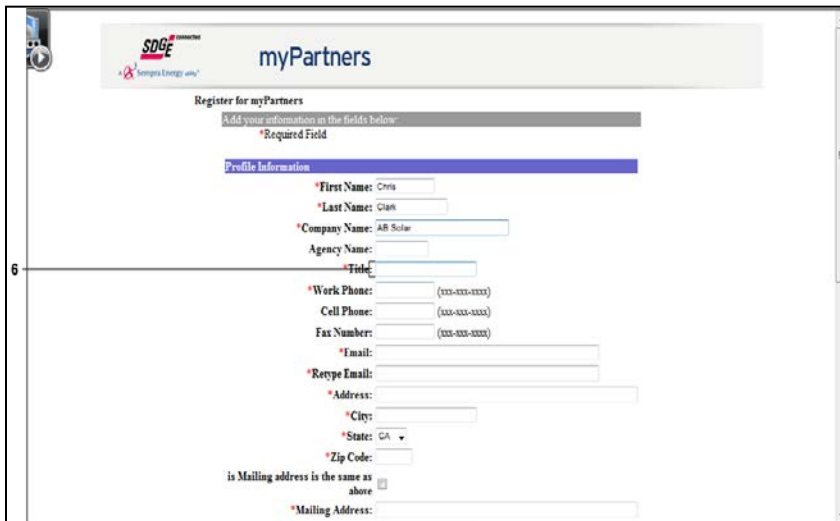
*Required Field

Profile Information

*First Name: Chris
 *Last Name: Clark
 *Company Name:
 Agency Name:
 *Title:
 *Work Phone: (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email:
 *Retype Email:
 *Address:
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

5. As required, complete/review the following fields:

Field	R/O/C	Description
* Company Name:	R	Example: AB Solar



myPartners

Register for myPartners

Add your information in the fields below

*Required Field

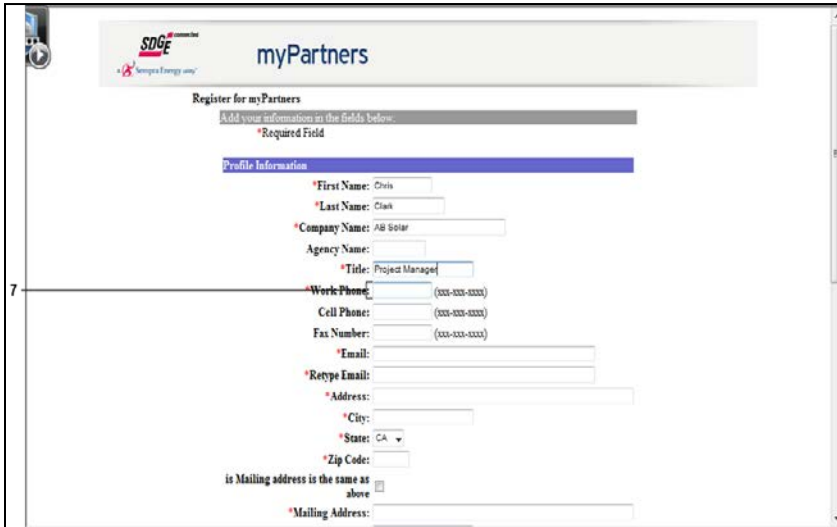
Profile Information

*First Name: Chris
 *Last Name: Clark
 *Company Name: AB Solar
 Agency Name:
 *Title:
 *Work Phone: (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email:
 *Retype Email:
 *Address:
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

6. As required, complete/review the following fields:

Field	R/O/C	Description
* Title:	R	Example: Project Manager

Work Instruction



myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Chris

*Last Name: Clark

*Company Name: JAB Solar

Agency Name:

*Title: Project Manager

*Work Phone: (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email:

*Retype Email:

*Address:

*City:

*State: CA

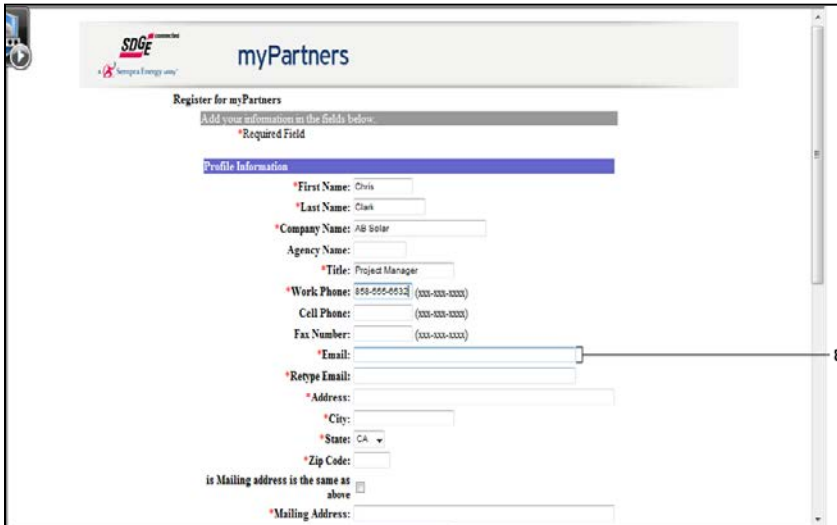
*Zip Code:

is Mailing address is the same as above

*Mailing Address:

7. As required, complete/review the following fields:

Field	R/O/C	Description
* Work Phone:	R	Example: 858-555-6532



myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Chris

*Last Name: Clark

*Company Name: JAB Solar

Agency Name:

*Title: Project Manager

*Work Phone: 858-555-6532 (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email:

*Retype Email:

*Address:

*City:

*State: CA

*Zip Code:

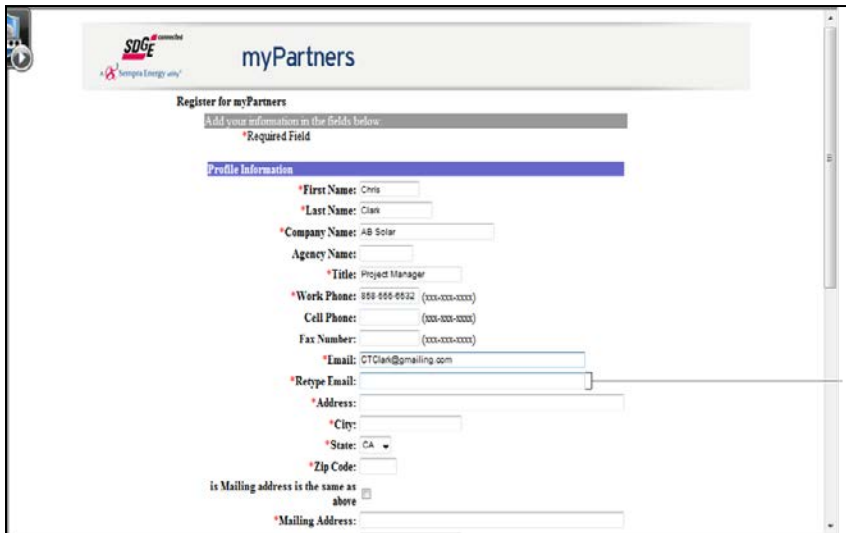
is Mailing address is the same as above

*Mailing Address:

8. As required, complete/review the following fields:

Field	R/O/C	Description
* Email:	R	Example: CTClark@gmail.com

Work Instruction



myPartners

Register for myPartners

Add your information in the fields below:

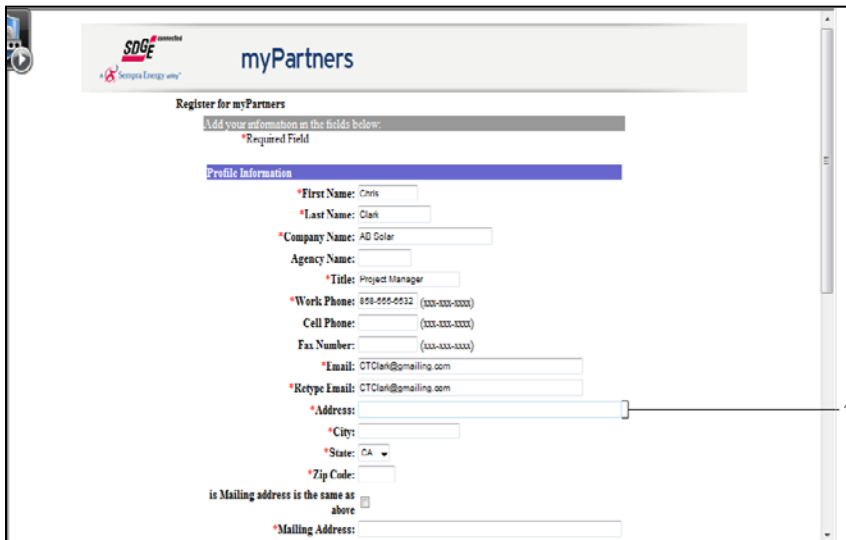
*Required Field

Profile Information

*First Name: Chris
 *Last Name: Clark
 *Company Name: AB Solar
 Agency Name:
 *Title: Project Manager
 *Work Phone: 959-555-5532 (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email: CTClark@gmail.com
 *Retype Email: CTClark@gmail.com 9
 *Address:
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

9. As required, complete/review the following fields:

Field	R/O/C	Description
* Retype Email:	R	Example: CTClark@gmail.com



myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

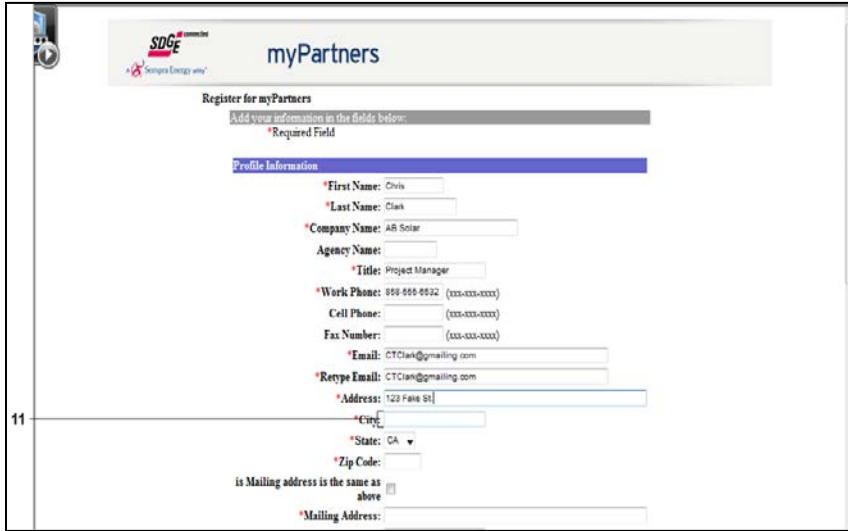
*First Name: Chris
 *Last Name: Clark
 *Company Name: AB Solar
 Agency Name:
 *Title: Project Manager
 *Work Phone: 959-555-5532 (xxx-xxx-xxxx)
 Cell Phone: (xxx-xxx-xxxx)
 Fax Number: (xxx-xxx-xxxx)
 *Email: CTClark@gmail.com
 *Retype Email: CTClark@gmail.com
 *Address: [Address] 10
 *City:
 *State: CA
 *Zip Code:
 is Mailing address is the same as above
 *Mailing Address:

10. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Address:	R	Example: 123 Fake St.



11

SDGE myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Chris

*Last Name: Clark

*Company Name: AB Solar

Agency Name:

*Title: Project Manager

*Work Phone: 958-665-6532 (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email: CTClark@gmail.com

*Retype Email: CTClark@gmail.com

*Address: 123 Fake St

*City:

*State: CA

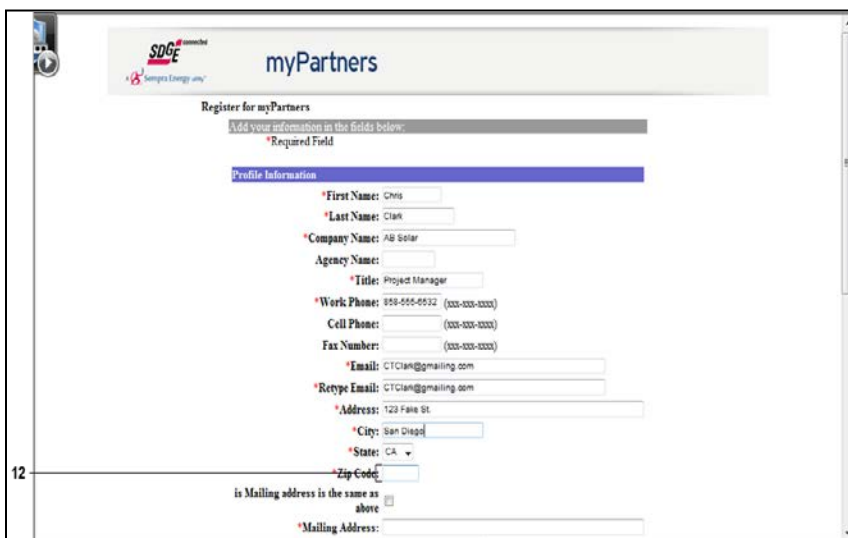
*Zip Code:

is Mailing address is the same as above

*Mailing Address:

11. As required, complete/review the following fields:

Field	R/O/C	Description
* City:	R	Example: San Diego



12

SDGE myPartners

Register for myPartners

Add your information in the fields below:

*Required Field

Profile Information

*First Name: Chris

*Last Name: Clark

*Company Name: AB Solar

Agency Name:

*Title: Project Manager

*Work Phone: 958-665-6532 (xxx-xxx-xxxx)

Cell Phone: (xxx-xxx-xxxx)

Fax Number: (xxx-xxx-xxxx)

*Email: CTClark@gmail.com

*Retype Email: CTClark@gmail.com

*Address: 123 Fake St

*City: San Diego

*State: CA

*Zip Code:

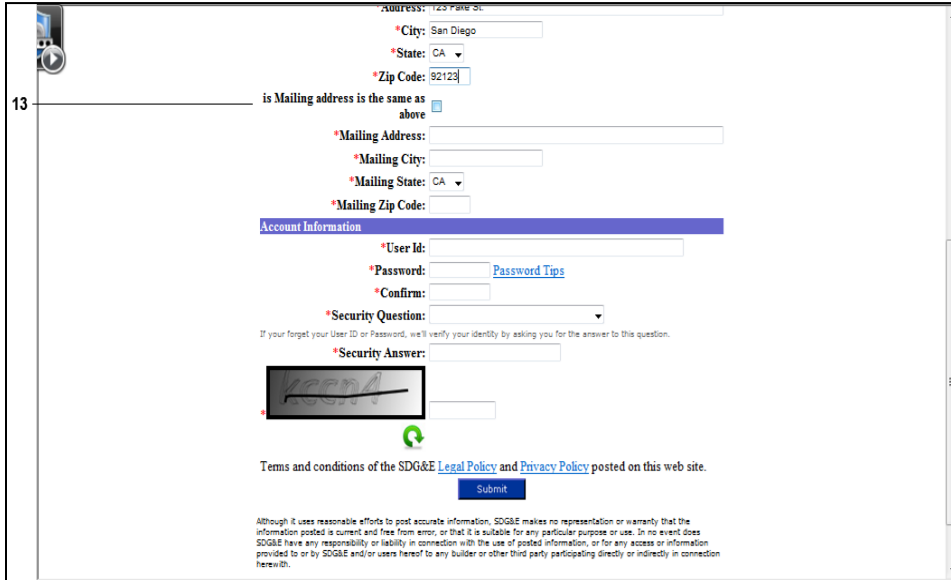
is Mailing address is the same as above

*Mailing Address:

Work Instruction

12. As required, complete/review the following fields:

Field	R/O/C	Description
* Zip Code:	R	Example: 92123



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address:
 *Mailing City:
 *Mailing State: CA
 *Mailing Zip Code:

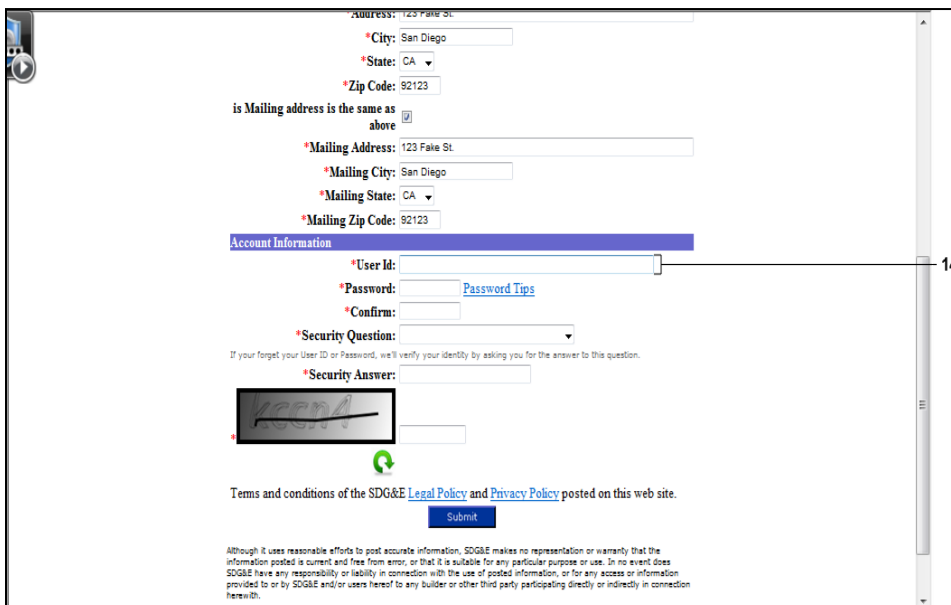
Account Information
 *User Id:
 *Password: [Password Tips](#)
 *Confirm:
 *Security Question:
 If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer:

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Submit

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13. If your mailing address is the same as above please check this to auto populate the following address fields, otherwise skip and fill them in.



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address: 123 Fake St.
 *Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information
 *User Id:
 *Password: [Password Tips](#)
 *Confirm:
 *Security Question:
 If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer:

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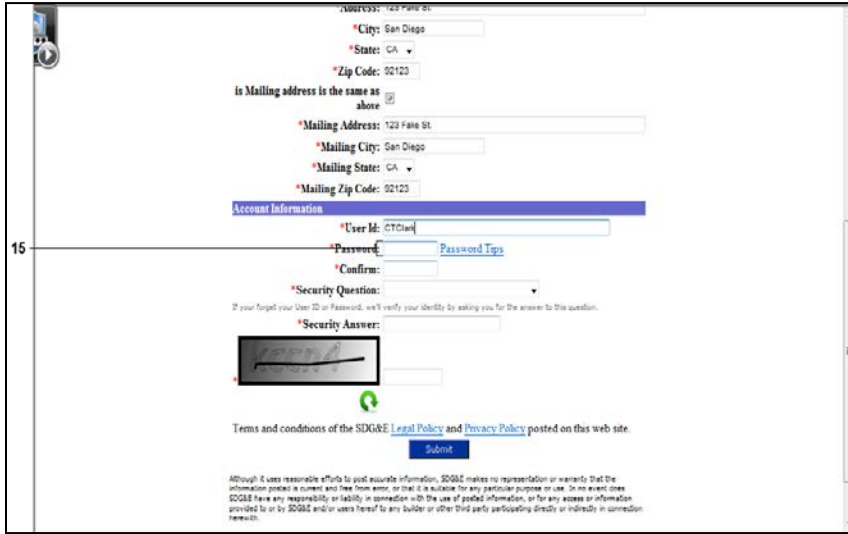
Submit

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Work Instruction

14. As required, complete/review the following fields:

Field	R/O/C	Description
* User Id:	R	Example: CTClark

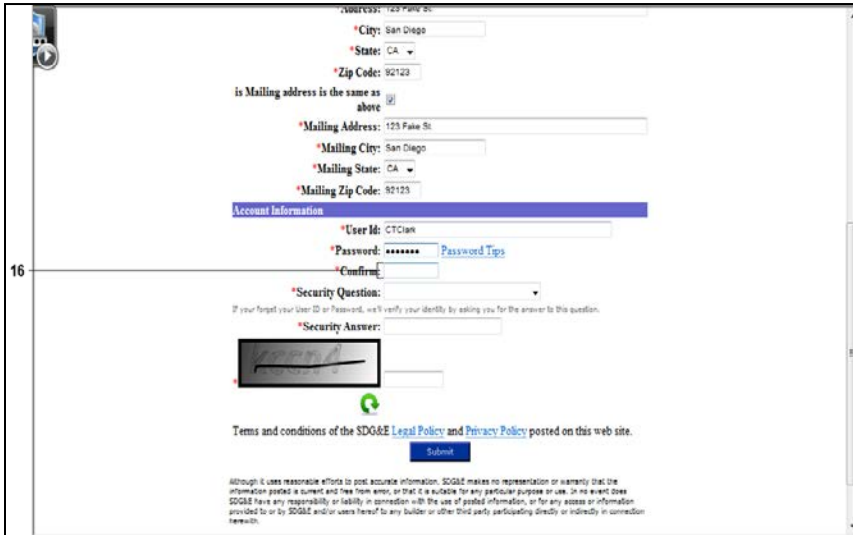


15

15. As required, complete/review the following fields:

Field	R/O/C	Description
* Password:	R	Example: *****

Work Instruction



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address: 123 Fake St.
 *Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: CTClark
 *Password: ***** [Password Tips](#)
 *Confirm: *****

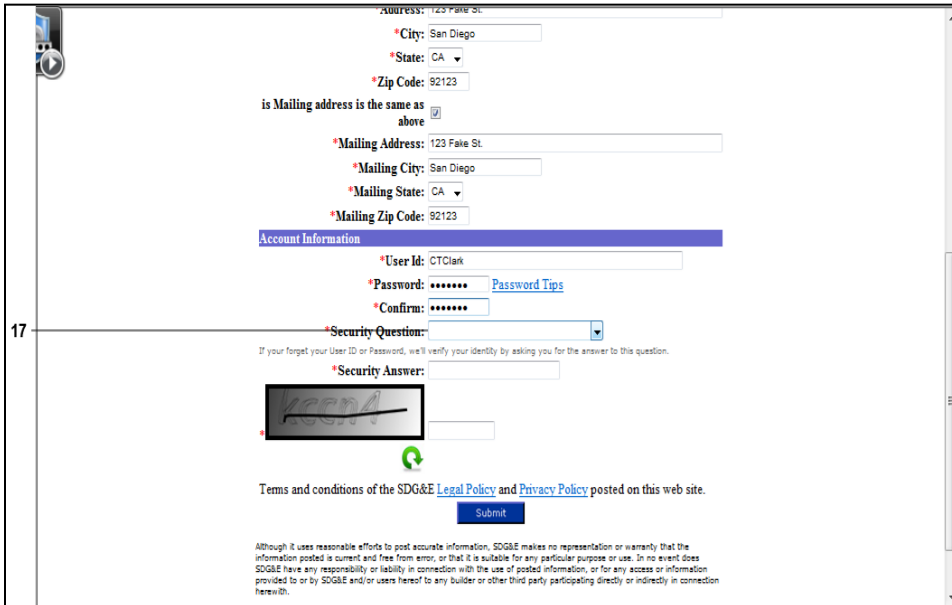
*Security Question:
If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer:

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16. As required, complete/review the following fields:

Field	R/O/C	Description
* Confirm:	R	Example: *****



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address: 123 Fake St.
 *Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: CTClark
 *Password: ***** [Password Tips](#)
 *Confirm: *****

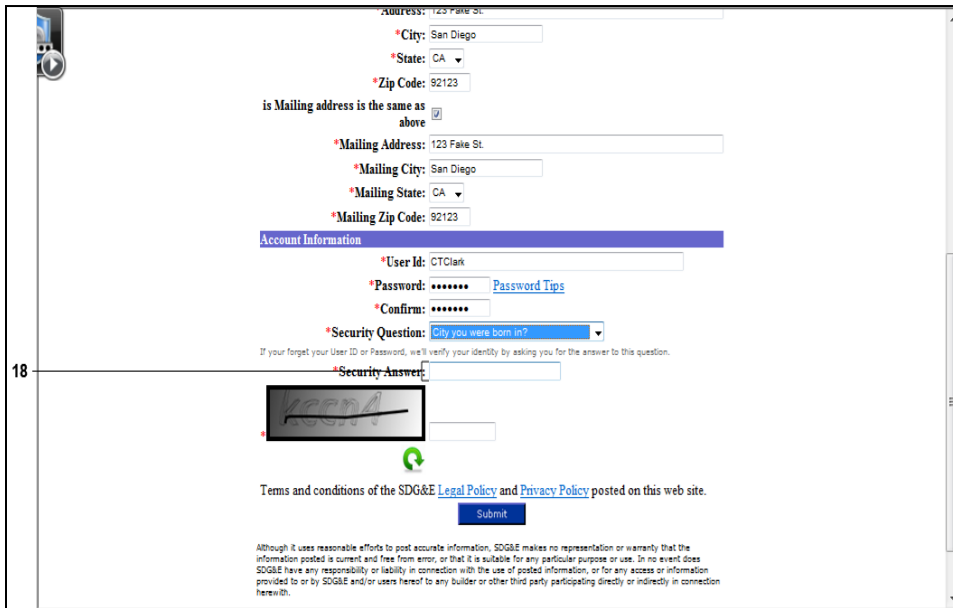
*Security Question:
If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer:

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17. Select a Security Question from the dropdown.

Work Instruction



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address: 123 Fake St.
 *Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

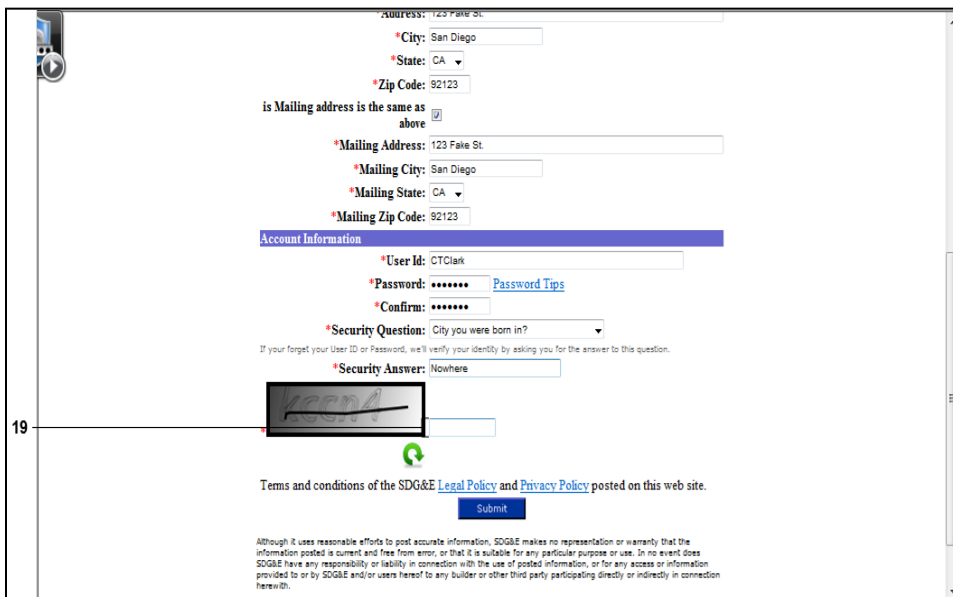
*User Id: CTClark
 *Password: ***** [Password Tips](#)
 *Confirm: *****
 *Security Question: City you were born in?
 If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer:

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18. As required, complete/review the following fields:

Field	R/O/C	Description
* Security Answer:	R	Example: Nowhere



Address: 123 Fake St.
 *City: San Diego
 *State: CA
 *Zip Code: 92123

is Mailing address is the same as above

*Mailing Address: 123 Fake St.
 *Mailing City: San Diego
 *Mailing State: CA
 *Mailing Zip Code: 92123

Account Information

*User Id: CTClark
 *Password: ***** [Password Tips](#)
 *Confirm: *****
 *Security Question: City you were born in?
 If you forget your User ID or Password, we'll verify your identity by asking you for the answer to this question.
 *Security Answer: Nowhere

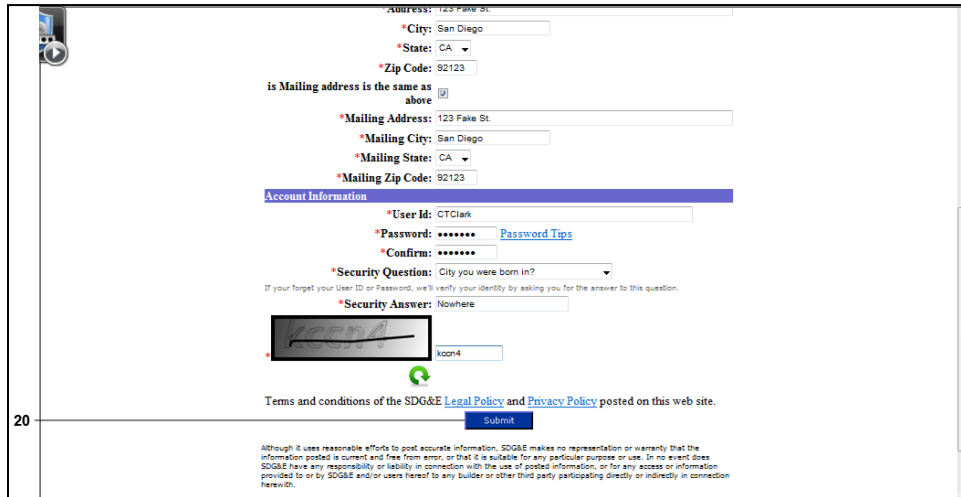
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Work Instruction

19. As required, complete/review the following fields:

Field	R/O/C	Description
*Security Code	R	Example: kccn4



The screenshot shows a registration form with the following fields:

- Address: 123 Fake St.
- *City: San Diego
- *State: CA
- *Zip Code: 92123
- is Mailing address is the same as above
- *Mailing Address: 123 Fake St.
- *Mailing City: San Diego
- *Mailing State: CA
- *Mailing Zip Code: 92123
- Account Information
- *User Id: CTClark
- *Password: ***** [Password Tips](#)
- *Confirm: *****
- *Security Question: City you were born in?
- *Security Answer: Nowhere
- Security Code field containing "kccn4" with a refresh icon.
- Submit button.

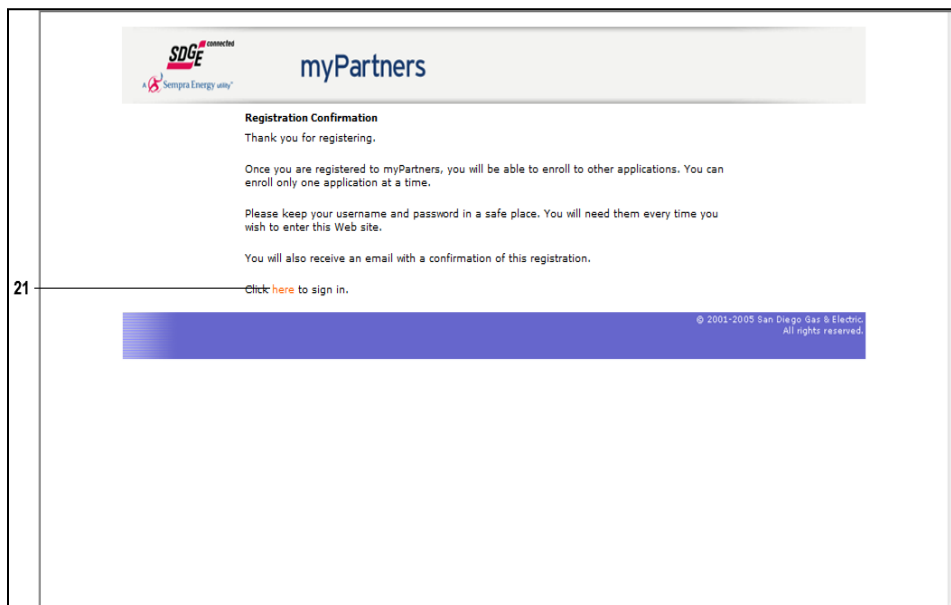
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20. Click  button



If there are any issues an error message will appear at the top of the form. Please correct the issue and re-type your password and the security code.

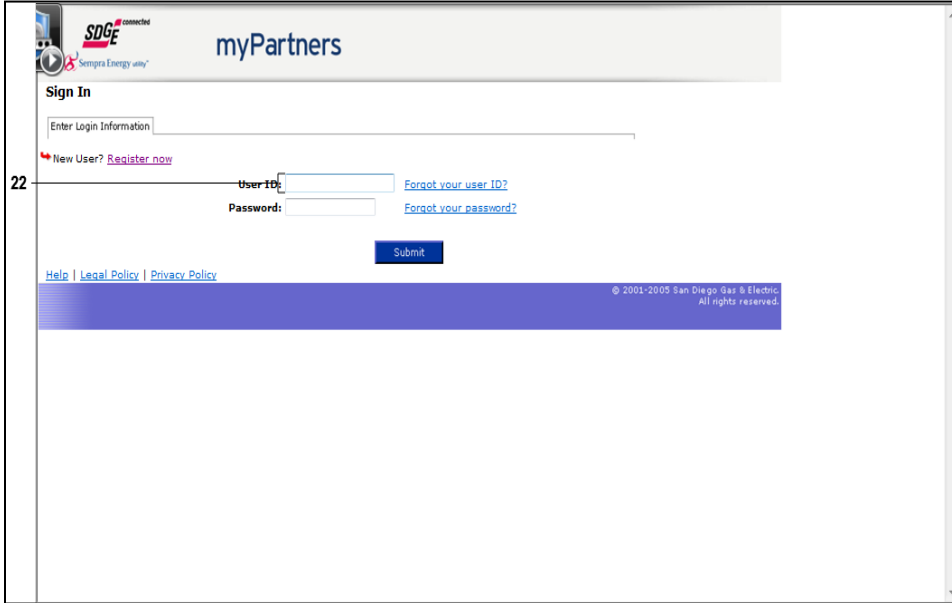


The screenshot shows the "myPartners" registration confirmation page with the following content:

- SDGE connected myPartners
- A Sempra Energy utility
- Registration Confirmation**
- Thank you for registering.
- Once you are registered to myPartners, you will be able to enroll to other applications. You can enroll only one application at a time.
- Please keep your username and password in a safe place. You will need them every time you wish to enter this Web site.
- You will also receive an email with a confirmation of this registration.
- Click [here](#) to sign in.
- © 2001-2005 San Diego Gas & Electric. All rights reserved.

Work Instruction

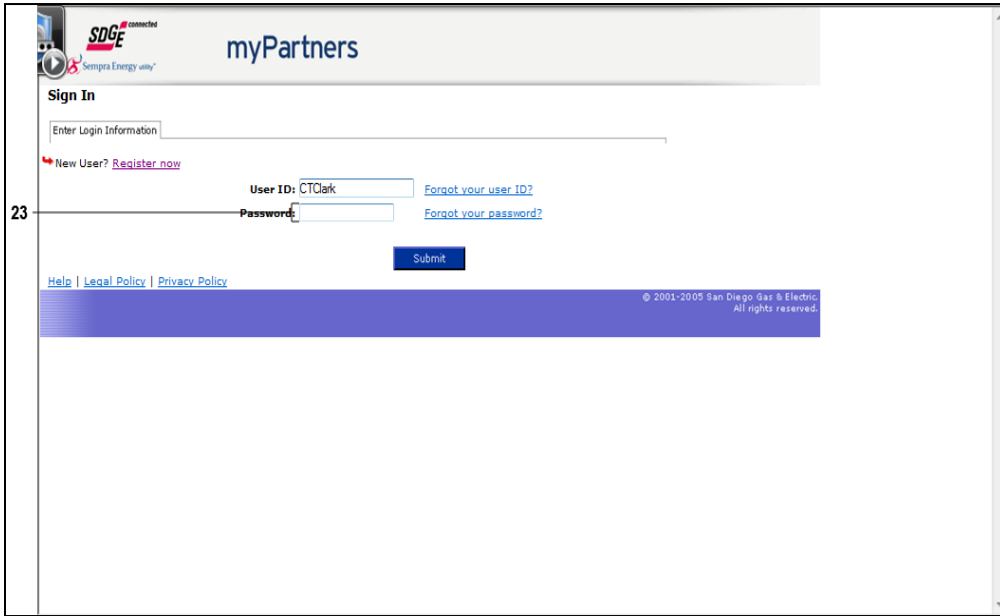
21. Click the [here](#) link



22. As required, complete/review the following fields:

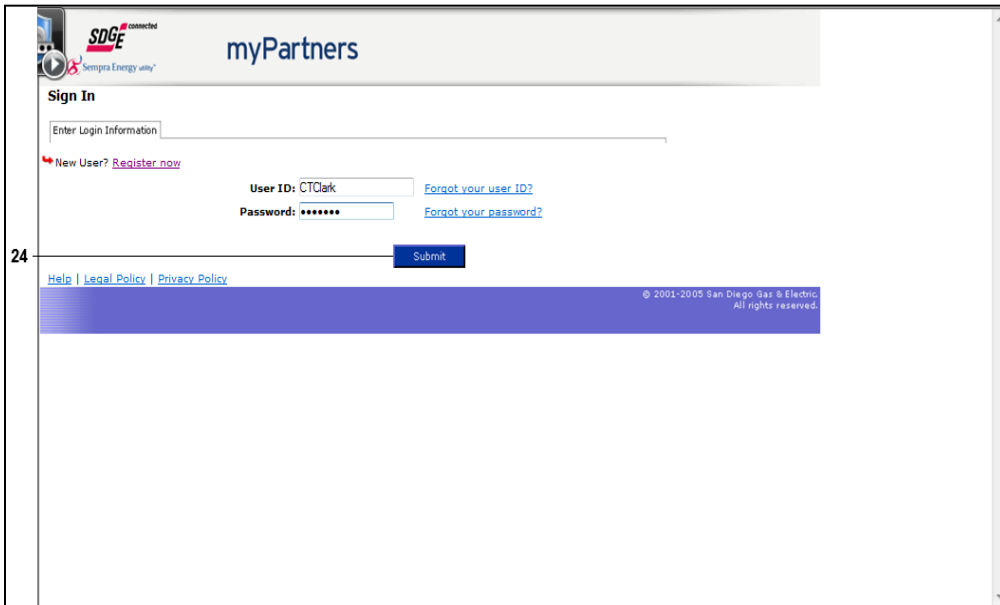
Field	R/O/C	Description
User ID:	R	Example: CTClark

Work Instruction

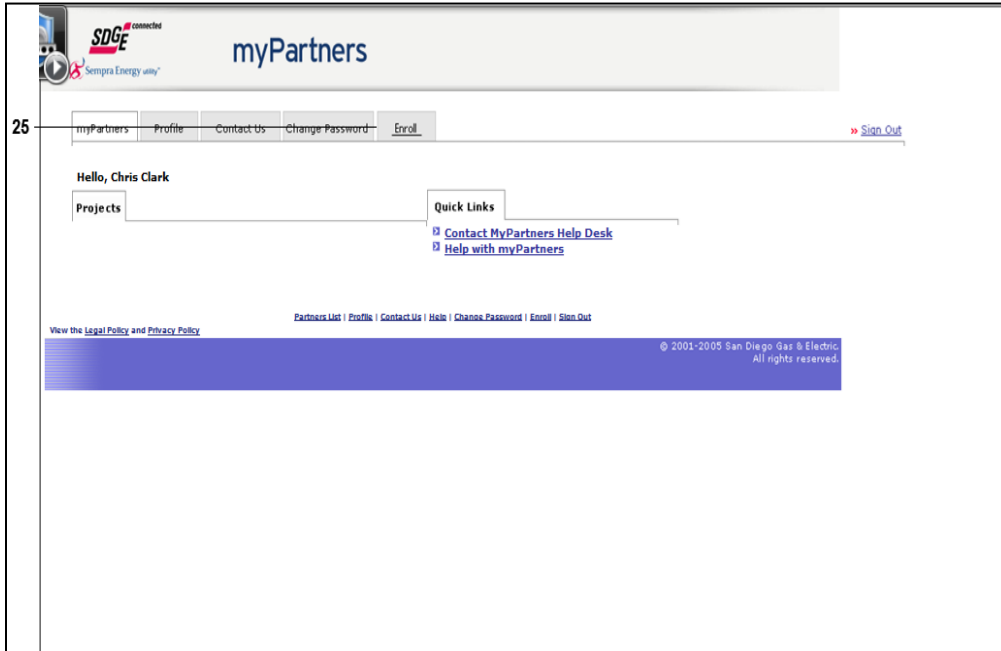


23. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****



24. Click  button

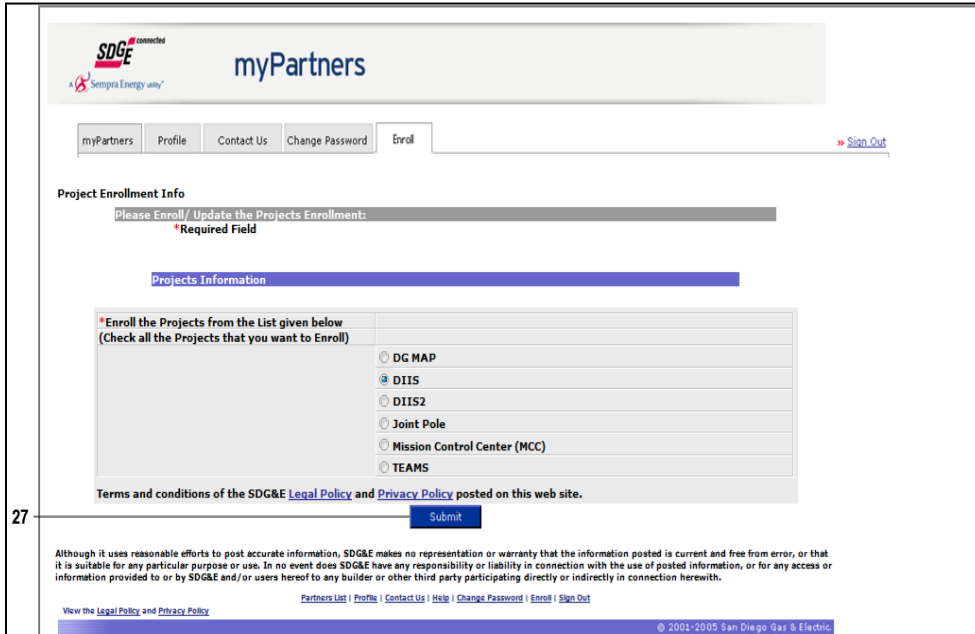


25. Click the  link.



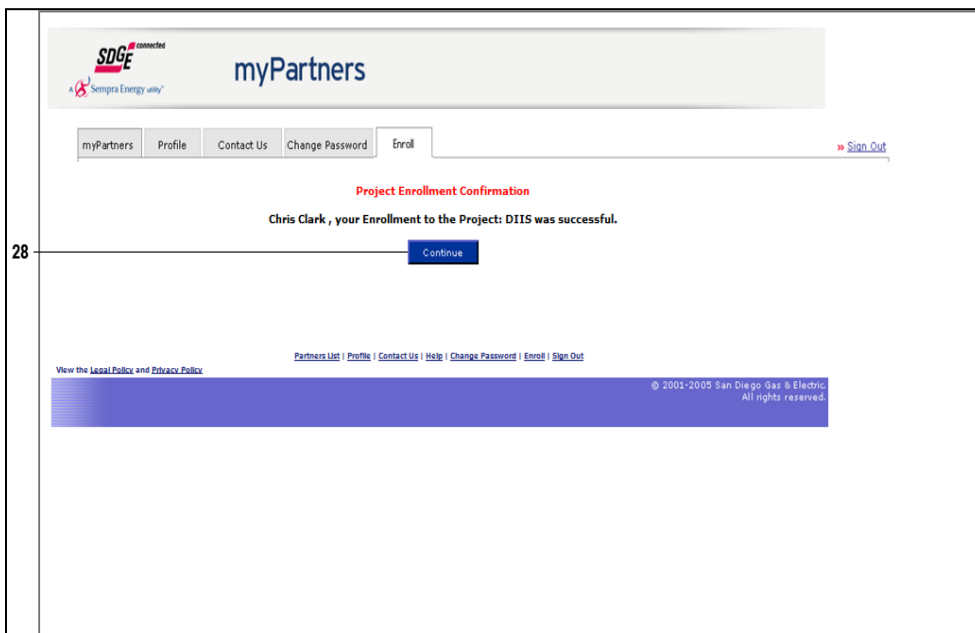
Work Instruction

26. Click the "DIIS" radio button.



The screenshot shows the 'myPartners' interface for project enrollment. At the top, there are navigation tabs: 'myPartners', 'Profile', 'Contact Us', 'Change Password', and 'Enroll'. A 'Sign Out' link is visible on the right. Below the navigation is the 'Project Enrollment Info' section, which includes a message: 'Please Enroll/ Update the Projects Enrollment: *Required Field'. Underneath is a 'Projects Information' section with a table of projects to enroll in. The 'DIIS' project is selected with a radio button. Below the table, there is a 'Submit' button. At the bottom of the page, there is a disclaimer and a footer with the text '© 2001-2005 San Diego Gas & Electric'.

27. Click  button



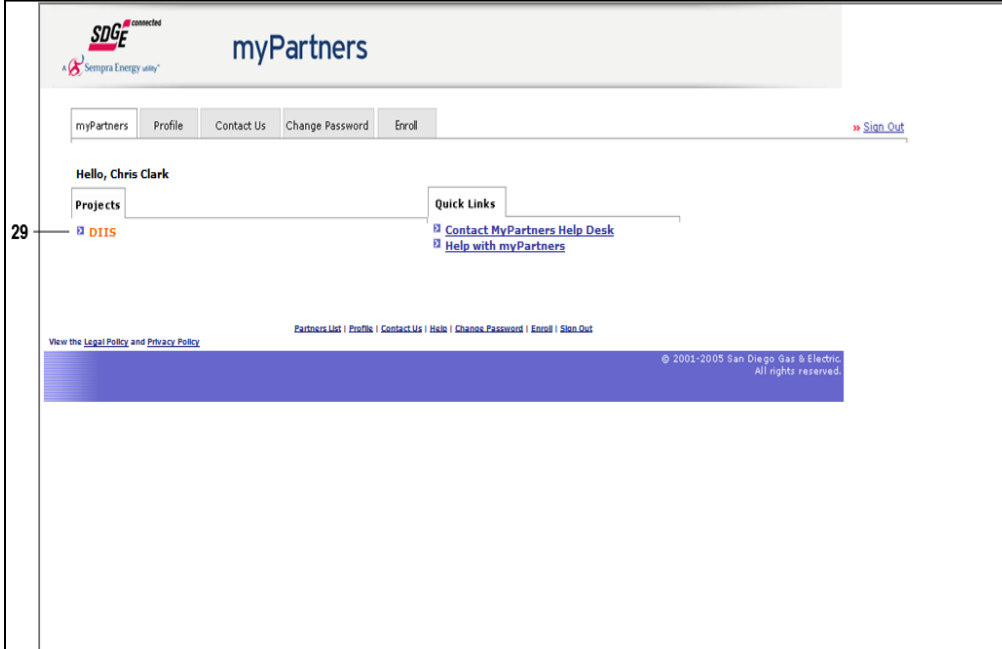
The screenshot shows the 'myPartners' interface after successful enrollment. The 'Project Enrollment Confirmation' message is displayed: 'Chris Clark, your Enrollment to the Project: DIIS was successful.' Below the message is a 'Continue' button. At the bottom of the page, there is a footer with the text '© 2001-2005 San Diego Gas & Electric. All rights reserved.'

28. Click  link

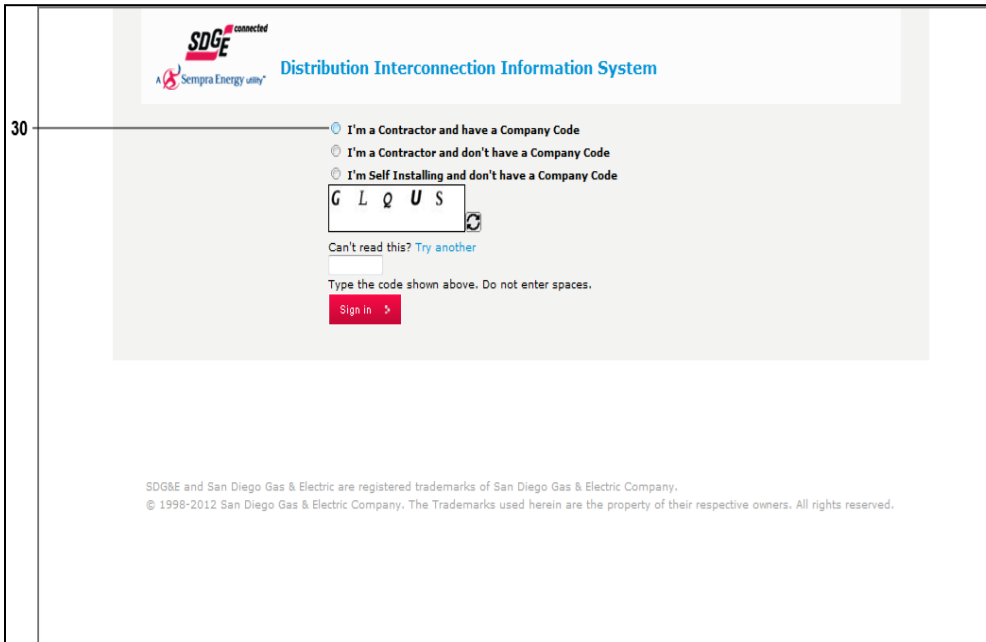
Work Instruction



You are now enrolled to have DIIS in your MyPartners portfolio.

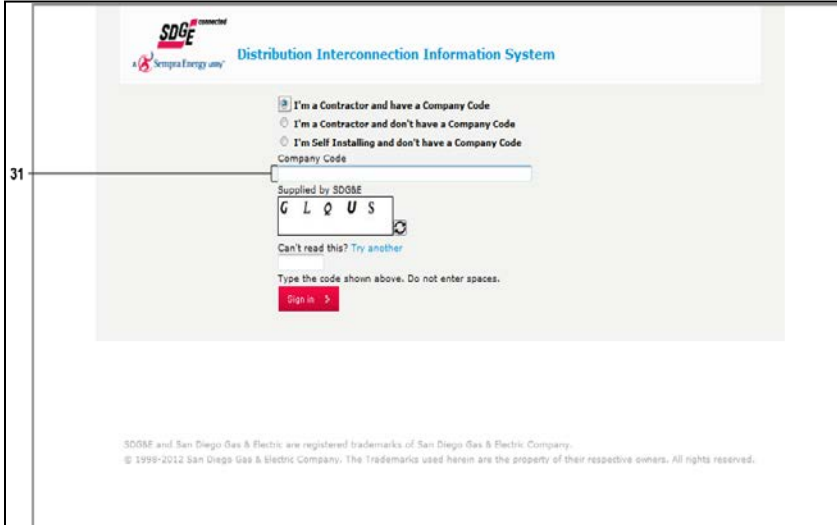


29. Click the  **DIIS** link..



Work Instruction

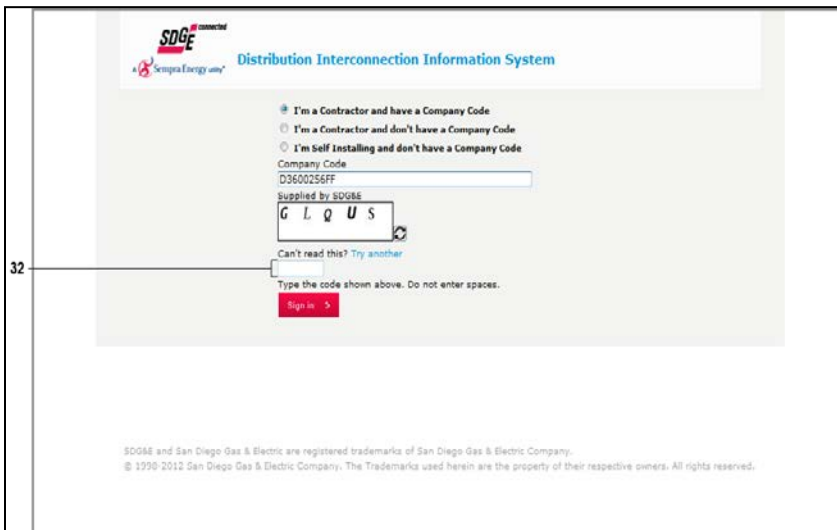
30. Click the "I'm a Contractor and have a Company Code" radio button.



31

31. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	R	Example: D3600256FF



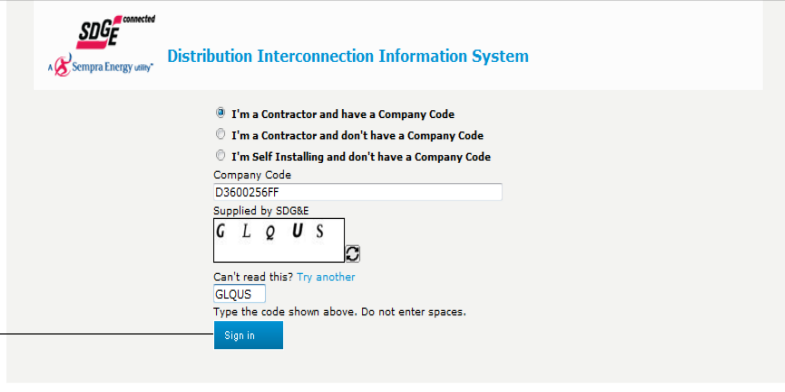
32

32. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

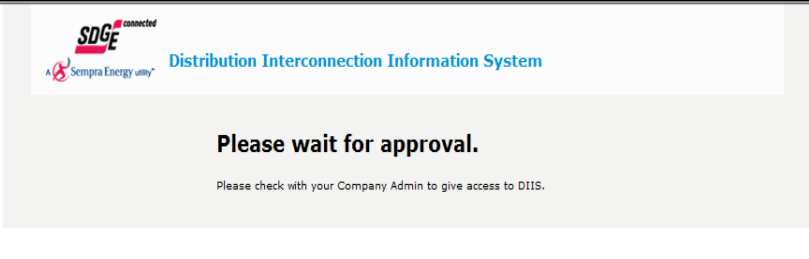
Field	R/O/C	Description
Can't read this?	R	Example: GLQUS



33

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33. Click the "Sign in"  button.



34.

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34. Check with admin.



DIIS Contractor Registration and Login

Work Instruction



Please notify your company administrator that it is "okay" for them to approve you in the DIIS-NEM system and close out of the browser.



DIIS Application Submittal – Traditional Process <= 30kw

Work Instruction

P u r p o s e

Use this procedure as step by step instructions to assist you when applying for a client to receive the “Fast Track” approval for NEMs program on systems less than or equal to 30kw.

Contact

If you have further concerns or questions in the application process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

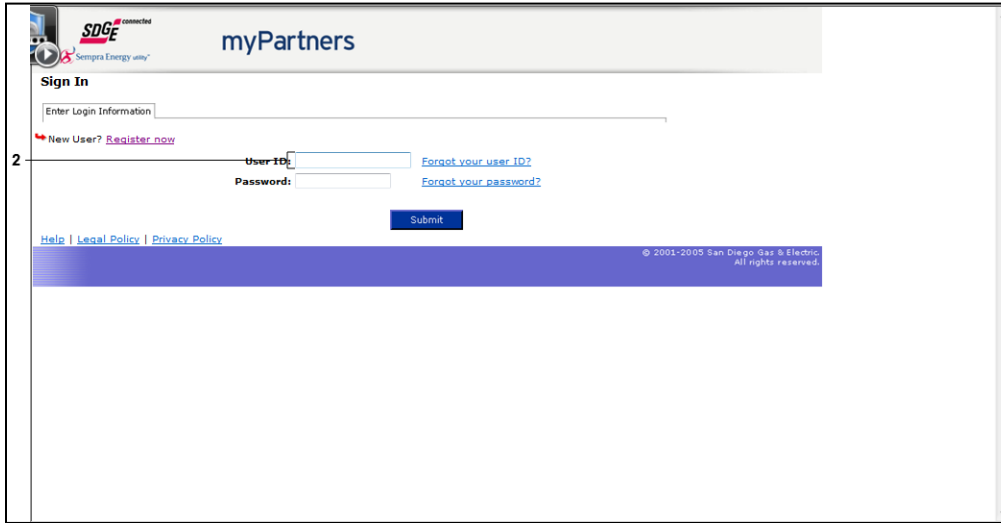
Menu Path

Use the following menu path to begin this transaction:


- <https://mypartners.sdge.com>

Work Instruction

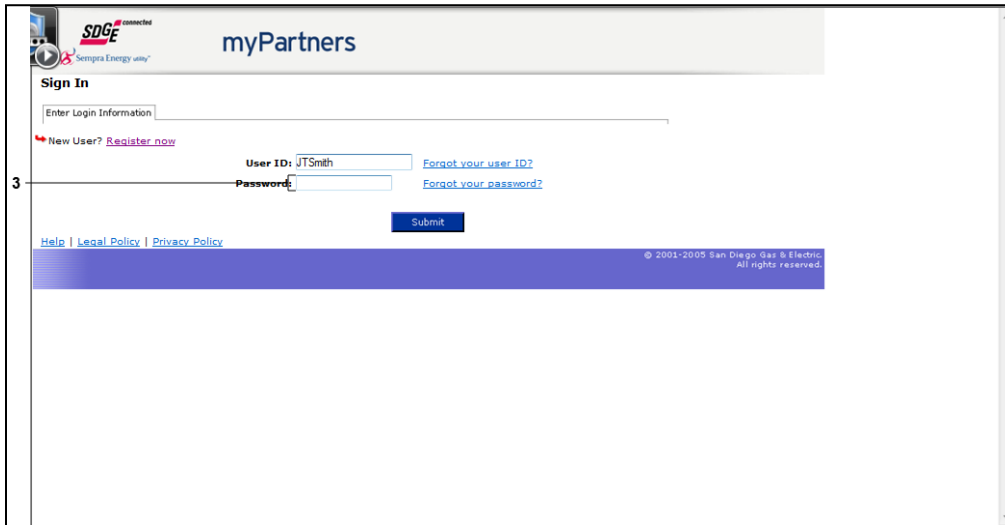
1. Start the transaction using the path: <https://mypartners.sdge.com/>



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID:	R	<p>Example: JTSmith</p> <p> If you have forgotten either your User ID or Password use the links next to the login fields.</p>

Work Instruction



myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

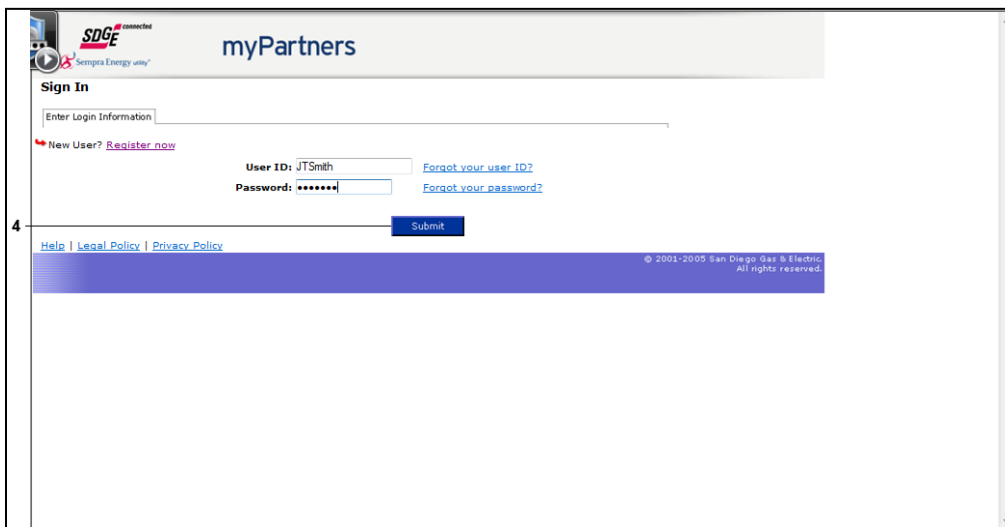
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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3. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****



myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

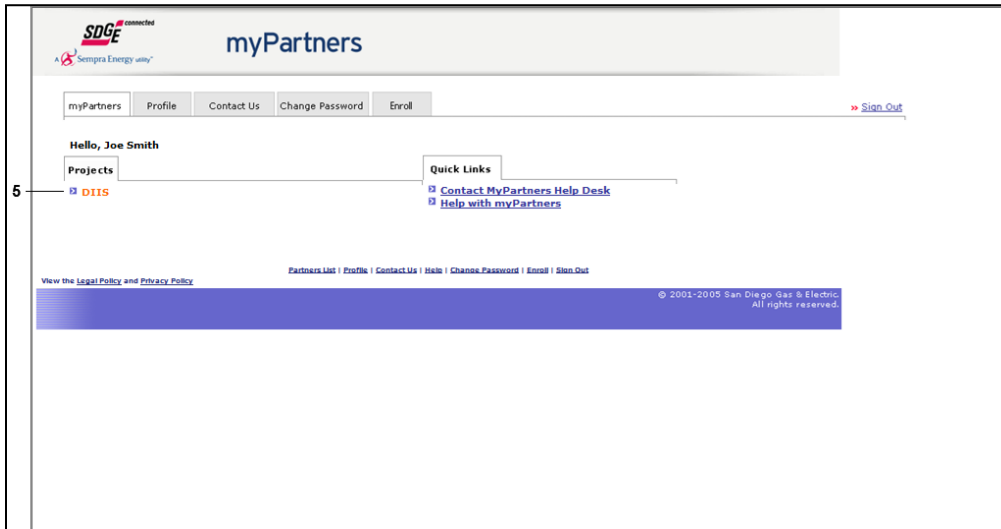
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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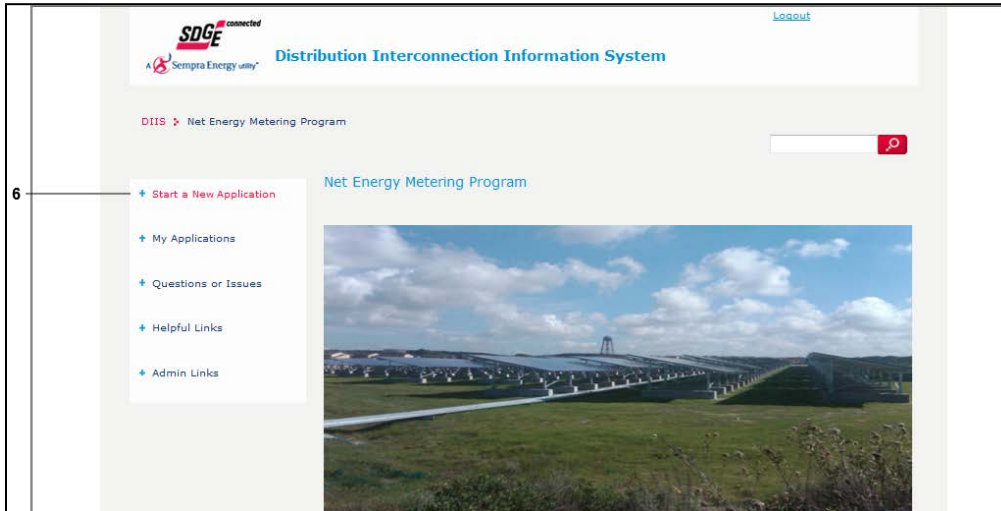
4. Click the "Submit" button

Work Instruction



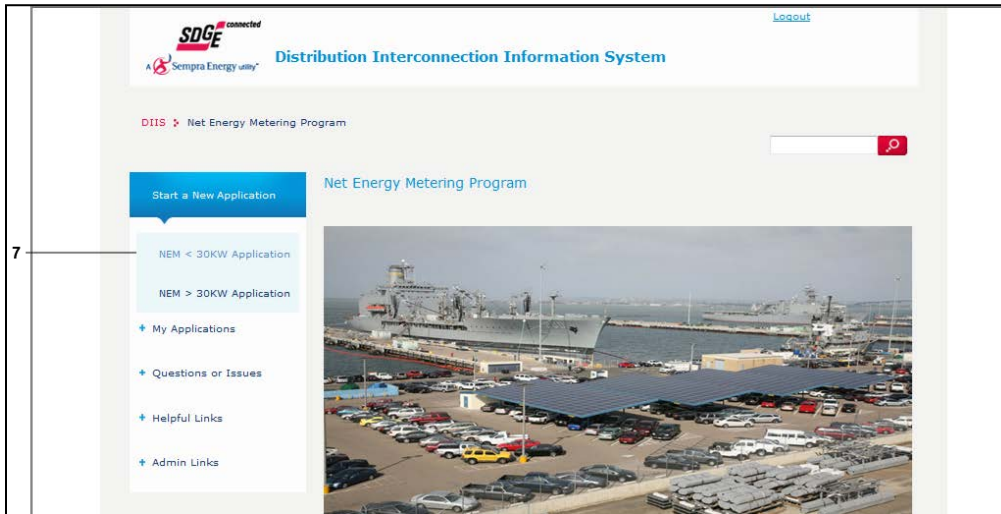
5. Click the "DIIS" link.

Net Energy Metering | San Diego Gas & Electric



6. Click the "Start a New Application" link.

Work Instruction



7. Click the "NEM <= 30KW Application" link.

Pursuant to California Public Utilities Commission (CPUC) Decision R.12-11-005, SDG&E is required to provide certain data to the CPUC or its contractors regarding NEM Customers, including but not limited to customer identification information, contractor identification information, system ownership status, cost, etc. By filling out and executing this Application, you authorize SDG&E to release any and all information contained herein to the CPUC and/or its contractor without further notification or consent.

Step 1 - Identifying The Generating Facility's Location And Responsible Parties

If you are participating in a California rebate program, please check the appropriate option below and continue with this application.

***Required Field**

I am not participating in a California rebate program.

I am also participating in a California rebate program, and understand that I will have to apply for a California rebate program separately.

8. Click the radio button for which rebate scenario applies to this application.

)

Work Instruction

Please state the ownership type of the NEM Generating Facility (Third Party or Customer):

***Required Field**

Third Party Owned Customer Owned

Claimed Federal Investment Tax (ITC) cost basis:

Please provide the Contractor's name at the time of the sale:

Please provide the third-party contract type:

Power Purchase Agreement (PPA)

Lease

Pre-Paid Lease

Other

Please specify:

9. Select the ownership type – Third Party Owned or Customer Owned. Additional questions will follow for both. For Third Party Owned, the Federal Investment Tax (ITC) cost basis, the Contractor's name at the time of sale, and the third-party contract type are required. For customer owned, the sales price and whether the system was Property Assessed Clean Energy (PACE) financed is required.

Work Instruction

B. Description of Service (This Agreement is being filed for, check all that apply):

* Required Field

- A New NEM Generating Facility - new request for interconnection (at an existing service)
- A New NEM Generating Facility - new request for interconnection in conjunction with a new service. An Application for Service must be completed. Additional fees may be required if a service or line extension is required (in accordance with SDG&E Electric Rules 15 and 16). Please contact SDG&E at 1-800-411-7343.
- Physical Changes to an Interconnected NEM Generating Facility - request for modification of interconnection due to changes to NEM Generating Facilities with previous approval by SDG&E (for example, adding PV panels, changing inverters/turbines or changing load and/or operations).
- A New NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - new request for interconnection at an existing service for both an NEM Generating Facility and paired with energy storage of 10 kW or less. Note that an energy storage system greater than 10 kilowatts or one operating as a standalone system not paired with an NEM Generating Facility, requires a different application form. For a Rule 21 standalone energy storage not exporting for resale, please use [Form 142-05203](#) or its successor form. However, for a Rule 21 standalone energy storage system exporting for resale, please use [Form 142-05201](#) or its successor form.
- An Existing NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - a new request for interconnection of an energy storage device paired with a previously approved NEM Generating Facility that has already been given permission to operate.
- A NEM Aggregation Generating Facility (if checked, please also complete Form 142-02769, the NEM Aggregation Form)
- An Interconnection under Direct Access (DA) - a new request for interconnection by a DA customer. Customer applying for NEM who are served under "Direct Access by an Energy Service Provider (ESP) must contact their ESP directly for information regarding the ESP's Net Energy Metering program.
- An Interconnection under Community Choice Aggregation Service (CCA Service) - a new request for interconnection by a CCA Service customer. Customer applying for NEM who are served under Community Choice Aggregation Service by a Community Choice Aggregator (CCA) must contact their CCA directly for information regarding the CCA's Net Energy Metering program.

10. Select the application type where applicable

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill) ?

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1-800-457-3888)

11

Work Instruction

11. If you need help finding the following information, Click on the link provided.

12.

SDGE ACCOUNT NUMBER: 2713 276 271 1 DATE MAILED: Apr 24, 2012 Page 2 of 4
 6418 BUS 1:000-411-SDGE (7343) English
 May 13, 2012 1:800-311-SDGE (7343) Español
 1:877-689-SDGE (7343) TTY
 www.sdge.com

Detail of Current Charges

Electric Service
 Rate: DR-Residential Service Class: 458 kWh Service Class: 458 kWh Billing Period: 3/21/12 - 4/20/12 Meter No.: 4481277 (first scheduled read date May 21, 2012) Cycle: 14 Meter Constant: 1.000 Circuit: 2054 Block: 116A

Billing Period	Start	Current Reading	Previous Reading	Difference	New Constant	Total kWh
03/21/12 - 04/20/12	30	4489	4309	180	1.000	180

ELECTRIC CHARGES

Category	Rate	Quantity	Amount
Electricity Delivery (Details below)	180 kWh		
Electricity Delivery (Details below)	180 kWh		
Electricity Delivery (Details below)	180 kWh		
DWR Bond Charge	180 kWh x \$ 0.0513		\$ 9.24
Water Electricity Generation	180 kWh x \$ 0.0789		\$ 14.20
Total Electric Charges			\$25.80

TAXES & FEES ON ELECTRIC CHARGES

Category	Rate	Amount
City of San Diego Franchise Fee Differential	23.49 x 5.75%	\$ 1.36
Franchise Fees on Electric Energy Supplied by Others	2.32 x 6.88%	\$ 0.16
State Surcharge Tax	180 kWh x \$ 0.00290	\$ 0.52
State Regulatory Fee	180 kWh x \$ 0.00260	\$ 0.47
Total Taxes & Fees on Electric Charges		\$1.61
Total Electric Service		\$27.41
Total Current Charges		\$27.41



Samples of where you can find the required information will pop-up for your convenience.

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill)

Customer Meter Number: (Must match SDG&E Bill)
 (* Required for active accounts)

* Customer First Name: (Must match SDG&E Bill)

* Customer Last Name: (Must match SDG&E Bill)

* Customer Street Number: (Must match SDG&E Bill)

* Customer Street Name: (Must match SDG&E Bill)

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home (Mobile) Phone: (1234567890)

Work Instruction

13. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Account Number:	R	Example: 1234567891

14

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: (Must match SDG&E Bill) ?

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Work Phone: (1321557890)

14. As required, complete/review the following fields:

Field	R/O/C	Description
(* Required for active accounts)	R	Example: 12345678

15

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: (Must match SDG&E Bill) ?

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Work Phone: (1321557890)

Work Instruction

15. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer First Name:	R	Example: Jane

16

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Work/Emergency Phone: (1234567890)

16. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Last Name:	R	Example: Doe

17

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Work/Emergency Phone: (1234567890)

Work Instruction

17. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Street Number:	R	Example: 123

18

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1234567890)

18. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Street Name:	R	Example: 1st Fake st.

19

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: 1st Fake st. (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1234567890)

Work Instruction

19. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer City:	R	Example: San Diego

20

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

D. Contractor Information:

Contractor:

20. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Zipcode:	R	Example: 92123

Work Instruction

21

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: x (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer County: (San Diego or Orange)

21. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer County:	R	Example: San Diego or Orange (must be exactly one of the two.)

22

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

22. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Customer Home/Mobile Phone:	R	Example: 8585556543

23

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

23. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Email Address:	R	Example: JDoe@gmail.com

24

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

24. As required, complete/review the following fields:

Field	R/O/C	Description
* Confirm Customer Email Address:	R	Example: JDoe@gmail.com

Work Instruction

* Customer Email Address:

* Confirm Customer Email Address:

25 * Please indicate which sector best represents the Customer:

25. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Sector:	R	Example: Residential

Fax:

Email:

26 * CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share

26. Read and check if you agree.



Review Contractor Information.

Work Instruction

* CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share information with authorized recipients for a period of three years from the date this agreement is received by SDG&E. Contact(s) are also authorized to change rate schedules served under and metering arrangements which may result in charges to Customer. Should customer wish to select a different authorization period, Customer may utilize the "Authorization to Receive Customer Information or Act on a Customer's Behalf," which may be found at: <http://www.sdge.com/clean-energy/apply-nem/apply-nem-resources>

In addition, Customer authorizes SDG&E to release to the California Energy Commission (CEC) information regarding Customer's facility, including customer name and Generating Facility location, size, and operational characteristics, as requested from time to time pursuant to the CEC's rules and regulations.

This agreement is applicable only to the Generating Facility described above and installed at the above location. The Generating Facility may not be relocated or connected to SDG&E's system at any other location without SDG&E's express written consent.

Customer shall be responsible for the design, installation, operation, and maintenance of the Generating Facility and shall obtain and maintain any required governmental authorizations and/or permits.


[Back](#)[Next](#)

27.

After reading this section, click the "Next" button

[Next](#)

Work Instruction

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 2

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 2 - Requirements For Interconnection

IN SUBMITTING THIS DOCUMENT, I THE CUSTOMER, UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

Permission to Interconnect

Customers must not operate their Generating Facility in parallel with SDG&E's Distribution System until they receive written authorization for Parallel Operation from SDG&E. Unauthorized Parallel Operation could result in injury to persons and/or damage to equipment and/or property for which the Customer may be liable.

Safe Operation of your Generating Facility

Notwithstanding any other provision of this Agreement, if at any time SDG&E determines that either (a) the Customer's Facility, or its operation, may endanger SDG&E personnel, or (b) the continued operation of the Customer's Facility may endanger the safe and reliable operation of SDG&E's electrical system, SDG&E shall have the right to disconnect the Facility from SDG&E's system. Customer's Facility shall remain disconnected until such time as SDG&E is satisfied that the unsafe condition(s) have been corrected.

Meter Access

Your meter must be installed in a safe SDG&E-accessible location and remain unobstructed by locked gates or pets. Additionally, meter access must be maintained at all times for meter reading and system maintenance. Any animals owned by the customer, including pet dogs, should not have access to these areas to avoid hindering SDG&E service personnel. Preventing them from completing their work. If your self contained meter is being

28. Step 2 - Requirements for Interconnection. Read and scroll down.

facility includes a wind turbine, the description must include the manufacturer name, model number, number of turbines, and the nameplate rating. Only CEC-AC-certified inverters and certified wind-turbine generators without separate inverters will pass the requirements for Simplified Interconnection. (See the SDG&E website www.sdge.com/business/netMetering.shtml or the CEC website at: www.gosolarcalifornia.org/equipment)

d. A description of how the power output from the inverter is connected to the **main service panel via a branch breaker**. The ampere rating of this branch breaker and the main service panel breaker must be compatible with the output rating of the Generating Facility. The output rating is computed based on the total nameplate rating of the inverter.

e. If such metering is required, a complete description of the **performance (generation output) meter and related equipment**. The description must include the meter manufacturer, model number and type (socket or panel), as well as any other relevant information (e.g., socket, panels, breakers). If instrument transformers are required, the description should include this information.

f. If applicable, a complete description for Energy Storage systems paired with an NEM Generating Facility of the specific inverter operating in conjunction with the Energy Storage system including, but not limited to, the battery manufacturer, battery model number, the inverter model number, nameplate rating in kilowatts, CEC-AC rating, quantity, output voltage and phase.

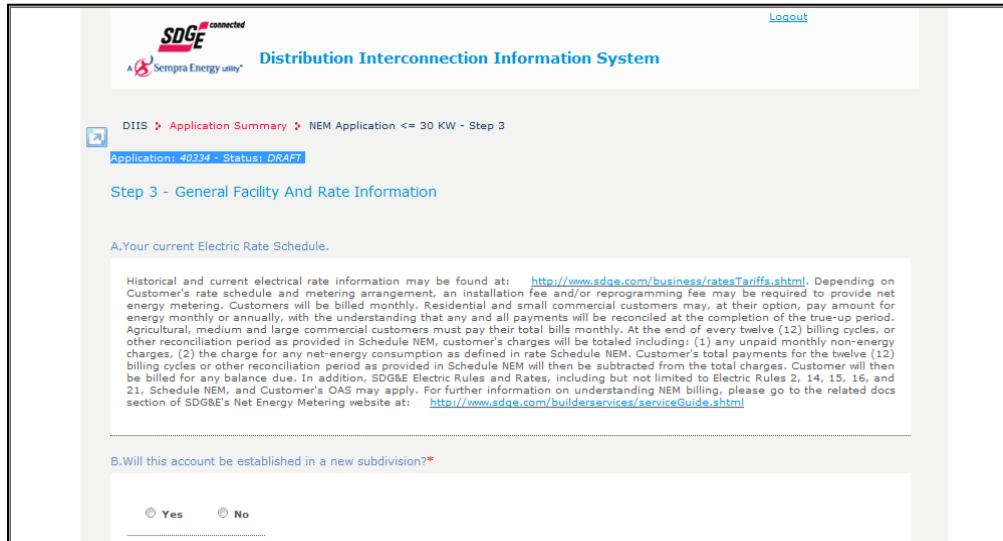
3. The final approval by the cities' or counties' electrical inspector is required before SDG&E can conduct their field inspection. The **cities' or counties' electrical inspector must notify SDG&E's New Service Department directly**. The Net Energy Department cannot accept copies of an electrical permit.

BackNext

Work Instruction

29.

Once this section is read, click the "Next" button

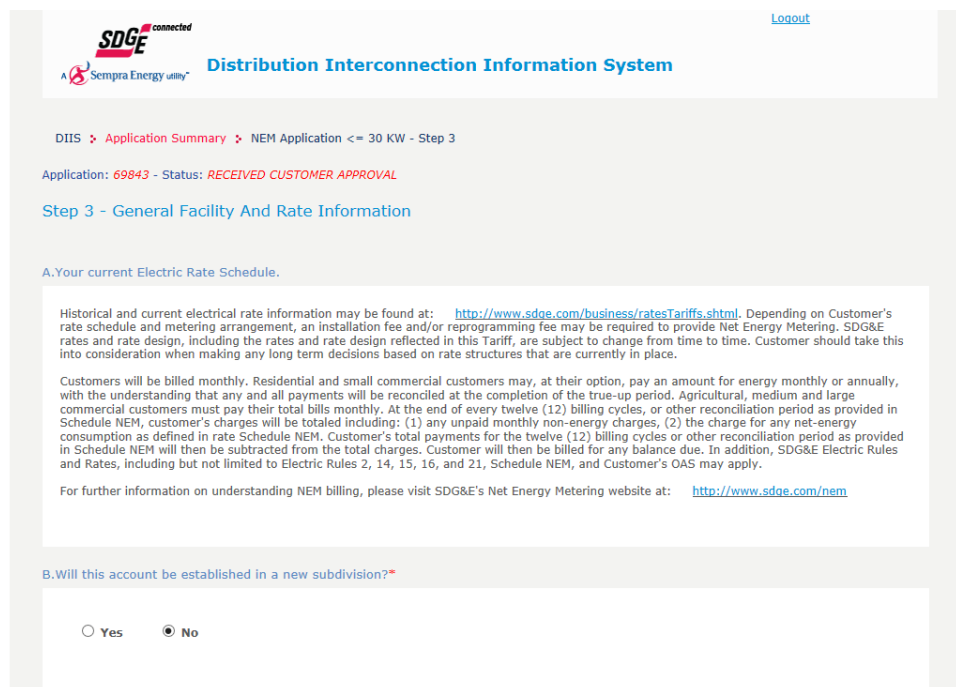


The screenshot shows the "Distribution Interconnection Information System" interface. The breadcrumb trail is "DIIS > Application Summary > NEM Application <= 30 KW - Step 3". The application number is 40334 and its status is "DRAFT". The current step is "Step 3 - General Facility And Rate Information". Section A, "Your current Electric Rate Schedule," contains a paragraph of text with a link to <http://www.sdge.com/business/ratesTariffs.shtml>. Section B, "Will this account be established in a new subdivision?*", has radio buttons for "Yes" and "No".

30.



Read section A.



The screenshot shows the "Distribution Interconnection Information System" interface. The breadcrumb trail is "DIIS > Application Summary > NEM Application <= 30 KW - Step 3". The application number is 69843 and its status is "RECEIVED CUSTOMER APPROVAL". The current step is "Step 3 - General Facility And Rate Information". Section A, "Your current Electric Rate Schedule," contains a paragraph of text with a link to <http://www.sdge.com/business/ratesTariffs.shtml> and another paragraph with a link to <http://www.sdge.com/nem>. Section B, "Will this account be established in a new subdivision?*", has radio buttons for "Yes" and "No", with "No" selected.

Work Instruction

31. Click the Yes/No radio button to answer section B.

B. Will this account be established in a new subdivision?*

Yes No

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

32. Click the Yes/No radio button to answer section C.

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

D. Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

E. A. Will this account be established in a new subdivision?*

F. A. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

33. Select expected date of project completion. The date must be equal or greater than today's date, otherwise an error will appear.

Work Instruction

D.Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

E.Are there any other generators connected on this account?*

Yes No

34. Click the Yes/No radio button to answer section E.

F.Are there any possible meter access issues?*

Yes No

G.Are you on a Demand Response program?*

Yes No

Back Next

35. Click the Yes/No radio button to answer section F.

Work Instruction

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation	^
No Key Way	
Dog	
Key Way	v

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

36. Select all that apply if you answered "Y" on section F. (Press "Ctrl" + Click option in list for multi-select).

Work Instruction

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation
No Key Way
Dog
Key Way

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

Please specify the program you are on :

(For more information on SDG&E's Demand Response program see: ["http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml"](http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml))

37. Click the Yes/No radio button to answer section G. If you select "Yes", Please specify the program.

F.Are there any possible meter access issues?*

Yes No

G.Are you on a Demand Response program?*

Yes No

Work Instruction

38.

Click Next button



DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

39.

As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Manufacturer	R	Example: Manufacturer A Company

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

40.

As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Model Number	R	Example: ZP-2

Work Instruction

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

41. As required, complete/review the following fields:

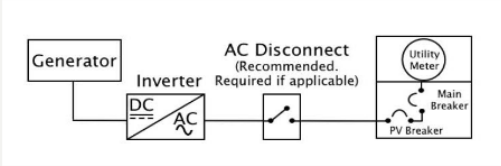
Field	R/O/C	Description
Disconnect Switch Rating(amps)	R	Example: 30

Work Instruction

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

I certify that the SLD below and the equipment information in Step 4 accurately represent the Customer's service and the Generating Facility (there are no other Generating Facilities connected to the service).

I will submit a custom SLD for one or more of the following reasons: there is/are existing Generating Facility(ies) connected to this service, I am modifying an existing Generating Facility, or the Basic SLD does not accurately reflect the project.



42. Select the radio button that applies in Section B. If the system matches, the standard one-line diagram, then no upload of a custom one-line diagram is required in Step 6. If the system does not match the standard one-line diagram, you will be required to upload a custom one-line diagram in Step 6.

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section 1.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?
Alpha Technologies	Solaris 3500 XP		Please select

43. Click Inverter Manufacturer dropdown and select.

Work Instruction

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	<ul style="list-style-type: none"> Protect MPV.015.01 Protect MPV.030.01 Protect MPV.045.01 Protect MPV.060.01 Protect MPV.075.01 Protect MPV.090.01 Protect MPV.105.01 Protect MPV.120.01 Protect MPV.135.01 Protect MPV.150.01 Protect PV.500-UL 	<input type="text"/>	Please select	Add

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information for each inverter you listed above. (Please attach a copy of the panel schedule.) For all identical modules, list the total capacity connected to each inverter.

44. Select the Inverter's Model Number.

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Please select	Add

Work Instruction

45. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity of Inverters	R	Example: 12

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	Action
AEG Power Solutions	Protect MPV.015.01	12	<div style="border: 2px solid red; border-radius: 10px; padding: 2px;"> Please select Single Phase Three Phase </div>	Add

46. Select Phase from list.

Work Instruction

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.


Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Single Phase	Add

47.

Click Add button . This is an important step! Your inverter will not be added until you click on the add button. If you proceed with the application without doing this, an error message will appear and you will be stuck on Step 5!

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

	Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
1	AEG Power Solutions	Protect MPV.015.01	15000.0	12	0.965	Single	Delete

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Single Phase	Add

48.

If you made an error, click the "Delete" link, correct and re-add the corrected Inverter.

Work Instruction

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above	Add
1Soltech			1	

49. Select PV Panel Manufacturer from the dropdown.

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above	Add
alfasolar	<ul style="list-style-type: none"> alfasolar P6L60-220 alfasolar P6L60-225 alfasolar P6L60-230 alfasolar P6L60-235 alfasolar M6L60-240 alfasolar P6L60-240 alfasolar M6L60-245 alfasolar P6L60-245 alfasolar M6L60-250 alfasolar P6L60-250 alfasolar M6L60-255 alfasolar M6L60-260 alfasolar M6L60-265 		1	

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

50. Select the PV Panel.

Work Instruction

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action										
<p>Enter PV:</p> <table border="1"> <thead> <tr> <th>PV Panel Manufacturer</th> <th>PV Panel Model</th> <th>Quantity of PV Panels</th> <th>Inverter number from (C) above</th> <th></th> </tr> </thead> <tbody> <tr> <td>alfasolar</td> <td>alfasolar P6L60-220</td> <td>12</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>								PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above		alfasolar	alfasolar P6L60-220	12	1	Add
PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above														
alfasolar	alfasolar P6L60-220	12	1	Add													

51. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity of PV Panels Inverter number from (B) above	R	Example: 1

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action										
<p>Enter PV:</p> <table border="1"> <thead> <tr> <th>PV Panel Manufacturer</th> <th>PV Panel Model</th> <th>Quantity of PV Panels</th> <th>Inverter number from (C) above</th> <th></th> </tr> </thead> <tbody> <tr> <td>alfasolar</td> <td>alfasolar P6L60-220</td> <td>12</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>								PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above		alfasolar	alfasolar P6L60-220	12	1	Add
PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above														
alfasolar	alfasolar P6L60-220	12	1	Add													

52. Select which Inverter the panels will be attached to. If only one set of inverters were entered, select 1. If there are two or more sets of inverters, select the number of the inverter that is applicable.

Field	R/O/C	Description
Inverter number from above (C)	R	Example: 1

Work Instruction

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (B) above	Action
Enter PV:							
<input type="text" value="alfasolar"/>	<input type="text" value="alfasolar P6L60-220"/>			<input type="text" value="12"/>		<input type="text" value="1"/>	<input type="button" value="Add"/>

53. Click Add button . This is an important step. Without clicking the Add button for the panels, you will be stuck on Step 4.

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

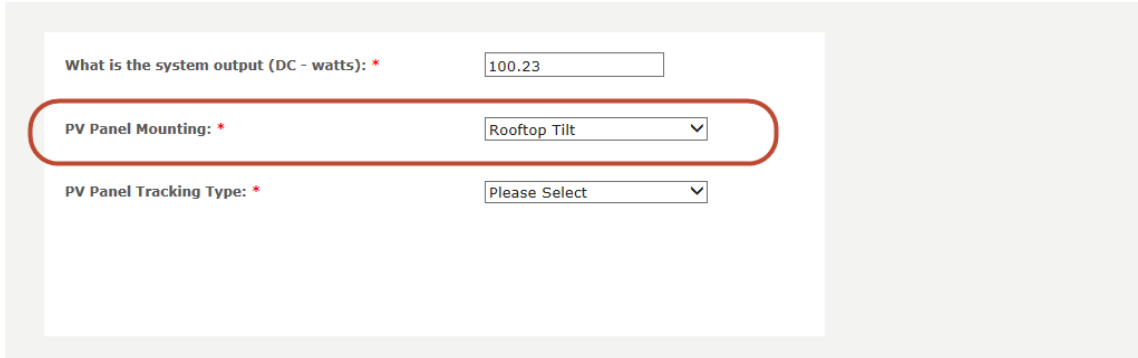
Tilt: *

Azimuth: *

54. Type in the DC output of the system in Watts.

Field	R/O/C	Description
What is the system output (DC – watts)	R	Example: 180,000

Work Instruction

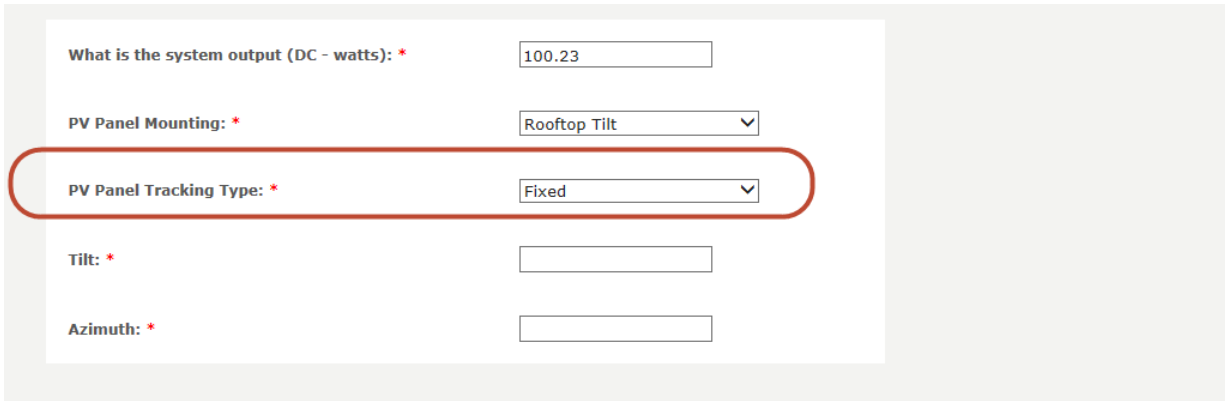


What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

55. Select the PV Panel Mounting Type



What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

56. Select PV Panel Tracking Type

Work Instruction

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

57. If fixed, enter the Tilt and Azimuth of the system.

Work Instruction

E. Wind Turbine Equipment

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Pating kW (per unit)	Wind Turbine CEC-AC Rating (kW) per unit	Quantity of Wind Turbines	Total Capacity (kW)	Turbine Output Valtage	Single or Three Phase	Inverter number from (C) above	Action
---------------------------	--------------------	---	--	---------------------------	---------------------	------------------------	-----------------------	--------------------------------	--------

Enter Wind Turbine Equipment:

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Pating kW (per unit)	Wind Turbine CEC-AC Rating(kW) per unit	Quantity of Wind Turbines	Total Capacity(kW)	Turbine Output Valtage	Single or Three Phase	Inverter number from (C) above	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="text"/>	<input type="button" value="Add"/>

58. For Wind Turbine, fill out all the table if present.

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes
 No

59. For systems larger than 10 kW, enter the short circuit interrupting rating (SCIR) of the service panel.

Work Instruction

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes No

60. Select radio button for the applicable choice for system output monitoring.

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

61. If yes, select where the monitoring system outputs.

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

62. If to an outside entity, state the name of the company.

Work Instruction

If to an outside entity, state the name: *

H. Notices - Mailing Instructions and Assistance

If you prefer to mail the completed agreement, it may be mailed directly to our NEM department at

San Diego Gas and Electric Company
 Attention: Net Metering Team
 Mail Code CP52F
 P.O. Box 129831
 San Diego, California 92123

San Diego Gas and Electric Company
 Attention: Net Metering Team
 Mail Code CP52F
 8316 Century Park Ct
 San Diego, California 92123

Back
Save Section
Next

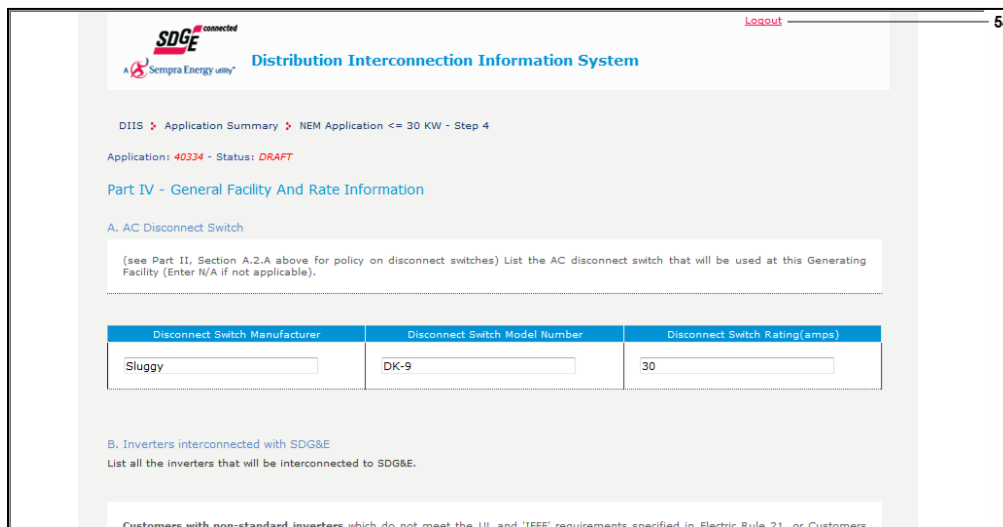
63. Save Section



If you need to save and complete the application at a later date, click on the "Save Section" button



If you would like to continue with the application, click on the "Next" button.



SDGE connected
 A Sempra Energy utility

[Logout](#) 54

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 40334 - Status: DRAFT

Part IV - General Facility And Rate Information

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
Sluggo	DK-9	30

B. Inverters interconnected with SDG&E

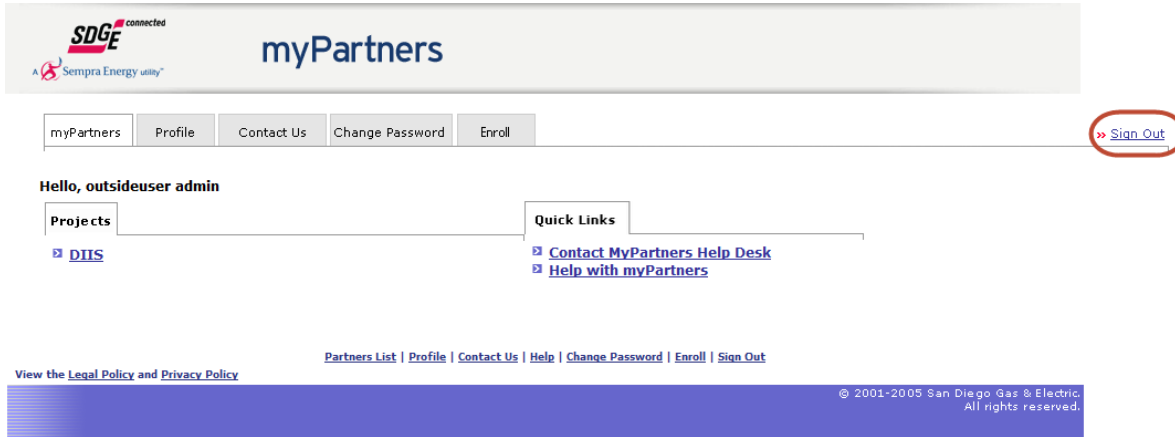
List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers

Work Instruction

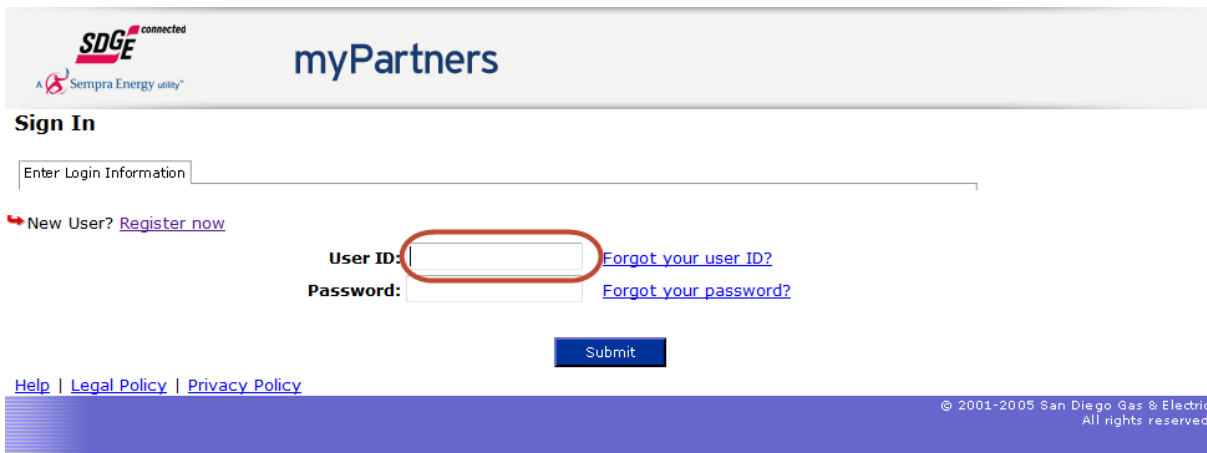
64. If you chose the "Save Section" option, proceed by clicking the "Logout" link follow the following steps to navigate back to this application to complete it at a later time.

myPartners Desk Top



65. Click the "Sign Out" link.

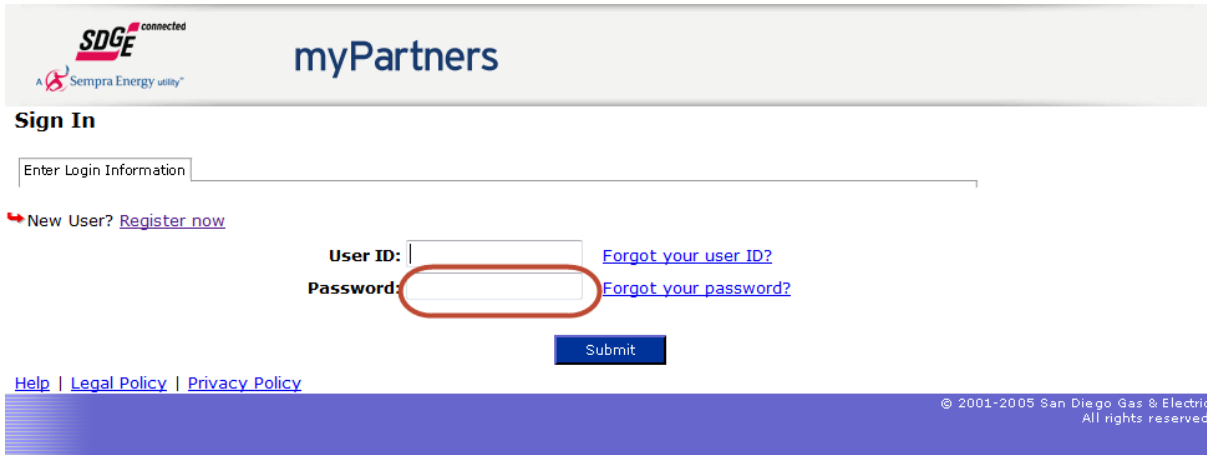
When you are ready to return to your application, go to: <https://mypartnersd.sdge.com>



66. As required, complete/review the following fields:

Field	R/O/C	Description
User ID:	R	Example: JTSmith

Work Instruction



SDGE connected
A Sempra Energy utility

myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

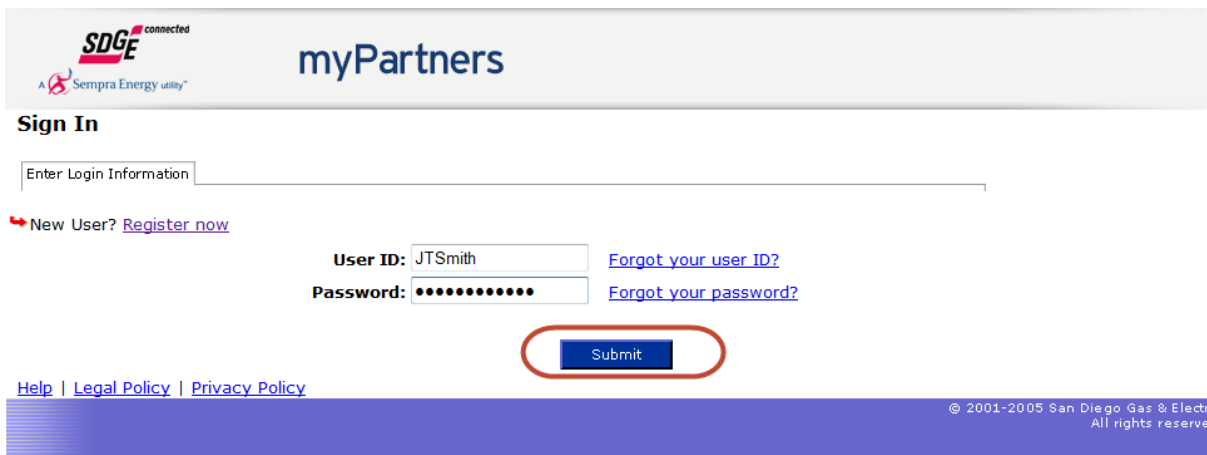
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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67. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****



SDGE connected
A Sempra Energy utility

myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

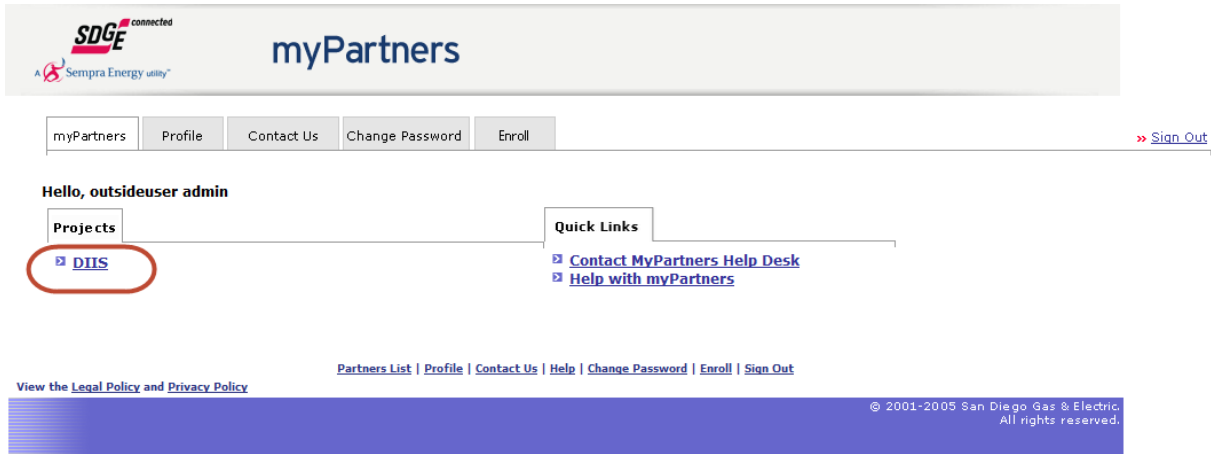
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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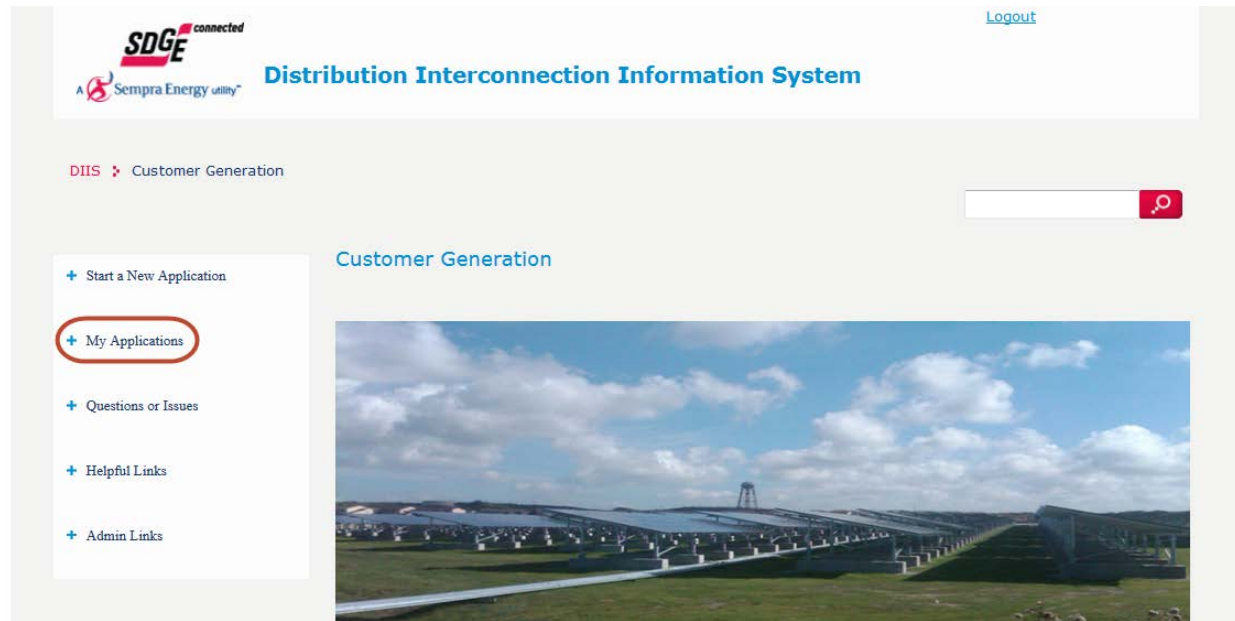
68. Click the "Submit" button.

Work Instruction



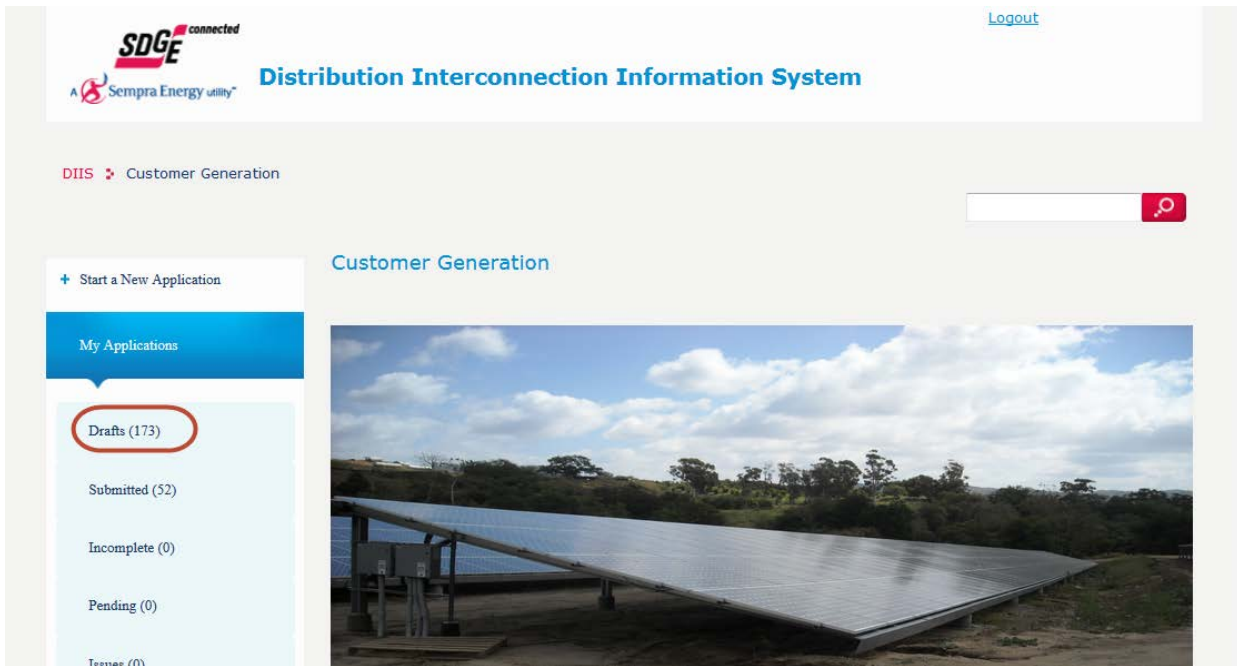
69. Click the "DIIS" link.

Net Energy Metering | San Diego Gas & Electric

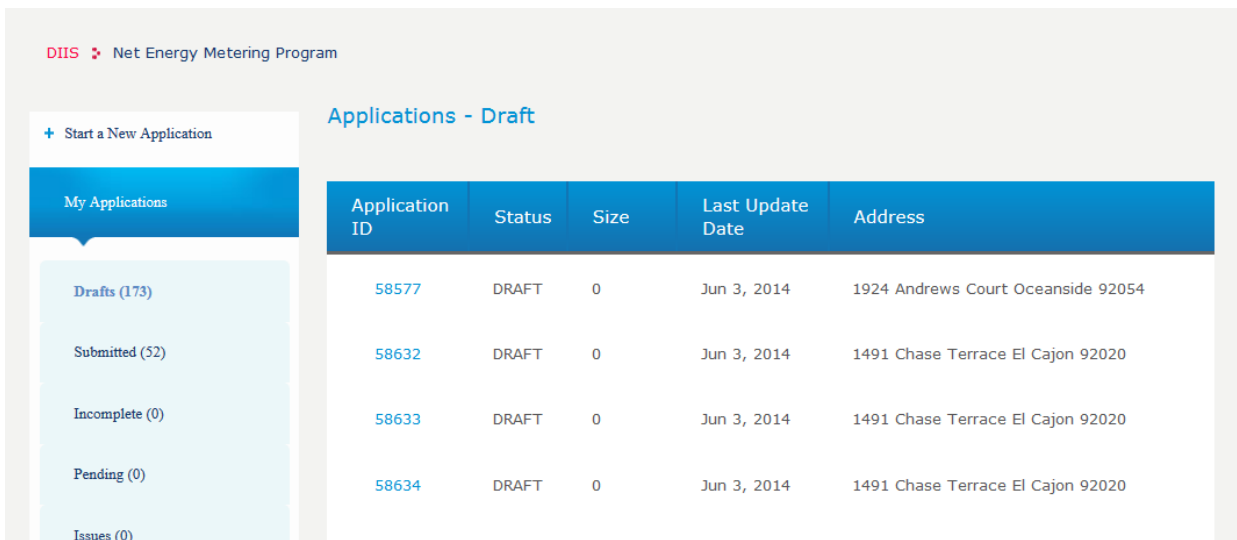


70. Click the "My Applications" link.

Work Instruction

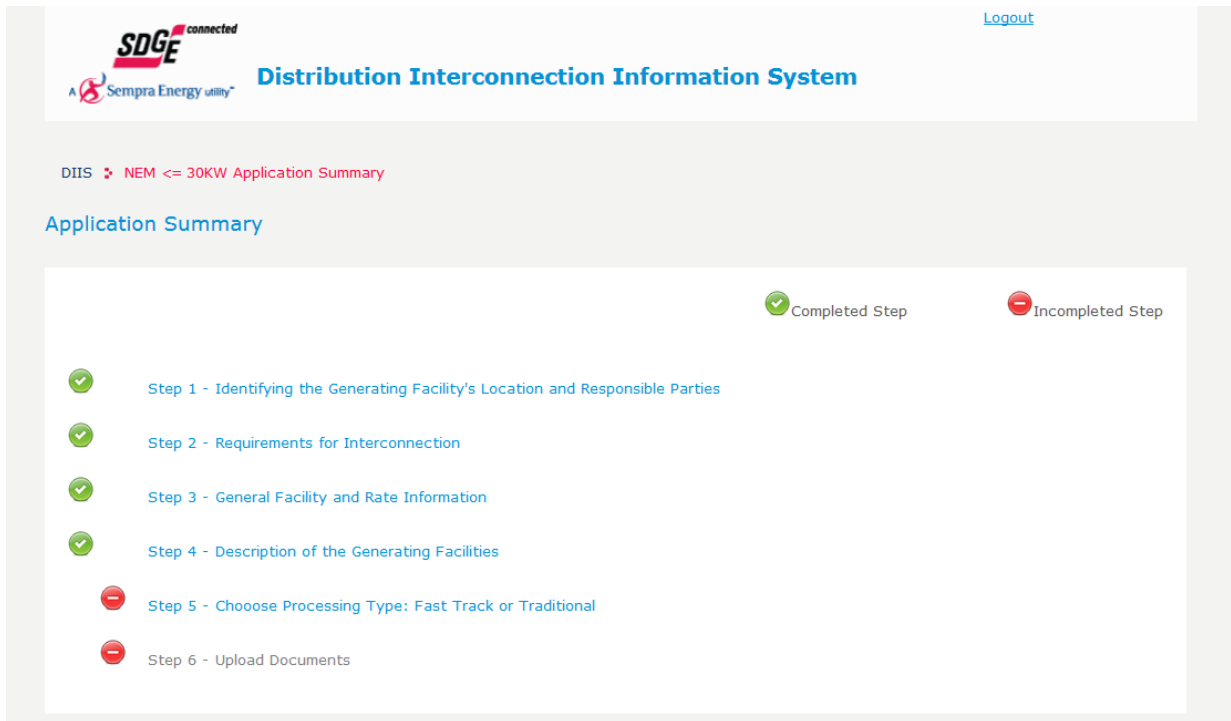


71. Click the "Drafts" link.



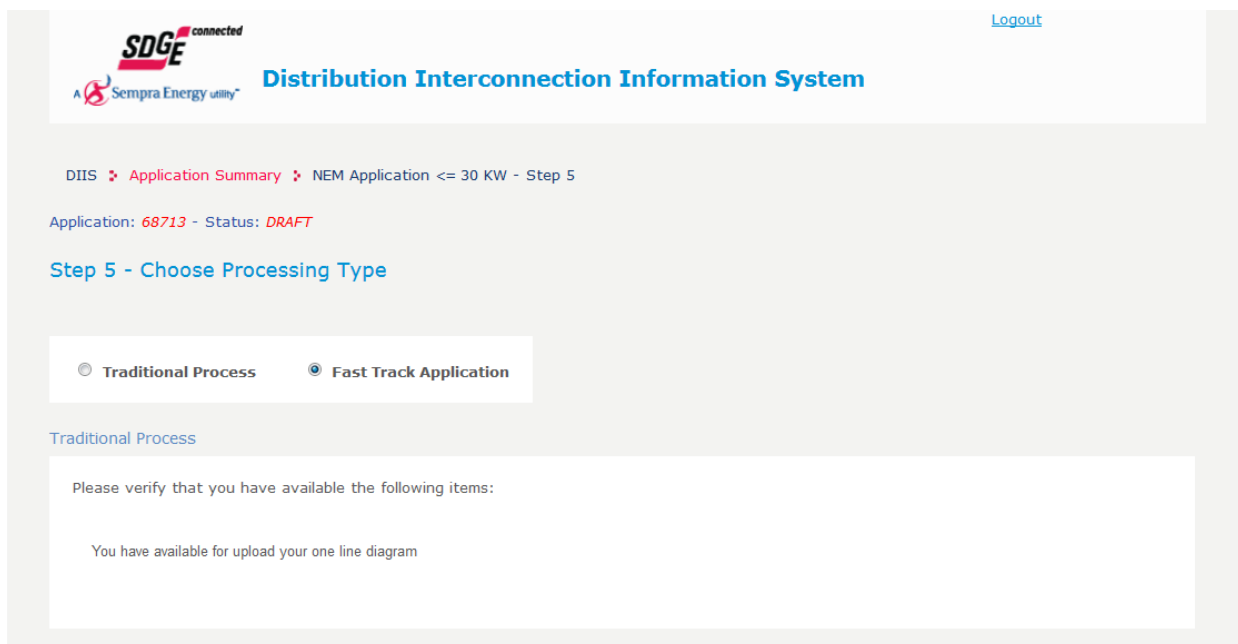
72. Find and click on your desired Application ID link.

Work Instruction



The screenshot shows the 'Distribution Interconnection Information System' interface. At the top left is the SDGE logo with 'connected' and 'A Sempra Energy utility' text. At the top right is a 'Logout' link. Below the header, the breadcrumb path is 'DIIS > NEM <= 30KW Application Summary'. The main heading is 'Application Summary'. A progress bar shows six steps: Step 1 (Identifying the Generating Facility's Location and Responsible Parties), Step 2 (Requirements for Interconnection), Step 3 (General Facility and Rate Information), Step 4 (Description of the Generating Facilities), Step 5 (Choose Processing Type: Fast Track or Traditional), and Step 6 (Upload Documents). Steps 1-4 are marked with green checkmarks and labeled 'Completed Step'. Steps 5 and 6 are marked with red minus signs and labeled 'Incompleted Step'.

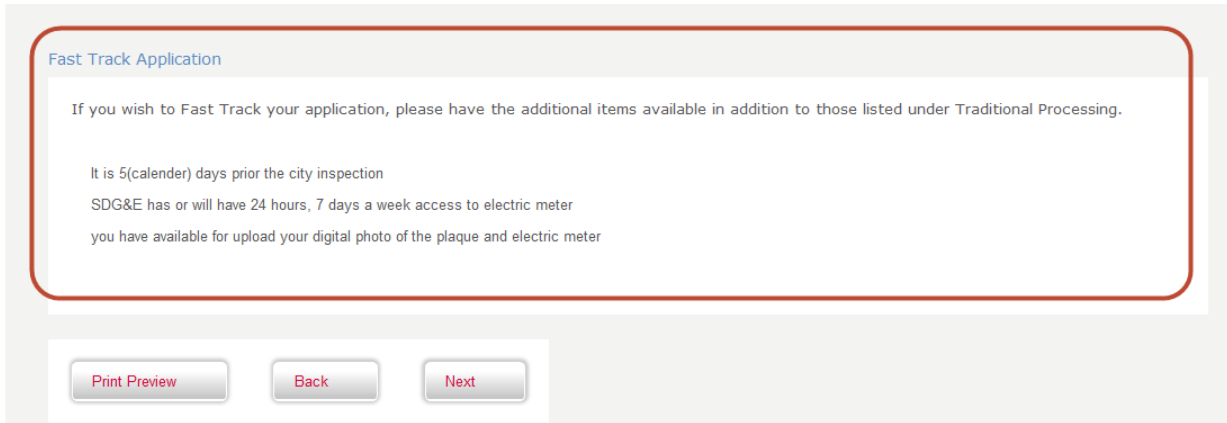
73. Click the first step in the list that show in red (not completed yet).



The screenshot shows the 'Step 5 - Choose Processing Type' page. At the top left is the SDGE logo with 'connected' and 'A Sempra Energy utility' text. At the top right is a 'Logout' link. Below the header, the breadcrumb path is 'DIIS > Application Summary > NEM Application <= 30 KW - Step 5'. The application ID is '68713' and the status is 'DRAFT'. The main heading is 'Step 5 - Choose Processing Type'. There are two radio button options: 'Traditional Process' (unselected) and 'Fast Track Application' (selected). Below the options, the heading is 'Traditional Process'. A text box contains the instruction: 'Please verify that you have available the following items: You have available for upload your one line diagram'.

Work Instruction

74. Click the "Fast Track Application" radio button.



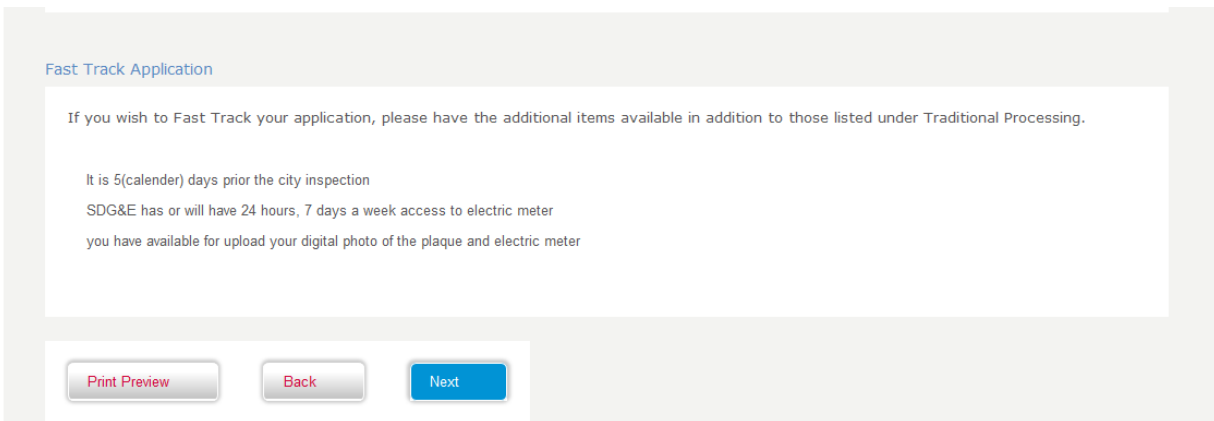
Fast Track Application

If you wish to Fast Track your application, please have the additional items available in addition to those listed under Traditional Processing.

It is 5(calender) days prior the city inspection
SDG&E has or will have 24 hours, 7 days a week access to electric meter
you have available for upload your digital photo of the plaque and electric meter

Print Preview Back Next

75. For the Fast Track option, first verify that you meet all Fast Track requirements.



Fast Track Application


If you wish to Fast Track your application, please have the additional items available in addition to those listed under Traditional Processing.

It is 5(calender) days prior the city inspection
SDG&E has or will have 24 hours, 7 days a week access to electric meter
you have available for upload your digital photo of the plaque and electric meter

Print Preview Back Next

76. Click Next button .

Work Instruction

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: 68713 - Status: DRAFT

Step 6 - Upload Documents

Please upload the following documents:

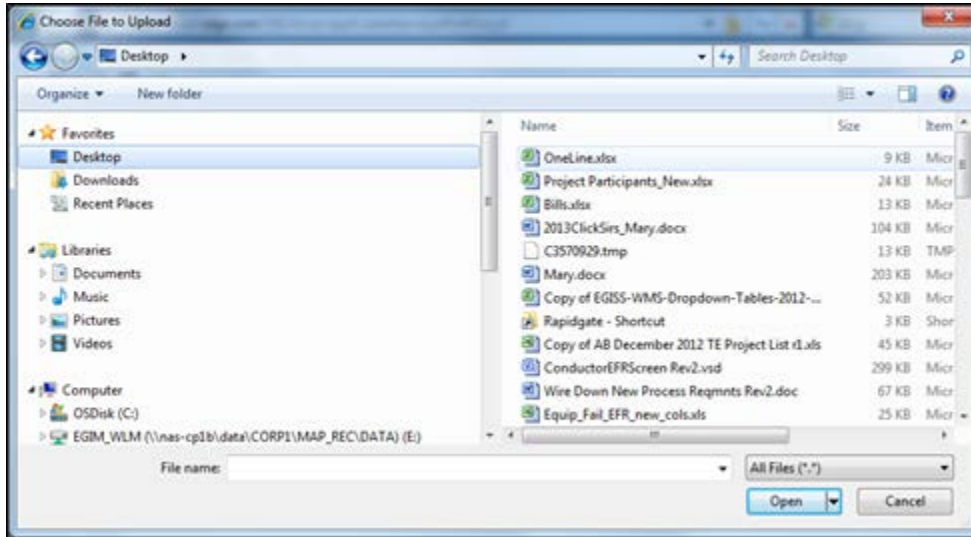
(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* One Line Diagram:	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="upload"/>
Terms & Conditions Document:	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="upload"/>
* Digital Photo of the Warning Plaque:	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="upload"/>

77. If standard one-line diagram was selected in Step 4, then no upload of a custom one-line diagram is required. If it was not selected in Step 4, then a custom one-line is required in Step 4. **The upload option for one-line diagram will only appear for those who did not select standard one-line in Step 4!**

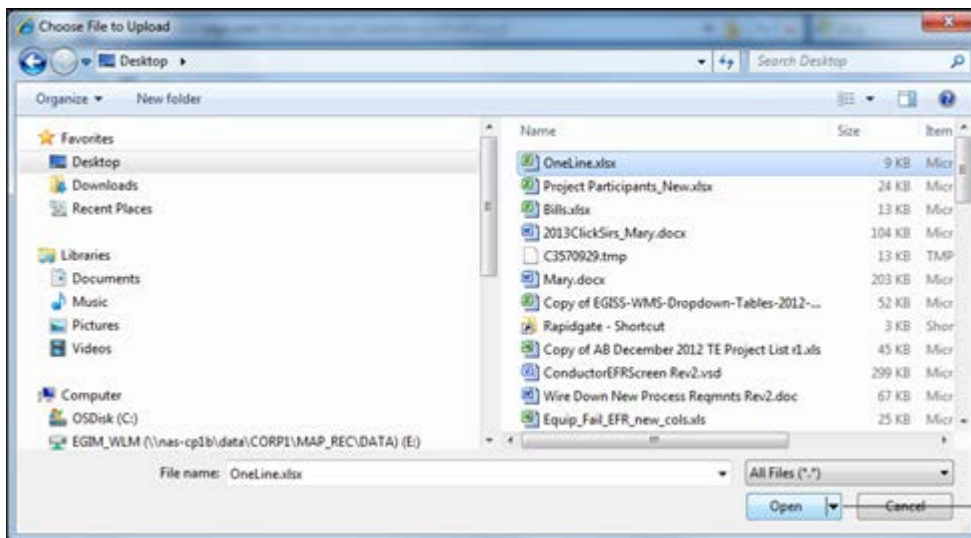
Work Instruction

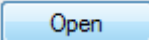
Choose File to Upload



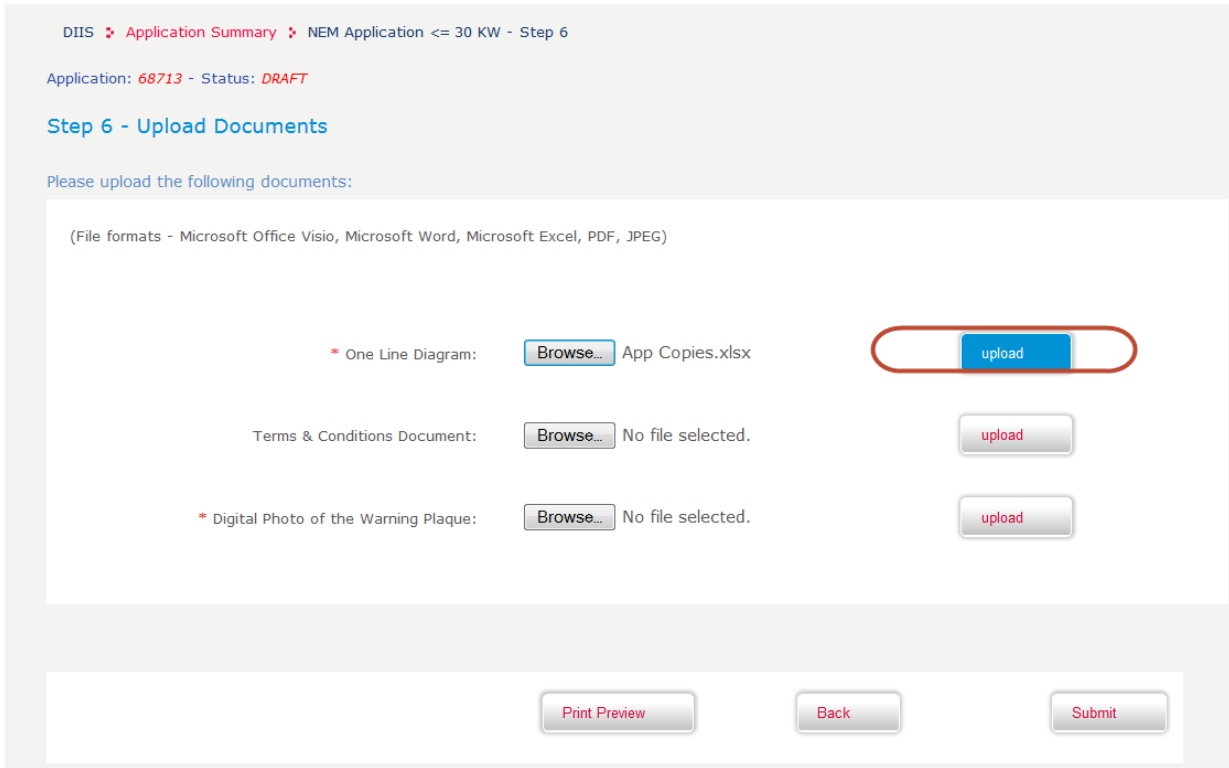
78. Use the browser to locate your file. Once found, click on the One Line associated with the current application.


Choose File to Upload

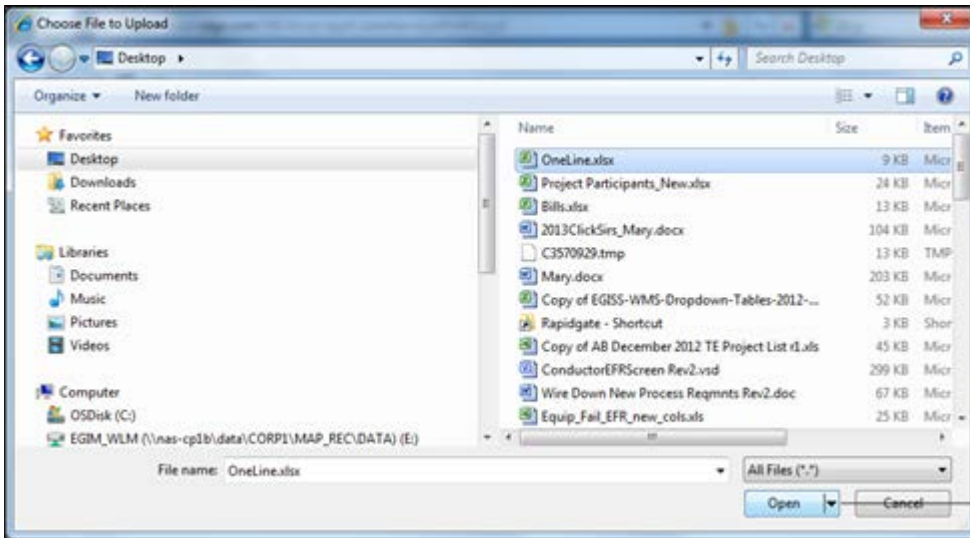


79. Click the  button.

Work Instruction



80. Click upload button . You will have to upload each file one at a time, from top to bottom in order to proceed with the application.



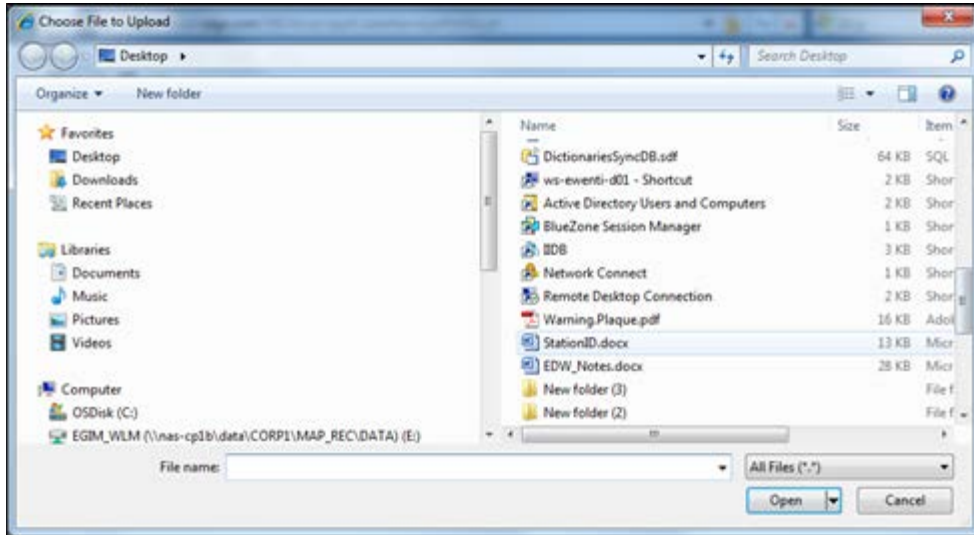
81. If you have a Terms and Conditions document signed by the customer. You can upload it here. You can find the Terms and Conditions document at: <http://www.sdge.com/nem-documents> . Click the  button to search for signed Terms and Conditions document for the active application.

Work Instruction



Note: for each successful upload, you will see a notification to the right of the upload.

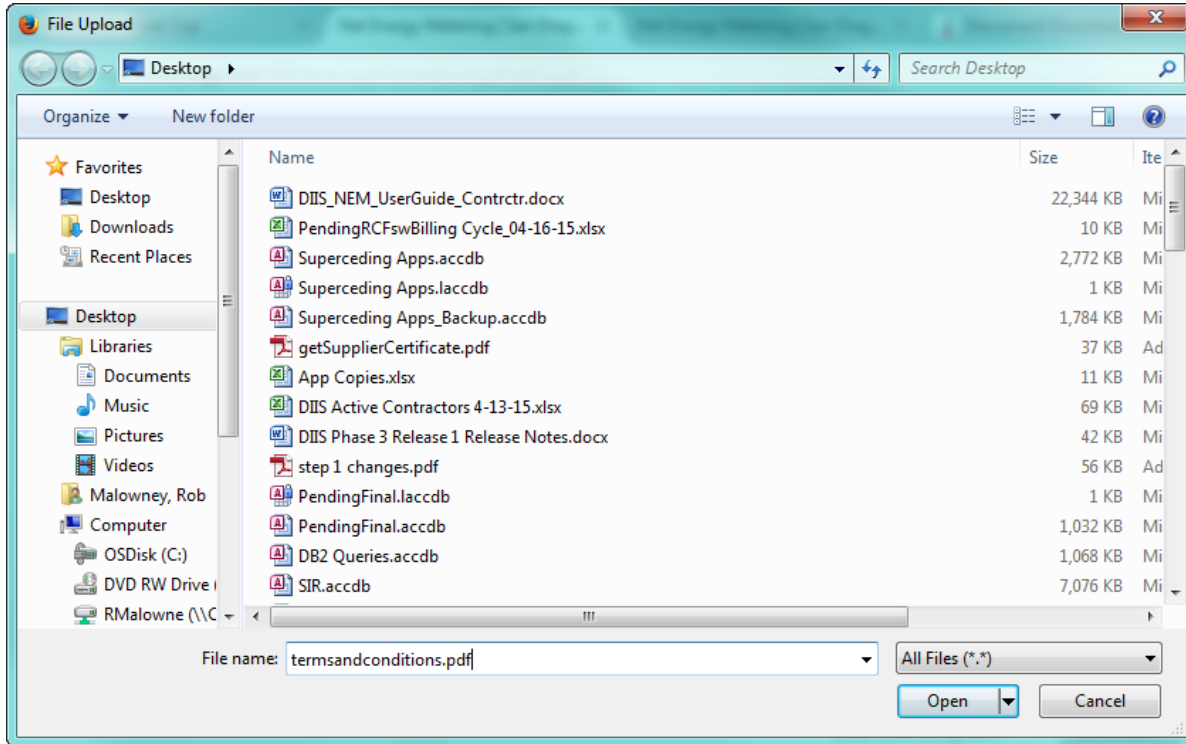
Choose File to Upload

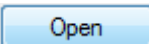


82. Locate and select the file for the terms and conditions document.

Work Instruction

Choose File to Upload



83. Click the  button.

Work Instruction

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: 68713 - Status: DRAFT

Step 6 - Upload Documents

Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* One Line Diagram: App Copies.xlsx

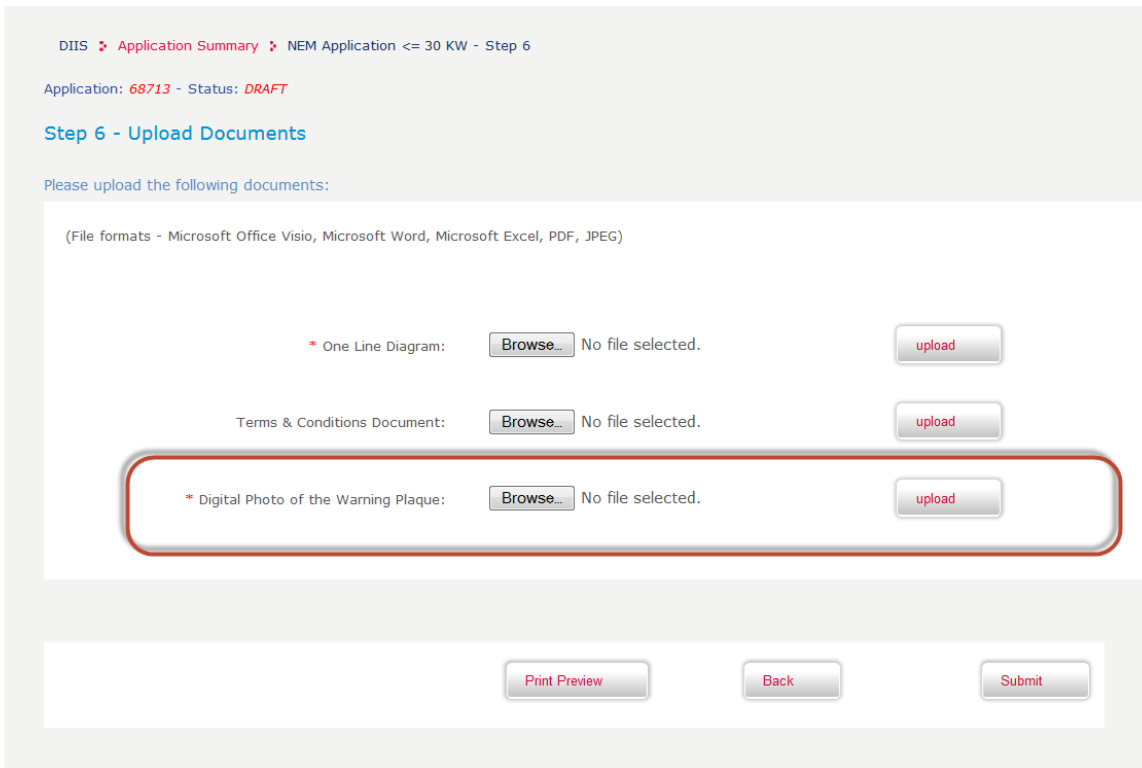
Terms & Conditions Document: No file selected.

* Digital Photo of the Warning Plaque: No file selected.

84.

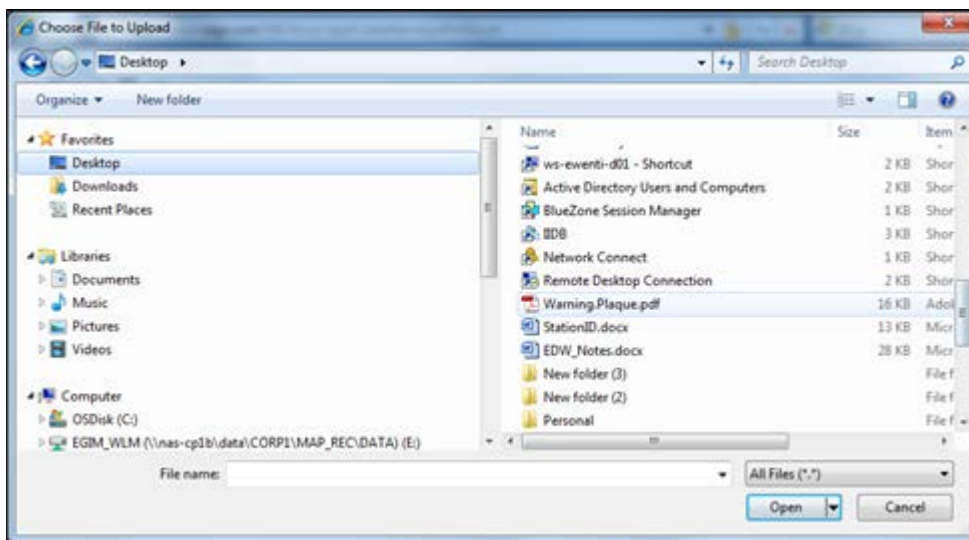
Click upload button

Work Instruction



85. Click the button to search for the picture of the Warning Plaque file for the active application.

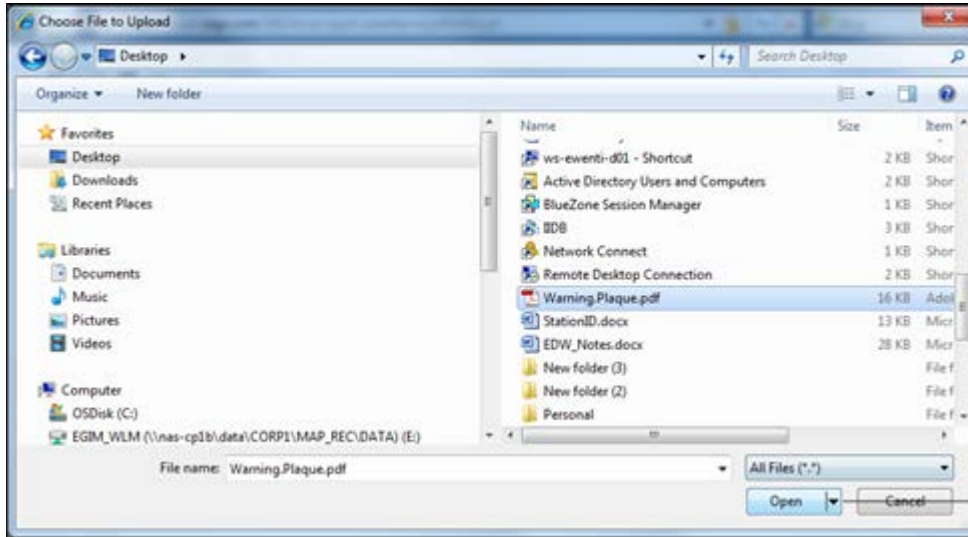
Choose File to Upload

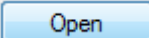


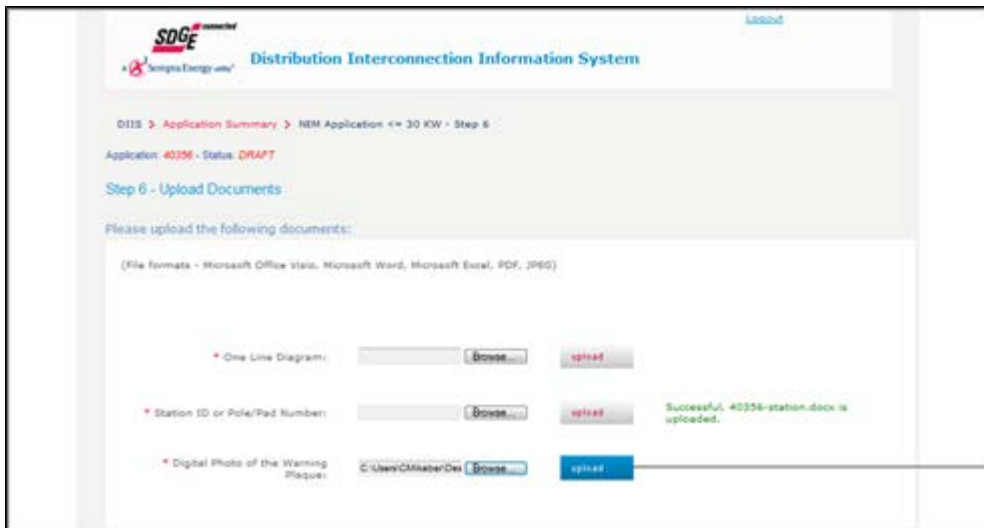
86. Select the picture of the Warning Plaque file.

Work Instruction

Choose File to Upload

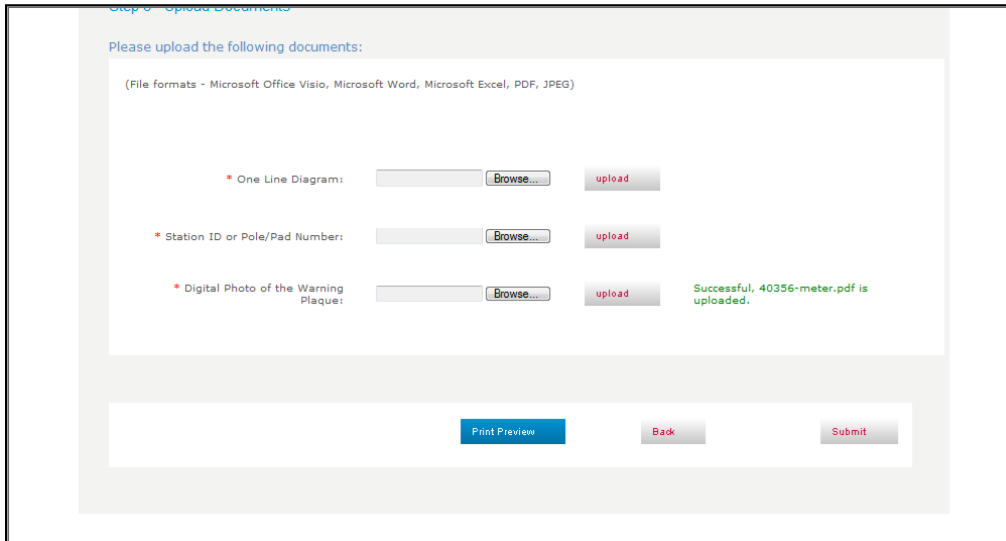


87. Click the  button.



88. Click upload button .

Work Instruction

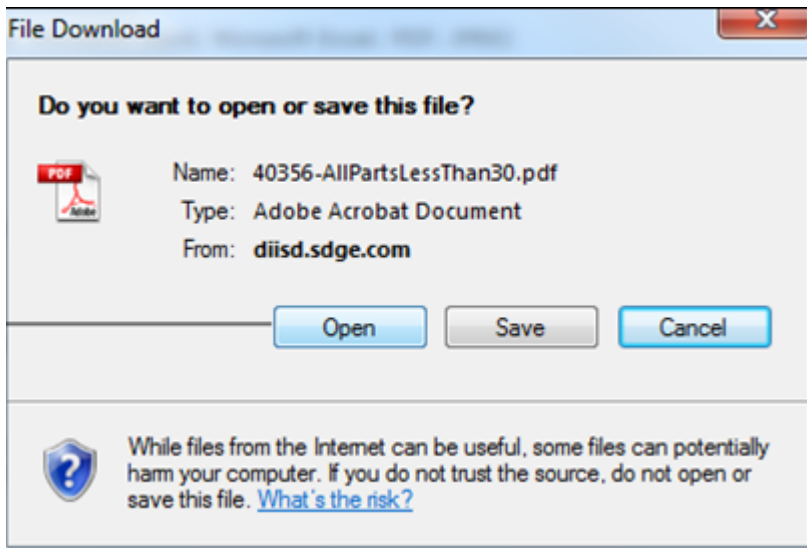


89. Print Preview



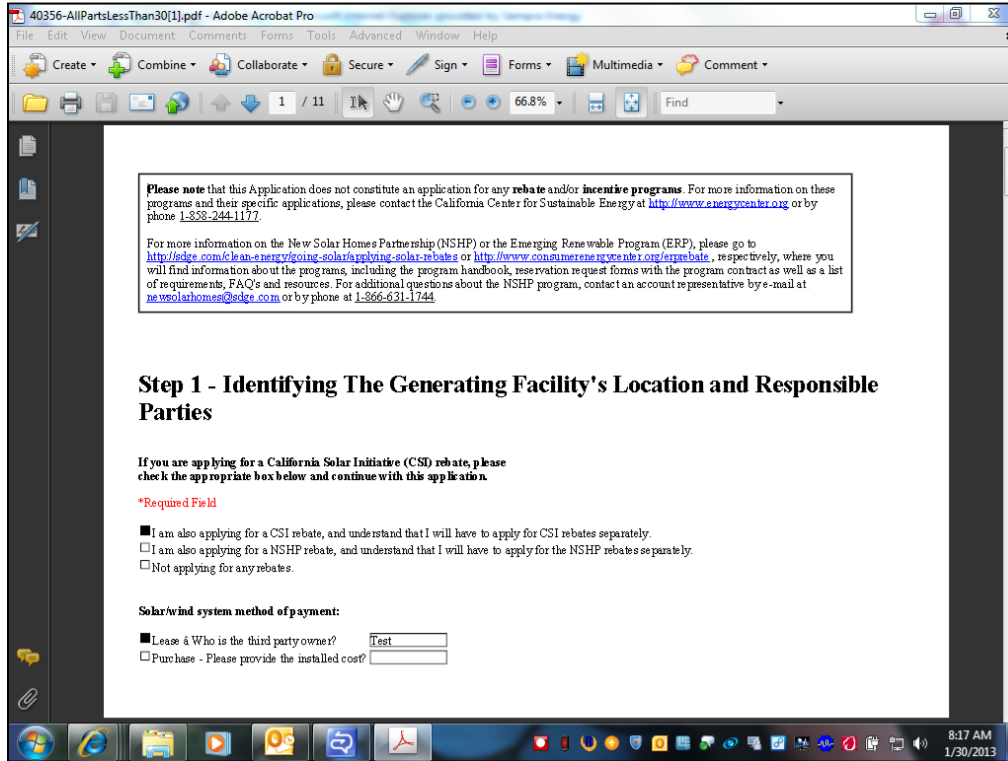
A Print Preview button has been provided if you wish to review or print a copy of the application for your customer.

File Download

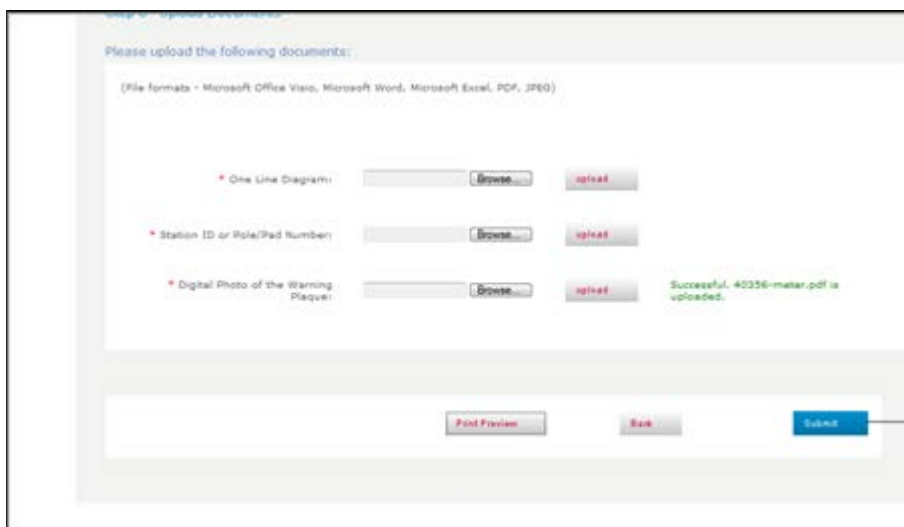


90. Click Open button

Sample of Print Preview

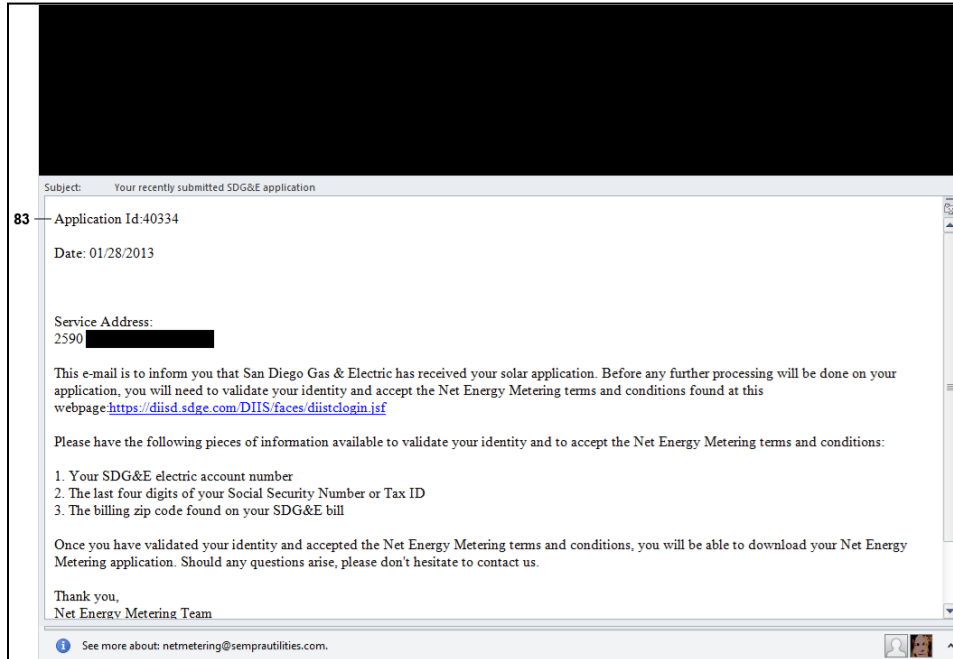


91. Application Sample



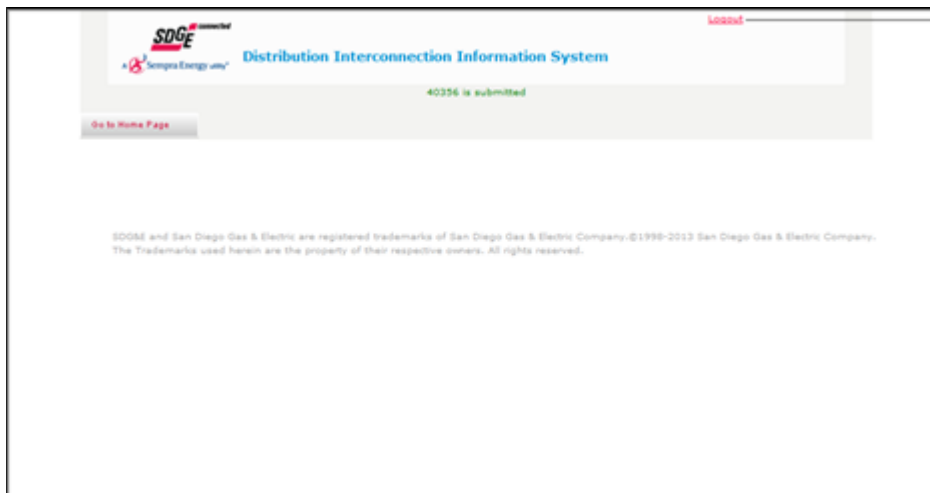
92. Click Submit button

Your recently submitted SDG&E application - Message (HTML)



93. You should receive an email with your Application confirmation.

Net Energy Metering | San Diego Gas & Electric



94. Click the "Logout" link and Sign out from My Partners.



You should receive a message confirming your acceptance of the application by the DIIS system.



DIIS Application Submittal – Traditional Process <= 30kw

Work Instruction

P u r p o s e

Use this procedure as step by step instructions to assist you when applying for a client to receive the “Traditional Process” approval for NEMs program on systems less than or equal to 30kw.

Contact

If you have further concerns or questions in the application process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

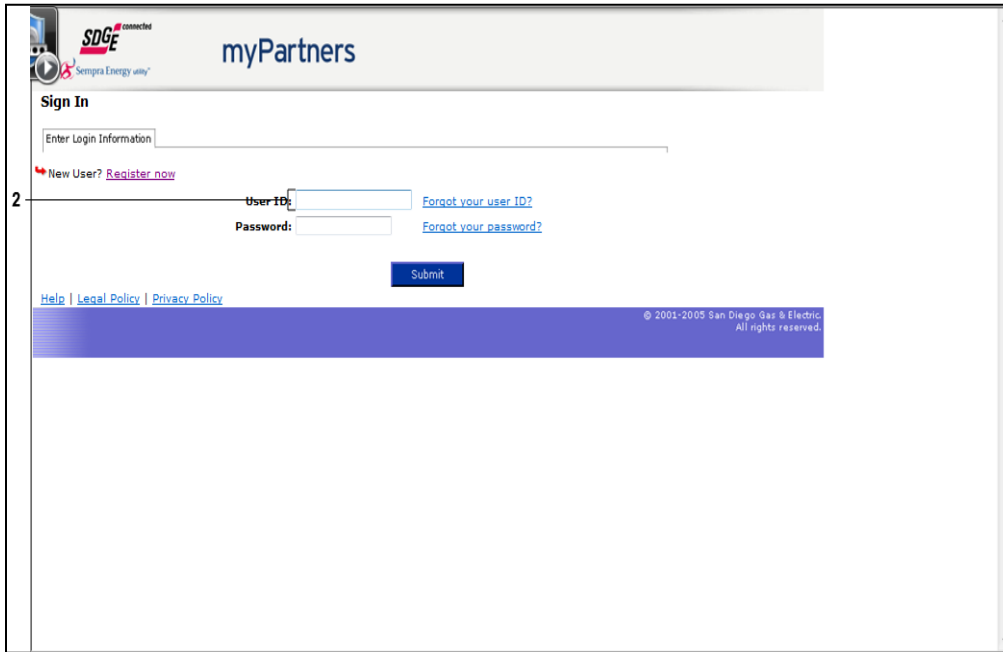
Menu Path

Use the following menu path to begin this transaction:


- <https://mypartners.sdge.com>

Work Instruction

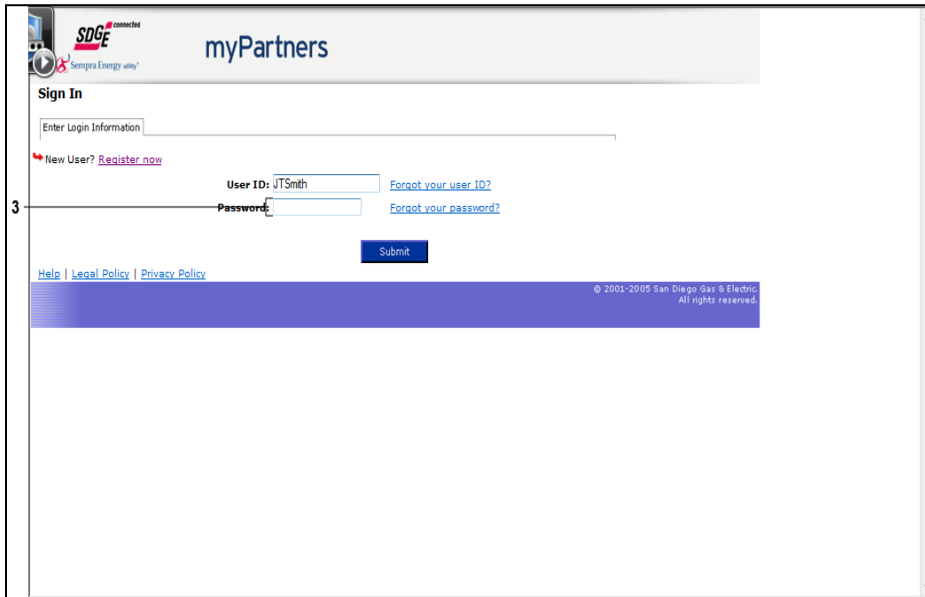
1. Start the transaction using the menu path or transaction code: <https://mypartners.sdge.com/>



2. As required, complete/review the following fields:

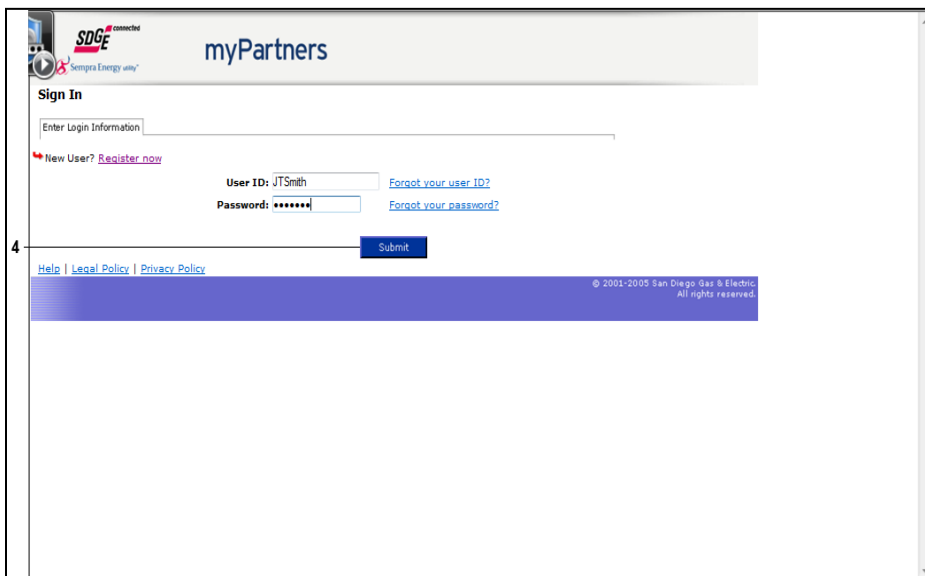
Field	R/O/C	Description
User ID:	R	<p>Example: JTSmith</p> <p> If you have forgotten either your User ID or Password click on the links below.</p>


Work Instruction



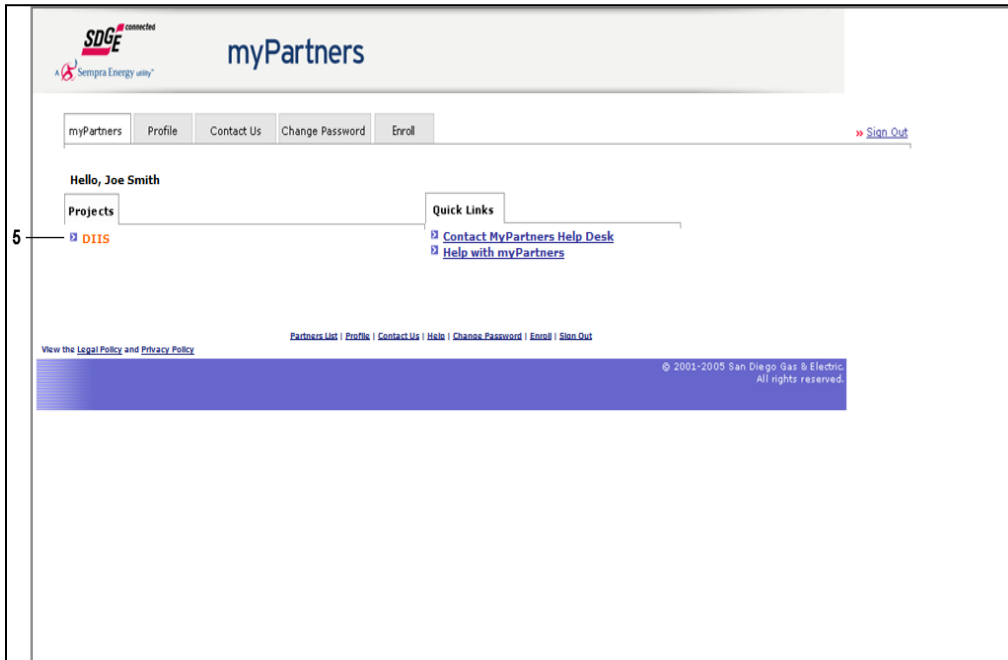
3. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****

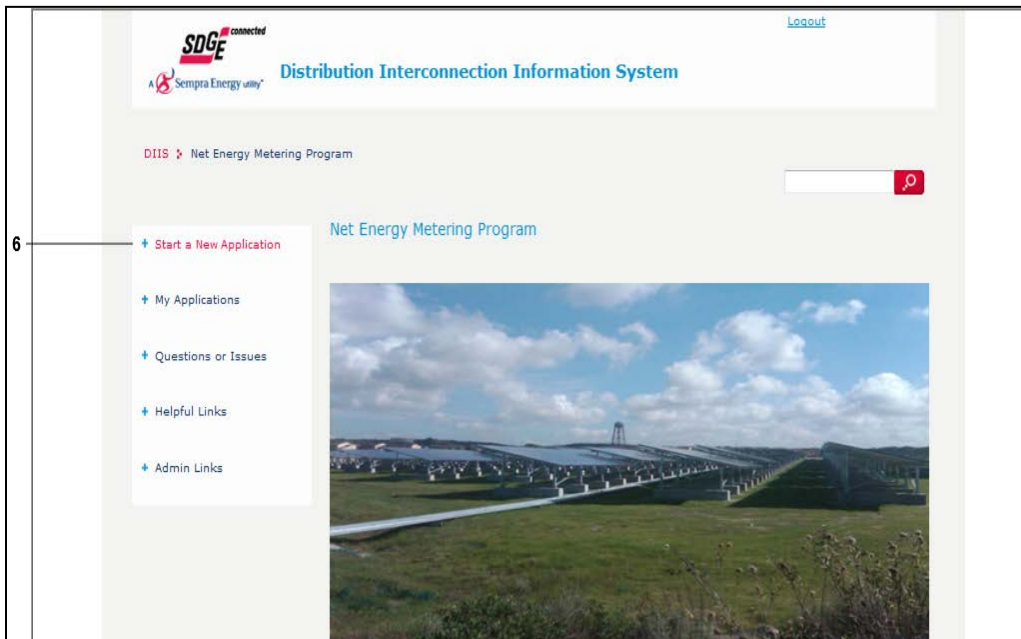


4. Click the "Submit" button 

Work Instruction

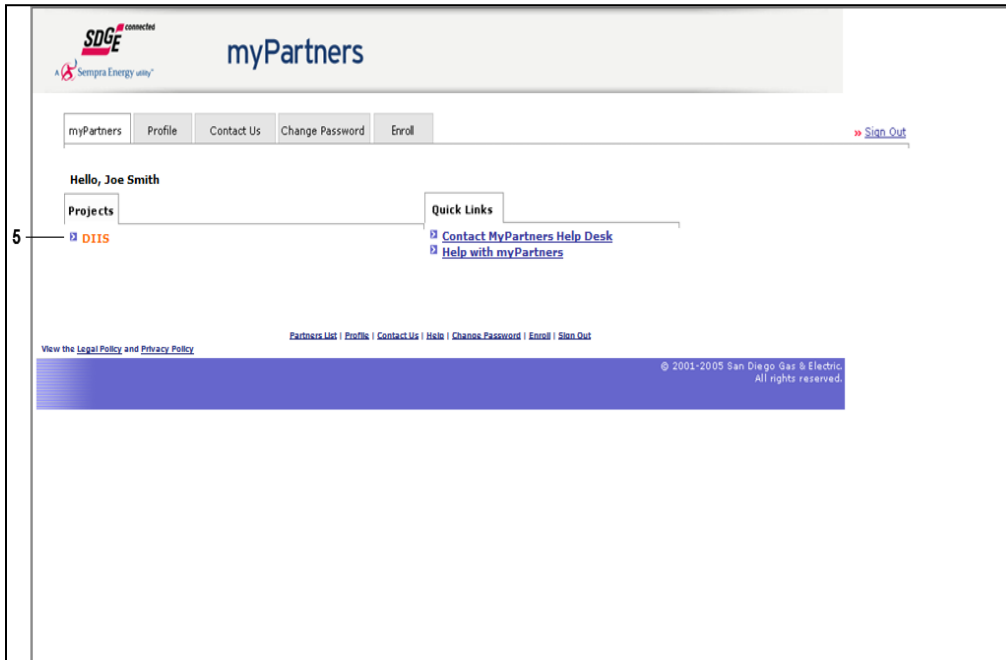


5. Click the "DIIS" link.

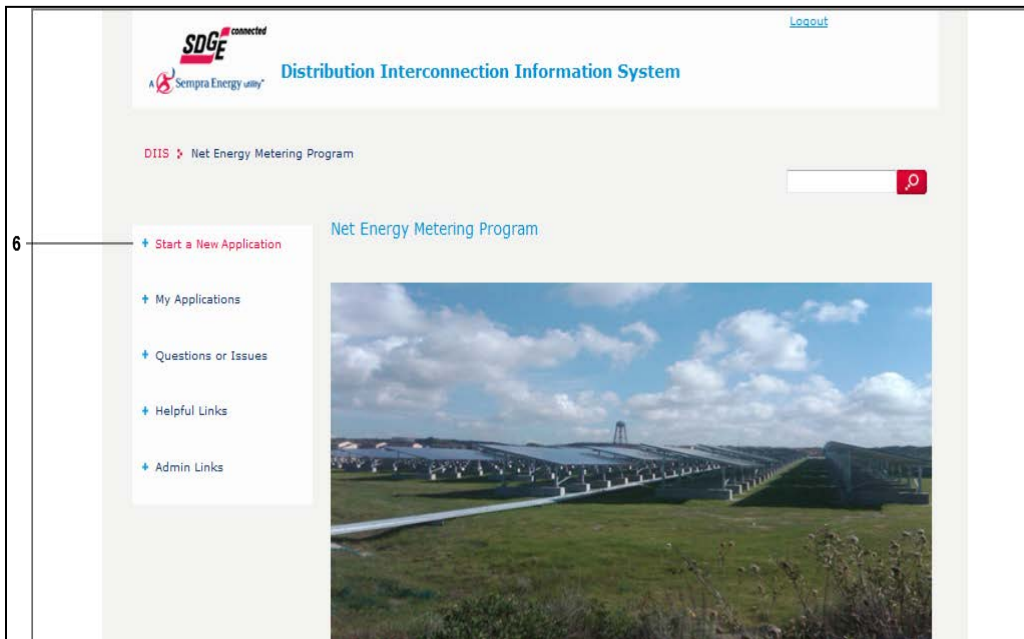


6. Click the "Start a New Application" link.

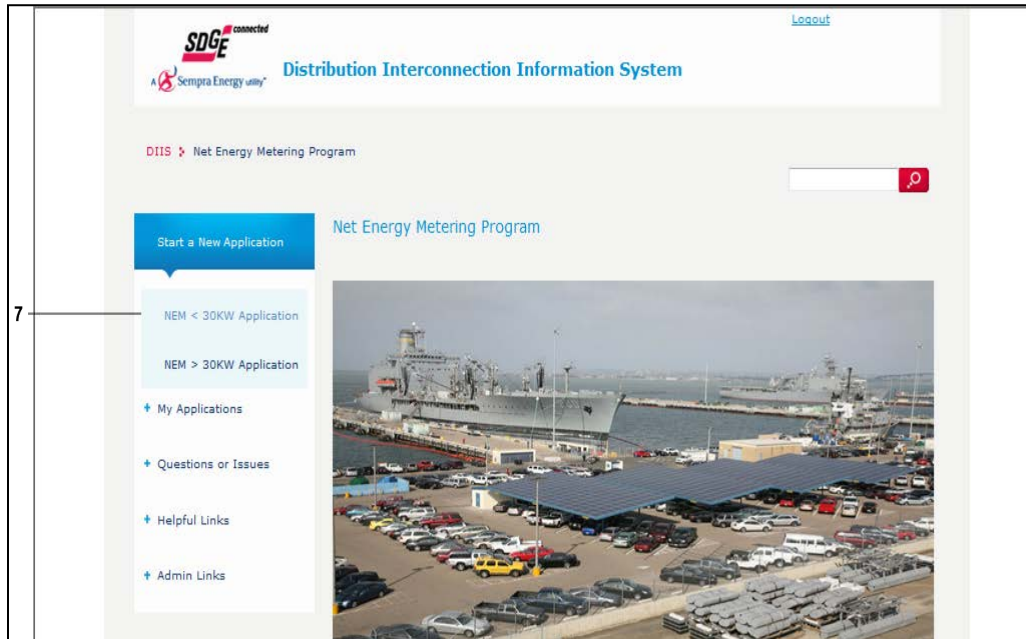
Work Instruction



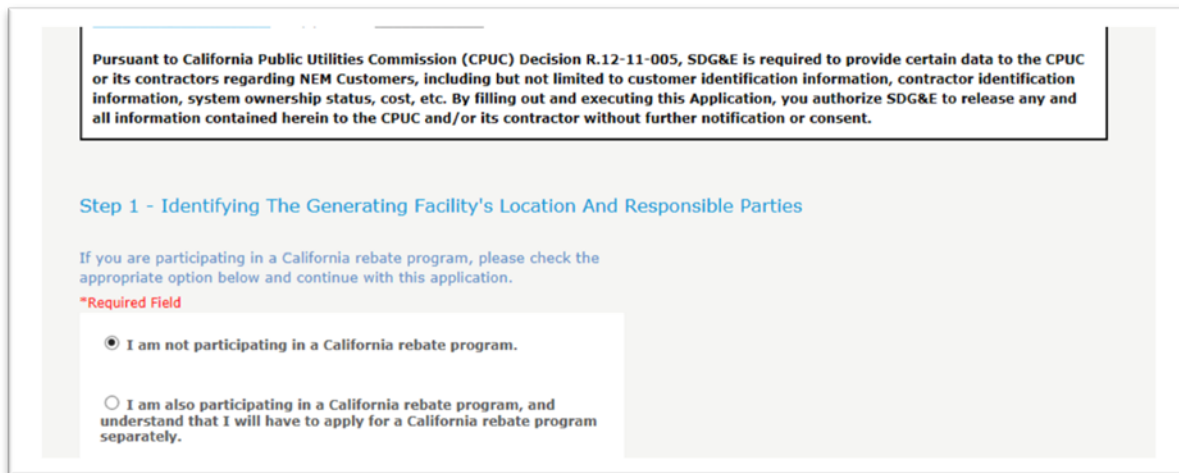
5. Click the "DIIS" link.



6. Click the "Start a New Application" link.



7. Click the "NEM <30KW Application" link.



8. Click the radio button for which rebate scenario applies to this application.

Work Instruction

Please state the ownership type of the NEM Generating Facility (Third Party or Customer):

***Required Field**

Third Party Owned Customer Owned

Claimed Federal Investment Tax (ITC) cost basis:

Please provide the Contractor's name at the time of the sale:

Please provide the third-party contract type:

Power Purchase Agreement (PPA)

Lease

Pre-Paid Lease

Other

Please specify:

9. Select the ownership type – Third Party Owned or Customer Owned. Additional questions will follow for both. For Third Party Owned, the Federal Investment Tax (ITC) cost basis, the Contractor's name at the time of sale, and the third-party contract type are required. For customer owned, the sales price and whether the system was Property Assessed Clean Energy (PACE) financed is required.

Work Instruction

B. Description of Service (This Agreement is being filed for, check all that apply):

* Required Field

- A New NEM Generating Facility - new request for interconnection (at an existing service)

- A New NEM Generating Facility - new request for interconnection in conjunction with a new service. An Application for Service must be completed. Additional fees may be required if a service or line extension is required (in accordance with SDG&E Electric Rules 15 and 16). Please contact SDG&E at 1-800-411-7343.

- Physical Changes to an Interconnected NEM Generating Facility - request for modification of interconnection due to changes to NEM Generating Facilities with previous approval by SDG&E (for example, adding PV panels, changing inverters/turbines or changing load and/or operations).

- A New NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - new request for interconnection at an existing service for both a NEM Generating Facility and paired with energy storage of 10 kW or less. Note that an energy storage system greater than 10 kilowatts or one operating as a standalone system not paired with a NEM Generating Facility, requires a different application form. For a Rule 21 standalone energy storage not exporting for resale, please use [Form 142-05203](#) or its successor form. However, for a Rule 21 standalone energy storage system exporting for resale, please use [Form 142-05201](#) or its successor form.

- An Existing NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - a new request for interconnection of an energy storage device paired with a previously approved NEM Generating Facility that has already been given permission to operate.

- A NEM Aggregation Generating Facility (if checked, please also complete Form 142-02769, the NEM Aggregation Form)

- An Interconnection under Direct Access (DA) - a new request for interconnection by a DA customer. Customer applying for NEM who are served under "Direct Access by an Energy Service Provider (ESP) must contact their ESP directly for information regarding the ESP's Net Energy Metering program.

- An Interconnection under Community Choice Aggregation Service (CCA Service) - a new request for interconnection by a CCA Service customer. Customer applying for NEM who are served under Community Choice Aggregation Service by a Community Choice Aggregator (CCA) must contact their CCA directly for information regarding the CCA's Net Energy Metering program.

10. Select the application type where applicable

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill) ?

* Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ? 11

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home Mobile Phone: (408) 457-2000

11. If you need help finding the following information, Click on the ? link.

Work Instruction

12.

ACCOUNT NUMBER: 2713 276 271 1
DATE DUE: May 13, 2012
DATE BILLED: Apr 24, 2012
Page 2 of 4

1-800-411-SDGE (7343) English
1-800-311-SDGE (7343) Español
1-877-669-SDGE (7343) TTY
www.sdge.com

Detail of Current Charges

Electric Service
 Rate: DR-Residential
 Service Address: 498 kWh
 Billing Period: 3/21/12 - 4/20/12
 Meter Number: 025720
 Billing Cycle: 30 days
 Next Scheduled Read Date: May 21, 2012
 Cycle: 14

Billing Period	Day	Current Reading	Previous Reading	Difference	Customer	Total kWh
03-21-12 - 04-20-12	30	4488	4308	180	1,000	180

ELECTRIC CHARGES

Service	Rate	Usage	Charge
Electricity Delivery (Details below)	180 kWh		
Electricity Delivery	180 kWh @ \$0.07722	180 kWh	\$13.90
Electricity Delivery	180 kWh @ \$0.07722	180 kWh	\$13.90
Total Electric Charges			\$27.80

TAXES & FEES ON ELECTRIC CHARGES

Item	Rate	Usage	Charge
City of San Diego Franchise Fee Differential	23.40 x 5.78%	180 kWh	\$1.36
Franchise Fees on Electric Energy Supplied by Others	2.32 x 6.88%	180 kWh	\$1.66
State Surcharge Tax	180 kWh x \$0.00290	180 kWh	\$0.52
State Regulatory Fee	180 kWh x \$0.00240	180 kWh	\$0.43
Total Taxes & Fees on Electric Charges			\$3.97

Total Electric Service: \$27.81
Total Current Charges: \$27.81

- Samples of where you can find this data will pop-up for your convenience.

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill) ?

* Customer Meter Number: (Must match SDG&E Bill) ?
 (* Required for active accounts)

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1-323-455-3300)

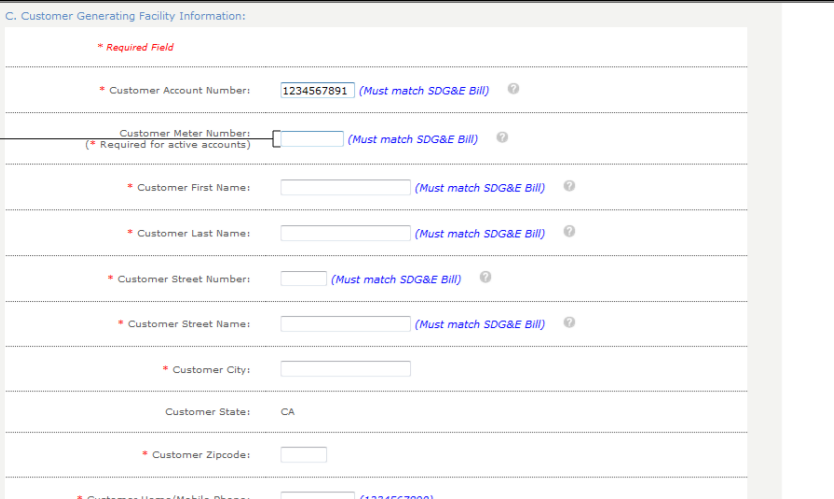
13. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Customer Account Number:	R	Example: 1234567891

14



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: (Must match SDG&E Bill) ?

(* Required for active accounts)

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

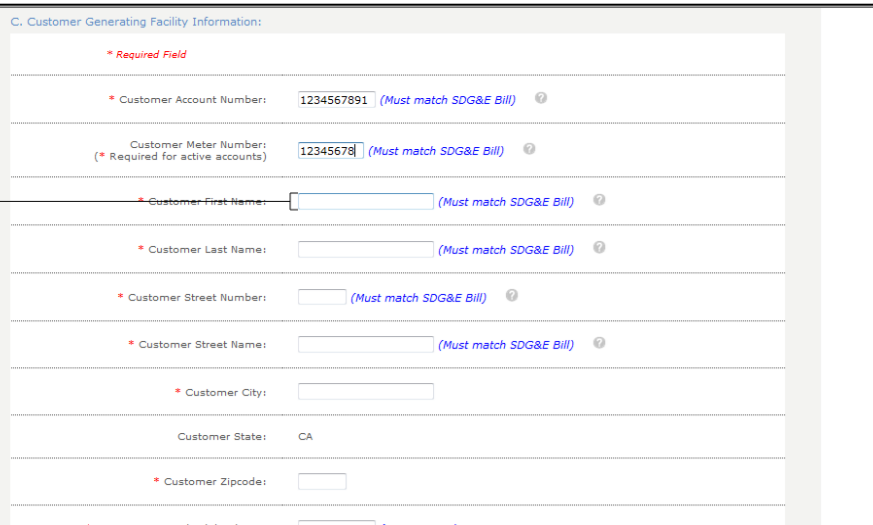
Customer State: CA

* Customer Zipcode:

14. As required, complete/review the following fields:

Field	R/O/C	Description
(* Required for active accounts)	R	Example: 12345678

15



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (Must match SDG&E Bill) ?

(* Required for active accounts)

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

15. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer First Name:	R	Example: Jane

16

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: (Must match SDG&E Bill) ?

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

16. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Last Name:	R	Example: Doe

17

C. Customer Generating Facility Information:

** Required Field*

* Customer Account Number: (Must match SDG&E Bill) ?

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

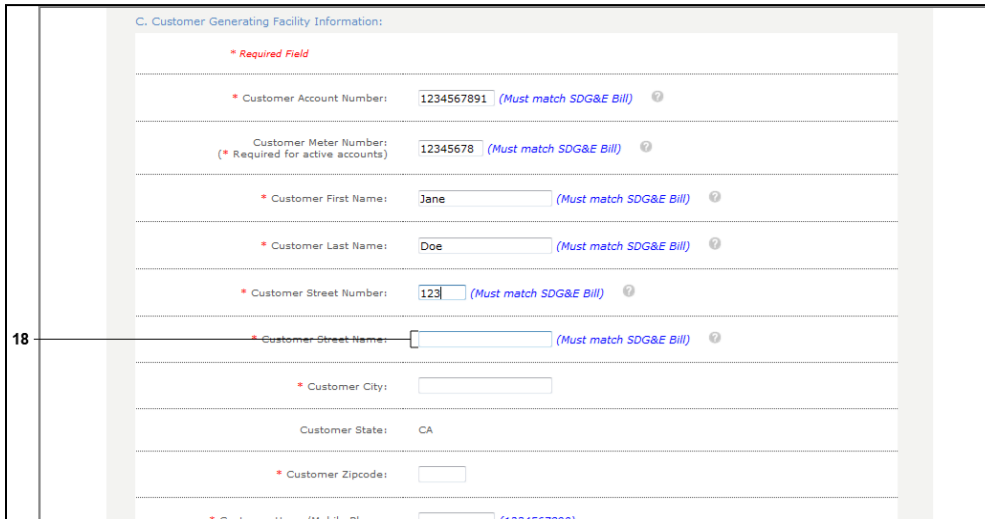
Customer State: CA

* Customer Zipcode:

17. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer Street Number:	R	Example: 123



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

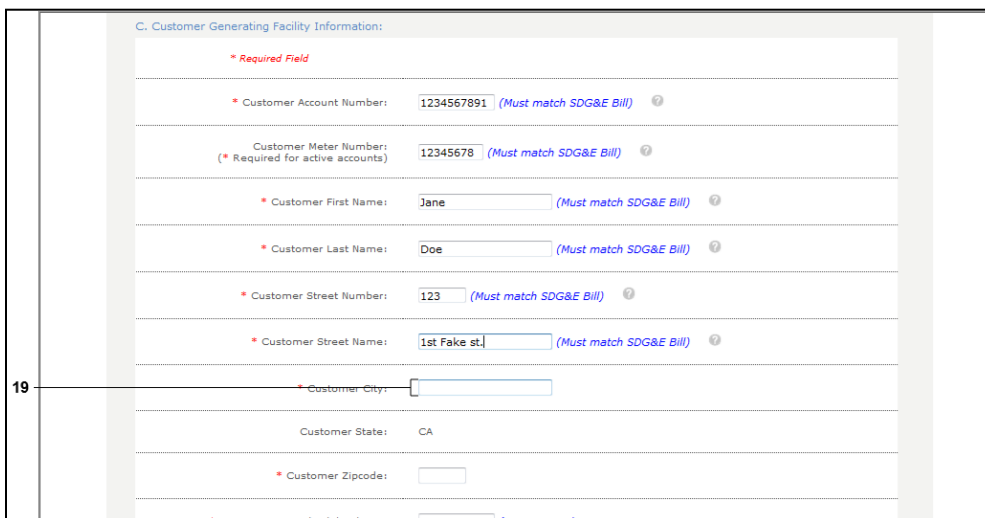
* Customer City:

Customer State: CA

* Customer Zipcode:

18. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Street Name:	R	Example: 1st Fake st.



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: 1st Fake st. (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

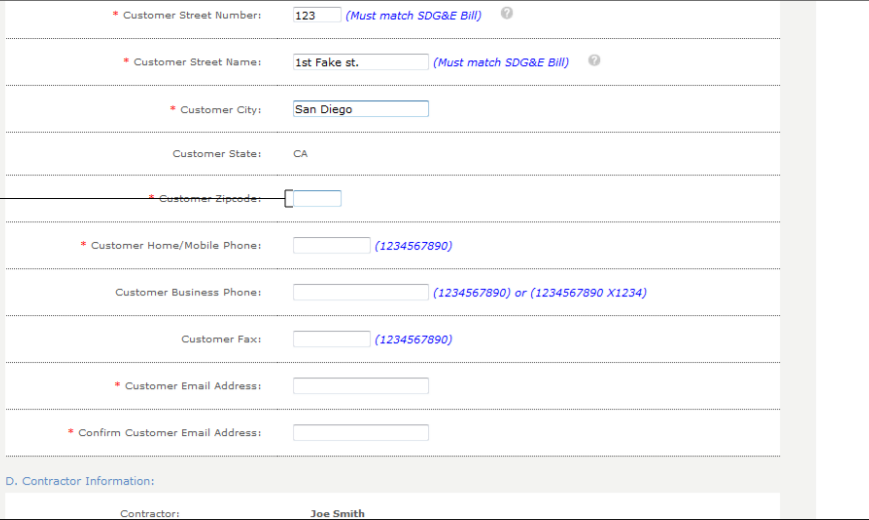
* Customer Zipcode:

19. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer City:	R	Example: San Diego

20



D. Contractor Information:
Contractor: Joe Smith

20. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Zipcode:	R	Example: 92123

Work Instruction

21

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: x (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer County: (San Diego or Orange)

21. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer County:	R	Example: San Diego or Orange (must be exactly one of the two.)

22

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

Work Instruction

22. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Home/Mobile Phone:	R	Example: 8585556543

23

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

23. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Email Address:	R	Example: JDoe@gmail.com

24

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

24. As required, complete/review the following fields:

Field	R/O/C	Description
* Confirm Customer Email Address:	R	Example: JDoe@gmail.com

Work Instruction

* Customer Email Address:

* Confirm Customer Email Address:

25 * Please indicate which sector best represents the Customer:

25. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Sector:	R	Example: Residential

Fax:

Email:

26 * CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share

26.

Read and check if you agree.



Review Contractor Information.

Work Instruction

* CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share information with authorized recipients for a period of three years from the date this agreement is received by SDG&E. Contact(s) are also authorized to change rate schedules served under and metering arrangements which may result in charges to Customer. Should customer wish to select a different authorization period, Customer may utilize the "Authorization to Receive Customer Information or Act on a Customer's Behalf," which may be found at: <http://www.sdge.com/clean-energy/apply-nem/apply-nem-resources>

In addition, Customer authorizes SDG&E to release to the California Energy Commission (CEC) information regarding Customer's facility, including customer name and Generating Facility location, size, and operational characteristics, as requested from time to time pursuant to the CEC's rules and regulations.

This agreement is applicable only to the Generating Facility described above and installed at the above location. The Generating Facility may not be relocated or connected to SDG&E's system at any other location without SDG&E's express written consent.

Customer shall be responsible for the design, installation, operation, and maintenance of the Generating Facility and shall obtain and maintain any required governmental authorizations and/or permits.



[Back](#)[Next](#)

27.

After reading this section, click the "Next" button

[Next](#)

Work Instruction

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 2

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 2 - Requirements For Interconnection

IN SUBMITTING THIS DOCUMENT, I THE CUSTOMER, UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

Permission to Interconnect

Customers must not operate their Generating Facility in parallel with SDG&E's Distribution System until they receive written authorization for Parallel Operation from SDG&E. Unauthorized Parallel Operation could result in injury to persons and/or damage to equipment and/or property for which the Customer may be liable.

Safe Operation of your Generating Facility

Notwithstanding any other provision of this Agreement, if at any time SDG&E determines that either (a) the Customer's Facility, or its operation, may endanger SDG&E personnel, or (b) the continued operation of the Customer's Facility may endanger the safe and reliable operation of SDG&E's electrical system, SDG&E shall have the right to disconnect the Facility from SDG&E's system. Customer's Facility shall remain disconnected until such time as SDG&E is satisfied that the unsafe condition(s) have been corrected.

Meter Access

Your meter must be installed in a safe SDG&E-accessible location and remain unobstructed by locked gates or pets. Additionally, meter access must be maintained at all times for meter reading and system maintenance. Any animals owned by the customer, including pet dogs, should not have access to these areas to avoid hindering SDG&E service personnel. Preventing them from completing their work. If your self contained meter is being

28. Step 2 - Requirements for Interconnection. Read and scroll down.

facility includes a wind turbine, the description must include the manufacturer name, model number, number of turbines, and the nameplate rating. Only CEC-AC-certified inverters and certified wind-turbine generators without separate inverters will pass the requirements for Simplified Interconnection. (See the SDG&E website www.sdge.com/business/netMetering.shtml or the CEC website at: www.gosolarcalifornia.org/equipment)

d. A description of how the power output from the inverter is connected to the **main service panel via a branch breaker**. The ampere rating of this branch breaker and the main service panel breaker must be compatible with the output rating of the Generating Facility. The output rating is computed based on the total nameplate rating of the inverter.

e. If such metering is required, a complete description of the **performance (generation output) meter and related equipment**. The description must include the meter manufacturer, model number and type (socket or panel), as well as any other relevant information (e.g., socket, panels, breakers). If instrument transformers are required, the description should include this information.

f. If applicable, a complete description for Energy Storage systems paired with an NEM Generating Facility of the specific inverter operating in conjunction with the Energy Storage system including, but not limited to, the battery manufacturer, battery model number, the inverter model number, nameplate rating in kilowatts, CEC-AC rating, quantity, output voltage and phase.

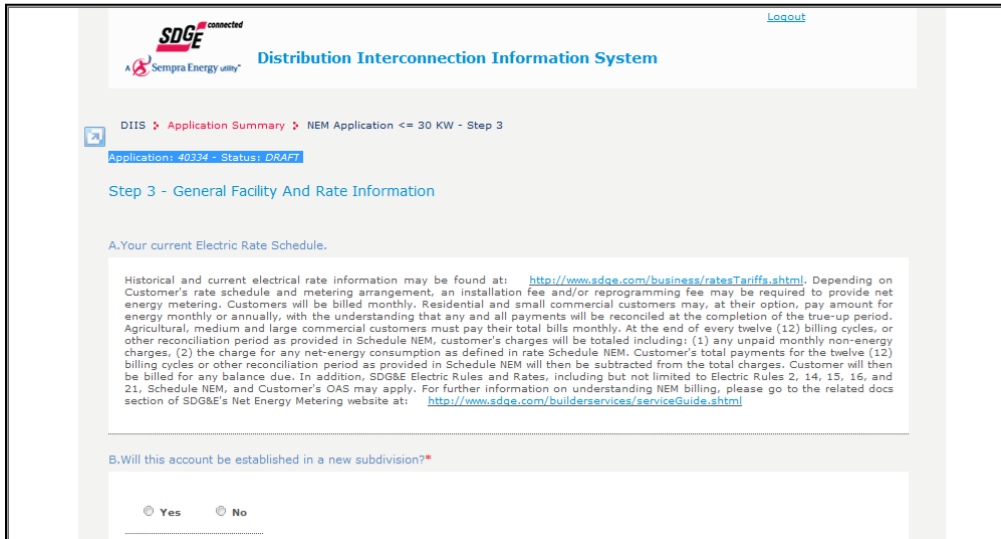
3. The final approval by the cities' or counties' electrical inspector is required before SDG&E can conduct their field inspection. The **cities' or counties' electrical inspector must notify SDG&E's New Service Department directly**. The Net Energy Department cannot accept copies of an electrical permit.

Back Next

Work Instruction

29.

Once this section is read, click the "Next" button



SDGE connected
A Sempra Energy utility

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 3

Application: 40334 - Status: DRAFT

Step 3 - General Facility And Rate Information

A. Your current Electric Rate Schedule.

Historical and current electrical rate information may be found at: <http://www.sdge.com/business/ratesTariffs.shtml>. Depending on Customer's rate schedule and metering arrangement, an installation fee and/or reprogramming fee may be required to provide net energy metering. Customers will be billed monthly. Residential and small commercial customers may, at their option, pay amount for energy monthly or annually, with the understanding that any and all payments will be reconciled at the completion of the true-up period. Agricultural, medium and large commercial customers must pay their total bills monthly. At the end of every twelve (12) billing cycles, or other reconciliation period as provided in Schedule NEM, customer's charges will be totaled including: (1) any unpaid monthly non-energy charges, (2) the charge for any net-energy consumption as defined in rate Schedule NEM. Customer's total payments for the twelve (12) billing cycles or other reconciliation period as provided in Schedule NEM will then be subtracted from the total charges. Customer will then be billed for any balance due. In addition, SDG&E Electric Rules and Rates, including but not limited to Electric Rules 2, 14, 15, 16, and 21, Schedule NEM, and Customer's OAS may apply. For further information on understanding NEM billing, please go to the related docs section of SDG&E's Net Energy Metering website at: <http://www.sdge.com/builderservices/serviceGuide.shtml>

B. Will this account be established in a new subdivision?*

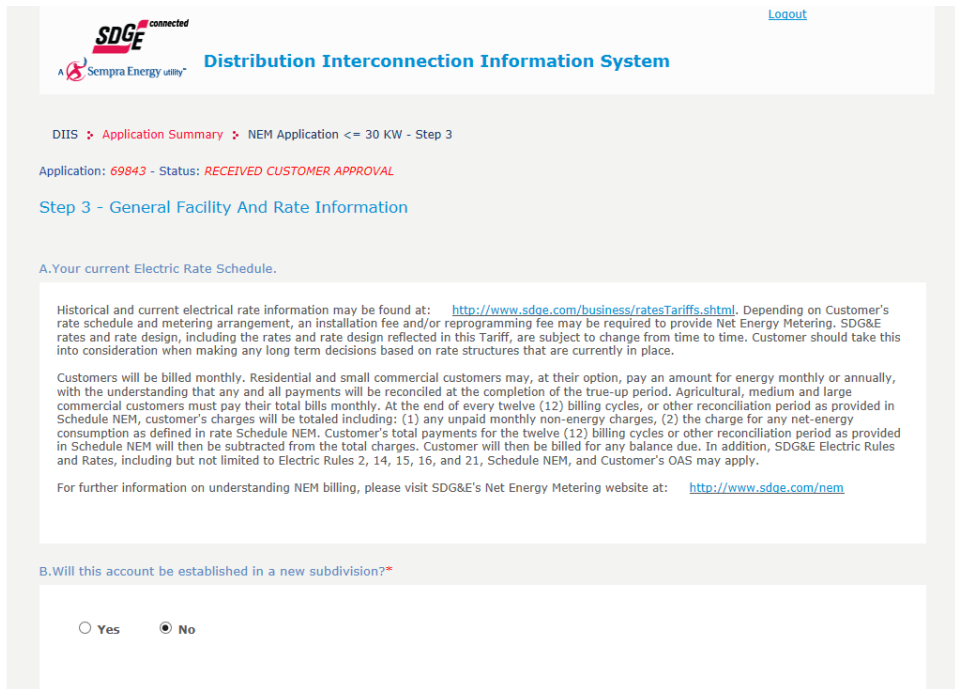
Yes No

30.



Read section A.

Work Instruction



SDGE connected
A Sempra Energy utility

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 3

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 3 - General Facility And Rate Information

A. Your current Electric Rate Schedule.

Historical and current electrical rate information may be found at: <http://www.sdge.com/business/ratesTariffs.shtml>. Depending on Customer's rate schedule and metering arrangement, an installation fee and/or reprogramming fee may be required to provide Net Energy Metering. SDG&E rates and rate design, including the rates and rate design reflected in this Tariff, are subject to change from time to time. Customer should take this into consideration when making any long term decisions based on rate structures that are currently in place.

Customers will be billed monthly. Residential and small commercial customers may, at their option, pay an amount for energy monthly or annually, with the understanding that any and all payments will be reconciled at the completion of the true-up period. Agricultural, medium and large commercial customers must pay their total bills monthly. At the end of every twelve (12) billing cycles, or other reconciliation period as provided in Schedule NEM, customer's charges will be totaled including: (1) any unpaid monthly non-energy charges, (2) the charge for any net-energy consumption as defined in rate Schedule NEM. Customer's total payments for the twelve (12) billing cycles or other reconciliation period as provided in Schedule NEM will then be subtracted from the total charges. Customer will then be billed for any balance due. In addition, SDG&E Electric Rules and Rates, including but not limited to Electric Rules 2, 14, 15, 16, and 21, Schedule NEM, and Customer's OAS may apply.

For further information on understanding NEM billing, please visit SDG&E's Net Energy Metering website at: <http://www.sdge.com/nem>

B. Will this account be established in a new subdivision?*

Yes No

31. Click the Yes/No radio button to answer section B.



B. Will this account be established in a new subdivision?*

Yes No

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

32. Click the Yes/No radio button to answer section C.

Work Instruction

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

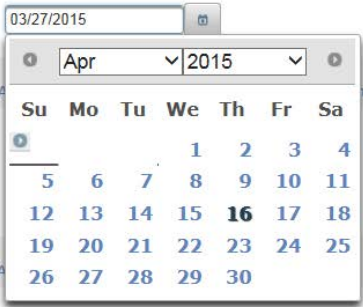
D. Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

E. Are there any other generators connected on this account?*

F. Are there any other generators connected on this account?*

Yes No



Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

33. Select expected date of project completion. The date must be equal or greater than today's date, otherwise an error will appear.

D. Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

E. Are there any other generators connected on this account?*

Yes No

34. Click the Yes/No radio button to answer section E.

Work Instruction

F.Are there any possible meter access issues?*

Yes No

G.Are you on a Demand Response program?*

Yes No

35. Click the Yes/No radio button to answer section F.

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation
No Key Way
Dog
Key Way

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

36. Select all that apply if you answered "Y" on section F. (Press "Ctrl" + Click option in list for multi-select).

Work Instruction

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation
No Key Way
Dog
Key Way

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

Please specify the program you are on :

(For more information on SDG&E's Demand Response program see: ["http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml"](http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml))

37. Click the Yes/No radio button to answer section G. If you select "Yes", Please specify the program.

F.Are there any possible meter access issues?*

Yes No

G.Are you on a Demand Response program?*

Yes No

Work Instruction

38.

Click Next button



DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

39.

As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Manufacturer	R	Example: Manufacturer A Company

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

40.

As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Model Number	R	Example: ZP-2

Work Instruction

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 69843 - Status: RECEIVED CUSTOMER APPROVAL

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

41. As required, complete/review the following fields:

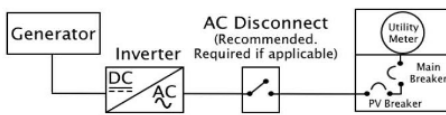
Field	R/O/C	Description
Disconnect Switch Rating(amps)	R	Example: 30

Work Instruction

B. Basic Single-Line Diagram (SLD) for NEM Generating Facilities *

I certify that the SLD below and the equipment information in Step 4 accurately represent the Customer's service and the Generating Facility (there are no other Generating Facilities connected to the service).

I will submit a custom SLD for one or more of the following reasons: there is/are existing Generating Facility(ies) connected to this service, I am modifying an existing Generating Facility, or the Basic SLD does not accurately reflect the project.



- 42.** Select the radio button that applies in Section B. If the system matches, the standard one-line diagram, then no upload of a custom one-line diagram is required in Step 6. If the system does not match the standard one-line diagram, you will be required to upload a custom one-line diagram in Step 6.

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section 1.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?
<input type="text" value="Alpha Technologies"/>	<input type="text" value="Solaris 3500 XP"/>	<input type="text"/>	<input type="text" value="Please select"/>

- 43.** Click Inverter Manufacturer dropdown and select.

Work Instruction

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	<ul style="list-style-type: none"> Protect MPV.015.01 Protect MPV.030.01 Protect MPV.045.01 Protect MPV.060.01 Protect MPV.075.01 Protect MPV.090.01 Protect MPV.105.01 Protect MPV.120.01 Protect MPV.135.01 Protect MPV.150.01 Protect PV.500-UL 	<input type="text"/>	Please select	<input type="button" value="Add"/>

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information for each inverter you listed above. (Please attach a diagram showing the layout of the PV panels. For all identical modules, list the total capacity connected to each inverter.)

44. Select the Inverter's Model Number.

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Please select	<input type="button" value="Add"/>

Work Instruction

45. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity of Inverters	R	Example: 12

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	Action
AEG Power Solutions	Protect MPV.015.01	12	<div style="border: 2px solid red; border-radius: 10px; padding: 2px;"> Please select Single Phase Three Phase </div>	Add

46. Select Phase from list.

Work Instruction

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.


Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------	--------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Single Phase	Add

47.

Click Add button . This is an important step! Your inverter will not be added until you click on the add button. If you proceed with the application without doing this, an error message will appear and you will be stuck on Step 5!

C. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and 'IEEE' requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section I.6.) require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

	Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
1	AEG Power Solutions	Protect MPV.015.01	15000.0	12	0.965	Single	Delete

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Single Phase	Add

48.

If you made an error, click the "Delete" link, correct and re-add the corrected Inverter.

Work Instruction

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above	Add
1Soltech			1	

49. Select PV Panel Manufacturer from the dropdown.

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above	Add
alfasolar	<ul style="list-style-type: none"> alfasolar P6L60-220 alfasolar P6L60-225 alfasolar P6L60-230 alfasolar P6L60-235 alfasolar M6L60-240 alfasolar P6L60-240 alfasolar M6L60-245 alfasolar P6L60-245 alfasolar M6L60-250 alfasolar P6L60-250 alfasolar M6L60-255 alfasolar M6L60-260 alfasolar M6L60-265 		1	

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

50. Select the PV Panel.

Work Instruction

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action										
<p>Enter PV:</p> <table border="1"> <thead> <tr> <th>PV Panel Manufacturer</th> <th>PV Panel Model</th> <th>Quantity of PV Panels</th> <th>Inverter number from (C) above</th> <th></th> </tr> </thead> <tbody> <tr> <td>alfasolar</td> <td>alfasolar P6L60-220</td> <td>12</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>								PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above		alfasolar	alfasolar P6L60-220	12	1	Add
PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above														
alfasolar	alfasolar P6L60-220	12	1	Add													

51. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity of PV Panels Inverter number from (B) above	R	Example: 1

D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action										
<p>Enter PV:</p> <table border="1"> <thead> <tr> <th>PV Panel Manufacturer</th> <th>PV Panel Model</th> <th>Quantity of PV Panels</th> <th>Inverter number from (C) above</th> <th></th> </tr> </thead> <tbody> <tr> <td>alfasolar</td> <td>alfasolar P6L60-220</td> <td>12</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>								PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above		alfasolar	alfasolar P6L60-220	12	1	Add
PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above														
alfasolar	alfasolar P6L60-220	12	1	Add													

52. Select which Inverter the panels will be attached to. If only one set of inverters were entered, select 1. If there are two or more sets of inverters, select the number of the inverter that is applicable.

Field	R/O/C	Description
Inverter number from above (C)	R	Example: 1

Work Instruction


D. Photovoltaic Generator Equipment

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above	Action
-----------------------	----------------	-----------------------------------	--------------------------------------	-----------------------	---------------------	--------------------------------	--------

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above	
alfasolar	alfasolar P6L60-220	12	1	Add

53. Click Add button . This is an important step. Without clicking the Add button for the panels, you will be stuck on Step 4.

What is the system output (DC - watts): *	100.23
PV Panel Mounting: *	Mixed
PV Panel Tracking Type: *	Fixed
Tilt: *	6.30
Azimuth: *	3.60

54. Type in the DC output of the system in Watts.

Field	R/O/C	Description
What is the system output (DC – watts)	R	Example: 180,000

Work Instruction

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

55. Select the PV Panel Mounting Type

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

56. Select PV Panel Tracking Type

Work Instruction

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

57. If fixed, enter the Tilt and Azimuth of the system.

Work Instruction

E. Wind Turbine Equipment

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Pating kW (per unit)	Wind Turbine CEC-AC Rating (kW) per unit	Quantity of Wind Turbines	Total Capacity (kW)	Turbine Output Valtage	Single or Three Phase	Inverter number from (C) above	Action
---------------------------	--------------------	---	--	---------------------------	---------------------	------------------------	-----------------------	--------------------------------	--------

Enter Wind Turbine Equipment:

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Pating kW (per unit)	Wind Turbine CEC-AC Rating(kW) per unit	Quantity of Wind Turbines	Total Capacity(kW)	Turbine Output Valtage	Single or Three Phase	Inverter number from (C) above	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="text"/>	<input type="button" value="Add"/>

58. For Wind Turbine, fill out all the table if present.

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes No

59. For systems larger than 10 kW, enter the short circuit interrupting rating (SCIR) of the service panel.

Work Instruction

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes No

60. Select radio button for the applicable choice for system output monitoring.

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

61. If yes, select where the monitoring system outputs.

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

62. If to an outside entity, state the name of the company.

Work Instruction

If to an outside entity, state the name: *

[H. Notices - Mailing Instructions and Assistance](#)

If you prefer to mail the completed agreement, it may be mailed directly to our NEM department at

San Diego Gas and Electric Company
 Attention: Net Metering Team
 Mail Code CP52F
 P.O. Box 129831
 San Diego, California 92123

San Diego Gas and Electric Company
 Attention: Net Metering Team
 Mail Code CP52F
 8316 Century Park Ct
 San Diego, California 92123

Back
Save Section
Next

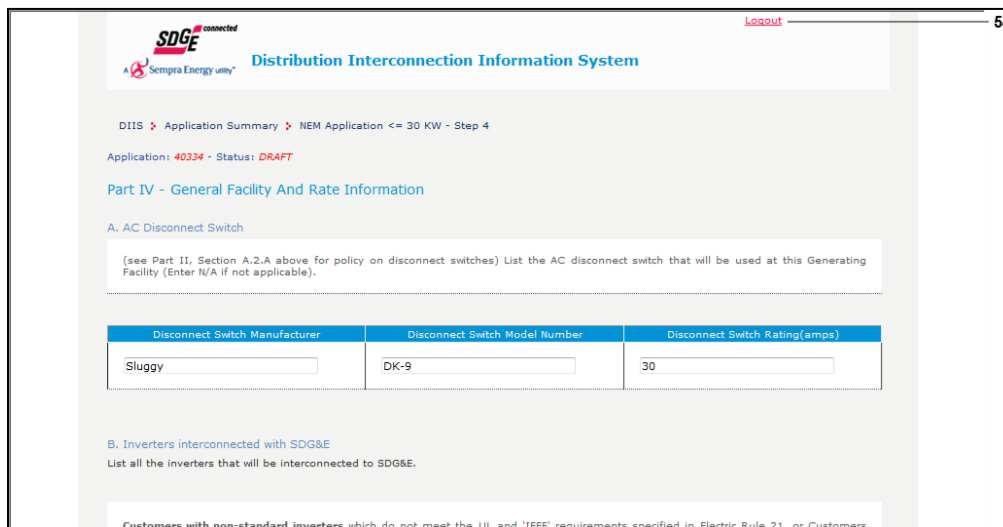
63. Save Section



If you need to save and complete the application at a later date, click on the "Save Section" button



If you would like to continue with the application, click on the "Next" button.



SDGE connected
 A Sempra Energy utility

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 4

Application: 40334 - Status: DRAFT

Part IV - General Facility And Rate Information

A. AC Disconnect Switch

(see Part II, Section A.2.A above for policy on disconnect switches) List the AC disconnect switch that will be used at this Generating Facility (Enter N/A if not applicable).

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
Sluggo	DK-9	30

B. Inverters interconnected with SDG&E

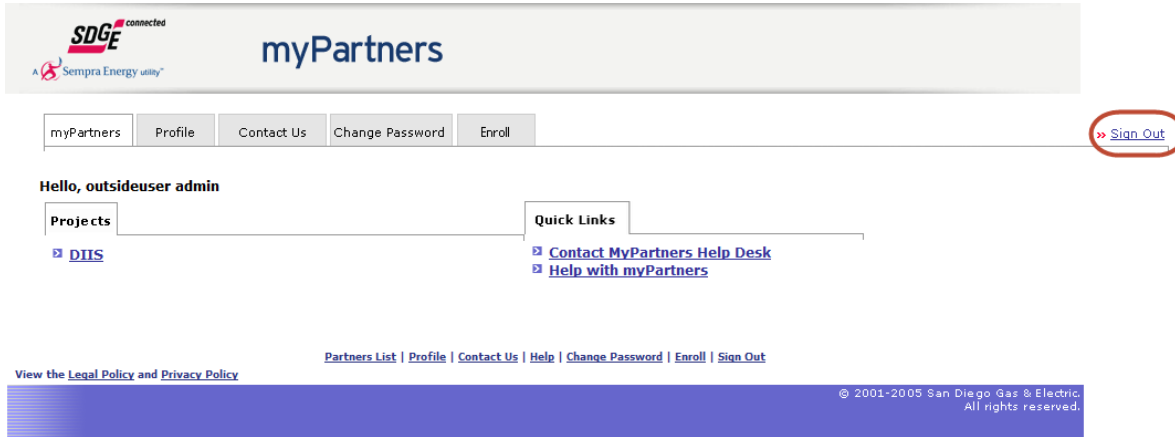
List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and IEEE requirements specified in Electric Rule 21, or Customers

Work Instruction

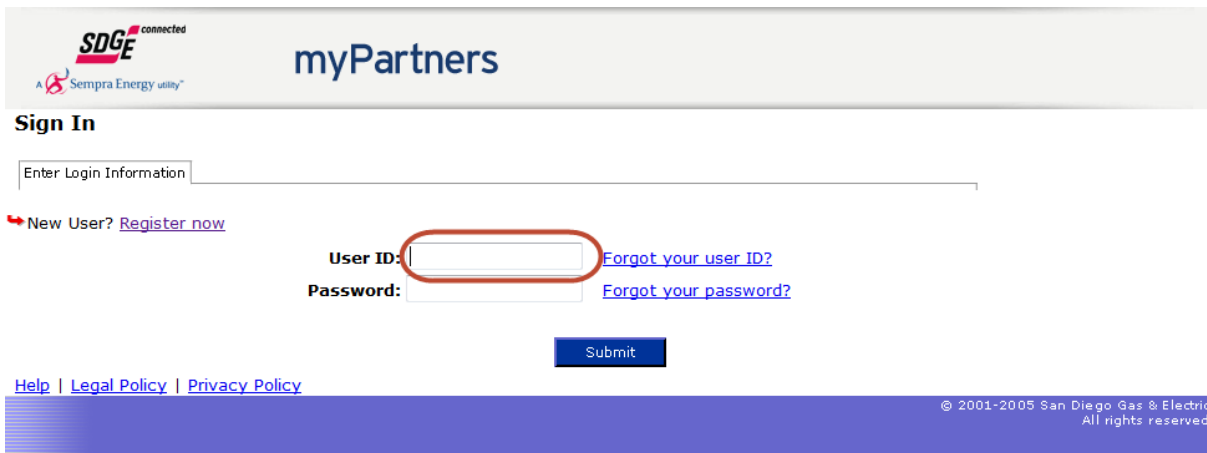
64. If you chose the "Save Section" option, proceed by clicking the "Logout" link follow the following steps to navigate back to this application to complete it at a later time.

myPartners Desk Top



65. Click the "Sign Out" link.

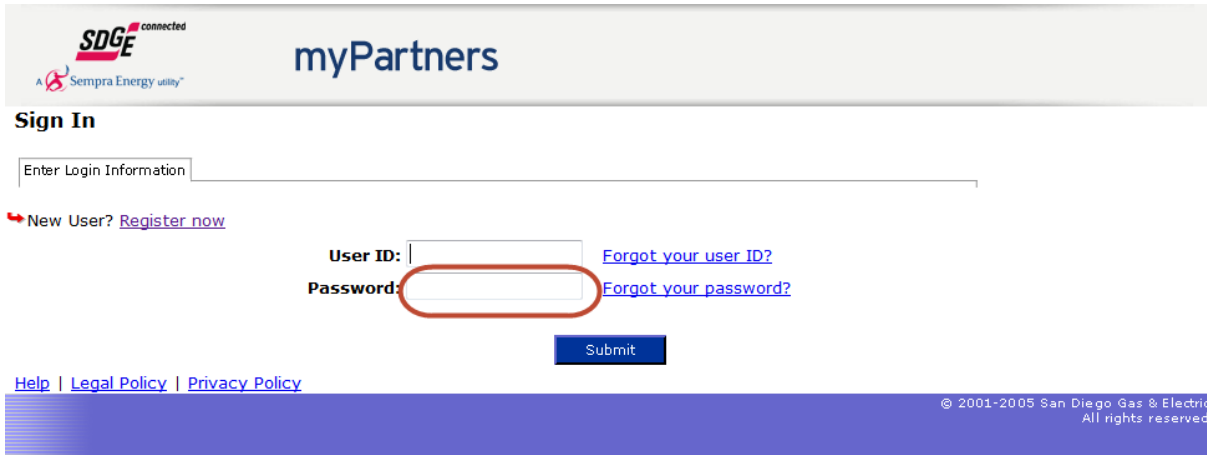
When you are ready to return to your application, go to: <https://mypartnersd.sdge.com>



66. As required, complete/review the following fields:

Field	R/O/C	Description
User ID:	R	Example: JTSmith

Work Instruction



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myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

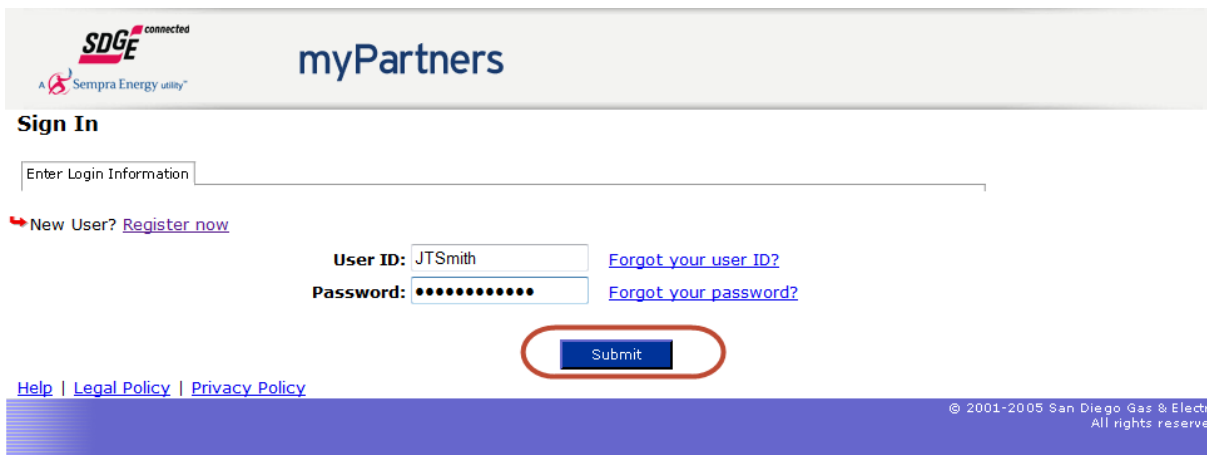
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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67. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****



SDGE connected
A Sempra Energy utility

myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

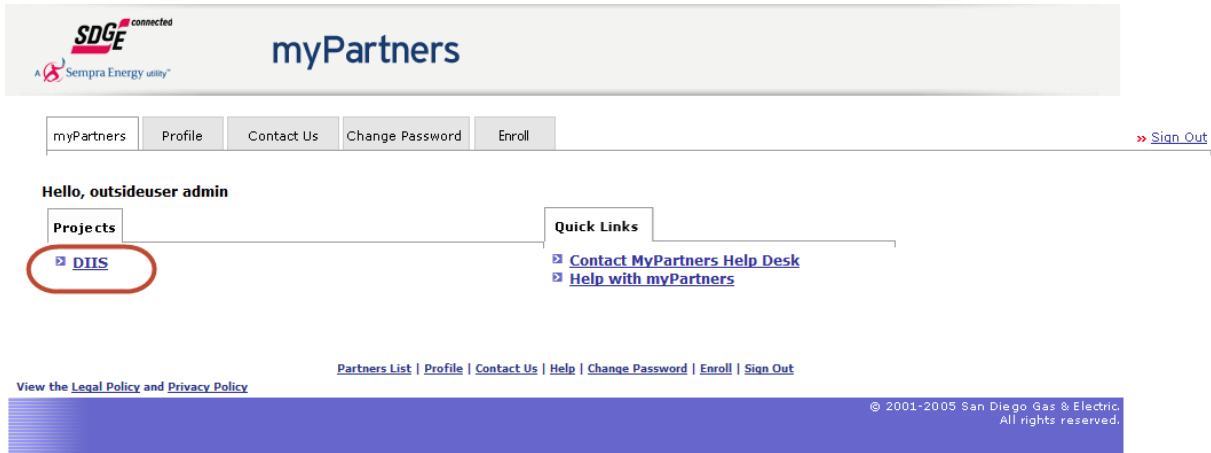
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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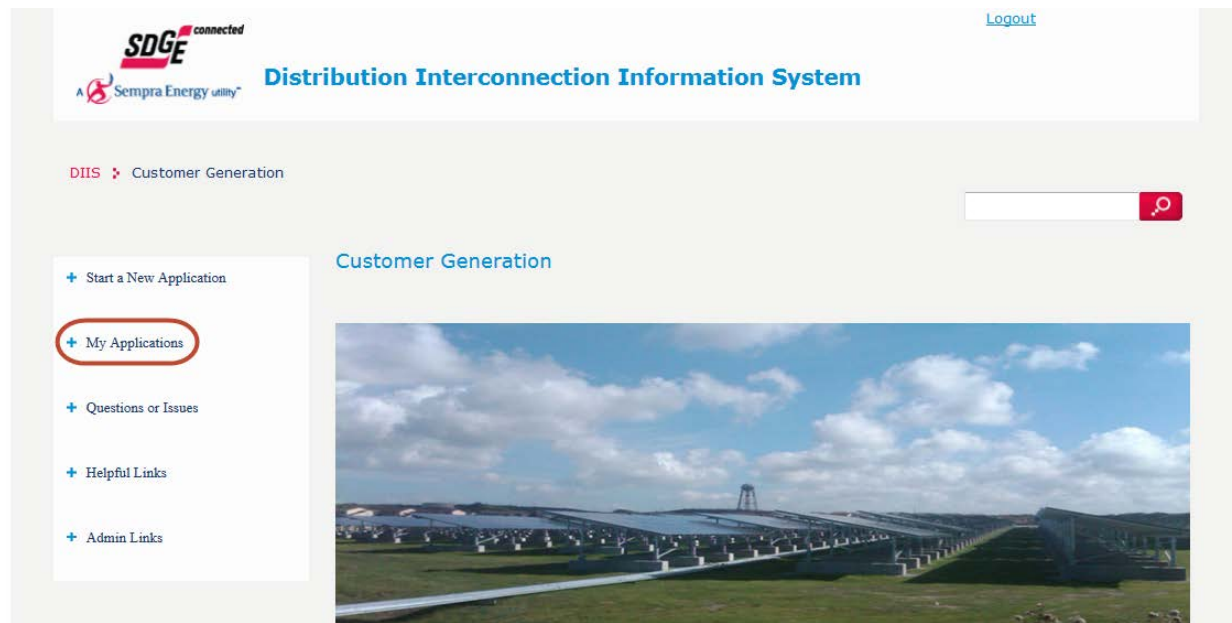
68. Click the "Submit" button.

Work Instruction

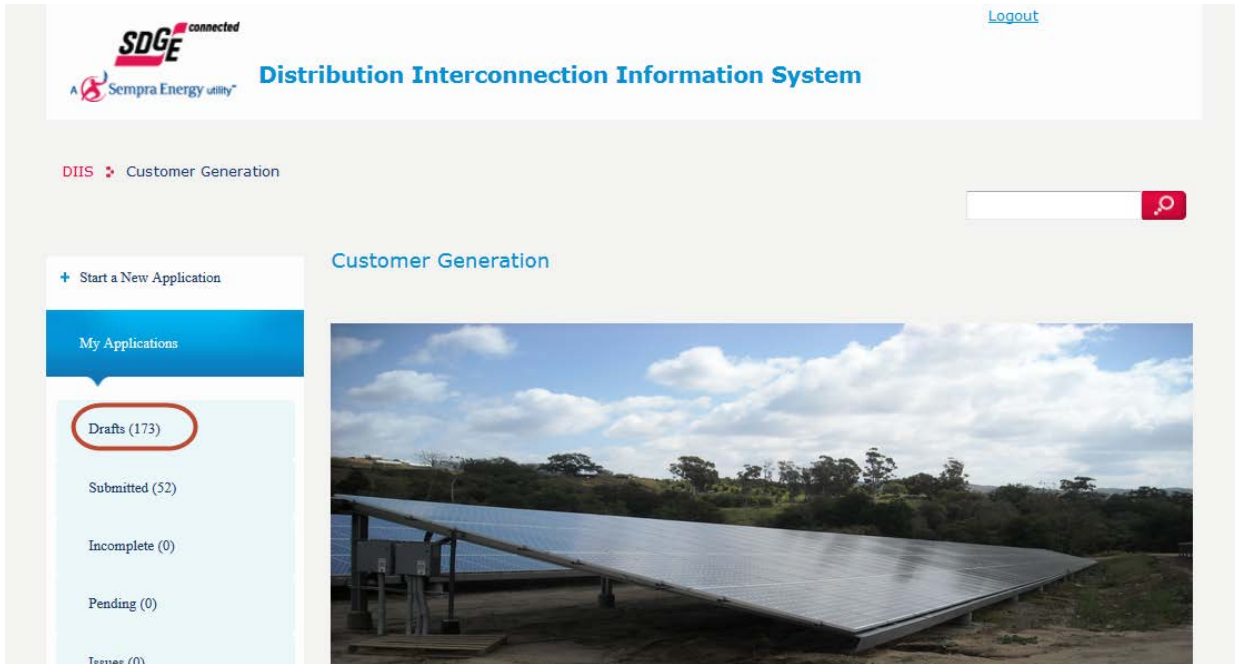


69. Click the "DIIS" link.

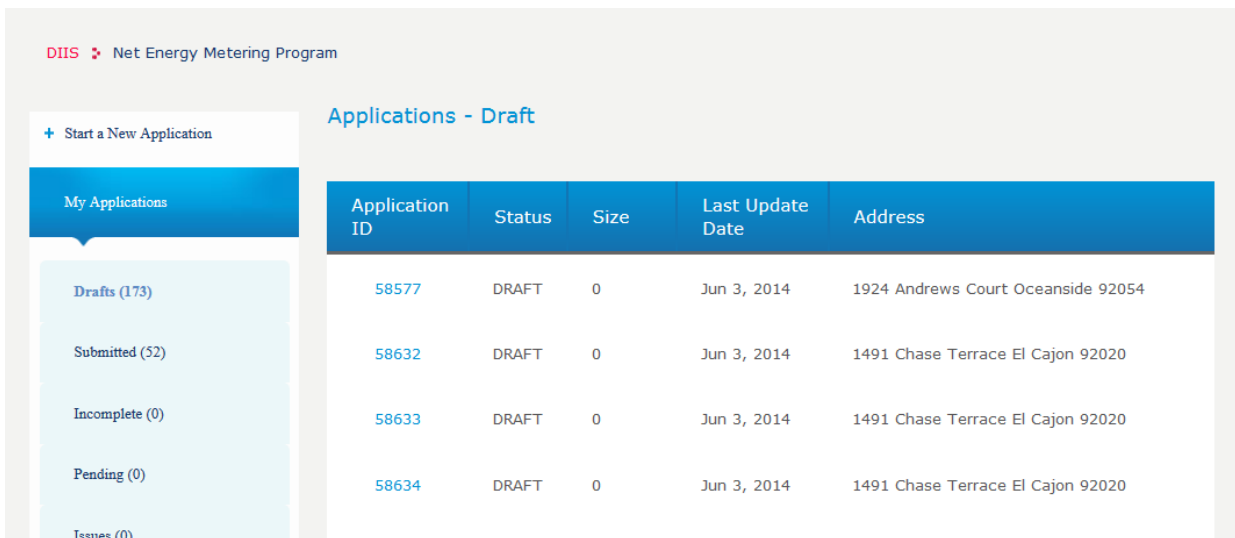
Net Energy Metering | San Diego Gas & Electric



70. Click the "My Applications" link.



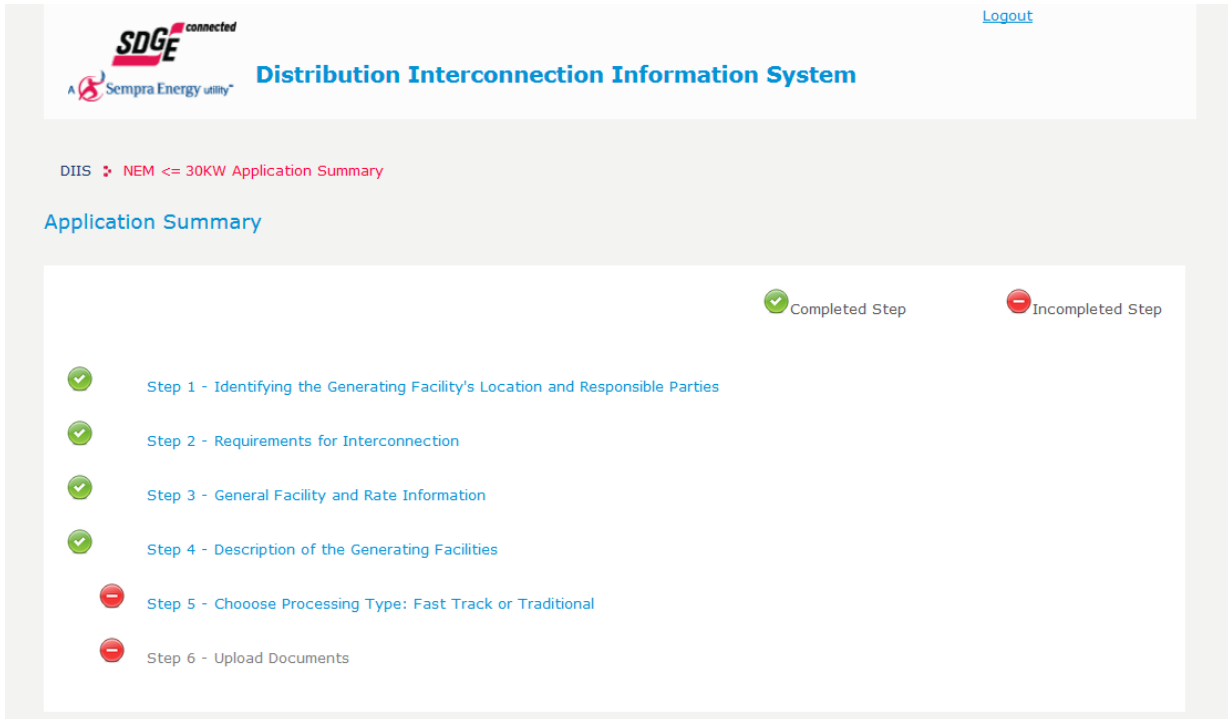
71. Click the "Drafts" link.



Application ID	Status	Size	Last Update Date	Address
58577	DRAFT	0	Jun 3, 2014	1924 Andrews Court Oceanside 92054
58632	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020
58633	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020
58634	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020

72. Find and click on your desired Application ID link.

Work Instruction

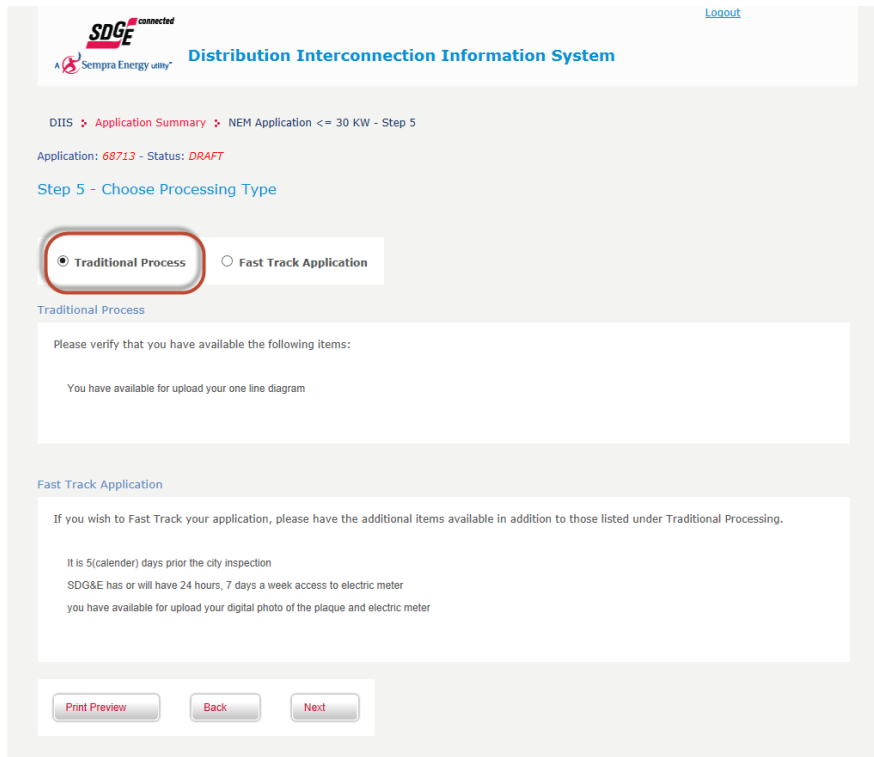


The screenshot shows the user interface of the Distribution Interconnection Information System (DIIS). At the top left, there are logos for SDGE connected and Sempra Energy utility. A "Logout" link is visible at the top right. The main heading is "Distribution Interconnection Information System". Below this, the breadcrumb path is "DIIS > NEM <= 30KW Application Summary". The page title is "Application Summary". A legend indicates that green checkmarks represent "Completed Step" and red minus signs represent "Incompleted Step". The list of steps is as follows:

Step	Status	Description
Step 1	Completed	Identifying the Generating Facility's Location and Responsible Parties
Step 2	Completed	Requirements for Interconnection
Step 3	Completed	General Facility and Rate Information
Step 4	Completed	Description of the Generating Facilities
Step 5	Incompleted	Choose Processing Type: Fast Track or Traditional
Step 6	Incompleted	Upload Documents

73. Click the first step in the list that show in red (not completed yet).

Work Instruction



SDGE connected
A Sempra Energy utility

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 5

Application: 68713 - Status: DRAFT

Step 5 - Choose Processing Type

Traditional Process Fast Track Application

Traditional Process

Please verify that you have available the following items:

You have available for upload your one line diagram

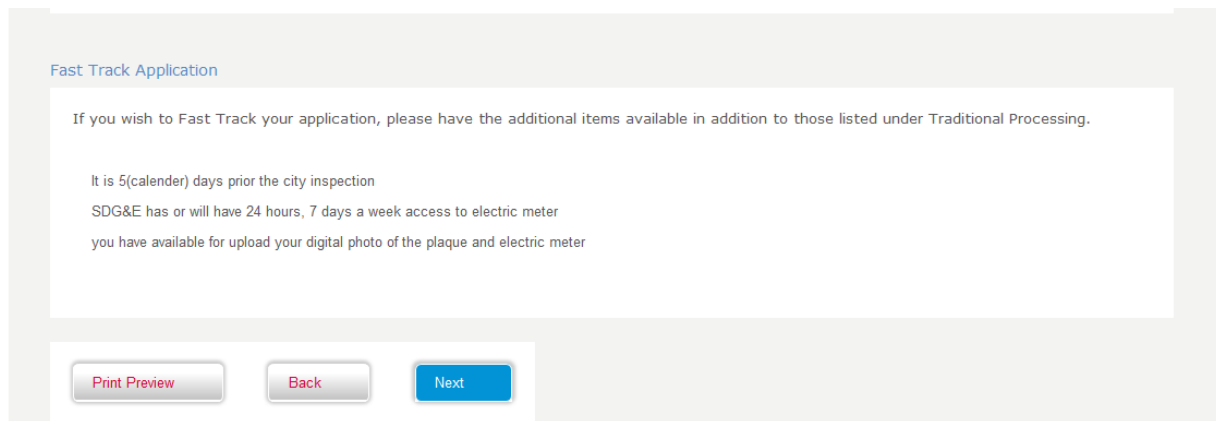
Fast Track Application

If you wish to Fast Track your application, please have the additional items available in addition to those listed under Traditional Processing.

It is 5(calender) days prior the city inspection
SDG&E has or will have 24 hours, 7 days a week access to electric meter
you have available for upload your digital photo of the plaque and electric meter

[Print Preview](#) [Back](#) [Next](#)

74. Click the "Traditional Process" radio button.



Fast Track Application

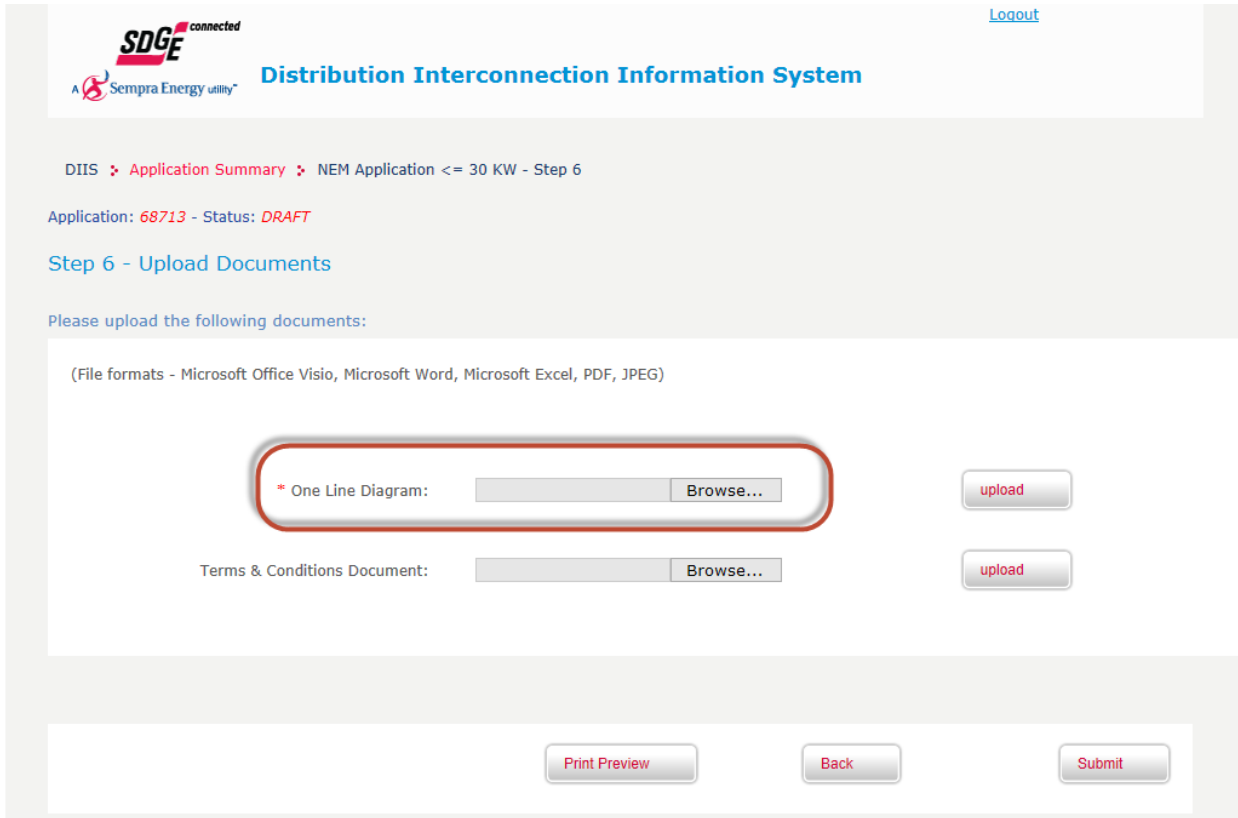
If you wish to Fast Track your application, please have the additional items available in addition to those listed under Traditional Processing.

It is 5(calender) days prior the city inspection
SDG&E has or will have 24 hours, 7 days a week access to electric meter
you have available for upload your digital photo of the plaque and electric meter

[Print Preview](#) [Back](#) [Next](#)

75. Click Next button .

Work Instruction



SDGE connected
A Sempra Energy utility

[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: **68713** - Status: **DRAFT**

Step 6 - Upload Documents

Please upload the following documents:

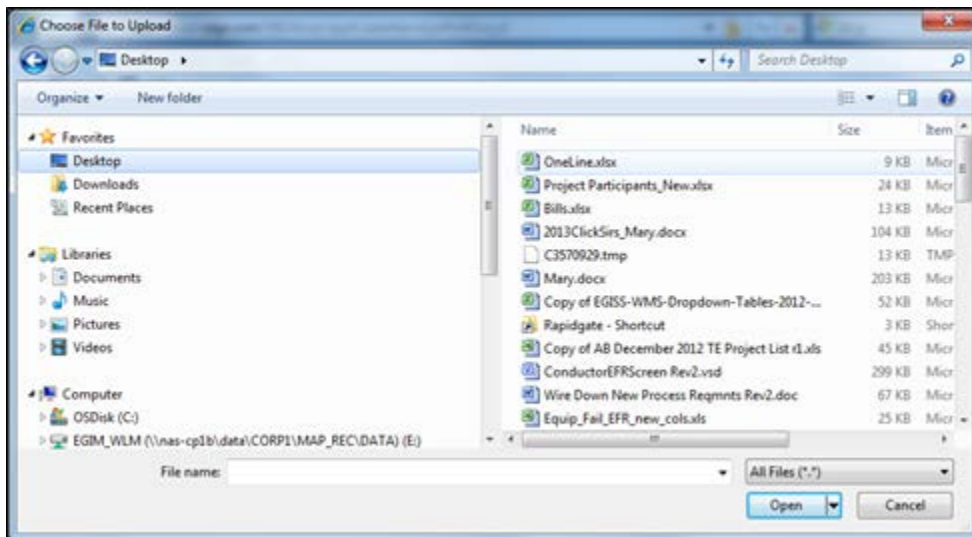
(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* One Line Diagram:

Terms & Conditions Document:

- 76.** If standard one-line diagram was selected in Step 4, then no upload of a custom one-line diagram is required. If it was not selected in Step 4, then a custom one-line is required in Step 4. **The upload option for one-line diagram will only appear for those who did not select standard one-line in Step 4!**

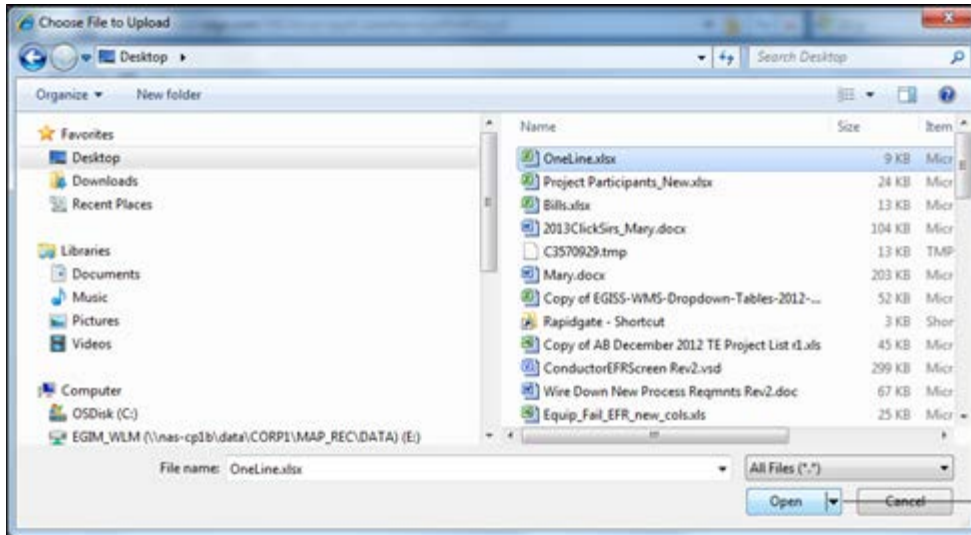
Choose File to Upload

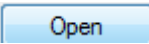


Work Instruction


77. Use the browser to locate your file. Once found, click on the One Line associated with the current application.

Choose File to Upload



78. Click the  button.

Work Instruction


[Logout](#)

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: 68713 - Status: *DRAFT*

Step 6 - Upload Documents

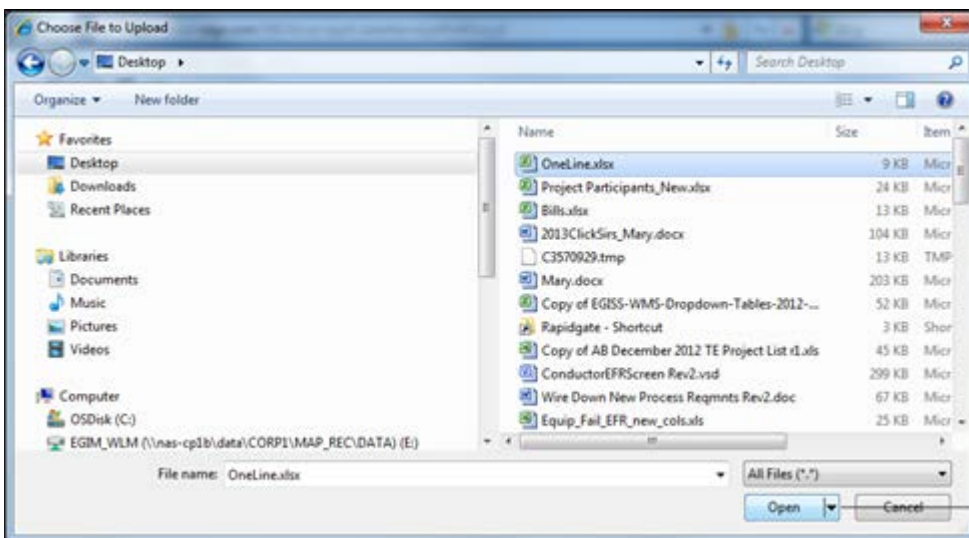
Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* One Line Diagram:

Terms & Conditions Document:

79. Click upload button . You will have to upload each file one at a time, from top to bottom in order to proceed with the application.



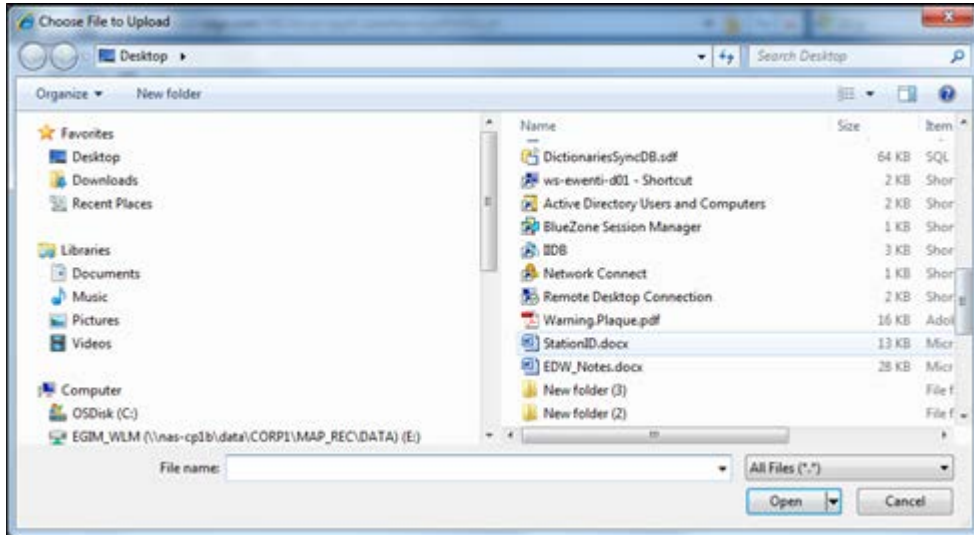
Work Instruction

80. If you have a Terms and Conditions document signed by the customer. You can upload it here. You can find the Terms and Conditions document at: <http://www.sdge.com/nem-documents> . Click the button to search for signed Terms and Conditions document for the active application.



Note: for each successful upload, you will see a notification to the right of the upload.

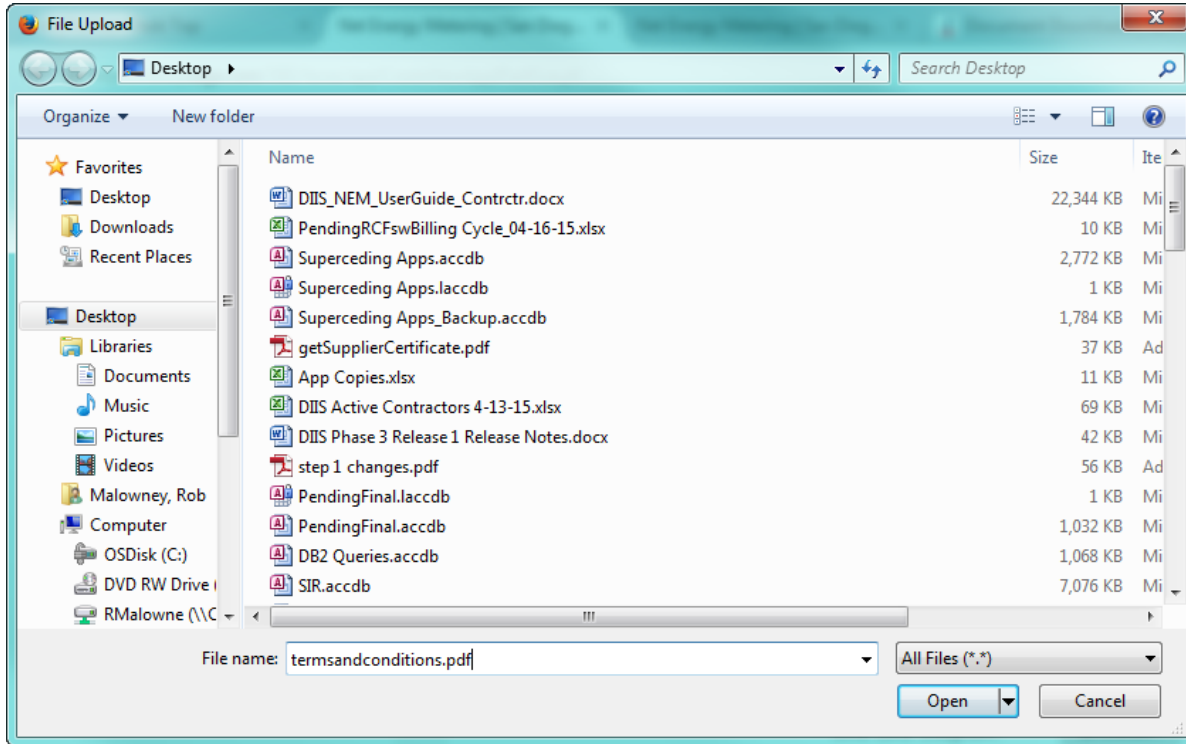
Choose File to Upload

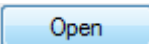


81. Locate and select the file for the terms and conditions document.

Work Instruction

Choose File to Upload



82. Click the  button.

Work Instruction

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: 68713 - Status: DRAFT

Step 6 - Upload Documents

Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

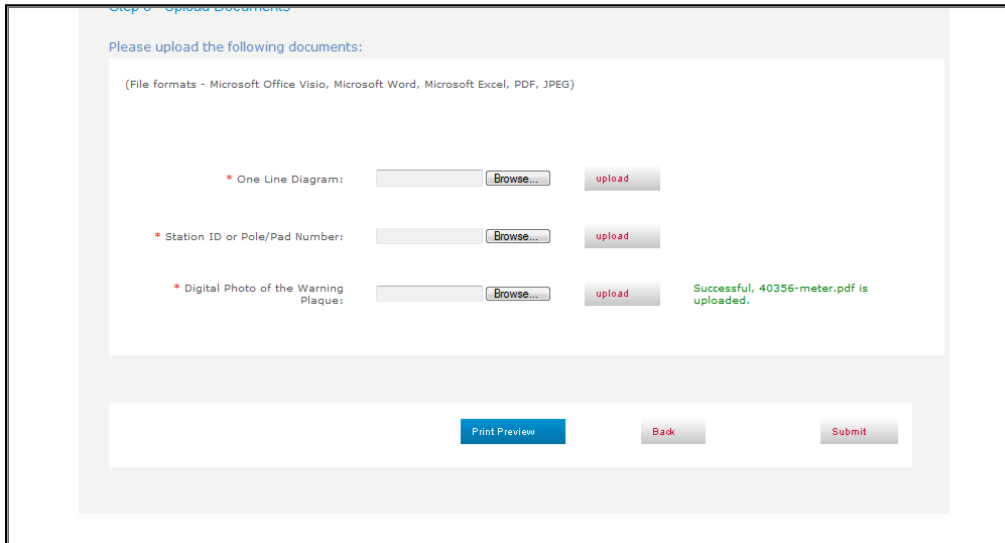
One Line Diagram:	<input type="button" value="Browse..."/> App Copies.xlsx	<input type="button" value="upload"/>
Terms & Conditions Document:	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="upload"/>

83.

Click upload button



Work Instruction

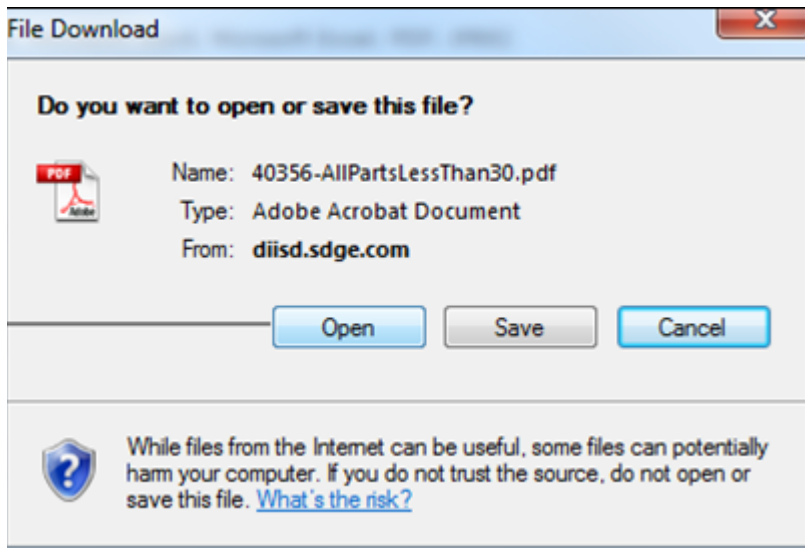


84. Print Preview



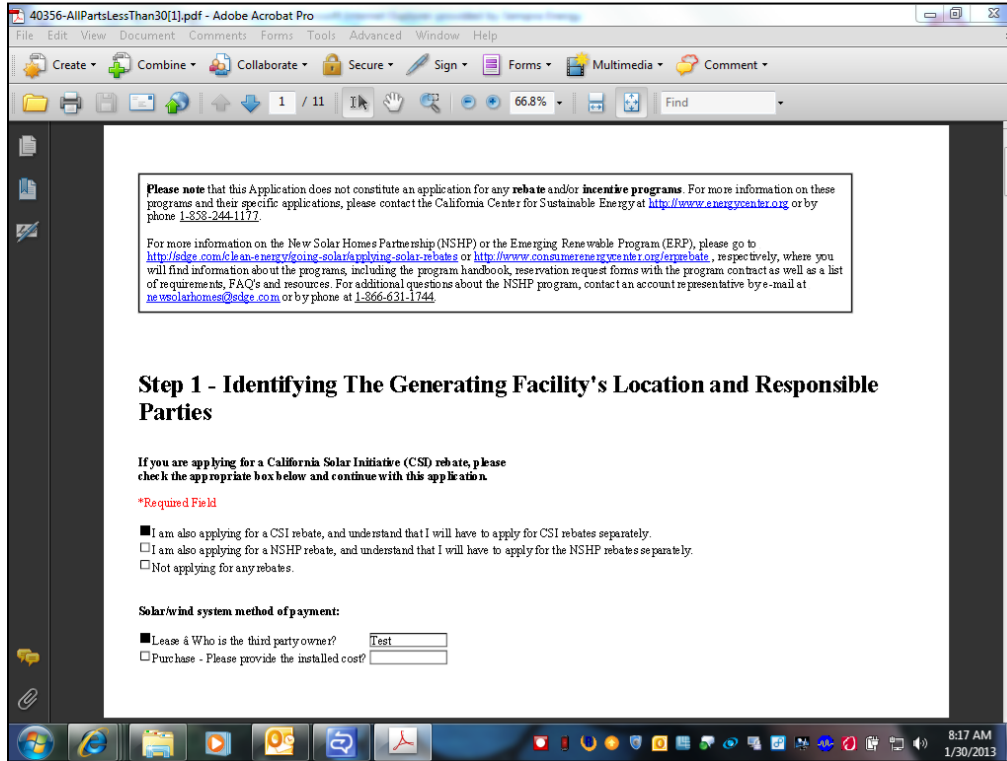
A Print Preview button has been provided if you wish to review or print a copy of the application for your customer.

File Download



85. Click Open button

Sample of Print Preview



86. Application Sample

Work Instruction

DIIS > Application Summary > NEM Application <= 30 KW - Step 6

Application: 68713 - Status: DRAFT

Step 6 - Upload Documents

Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

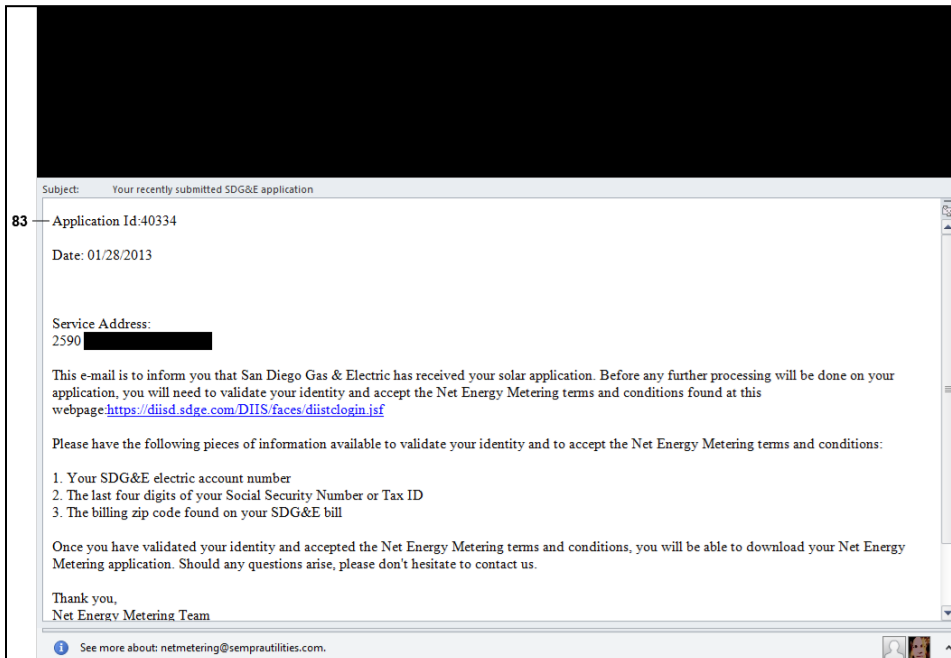
* One Line Diagram: Browse...

Terms & Conditions Document: Browse...

Successful, 68713-termsandconditions.docx is uploaded.

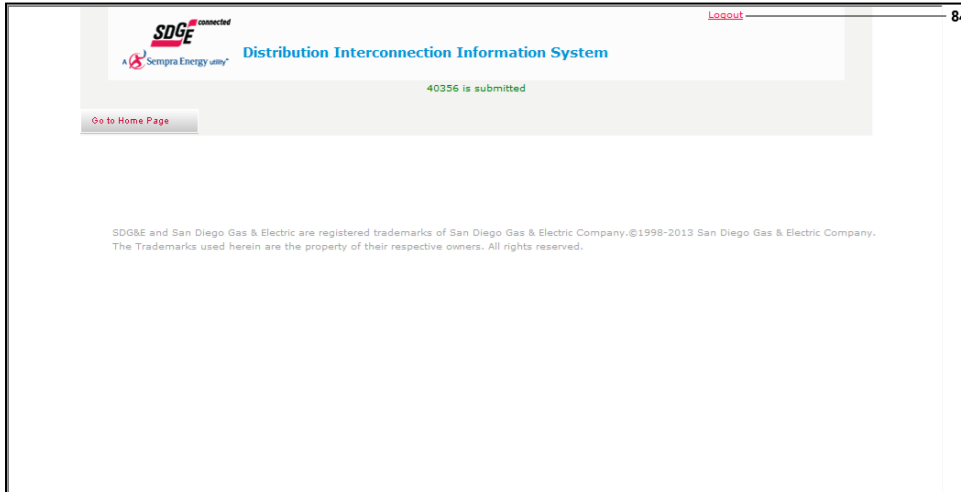
87. Click Submit button

Your recently submitted SDG&E application - Message (HTML)



88. You should receive an email with your Application confirmation.

Net Energy Metering | San Diego Gas & Electric



89. Click the "Logout" link and Sign out from My Partners.



You should receive a message confirming your acceptance of the application by the DIIS system.



DIIS Application Submittal – Traditional Process > 30kw

Work Instruction

P u r p o s e

Use this procedure as step by step instructions to assist you when applying for a client to receive the “Traditional Process” approval for NEMs program on systems greater than 30kw.

Contact

If you have further concerns or questions in the application process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

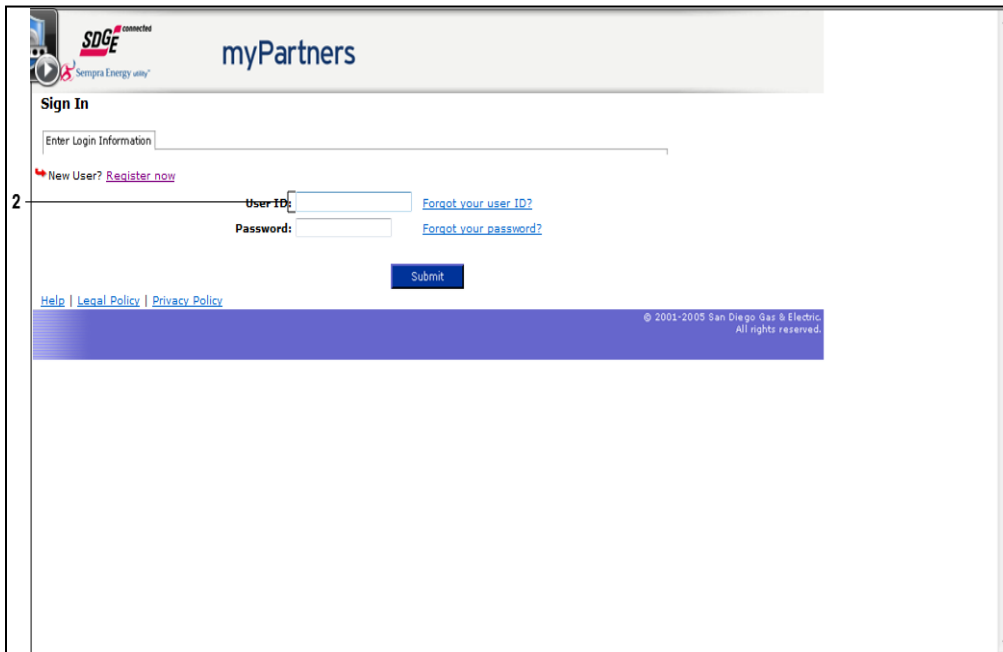
Menu Path

Use the following menu path to begin this transaction:


- <https://mypartners.sdge.com>

Work Instruction

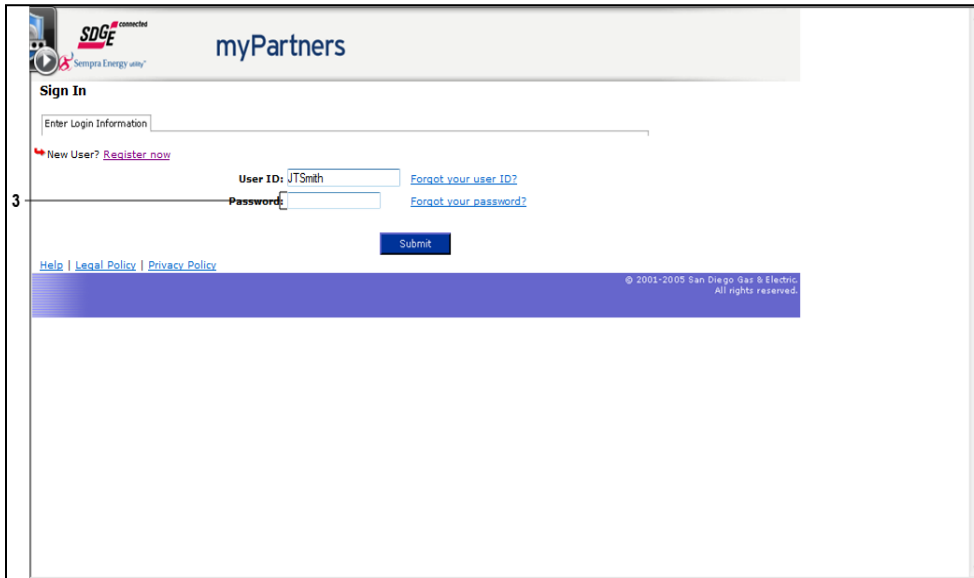
1. Start the transaction using the menu path or transaction code: <https://mypartners.sdge.com/>



2. As required, complete/review the following fields:

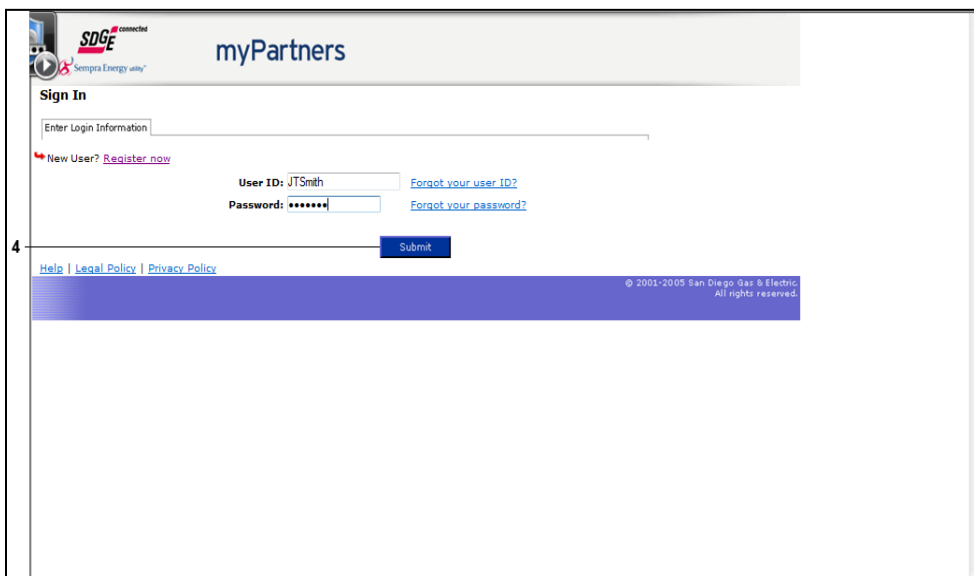
Field	R/O/C	Description
User ID:	R	<p>Example: JTSmith</p> <p> If you have forgotten either your User ID or Password click on the links below.</p>

Work Instruction



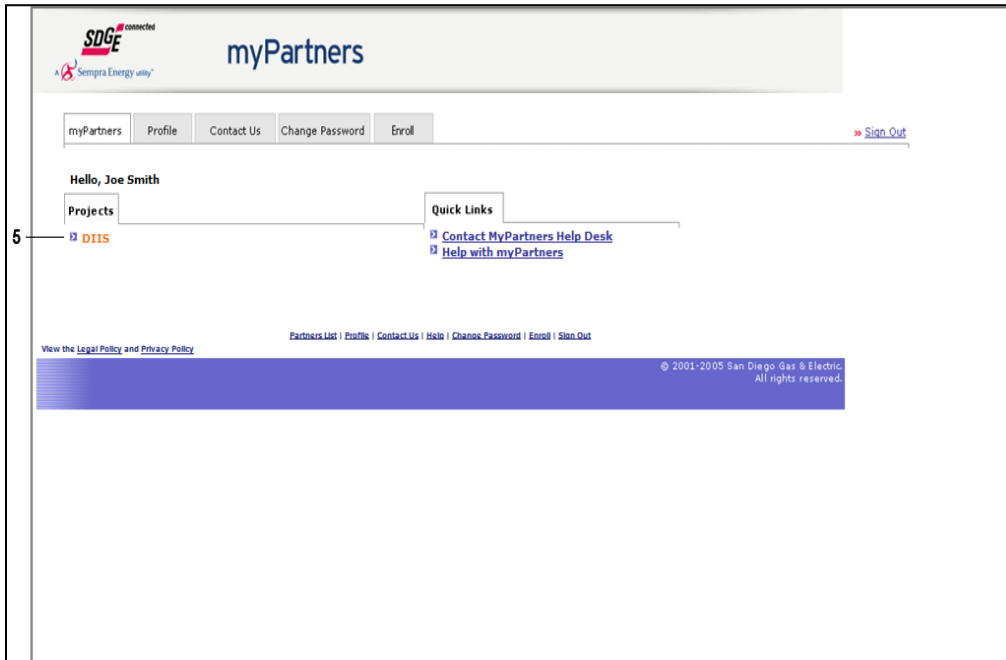
3. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****

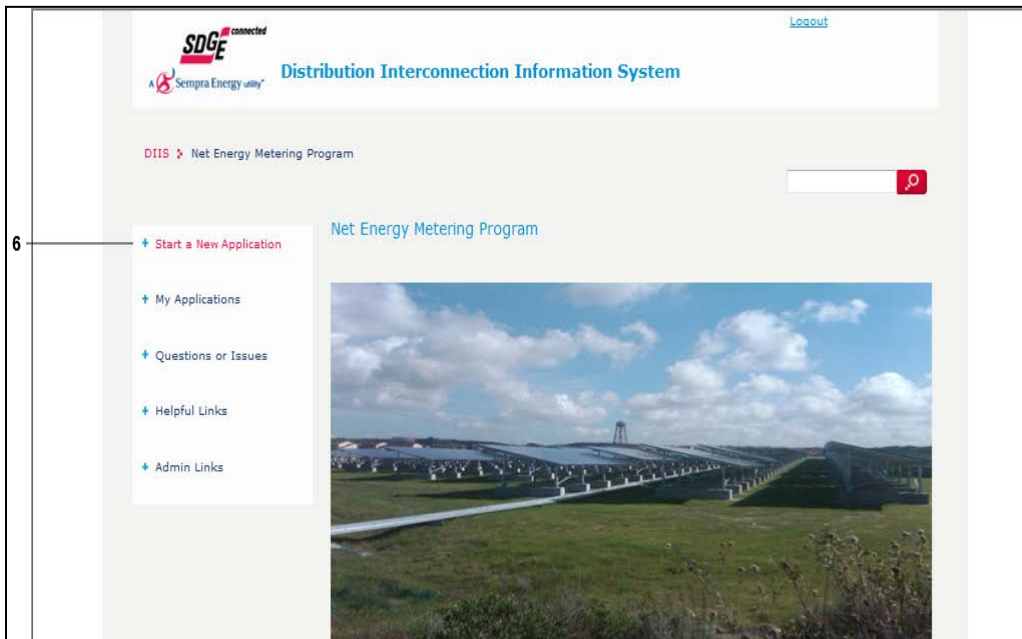


4. Click the "Submit" button 

Work Instruction

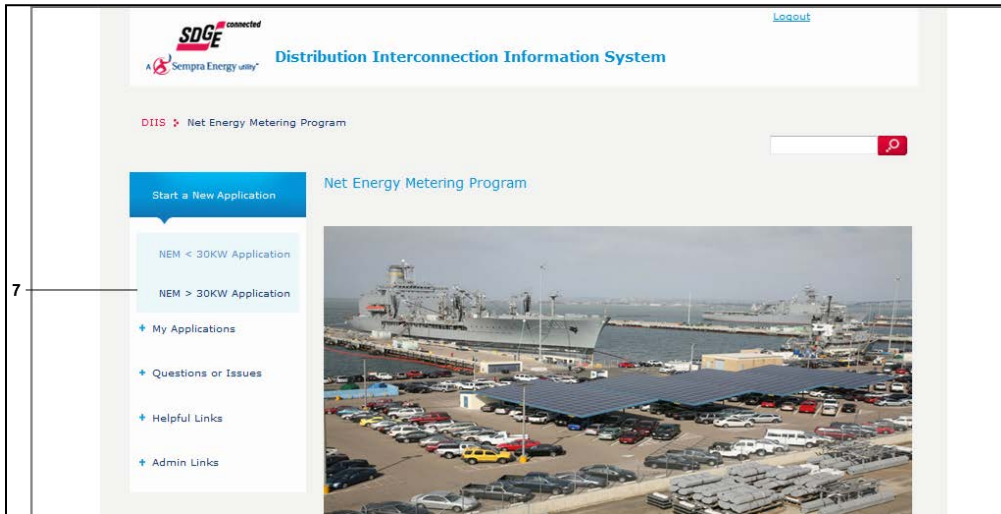


5. Click the "DIIS" link.

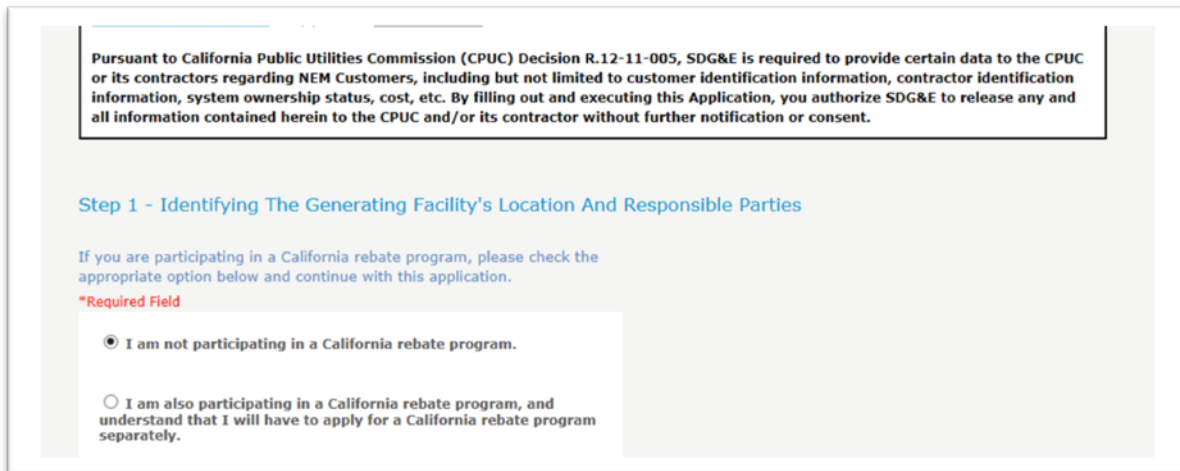


6. Click the "Start a New Application" link.

Work Instruction



7. Click the "NEM > 30KW Application" link.



8. Click the radio button for which rebate scenario applies to this application.

Work Instruction

Please state the ownership type of the NEM Generating Facility (Third Party or Customer):

***Required Field**

Third Party Owned Customer Owned

Claimed Federal Investment Tax (ITC) cost basis:

Please provide the Contractor's name at the time of the sale:

Please provide the third-party contract type:

Power Purchase Agreement (PPA)

Lease

Pre-Paid Lease

Other

Please specify:

9. Select the ownership type – Third Party Owned or Customer Owned. Additional questions will follow for both. For Third Party Owned, the Federal Investment Tax (ITC) cost basis, the Contractor's name at the time of sale, and the third-party contract type are required. For customer owned, the sales price and whether the system was Property Assessed Clean Energy (PACE) financed is required.

Work Instruction

B. Description of Service (This Agreement is being filed for, check all that apply):

* Required Field

- A New NEM Generating Facility - new request for interconnection (at an existing service)
- A New NEM Generating Facility - new request for interconnection in conjunction with a new service. An Application for Service must be completed. Additional fees may be required if a service or line extension is required (in accordance with SDG&E Electric Rules 15 and 16). Please contact SDG&E at 1-800-411-7343.
- Physical Changes to an Interconnected NEM Generating Facility - request for modification of interconnection due to changes to NEM Generating Facilities with previous approval by SDG&E (for example, adding PV panels, changing inverters/turbines or changing load and/or operations).
- A New NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - new request for interconnection at an existing service for both an NEM Generating Facility and paired with energy storage of 10 kW or less. Note that an energy storage system greater than 10 kilowatts or one operating as a standalone system not paired with an NEM Generating Facility, requires a different application form. For a Rule 21 standalone energy storage not exporting for resale, please use [Form 142-05203](#) or its successor form. However, for a Rule 21 standalone energy storage system exporting for resale, please use [Form 142-05201](#) or its successor form.
- An Existing NEM Generating Facility Paired with New Energy Storage 10 Kilowatts or less - a new request for interconnection of an energy storage device paired with a previously approved NEM Generating Facility that has already been given permission to operate.
- A NEM Aggregation Generating Facility (if checked, please also complete Form 142-02769, the NEM Aggregation Form)
- An Interconnection under Direct Access (DA) - a new request for interconnection by a DA customer. Customer applying for NEM who are served under "Direct Access by an Energy Service Provider (ESP) must contact their ESP directly for information regarding the ESP's Net Energy Metering program.
- An Interconnection under Community Choice Aggregation Service (CCA Service) - a new request for interconnection by a CCA Service customer. Customer applying for NEM who are served under Community Choice Aggregation Service by a Community Choice Aggregator (CCA) must contact their CCA directly for information regarding the CCA's Net Energy Metering program.

10. Select the application type where applicable

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill) [?](#)

Customer Meter Number: (* Required for active accounts) (Must match SDG&E Bill) [?](#)

* Customer First Name: (Must match SDG&E Bill) [?](#)

* Customer Last Name: (Must match SDG&E Bill) [?](#)

* Customer Street Number: (Must match SDG&E Bill) [?](#)

* Customer Street Name: (Must match SDG&E Bill) [?](#)

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer Usage (MWh/Day): (100-100000)

11. If you need help finding the following information, Click on the link [?](#) provided.

12.

ACCOUNT NUMBER: 2713 276 271 1
DATE DUE: May 13, 2012
DATE BILLED: Apr 24, 2012 Page 2 of 4
1-800-411-SDGE (7343) English
1-800-311-SDGE (7343) Español
1-877-688-SDGE (7343) TTY
www.sdge.com

Detail of Current Charges

Electric Service
 Fee: DR-Residential
 Service Address: 498 kWh
 Billing Period: 02/11/12 - 04/20/12
 Meter Number: 02591207
 Meter Location: 1500
 Circuit: 0004 Block: 134A
 Billing Period: 02/11/12 - 04/20/12
 Current Reading: 4488
 Previous Reading: 4308
 Difference: 180
 Meter Location: 1500
 Total kWh: 180

ELECTRIC CHARGES

Service	Rate	Usage	Charge
Electricity Delivery (Details below)	180 kWh		
Electricity Delivery	180 kWh @ \$0.08053	180 kWh	\$14.49
DWR Bond Charge	180 kWh x \$0.0513	180 kWh	\$9.23
Winter Electricity Generation	180 kWh x \$0.0738	180 kWh	\$13.28
Total Electric Charges			\$36.99

TAXES & FEES ON ELECTRIC CHARGES

Item	Rate	Usage	Charge
City of San Diego Franchise Fee Differential	23.48 x 0.73%	180 kWh	\$3.10
Franchise Fees on Electric Energy Supplied by Others	2.32 x 0.88%	180 kWh	\$3.67
State Surcharge Tax	180 kWh x \$0.00290	180 kWh	\$0.52
State Regulatory Fee	180 kWh x \$0.00240	180 kWh	\$0.43
Total Taxes & Fees on Electric Charges			\$7.72

Total Electric Service: \$44.71
Total Current Charges: \$44.71



Samples of where you can find this data will pop-up for your convenience.

C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: (Must match SDG&E Bill) ?

* Customer Meter Number: (Must match SDG&E Bill) ?
 (* Required for active accounts)

* Customer First Name: (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

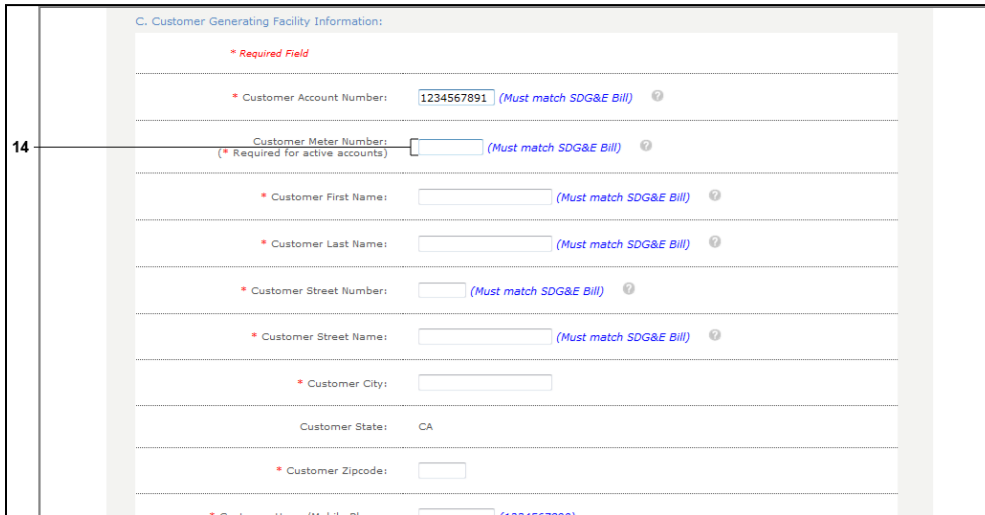
13.

As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

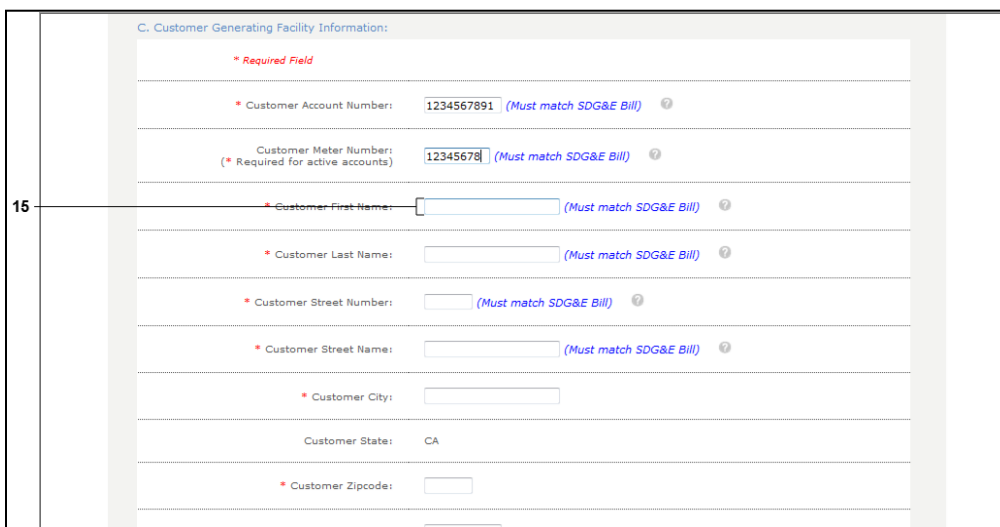
Work Instruction

Field	R/O/C	Description
* Customer Account Number:	R	Example: 1234567891



14. As required, complete/review the following fields:

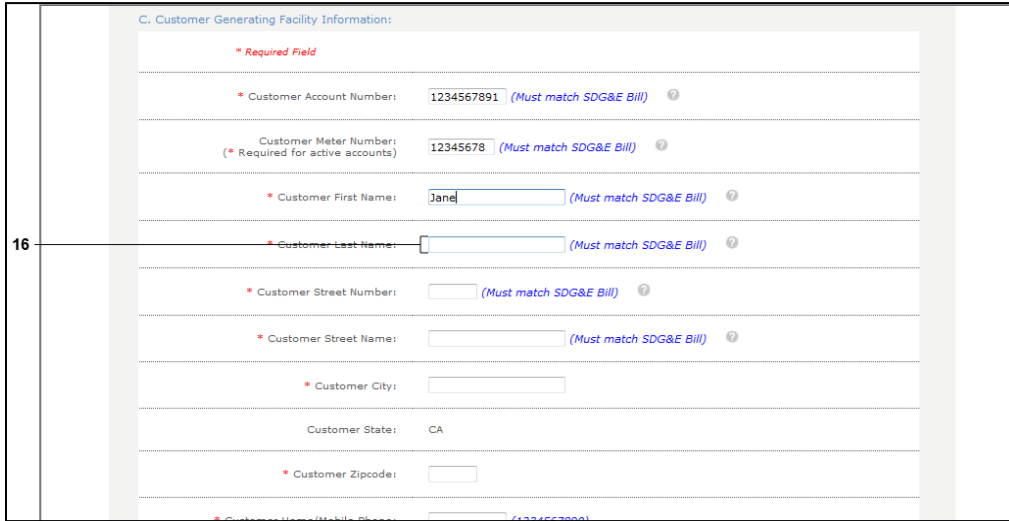
Field	R/O/C	Description
(* Required for active accounts)	R	Example: 12345678



15. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer First Name:	R	Example: Jane



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

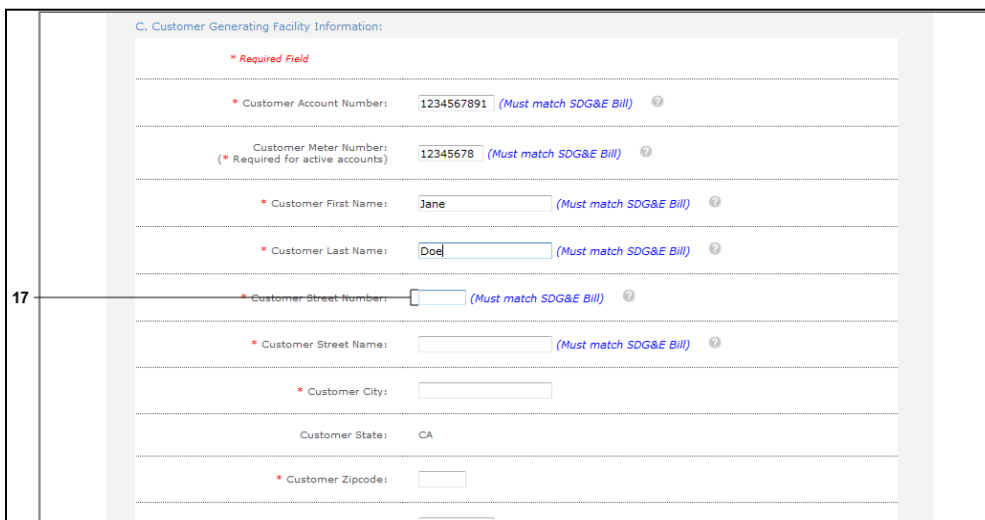
* Customer City:

Customer State: CA

* Customer Zipcode:

16. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Last Name:	R	Example: Doe



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

* Customer City:

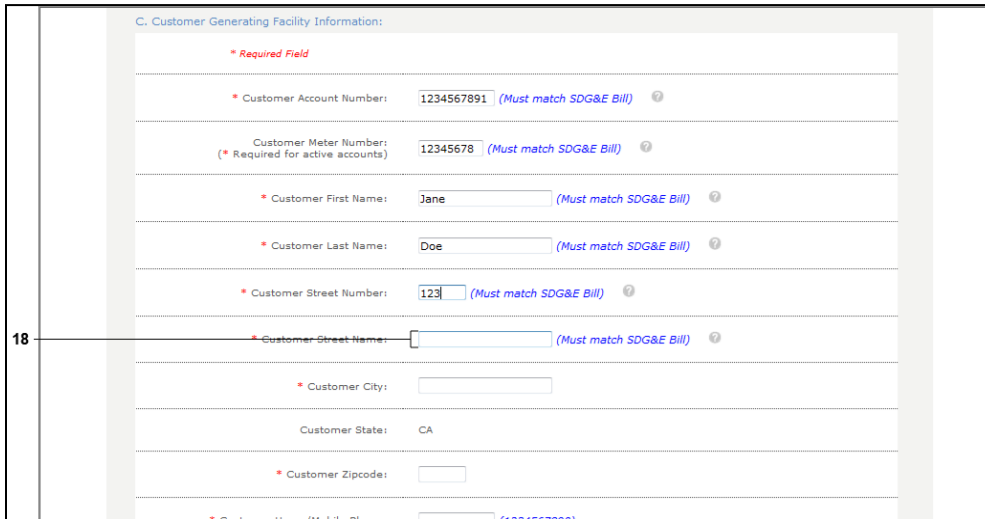
Customer State: CA

* Customer Zipcode:

17. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer Street Number:	R	Example: 123



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: (Must match SDG&E Bill) ?

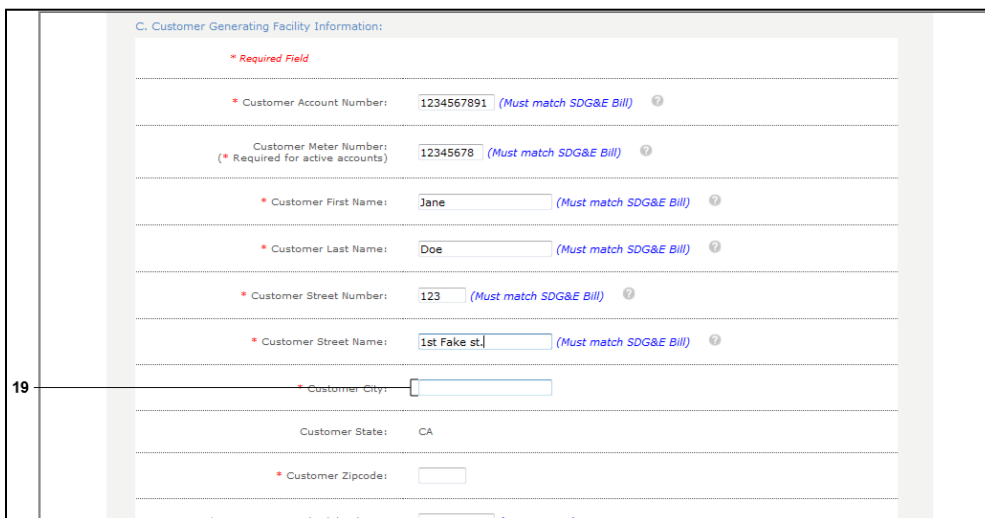
* Customer City:

Customer State: CA

* Customer Zipcode:

18. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Street Name:	R	Example: 1st Fake st.



C. Customer Generating Facility Information:

* Required Field

* Customer Account Number: 1234567891 (Must match SDG&E Bill) ?

Customer Meter Number: 12345678 (* Required for active accounts) (Must match SDG&E Bill) ?

* Customer First Name: Jane (Must match SDG&E Bill) ?

* Customer Last Name: Doe (Must match SDG&E Bill) ?

* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: 1st Fake st. (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

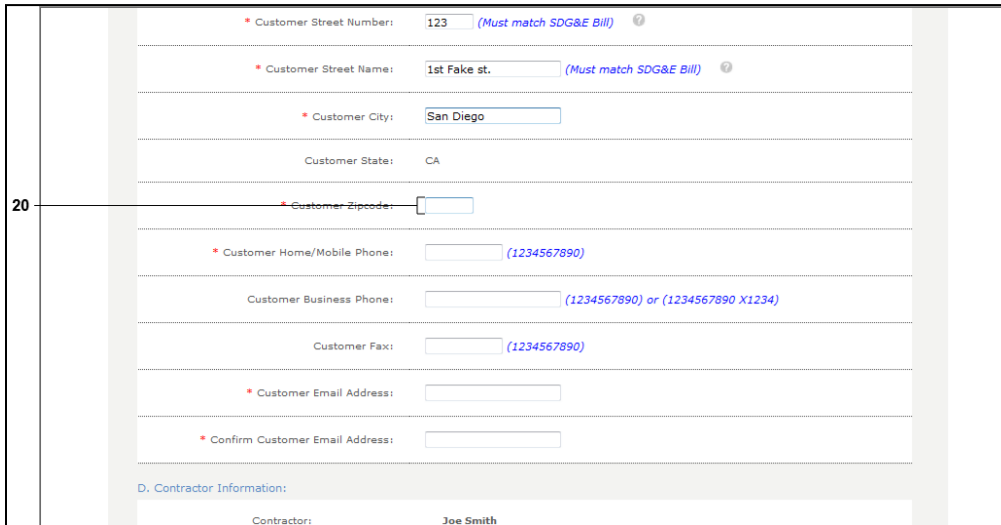
* Customer Zipcode:

19. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
* Customer City:	R	Example: San Diego

20



* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: 1st Fake st. (Must match SDG&E Bill) ?

* Customer City: San Diego

Customer State: CA

* Customer Zipcode:

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

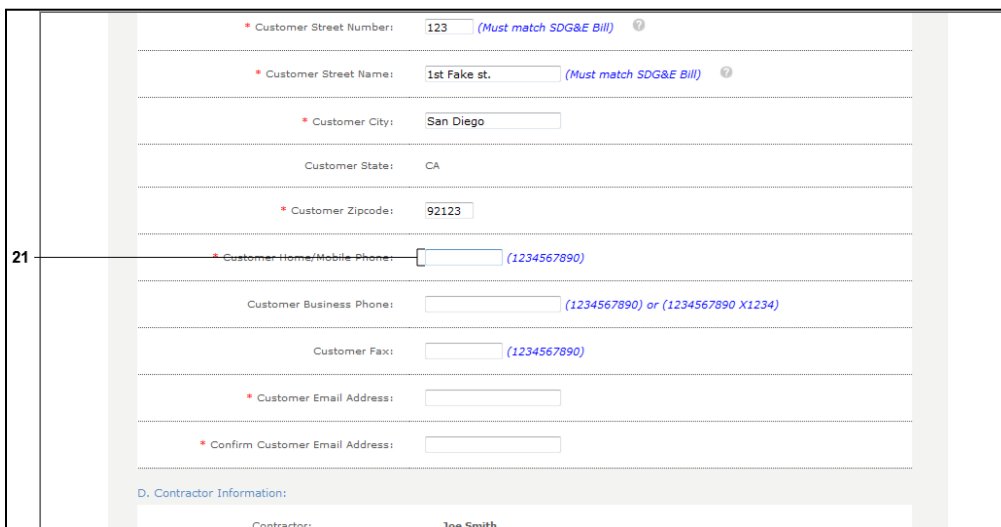
D. Contractor Information:

Contractor: Joe Smith

20. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Zipcode:	R	Example: 92123

21



* Customer Street Number: 123 (Must match SDG&E Bill) ?

* Customer Street Name: 1st Fake st. (Must match SDG&E Bill) ?

* Customer City: San Diego

Customer State: CA

* Customer Zipcode: 92123

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

D. Contractor Information:

Contractor: Joe Smith

Work Instruction

21

* Customer Street Number: (Must match SDG&E Bill) ?

* Customer Street Name: x (Must match SDG&E Bill) ?

* Customer City:

Customer State: CA

* Customer Zipcode:

* Customer County: (San Diego or Orange)

21. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer County:	R	Example: San Diego or Orange (must be exactly one of the two.)

22

* Customer Home/Mobile Phone: (1234567890)

Customer Business Phone: (1234567890) or (1234567890 X1234)

Customer Fax: (1234567890)

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

22. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Home/Mobile Phone:	R	Example: 8585556543

Work Instruction

23

* Customer Email Address:

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

23. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Email Address:	R	Example: JDoe@gmail.com

* Customer Email Address:

24

* Confirm Customer Email Address:

* Please indicate which sector best represents the Customer:

24. As required, complete/review the following fields:

Field	R/O/C	Description
* Confirm Customer Email Address:	R	Example: JDoe@gmail.com

Work Instruction

* Customer Email Address:

* Confirm Customer Email Address:

25 * Please indicate which sector best represents the Customer:

25. As required, complete/review the following fields:

Field	R/O/C	Description
* Customer Sector:	R	Example: Residential



Review Contractor Information.

Fax:

Email:

26 * CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share

26. Read and check if you agree.



Review Contractor Information.

Work Instruction

* **CUSTOMER AUTHORIZES THE CONTRACTOR TO BE USED AS THE SDG&E CONTACT AND TO RECEIVE CONFIDENTIAL CUSTOMER INFORMATION AND ACT ON BEHALF OF CUSTOMER WITH RESPECT TO THIS AGREEMENT**

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact (s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share information with authorized recipients for a period of three years from the date this agreement is received by SDG&E. Contact(s) are also authorized to change rate schedules served under and metering arrangements which may result in charges to Customer. Should customer wish to select a different authorization period, Customer may utilize the "Authorization to Receive Customer Information or Act on a Customer's Behalf," which may be found at: <http://www.sdge.com/clean-energy/apply-nem/apply-nem-resources>

In addition, Customer authorizes SDG&E to release to the California Energy Commission (CEC) information regarding Customer's facility, including customer name and Generating Facility location, size, and operational characteristics, as requested from time to time pursuant to the CEC's rules and regulations.

This agreement is applicable only to the Generating Facility described above and installed at the above location. The Generating Facility may not be relocated or connected to SDG&E's system at any other location without SDG&E's express written consent.

Customer shall be responsible for the design, installation, operation, and maintenance of the Generating Facility and shall obtain and maintain any required governmental authorizations and/or permits.

Back

Next

27.

After reading this section, click the "Next" button

Next

facility includes a wind turbine, the description must include the manufacturer name, model number, number of turbines, and the nameplate rating. Only CEC-AC-certified inverters and certified wind-turbine generators without separate inverters will pass the requirements for Simplified Interconnection. (See the SDG&E website www.sdge.com/business/netMetering.shtml or the CEC website at: www.qosolarcalifornia.org/equipment

d. A description of how the power output from the inverter is connected to the **main service panel via a branch breaker**. The ampere rating of this branch breaker and the main service panel breaker must be compatible with the output rating of the Generating Facility. The output rating is computed based on the total nameplate rating of the inverter.

e. If such metering is required, a complete description of the **performance (generation output) meter and related equipment**. The description must include the meter manufacturer, model number and type (socket or panel), as well as any other relevant information (e.g., socket, panels, breakers). If instrument transformers are required, the description should include this information.

f. If applicable, a complete description for Energy Storage systems paired with an NEM Generating Facility of the specific inverter operating in conjunction with the Energy Storage system including, but not limited to, the battery manufacturer, battery model number, the inverter model number, nameplate rating in kilowatts, CEC-AC rating, quantity, output voltage and phase.

3. The final approval by the cities' or counties' electrical inspector is required before SDG&E can conduct their field inspection. The **cities' or counties' electrical inspector must notify SDG&E's New Service Department directly**. The Net Energy Department cannot accept copies of an electrical permit.

Back

Next

28.

Step 2 - Requirements for Interconnection. Read and scroll down.

Work Instruction

facility makes a final entry, the description must include the manufacturer name, model number, number of circuits, and the nameplate rating. Only CEC-AC-certified inverters and certified wind-turbine generators without separate inverters will pass the requirements for Simplified Interconnection. (See the SDG&E website www.sdge.com/business/netMetering.shtml or the CEC website at: www.qosolarcalifornia.org/equipment)

d. A description of how the power output from the inverter is connected to the **main service panel via a branch breaker**. The ampere rating of this branch breaker and the main service panel breaker must be compatible with the output rating of the Generating Facility. The output rating is computed based on the total nameplate rating of the inverter.

e. If such metering is required, a complete description of the **performance (generation output) meter and related equipment**. The description must include the meter manufacturer, model number and type (socket or panel), as well as any other relevant information (e.g., socket, panels, breakers). If instrument transformers are required, the description should include this information.

f. If applicable, a complete description for Energy Storage systems paired with an NEM Generating Facility of the specific inverter operating in conjunction with the Energy Storage system including, but not limited to, the battery manufacturer, battery model number, the inverter model number, nameplate rating in kilowatts, CEC-AC rating, quantity, output voltage and phase.

3. The final approval by the cities' or counties' electrical inspector is required before SDG&E can conduct their field inspection. The **cities' or counties' electrical inspector must notify SDG&E's New Service Department directly**. The Net Energy Department cannot accept copies of an electrical permit.

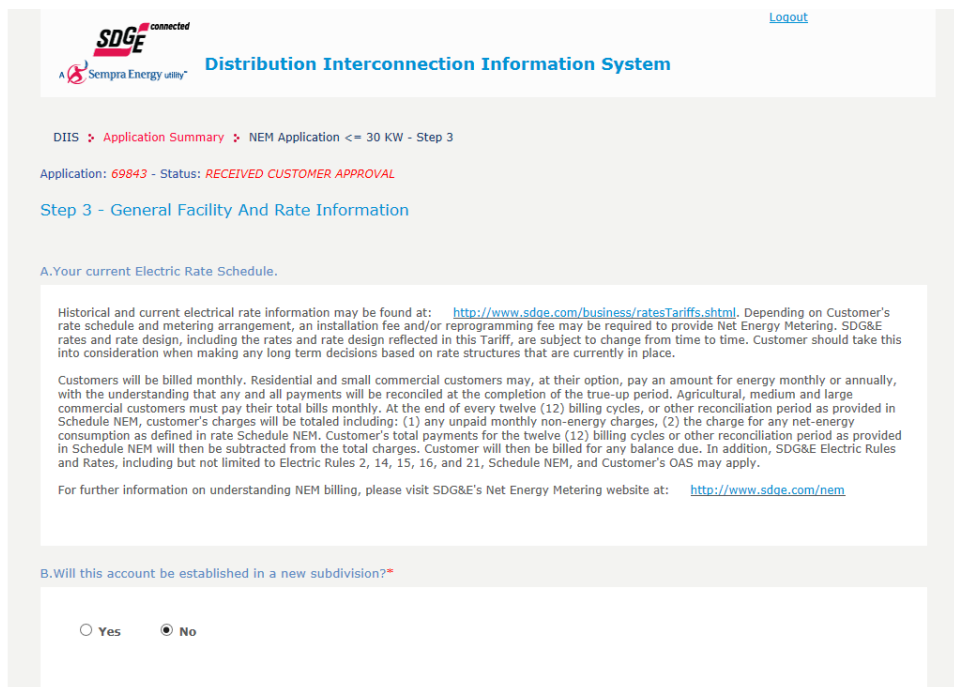
Back

Next

29.

Once this section is read, click the "Next" button

Next



SDGE connected
A Sempra Energy utility

Logout

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application <= 30 KW - Step 3

Application: 69843 - Status: **RECEIVED CUSTOMER APPROVAL**

Step 3 - General Facility And Rate Information

A. Your current Electric Rate Schedule.

Historical and current electrical rate information may be found at: <http://www.sdge.com/business/ratesTariffs.shtml>. Depending on Customer's rate schedule and metering arrangement, an installation fee and/or reprogramming fee may be required to provide Net Energy Metering. SDG&E rates and rate design, including the rates and rate design reflected in this Tariff, are subject to change from time to time. Customer should take this into consideration when making any long term decisions based on rate structures that are currently in place.

Customers will be billed monthly. Residential and small commercial customers may, at their option, pay an amount for energy monthly or annually, with the understanding that any and all payments will be reconciled at the completion of the true-up period. Agricultural, medium and large commercial customers must pay their total bills monthly. At the end of every twelve (12) billing cycles, or other reconciliation period as provided in Schedule NEM, customer's charges will be totaled including: (1) any unpaid monthly non-energy charges, (2) the charge for any net-energy consumption as defined in rate Schedule NEM. Customer's total payments for the twelve (12) billing cycles or other reconciliation period as provided in Schedule NEM will then be subtracted from the total charges. Customer will then be billed for any balance due. In addition, SDG&E Electric Rules and Rates, including but not limited to Electric Rules 2, 14, 15, 16, and 21, Schedule NEM, and Customer's OAS may apply.

For further information on understanding NEM billing, please visit SDG&E's Net Energy Metering website at: <http://www.sdge.com/nem>

B. Will this account be established in a new subdivision?*

Yes No

30. Click the Yes/No radio button to answer section B.

Work Instruction

B. Will this account be established in a new subdivision?*

Yes No

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

31. Click the Yes/No radio button to answer section C.

C. Will an electric vehicle recharging facility be included as part of the load at this location?*

Yes No

D. Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

Apr		2015				
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Yes No

32. Select expected date of project completion. The date must be equal or greater than today's date, otherwise an error will appear.

Work Instruction

D.Expected date of Project Completion and SDG&E's Receipt of Final, Building Permit for Generating Facility?*

03/27/2015

E.Are there any other generators connected on this account?*

Yes No

33. Click the Yes/No radio button to answer section E.

F.Are there any possible meter access issues?*

Yes No

G.Are you on a Demand Response program?*

Yes No

Back Next

34. Click the Yes/No radio button to answer section F.

Work Instruction

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation
No Key Way
Dog
Key Way

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

35. Select all that apply if you answered "Y" on section F. (Press "Ctrl" + Click option in list for multi-select).

Work Instruction

F.Are there any possible meter access issues?*

Yes No

*** When selecting options, hold down the control key while clicking the appropriate selections.**

Meter relocation

No Key Way

Dog

Key Way

Access to Applicant's Premises: Utility shall at all times have the right to enter and leave Applicant's Premises for any purpose connected with the furnishing of electric service and the exercise of any and all rights secured to it by law, or under utility's tariff schedules. For more information, please visit [SDG&E Electric Rule 16](#)

G.Are you on a Demand Response program?*

Yes No

Please specify the program you are on :

(For more information on SDG&E's Demand Response program see: ["http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml"](http://www.sdge.com/aboutus/longterm/longtermDemandResponse.shtml))


36. Click the Yes/No radio button to answer section G. If you select "Yes", Please specify program below.

37. Click Next button .

39. As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Manufacturer	R	Example: Manufacturer A Company

Work Instruction


Logout

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application > 30 KW - Step 4

Application: 69895 - Status: SUBMITTED

[Step 4 - Description Of The Generating Facilities](#)


[A. AC Disconnect Switch](#)

List the AC disconnect switch that will be used at this Generating Facility

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

40. As required, complete/review the following fields:

Field	R/O/C	Description
Disconnect Switch Model Number	R	Example: ZP-2


Logout

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application > 30 KW - Step 4

Application: 69895 - Status: SUBMITTED

[Step 4 - Description Of The Generating Facilities](#)

[A. AC Disconnect Switch](#)

List the AC disconnect switch that will be used at this Generating Facility

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

41. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Disconnect Switch Rating(amps)	R	Example: 30
--------------------------------	---	-----------------------

B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which are not listed on the CEC website referenced on Part II Section A.2.c. above, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 require a **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
Enter Inverter Equipment:						
Advanced Energy Industries, INC. ▾	3159000-104 ▾				Please select ▾	Add

42. Click Inverter Manufacturer dropdown and select.

Work Instruction

B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which are not listed on the CEC website referenced on Part II Section A.2.c. above, or Customers who aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 require **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------

Enter Inverter Equipment:

	<div style="border: 1px solid black; padding: 2px;"> 804R012 804R016 804R020 804R024 AE 1000NX (3159700-XXXX) AE 100TX-208 AE 100TX-480 AE 100TX-600 AE 250NX (3159200-XXXX) AE 250TX-480 AE 250TX-600 </div>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
--	---	----------------------	----------------------	------------------------------------

43. Select the Inverter's Model Number.

B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which are not listed on the CEC website referenced on Part II Section A.2.c. above, or Customers who aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 require **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------

Enter Inverter Equipment:

	<div style="border: 1px solid black; padding: 2px;"> 804R012 </div>	<input type="text"/>	<input type="text" value="12"/>	<input type="button" value="Add"/>
--	---	----------------------	---------------------------------	------------------------------------

44. As required, complete/review the following fields:

Work Instruction

Field	R/O/C	Description
Quantity of Inverters	R	Example: 12

B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which are not listed on the CEC website referenced on Part II Section A.2.c. above, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 require **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?
Advanced Energy Industries	804R012	12	<div style="border: 2px solid red; border-radius: 10px; padding: 2px;"> Please select Single Phase Three Phase </div>

45. Select Phase from list.

B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which are not listed on the CEC website referenced on Part II Section A.2.c. above, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 require **Supplemental Review** which may entail a study, additional equipment, and/or other requirements.


Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?
-----------------------	-----------------------	-----------------------------------	-----------------------	---------------------	------------------------

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?
Advanced Energy Industries	804R012	12	Single Phase

Work Instruction

46

Click Add button . This is an important step! Your inverter will not be added until you click on the add button. If you proceed with the application without doing this, an error message will appear and you will be stuck on Step 5!

List all the inverters that will be interconnected to SDG&E.

Customers with non-standard inverters which do not meet the UL and "IEEE" requirements specified in Electric Rule 21, or Customers whose aggregate Generating Facility capacity exceeds 15% of the peak load on the distribution line section as described in Electric Rule 21 (Section 1.6.) require a Supplemental Review which may entail a study, additional equipment, and/or other requirements.

Inverter Manufacturer	Inverter Model Number	Inverter CEC-AC Rating (per unit)	Quantity of Inverters	Weighted Efficiency	Single or Three Phase?	Action
1 AEG Power Solutions	Protect MPV.015.01	15000.0	12	0.965	Single	Delete

Enter Inverter Equipment:

Inverter Manufacturer	Inverter Model Number	Quantity of Inverters	Single or Three Phase?	
AEG Power Solutions	Protect MPV.015.01	12	Single Phase	Add

47. If you made an error, click the "Delete" link, correct and re-add the corrected Inverter.

C. Photovoltaic Generator Equipment

List the photovoltaic(PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to e inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (B) above
1Soltech						

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (B)	
1Soltech				Add

48. Select PV Panel Manufacturer from the dropdown.

Work Instruction

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above
-----------------------	----------------	-----------------------------------	--------------------------------------	-----------------------	---------------------	--------------------------------

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above
alfasolar	<ul style="list-style-type: none"> alfasolar P6L60-220 alfasolar P6L60-225 alfasolar P6L60-230 alfasolar P6L60-235 alfasolar M6L60-240 alfasolar P6L60-240 alfasolar M6L60-245 alfasolar P6L60-245 alfasolar M6L60-250 alfasolar P6L60-250 alfasolar M6L60-255 alfasolar M6L60-260 alfasolar M6L60-265 		1

What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

49. Select the PV Panel.

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above
-----------------------	----------------	-----------------------------------	--------------------------------------	-----------------------	---------------------	--------------------------------

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above
alfasolar	alfasolar P6L60-220	12	1

50. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity of PV Panels Inverter number from (B) above	R	Example: 1

Work Instruction

List the photovoltaic (PV) panel information requested below. If the Panels are not all identical modules, list the total capacity connected to each inverter you listed above. (Please attach additional sheets if more spaces is needed).

PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (C) above
-----------------------	----------------	-----------------------------------	--------------------------------------	-----------------------	---------------------	--------------------------------

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (C) above
alfasolar	alfasolar P6L60-220	12	1


- 51** Select which Inverter the panels will be attached to. If only one set of inverters were entered, select 1. If there are two or more sets of inverters, select the number of the inverter that is applicable.

Field	R/O/C	Description
Inverter number from above (C)	R	Example: 1

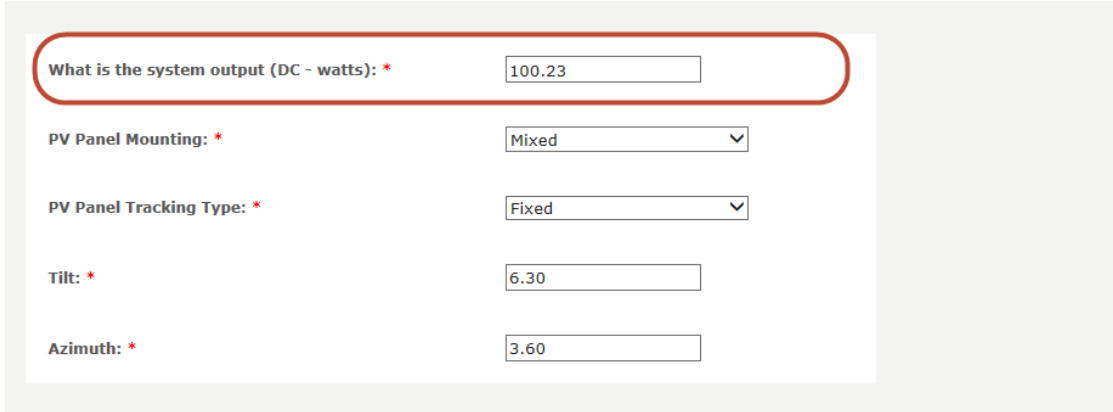
PV Panel Manufacturer	PV Panel Model	PV Panel CEC-AC Rating (per Unit)	PV Panel Nameplate Rating (per unit)	Quantity of PV Panels	Total Capacity (kW)	Inverter number from (B) above
-----------------------	----------------	-----------------------------------	--------------------------------------	-----------------------	---------------------	--------------------------------

Enter PV:

PV Panel Manufacturer	PV Panel Model	Quantity of PV Panels	Inverter number from (B)
alfasolar	alfasolar P6L60-220	12	1

- 52** Click Add button . This is an important step. Without clicking the Add button for the panels, you will be stuck on Step 4.

Work Instruction



What is the system output (DC - watts): *

PV Panel Mounting: *

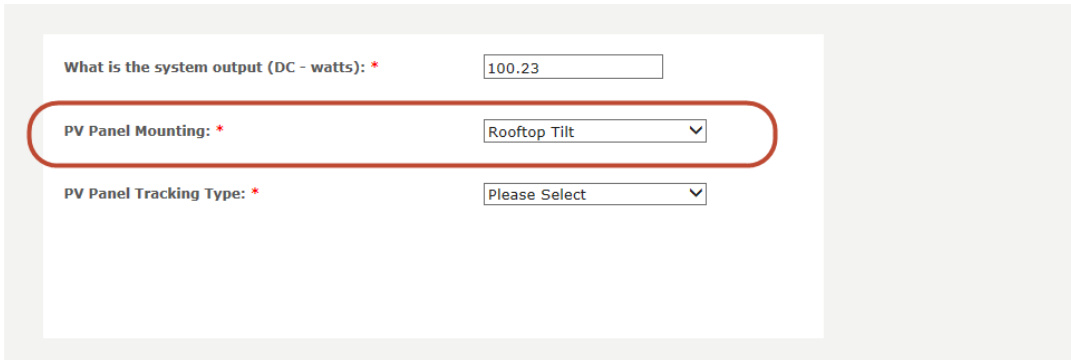
PV Panel Tracking Type: *

Tilt: *

Azimuth: *

53. Type in the DC output of the system in Watts.

Field	R/O/C	Description
What is the system output (DC – watts)	R	Example: 180,000



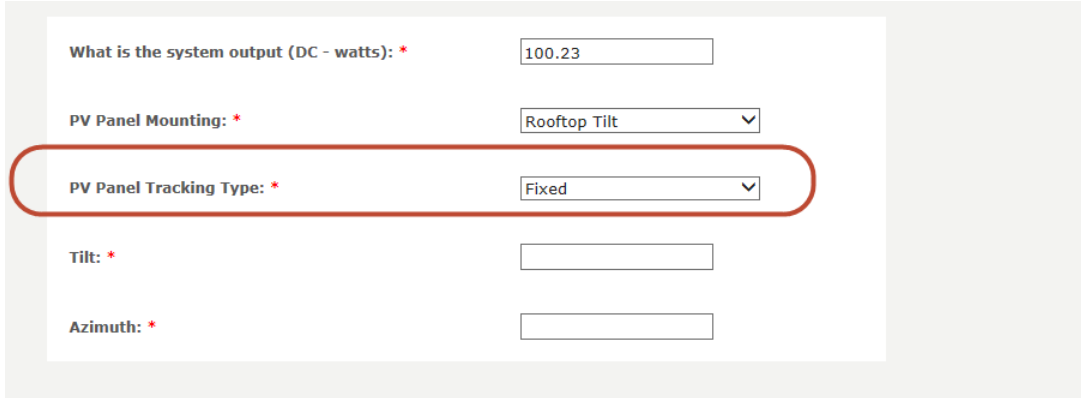
What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

54. Select the PV Panel Mounting Type

Work Instruction



What is the system output (DC - watts): *

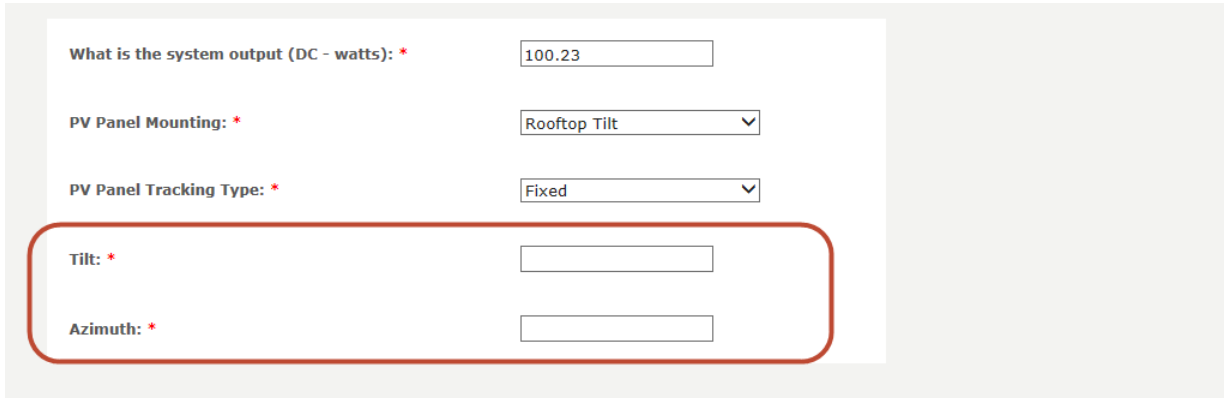
PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

55. Select PV Panel Tracking Type



What is the system output (DC - watts): *

PV Panel Mounting: *

PV Panel Tracking Type: *

Tilt: *

Azimuth: *

56. If fixed, enter the Tilt and Azimuth of the system.



Work Instruction

E. Wind Turbine Equipment

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Rating kW (per unit)	Wind Turbine CEC-AC Rating (kW) per unit	Quantity of Wind Turbines	Total Capacity (kW)	Turbine Output Voltage	Single or Three Phase	Inverter number from (C) above
---------------------------	--------------------	---	--	---------------------------	---------------------	------------------------	-----------------------	--------------------------------

Enter Wind Turbine Equipment:

Wind Turbine Manufacturer	Wind Turbine Model	Wind Turbine Nameplate Rating kW (per unit)	Wind Turbine CEC-AC Rating (kW) per unit	Quantity of Wind Turbines	Total Capacity (kW)	Turbine Output Voltage	Single or Three Phase	Inverter number from (C) above
								1 <input type="checkbox"/>

57. For Wind Turbine, fill out all the table if present.

Work Instruction

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes No

- 58 For systems larger than 10 kW, enter the short circuit interrupting rating (SCIR) of the service panel.

F. Service Panel Short Circuit Interrupting Rating

For systems larger than 10 kW, what is the short circuit interrupting rating (SCIR) rating of the service panel connected to this generating facility? Short Circuit Interrupting Rating

G. System Output Monitoring *

Does the system have output monitoring?

Yes No

- 59 Select radio button for the applicable choice for system output monitoring.

Work Instruction

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

60 If yes, select where the monitoring system outputs.

.

Is the system output monitor reporting system output to:

An outside entity Only to the customer

If to an outside entity, state the name: *

61 If to an outside entity, state the name of the company.

.

Work Instruction

If to an outside entity, state the name: *

H. Notices - Mailing Instructions and Assistance

If you prefer to mail the completed agreement, it may be mailed directly to our NEM department at

<p>San Diego Gas and Electric Company Attention: Net Metering Team Mail Code CP52F P.O. Box 129831 San Diego, California 92123</p>	<p>San Diego Gas and Electric Company Attention: Net Metering Team Mail Code CP52F 8316 Century Park Ct San Diego, California 92123</p>
--	---


62. Save Section



If you need to save and complete the application at a later date, click on the "Save Section" button



If you would like to continue with the application, click on the "Next" button.


Logout

Distribution Interconnection Information System

DIIS > Application Summary > NEM Application > 30 KW - Step 4

Application: 69895 - Status: SUBMITTED

Step 4 - Description Of The Generating Facilities

A. AC Disconnect Switch

List the AC disconnect switch that will be used at this Generating Facility

Disconnect Switch Manufacturer	Disconnect Switch Model Number	Disconnect Switch Rating(amps)
<input type="text"/>	<input type="text"/>	<input type="text"/>

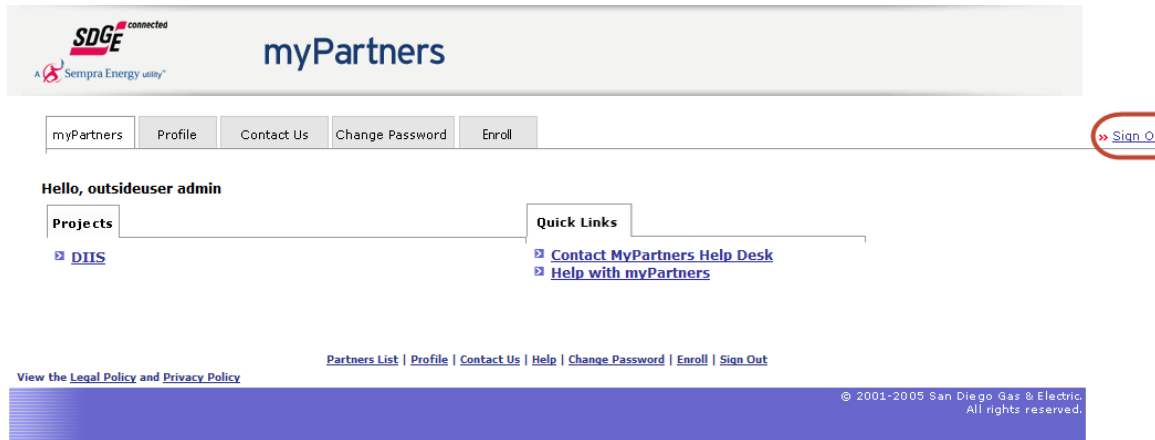
B. Inverters interconnected with SDG&E *

List all the inverters that will be interconnected to SDG&E.

Work Instruction

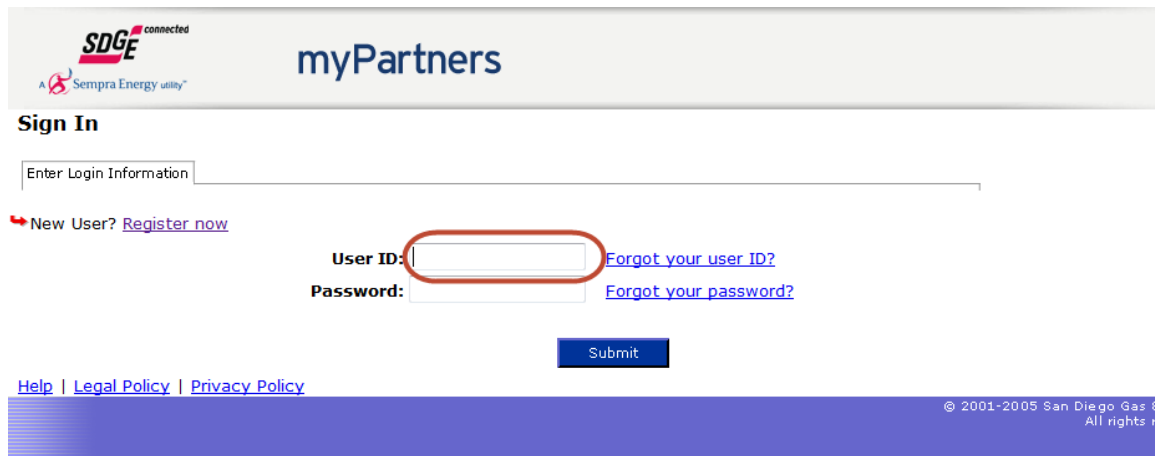
64. If you chose the "Save Section" option, proceed by clicking the "Logout" link follow the following steps to navigate back to this application to complete it at a later time.

myPartners Desk Top



65. Click the "Sign Out" link.

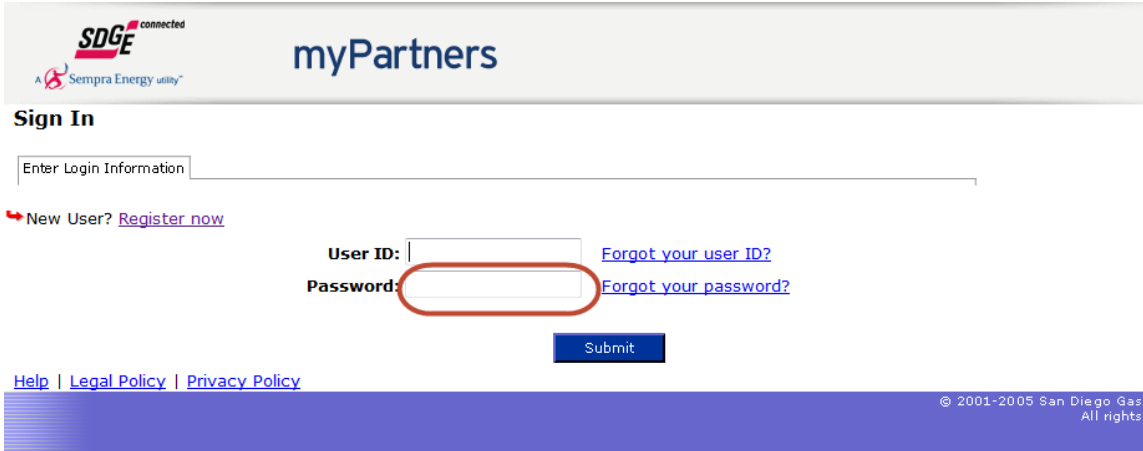
When you are ready to return to your application, go to: <https://mypartnersd.sdge.com>



66. As required, complete/review the following fields:

Field	R/O/C	Description
User ID:	R	Example: JTSmith

Work Instruction



SDGE connected
A Sempra Energy utility

myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

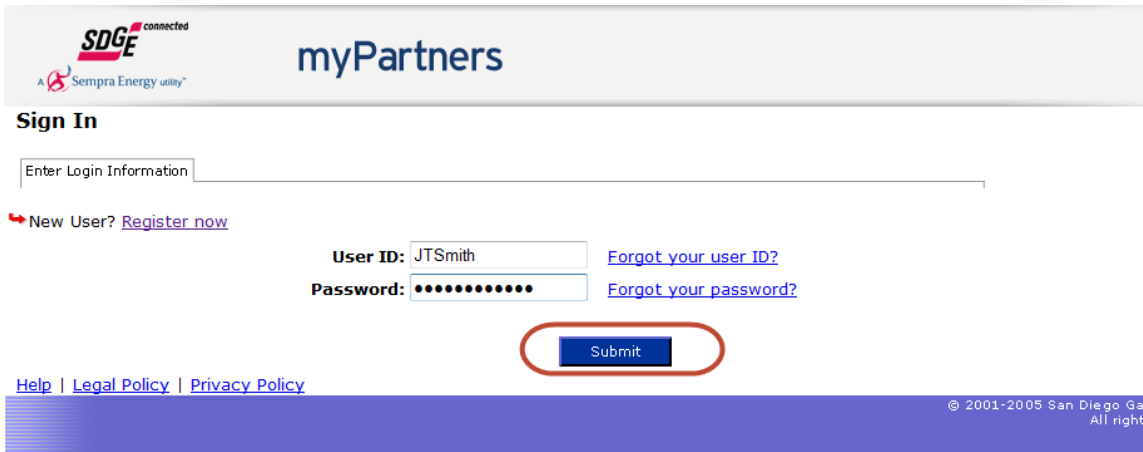
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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All rights reserved.

67. As required, complete/review the following fields:

Field	R/O/C	Description
Password:	R	Example: *****



SDGE connected
A Sempra Energy utility

myPartners

Sign In

Enter Login Information

New User? [Register now](#)

User ID: [Forgot your user ID?](#)

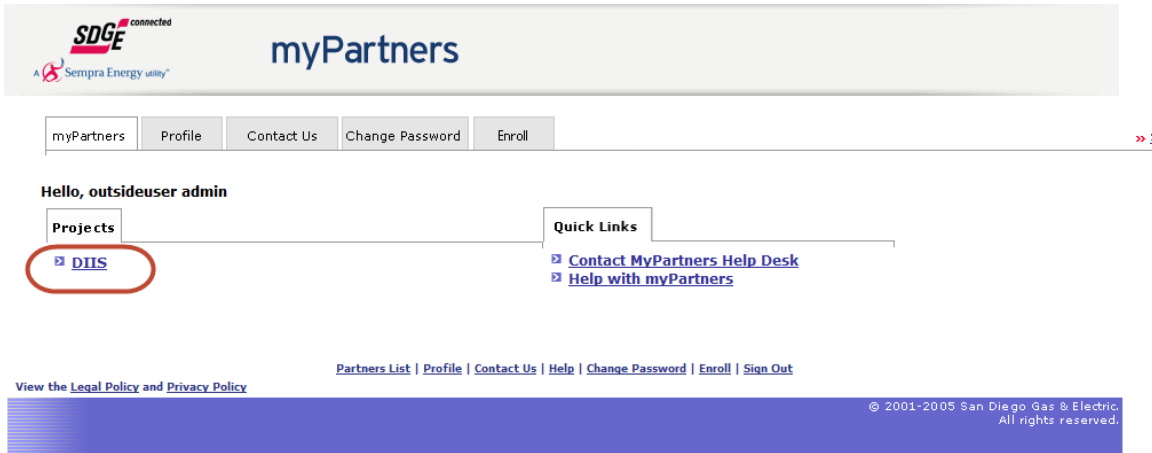
Password: [Forgot your password?](#)

[Help](#) | [Legal Policy](#) | [Privacy Policy](#)

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All rights reserved.

68. Click the "Submit" button.

Work Instruction



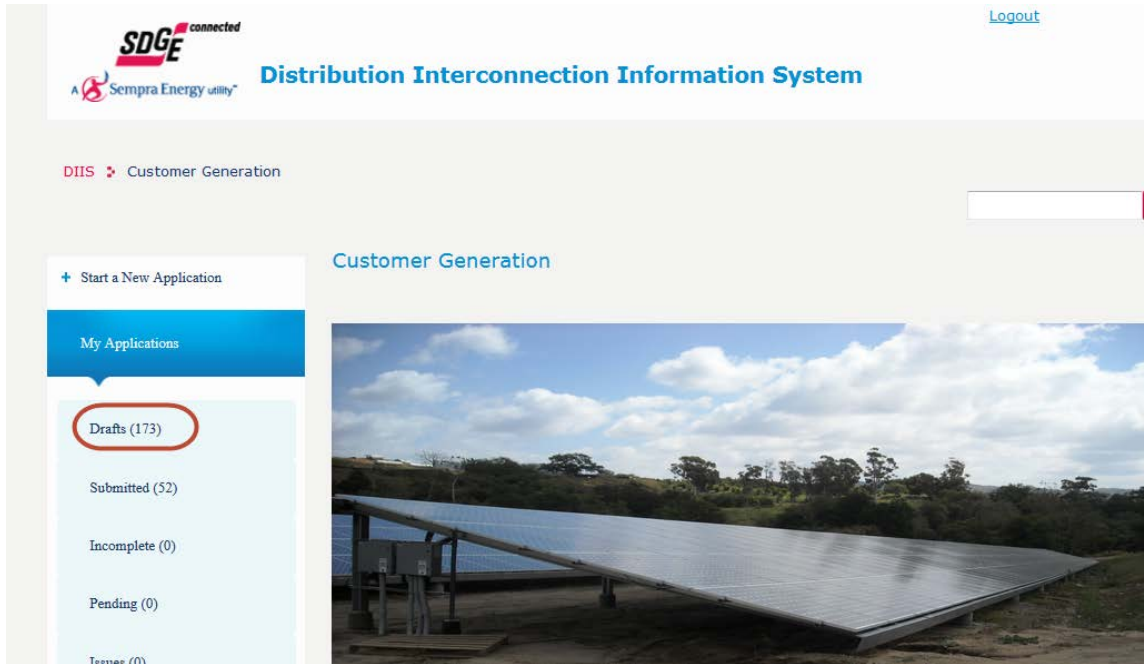
69. Click the "DIIS" link.

Net Energy Metering | San Diego Gas & Electric



70. Click the "My Applications" link.

Work Instruction



SDGE^{connected}
A Sempra Energy utility

Logout

DIIS > Customer Generation

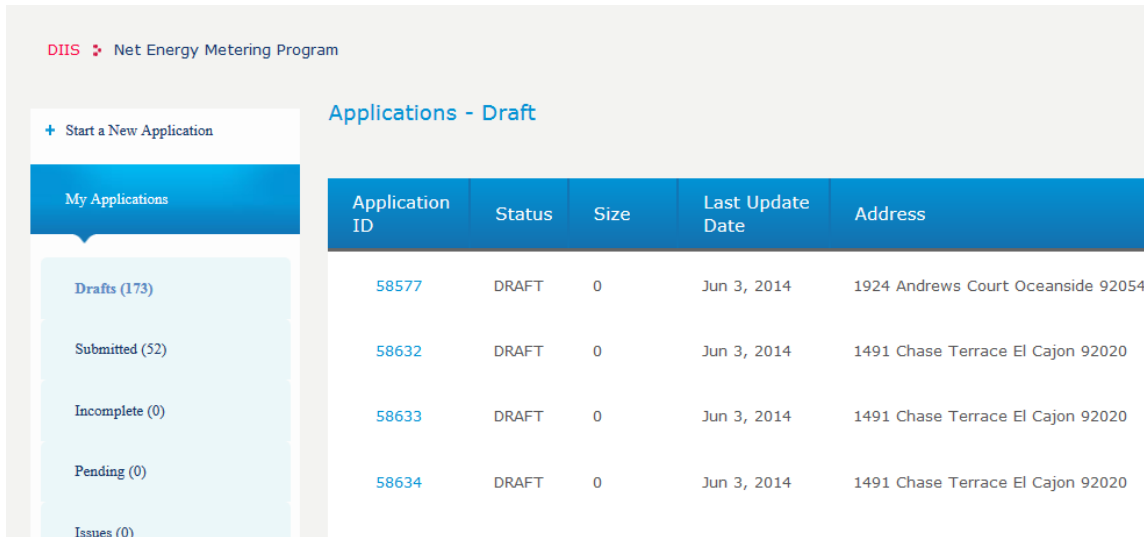
Customer Generation

+ Start a New Application

My Applications

- Drafts (173)
- Submitted (52)
- Incomplete (0)
- Pending (0)
- Issues (0)

71. Click the "Drafts" link.



DIIS > Net Energy Metering Program

Applications - Draft

+ Start a New Application

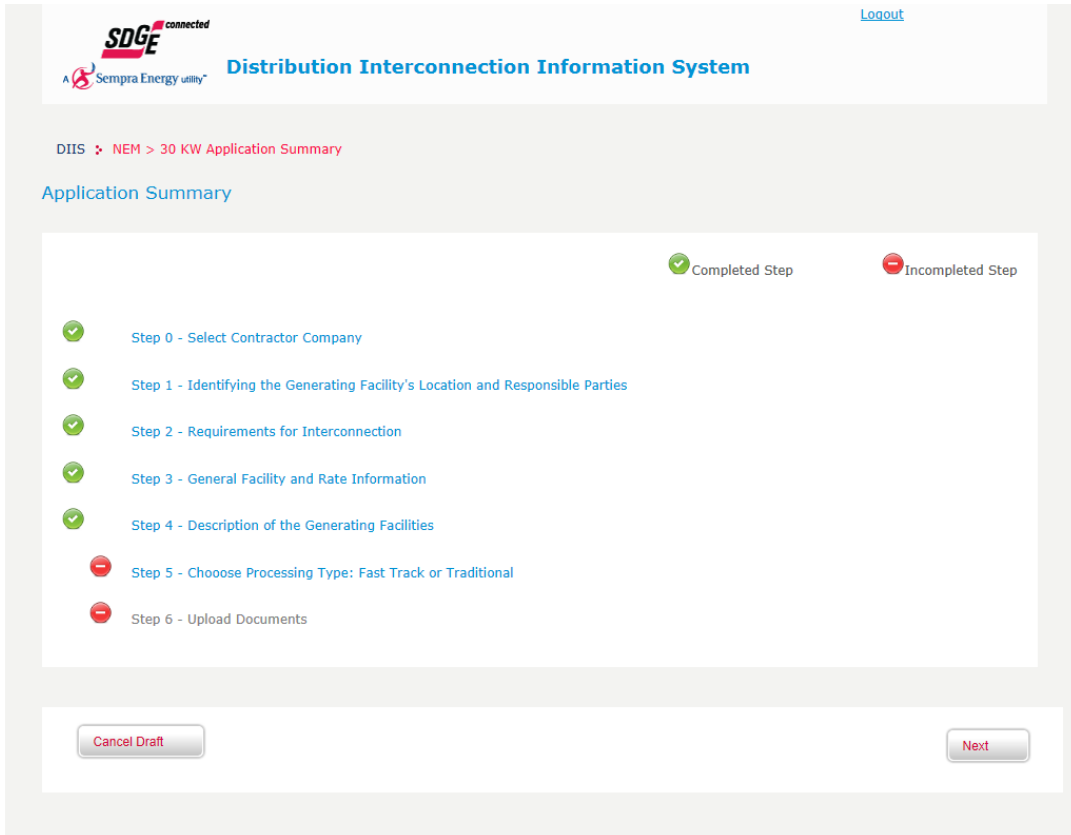
My Applications

- Drafts (173)
- Submitted (52)
- Incomplete (0)
- Pending (0)
- Issues (0)

Application ID	Status	Size	Last Update Date	Address
58577	DRAFT	0	Jun 3, 2014	1924 Andrews Court Oceanside 92054
58632	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020
58633	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020
58634	DRAFT	0	Jun 3, 2014	1491 Chase Terrace El Cajon 92020

72. Find and click on your desired Application ID link.

Work Instruction



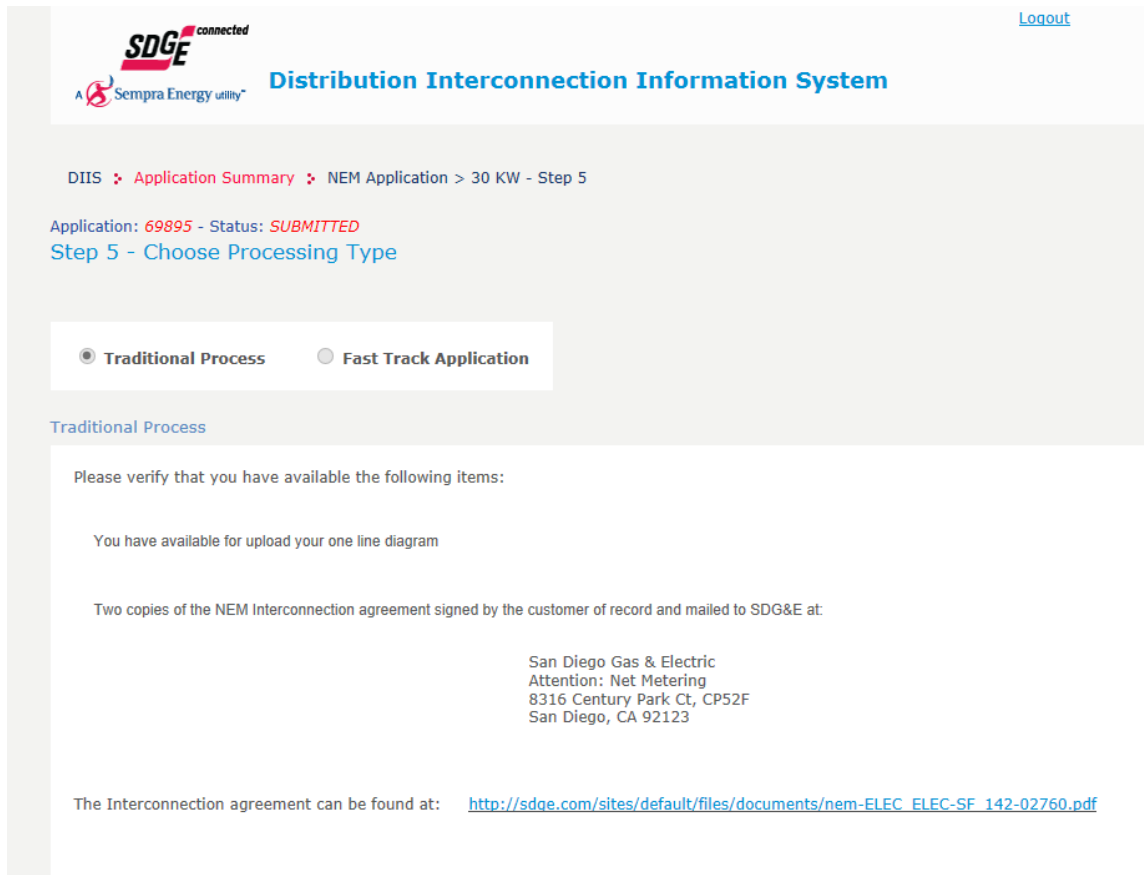
The screenshot shows the 'Distribution Interconnection Information System' (DIIS) interface. At the top left is the SDGE logo with 'connected' and 'A Sempra Energy utility' text. At the top right is a 'Logout' link. The main heading is 'Distribution Interconnection Information System'. Below this, the breadcrumb path is 'DIIS > NEM > 30 KW Application Summary'. The section is titled 'Application Summary'. A legend indicates that green checkmarks represent 'Completed Step' and red minus signs represent 'Incompleted Step'. The list of steps is as follows:

- Step 0 - Select Contractor Company (Completed)
- Step 1 - Identifying the Generating Facility's Location and Responsible Parties (Completed)
- Step 2 - Requirements for Interconnection (Completed)
- Step 3 - General Facility and Rate Information (Completed)
- Step 4 - Description of the Generating Facilities (Completed)
- Step 5 - Choose Processing Type: Fast Track or Traditional (Incompleted)
- Step 6 - Upload Documents (Incompleted)

At the bottom of the page, there are two buttons: 'Cancel Draft' on the left and 'Next' on the right.

73. Click the first step in the list that show in red (not completed yet).

Work Instruction



The screenshot shows the SDGE connected Distribution Interconnection Information System interface. At the top right is a 'Logout' link. The main header includes the SDGE logo and the title 'Distribution Interconnection Information System'. Below this, the breadcrumb path is 'DIIS > Application Summary > NEM Application > 30 KW - Step 5'. The application details are 'Application: 69895 - Status: SUBMITTED' and 'Step 5 - Choose Processing Type'. There are two radio button options: 'Traditional Process' (which is selected) and 'Fast Track Application'. Under the 'Traditional Process' heading, there is a section titled 'Please verify that you have available the following items:' with two bullet points: 'You have available for upload your one line diagram' and 'Two copies of the NEM Interconnection agreement signed by the customer of record and mailed to SDG&E at:'. The mailing address is listed as 'San Diego Gas & Electric, Attention: Net Metering, 8316 Century Park Ct, CP52F, San Diego, CA 92123'. At the bottom, it states 'The Interconnection agreement can be found at: http://sdge.com/sites/default/files/documents/nem-ELEC_ELEC-SF_142-02760.pdf'.

- 74.** The only process available for greater than 30 applications is Traditional. Make sure to read the requirements for greater than 30 applications, including the need for signed interconnection agreements.

Work Instruction

Fast Track Application

If you wish to Fast Track your application, please have the additional items available in addition to those listed under Traditional Processing.

It is 5(calender) days prior the city inspection

SDG&E has or will have 24 hours, 7 days a week access to electric meter

you have available for upload your digital photo of the plaque and electric meter

Print Preview

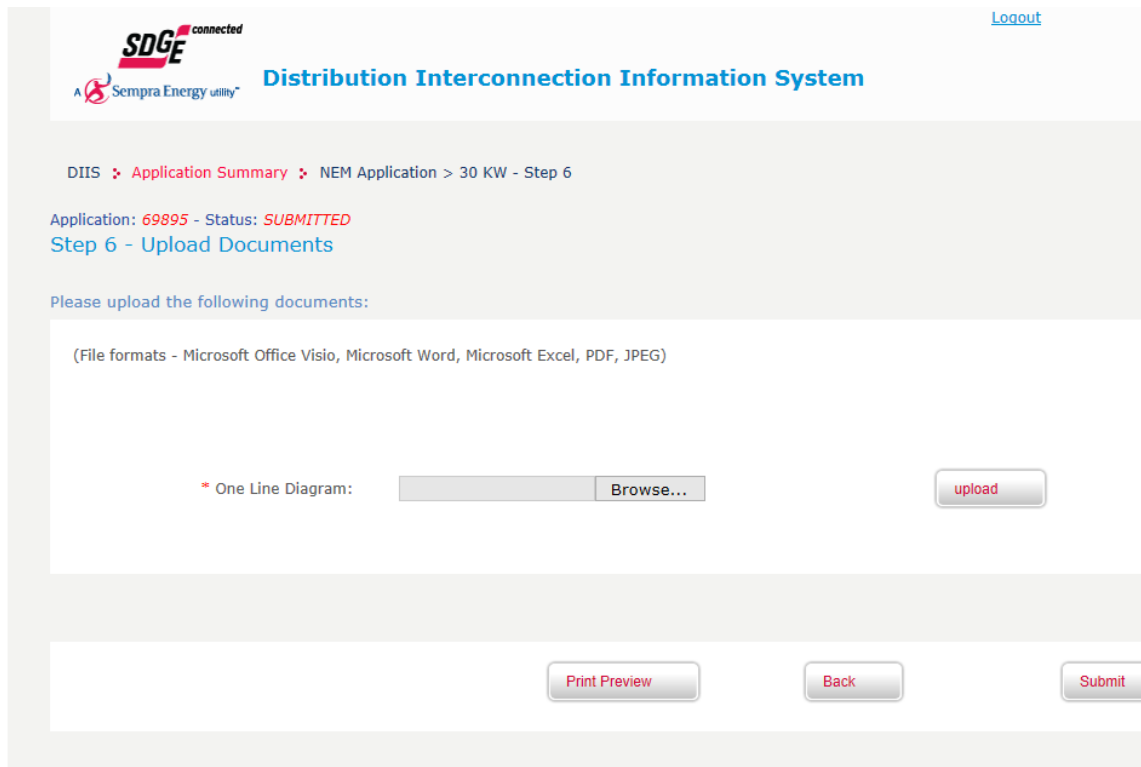
Back

Next

75.

Click Next button

Next

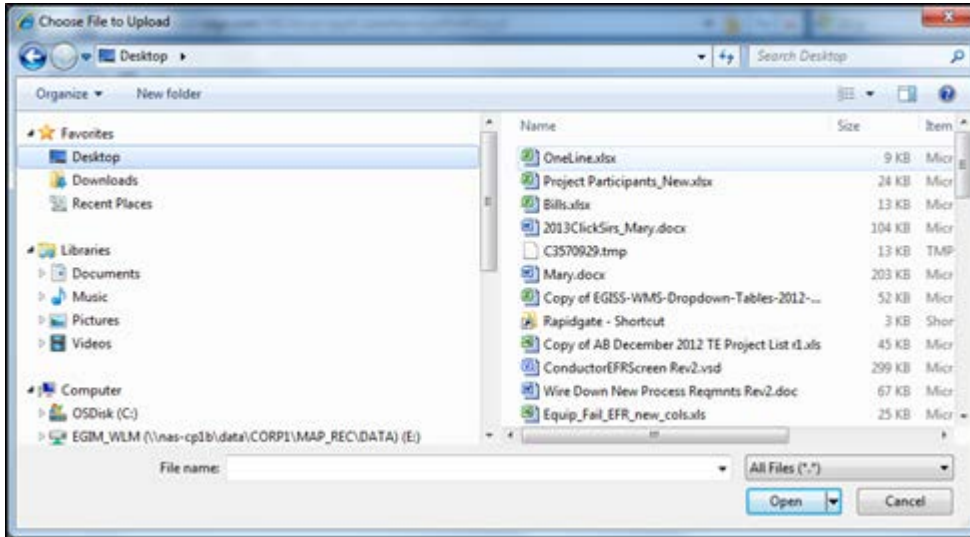


The screenshot shows the 'Distribution Interconnection Information System' interface. At the top left is the SDGE logo with 'connected' and 'A Sempra Energy utility' text. At the top right is a 'Logout' link. Below the header, the breadcrumb path is 'DIIS > Application Summary > NEM Application > 30 KW - Step 6'. The application number is '69895' and the status is 'SUBMITTED'. The current step is 'Step 6 - Upload Documents'. A message says 'Please upload the following documents:'. Below this, it lists file formats: '(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)'. There is a label '* One Line Diagram:' followed by a 'Browse...' button and an 'upload' button. At the bottom of the page, there are three buttons: 'Print Preview', 'Back', and 'Submit'.

77 A one-line diagram is required for upload for greater than 30 applications.

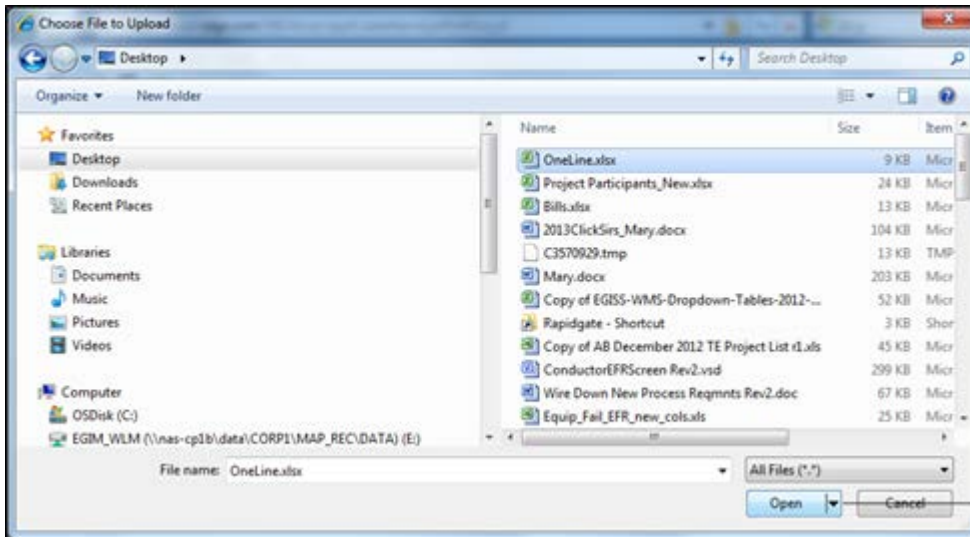
.

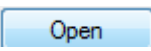
Choose File to Upload



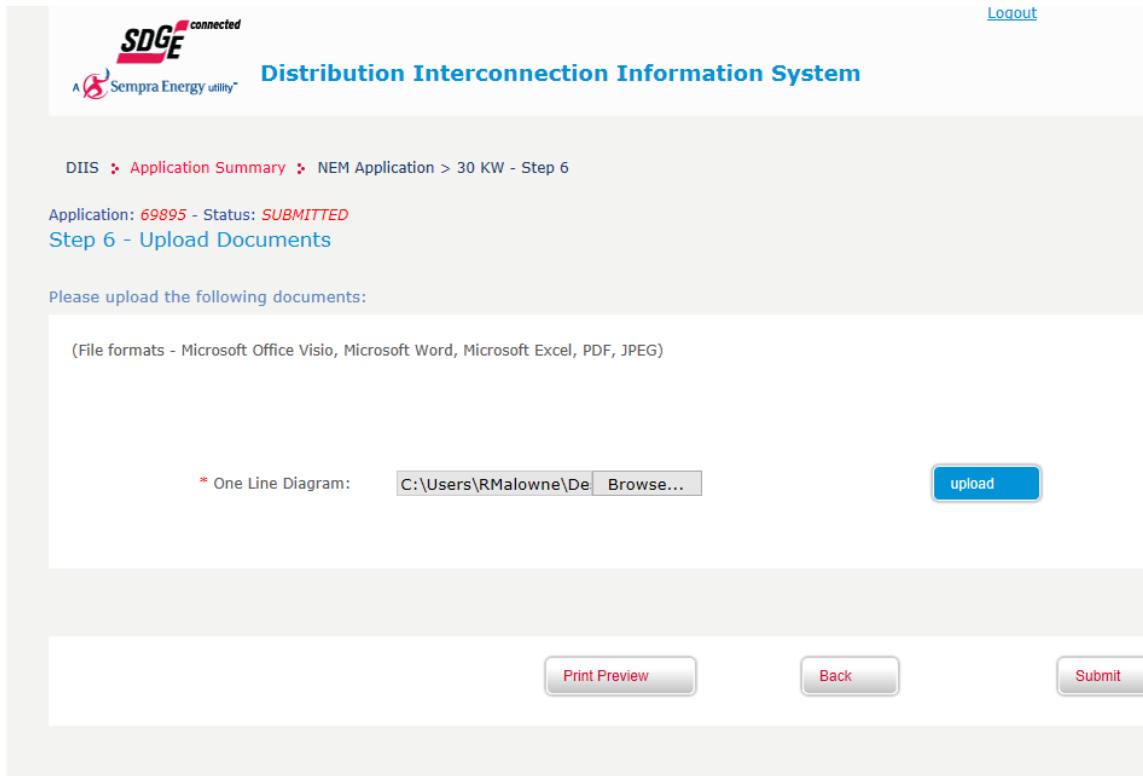
- 78 Use the browser to locate your file. Once found, click on the One Line associated with the current application.

Choose File to Upload



79. Click the  button.

Work Instruction



SDGE connected
A Sempra Energy utility

Distribution Interconnection Information System


DIIS > Application Summary > NEM Application > 30 KW - Step 6

Application: 69895 - Status: **SUBMITTED**
Step 6 - Upload Documents

Please upload the following documents:

(File formats - Microsoft Office Visio, Microsoft Word, Microsoft Excel, PDF, JPEG)

* One Line Diagram:

80 Click upload button 

81. Print Preview



A Print Preview button has been provided if you wish to review or print a copy of the application for your customer.

Work Instruction

File Download



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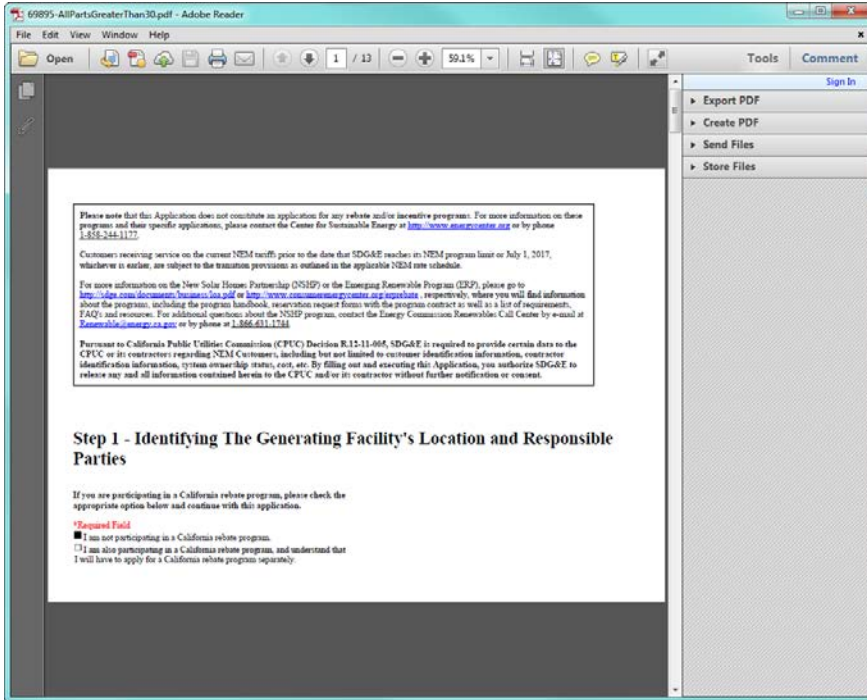
Do you want to open or save 69895-AllPartsGreaterThan30.pdf from diisq.sdge.com?

Open Save Cancel x

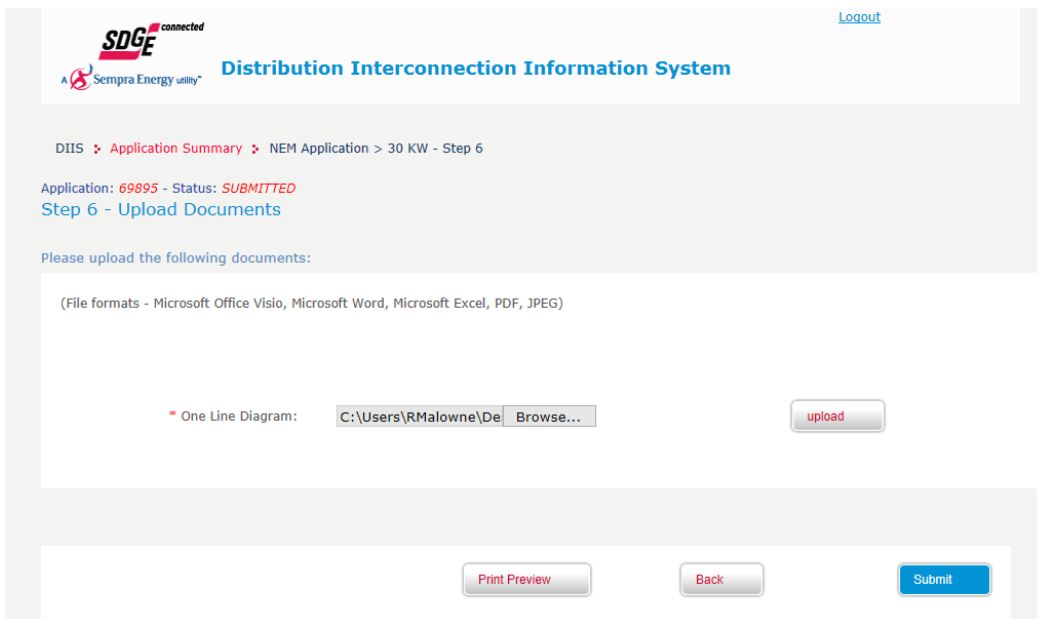
82. Click Open button 

Work Instruction

Sample of Print Preview



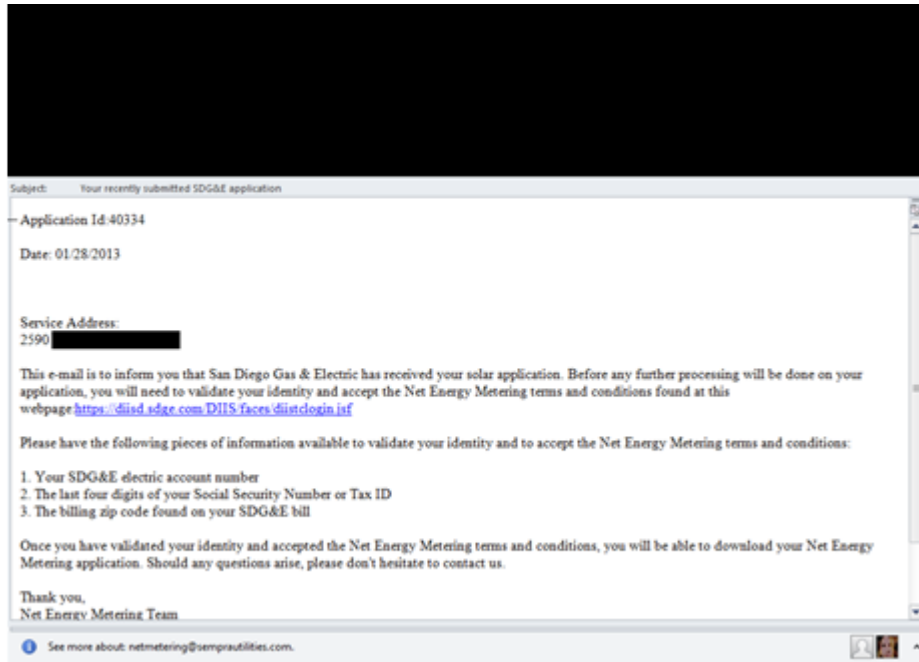
83. Application Sample



Work Instruction

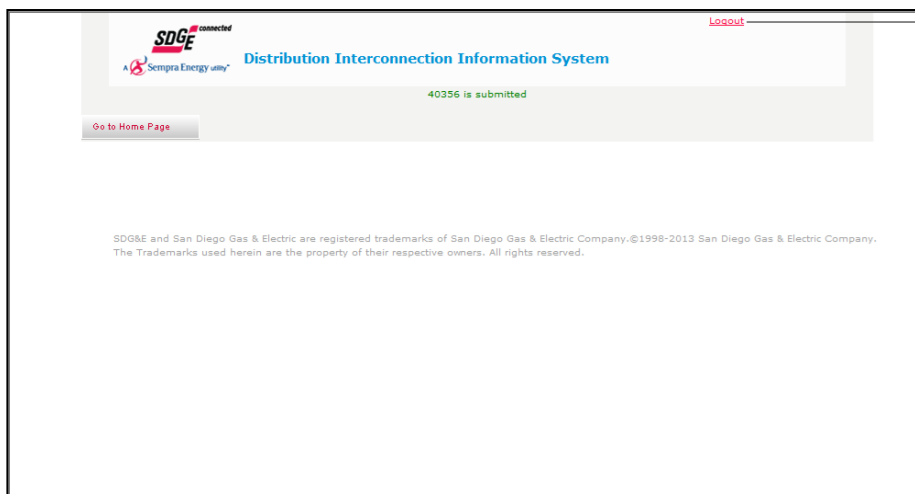
84. Click Submit button 

Your recently submitted SDG&E application - Message (HTML)



85. You should receive an email with your Application confirmation.

Net Energy Metering | San Diego Gas & Electric



86. Click the "Logout" link and Sign out from My Partners.



Work Instruction



You should receive a message confirming your acceptance of the application by the DIIS system.



Complete, Incomplete and Issues for Applications

Work Instruction

P u r p o s e

Use this procedure as step by step instructions to assist you when finalizing Applications or fixing Incomplete/Issues involving your application.

Contact

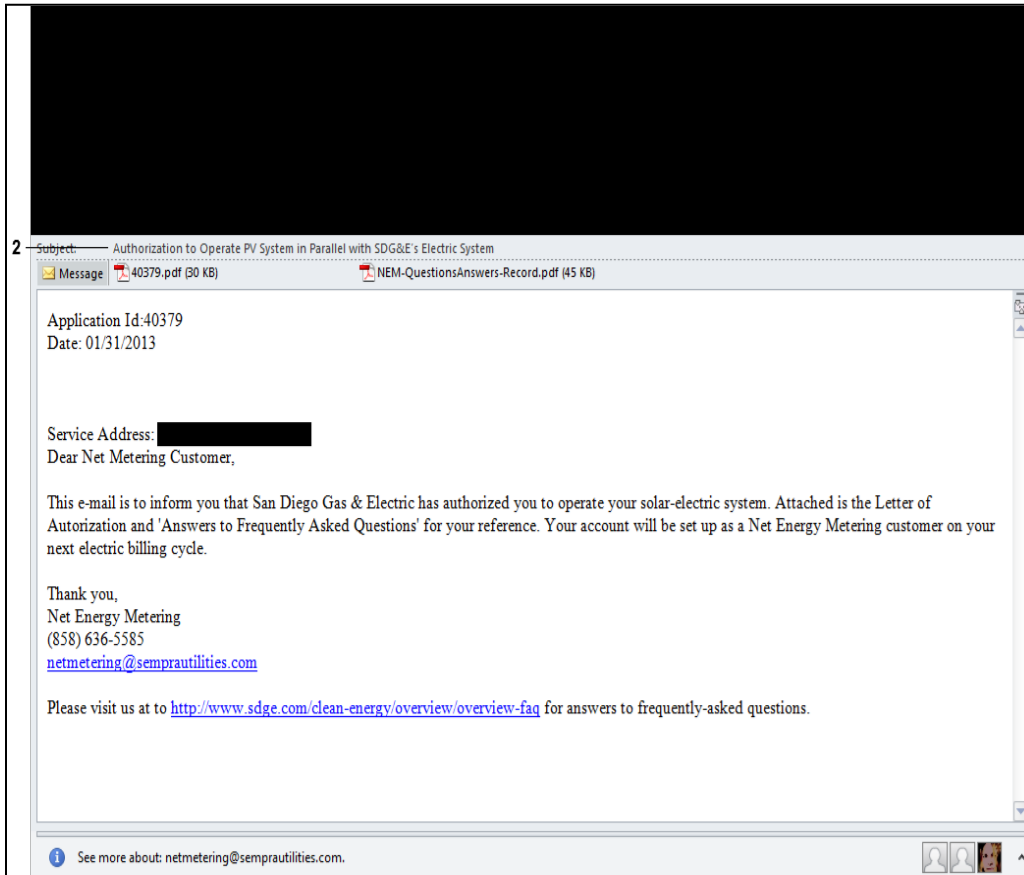
If you have further concerns or questions in the application process, please contact the NEM group at 1-858-636-5585 or netmetering@semprautilities.com.

Menu Path

Use the following menu path to begin this transaction:

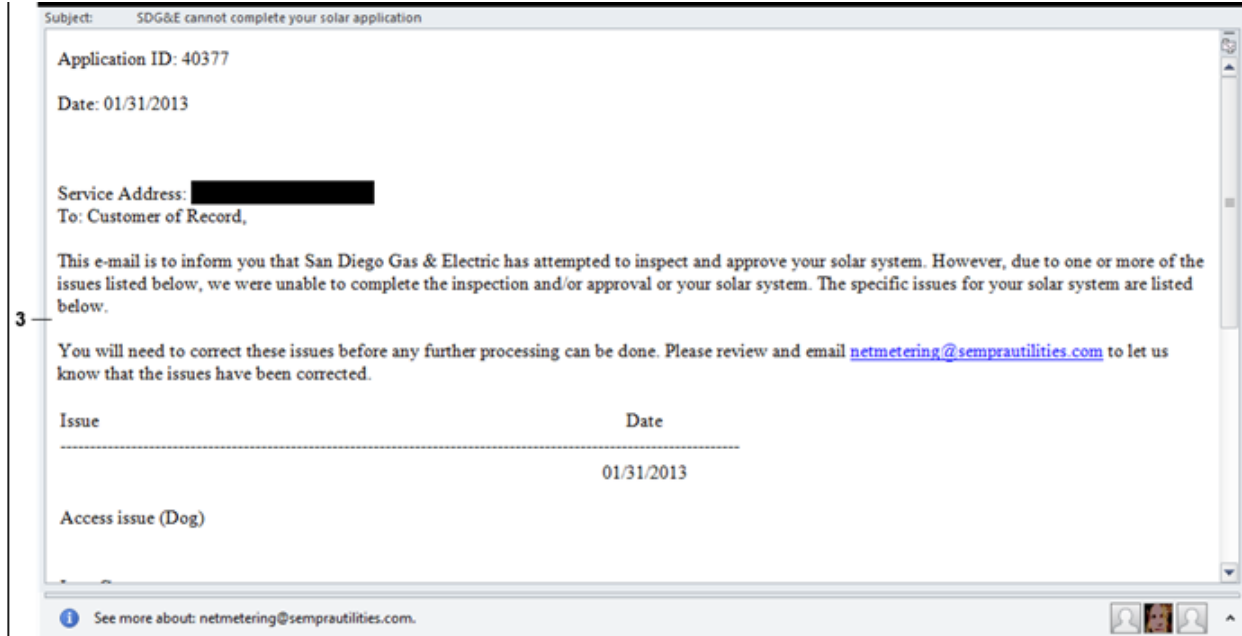
- <https://mypartners.sdge.com>

1. Start the transaction using the menu path or transaction code: <https://mypartners.sdge.com/>



2. If you have received this email you have now been approved and attached are the formal Approval Letter and a Question/Answer sheet for your convenience. A duplicate copy of this email has been sent to the Service Address Customer's email provided in the NEM Application submittal process.

Issues:



3. If you have received this email, there is an issue that is keeping the application from moving forward. Please note the issue above and once fixed, reply to all on this email noting the issue is resolved. A duplicate copy of this email has been sent to the Service Address Customer's email provided in the NEM Application submittal process.



Issue(s) will be listed in the body of the email.

Incompletes:



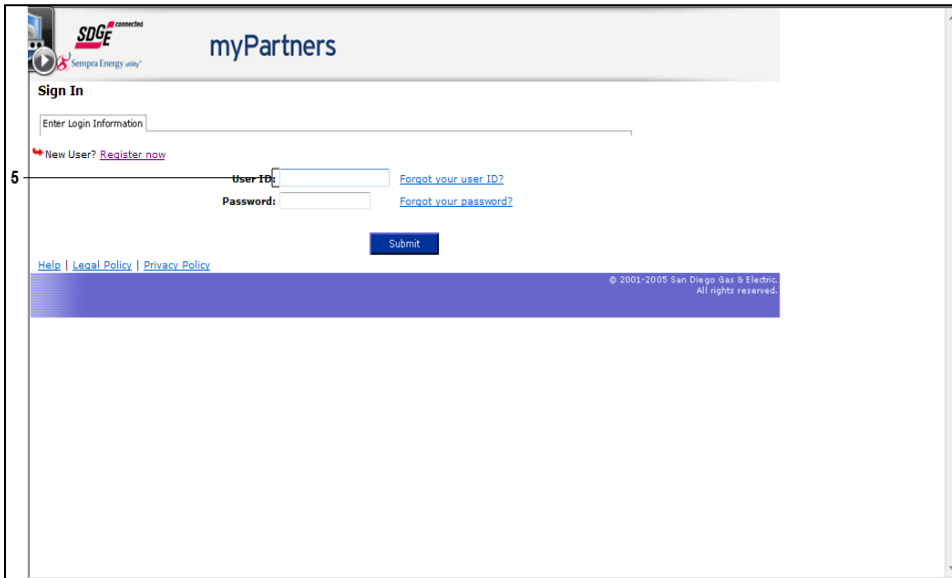
- If you receive this email, there is an issue with your application. Please log back into the DIIS system to rectify. A duplicate copy of this email has been sent to the Service Address Customer's email provided in the NEM Application submittal process. The following slides will show you how to find your application in order to make the suggested correction(s) and re-submit.




Issue(s) will be listed in the body of the email.

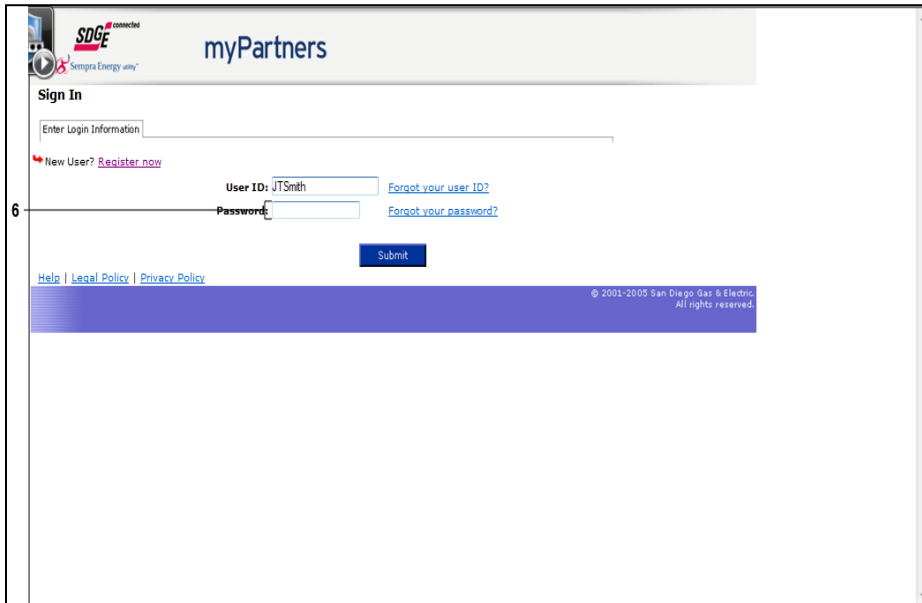


There will be a note in the body of the email indicating which step the error occurred.



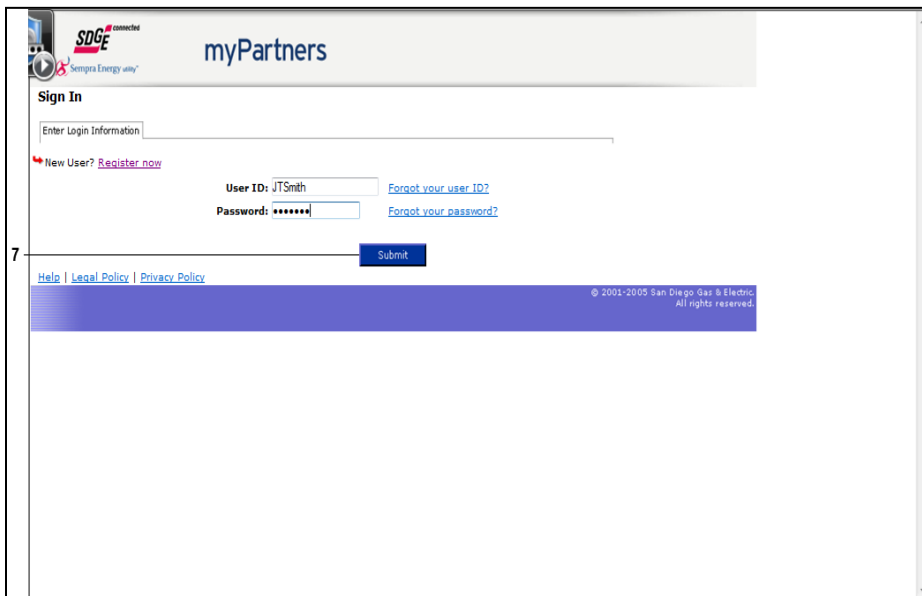
5. As required, complete/review the following fields:


Field	R/O/C	Description
User ID:	R	<p>Example: JTSmith</p> <p> If you forgot either your User ID or Password use the links below.</p>

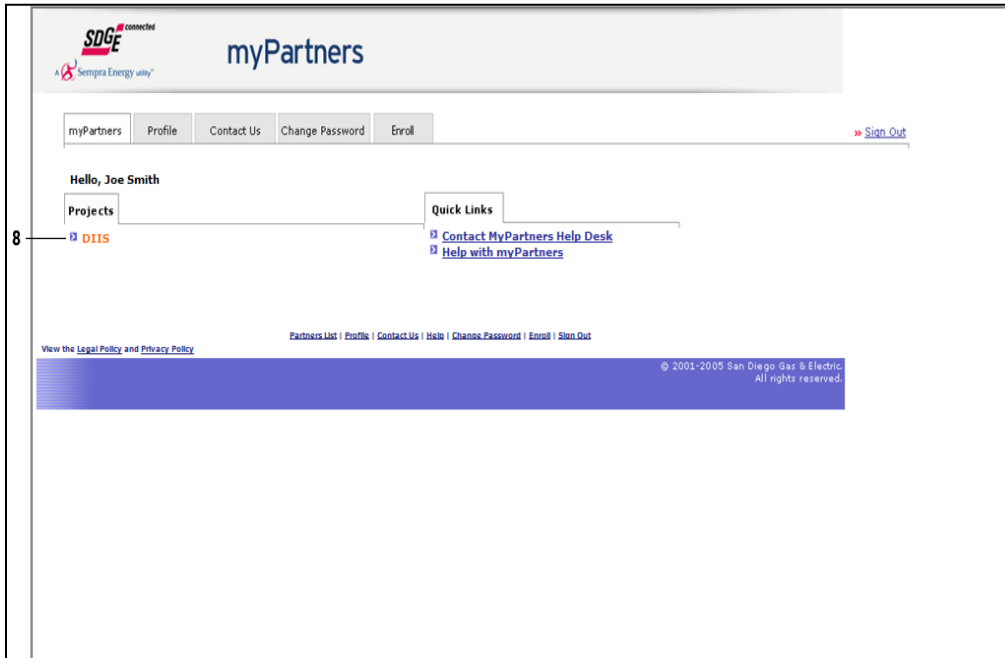


6. As required, complete/review the following fields:

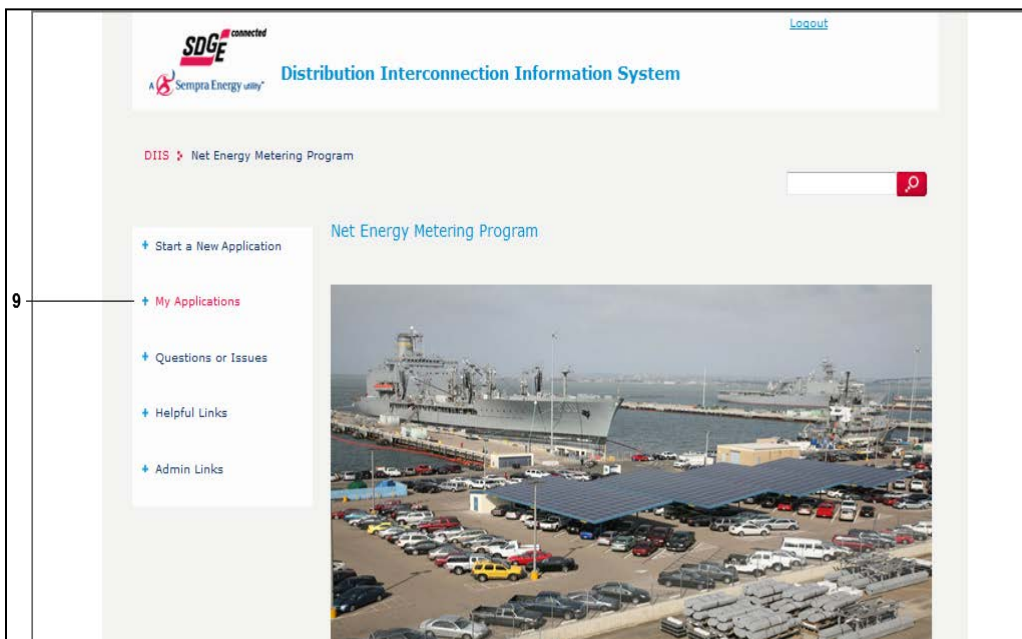
Field	R/O/C	Description
Password:	R	Example: *****



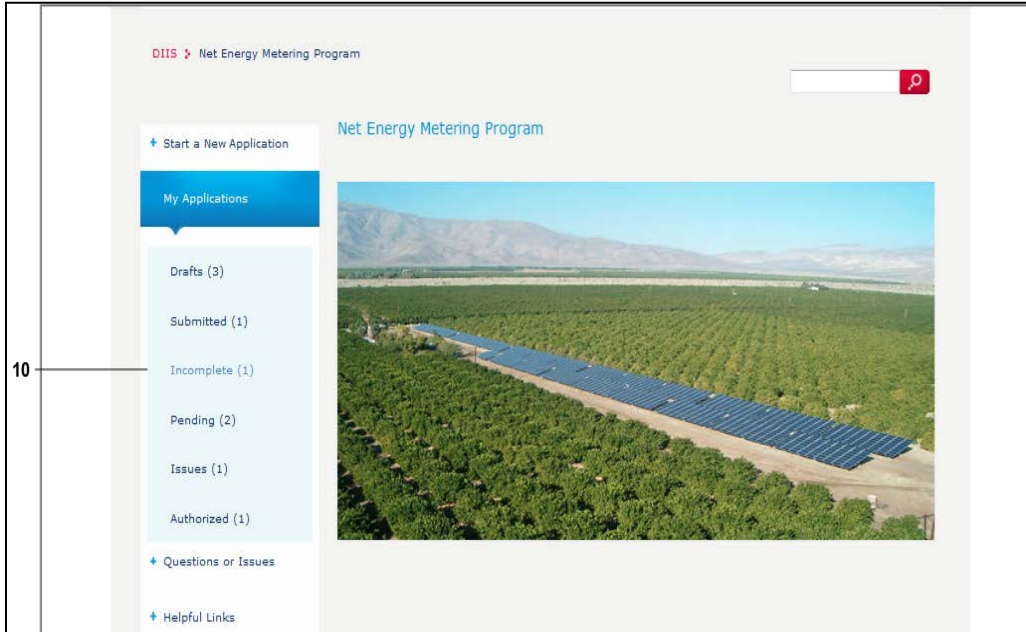
7. Click the  button.



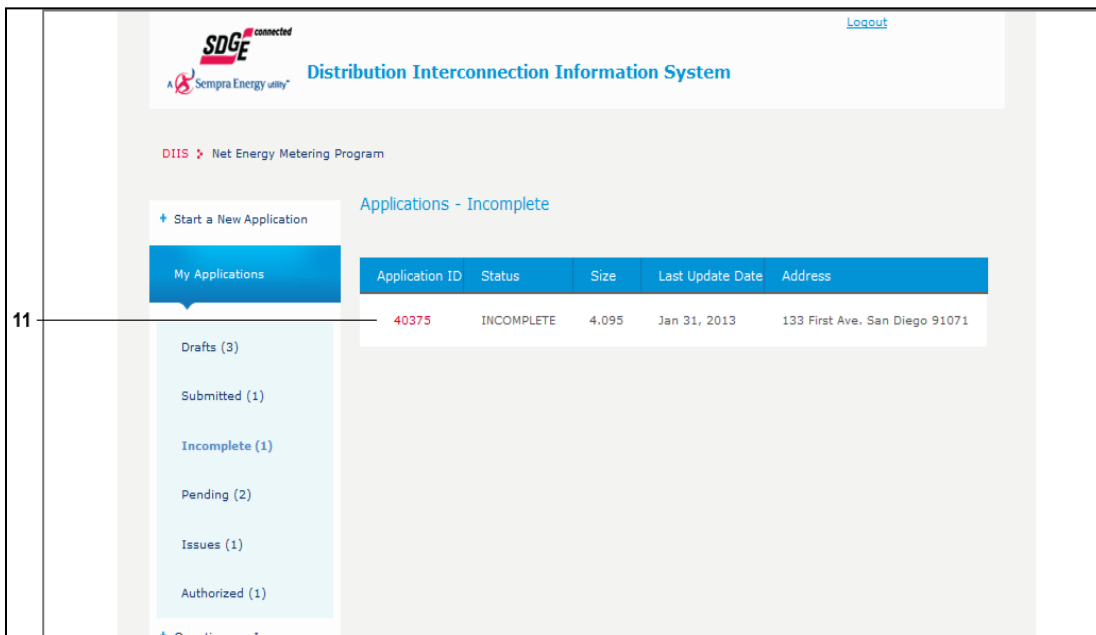
8. Click the "DIIS" link.



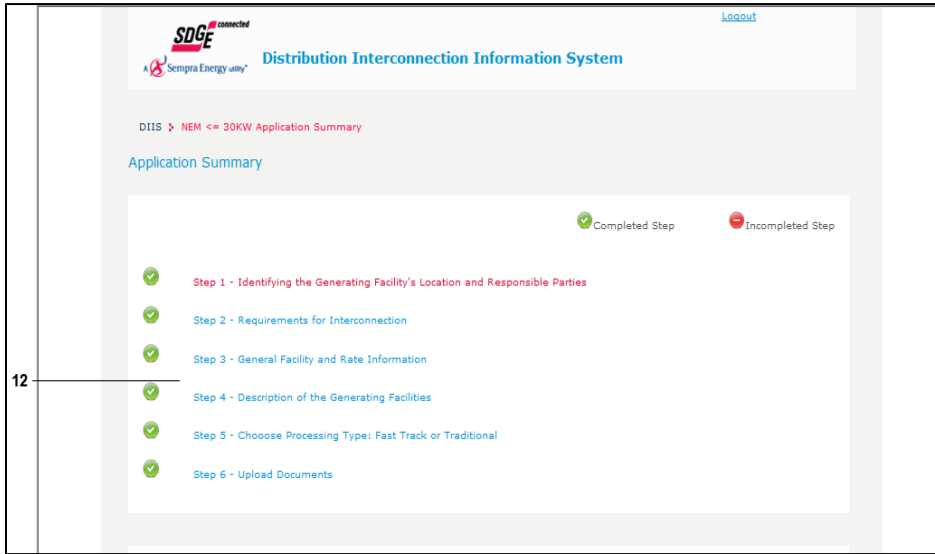
9. Click the "My Applications" link.



10. Click the "Incomplete" link.



11. Find and click on the Application ID you wish to update.



12. Click on the step noted in the email to fix the issue.



The screenshot shows a form titled 'Customer Generating Facility Information'. It contains several fields, many of which are marked as required with a red asterisk. The fields and their values are:

- * Required Field
- * Customer Account Number: 16113607 (Must match SDG&E Bill)
- Customer Meter Number: 06478116 (Must match SDG&E Bill) (* Required for active accounts)
- * Customer First Name: John (Must match SDG&E Bill)
- * Customer Last Name: Doe (Must match SDG&E Bill)
- * Customer Street Number: 133 (Must match SDG&E Bill)
- * Customer Street Name: First Ave. (Must match SDG&E Bill)
- * Customer City: San Diego
- Customer State: CA
- * Customer Zipcode: 91071
- * Customer Home/Mobile Phone: 6968681681 (1234567890)

13. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

Work Instruction

Field	R/O/C	Description
* Customer First Name:	R	Example: John

*This contractor is to be used as SDG&E contact and is authorized by Customer to receive confidential Customer information and act on behalf of Customer with respect to this agreement.

By checking the box above and signing this agreement, Customer authorizes SDG&E to release information to the contact(s) named above regarding Customer's usage and billing information, Generating Facility location, size and operational characteristics as requested in the course of this interconnection process. SDG&E is granted permission to share information with authorized recipients for a period of three years from the date this agreement is received by SDG&E. Contact(s) are also authorized to change rate schedules served under and metering arrangements which may result in charges to Customer. Should customer wish to select a different authorization period, Customer may utilize the "Authorization to Receive Customer Information or Act on a Customer's Behalf," which may be found at: <http://www.sdge.com/clean-energy/apply-nem/apply-nem-resources>

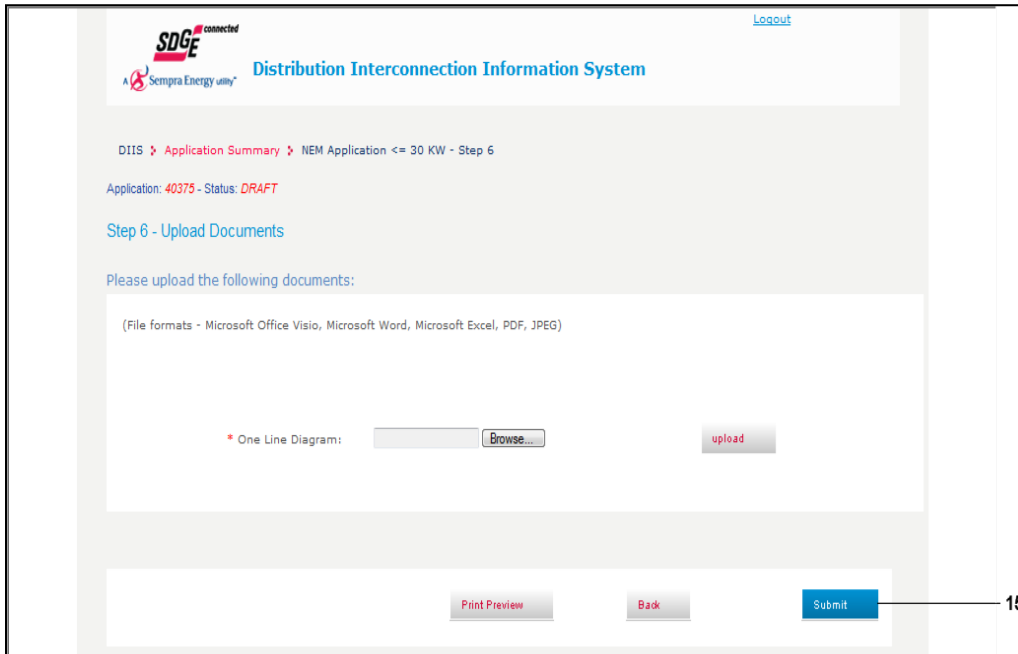
In addition, Customer authorizes SDG&E to release to the California Energy Commission (CEC) information regarding Customer's facility, including customer name and Generating Facility location, size, and operational characteristics, as requested from time to time pursuant to the CEC's rules and regulations.

This agreement is applicable only to the Generating Facility described above and installed at the above location. The Generating Facility may not be relocated or connected to SDG&E's system at any other location without SDG&E's express written consent.

Customer shall be responsible for the design, installation, operation, and maintenance of the Generating Facility and shall obtain and maintain any required governmental authorizations and/or permits.

14

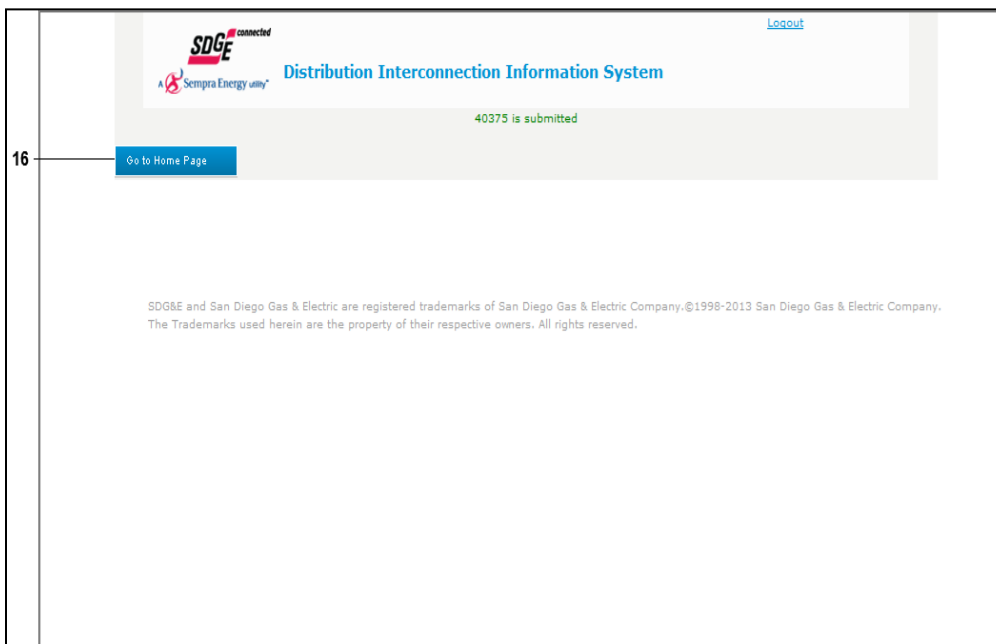
14. Click button for each section until you arrive to the "Submit Application" page.



15. Click  button to update your application.



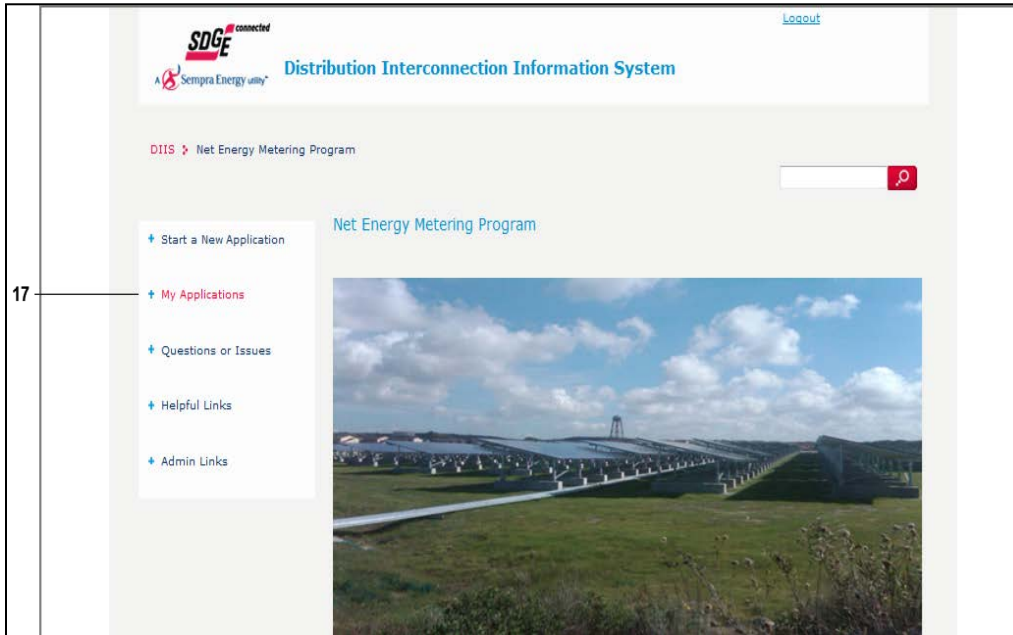
You may use "Print Preview" to re-print the application with the corrected information.



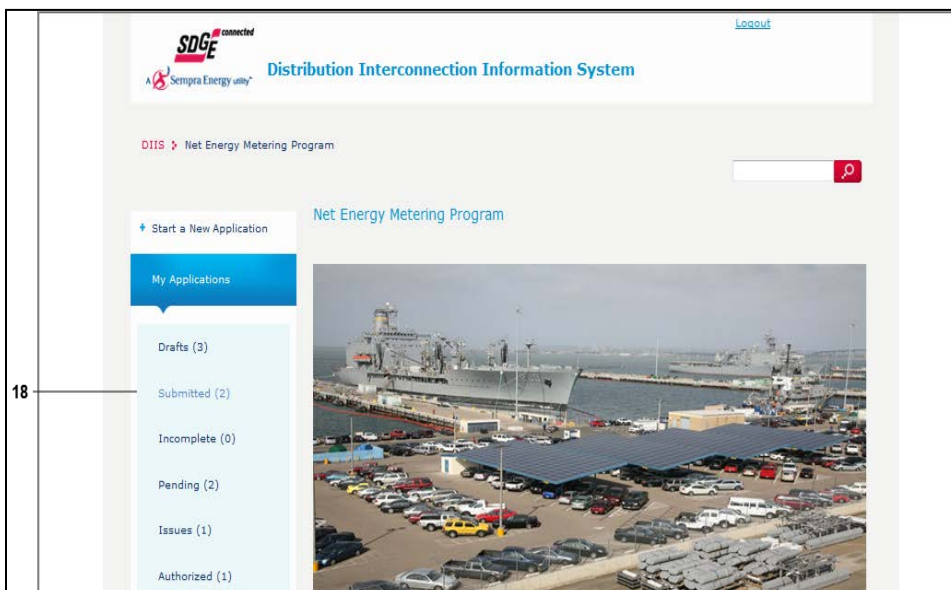
16. Click Go to Home Page button [Go to Home Page](#)



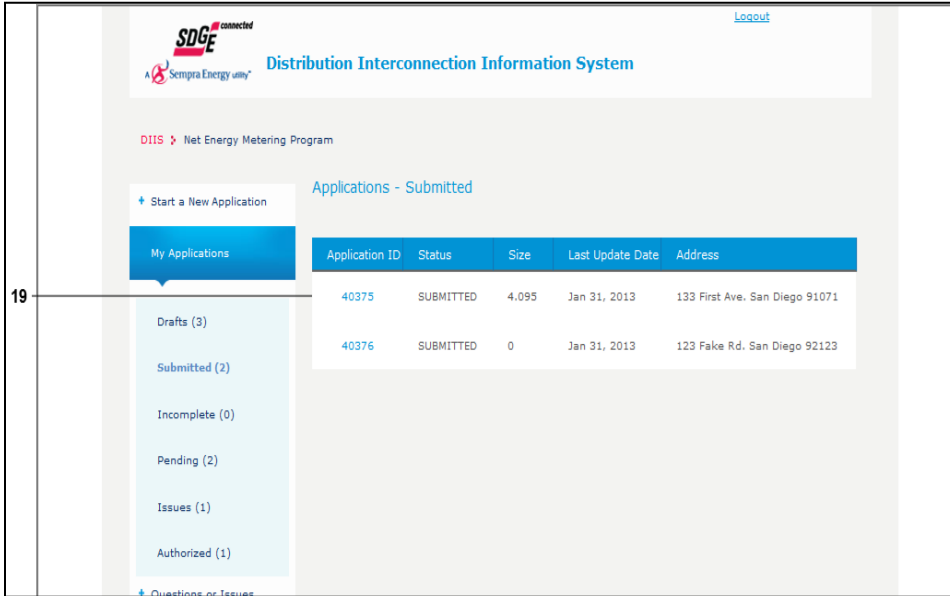
A note will be provided to assure you that your application changes were received



17. Click the "My Applications" link.



18. Click the "Submitted" link.



The screenshot shows the SDGE Distribution Interconnection Information System (DIIS) interface. The page title is "Distribution Interconnection Information System" and it is part of the "Net Energy Metering Program". A sidebar on the left lists application categories: Drafts (3), Submitted (2), Incomplete (0), Pending (2), Issues (1), and Authorized (1). The main content area is titled "Applications - Submitted" and contains a table with the following data:

Application ID	Status	Size	Last Update Date	Address
40375	SUBMITTED	4.095	Jan 31, 2013	133 First Ave. San Diego 91071
40376	SUBMITTED	0	Jan 31, 2013	123 Fake Rd. San Diego 92123

19. Notice your corrected application is now in the Submitted status ready for review by SDG&E.