INTENDED AUDIENCE:	**All Account Holders**
GATS SKILL LEVEL:	**Beginner**
AREA	**Account Set-Up**
DATE MODIFIED:	05/28/2019
PREPARED BY:	GATS Administrator

Registering a Solar Generator Residential/Small Business

SUMMARY: This solution aid is intended to assist all residential, small business and aggregator GATS account holders who are looking to register their solar generators in GATS.

It is important to note that the user must first have a GATS account and a state certificate number. To register for a GATS account, go to http://www.pjm-eis.com and select "Not a Member? Register Here." For information about state certification, please refer to our program pages at the following link http://www.pjm-eis.com/program-information.aspx.

Introduction:

Registering a generator in GATS is quick and easy if you follow **two** simple rules. First, complete the application from top to bottom. There are certain boxes in the application that will automatically fill in as you go. Second, have the following dates and numbers ready: State Certificate Number, Online Date and the Utility Interconnection Date. Note: This solution aid will show you all the boxes you will need to fill (if it applies to you). Remaining boxes in the application will automatically fill or will be filled by the GATS administrator.

- The state certification number **is not given out by PJM-EIS.** After your generator is installed, you will contact your respective state's public utility commission to apply for a certification number. On the PJM EIS website, under Program Information, you can find more information about your specific state's public utility commission rules.

- The Online Date is the first day that your new generator was turned on to your home or business.

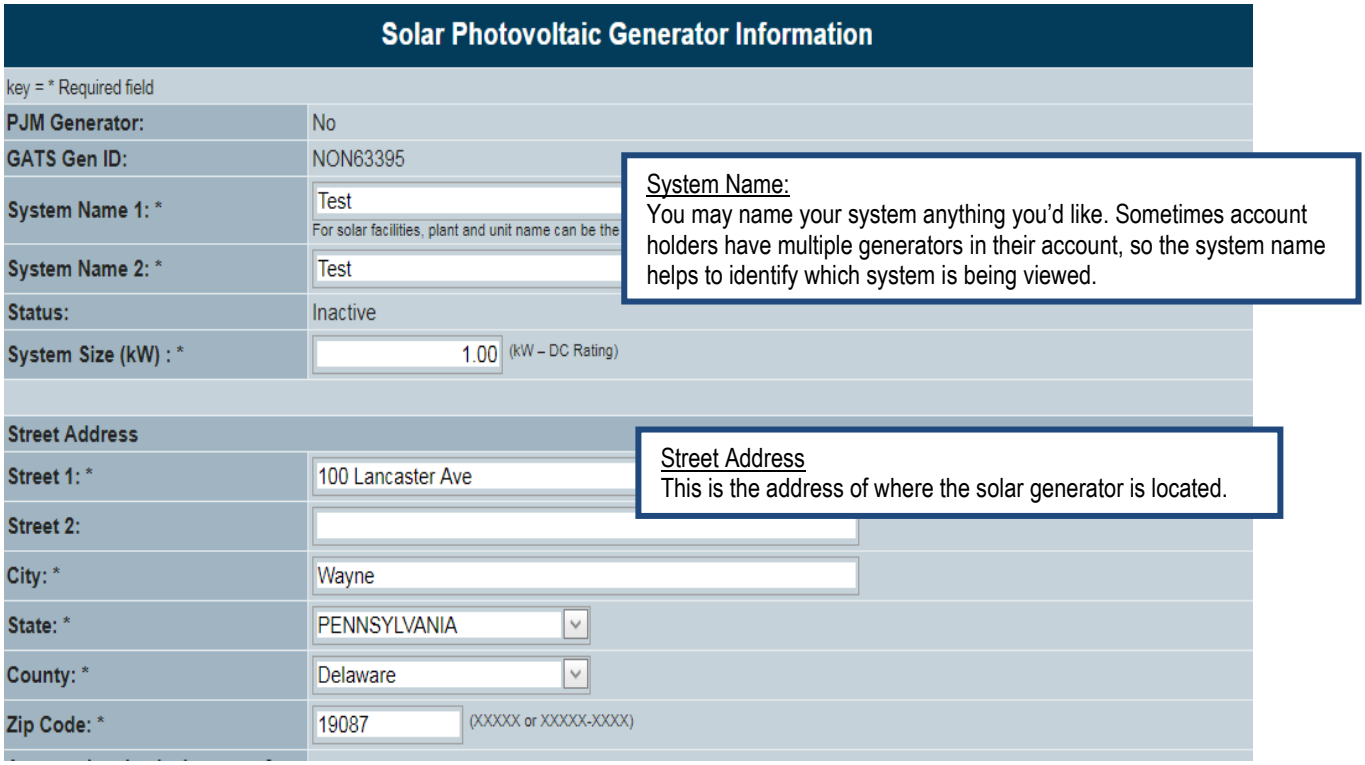
- The Utility Interconnection Date is the date when your utility company switched out your utility meter. When your new generator is installed, your local utility company will come out to the generation site and install a new bi-directional meter that will track the amount of energy your generator is delivering and taking to the grid. That date, when the utility company installed the new meter, is the utility interconnection date you will report in this application.

After you have those pieces of information available you are then ready to start your application!

Registering Generators – Solar Photovoltaic Generator

1. To find the generator application, use the drop down menu under “Assets” and click “Register Solar Photovoltaic Generator”

2. Fill out the basic system information and address boxes



3. On the Generator Registration form, you will need to answer if you are the physical owner of the system being registered.

Yes:
Answer yes only if you are the physical owner of the system you are registering (this is **not** the REC owner)

No:
Answer no only if you are not the physical owner of the system you are registering (This is **not** the REC Owner)

- If you answer no, you must provide a completed Schedule A form for all systems
- Your application can be saved but cannot be submitted without a Schedule A form

Are you the physical owner of the generating system located at this address?: *	◉ Yes ○ No ?

Owner Information:	Mr. John H. Smith This is the generator owner's name.

Owner Information:
Provide the name of the physical owner of the system (**not** the REC owner)

4. Fill out the vintage date. Vintage is the Online Date (month/year) and the Utility Interconnection Date (month/day/year).
5. Utility is your Utility Provider

Vintage	
Online Date: *	(MM/YYYY)
Utility Interconnection Date:	(MM/DD/YYYY)
Utility: *	
Balancing Authority: *	
NERC Region Type:	

These boxes will automatically fill when the Utility is selected

6. You will need to provide the system characteristics, including the array type for all generator systems:

System Characteristics

Derate:

	Module Quantity	Module Size	Tilt (0.00-90.00°)	Orientation (0.00-359.99°) ?	Array Type ?
Array 1 *					
Array 2					
Array 3					
Array 4					
Array 5					
Array 6					
Array 7					
Array 8					

More

?
Select the "?" button for more information about Orientation and Array Types

You can now provide information for up to 10 arrays. Press the More button to select additional arrays. Once you reach 10 arrays, the More button will be disabled.

7. Indicate how you will report your monthly Generation data

8. Generation Entry Type must be selected, as one of the three options under "Generation Entry."

Generation Entry: *	◉ Actual Generation (kWh) ○ Meter Reading (kWh) ○ Production Estimate (kWh)

Please note that New Jersey only allows Meter Reading and will be automatically checked based on your address and county when input above.

***Actual Generation*:** This entry type requires a manual entering or upload of your monthly generation value. This number is to reflect the actual generation that has occurred in a given month. (Example: Month 1=100 kWh, Month 2= 120 kWh, Month 3= 125 kWh) You provide the kWh that was generated since the last data entry (you do the math)

Meter Reading : This entry type requires a manual entering or upload of your monthly generation value. This number is to reflect the literal value from your meter at the end of a given month. This is an aggregating number that will grow over time. (Example: Month 1= 100 kWh, Month 2= 220 kWh, Month 3 = 345 kWh) You provide the latest reading and the system will determine the kWh that was generated since the last data entry (GATS does the math).

Production Estimate: certain systems are allowed to use estimates within the state rules.

DC-less than 10K can use production estimates
MD-less than 10K can use production estimates
PA-less than 15K can use production estimates, ONLY with PAAEP approval.
DE-**does not** allow production estimates
OH–**does not** allow production estimates
IL – **does not** allow production estimates
WV-**does not** allow production estimates
NJ - **does not** allow production estimates

Production estimates are automatically calculated based on your system's characteristics and will automatically generate SRECs without the need for manual entry into your GATS Account. When users elect to use production estimates, because estimates cannot be prorated, state rules require that the first full month of generation is applied for estimates (i.e., Online Date = November 15th, December's generation is the first month of full generation and therefore the first month used for SREC generation). Once users elect to use production estimates, they are to use them in perpetuity.

In general, when users have the ability to choose between using estimates versus a manual entry option an additional consideration to take into account is how interactive one wants to be with the system. Estimates, while accurate, are in fact that, *estimates*. They do have the ability to run either high or low. PJM EIS is not able to reconcile for estimates that run low just in the same manner that it cannot reconcile for estimates that run high relative to your system's specific generation. Nothing is more accurate than a manual upload; but, again, a consideration to take into account is the individual user's willingness to be involved regularly with the system.

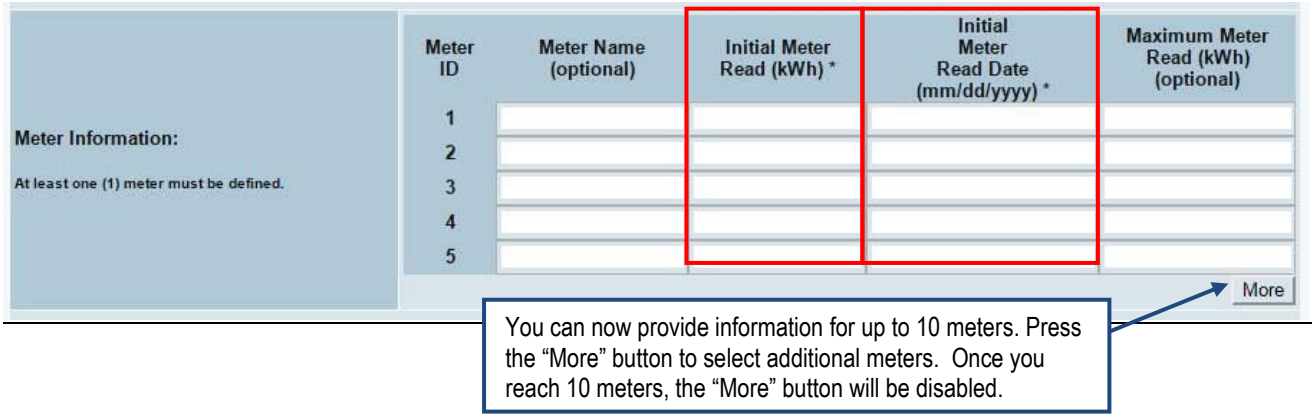
9. Next we need the meter information. The Initial Meter Reading for new applications is typically from when the system went online or from the time of interconnection. Due to some state rules, this could also be the date the application was submitted to the state. Meter Information is optional for systems that are choosing Production Estimates as their generation entry type.

- Note: Remember that this meter is ***not*** your utility meter that reports your household's energy consumption, but the production meter that reports how much energy your generator is producing.

  Initial Meter Read is the reading on the meter as described above

  Initial Meter Read Date is the date of that Initial Meter reading.

- The Meter Name and the Maximum Meter Read boxes in the field below are optional.



10. Look for the state that you have received a certification number from, check the circle next to that state and include the state certificate number in the box.

District of Columbia	Uncheck All
Solar Renewable Energy Source:	○
Tier I Renewable Energy Source:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Pennsylvania	Uncheck All
Solar Renewable Energy Source:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Delaware	Uncheck All
Solar Eligible:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Illinois	Uncheck All
Solar Renewable:	○
Utility Only:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Ohio	Uncheck All
Solar Renewable Energy Source:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Virginia	Uncheck All
Renewable:	○
State Certification Number:	
Date Approved:	(MM/DD/YYYY)
Eligibility End Date:	(MM/YYYY)
Override Generation Start Date:	(MM/YYYY)
Green-e Energy Eligible Certification:	Green-e Energy Eligible: ☐ Green-e Eligibility Start Date: (MM/YYYY) Green-e Eligibility End Date: (MM/YYYY) Green-e Energy Eligible Registration Number:

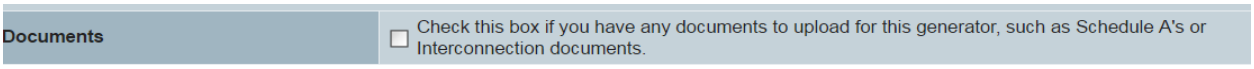
<u>State Certification Numbers</u>

- Systems can be certified in multiple states
- Systems must have at least one valid Certification Number prior to registering in GATS
- Each state will indicate whether a generator located in your state is allowed certification from that state

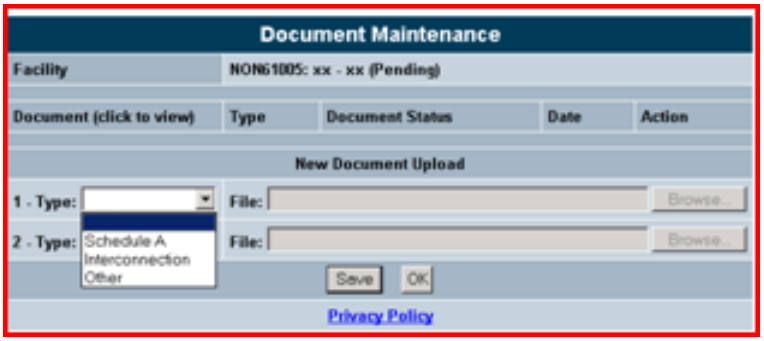
<u>Illinois -</u> Any systems that are not located in IL and want an IL certification need to have prior approval from IL in order to be approved by GATS.

11. **Third Party Reporter -** If you have a Third Party Reporter (TPR) to input your generation, use the drop-down box to choose them.

12. **Documents** - If you have any documents to upload to your application, such as a Schedule A or an interconnection letter, click on the box next to the document field.



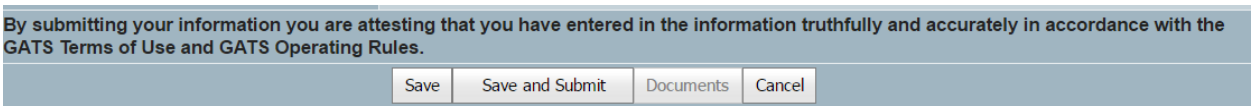
Once you've selected the Document Type you would use the browse feature to find your document then hit save to upload to the generator.



Click Save and Submit for Approval

If your application is complete, click on the "Save and submit" button. This will put your application into a pending status for the GATS Administrator to review for approval.

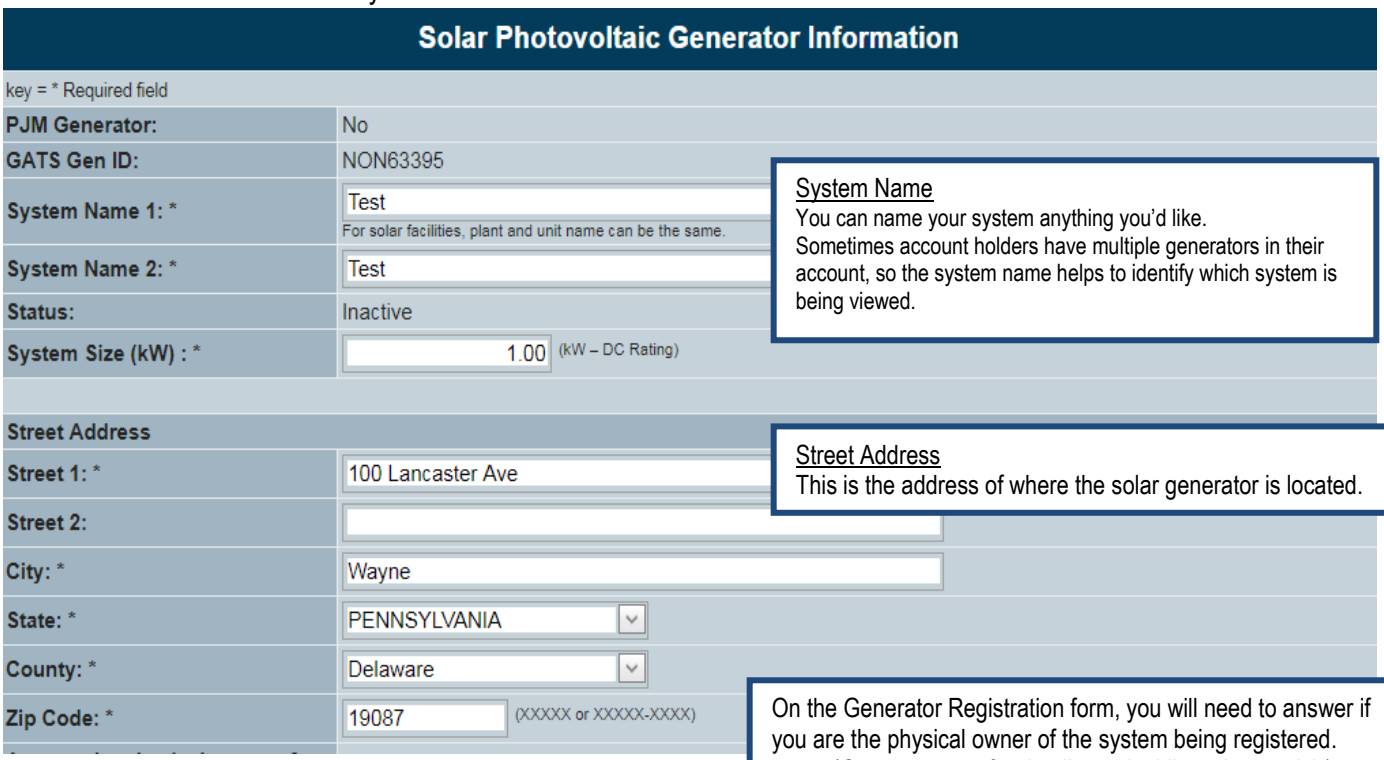
If you are missing information, click the SAVE button. This will place your application into a NIN status (Need Info). Once you have the missing information, you would simply go to your original application and complete the information and then click SAVE and Submit.



Registering Generators – Solar Thermal Generator

1. Use the drop down menu under "Assets" and click "Register Solar Thermal Generator"

2. Fill out the basic system information and address boxes



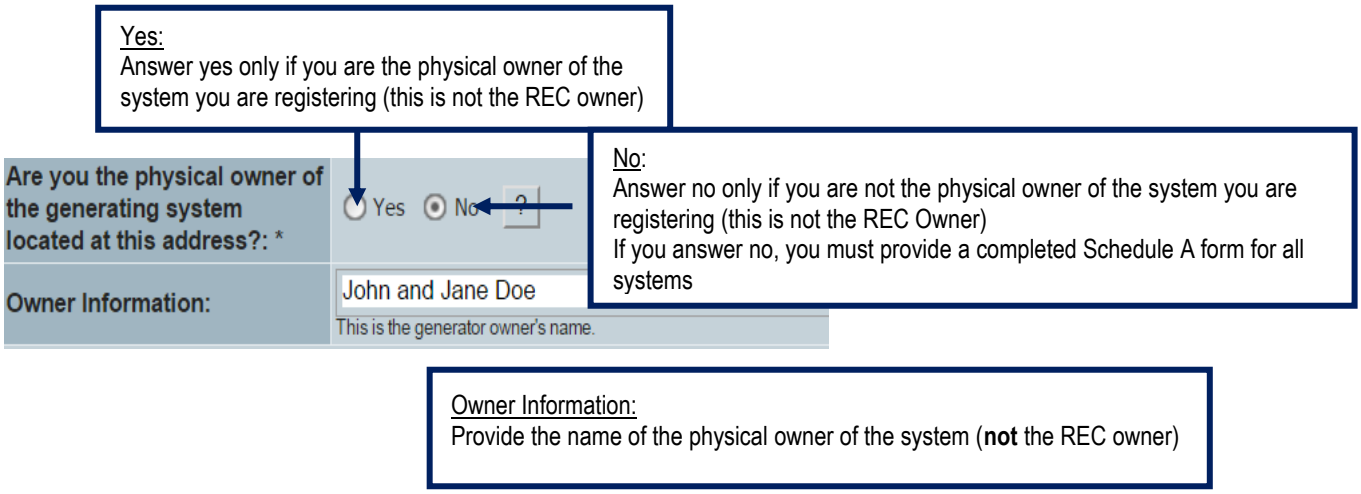
System Name
You can name your system anything you'd like. Sometimes account holders have multiple generators in their account, so the system name helps to identify which system is being viewed.

Street Address
This is the address of where the solar generator is located.

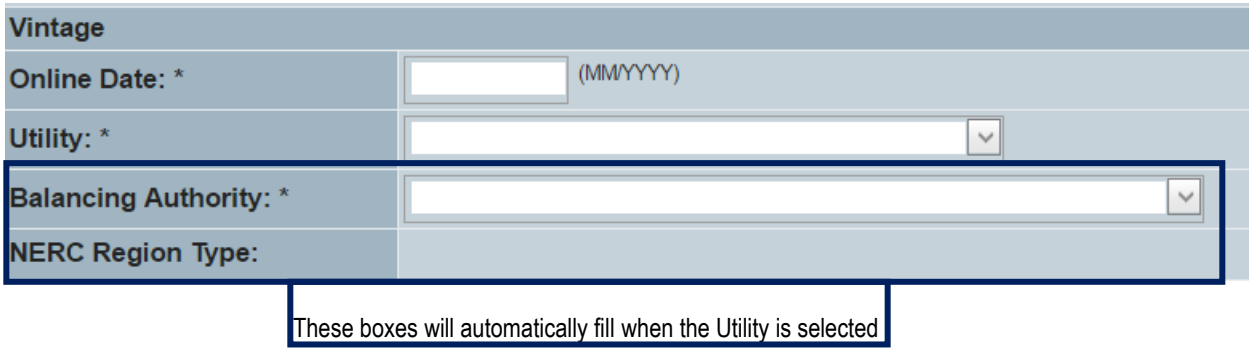
On the Generator Registration form, you will need to answer if you are the physical owner of the system being registered.
See next page for details on deciding what to pick

Owner Information – This is the generator's owner's name

3. On the Generation Registration form, you will need to answer if you are the physical owner of the system being registered



4. Fill out the Vintage Date, the Online Date (Month/Year) that the system was turned on.
5. The Utility is your Utility Provider



***Actual Generation*:** This entry type requires a manual upload of your monthly generation value. This number is to reflect the actual generation that has occurred in a given month. (Example: Month 1=100 kWh, Month 2= 120 kWh, Month 3= 125 kWh) You provide the kWh that was generated since the last data entry (you do the math)

***Meter Reading* :** This entry type requires a manual upload of your monthly generation value. This number is to reflect the literal value from your meter at the end of a given month. This is an aggregating number that will grow over time. (Example: Month 1= 100 kWh, Month 2= 220 kWh, Month 3 = 345 kWh) You provide the latest reading and the system will determine the kWh that was generated since the last data entry (GATS does the math).

Production Estimate: certain systems are allowed to use estimates within the state rules.

DC-less than 10K can use production estimates
MD-less than 10K can use production estimates
PA-**does not** allow production estimates for solar thermal
DE-**does not** allow production estimates
OH–**does not** allow production estimates
IL– **does not** allow production estimates
WV-**does not** allow production estimates

Production estimates are automatically calculated based on your system's characteristics and will automatically generate SRECs without the need for manual entry into your GATS Account. When users elect to use production estimates, because estimates cannot be prorated, state rules require that the first full month of generation is applied for estimates (i.e., Online Date = November 15th, December's generation is the first month of full generation and therefore the first month used for SREC generation). Once users elect to use production estimates, they are to use them in perpetuity.

In general, when users have the ability to choose between using estimates versus a manual entry option an additional consideration to take into account is how interactive one wants to be with the system. Estimates, while accurate, are in fact that, *estimates*. They do have the ability to run either high or low. PJM EIS is not able to reconcile for estimates that run low just in the same manner that it cannot reconcile for estimates that run high relative to your system's specific generation. Nothing is more accurate than a manual upload; but, again, a consideration to take into account is the individual user's willingness to be involved regularly with the system.

Annual Estimated Output is required for all solar thermal systems to determine the appropriate monthly estimates for those systems. This value is also used as a guideline for systems reporting manually.

System Characteristics	
Number of Modules:	
Module Manufacturer:	
System Model:	
Annual Estimated Output: *	2,648 (kWh)
Meter Manufacturer:	
Meter Make:	
Meter Model:	
Meter OIML Certified?:	☐

Generation Entry Type must be selected, as one of the five options under "Generation Entry"

Generation Entry: *	○ Actual Generation (Btu) ○ Meter Reading (Btu) ◉ Production Estimate (Btu) ○ Actual Generation (kWh) ○ Meter Reading (kWh)

***Actual Generation*:** This entry type can be in either kWh or Btu and requires a manual entering or upload of your monthly generation value. This number is to reflect the actual generation that has occurred in a given month. (Example: Month 1=100 kWh, Month 2= 120 kWh, Month 3= 125 kWh) You provide the kWh that was generated since the last data entry (you do the math)

Meter Reading : This entry type can be in either kWh or Btu and requires a manual entering or upload of your monthly generation value. This number is to reflect the literal value from your meter at the end of a given month. This is an aggregating number that will grow over time. (Example: Month 1= 100 kWh, Month 2= 220 kWh, Month 3 = 345 kWh) You provide the latest reading and the system will determine the kWh that was generated since the last data entry (GATS does the math).

Production Estimate: certain systems are allowed to use estimates within the state rules.

DC-less than 10K can use production estimates

MD-less than 10K can use production estimates

Production estimates are automatically calculated based on your system's characteristics and will automatically generate SRECs without the need for manual entry into your GATS Account. When users elect to use production estimates, because estimates cannot be prorated, state rules require that the first full month of generation is applied for estimates (i.e., Online Date = November 15th, December's generation is the first month of full generation and therefore the first month used for SREC generation). Once users elect to use production estimates, they are to use them in perpetuity.

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Next we need the meter information. The Initial Meter Reading for new applications is typically from when the system went online. Due to some state rules, this could also be the date the application was submitted to the state. Meter Information is optional for systems that are choosing Production Estimates as their generation entry type.

- Note: Remember that this meter is not your utility meter that reports your household's energy consumption, but the production meter that reports how much energy your generator is producing.

  Initial Meter Read is the reading on the meter as described above.

  Initial Meter Read Date is the date of that Initial Meter reading.

The Maximum Meter Read box in the field below is optional

Meter Information:	Initial Meter Read (kWh) *	Initial Meter Read Date (mm/dd/yyyy) *	Maximum Meter Read (kWh) (optional)

An explanation of state(s) certifications not allowed are displayed; depending on the original location of the generator

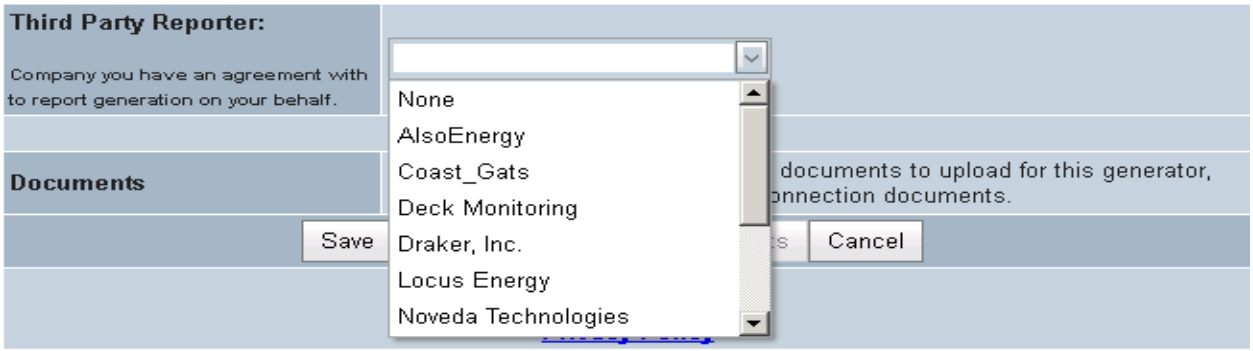
	Solar - Thermal (Primary Fuel)
	The following states do not allow certifications for this generator: DE, IL, NJ, OH, PA, WV, VA
Maryland	Uncheck All
Solar Renewable Energy Source:	○
Tier I Renewable Energy Source:	○
Tier II Renewable Energy Source:	○
State Certification Number:	
District of Columbia	Uncheck All
Solar Renewable Energy Source:	○
Tier I Renewable Energy Source:	○
Tier II Renewable Energy Source:	○
State Certification Number:	

State Certification Numbers

- Systems can be certified in multiple states
- Systems must have at least one valid Certification Number prior to registering in GATS
- Each state will indicate whether a generator located in your state is allowed certification from that state

Illinois - Any systems that are not in IL and want an IL certification need to have prior approval from IL in order to be approved by GATS.

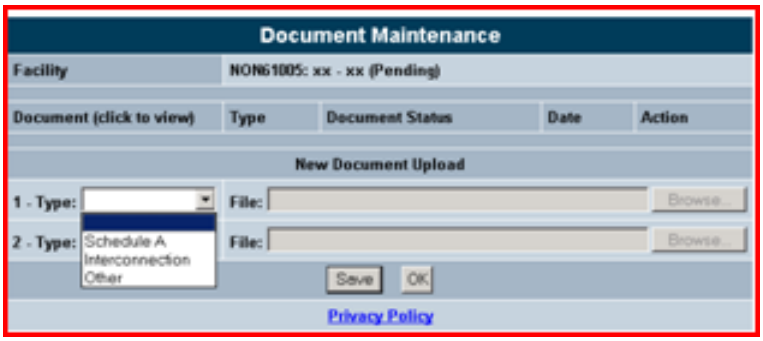
Third Party Reporter - If you have a Third Party Reporter (TPR) to input your generation, use the drop-down box to choose them.



Documents - If you have any documents to upload to your application, such as a Schedule A or an interconnection letter, click on the box next to the document field.

Documents	☐ Check this box if you have any documents to upload for this generator, such as Schedule A's or Interconnection documents.

Once you've selected the Document Type you would use the browse feature to find your document then hit save to upload to the generator.



Click Save and Submit for Approval

If your application is complete, click on the SAVE and Submit button. This will put your application into a pending status for the GATS Administrator to review for approval.

If you are missing information, click the SAVE button. This will place your application into a NIN status (Need Info). Once you have the missing information, you would simply go to your original application and complete the information and then click SAVE and Submit.

By submitting your information you are attesting that you have entered in the information truthfully and accurately in accordance with the GATS Terms of Use and GATS Operating Rules.

Save | Save and Submit | Documents | Cancel

Generator Approval Process

- Generator registrations will be reviewed within 3 - 5 business days of the date submitted
- The subscriber will receive an e-mail letting them know that their generator has been approved
- If additional information is required the generator will be put into a Need Info Status
- An automated email will be sent out from the GATS System regarding what is being requested
- Subscribers are urged to make sure that your email will not block emails from GATSAdmin@pjm-eis.com or you won't receive the email
- To return to your original application, go to Asset Management and click on Display My Assets, then click on the Plant/Unit name
- Once the additional information is submitted, the subscriber must submit for approval by clicking "Save" on page two. This will place the generating unit in the GATS Administrator's Inbox for review
- Once all of the information is accurate on the generating application, it will be approved
- Solar systems using estimates will have the estimates entered in at that time
- Account Holders using Actual or Meter Reading will then be able to input their generation
- Production estimates are created for every system and are just that, an estimate of what your system can produce, based on the characteristics of your system.
- Any state outside of IL will need prior approval from IL to get generator approval with GATS.

GATS Technical & Customer Service / Administrative Support

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