Grid Interconnection Processing Tool (GIPT)

User Guide for Customers

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Goal/Purpose

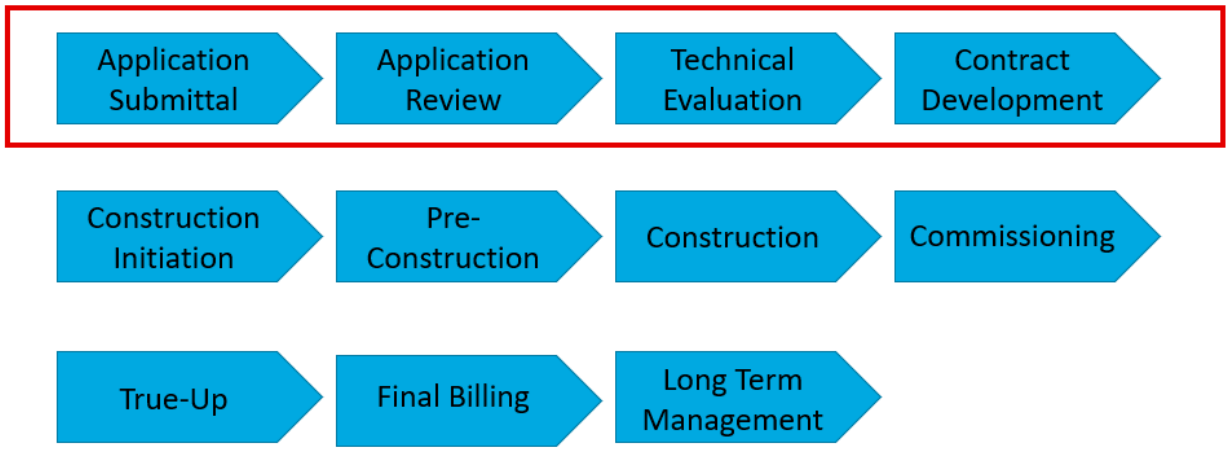
This User Guide covers the various features and functions of the Grid Interconnection Processing Tool (GIPT).

Introduction and Key Concepts

This section provides an overview of GIPT and the business processes that use the tool.

What is GIPT?

The Grid Interconnection Processing Tool (GIPT) is a web-based tool that allows external Customers to submit requests to interconnect Distributed Energy Resources (DER) to SCE's electrical system under SCE's interconnection tariffs. GIPT streamlines the end-to-end cross organizational and generation interconnection processes and centralizes the DER information that is captured during these processes.



GIPT is released in several Phases, each phase consisting of multiple Drops. This User Guide covers Drops 1 and 1.5 of Phase 1, which starts with the application submittal and ends with the contract development and execution.

GIPT is initially used for Rule 21 Non-export Interconnection Requests only. All other Interconnection Requests will be submitted using the current methodology.

GIPT is used by both Customers and Internal Users.

Through GIPT, Customers can:

- Enter intake information
- Retrieve and review the results of the analysis performed by SCE
- Submit electronic payment, when required

Through GIPT, Internal Users can:

- Evaluate and approve Customer requests
- Document deficiencies
- Review preliminary study results
- Generate study reports
- Itemize scope of work
- Create cost estimates
- Generate contracts

Key Terms

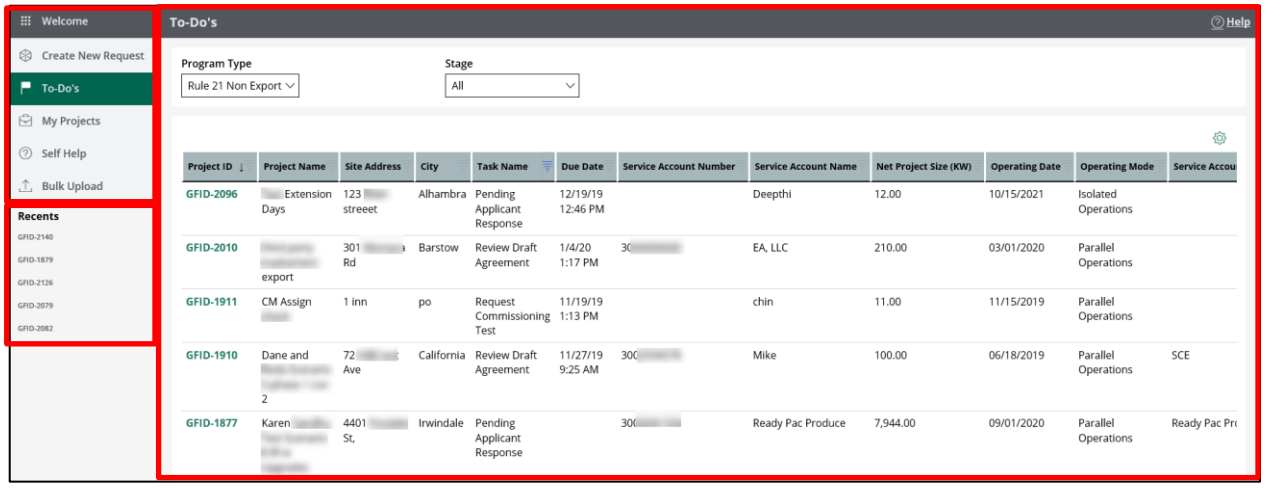
The table below lists key terms used in GIPT and their description.

GIPT Term	Description
My Projects	All projects that have been assigned to you
Case	A single Interconnection Request or project submittal, also referred to as "project" or "contract"
Case 360	At-a-glance view of key information about a case
Case ID	A system-generated Identification Number associated with a single Interconnection Request or project submittal; generated immediately upon Customer entering a request
GIPT	The Grid Interconnection Processing Tool acronym
Tabs	Horizontal navigation items within a window
To-Do's	Items pending your response or action

GIPT Screen Layout

Every GIPT screen consists of a few main sections:

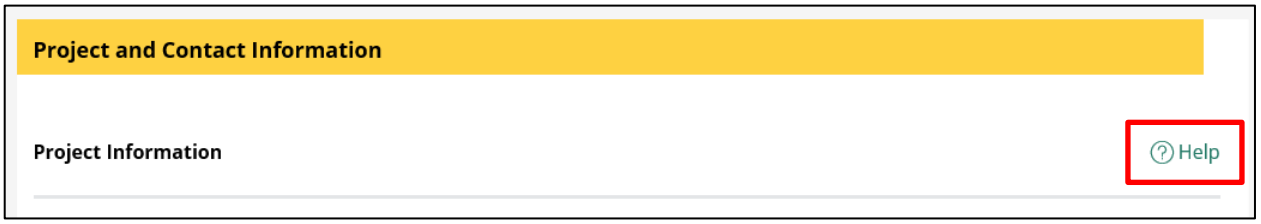
- **Left-hand navigation**, where you select the function to display in the main work area
- **Recents**, which displays your most recent activities
- **Main work area**, which displays information based on the function selected on the left panel



In addition, the top right of every GIPT screen includes the **User Name's initials** icon, which allows the user to log off GIPT.

Online Help

Most screens include one or more Help links that provide help about a specific area of the screen. Click the Help link any time.



Additional Help and SCE Help Line

If you did not get the help needed through the Online Help link, you can contact SCE by email or via phone:

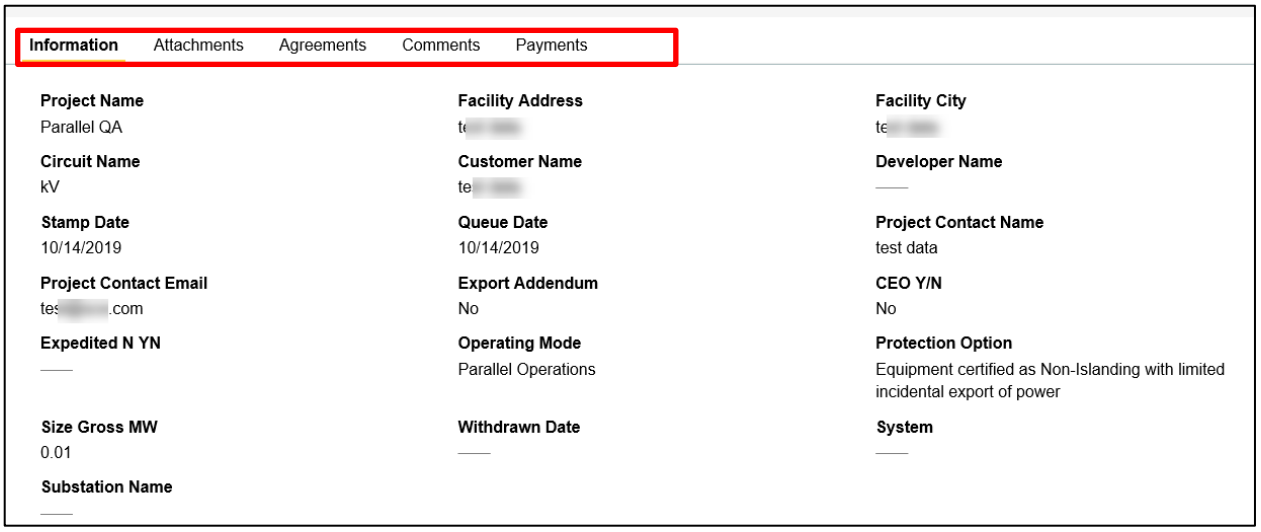
- interconnectionQA@sce.com
  This is the preferred method of communication. Detailed email messages allow GIPT team members to route Customer concerns to the correct team member.
- 909-274-1106 or 626-302-3688
  The phone lines are designated for Rule 21 Export and Non-export calls. Calls will be answered between 7:00AM – 4:00PM PST. Customers may leave a message outside of these hours.

Additional help is available through the Selection Wizard. Refer to the section: Self Help through the Selection Wizard.

Case 360 View

The Case 360 view displays on the bottom of the main work area. It allows you to see various information about a case at any time. The Case 360 view includes the following tabs:

- **Information:** Lists key attributes about the specific case which user has selected.
- **Attachments:** Lists all attachments provided by the Applicant for the selected case.
- **Agreements:** Displays all case artifacts that get generated by the GIPT system such as Agreements and Reports for the Customer.
- **Comments:** Lists all internal and external comments for the selected case.
- **Payments:** Displays details of the payments made by applicant for the selected case.



Supported Browsers and Devices

You can use GIPT with any browser (e.g., Internet Explorer, Chrome).

You can use GIPT with any mobile device (e.g., laptop, Tablet).

Business Processes

When submitting an Interconnection request, the following business processes take place.

1. Customer completes an Interconnection request along with applicable attachments.
2. Customer reviews the application (request) and acknowledges meeting the acceptable application requirements per Rule 21.
3. Customer submits payment to SCE.
4. SCE reviews the application for completeness. If incomplete, notifies Customer of information needed for completion.
5. Once application is complete, SCE performs a Technical Evaluation and notifies Customer.

   In case an application fails the Technical Evaluation, the Customer can:

   - Withdraw the application and start over a new application; or
   - Modify the original application.
6. Once Technical Evaluation passes, SCE drafts a contract for the Customer to review.
7. Once Customer agrees to the contract, SCE develops a final contract for the Customer to sign.

Timeline

1. The Customer submits a request and SCE responds within 10 business days, either by approving the request or by sending a first Notification of Deficiency.
2. The Customer can then resubmit the application within 10 business days.
3. SCE reevaluates the application and responds to the Customer within 10 business days, either by approving the request or by sending a first Notification of Deficiency.
4. The Customer can then resubmit the application within 5 business days.
5. SCE reevaluates the application and responds to the Customer within 5 business days, either by approving or declining the request.
6. The Customer may request one Extension of up to 20 business days.

Login and Authentication

This section covers the security features of GIPT and explains how to access the tool.

Security Features

Security features are provided through the login of each user.

SCE Customers must use their SCE.com credentials to log in to GIPT.

3rd party agents must register with GIPT first. Once they obtain a User ID and Password, they can log in to GIPT.

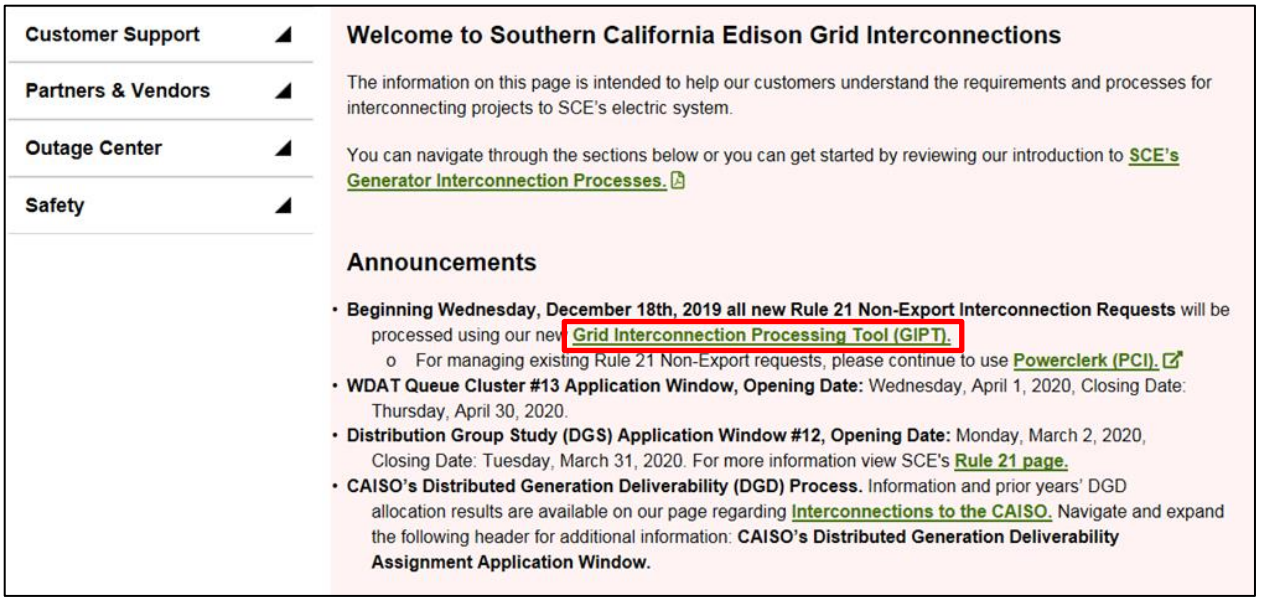
Registering to GIPT

Registration is mandatory for first time users. Once you register, you can access and log on to GIPT.

To register to GIPT:

1. Click the URL: http://on.sce.com/gridinterconnections

   The following displays.

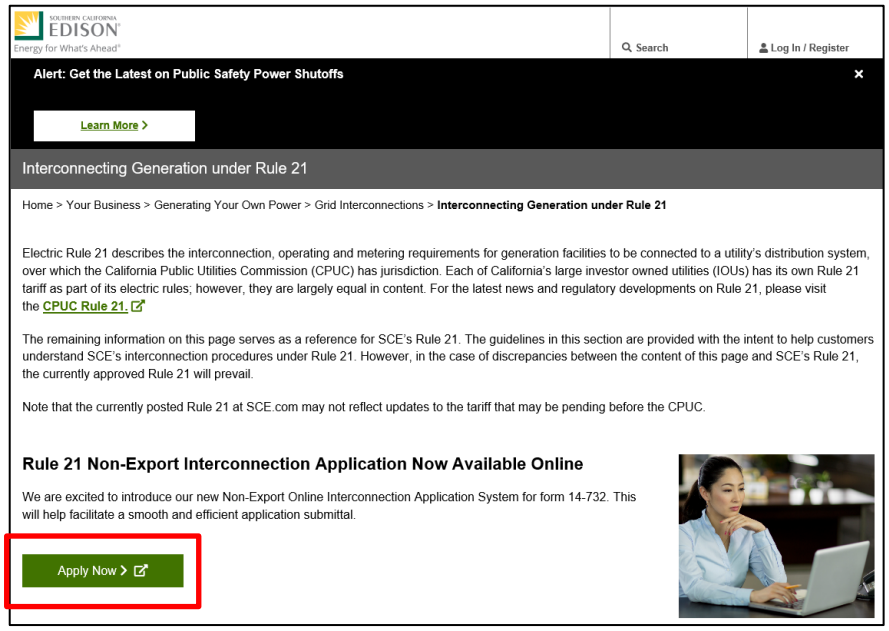


2. Use one of two methods:
   a. **Method 1:** Click the link **Grid Interconnection Processing Tool (GIPT)**.

   b. **Method 2:** Scroll down and click the link **Rule 21**.

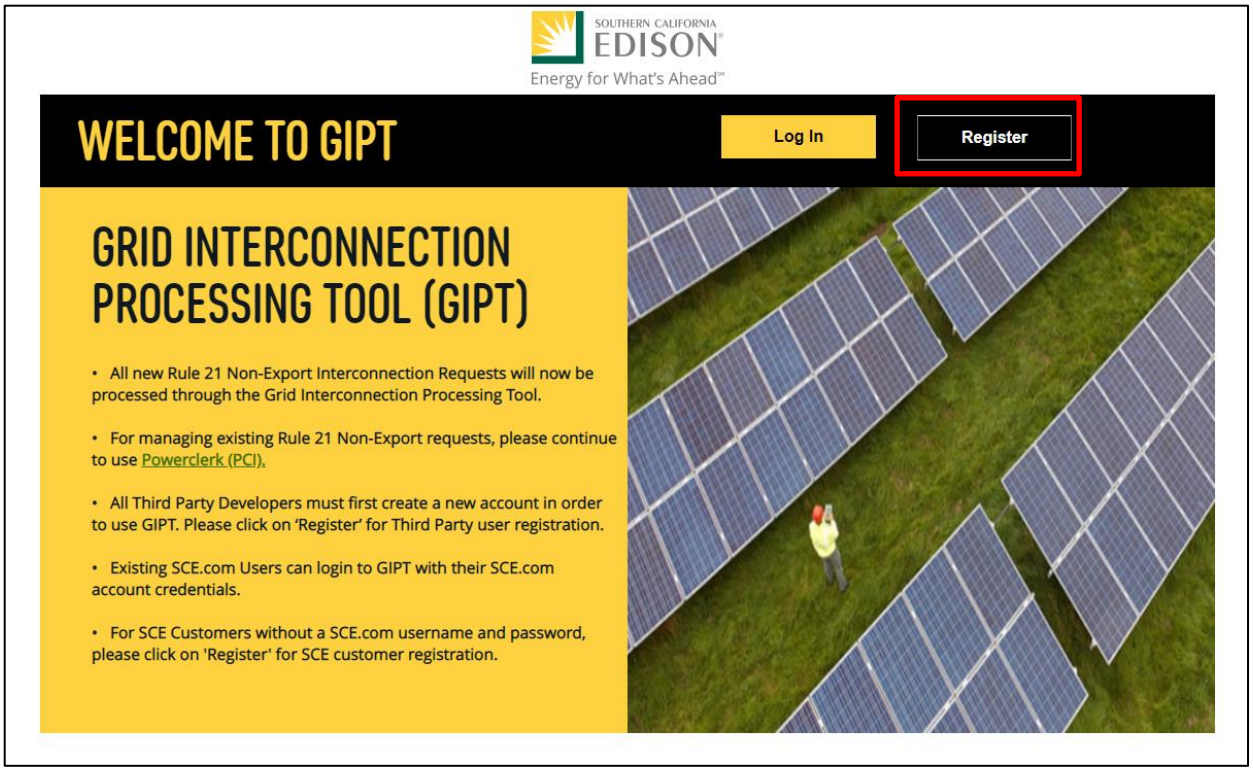
The Interconnecting Generation under Rule 21 screen displays.

Click **Apply Now**.



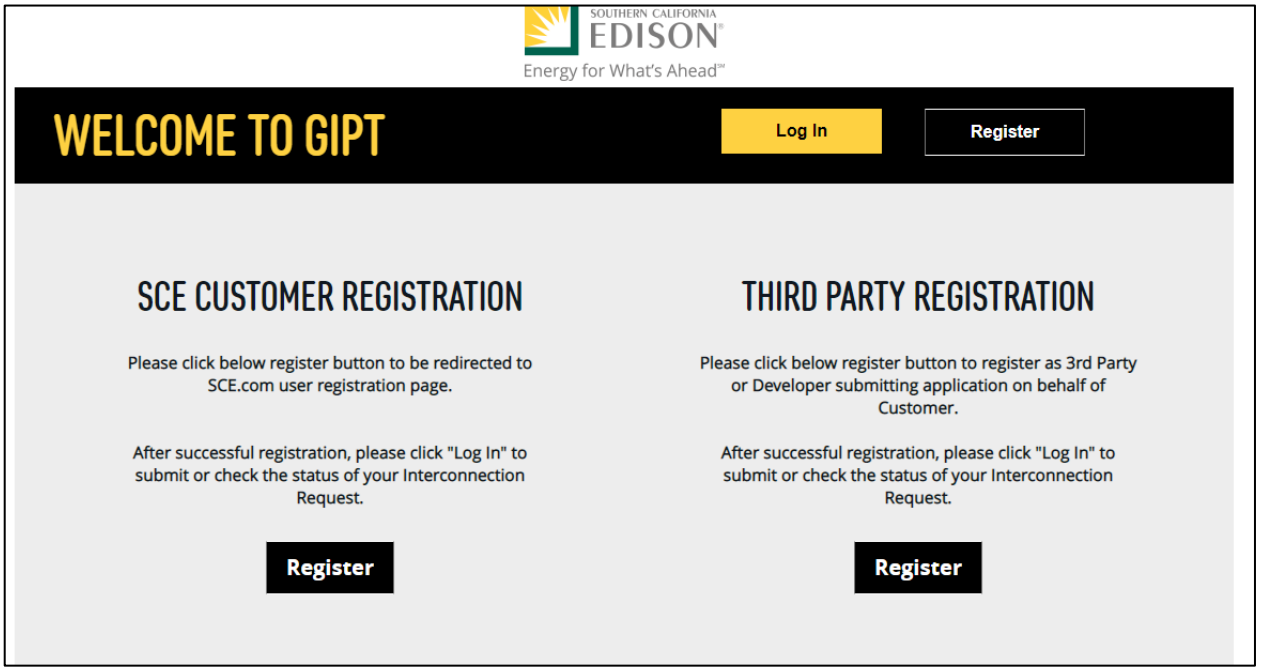
Regardless of which method you use, the Welcome to GIPT screen displays.

You may want to bookmark the login link as:
https://gridinterconnection.sce.com/prweb?AppName=GIPT
This will allow you easy access to the Welcome to GIPT screen in the future.



3. Click **Register**.

The following screen displays.



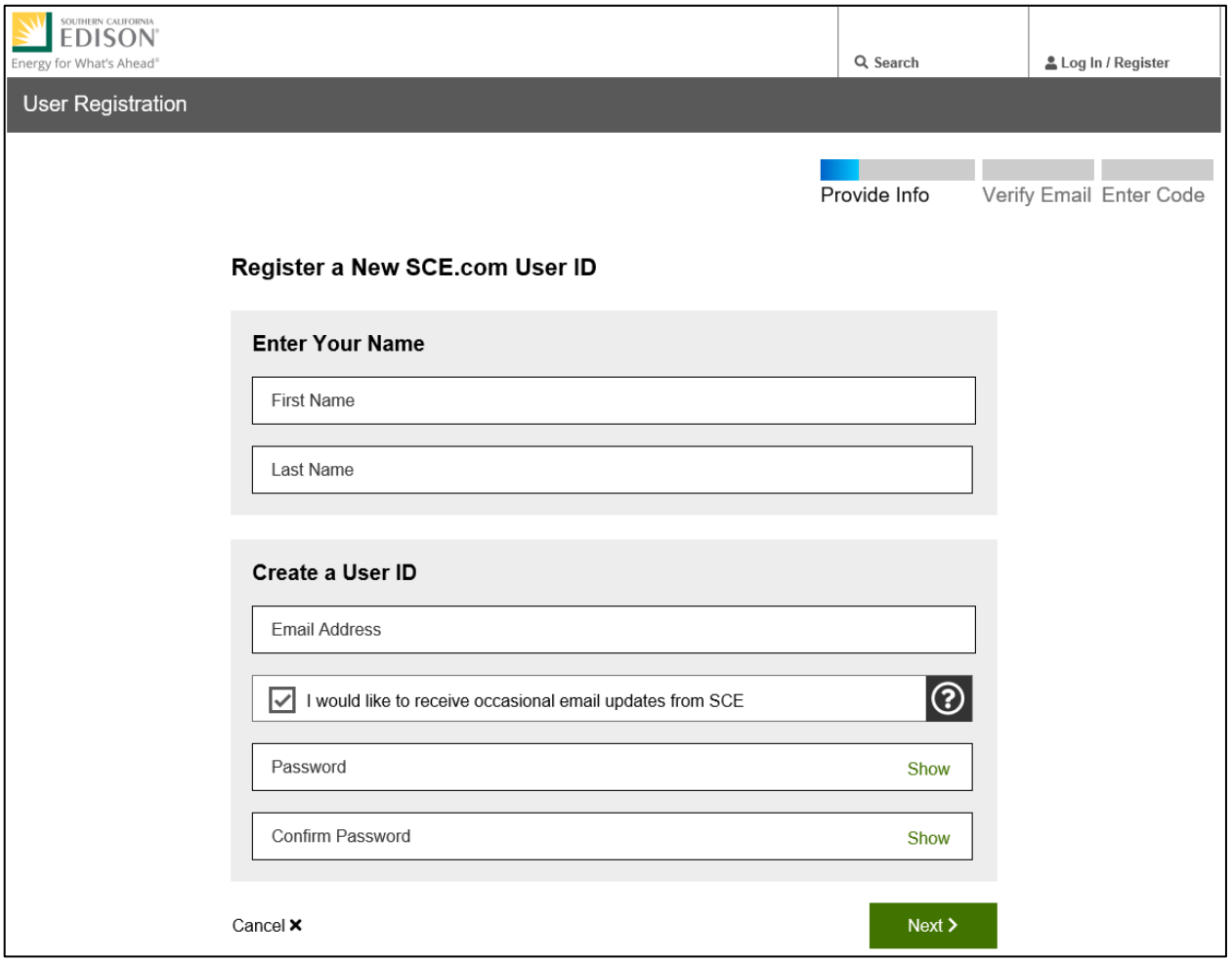
For SCE Customer Registration, refer to the section: SCE Customer Registration.

If you want to register as a third part, refer to the section: Third Party Registration.

SCE Customer Registration

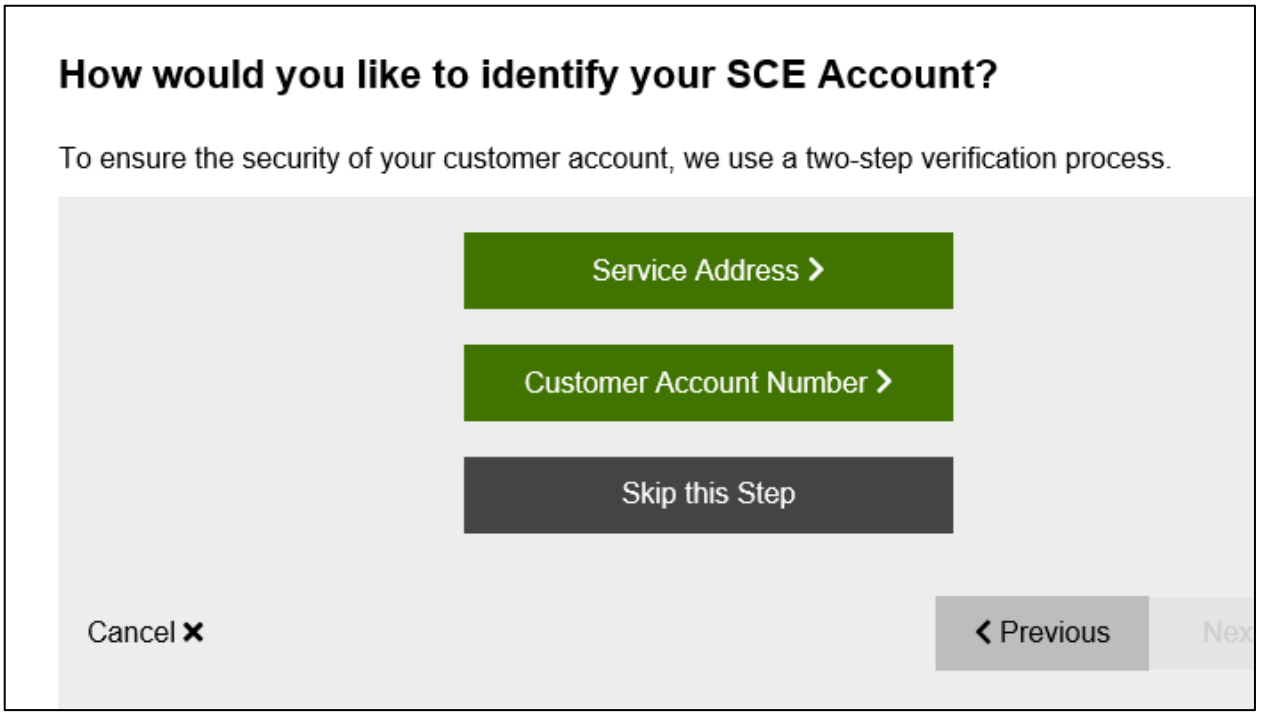
To register as an individual Customer:

Once you click Register under the SCE Customer Registration, the User Registration screen displays.



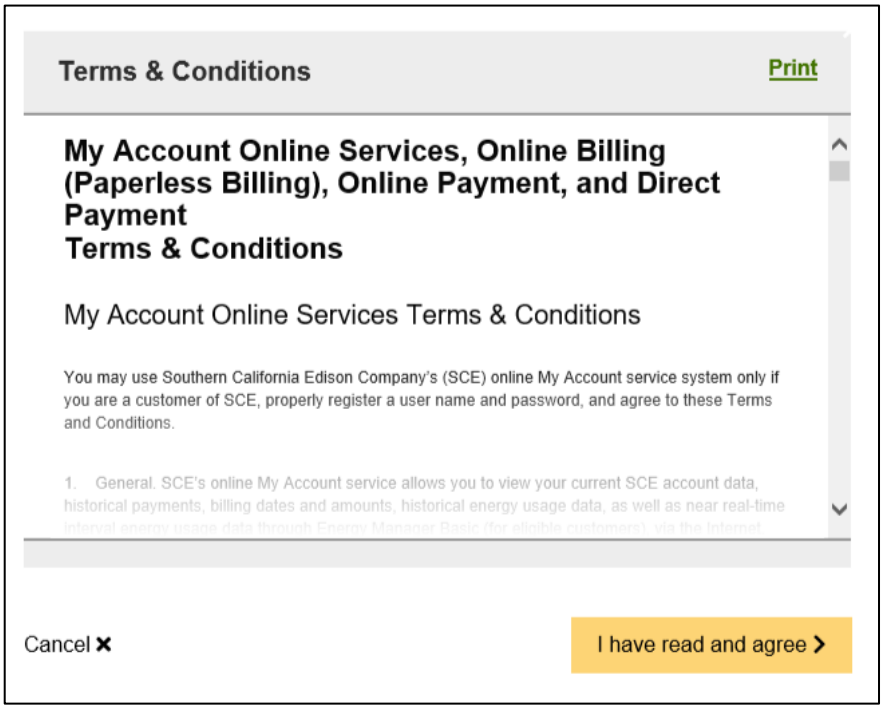
1. Complete all fields and click **Next**.

The following screen displays.



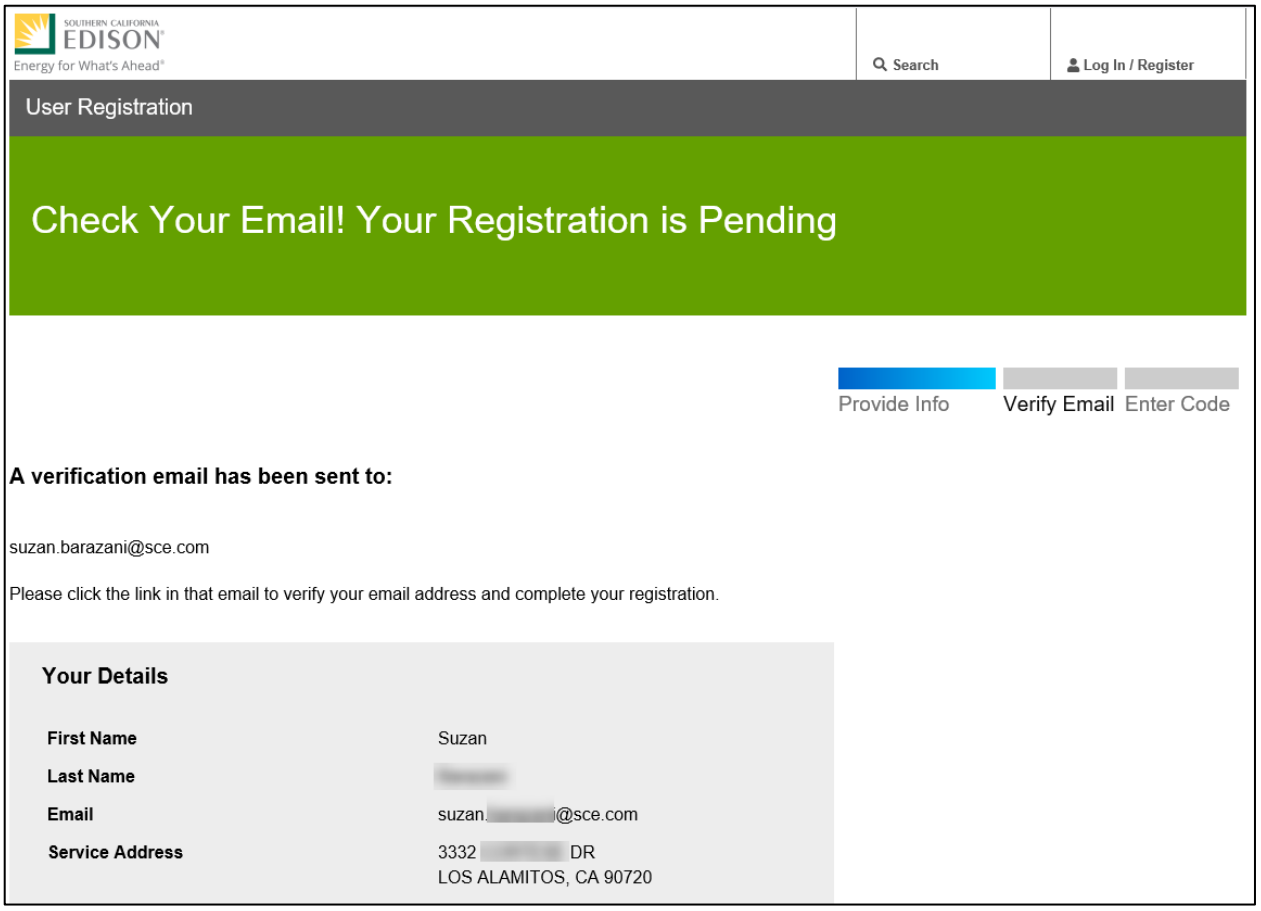
2. Click **Service Address** or **Customer Account Number** and complete the applicable information, or click **Skip this Step** to continue without verification.

The Terms & Conditions screen displays.

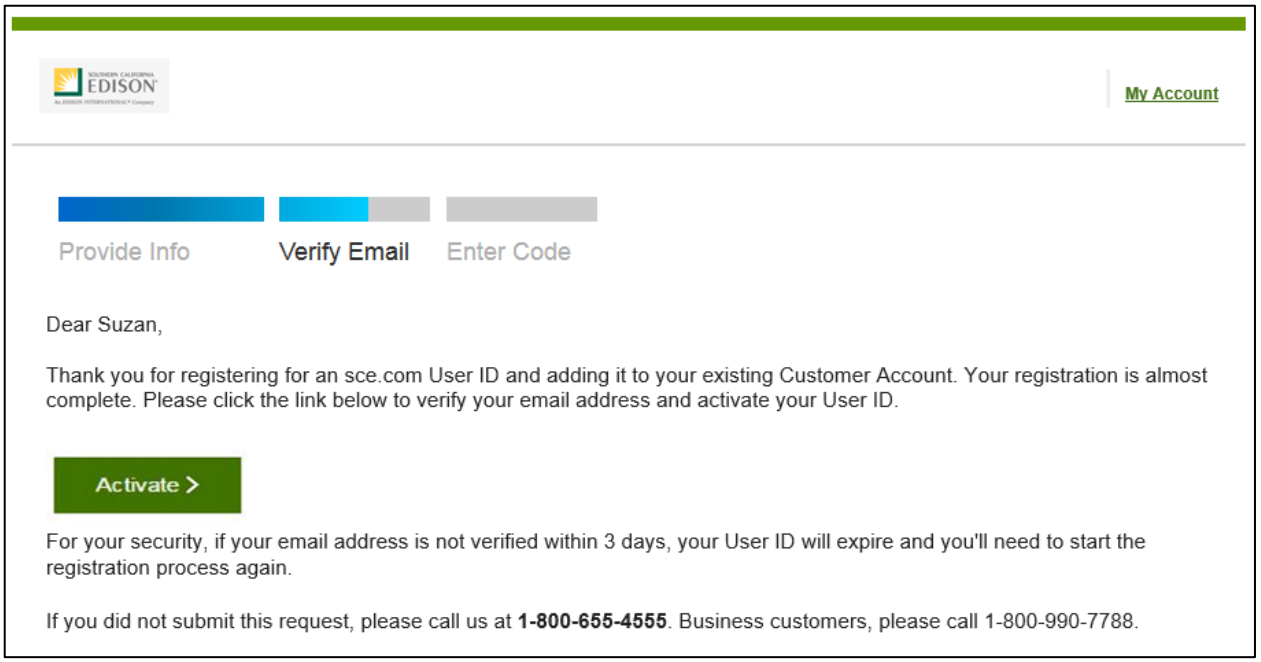


3. Read the terms and conditions, then click **I have read and agree**.

The following screen displays, and an email is sent to your email address.

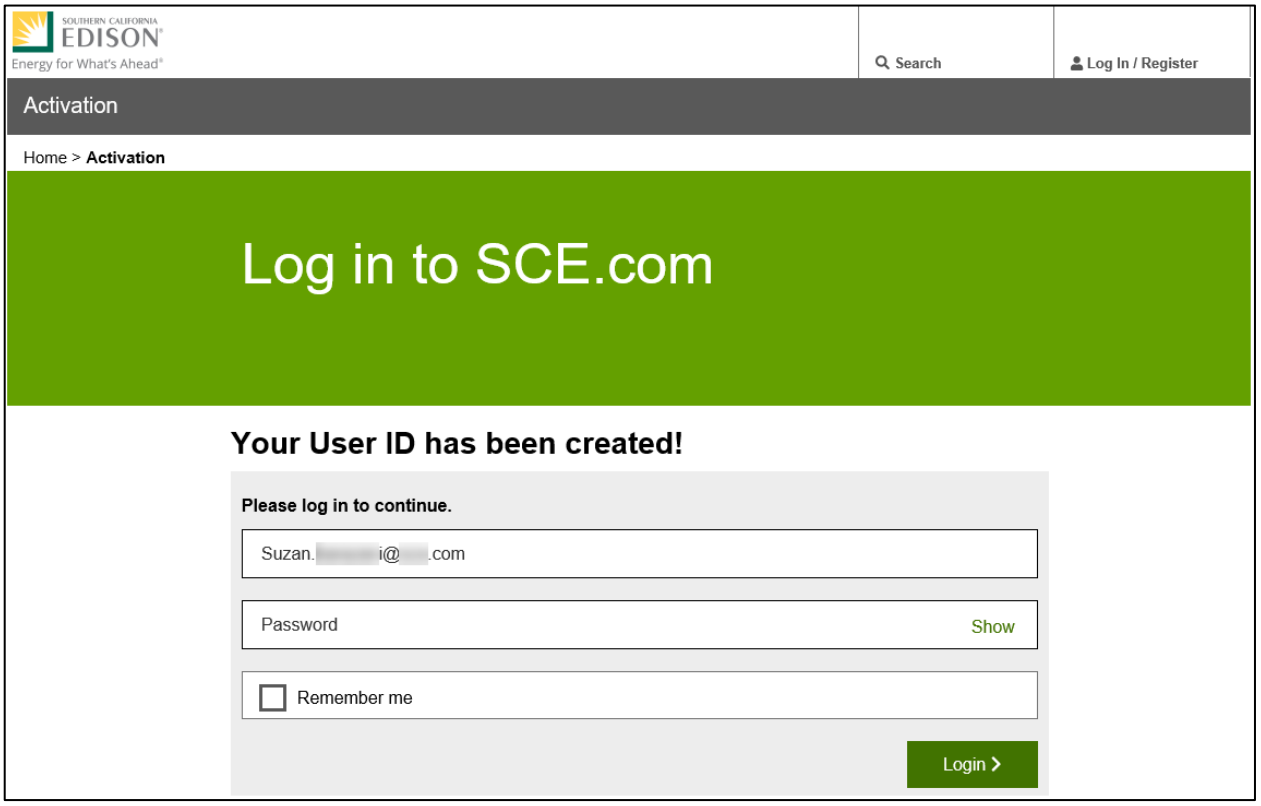


4. Check your email. You should receive the following:



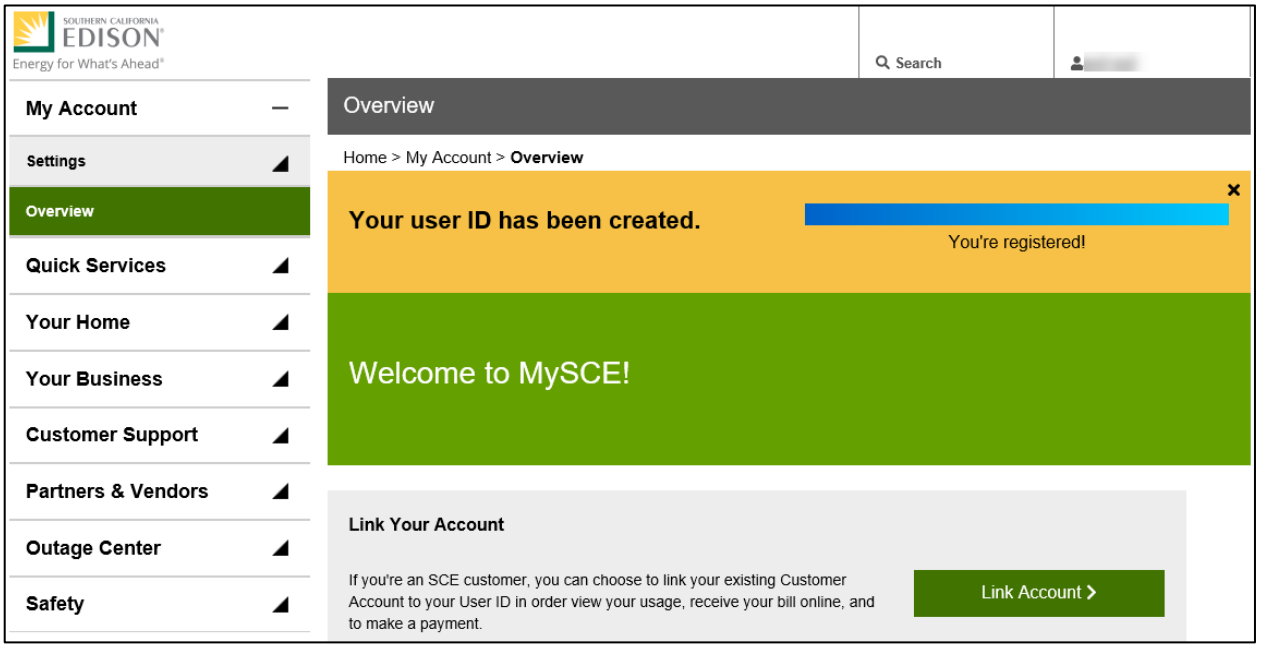
5. On the email message, click **Activate**.

The Activation screen displays.



6. Enter your password.
7. Optional: Check the **Remember me** box so the system remembers your User ID for future use.
8. Click **Login**.

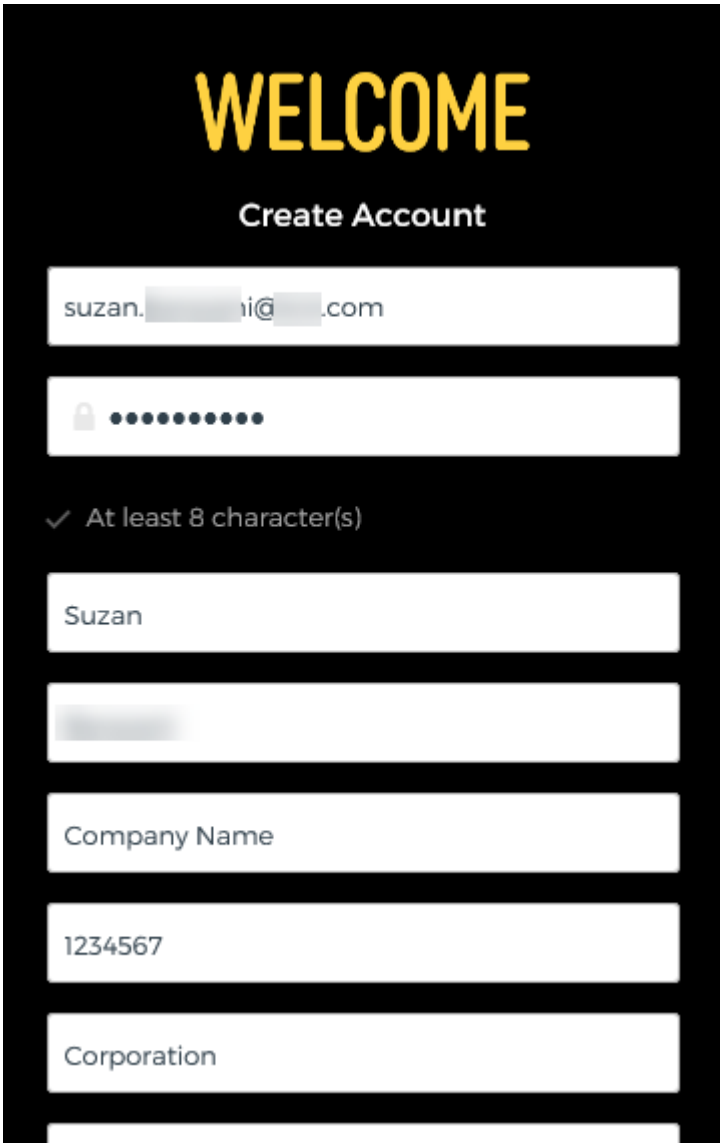
A screen confirms that you are registered.



Third Party Registration

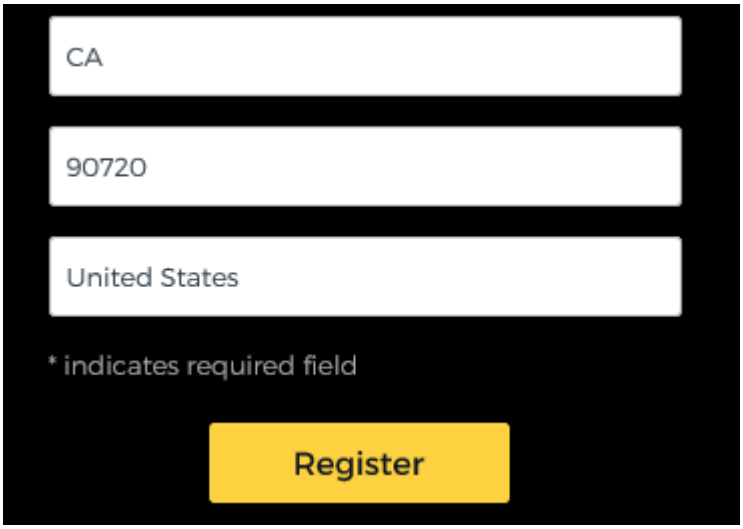
To register as a third party:

Once you click Register under the Third Party Registration, the Welcome, Create Account screen displays.

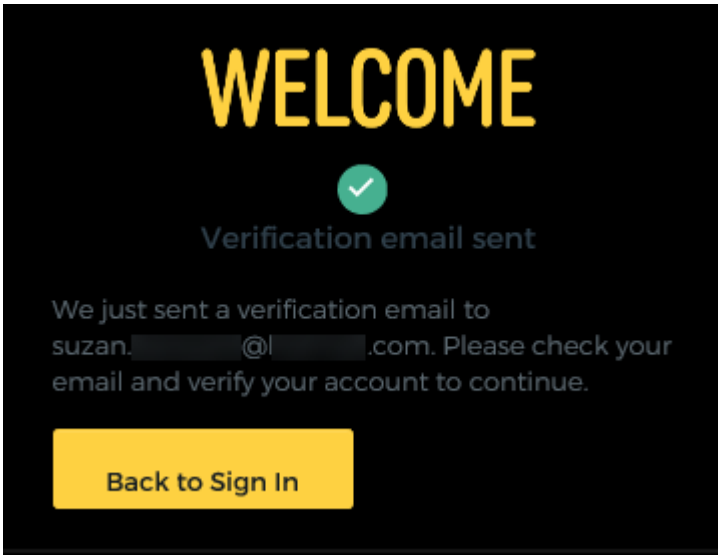


1. Complete all fields.

2. Scroll down and click **Register**.



A confirmation message displays, stating that a verification email was sent to the Customer's email address.



3. Access your email and locate the "Activate Account" email from Okta.

Hi Suzan,

Welcome to Southern California Edison's new account registration system.

We have received your request to access Grid Interconnection Processing Tool and are currently reviewing it.

- Please click "Verify Email" so that SCE's review team can confirm this request is linked to your email account.
  - You may disregard any further instructions that show in the browser after you have clicked "Verify Email".
- Please allow SCE up to two (2) business days to send a response, in the meantime, you will not be able to log into Grid Interconnection Processing Tool .
- You will receive an additional email containing instructions once your account creation request has been reviewed.

If you believe you have received this notification in error, please disregard it. Thank you.

Regards,

Southern California Edison

Grid Interconnection Processing Tool Activation Team

Verify Email

4. Click Verify Email.

The Sign In Denied screen displays.

While the message indicates "Sign In Denied", the registration request is passed on to SCE.

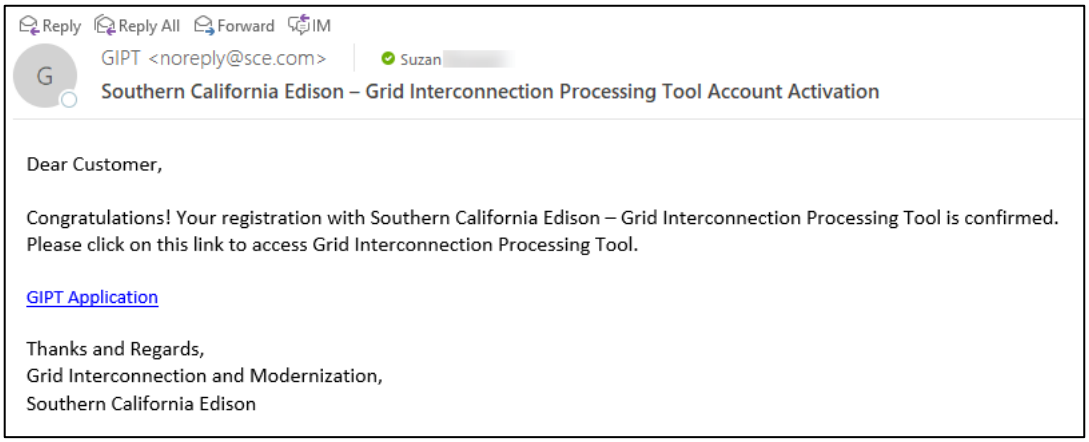
Sign In Denied

You do not have permission to access your account at this time.

If you're wondering why this is happening, please contact your administrator.

Return to sign in page

SCE will contact you using the email provided. Once SCE accepts your registration, you can log on to GIPT.



Reply Reply All Forward IM

G GIPT <noreply@sce.com> Suzan

Southern California Edison – Grid Interconnection Processing Tool Account Activation

Dear Customer,

Congratulations! Your registration with Southern California Edison – Grid Interconnection Processing Tool is confirmed. Please click on this link to access Grid Interconnection Processing Tool.

GIPT Application

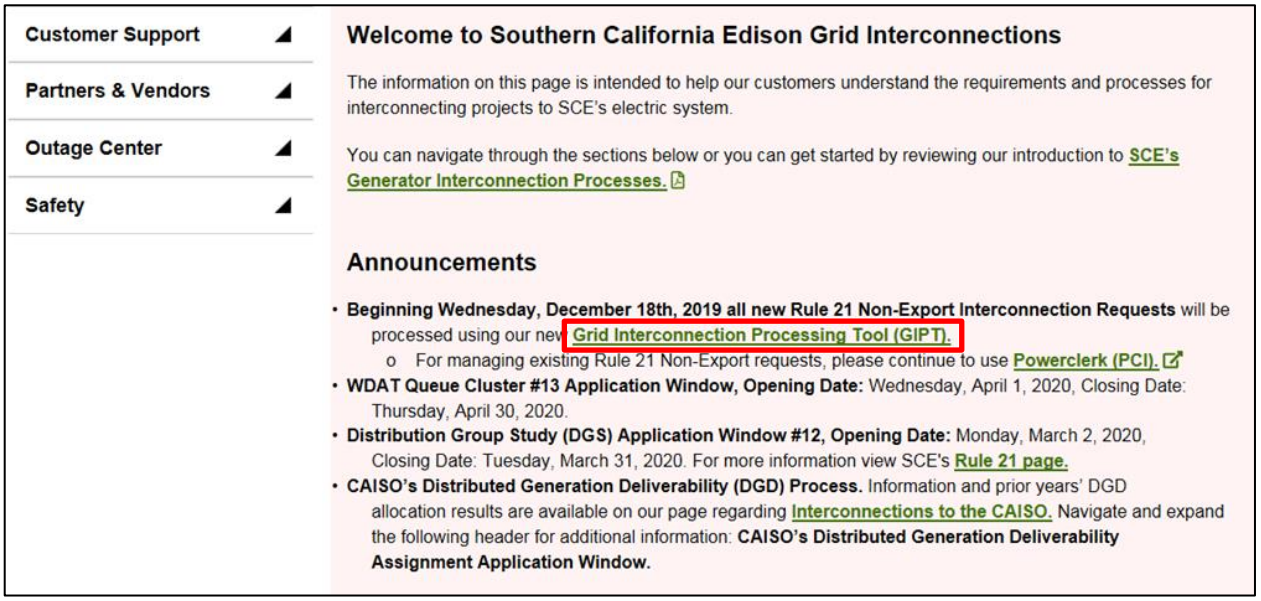
Thanks and Regards,
Grid Interconnection and Modernization,
Southern California Edison

Accessing and Logging on to GIPT

To access and log on to GIPT:

1. Click the URL: http://on.sce.com/gridinterconnections

The following displays.

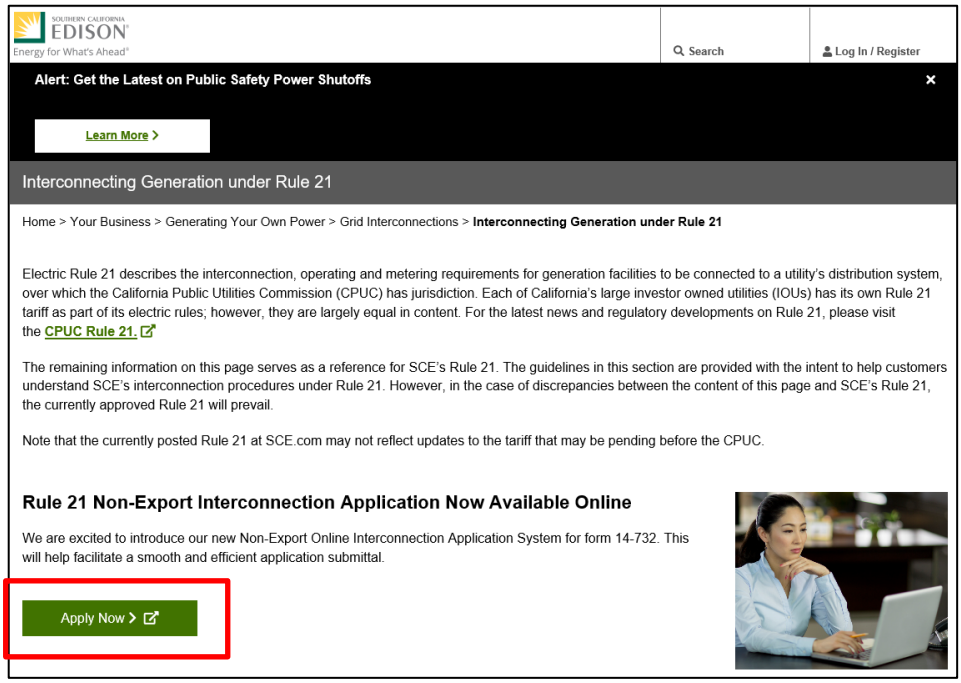


9. Use one of two methods:
   c. **Method 1:** Click the link **Grid Interconnection Processing Tool (GIPT)**.

   d. **Method 2:** Scroll down and click the link **Rule 21**.

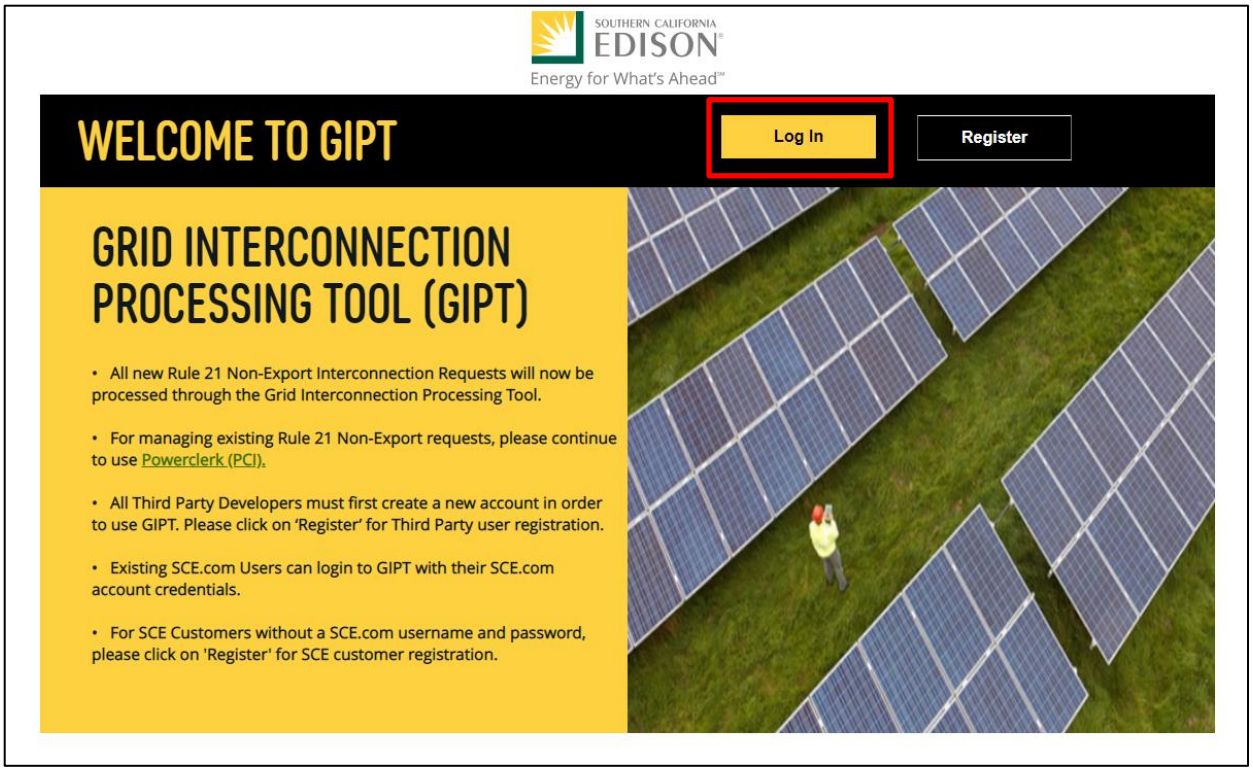
The Interconnecting Generation under Rule 21 screen displays.

Click **Apply Now**.



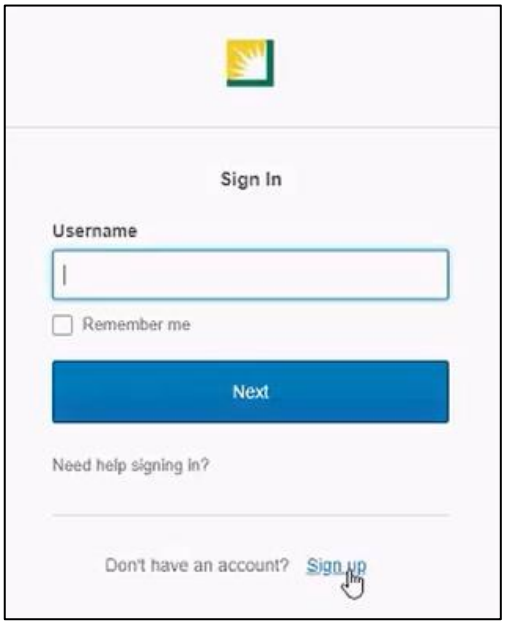
Regardless of which method you use, the Welcome to GIPT screen displays.

You may want to bookmark the login link as:
https://gridinterconnection.sce.com/prweb?AppName=GIPT
This will allow you easy access to the Welcome to GIPT screen in the future.



2. Click **Log In**.

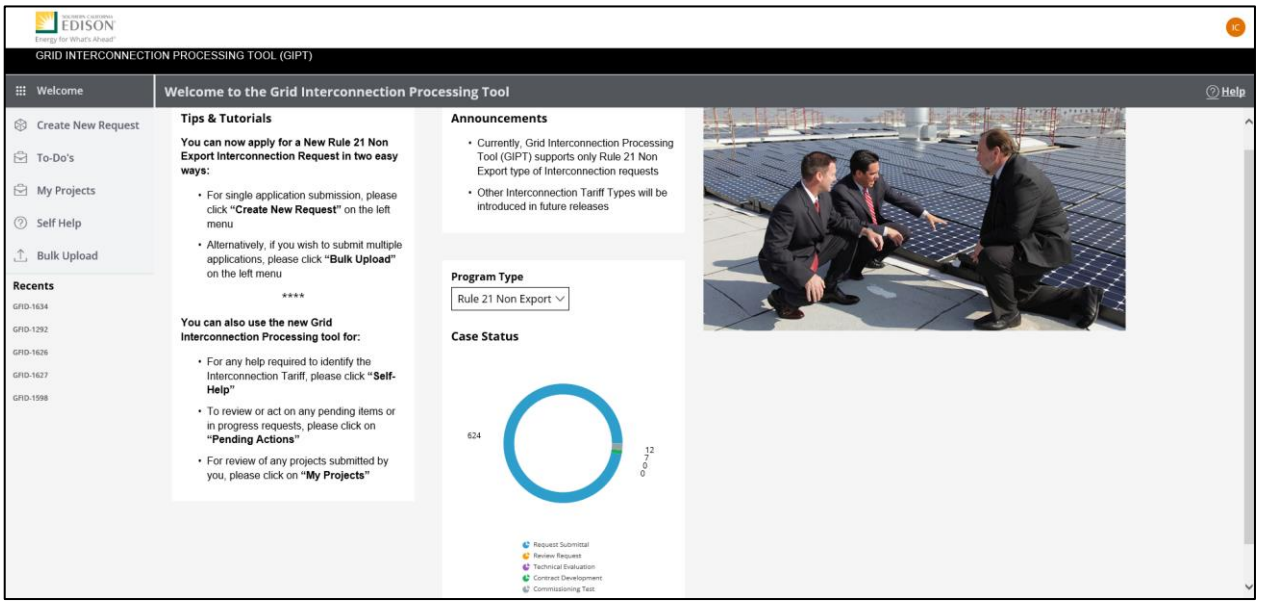
The Sign In screen displays.



3. Enter your **Username**.
4. Optional: Check the **Remember me** box so the system remembers your Username for future use.

5. Click **Next**.

GIPT's landing page displays. This page displays every time you log in to GIPT.



Logging off GIPT

To log off GIPT:

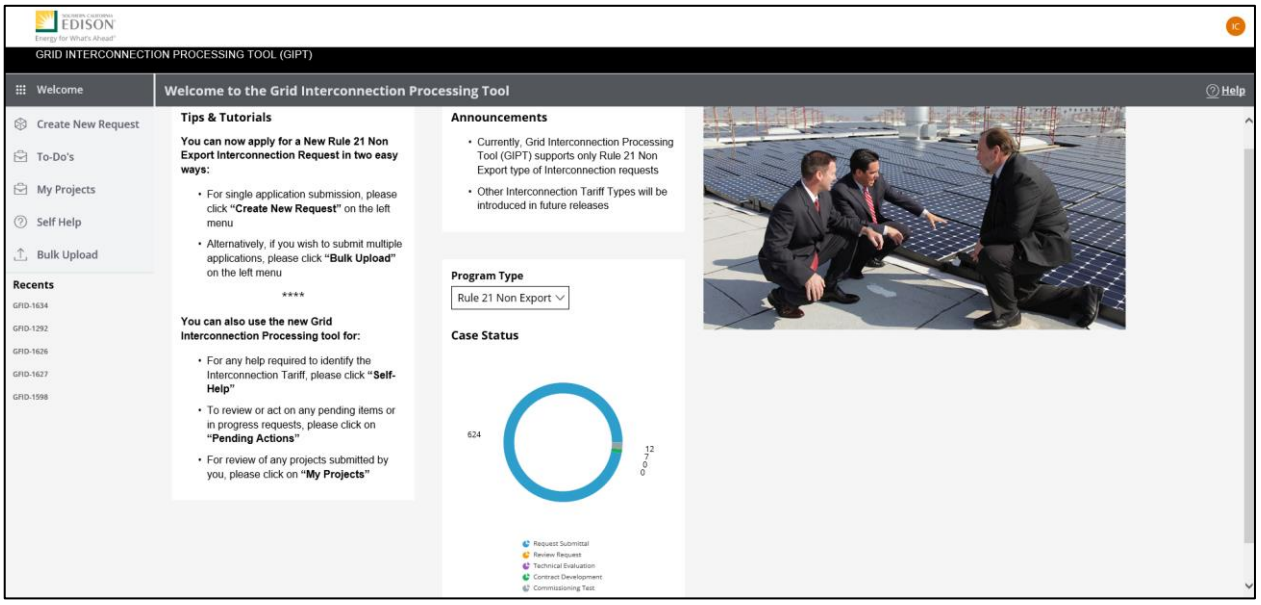
1. Click your **User initials** icon, on the top right of the screen.

A drop-down list displays.

2. From the drop-down list, select **Log off**.

The Landing (Welcome) Page

The landing page (screen) includes updates, announcements, and summaries as applicable.

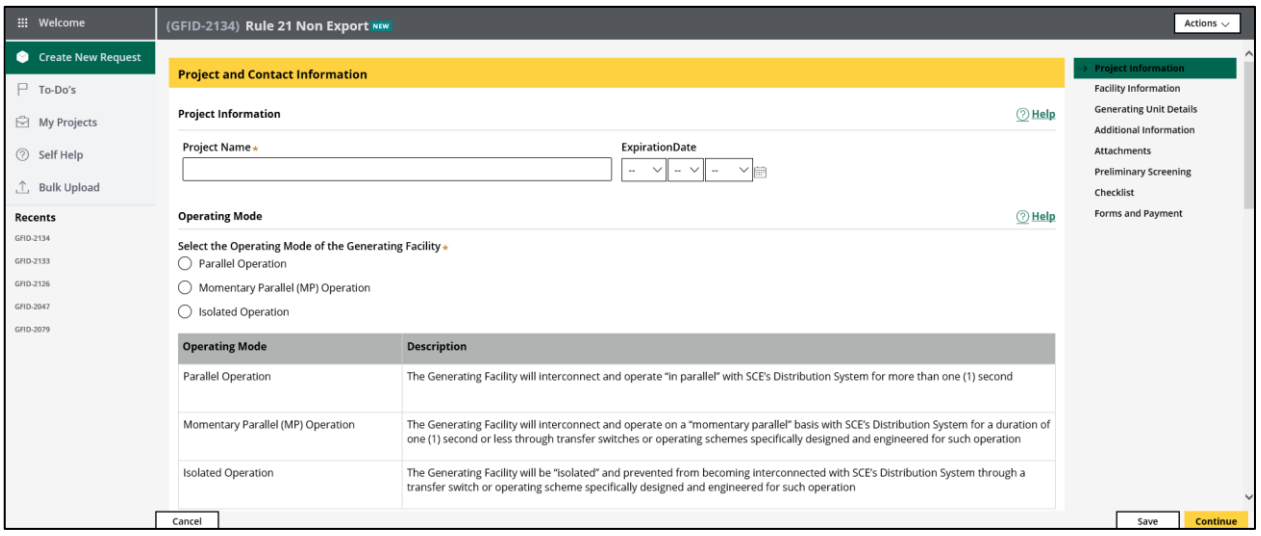


This page also displays the Case Status for all open cases, showing graphically the stage of the open cases:

- Request Submittal
- Review Request
- Technical Evaluation
- Contract Development
- Commissioning Test

User Dashboards

The left-hand navigation consists of various functions. The main work area varies, depending on the function selected in the left-hand navigation.



The functions available on the left-hand navigation include:

- Welcome
- Create New Request
- To-Do's
- My Projects
- Clone Project
- Self Help
- Bulk Upload

Create New Request

This function allows you to create a new interconnection request. Refer to the section: Creating and Submitting Applications.

To-Do's

The To-Do's menu is a list of items where the user has a task to do. If there is a case listed in your To-Do's menu, you will need to address the task for the case to move forward.

My Projects

The My Projects menu displays all projects that are assigned to you, regardless of whether you have a task due.

Clone Project

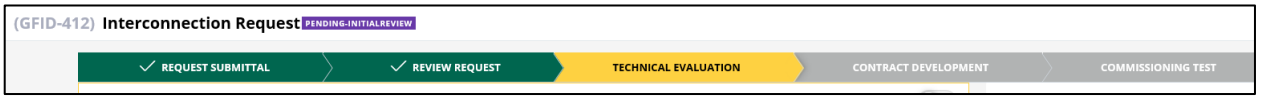
The Clone Project menu allows you to clone an existing Project ID (case). Refer to the section: Cloning .

Unsubmitted Requests

You can view your Unsubmitted Requests in the To-Do's menu. You can input data and submit the case or cancel the request.

Checking Statuses

You can open a case any time after submittal and see the status bar. Stages marked in green have been completed, while stages marked in yellow are underway.



Email Notifications

Email notifications are sent whenever a milestone is met, or when an action is needed. You will see these notifications in your Inbox.

Recents

The Recents area displays the recent 5 cases of the user.

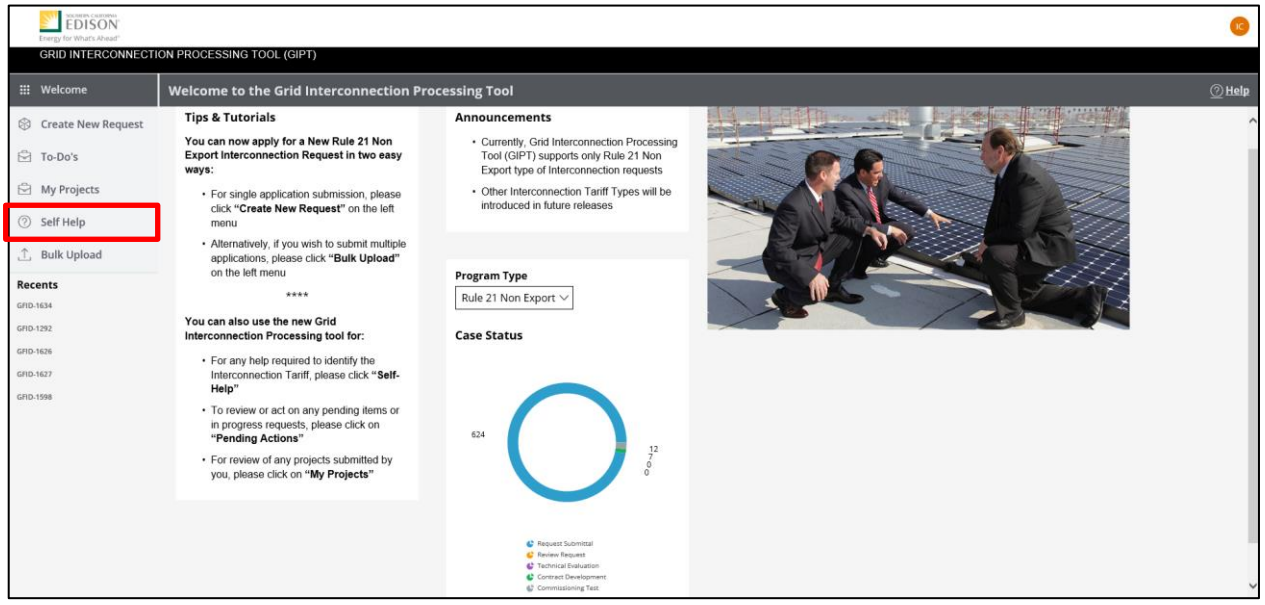
Self Help through the Selection Wizard

You can use a selection wizard any time throughout the process to obtain help about certain topics.

To use the Self Help function through the Selection Wizard:

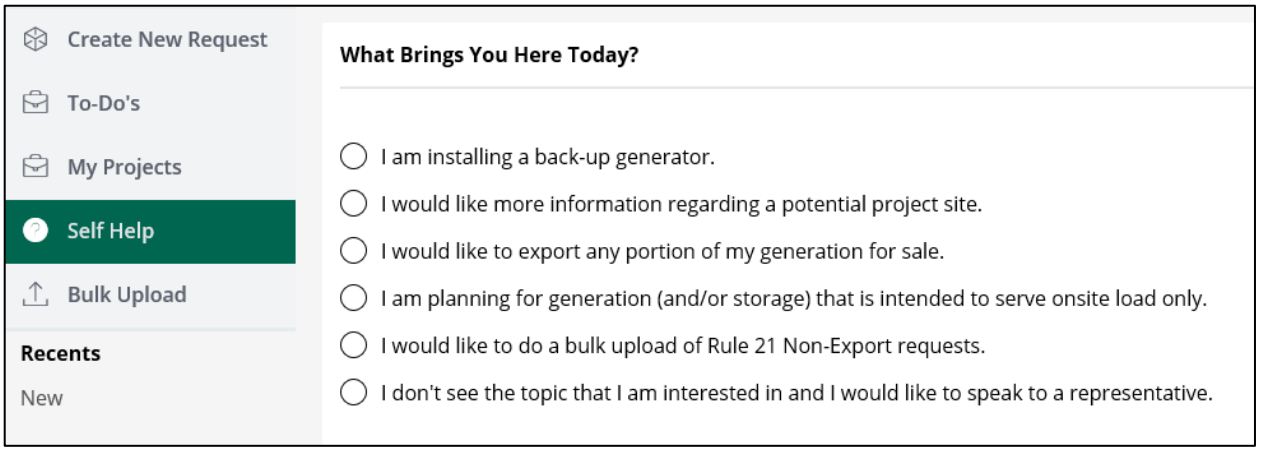
1. Log on to GIPT.

   The landing page displays, listing various functions on the left.



2. Click **Self Help**.

A list of topics displays in the main work area.



3. Select the appropriate radio button.

Depending on the topic selected, a wizard walks you through some questions to get more information, or a message displays, directing you to further actions.

The table below displays the tool's initial response for each Self Help topic.

Topic Selected	System's Response
I am installing a back-up generator.	How much time will your generation back-feed into, or charge from, SCE's system? Zero seconds Less than or equal to 1 second More than 1 second
I would like more information regarding a potential project site.	**Response** For more information about a potential project site, please review the following: The Distribution Resource Plan External Portal (DRPEP) for circuit information. Alternatively, you may elect to receive optional Pre-Application reports that provide a 'snapshot in time' of potential project site information. Please review the request forms for more details on cost, timing, terms, and specific report information that would be provided (as available): • Rule 21 Pre-Application Report • WDAT Pre-Application Report More information, including our Frequently Asked Questions (FAQs) can be found within our website at: https://www.sce.com/business/generating-your-own-power/Grid-Interconnections
I would like to export any portion of my generation for sale.	Do you intend to sell the power to SCE? Yes No
I am planning for generation that is intended to serve onsite load only.	Are you installing energy storage? Yes No

Topic Selected	System's Response
I would like to do a bulk upload of Rule 21 Non-export requests.	**Please click on the below option for bulk upload.** Bulk Upload Cancel
I don't see the topic that I am interested in and would like to speak to a representative about my needs.	Should you have any questions regarding our interconnection process, please reach out to our Grid Interconnection and Contract Development team for help: **Email:** interconnectionQA@sce.com **Phone:** 909-274-1106 **Mailing Address:** Attn: Grid Interconnection & Contract Development Southern California Edison 3 Innovation Way Pomona, CA 91768 *Please note that payments are not accepted at the Pomona address. Please contact us if you are attempting to submit a payment.* **SCE's interconnection Email Distribution List** To subscribe to our mailing list for notices about interconnection events, please email us . **Rule 21 Ombudsman Information** To address disputes regarding Rule 21 missed timelines, please contact SCE's appointed ombudsman Rod Vickers, Project Manager **Email:** Rule21.Ombudsman@sce.com **Phone:** (714) 895-0211

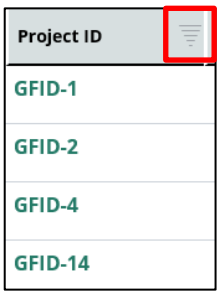
Searching for a Case

To search for a case:

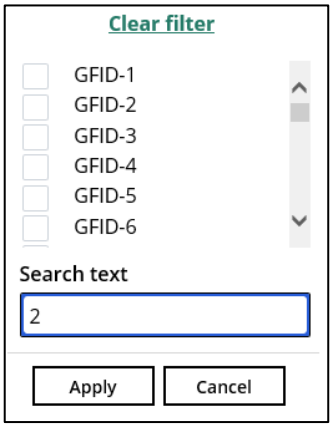
1. Log on to GIPT.

The landing page displays.

2. Click **My Projects** to display all projects.
3. Click the filtering icon to the right of the column you want to use for your search (e.g., click the filtering icon next to the Project ID column to search for a specific Project ID).

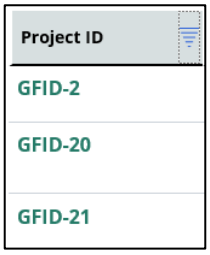


The filter window displays.



4. Enter text to search.
5. Click **Apply**.

The main work area displays the cases that match your search criteria (e.g., cases with "2").



Creating and Submitting Applications

A wizard walks you through the steps of creating a new interconnection request. Once a request is created, it can be submitted immediately. Alternately, you can clone an existing case using the Clone Project function or upload several requests at once using the Bulk Upload function.

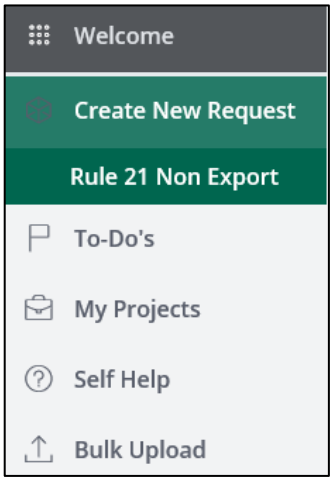
Creating a New Request

To create a new interconnection request:

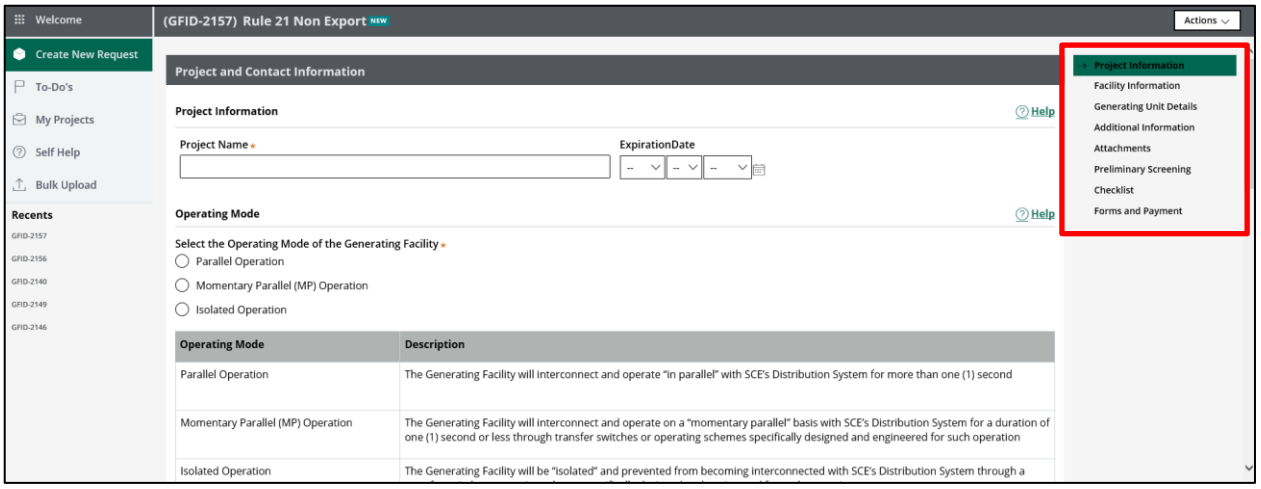
1. Log on to GIPT.

   The landing page displays.

2. Click **Create New Request**, then select **Rule 21 Non Export**.



The Interconnection Request screen displays, listing various topics on the right.



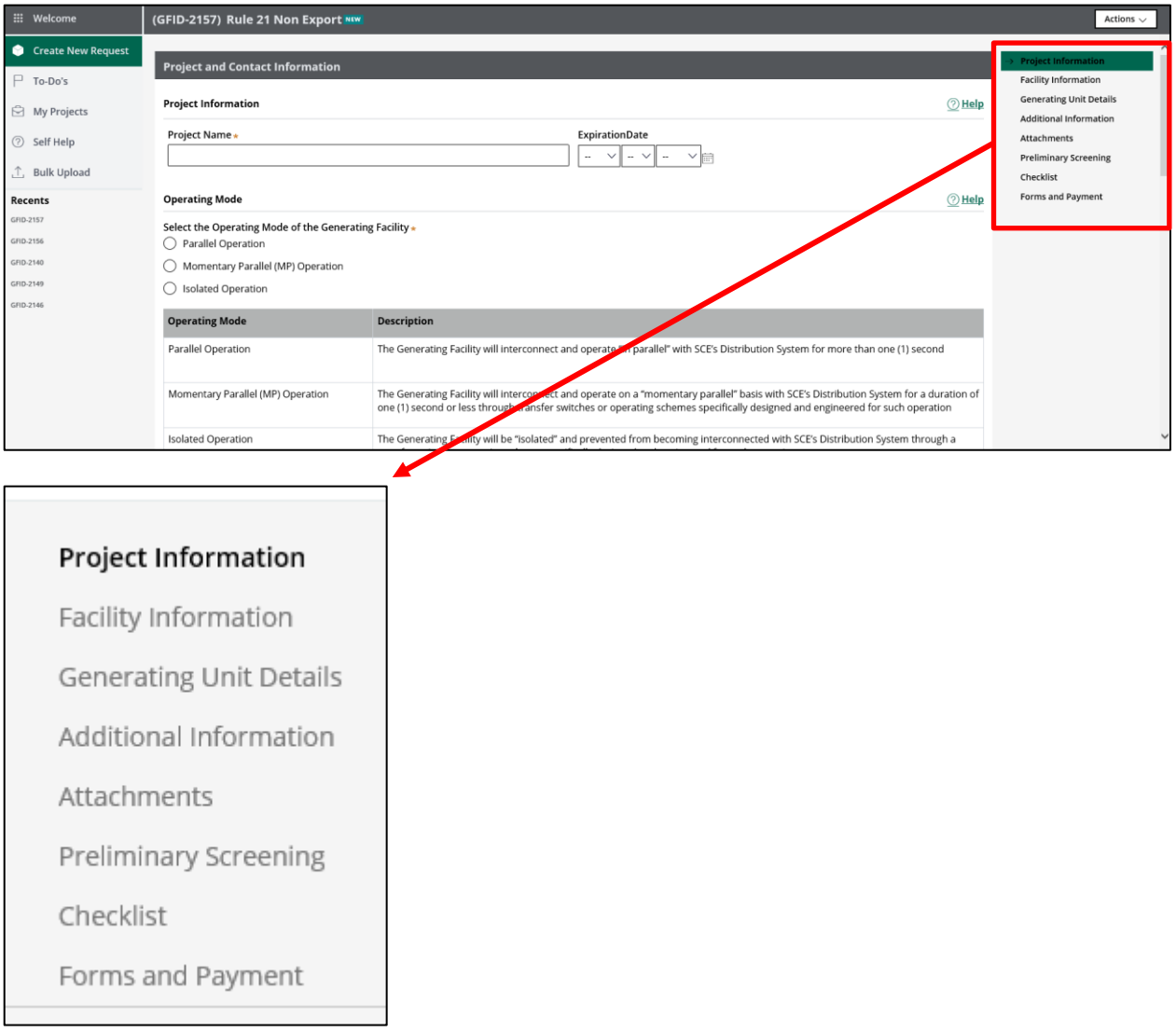
3. Complete the Inter Connection request.

- You may use the topics on the right to navigate between the various areas you need to complete.
- The system displays a message that you are about to change the current window when attempting to navigate to a different area.

Click the Help links throughout to get help about a specific area of a screen.

Request Form Sections – Overview

To create a new interconnection request, you must complete all areas on the right:

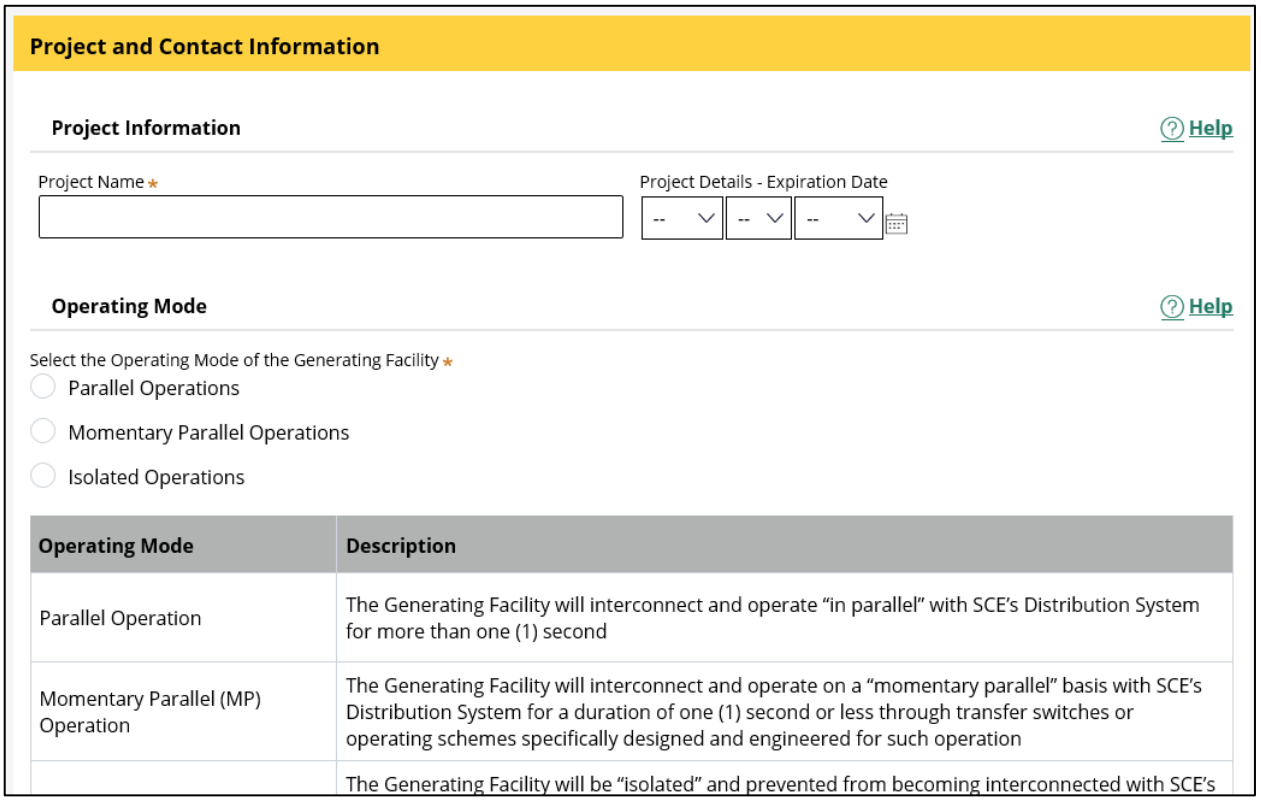


Project Information

To complete this section of the application:

1. Click **Project Information** on the right, if not currently selected.

   The Project and Contact Information screen displays.



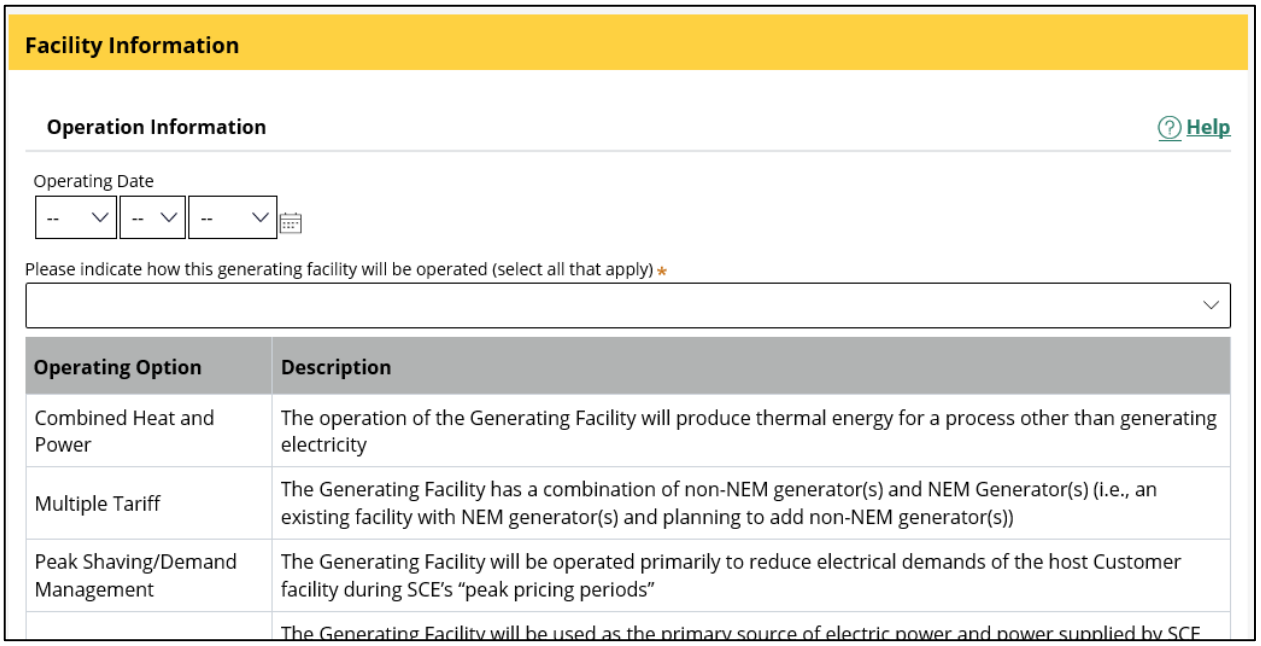
2. Complete all information using the Help link as needed.
3. When done, click **Continue** or use the topics on the right to proceed to the next area.

Facility Information

To complete this section of the application:

1. Click **Facility Information** on the right, if not currently selected.

The Facility Information screen displays.



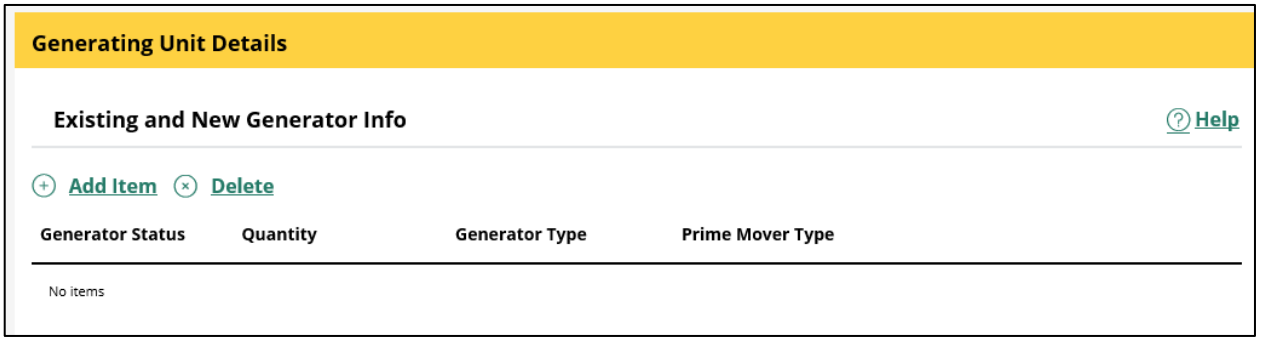
2. Complete all information using the Help link as needed.
3. When done, click **Continue** or use the topics on the right to proceed to the next area.

Generating Unit Details

To complete this section of the application:

1. Click **Generating Unit Details** on the right, if not currently selected.

The Generating Unit Details screen displays.



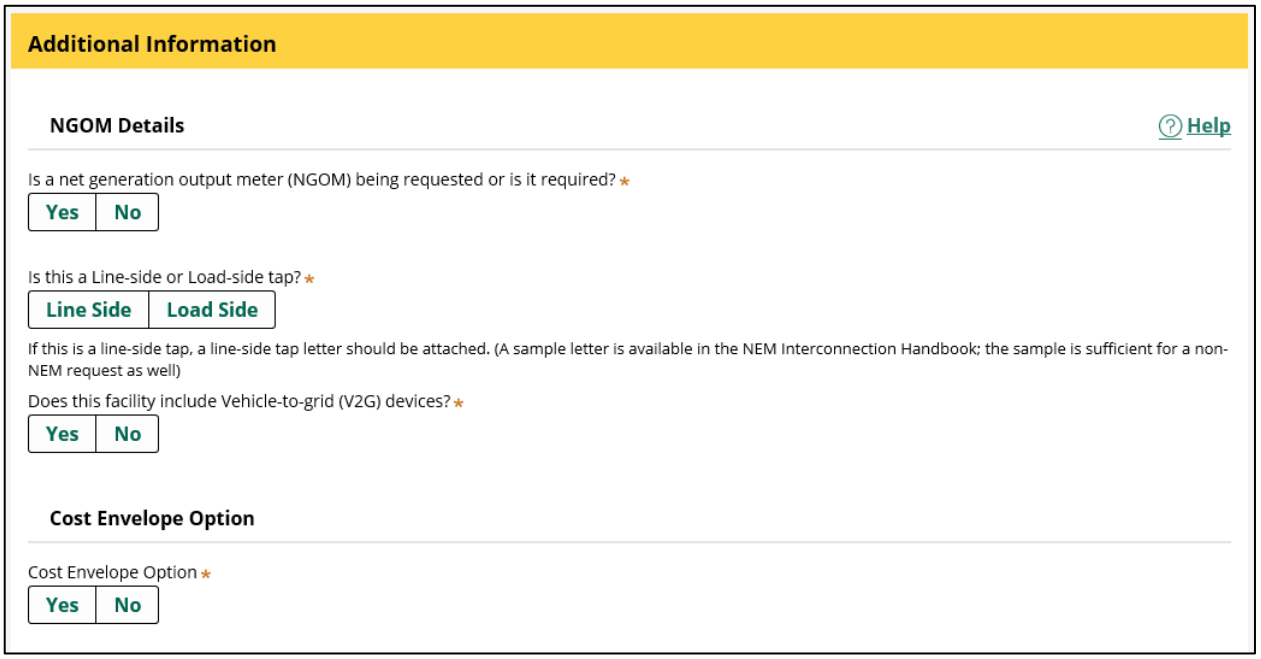
2. Click **Add Item** to add new generator(s).
3. Complete all information using the Help link as needed.
4. When done, click **Continue** or use the topics on the right to proceed to the next area.

Additional Information

To complete this section of the application:

1. Click **Additional Information** on the right, if not currently selected.

   The Additional Information screen displays.



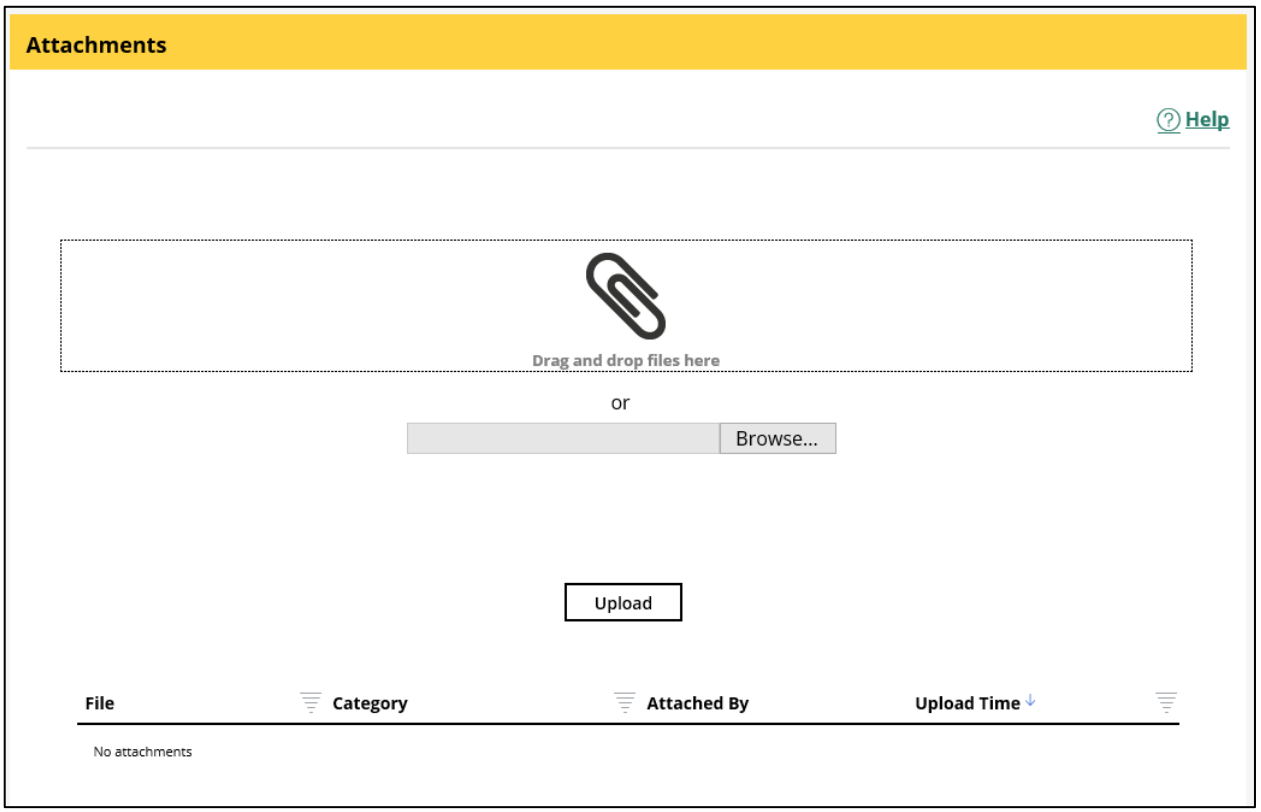
2. Complete all information using the Help link as needed.
3. When done, click **Continue** or use the topics on the right to proceed to the next area.

Attachments

To complete this section of the application:

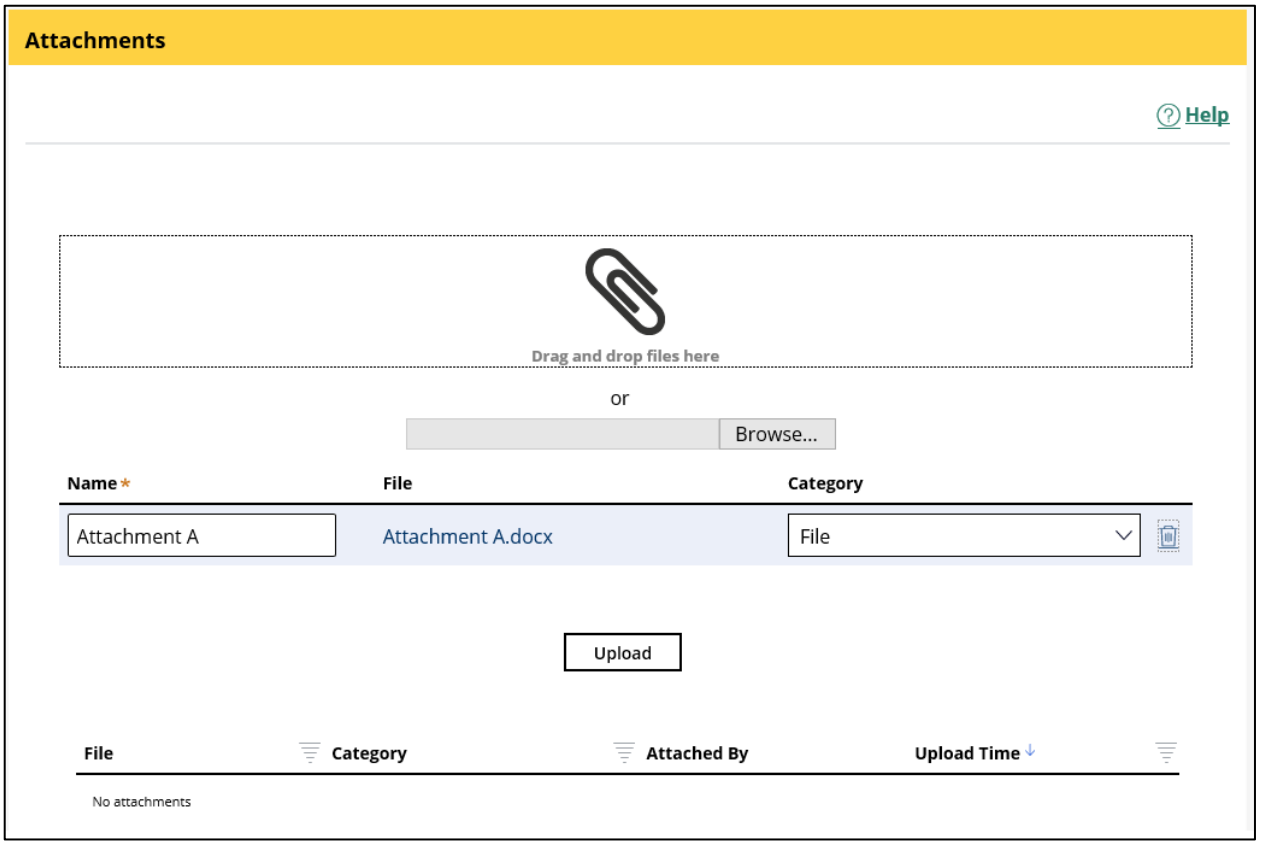
1. Click **Attachments** on the right, if not currently selected.

   The Attachments screen displays.



2. Drag and drop your attachment file, or click **Browse** and select the file.

The Attached file is listed.



3. Optional: Change the Name as needed.
4. To delete an attachment, click the trash icon on the right.
5. Click **Upload**.

The Attached file displays.

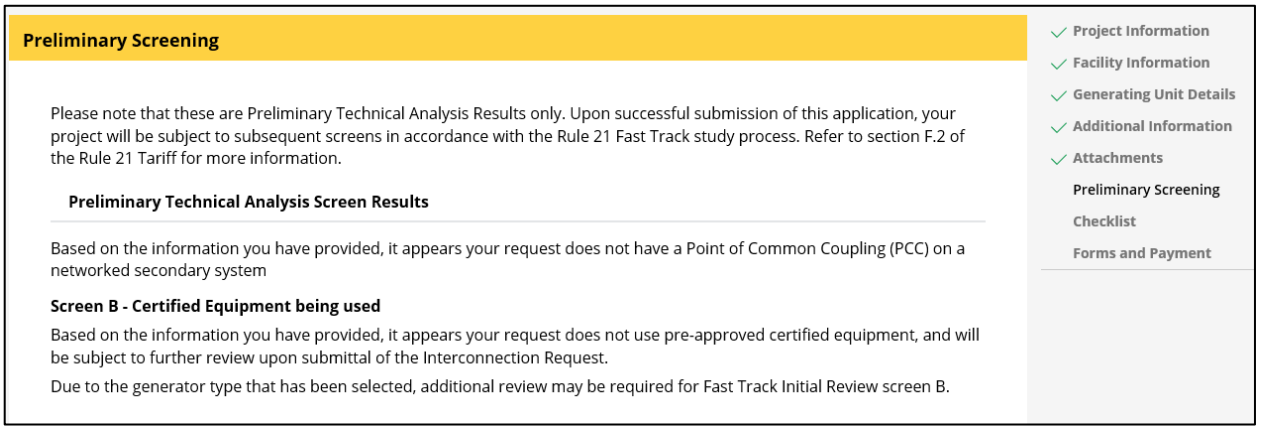
6. Repeat the steps for additional attachments.
7. When done, click **Continue** or use the topics on the right to proceed to the next area.

Preliminary Screening

To view this section of the application:

1. Click **Preliminary Screening** on the right, if not currently selected.

   The Preliminary Screening screen displays.



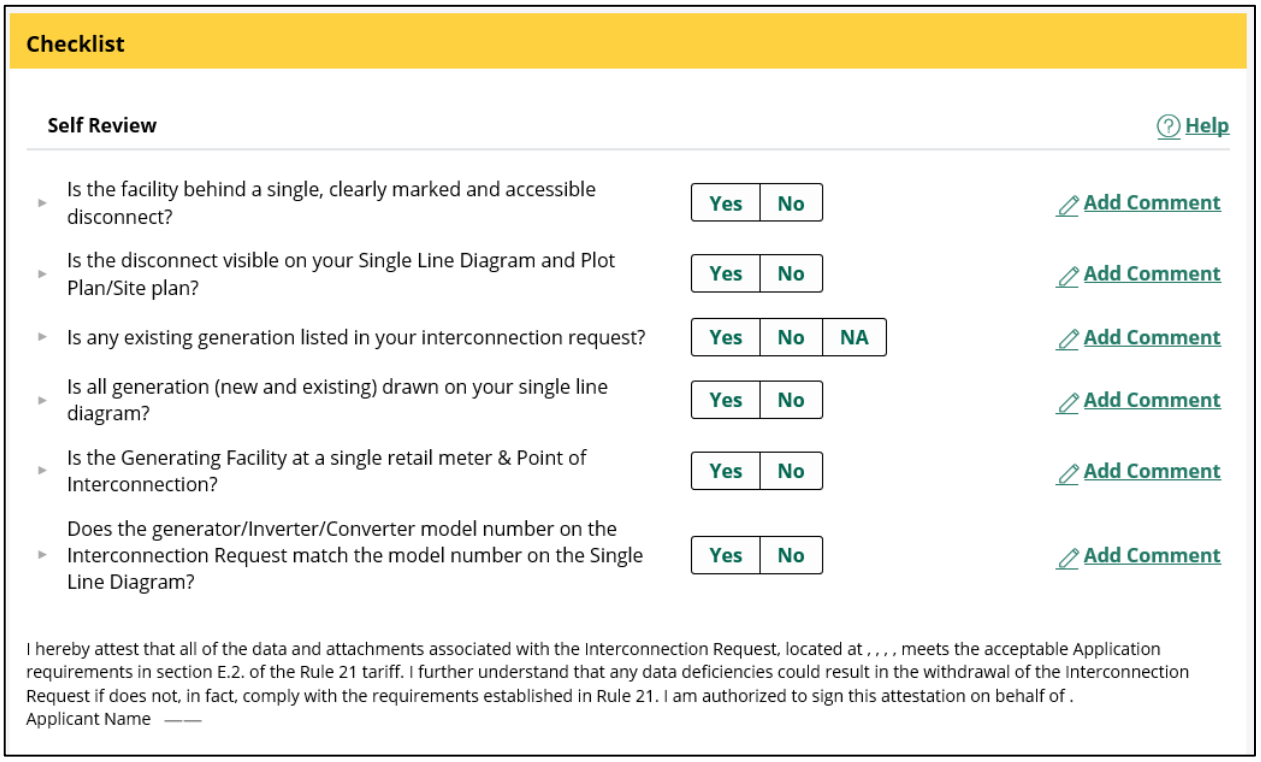
2. Review the screen and note the areas where you may need to revise or add information to your request.
3. When done, click **Continue** or use the topics on the right to proceed to the next area.

Checklist

To complete this section of the application:

1. Click **Checklist** on the right, if not currently selected.

   The Checklist screen displays.



2. Answer the questions using the Help link as needed.
3. Click the **Add Comment** link to add comments. Your comments will be reviewed by SCE.
4. Read the statement on the bottom. Make sure to use the Help link, which explains what you acknowledge continuing.
5. Click **Continue** or use the topics on the right to proceed to the next area.

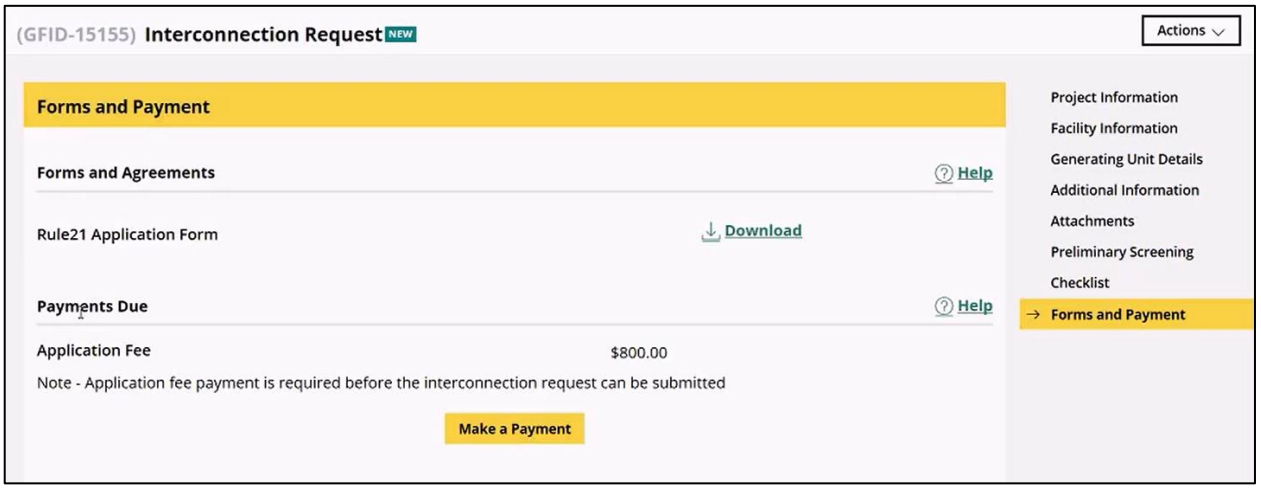
Forms and Payment

To complete this section of the application:

1. Click **Forms and Payment** on the right, if not currently selected.

   The Forms and Payment screen displays.

Payment is mandatory for Momentary Parallel or Parallel options. It is not mandatory for Isolated Operation.

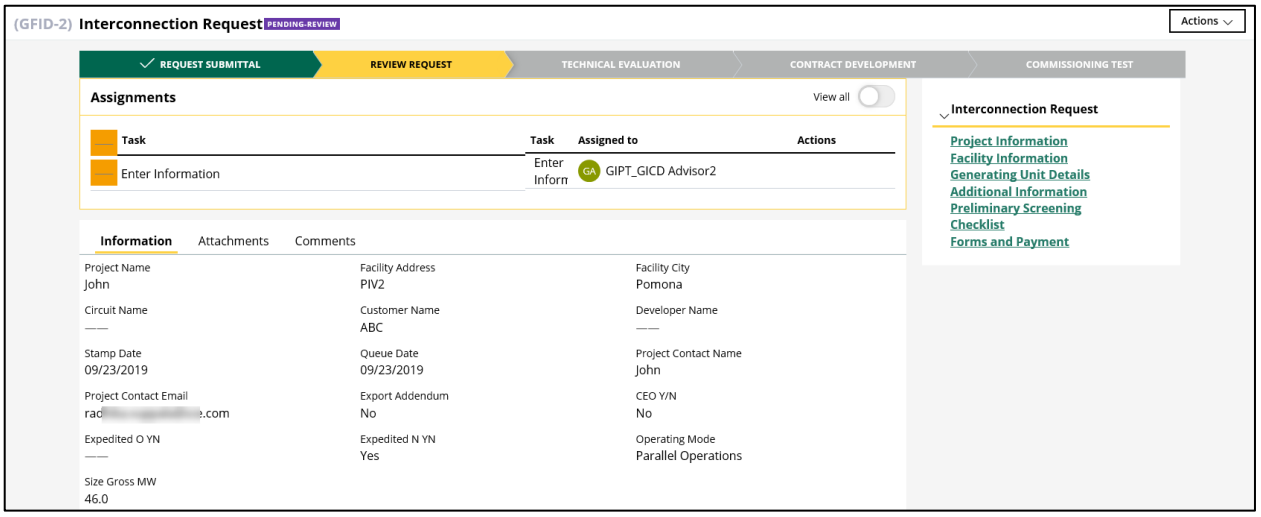


2. Click **Download** to review the Rule 21 Application Form. It includes all the information you provided. If you have any questions, contact SCE. Otherwise, proceed with completing the payment.
3. Click **Make a Payment** to proceed to payment.
4. Refer to the section: Making a Payment for information on how to make a payment.
5. Click **Save**.
6. Click **Finish**.

Your payment transaction is incomplete until you click **Finish**; you must click **Finish** for the case to move forward.

If there are errors in the application completion (e.g., missing information), a list of errors displays.

If there are no errors, your request and all information about it display.



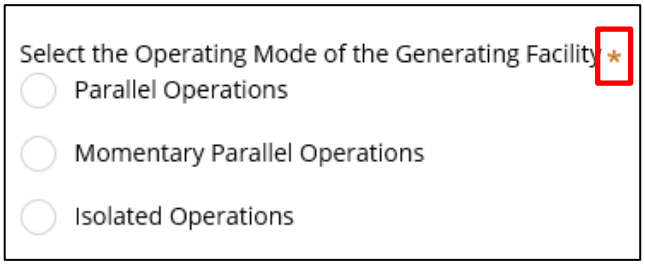
What's Next?

Next, SCE will review your request and will notify you if any additional information is needed. This may take up to 10 business days.

Make sure to note the case ID for your request on the top left corner of the main work area (e.g., GFID-16). This will be important in case of any pending actions on the case.

Errors and Required Fields

All required fields are marked with a red asterisk.



Once you complete the application, if any required fields are incomplete, error messages will display:

Cogeneration: Please select Cogeneration, as it is Mandatory
IsNEMRenewable: Please select Yes/No, as it is Mandatory

Make sure to revisit the error message section and revise your application as necessary.

Payments

This section explains how to make payments and handle exceptions during the Request Submittal and/or Technical Evaluation, or during the contract execution.

Payment is required before your Interconnection Request can be submitted to SCE for review.

Identifying a Case that Requires Payment

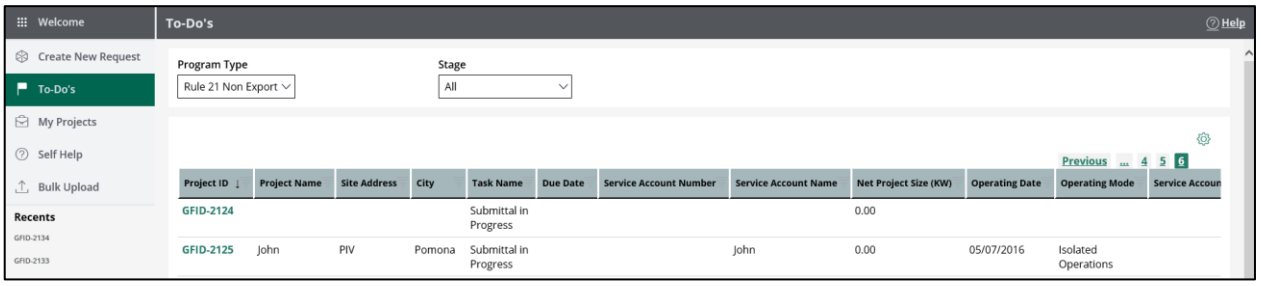
To identify a case for which a payment is required:

1. Log on to GIPT.

The landing page displays.

2. Click **To-Do's** on the left-hand navigation.

A list of cases that require your attention (e.g., payment) displays.

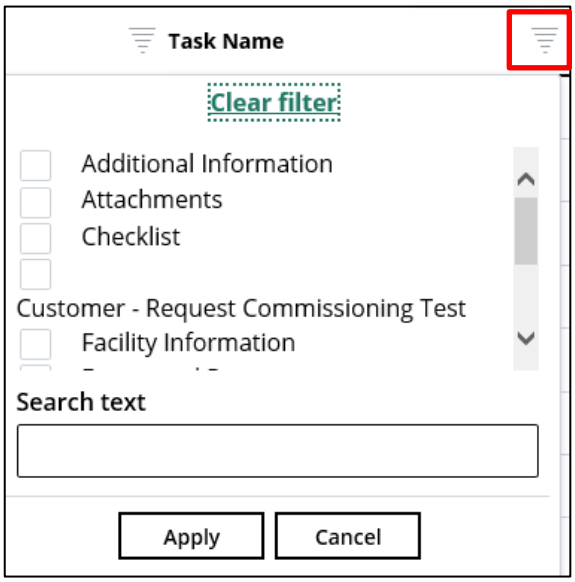


Alternately, you can identify a case for which a payment is required by using the Task Name filter.

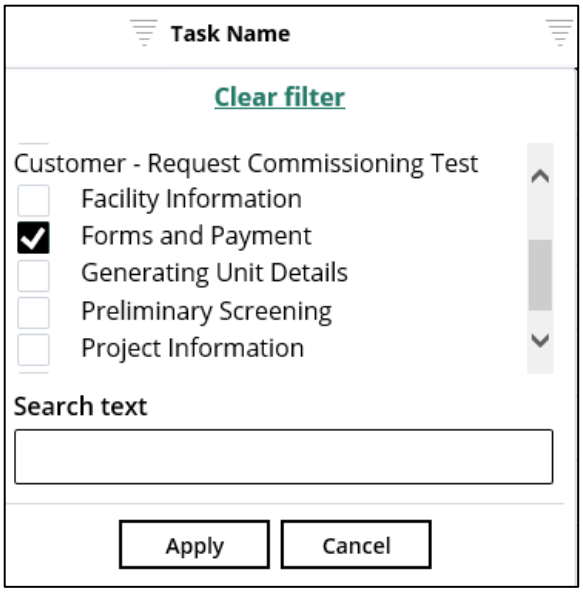
Filter icons display to the right of the column titles.

1. Click the Task Name filter icon.

The following options display:



2. Scroll down and select **Forms and Payment**.



3. Click **Apply**.

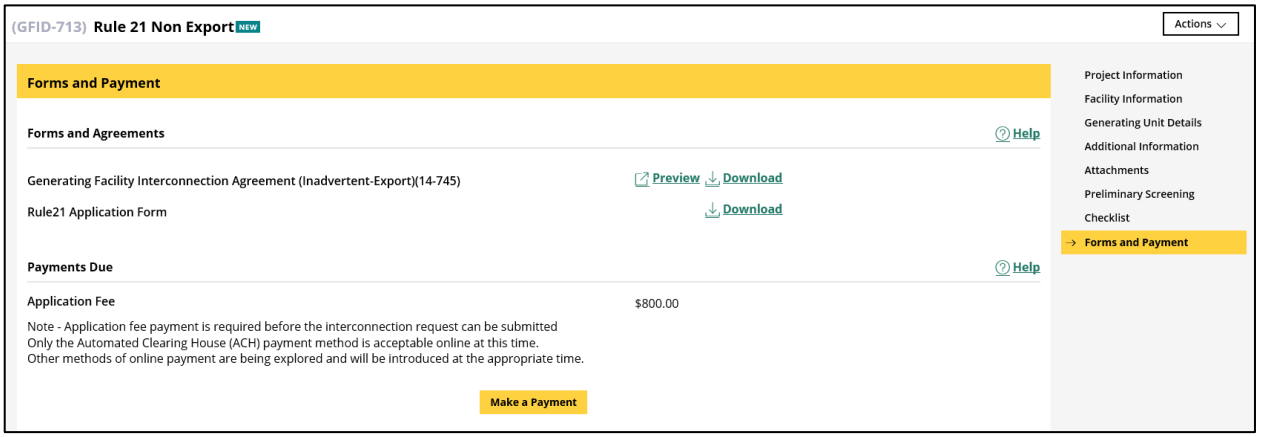
All the cases that require a payment display.

Making a Payment

To make a payment:

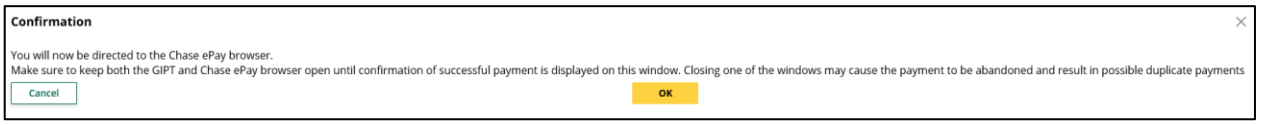
1. Click the Project ID of the case for which you want to make a payment.

The Forms and Payment screen for the case displays.



2. Click **Make a Payment**.

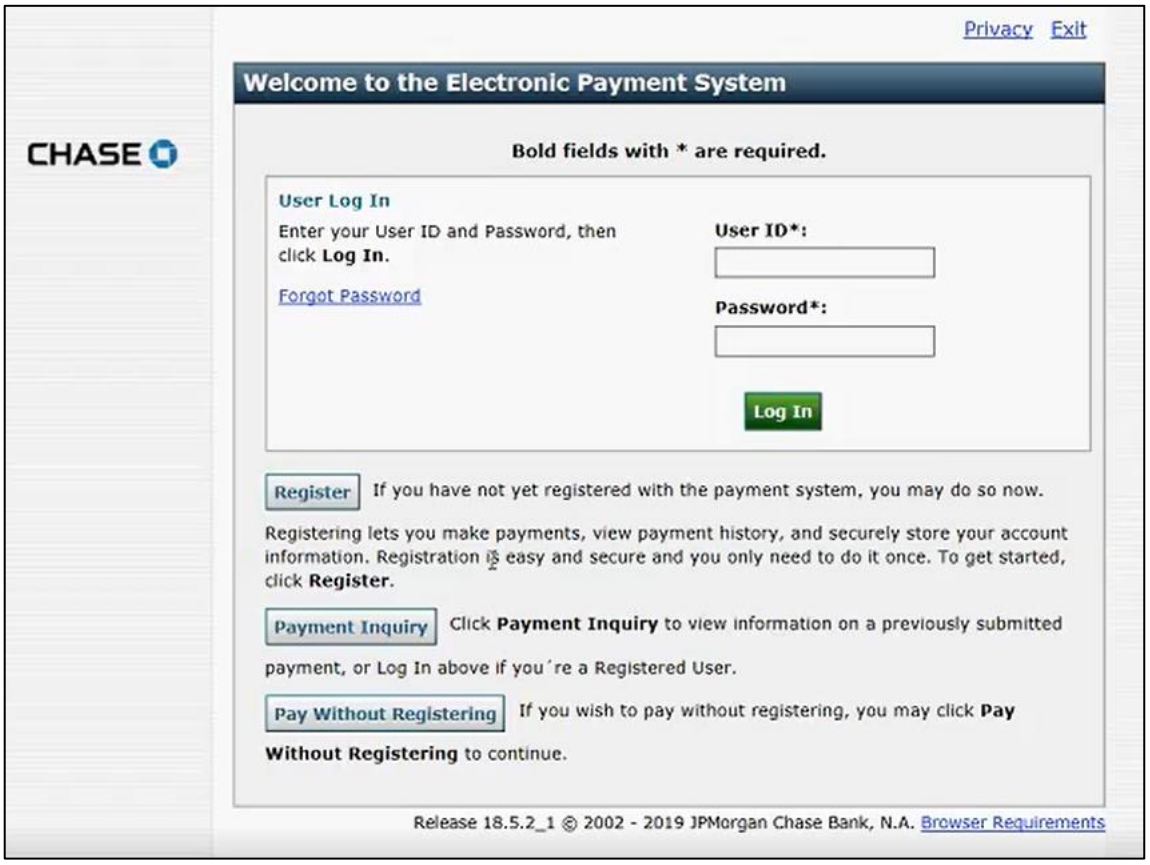
A Confirmation screen displays.



3. Click **OK**.

The JP Morgan Chase (JPMC) Portal opens in a different tab and displays the landing page.

This screen below opens under a different tab in the browser. Do not close the GIPT browser.



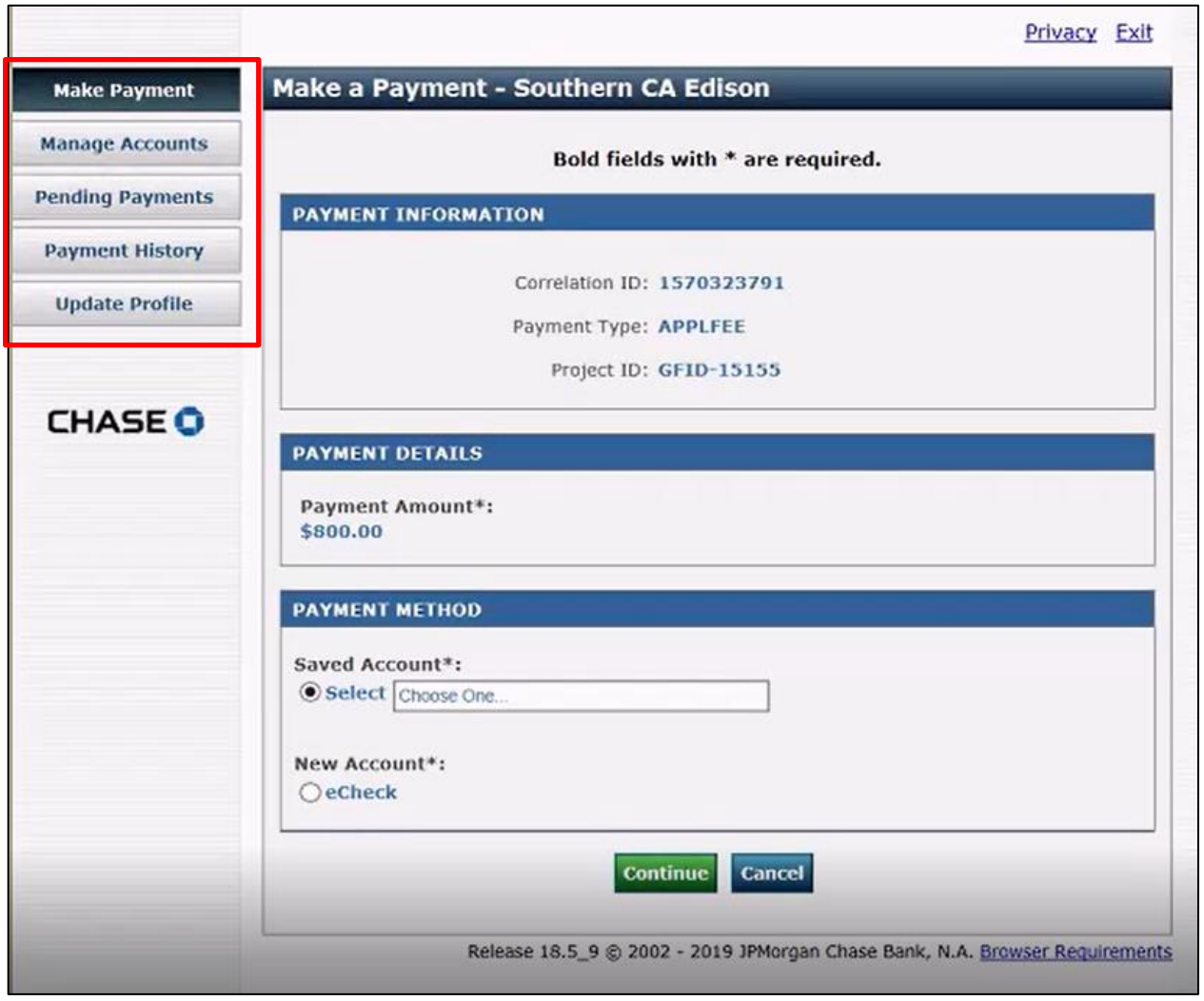
The Customer has the option to log in if they have registered to JPMC or pay without registering. The process and the screens are identical in both cases. However, the system saves the bank account information for registered Customers, and they can also review their payment history. To register to JMPC, refer to the section: Registering to JMPC.

Registered Customers

If you are a registered Customer:

1. Enter your **User ID** and **Password**, then click **Log In**.

The Make a Payment screen displays.



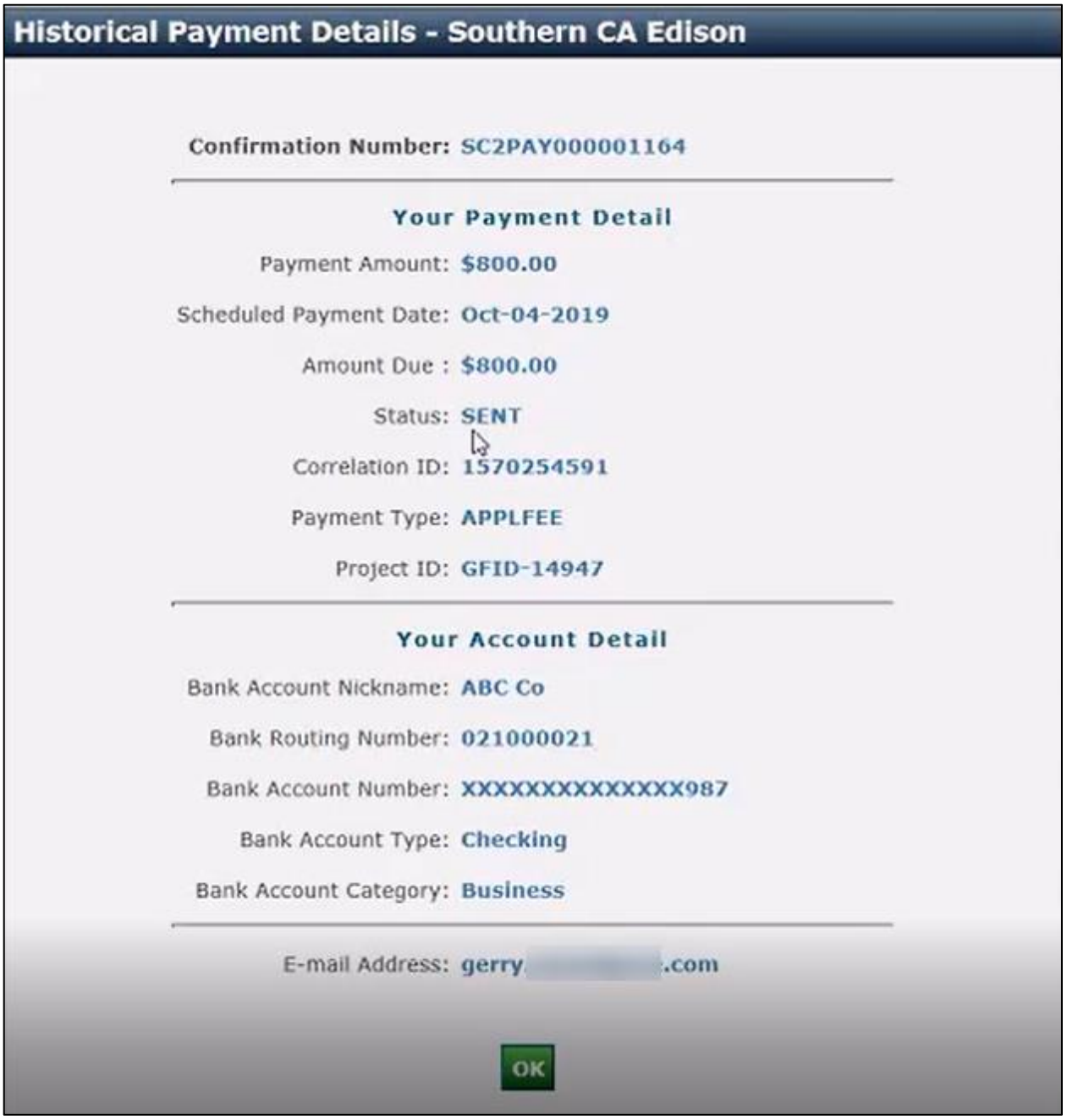
2. Optional:
   a. Click **Manage Accounts** to edit, delete, or add an account.

   b. Click **Pending Payments** to view a list of pending payments.

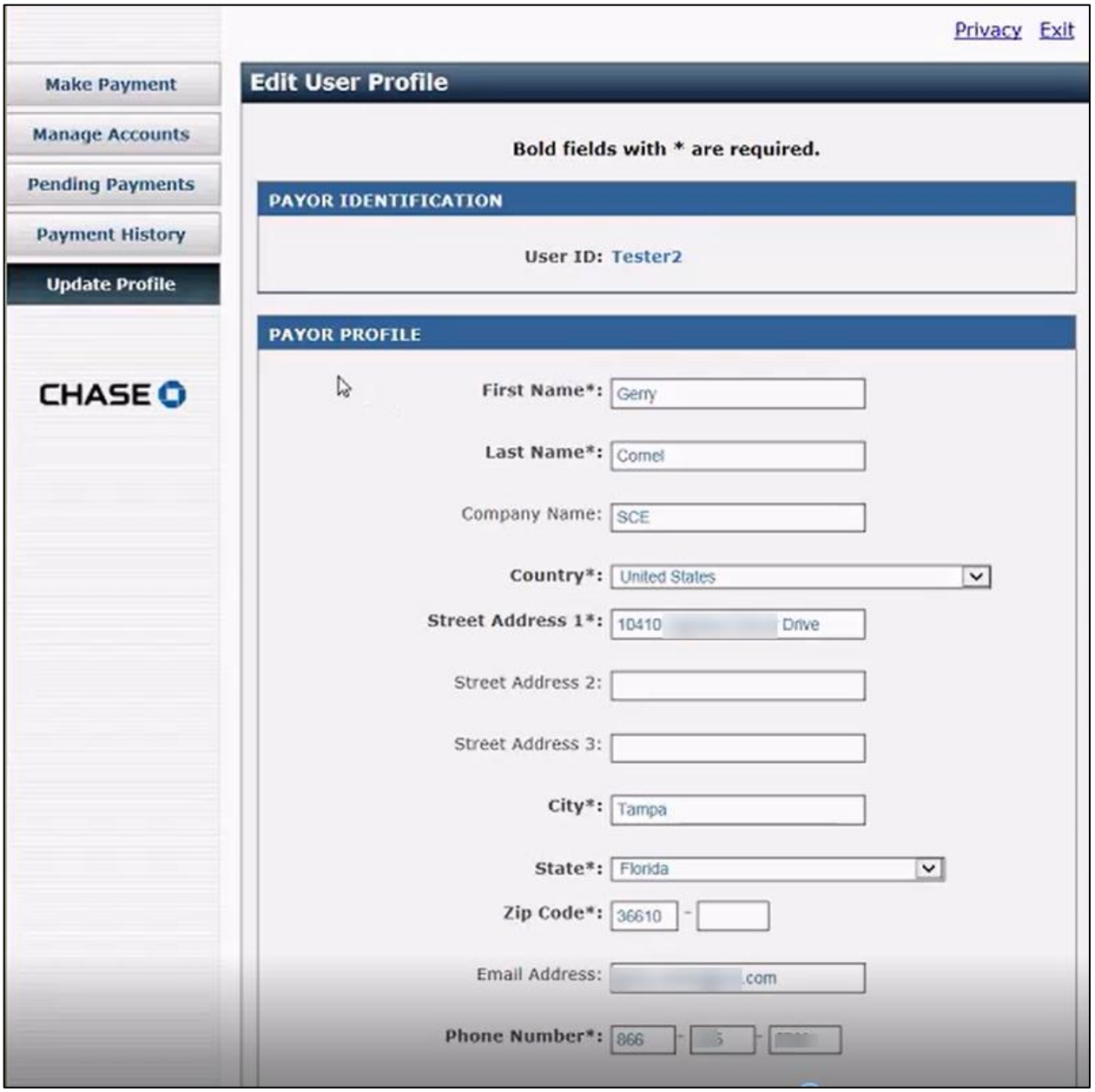
c. Click **Payment History** to view payments you have made in the past.

Confirmation Number	Description	Payment Date	Amount	Account Number	Status
SC2PAY000001164	Southern CA Edison	Oct-04-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001154	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001160	Southern CA Edison	Oct-03-2019	$800.00	Another Test Account - 9123	SENT
SC2PAY000001156	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001161	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001152	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001158	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001159	Southern CA Edison	Oct-03-2019	$800.00	ABC Co - 987	SENT
SC2PAY000001151	Southern CA Edison	Oct-03-2019	$800.00	Test Account - 6789	SENT
SC2PAY000001157	Southern CA Edison	Oct-03-2019	$800.00	Another Test Account - 9123	SENT

You may click any payment link to view detailed information about the payment.

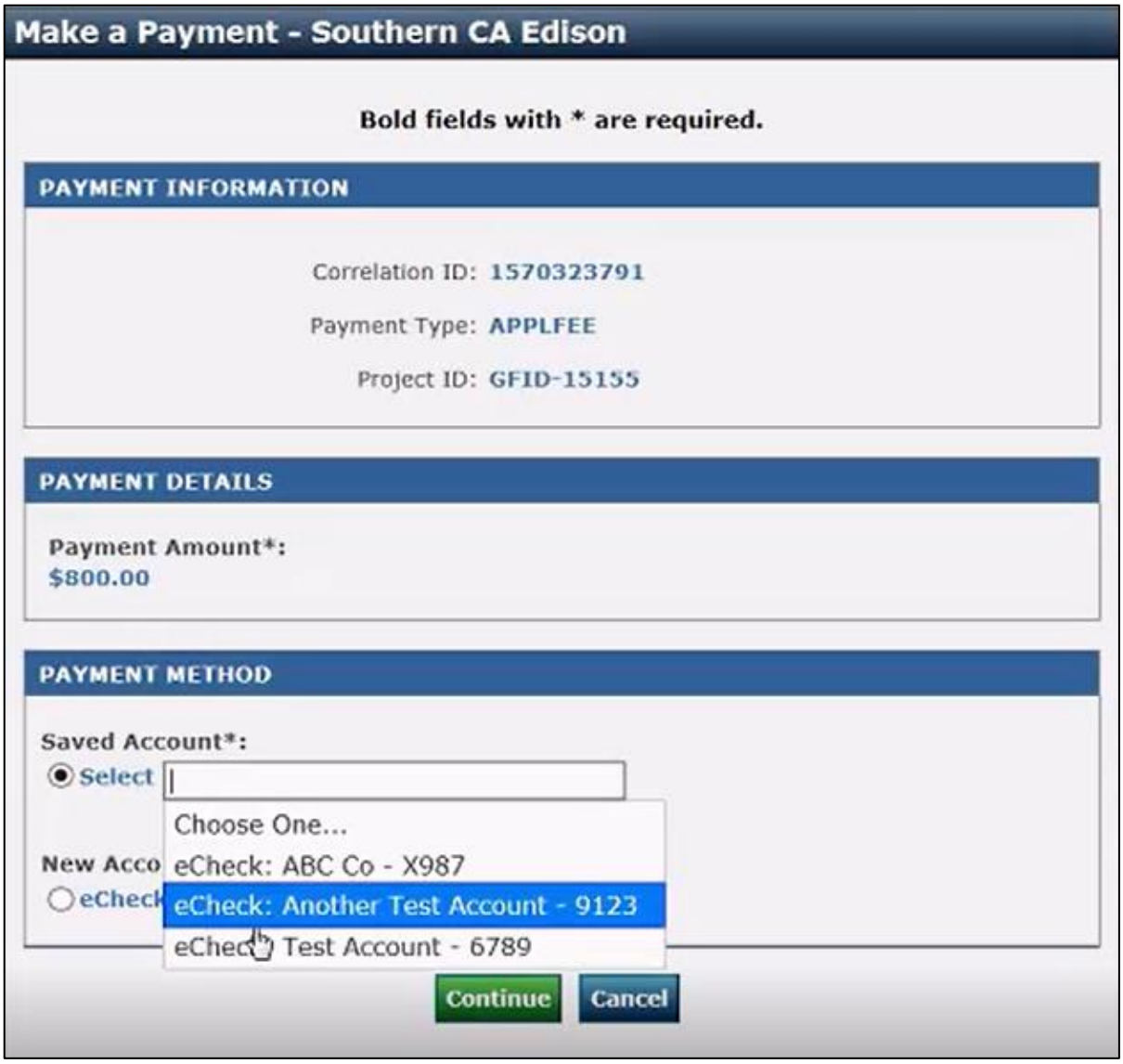


d. Click **Update Profile** to make changes to your payor profile.



3. Click **Make Payment**, if not currently selected.

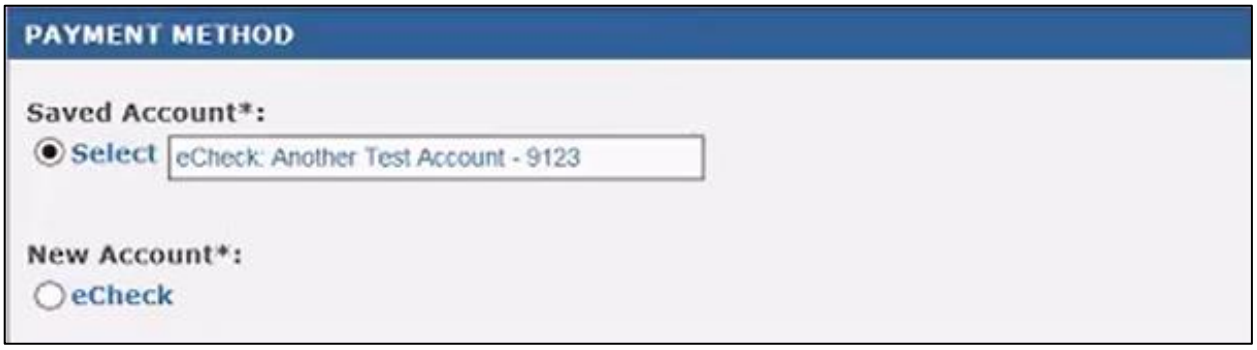
The Make a Payment screen displays.



To use an existing account for the payment:

4. Under Payment Method, select the **Select** option to use an existing account for the payment.
5. From the drop-down list, select the account to use for the payment.

The selected account displays.

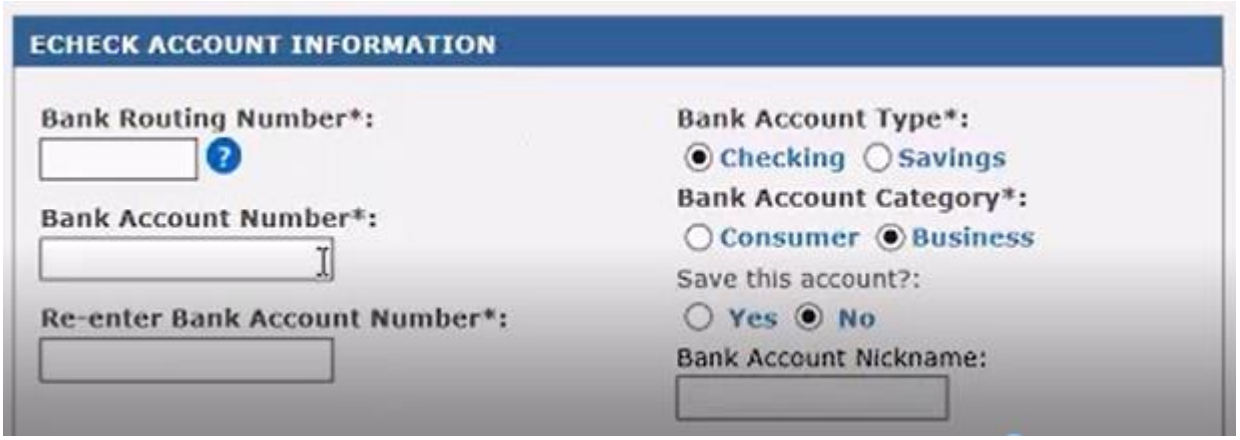


Payments are processed on the following business day.

To use a new account for the payment:

6. Under Payment Method, select **eCheck** to use a new account.

The ECHECK ACCOUNT INFORMATION screen displays.



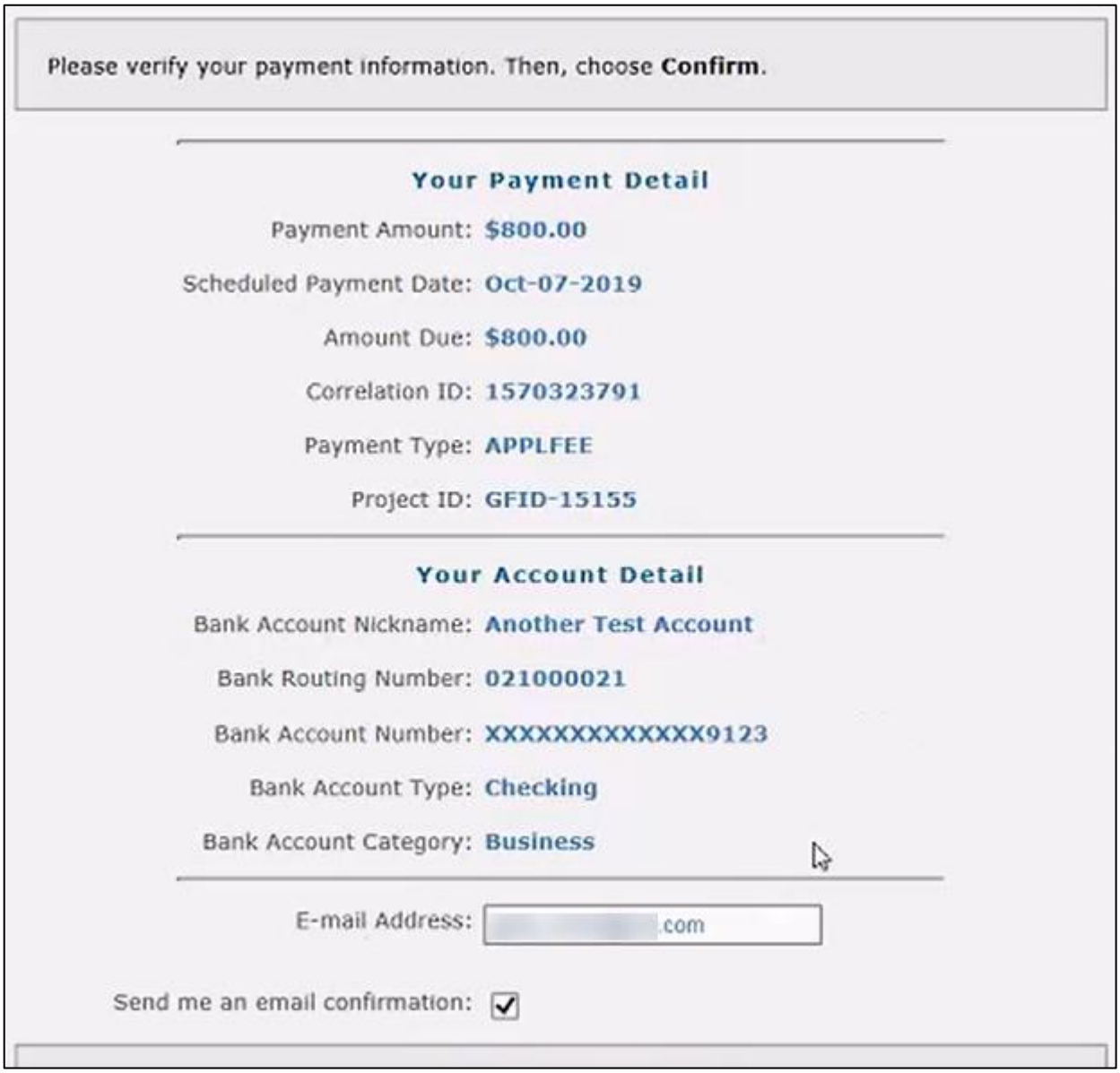
Your bank routing number and bank account number can be found on the bottom of your check. Bank routing numbers are always 9 digits long. Account numbers may be up to 17 digits long; there is no specific number of characters for a bank account number. These numbers may appear in different order on your check. Some financial institutions list the routing number first while others list the account number first on the check.
Check with your financial institution to make sure that the account is "ACH enabled" or that "debit blocking is removed" so that the debit to your account can be processed.

7. Complete the information.

For both existing or new account:

8. Click **Continue**.

The following screen displays.

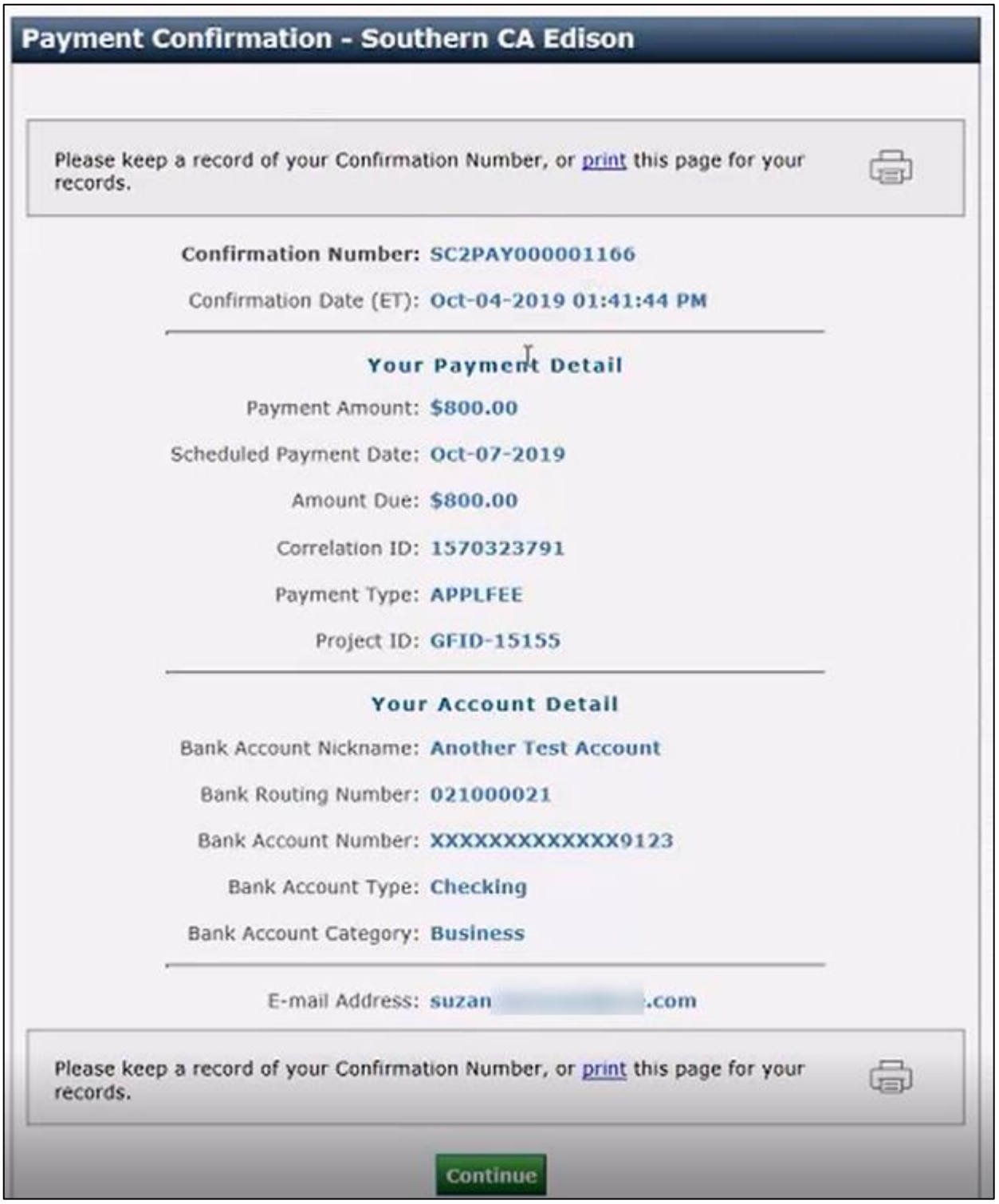


9. Optional: Enter a different email address if needed. A confirmation will be sent to the email address specified.

10. Scroll down and check the **I Accept** box.

10. Click **Continue**.

The Payment Confirmation screen displays.



11. Optional: Click the **print** link to print out the confirmation.
12. Click **Continue**.

The Payment screen displays with the Make a Payment button disabled.

13. Click **Finish**.

Your payment transaction is incomplete until you click **Finish**; you must click **Finish** for the case to move forward.

The payment task will no longer display in your To-Do's list. The submitted payment will display in the Case 360 view with a status of "Successfully submitted". This status will change to "Sent" after JPMC confirms payment was transmitted to SCE. For more information, refer to: Payment Statuses.

If the payment is rejected (e.g., due to insufficient funds), the project may be withdrawn or terminated depending on the stage when the payment is required.

In case of exceptions, an assigned SCE Project or Contract Manager will inform you of the exception and next steps relative to the stage the payment is required, in accordance with the provisions of the Rule 21 Tariff or GIA.

Non-registered Customers

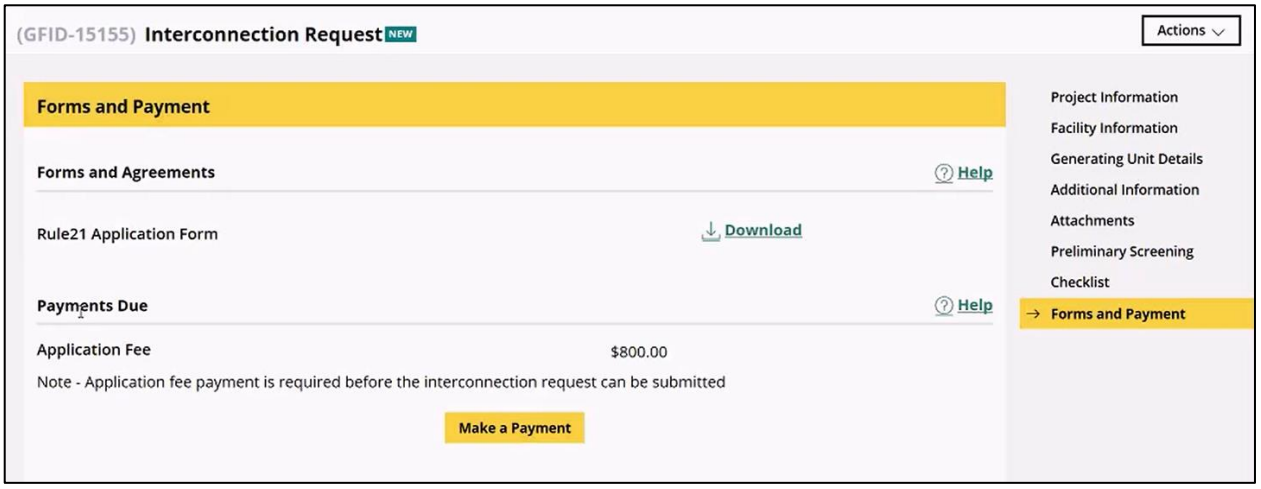
All steps are identical to registered Customers, except that you will need to manually enter all Contact and Account information.

Registering to JMPC

To register to JMPC:

1. Access a case.

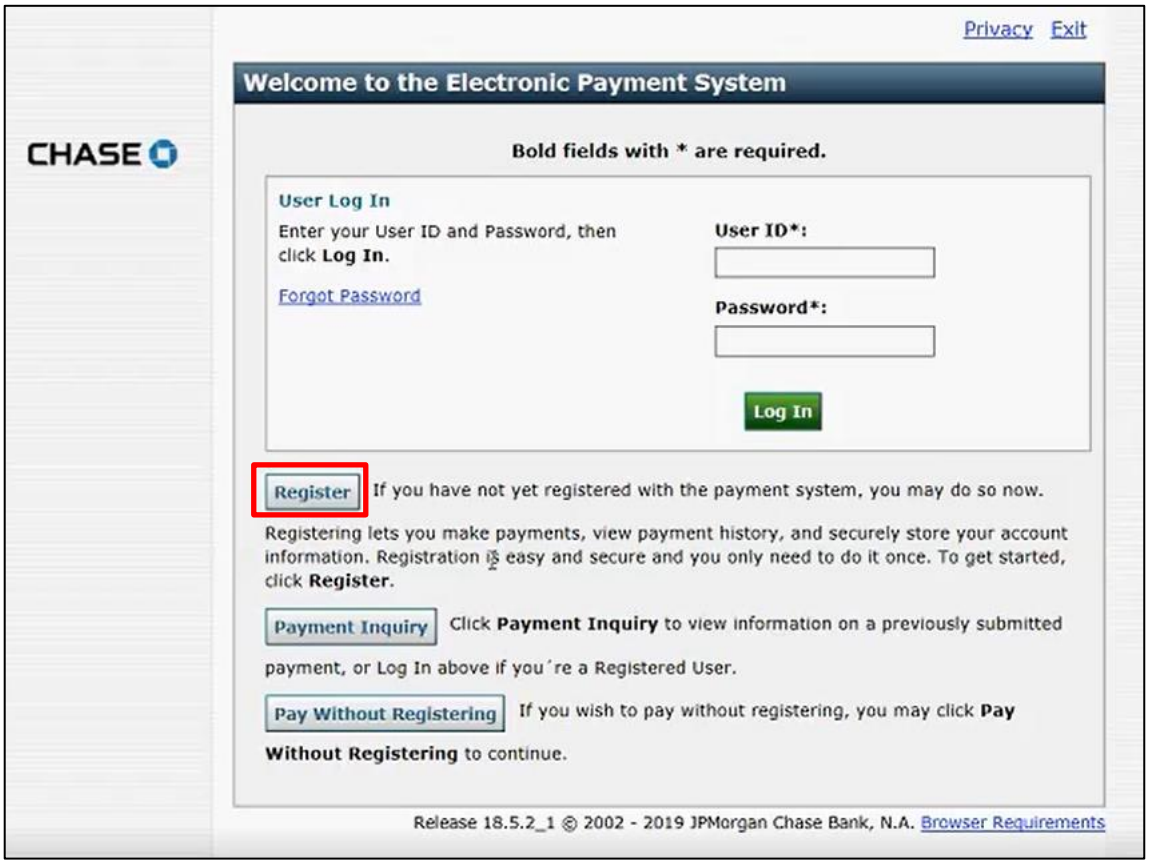
   The Forms and Payment screen for the case displays.



2. Click **Make a Payment**.

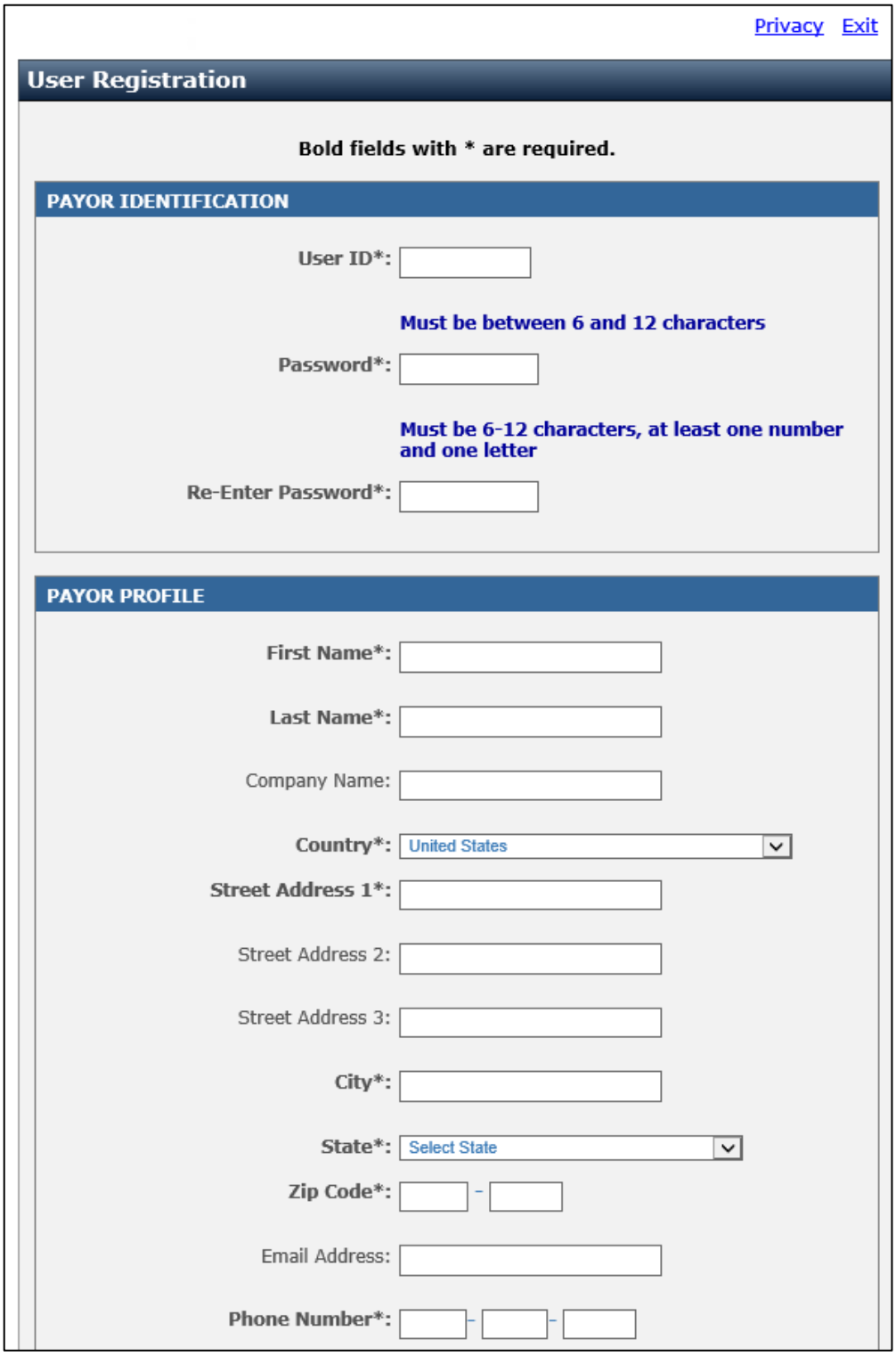
The JP Morgan Chase (JPMC) Portal opens in a different tab and displays the landing page.

This screen below opens under a different tab in the browser. Do not close the GIPT browser.

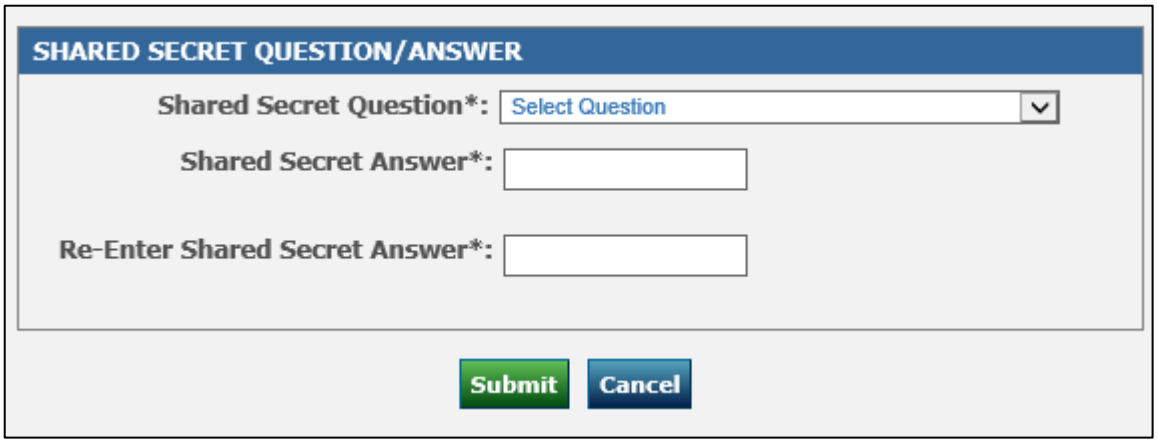


3. Click **Register**.

The User Registration screen displays.



4. Complete all required information (in bold, marked with *).



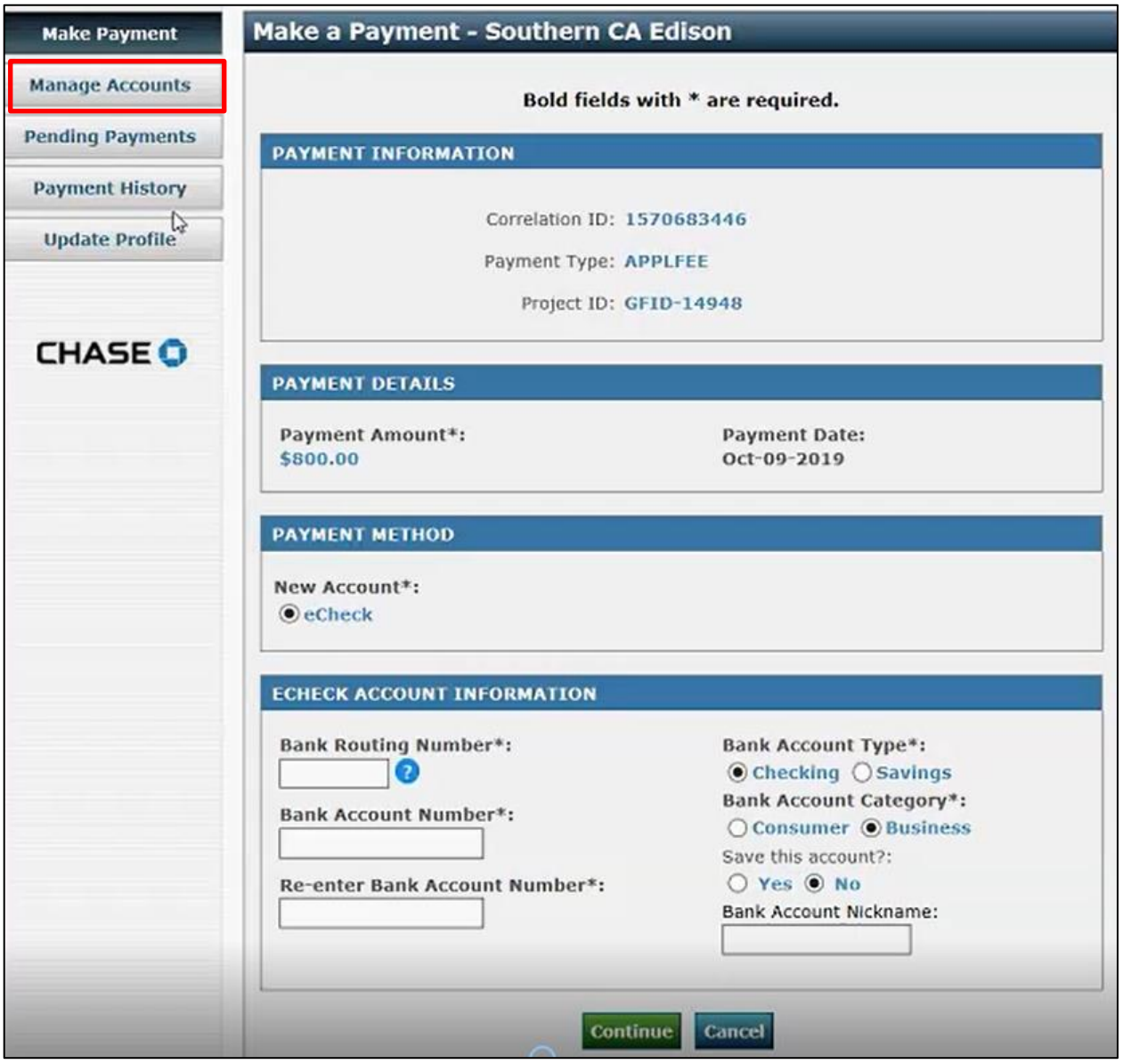
5. Scroll down and click **Submit**.

A confirmation message displays.

You can now return to the Make a Payment screen and add an account.

To add an account from the Make a Payment screen:

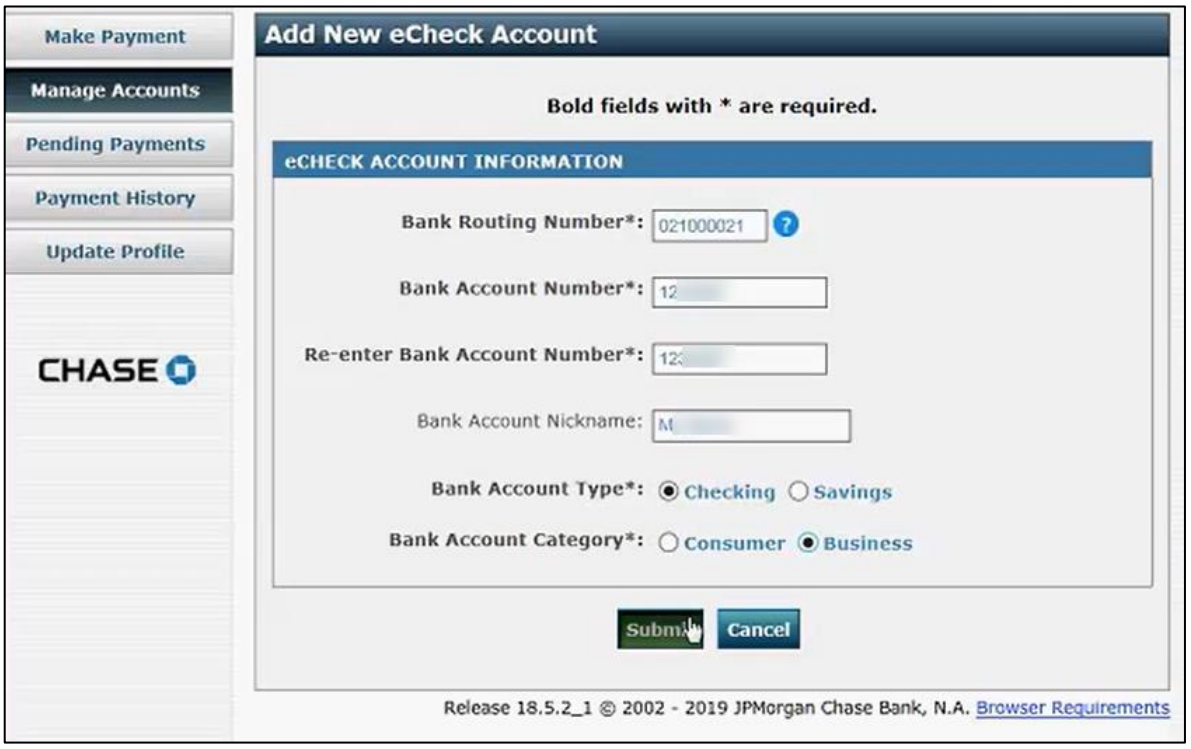
1. Click **Manage Accounts**.



The Account List screen displays.

2. Click **Add eCheck Account**.

The Add New eCheck Account screen displays.



Your bank routing number and bank account number can be found on the bottom of your check. Bank routing numbers are always 9 digits long. Account numbers may be up to 17 digits long; there is no specific number of characters for a bank account number. These numbers may appear in different order on your check. Some financial institutions list the routing number first while others list the account number first on the check.
Check with your financial institution to make sure that the account is "ACH enabled" or that "debit blocking is removed" so that the debit to your account can be processed.

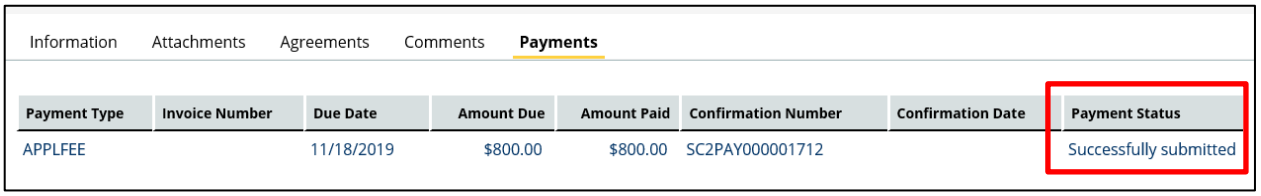
3. Complete all required fields and click **Submit**.

You can add additional accounts and use any of the accounts to make a payment.

Payment Statuses

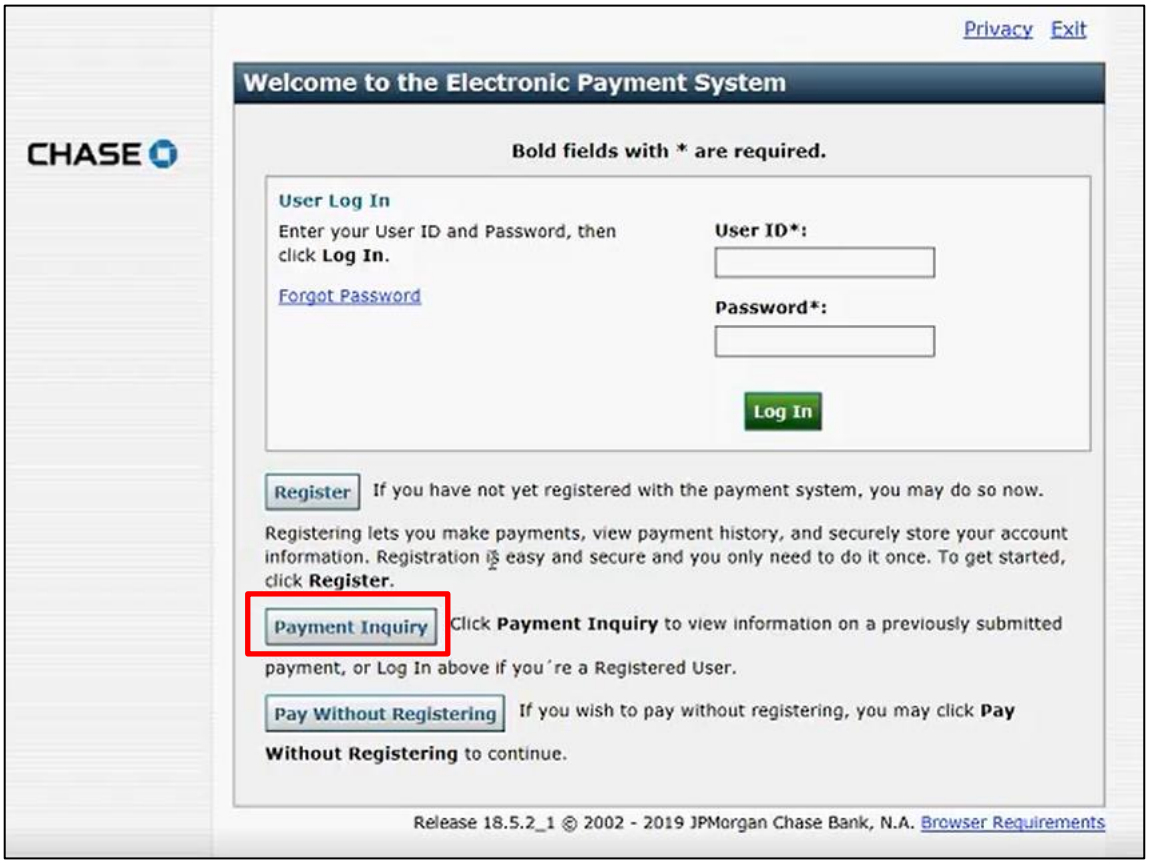
There are three statuses for payments. These will display in the 360 view under the Payments tab.

- **Payment Initiated:** This occurs when GIPT initiates the payment session with JPMC and the JPMC payment portal is launched.
- **Successfully submitted:** This occurs when JPMC sends the payment acknowledgement to GIPT, which is usually within minutes of making an online payment.
- **Sent:** This occurs when JPMC confirms the payment with GIPT, which is typically the next business day after an online payment is made.



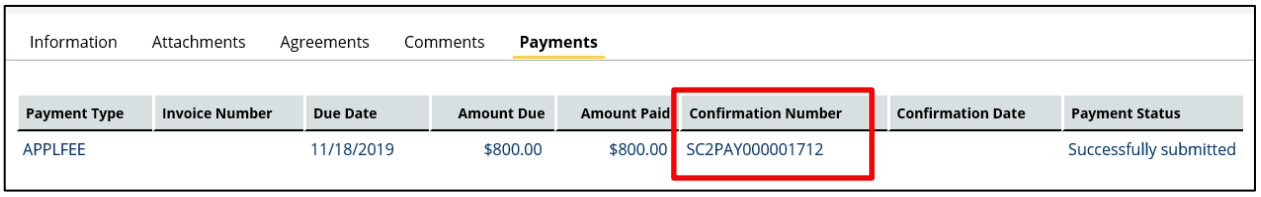
Inquiring about a Payment

You can inquire about a payment previously made via the JPMC portal, or by calling SCE at (866) 353-3437.



To inquire about a payment previously made, you will need the confirmation number associated with the payment.

1. Access the case.
2. Scroll down to the Case 360 view.
3. Click the **Payments** tab.
4. Note the **Confirmation Number** for the payment.



Information Attachments Agreements Comments **Payments**

Payment Type	Invoice Number	Due Date	Amount Due	Amount Paid	Confirmation Number	Confirmation Date	Payment Status
APPLFEE		11/18/2019	$800.00	$800.00	SC2PAY000001712		Successfully submitted

Cloning Projects (Cases)

Customers (usually developers) can use an existing project (case) that has gone through the Review Request stage successfully, and clone certain case details instead of creating a new case from scratch each time. The Customer Information will be revised for each new case, but the technical specifications can be cloned from a successful application. Once a Customer clones a case that was already deemed complete and valid, the number of deficiencies in the newly submitted case is likely to be reduced.

You may clone up to 10 cases with pre-populated fields taken from an existing case.

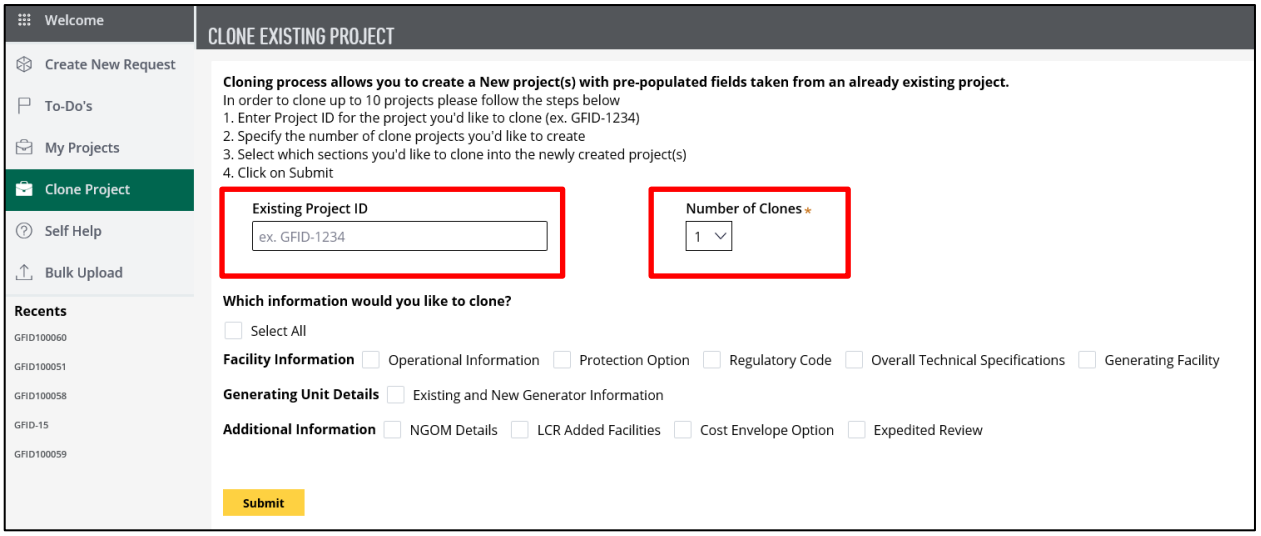
To clone a case:

1. Log on to GIPT.

   The Customer dashboard displays.

2. Click **Clone Project** on the left panel.

   The Clone Existing Project screen displays.



3. In the Existing Project ID field, enter the Project ID for the case you want to clone.
4. From the Number of Clones, select up to 10 clone cases to create.
5. On the bottom, click **Select All** to clone all sections or select specific sections to clone into the newly created case(s).
6. Click **Submit**.

Bulk Upload

You may upload multiple interconnection requests at once. When using the Bulk Upload option, about 50 fields are completed for each case. You will then need to open each case and complete the remaining fields.

There is no limit to the number of requests you can submit using the Bulk Upload tool. However, please contact SCE to coordinate prior to submitting more than 100 new cases using the tool. Phone (909) 274-1106, email InterconnectionQA@sce.com.

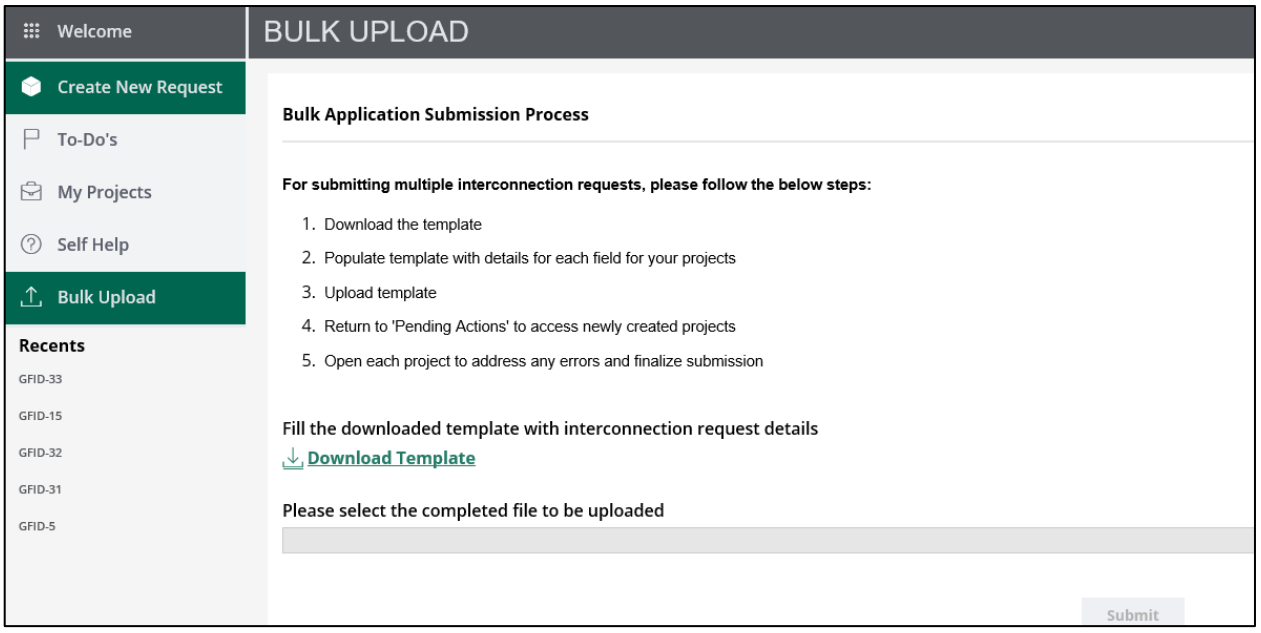
To upload multiple interconnection requests at once:

1. Log on to GIPT.

The Customer dashboard displays.

2. Click **Bulk Upload**.

The option to download an Excel Template displays.



3. Click **Download Template** to download a template.
4. Complete the template, entering all details for the interconnection requests.
5. Click **Browse** to upload the completed template.
6. Select the completed Excel file to upload and click **Open**.

Your Excel file is listed.

7. Click **Submit**.

Cloning vs. Bulk Upload

With cloning, the information that can be used to create a new case is anything *other than* the Customer information. You can choose from your existing cases and copy certain sections of the case.

With a bulk upload, you can create several cases that contain the Customer and account information, but you cannot bulk upload generating unit details.

You can use cloning to create new cases or bulk upload, but not both at the same time for the same set of cases. In other words, you can do one of the following:

- Use cloning and manually enter the Customer details into the new cases; or
- Use bulk upload and manually enter the generating unit details into the new cases.

Typically, it is more challenging and time consuming to enter the technical data, and it is more common that the technical information is similar while the Customer data is different for each case. Hence, you may find the cloning feature more useful than the Bulk Upload feature.

Preliminary Agreement

You have the option to preview a Preliminary Agreement. This is a basic agreement template that is populated with data that you have input into the Interconnection Request form.

A Preliminary Agreement does NOT include a Single Line Diagram.

The purpose of the Preliminary Agreement is to encourage you to make corrections to your data input. You can also share the Preliminary Agreement with other people (e.g., your attorney) and make changes prior to negotiating the Contract with SCE.

A Preliminary Agreement is available upon submittal of the Interconnection Request. If you notice an error in the Preliminary Agreement (and hence, in the Interconnection Request), you will need to correct the error in the Interconnection Request.

Updating the Interconnection Request after the Preliminary Agreement

If you have Application Deficiency, you can make the update once the Deficiency Notice is sent to you.

If the application is “deemed complete” and has moved onto the Technical Evaluation (or beyond) stage, you should request to “modify” your Interconnection Request.

Once the Technical Evaluation has been completed, and your application has moved to the Contract Negotiation stage, the Preliminary Agreement is no longer applicable. After Technical Evaluation, you should review the Draft Agreement, which is very close or identical to the Preliminary Agreement.

Review Request

Once you submit an Interconnection Request, SCE reviews the application to make sure all necessary information is included.

If the request is deemed complete, it continues to the Technical Evaluation. If it is incomplete, SCE communicates the deficiency to you.

Timeline

SCE reviews the request for completeness within 10-15 business days from the date of submittal.

Notifications

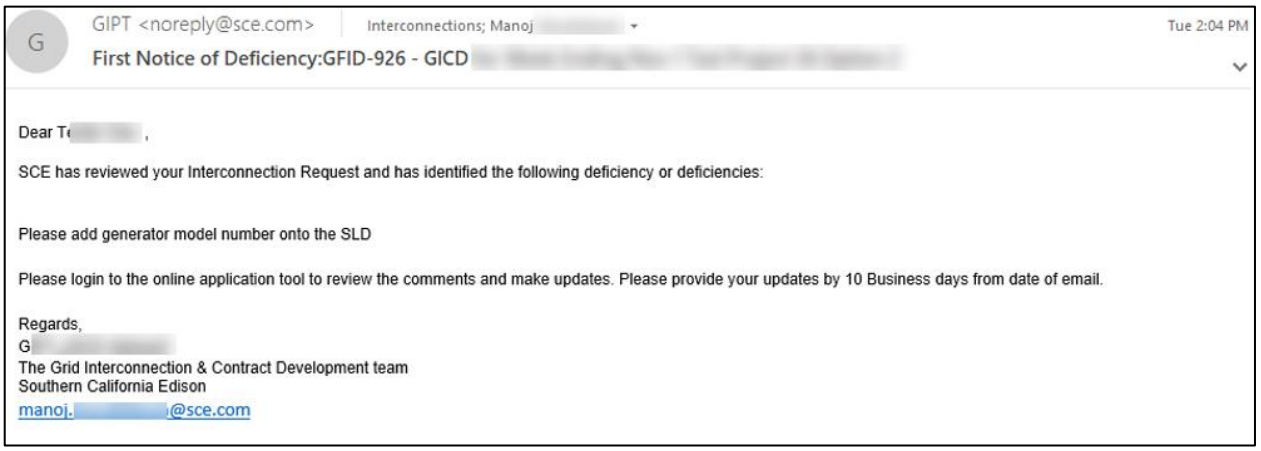
Make sure to check your To-Do's often, as well as your email for any notifications from SCE regarding your application(s).

If an application is complete (i.e., no deficiencies), GIPT triggers an email to notify you of the next steps.

For a sample Notice of Deficiency, refer to the section: Addressing Deficiencies.

Addressing Deficiencies

In case of a deficiency in an application, you will receive an email from SCE with detailed information about the deficiency.


GIPT <noreply@sce.com> Interconnections; Manoj Tue 2:04 PM

First Notice of Deficiency:GFID-926 - GICD

Dear T ,

SCE has reviewed your Interconnection Request and has identified the following deficiency or deficiencies:

Please add generator model number onto the SLD

Please login to the online application tool to review the comments and make updates. Please provide your updates by 10 Business days from date of email.

Regards,
G
The Grid Interconnection & Contract Development team
Southern California Edison
manoj. @sce.com

You have 10 business days to respond to the first Notification of Deficiency, and 5 business days to respond to the second Notification of Deficiency.

You should also log in to GIPT and check the status of your application in the tool.

Extension Request

In accordance with Rule 21 E.5, you may request an extension of up to 20 business days to resolve deficiencies in the Interconnection Request.

Application Deemed Complete & Valid and Queue Position Date

Rule 21, section E.5. states: "An Interconnection Request will be considered complete and valid when all items required for an Interconnection Request have been received by Distribution Provider and deemed valid by Distribution Provide".

Queue Position is the date assigned to a project in accordance with section E.5.c. of the Rule 21 tariff, which will then be posted in the public interconnection queue located under "Additional Information" at www.sce.com/business/generating-your-own-power/Grid-Interconnections.

If an application is complete (i.e., no deficiencies), GIPT triggers an email to notify the Customer of the next steps.

From: GIPT [mailto:noreply@sce.com]
Sent: Tuesday, November 19, 2019 1:13 PM
To: Nina Lamb <Nina@sce.com>
Subject: Acknowledgment of Receipt:GFID-1883-Scenario 4 Test Project 2

Dear Contractual Notice Recipients Customer Contact Name,

This is to confirm that your Interconnection Request (IR) and payment for project identification number GFID-1883 for Service Account # 1234, Scenario 4 Test Project 2, 123 street address 1 has been received by Southern California Edison.

SCE will perform a preliminary review of your Interconnection Request for completeness. Please allow up to **10** Business Days (15 Business Days if Cost Envelope Option was selected) to receive a status update. Note, you may login at any time to review your project status at: {Link to Project Record}.

Please review the preliminary agreement form that has been made available for your project by *clicking here*. Provide feedback through the form at your earliest convenience

Note, the *preliminary* agreement is not a formal Draft agreement. Thank you.

Best regards,

Grid Interconnection & Contract Development
Southern California Edison

The email will also include the following details:

Appendix 1 - Project Details

LINK TO THIS PROJECT: {ProjectLandingPageUrl}

PROJECT DETAILS

SCE Project #: GFID-1883
SCE Contact: not yet assigned

Service Account #:	**1234**
Service Account Name:	Name on SCE Service Account
Service Account Street Address	123 street address 1
Agreement Type:	**Generating Facility Interconnection Agreement (Non-Export) (Form 14-731)**
Total Gross Nameplate Rating (kW):	11
New Technology:	Wind Turbine
Existing Technology:	
Customer Contact:	**Account contact person**
Customer Contact Phone:	(909) 274-[redacted]
Project Contact Company:	**Project Contact Company Name**
Project Contact:	**Project Contact Person**
Project Contact Phone:	(909) 274-[redacted]
Next Milestone Due Date:	

The system changes the stage from Request Review to Technical Evaluation.

If an application is deficient, the Customer receives a Deficiency Notice.

G GIPT <noreply@sce.com> Interconnections; Manoj Muralidaran

First Notice of Deficiency:GFID-926 - GICD for Week Ending Nov 1 Test Project 36 Option 2

Dear [redacted],

SCE has reviewed your Interconnection Request and has identified the following deficiency or deficiencies:

Please add generator model number onto the SLD

Please login to the online application tool to review the comments and make updates. Please provide your updates by 10 Business days from date of email.

Regards,
GIPT_GICD Advisor2
The Grid Interconnection & Contract Development team
Southern California Edison
manoj.[redacted]@sce.com

Technical Evaluation

The Technical Evaluation stage contains the Fast Track screens in accordance with Section G of the Rule 21 Tariff. Fast Track is made up of Initial Review, and, when needed, the Supplemental Review. Initial Review consists of screens A-M, and the Supplemental Review consists of screens N-P.

Once the application is complete, it is time for the Technical Evaluation to assess whether the application passes or fails technical requirements.

Timeline

You will receive the results of the Technical Evaluation within 15 business days.

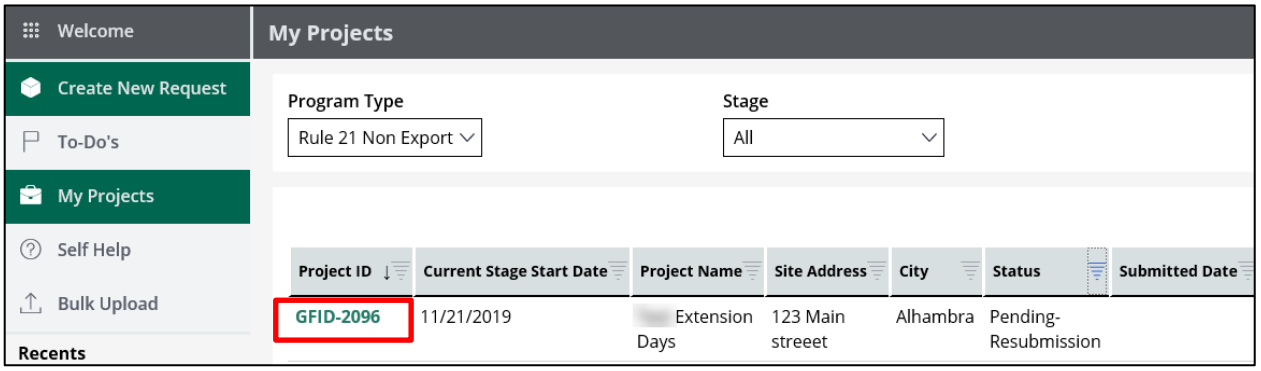
All timelines are as defined in the Rule 21 Tariff.

Technical Evaluation of the Application – Results

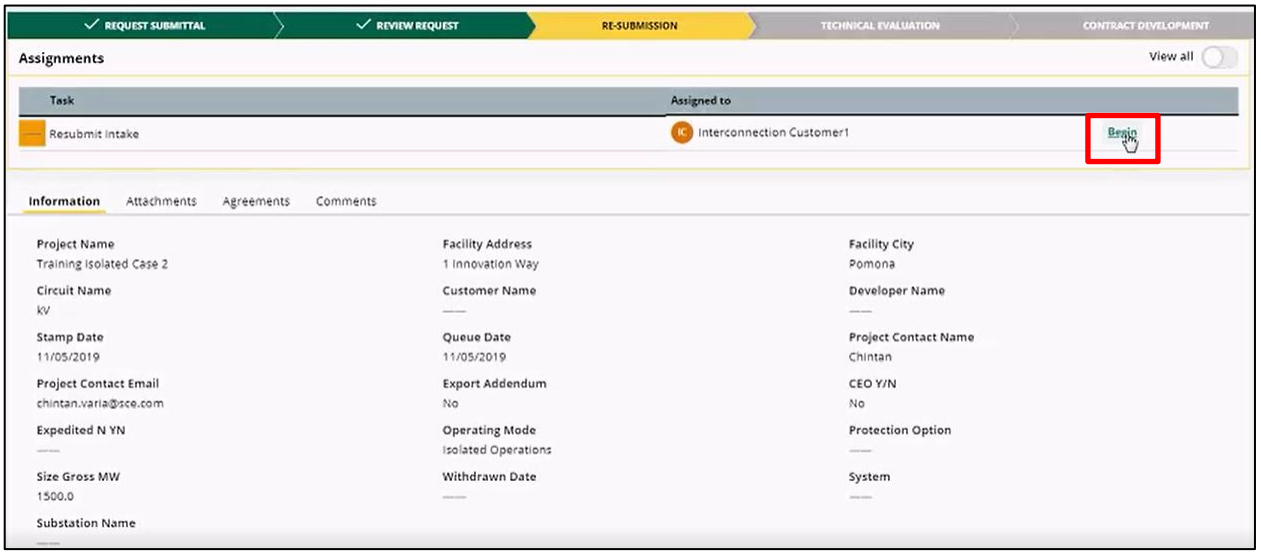
If the Technical Evaluation results indicate that your application failed, return to the application and make the necessary changes.

Engineering may reject your application due to missing documents (e.g., Sequence of Operation).

1. Access My Projects on GIPT.
2. Locate and click the case that is pending resubmission.

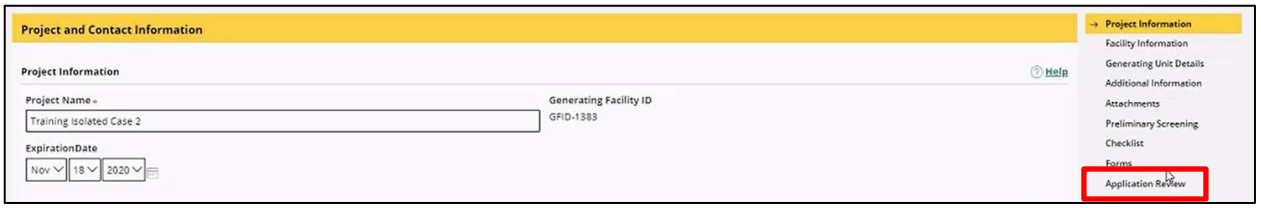


The Assignments screen displays.

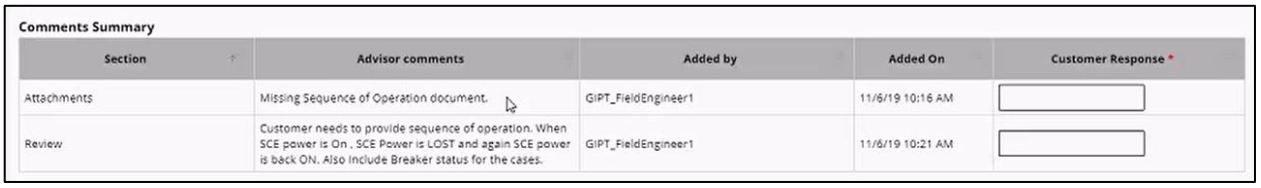


3. Click **Begin**.

The Project Information for the selected application displays.



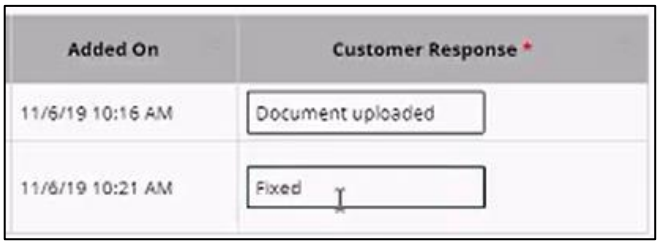
4. Click **Application Review** to get a summary of all issues that need your attention.



Comments Summary

Section	Advisor comments	Added by	Added On	Customer Response *
Attachments	Missing Sequence of Operation document.	GIPT_FieldEngineer1	11/6/19 10:16 AM	
Review	Customer needs to provide sequence of operation. When SCE power is On , SCE Power is LOST and again SCE power is back ON. Also include Breaker status for the cases.	GIPT_FieldEngineer1	11/6/19 10:21 AM	

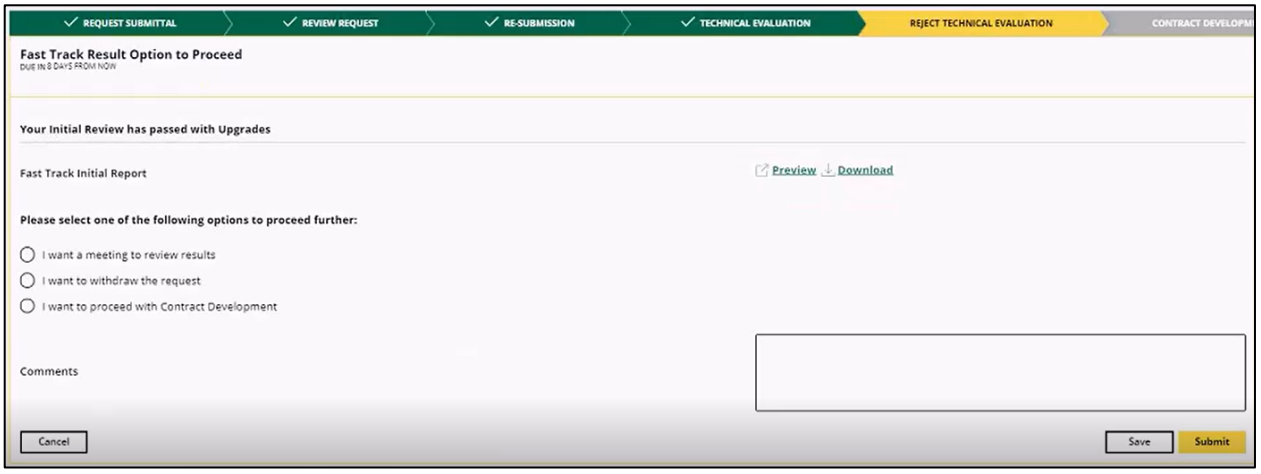
5. Take the necessary actions to resolve all items (e.g., attach a missing document).
6. In the Customer Response column, specify the actions you took.



Added On	Customer Response *
11/6/19 10:16 AM	Document uploaded
11/6/19 10:21 AM	Fixed

Customer Options when IC Selected "No" to Cost Envelope in the IR and Initial Review Passes with Upgrades

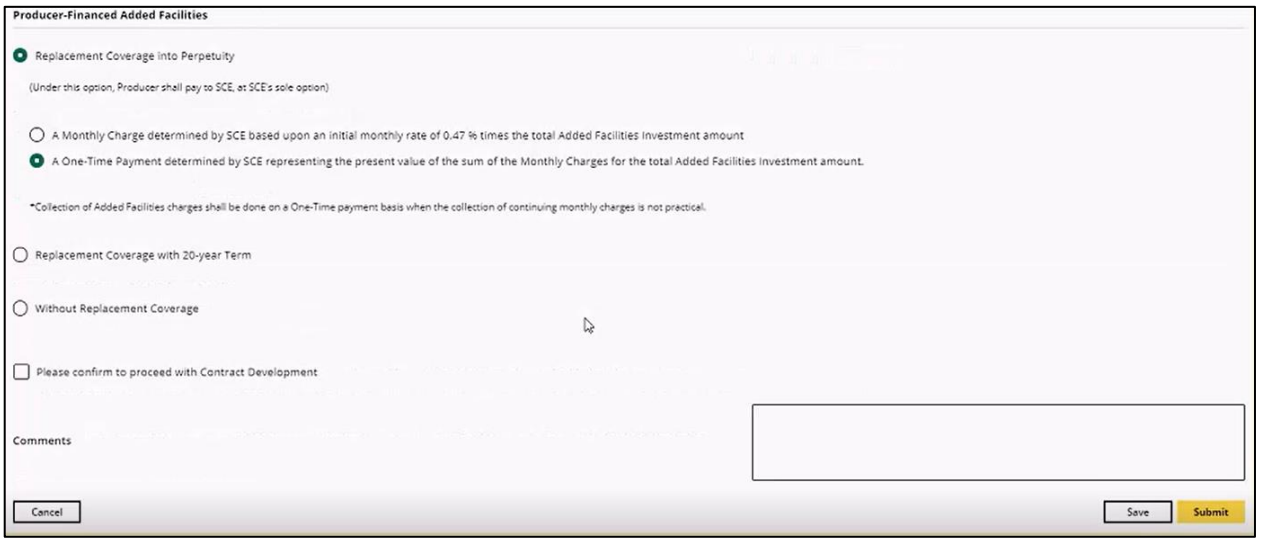
This screen is used by the Customer to select an option to proceed.



Customer Confirmation to Proceed with Contract Development

This screen summarizes the producer-financed added facilities, and requests confirmation from the Customer to proceed with the Contract Development.

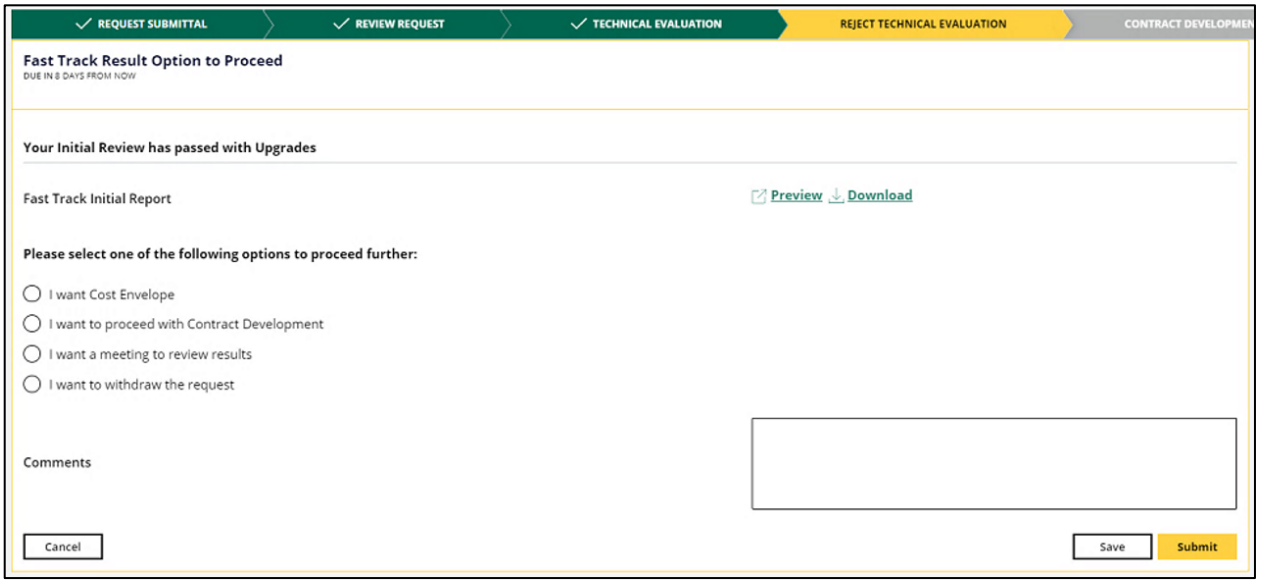
If Customer selects to proceed with Contract Development, the following displays:



1. Select whether you want a replacement coverage.
2. Check the box: **Please confirm to proceed with Contract Development**.
3. Click **Submit**.

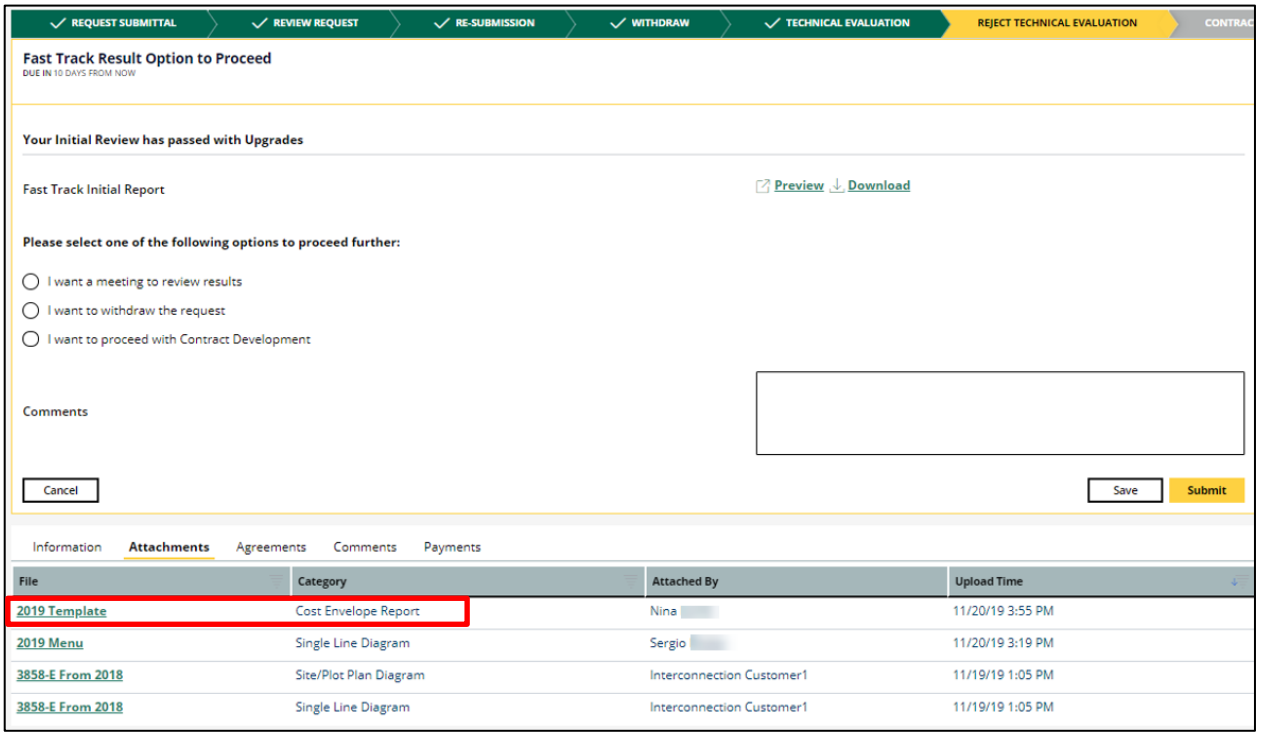
Customer Options when IC Selected "Yes" to Cost Envelope in the IR and Initial Review Passes with Upgrades

This screen allows the Customer to select an option when they selected "Yes" to Cost Envelope in their request and the initial review passes with upgrades.



View Cost Envelope Report by Customer

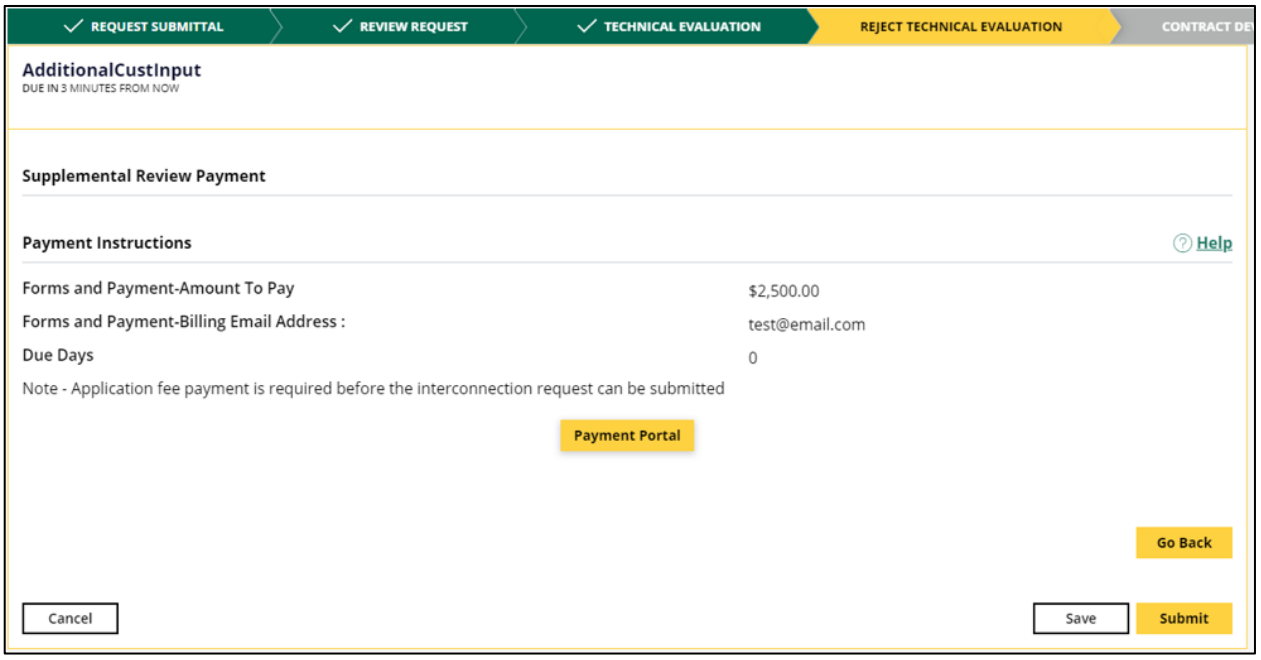
This screen provides the Customer a view of the cost envelope report.



Payment Screen – Supplemental Review

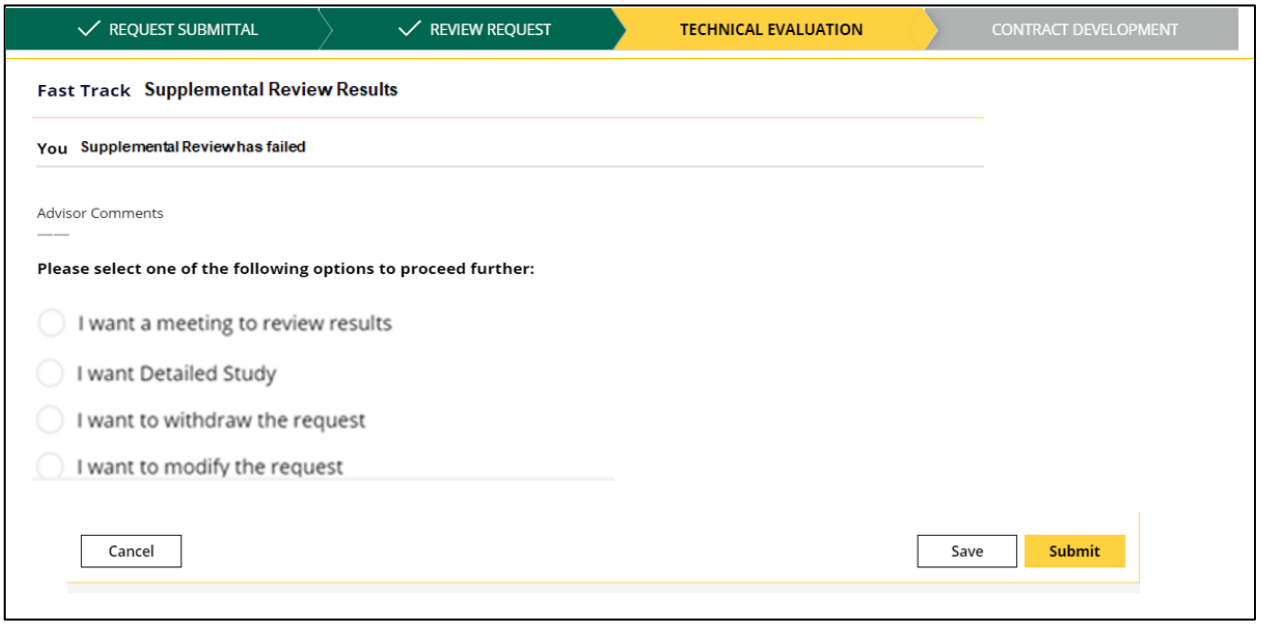
This screen allows the Customer to review and acknowledge the supplemental fee policy.

The payment process through the JPMC portal is identical to the Application Fee payment. Refer to the section: Payments.



Fast Track – Supplemental Study Results (Customer Options)

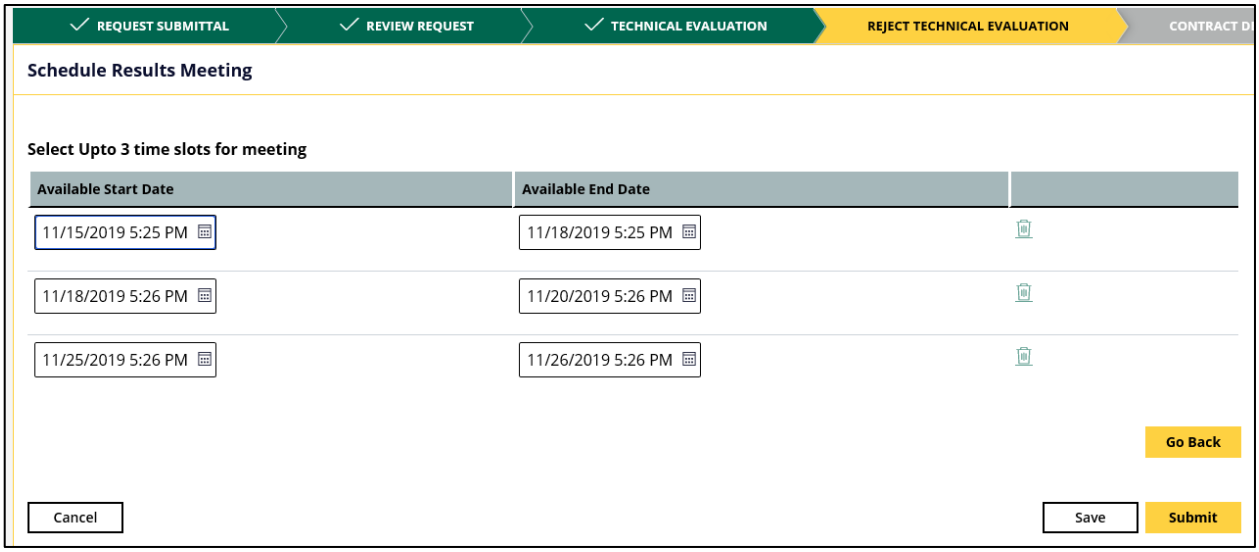
This screen provides the Customer with the Supplemental Study results and allows the Customer to select an option to proceed further.



Meeting Option (Customer)

This screen provides the Customer the option to select three time slots for a meeting with SCE.

Make sure to schedule meetings at least two weeks in the future.



Contract Development

During the Technical Evaluation stage, it was determined whether an upgrade is needed.

If upgrade is needed:

1. GICD Assignee or the system sends the generated agreement to the Customer.
2. The Customer approves the draft agreement.
3. GICD Assignee manually inputs the agreement into GIPT, and routes it for internal review, as required.
4. GIPT sends the agreement to Docusign for Customer to sign.

   In parallel, also:

   a. The system assigns the case to a GCM Manager.
   b. GCM Manager assigns the case to a Contract Manager.

If upgrade is not needed:

1. GICD Assignee or the system sends the generated agreement to the Customer.
2. The Customer approves the draft agreement.
3. GIPT sends the agreement to Docusign for Customer to sign.

   In parallel, also:

   a. The system assigns the case to a GCM Manager.
   b. GCM Manager assigns the case to a Contract Manager.

During the contract development, the following reports are visible to users:

- Fast Track Study Report
- Supplement Review Report
- Draft Interconnection Agreement

Updates to the Draft Agreement

During Phase 1 Drop 1, you will use the Modify request to request an update to the Draft Agreement.

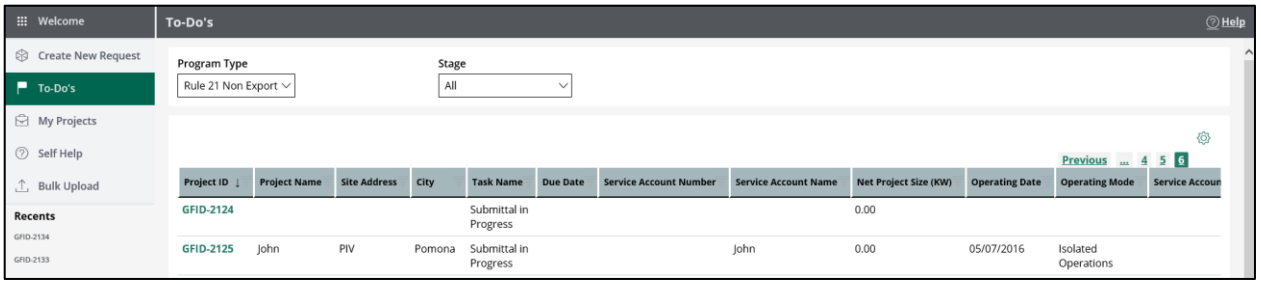
Approval Process

Once the case has passed the Technical Evaluation, a Draft Agreement is sent to you for approval.

To review and approve a Draft Agreement:

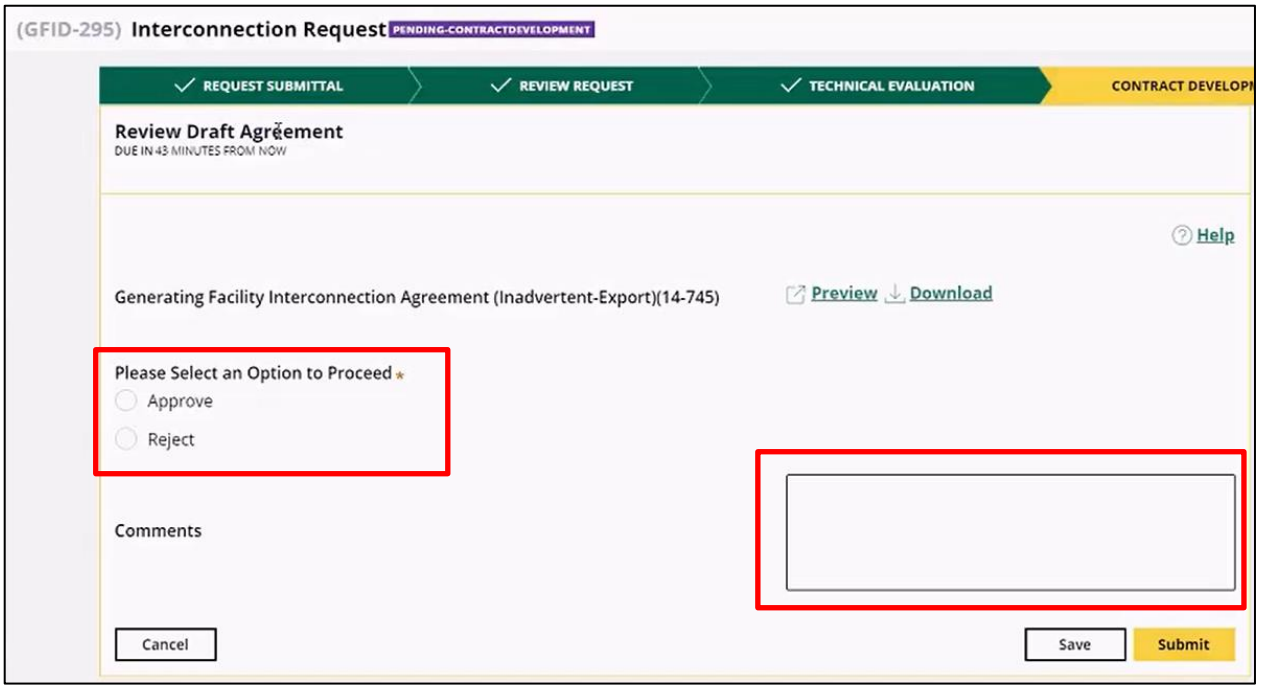
1. Access GIPT.
2. Click **To-Do's** on the left-hand navigation.

   The cases that need attention display.



3. Click the case you want to review or approve.

The Review Draft Agreement screen displays.



4. Review all documents.
5. Determine whether you can approve the Draft Agreement:
   - If YES, select **Approve**. The Draft Agreement will go to SCE for their internal review and approval.
   - If NO, select **Reject**. The Draft Agreement will return to SCE for their review, and will then return to you again for your review and approval.

   If you reject the Draft Agreement, you must include a comment on the bottom right, explaining your decision.

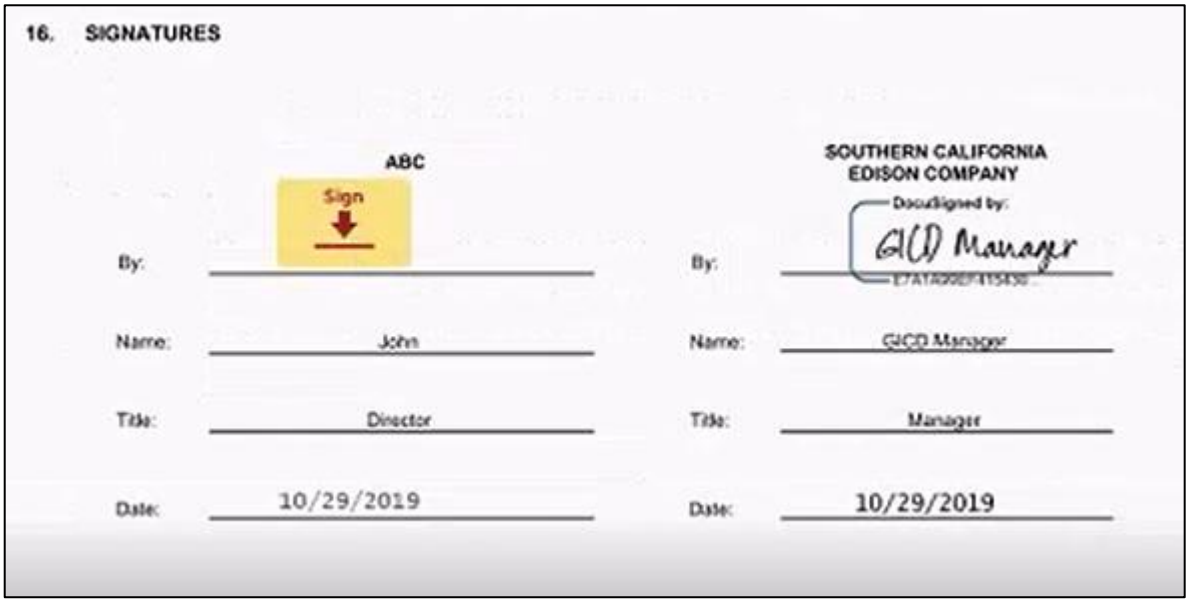
Docusign

When the contract is ready to be signed, you will be notified via email.

1. Click **REVIEW DOCUMENTS**.

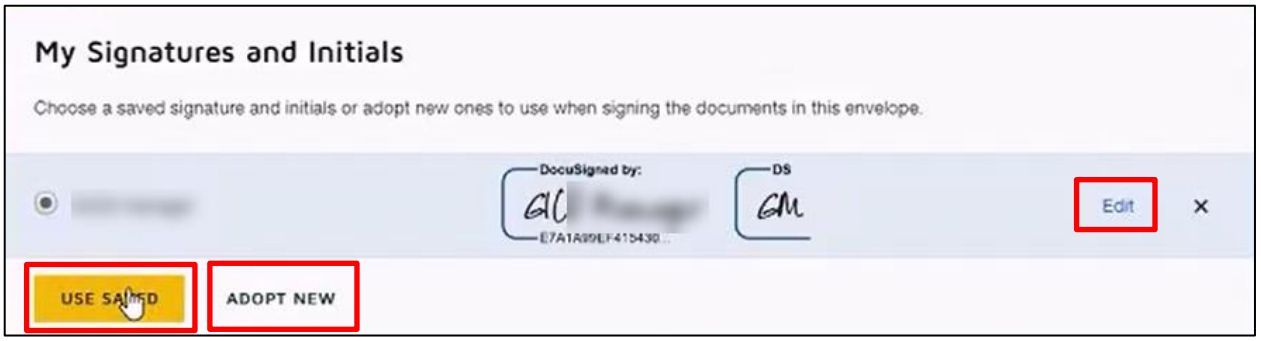
The contract displays.

2. Scroll down to the Signatures section.



3. Click the field where you want to electronically sign the document.

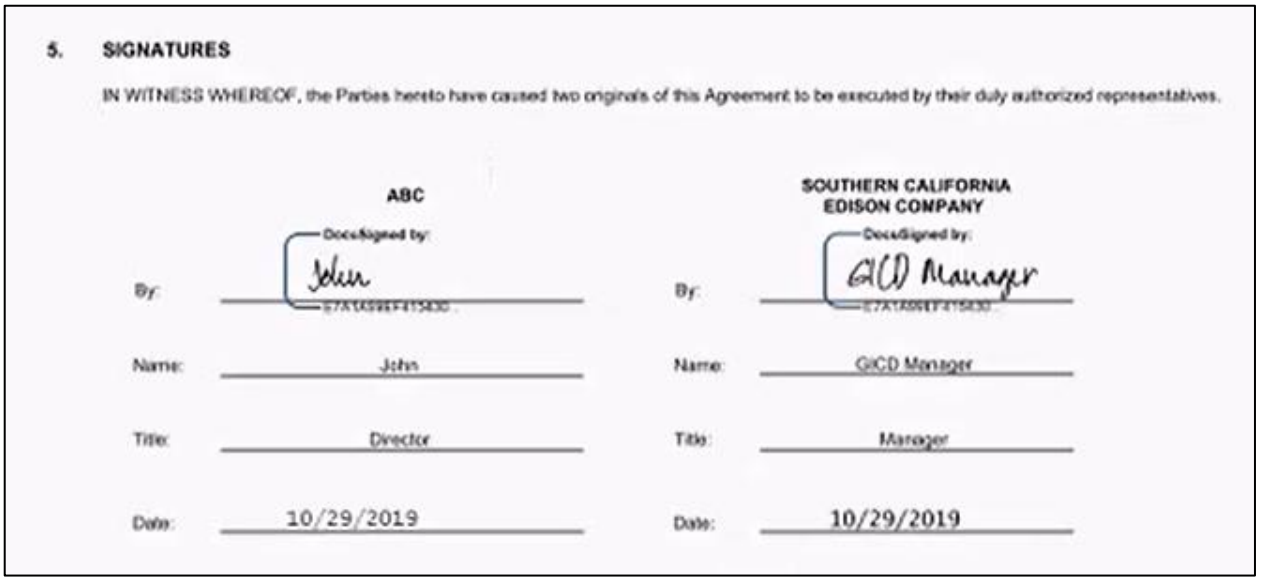
The My Signatures and Initials window displays.



4. Click **USE SAVED** to use an existing signature or **ADOPT NEW** to use a new signature.
5. Optional:
    a. Click **Edit** to edit your existing signature.

    b. Edit your Full Name and/or Initials.
    c. Click **ADOPT AND SIGN**.

Your electronic signature displays.


5. SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have caused two originals of this Agreement to be executed by their duly authorized representatives.

ABC		SOUTHERN CALIFORNIA EDISON COMPANY	
By:	DocuSigned by: John	By:	DocuSigned by: GICD Manager
Name:	John	Name:	GICD Manager
Title:	Director	Title:	Manager
Date:	10/29/2019	Date:	10/29/2019

6. Scroll to the end of the document and click **FINISH**.

A confirmation message displays.

7. Click **CONTINUE**.

Commissioning Test

The Commissioning Test starts with the Customer requesting the test, unless SCE has determined that Commissioning Test is waived. It is performed by Field Engineers during the commissioning of all or part of a Generating Facility. During this test the engineers visually confirm the Generating Facility's Single Line Diagram, Protection Settings, Ground Banks or Ground Detector Test, and anti-Islanding test as specified in the Rule 21 Tariff.

Commissioning Test Process

The Commissioning Test starts with you requesting the test, unless SCE has determined that Commissioning Test is waived.

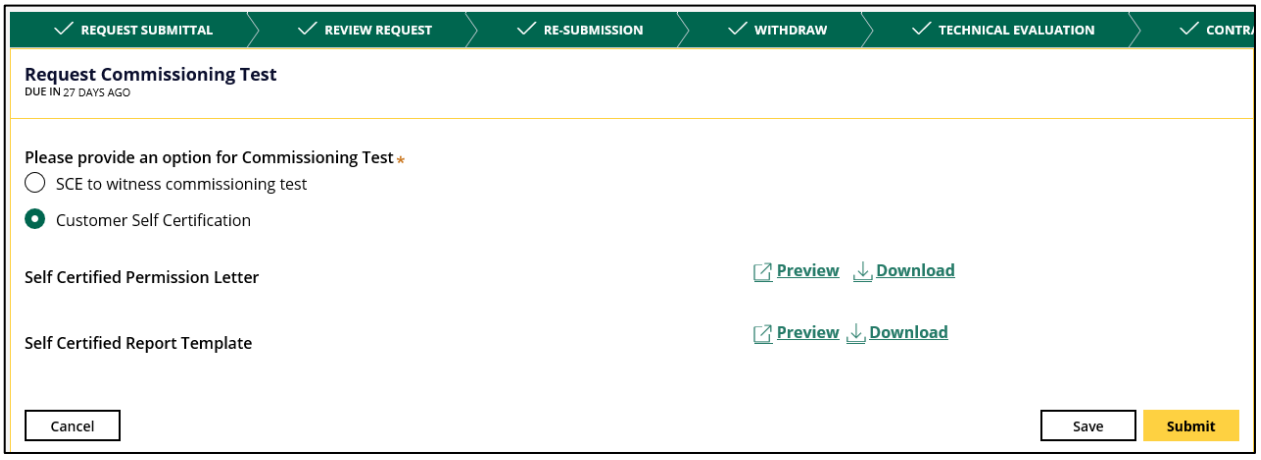
Customer Request

To request a Commissioning Test:

1. Access the Commissioning Test screen in GIPT.

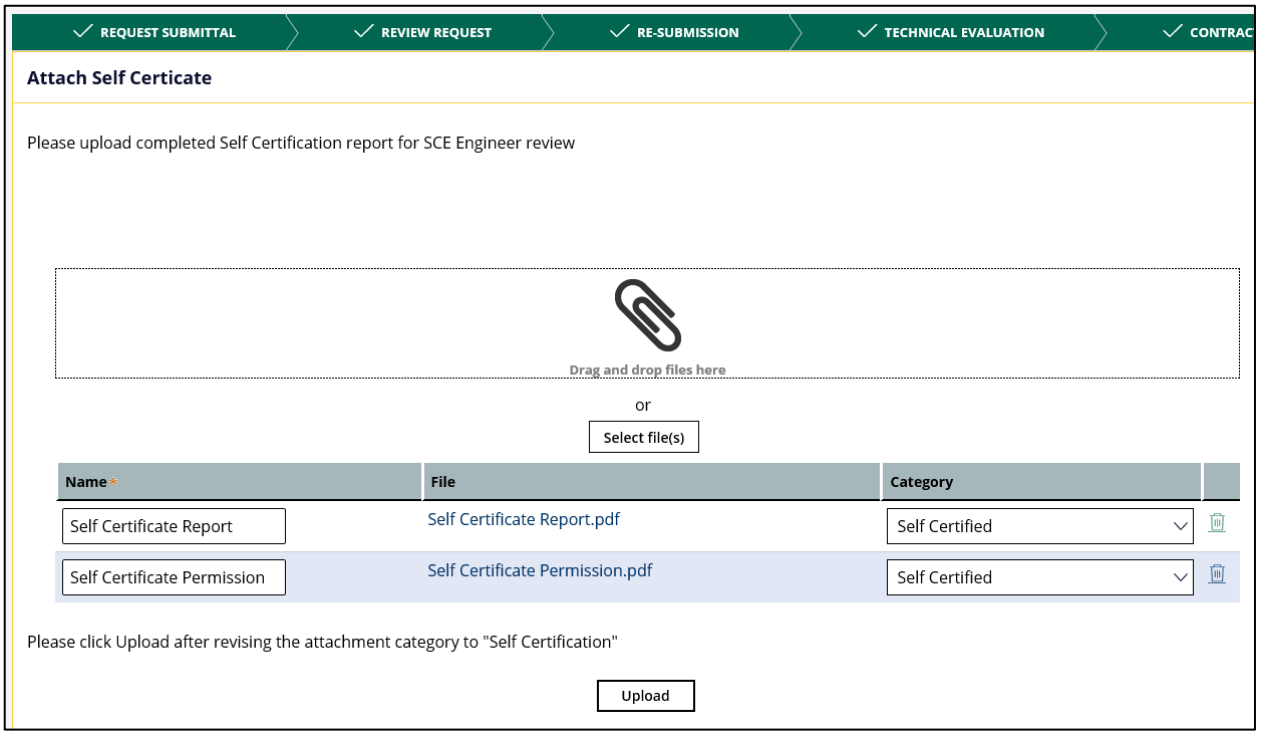
   If the case is determined to be eligible for Customer Self Certification, the choice options will show both "SCE to witness commissioning test" and "Customer Self Certification".

   If the case is determined to be only eligible for "SCE to witness commissioning test", then select that option.

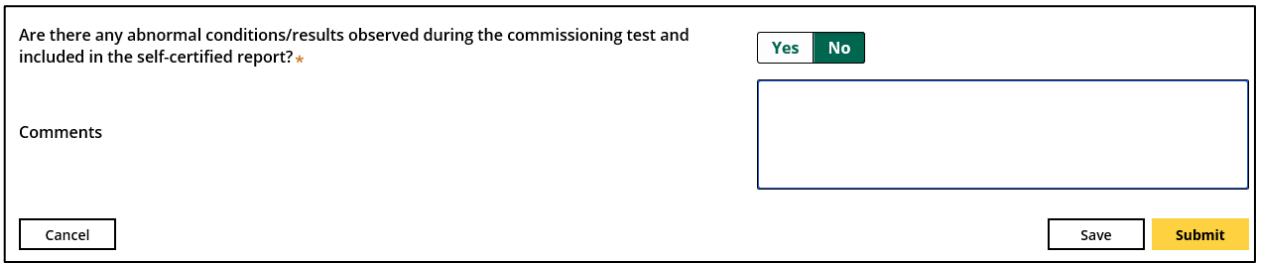


2. Select one of the following:
   - SCE to witness the Commissioning Test. Refer to the Section: [Request to Schedule for SCE to Witness Commissioning Test](#).
   - Customer Self Certification – This option is the default if the Customer is eligible for a self-certification.

3. Download the Self Certified Permission Letter and the Template for Self-Certified Report.
4. Complete the documents and upload them to GIPT.



5. From the Category drop-down list, select **Self Certified**.



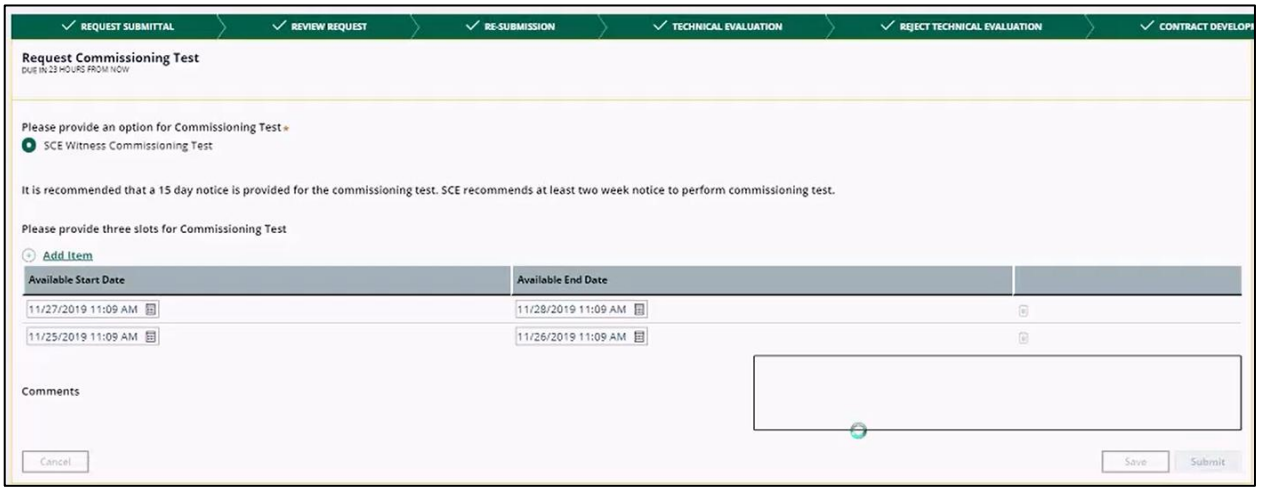
6. Scroll down and respond to the question. If the answer is Yes, the case will be routed to the FE Engineer.
7. Click **Submit**.

Request to Schedule for SCE to Witness Commissioning Test

To request a Commissioning Test, the Customer provides 3 time slots for the test, followed by the FE Engineer's response.

You should:

1. Check the radio button: SCE witness commissioning test.



2. Select three different time slots for the test.
3. Click **Submit**.

The case is routed to the FE Engineer.

After the FE Engineer, the case is routed back to you, to select an appropriate time slot.

Optional Actions

You have the following options:

- **Withdraw:** Selecting this option withdraws the application.
- **Modify:** Selecting this option allows the Customer to specify what they want to modify. SCE then reviews the request for modification and if approved, Customer can edit those fields.

The option to Modify displays after the Application Review stage.

- **Extension:** Selecting this option allows the Customer to request a one-time extension of 20 business days.

Withdrawal

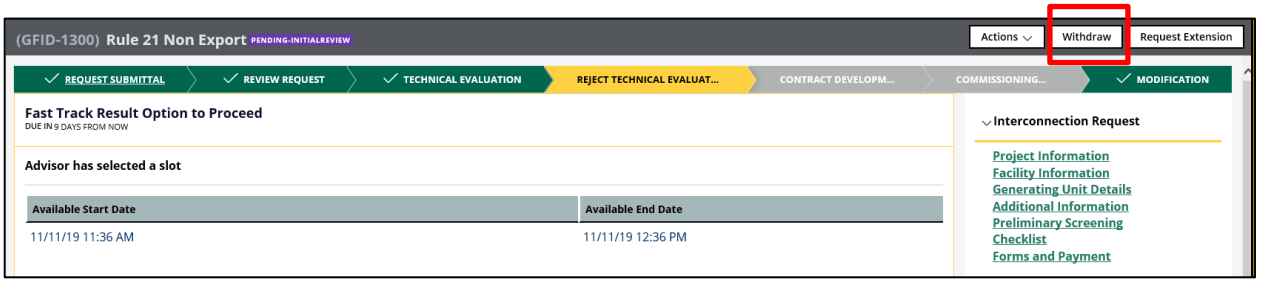
You may request to withdraw your Interconnection Request any time prior to Contract Execution. Post-execution, you will need to work with your Contract Advisor to terminate any Interconnection Agreement.

If you have initiated a withdrawal, then the case will be considered resolved and no further action is needed. If the case was withdrawn in error, then you must reach out to the Contract Advisor as soon as possible to confirm whether a new case needs to be initiated (with a new fee).

If SCE has initiated the withdrawal, which typically occurs when a tariff milestone is not met, then you have 5 business days to respond and cure, or 2 business days to dispute the reason for the withdrawal.

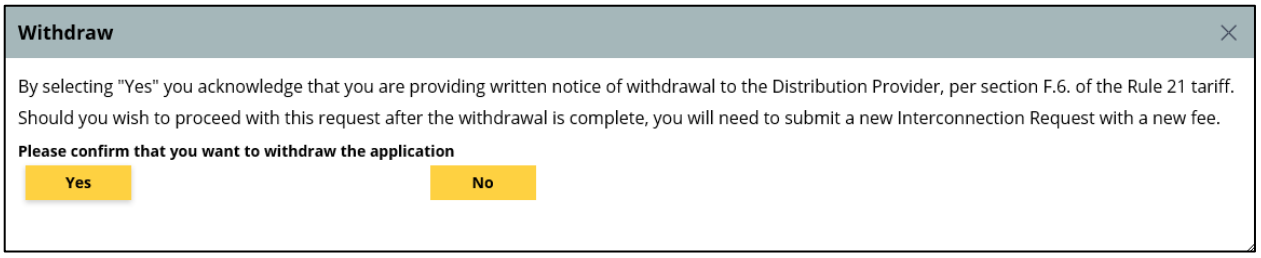
To withdraw an application:

1. Access **My Projects** and click the case you want to withdraw.



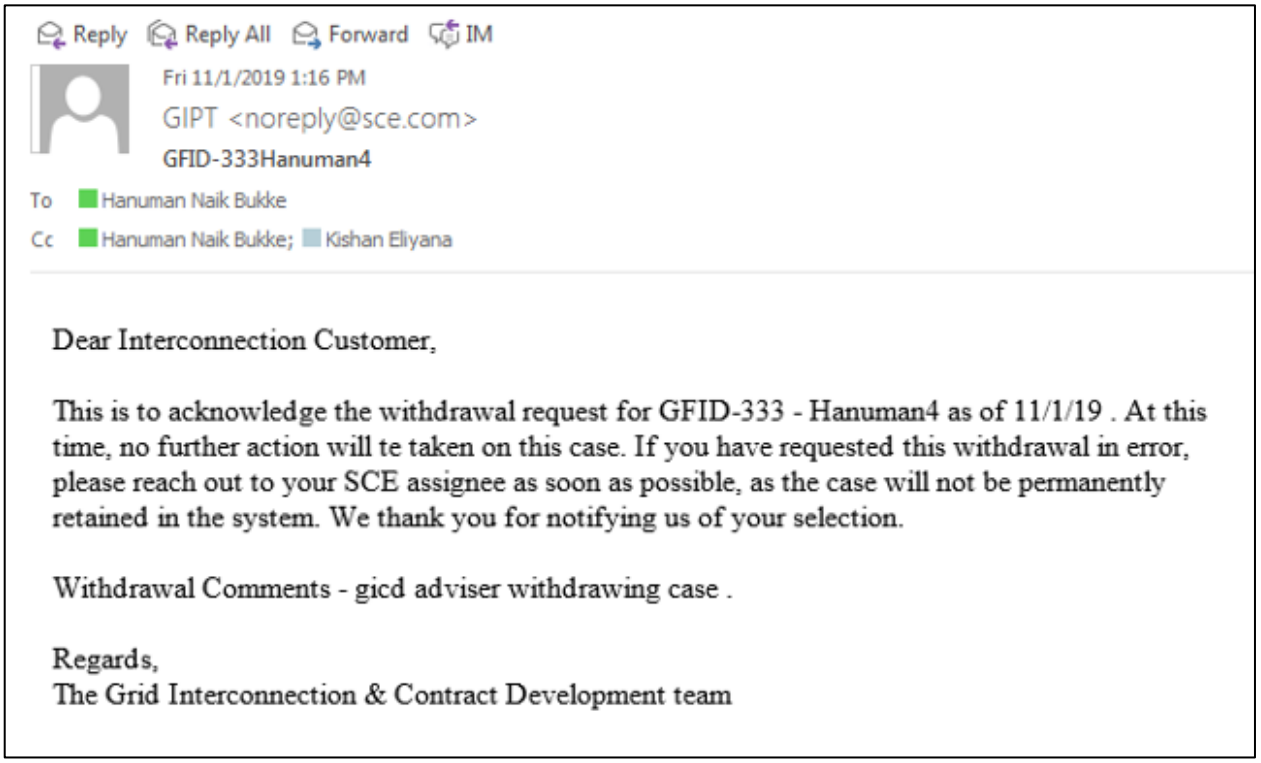
2. Click **Withdraw**.

A Withdraw confirmation window displays.



3. Click **Yes** to proceed.

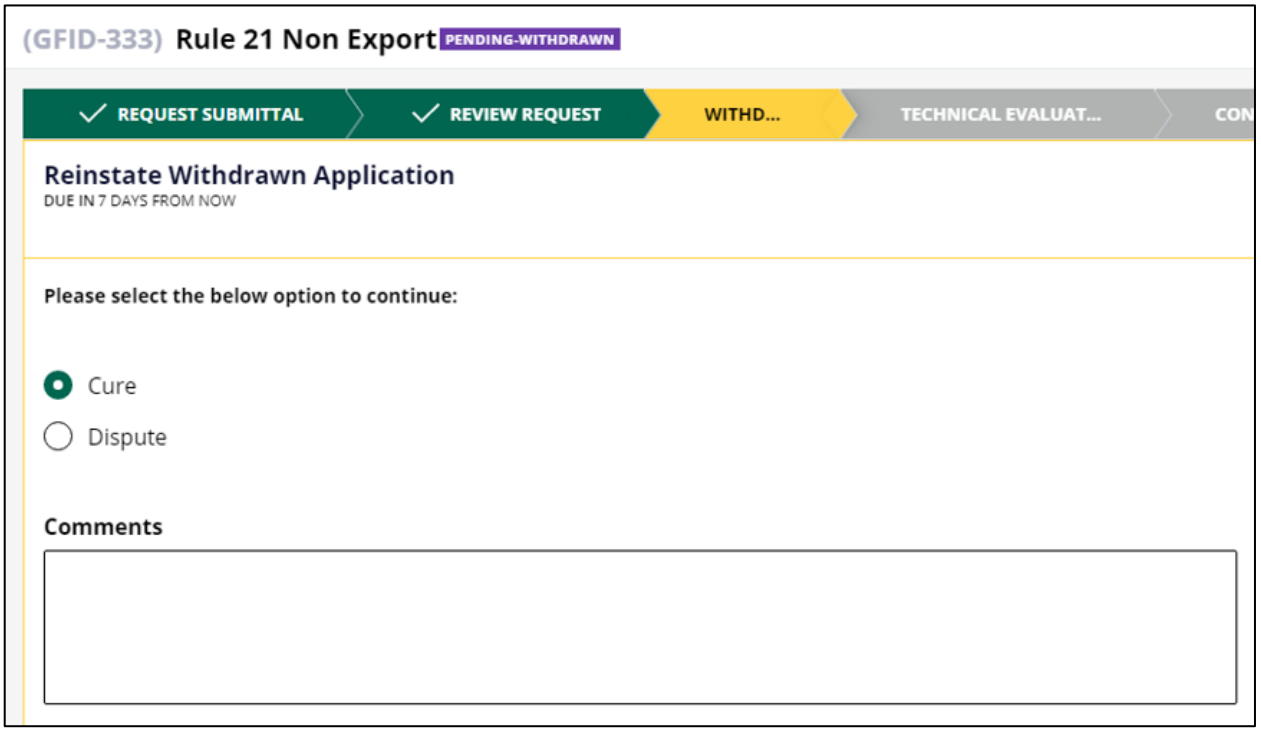
SCE confirms the withdrawal of the application via email.



To reinstate a withdrawn application:

1. Access the withdrawn application.

The Reinstate Withdrawn Application screen displays.



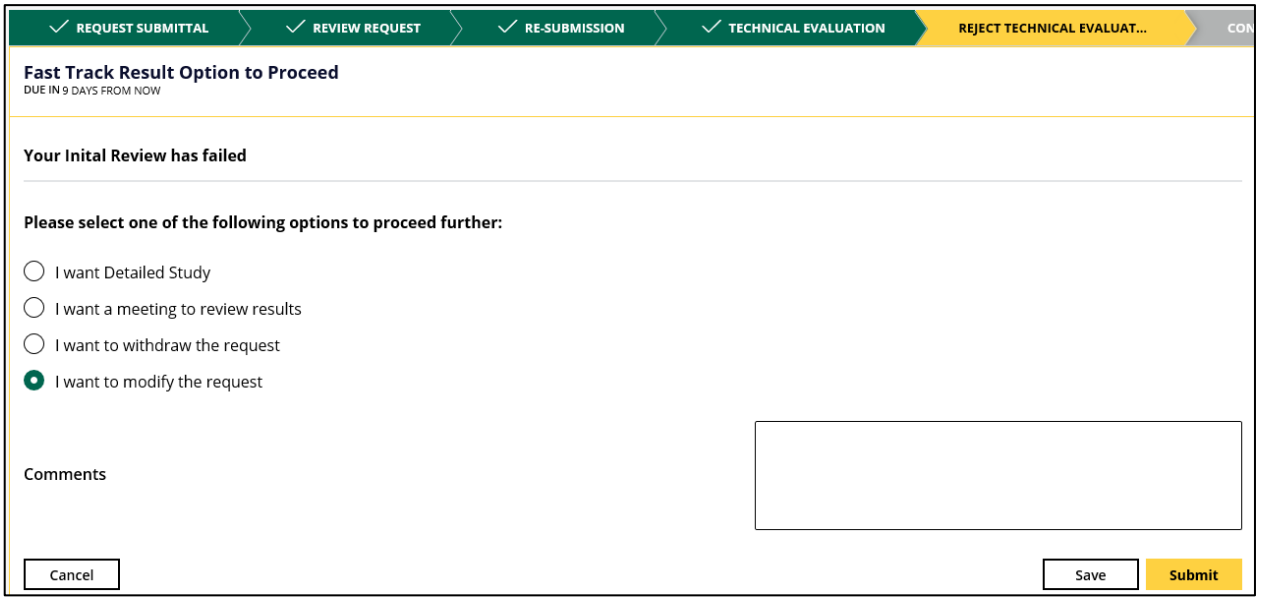
2. Select **Cure** to cancel the withdrawal you asked for, or **Dispute** to dispute a withdrawal initiated by SCE.
3. Enter Comments.
4. Click **Submit**.

SCE will review the case and notify the Customer of the action taken.

Modification

To modify an application once the Technical Evaluation results indicate the initial review has failed:

1. Access **My Projects** and click the case you want to modify.
2. From the Technical Evaluation Results screen, select **I want to modify the request**.

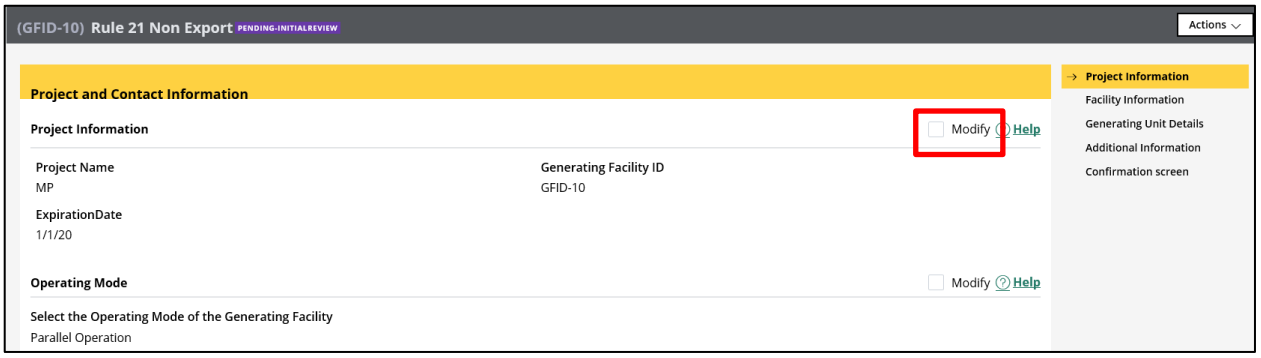


4. Click **Submit**.

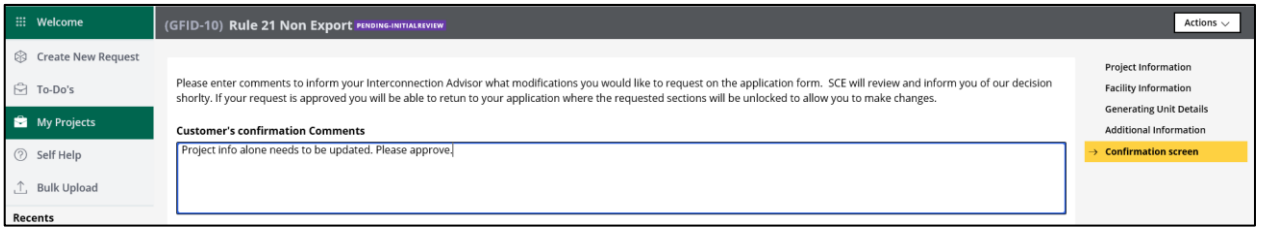
Alternately, you may select **Modify** from the Actions drop-down list.

The Project and Contact Information screen for the case displays.

5. Click the page you want to modify (e.g., Project Information).



6. Check the **Modify** checkbox next to the area you want to modify, then click **Continue**.
7. Repeat for all pages that need modification.
8. On the Confirmation Screen, specify the exact modification you wish to make.



9. Click **Finish**.

SCE will review your request for modification.

Extension

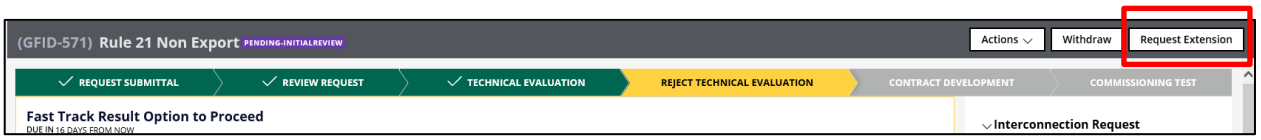
You can request an extension to your original request.

Once the Fast Track Initial Review has been completed, you can request an extension of up to 10 business days to decide how to proceed.

Customers can ask for one extension during the Application Review and Technical Evaluation stages, which is automatically granted. Additional requests for extension and requests for extension during other stages must be reviewed and approved by SCE.

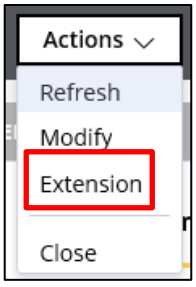
To request an extension during the Application Review and Technical Evaluation stages:

1. Access **My Projects** and click the case for which you want to request an extension.
2. Click **Request Extension**.



To request an additional extension or an extension during other stages:

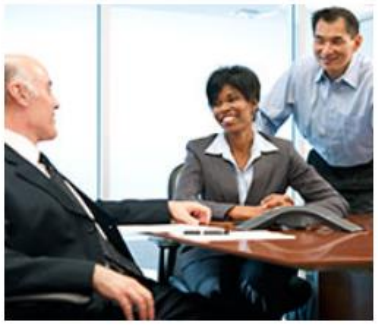
1. Access **My Projects** and click the case for which you want to request an extension.
2. From the Actions drop-down list, select **Extension**.



FAQ

For a list of frequently asked questions and answers about GIPT, scroll down on the following page, and access the Frequently Asked Questions (FAQs) link online.

https://www.sce.com/business/generating-your-own-power/Grid-Interconnections



Generation Project Types

- Generating Power for Sales
- Programs for Self-Generation at Home or Business
- Backup Systems

Rules and Regulations

- Rule 21
- Wholesale Distribution Access Tariff (WDAT)
- Transmission Owner Tariff
- Interconnections to California Independent System Operator (CAISO)

Additional Information

- Interconnection Queue
- Distribution Resources Plan External Portal (DRPEP)
- Qualifying Facility Conversions
- Redacted Interconnection Study Reports
- Rule 21 Unit Cost Guide
- Request Base Case Data
- Rule 21 Screen Q Engineering Review Guidelines

Frequently Asked Questions (FAQs) ⌄

Contact Us ⌄