Grid Interconnection Processing Tool (GIPT) Rule 21 Pre-Application Report (PAR) Request for External Customers

External User Guide

Prepared by:
Southern California Edison-Interconnection Processes and Controls

This page intentionally left blank.

Table of Contents

Overview

This user guide covers features and functions of the Grid Interconnection Processing Tool (GIPT) for the Rule 21 Optional Pre-Application Report (PAR).

This document is intended for external SCE Customers who are requesting Rule 21 Optional Pre-Application Report request only.

This section provides an overview of GIPT for Rule 21 Optional Pre-Application Requests and the business processes that use the tool.

What is GIPT?

The Grid Interconnection Processing Tool (GIPT) is a web-based tool that allows Customers to submit Rule 21 Pre-Application Report request to streamline the end-to-end process:

Through GIPT, Customers can:

- Enter the project information for the PAR request
- Retrieve and review the completed PAR
- Check the status of the PAR request

Through GIPT, Internal Users can:

- Evaluate and approve Customer requests
- Communicate with customers and internal stakeholders on.
- Distribute completed report to customers.

What is Rule 21 Optional Pre-Application Report Request

At any time, you can request technical information regarding SCE's electric system around a potential interconnection site. To request this information, you need to provide details of the proposed site, the line and voltage level you are considering, and a non-refundable processing fee of $300 for a standard Pre-Application Report, and additional fees for enhanced reports:

Pre-Application Report Request Details

Type	Amount	Report Timeline
Standard Pre-Application Report	$300.00	10 Business Days*

Enhanced Report Packages

Package	Amount of Standard Selected	Amount if Standard NOT Selected	Report Timeline
Primary Service Package	$225.00	$325.00	10 Business Days*
Behind the Meter Interconnection Package	$800.00	$900.00	30 Business Days
Combined Primary Service and Behind the Meter Interconnection Packages	$1,025.00	$1,125.00	30 Business Days

***Timeline is 30 Business Days if requested with Behind the Meter Interconnection Package**

Please reference Rule 21 Optional Pre-Application Report Request and Rule 21 Tariff section E.1. for additional information on the various packages, fees, and scope.

Upon receipt of a completed Pre-Application Report Request and the request fee, SCE will provide available system data. This typically includes:

- Total Capacity (in MWs) of substation bus
- Approximate circuit distance between the proposed site and the substation
- Relevant line section(s) peak line load estimate
- Number of protective devices and voltage regulating devices between the proposed site and the substation/area
- Whether or not three-phase power is available at the site
- Limiting conductor rating from proposed Point of Interconnection to distribution substation

A Pre-Application Report Request should be submitted to CAISO for any of the reasons listed below. To submit a Pre-Application Report Request to CAISO, please visit Interconnection request and study | California ISO.

1. Interconnecting to a CAISO controlled substation. These are denoted by a "(T)" next to the substation name and voltage in the substation drop down in the Point of Interconnection section.
2. Interconnecting to a line with a voltage greater than 115 kV
3. If the aggregate generation is greater than 200 MW.
4. If the POI voltage is greater than 115 kV.
5. Some 55 kV, 66 kV, and 115 kV substations and lines are under CAISO jurisdiction and GIPT will display an error message when one is selected.

Refer to our website: Interconnecting Generation under Rule 21 Solar for Business | SCE

Key Terms

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

GIPT Term	Description
Case	A single Pre-Application Report request
Case 360	At-a-glance view of key information about a case
Case ID/Project ID	A system-generated Identification Number associated with a single Pre-Application Report request
GIPT	The Grid Interconnection Processing Tool acronym

My Pending Tasks	Items pending your response or action
My Projects	All requests submitted

Business Processes

When submitting Rule 21 Optional Pre-Application Report Request the following business processes take place:

1. **Customer** completes a Pre-Application Report (PAR) request along with applicable attachments.
2. **Customer** reviews the request and acknowledges the terms, conditions and scope outlined in the PAR request form.
3. **Customer** submits payment to SCE.
4. SCE reviews the request for completeness. If incomplete, notifies Customer of information needed for completion.
5. Once the request is deemed complete, SCE performs a Technical Evaluation of the proposed site and develops the Pre-Application Report.
6. SCE reviews the report for quality assurance and, once acceptable, distributes the report to the applicant.

GIPT General Navigation

This section outlines the supported browsers of GIPT, and explains how to access, register for, and navigate the tool.

Supported Browsers

Chrome is the preferred browser for GIPT, but the tool works with any browser.

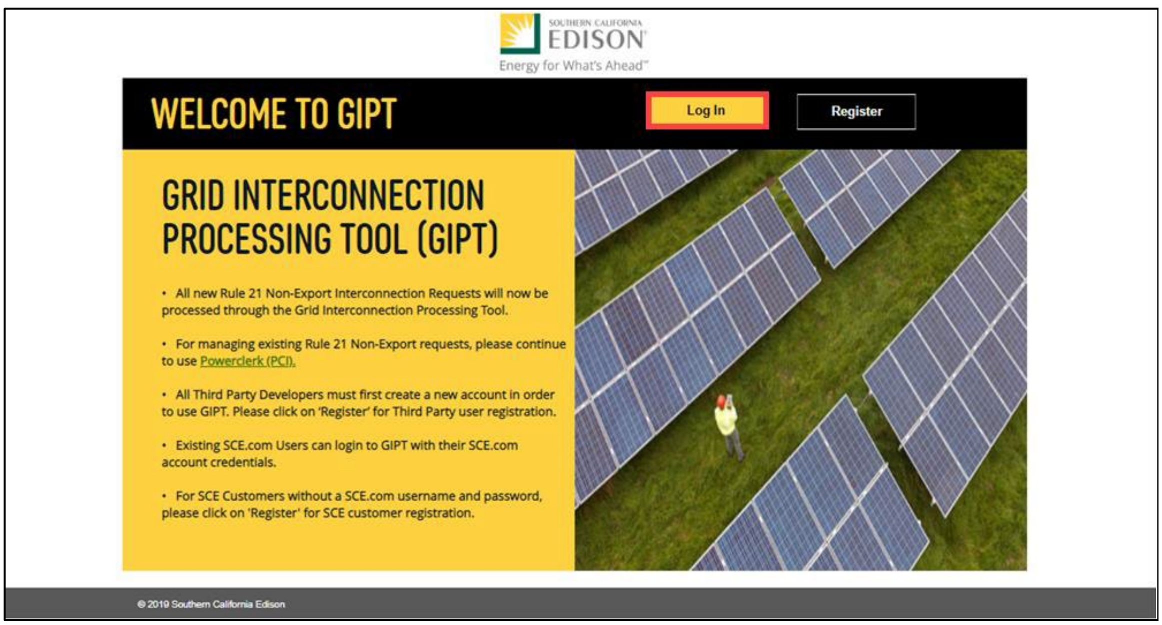
Accessing and logging on to GIPT

To access and log on to GIPT:

1. Access the URL: GIPT

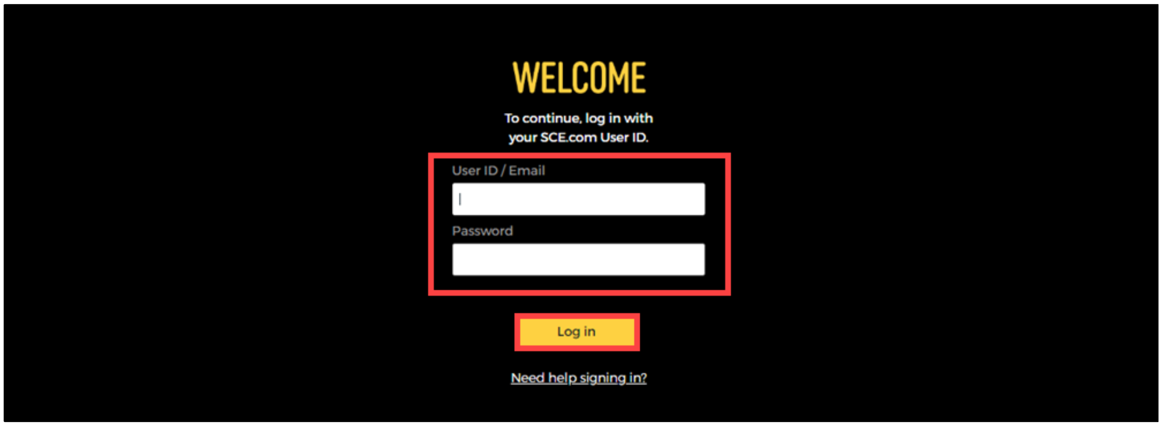
   The **Grid Interconnection Processing Tool (GIPT)** page displays.

2. Select **Log In**.

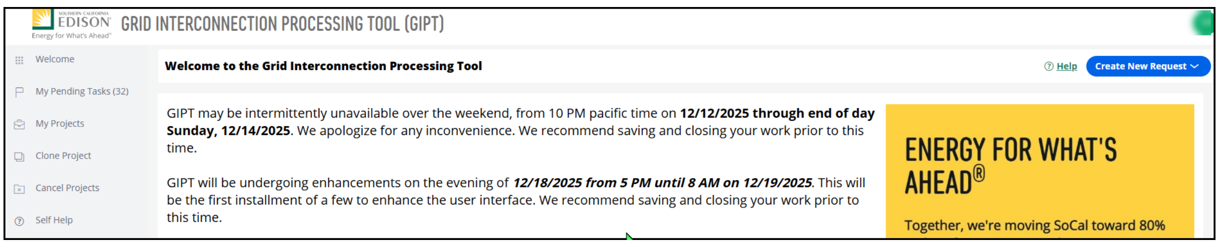


The **GIPT Log In** screen displays.

3. Enter your **User ID/Email** and **Password**.
4. Click **Log In**.



The **GIPT Welcome** screen displays.

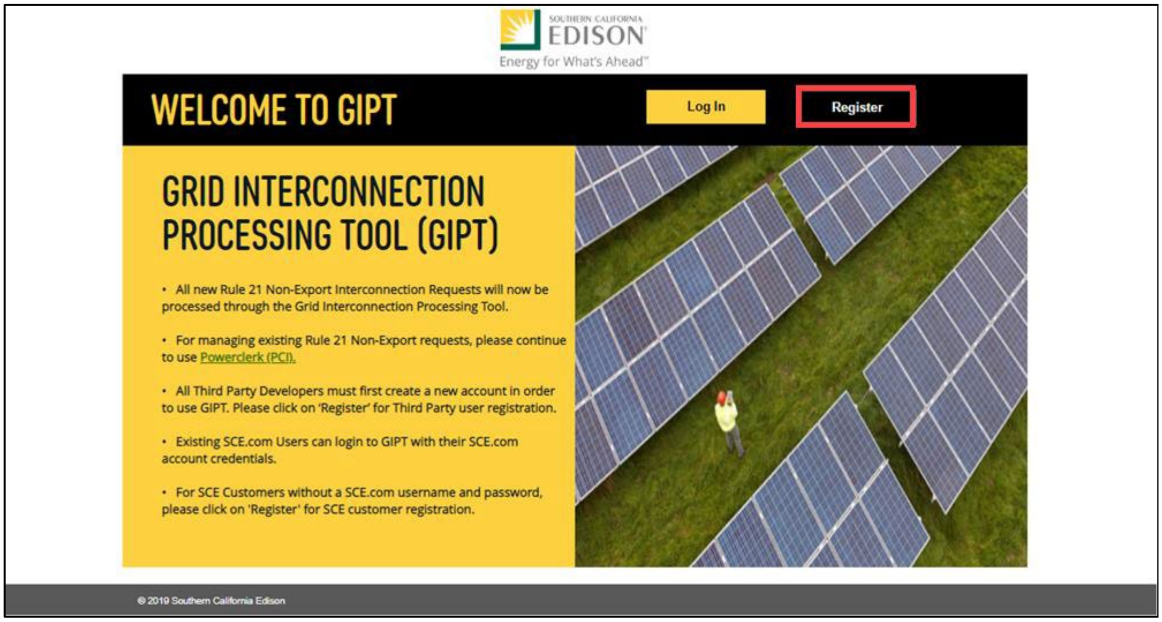


Recommendation: Bookmark this page for easy access in the future.

Registering as a New SCE User

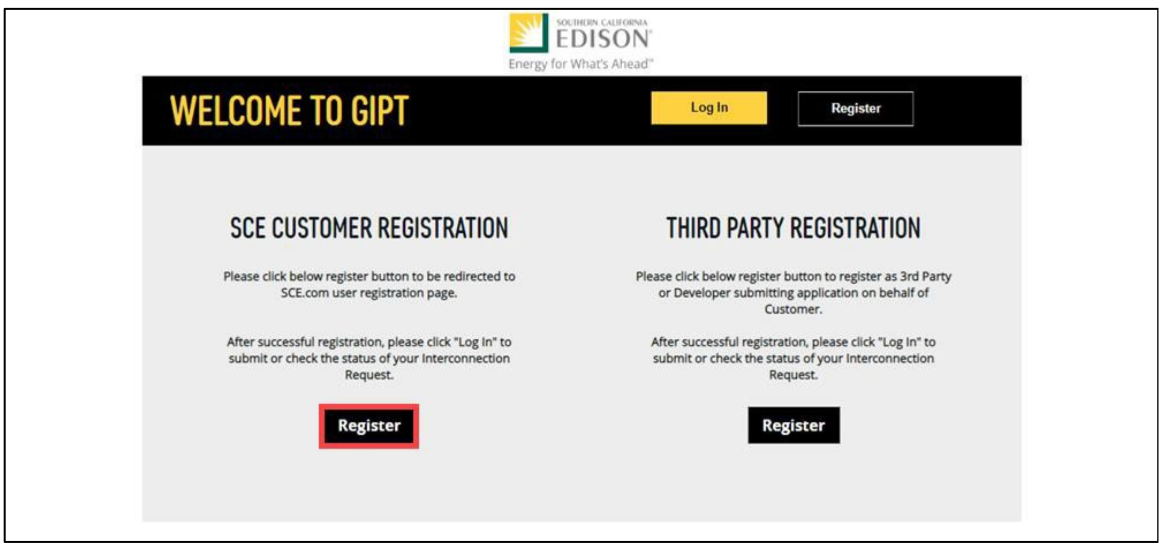
To register as a new user:

1. Select **Register**.



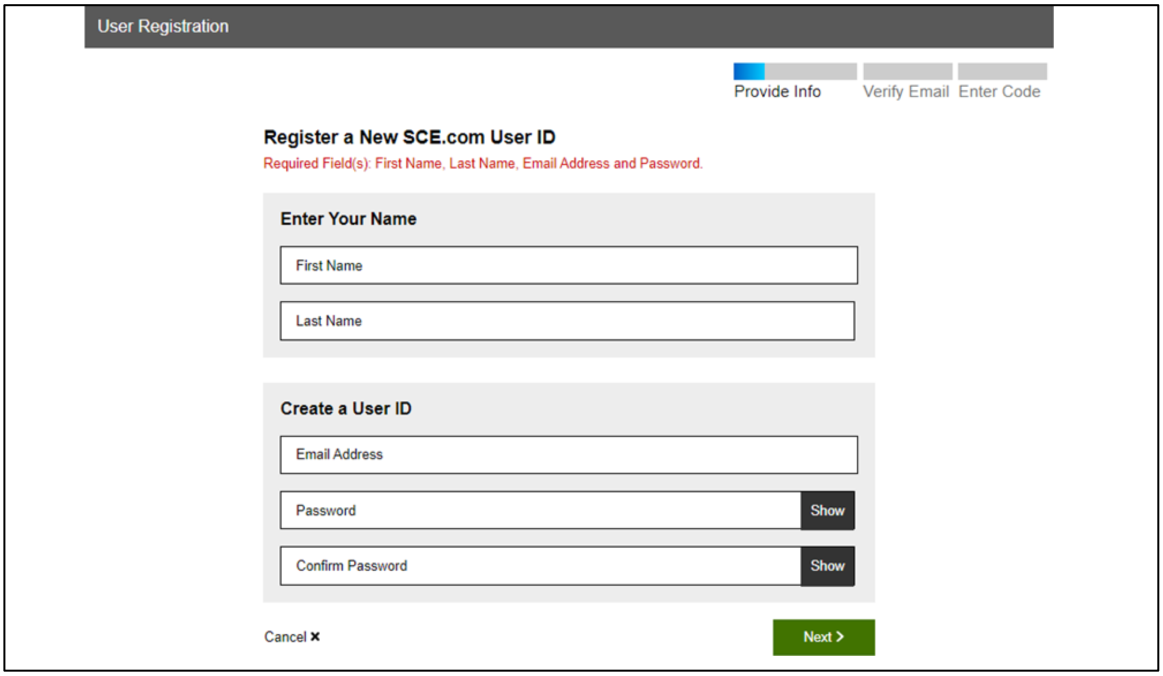
The **Registration** screen displays.

2. Under SCE Customer Registration, select **Register**.



The **SCE Customer Registration** screen displays.

3. Complete the required fields.
4. Select **Next**.

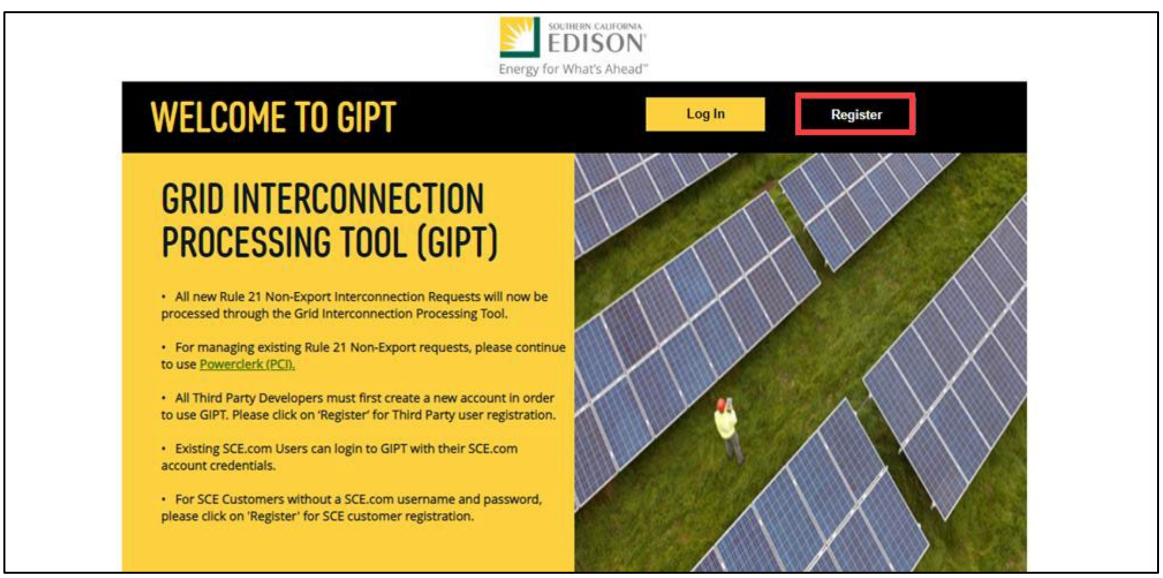


You will receive a verification email and will be required to enter a code to complete registration.

Registering as a Third Party

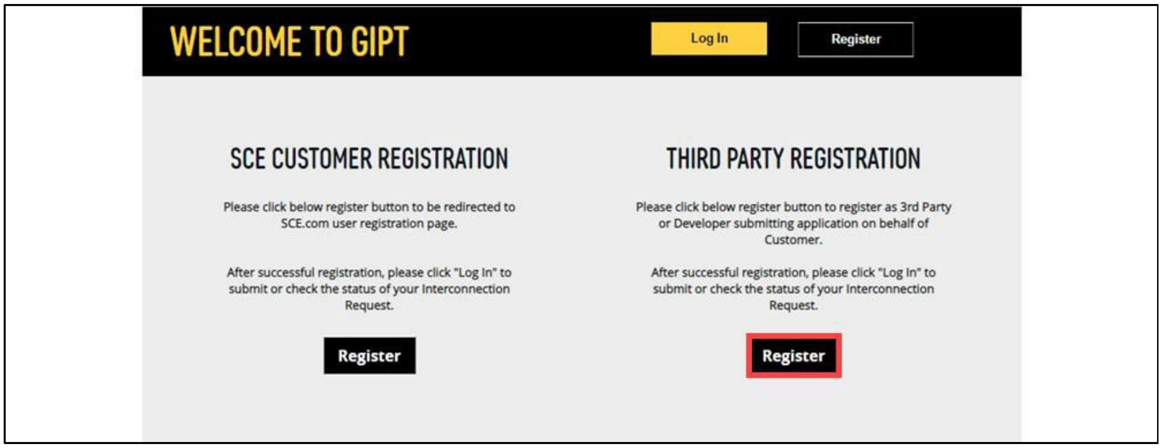
To register as a third party:

1. Select **Register**.



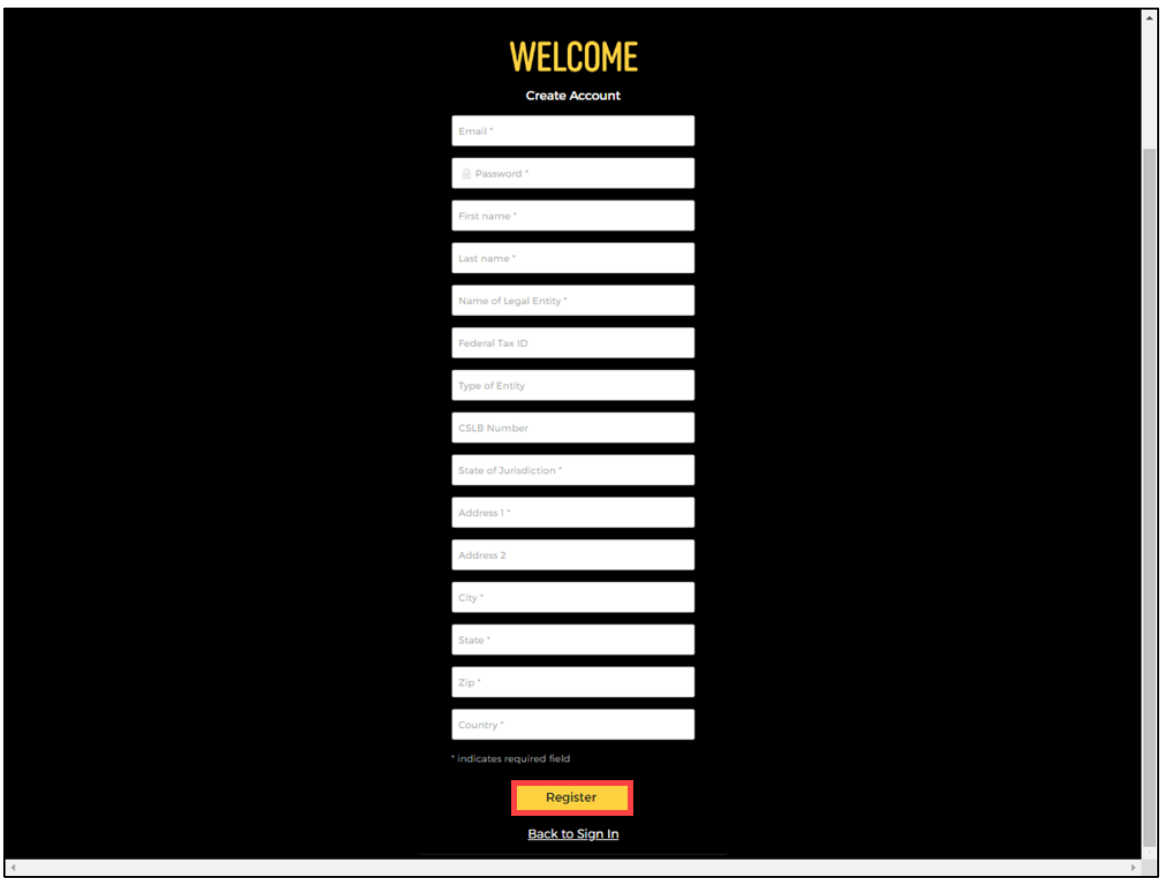
The **Registration** screen displays.

2. Under Third Party Registration, select **Register**.



The **Third Party Registration** screen displays.

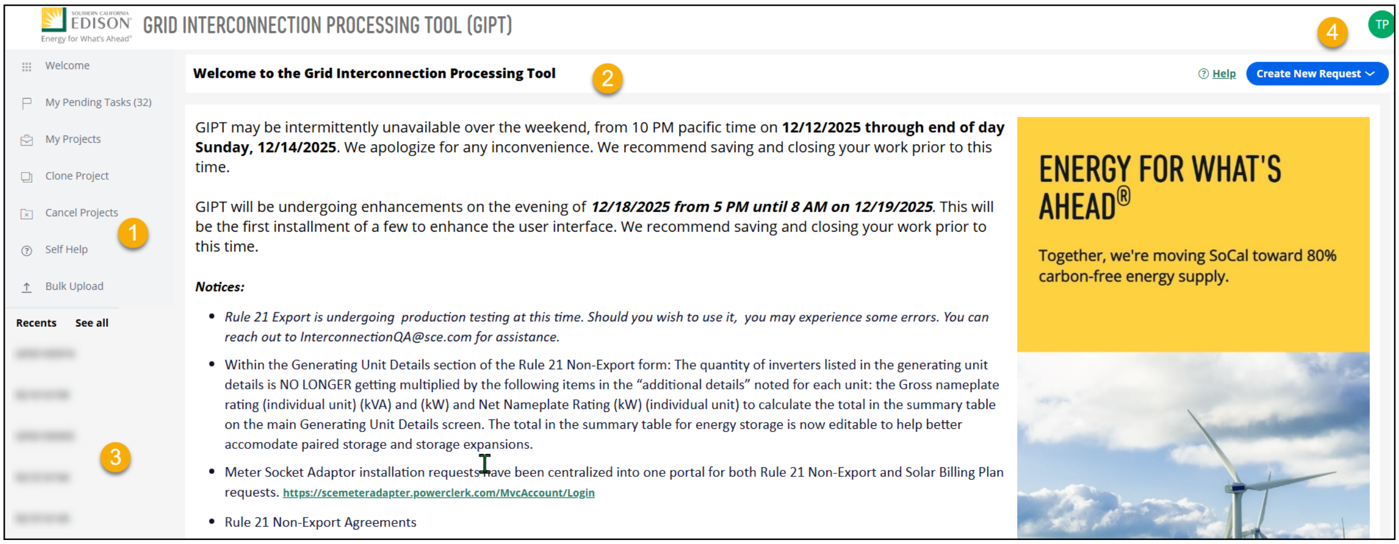
3. Complete the required fields.
4. Select **Register**.



GIPT Home Screen Layout

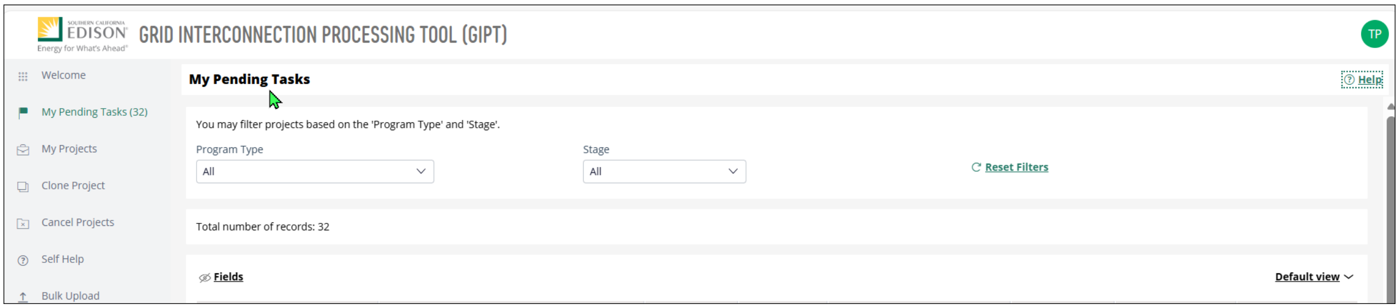
Every GIPT Home Screen consists of a few main sections:

1. **Left Panel** - Lists of which functions you can select to display in the main work area
2. **Main Work Area** – Displays information based on the function selected on the left panel
3. **Recent** – Displays your most recent 5 cases
4. **User's Initials** – Allows you to log off GIPT



GIPT Rule 21 Pre Application Request Functions

The left panel lists the functions available to you, and the main work area displays information based on your selected function.

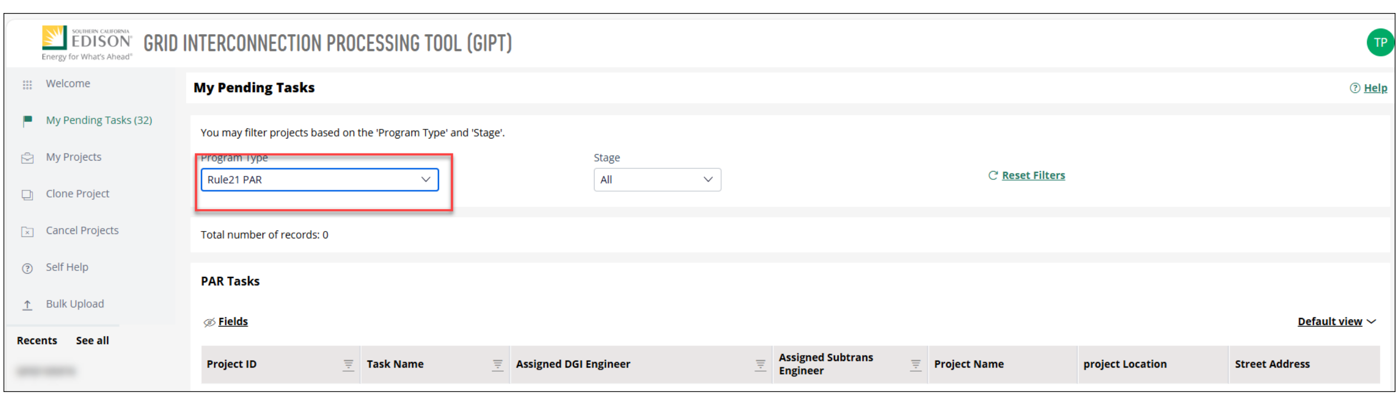


The functions available to you are:

- Welcome – Provides a high-level view of GIPT and GIPT cases
- My Pending Tasks/To-Do's – Displays a list of projects where you have a task to do
- My Projects – Displays a list of all projects you submitted
- Clone Project – Where you can clone a current request (see Appendix D)
- Self-Help – Helps you with how to use the tool

The My Pending Tasks and My Projects functions will default to "All." With the "All" program type selected, scroll down to see the PAR cases.

Remember to update the Program Type to "Rule 21 PAR"



Application Submittal

You can create a new Rule 21 Pre-Application Report Request

This section explains how to create a new request and how to complete the different sections of the request form.

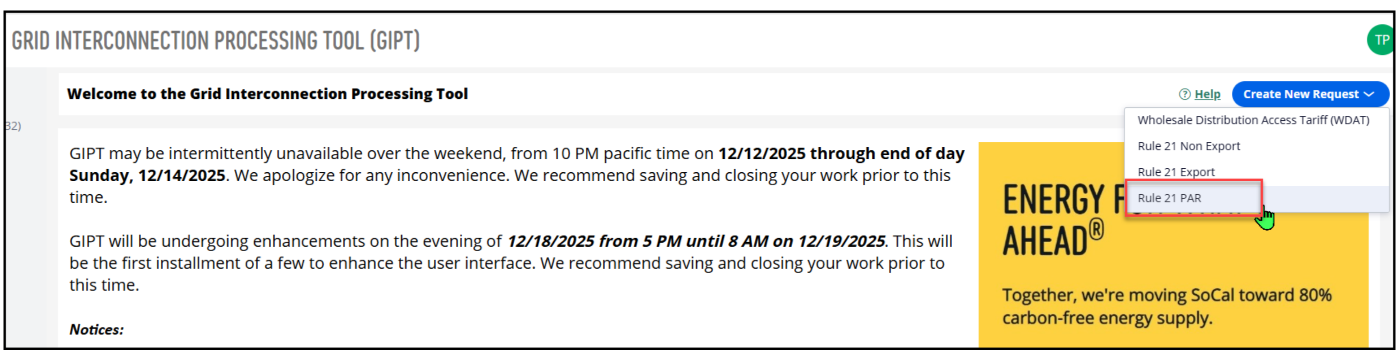
To ensure your request is submitted, please follow these steps:

- **Required Fields:** Any field marked with a **red asterisk (*)** must be completed before you can proceed.
- **Complete Each Section:** Click on each numbered section of the form to complete request.
- **Save Your Work:** Click the **Save** button located at the bottom-right corner of the form to save your inputs.
- **Access Help Content:** If you need assistance with any field, hover over the blue question mark icon to view a brief description.

Creating a New Request

To create a new Rule 21 Pre-Application Report Request:

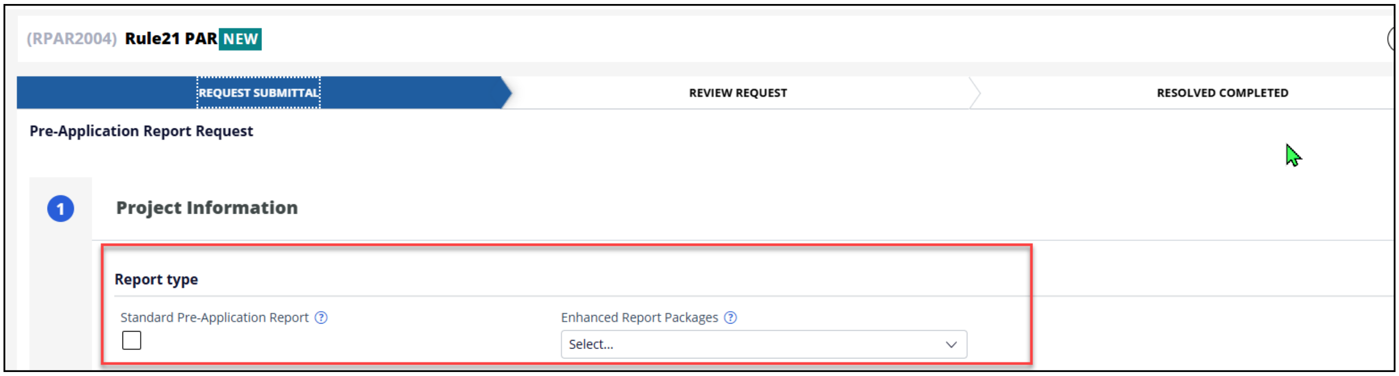
- Start a New Request
    - From the main welcome screen, click "Create New Request."
    - Select "Rule 21 PAR."

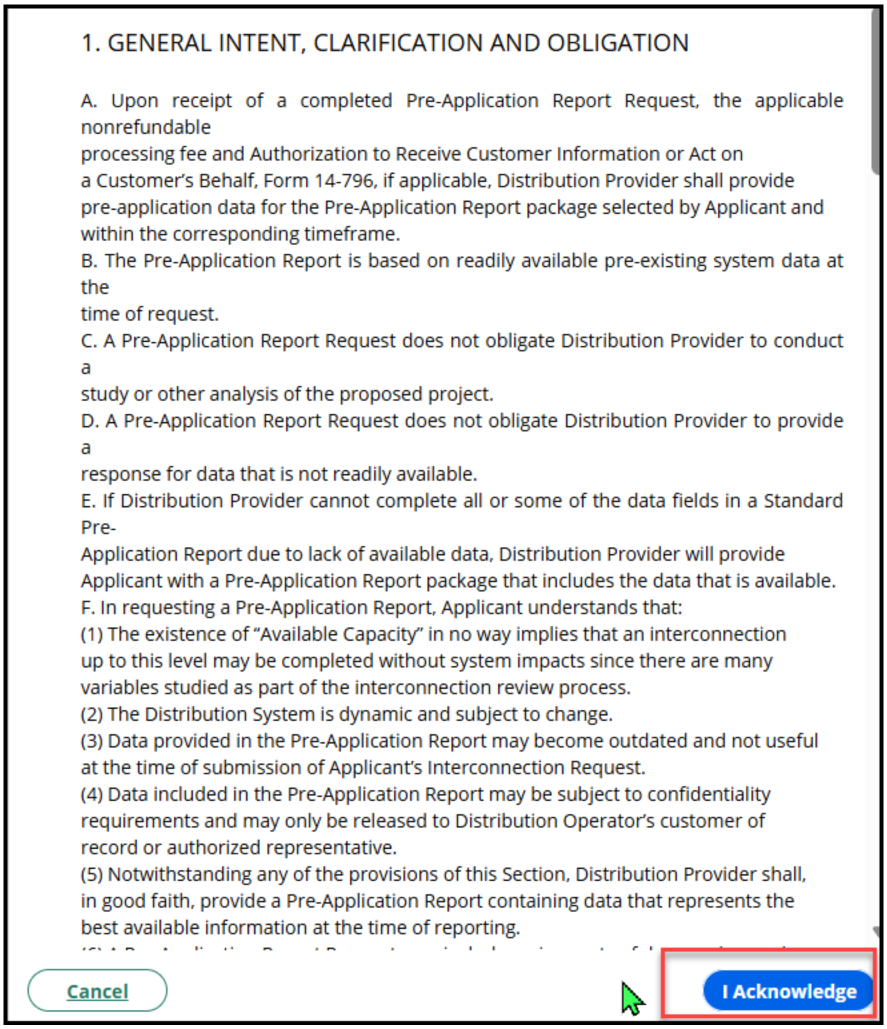


6. **Project Information**

- Choose Report Type
    - Select Standard Pre-Application Report and/or Enhanced Report Packages.

Please note you will receive a prompt acknowledging your selection

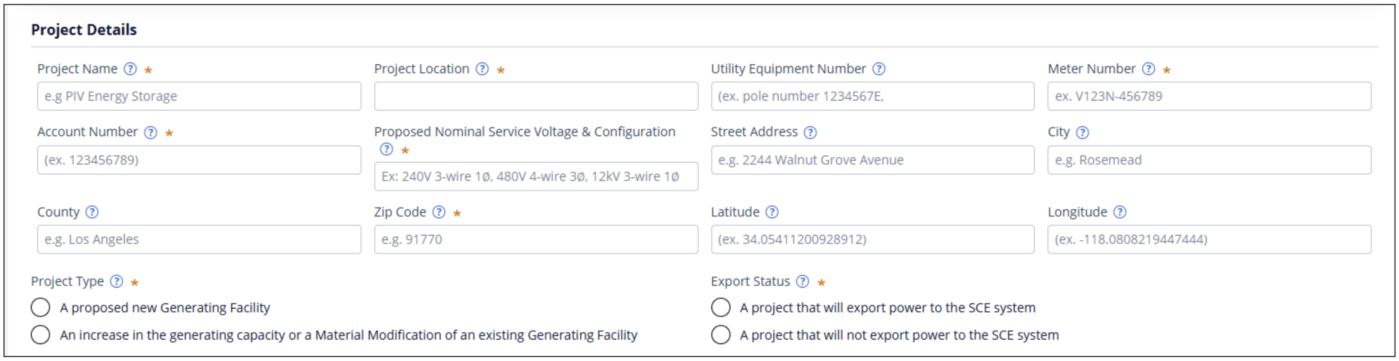




- Enter Project Details

    - Fill in Project Name, Project Location, Utility Equipment Number, Meter Number, Account Number, Proposed Nominal Service Voltage/Configuration), provide either a street address or latitude/longitude.

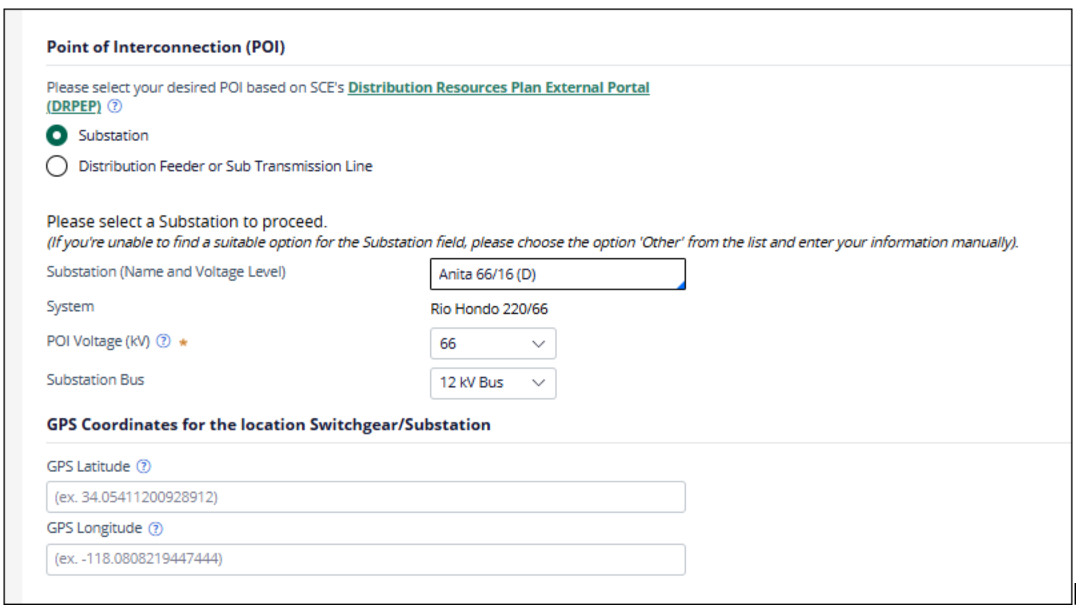
    - Choose a Project Type and Export Status.



- **Point of Interconnection (POI)**

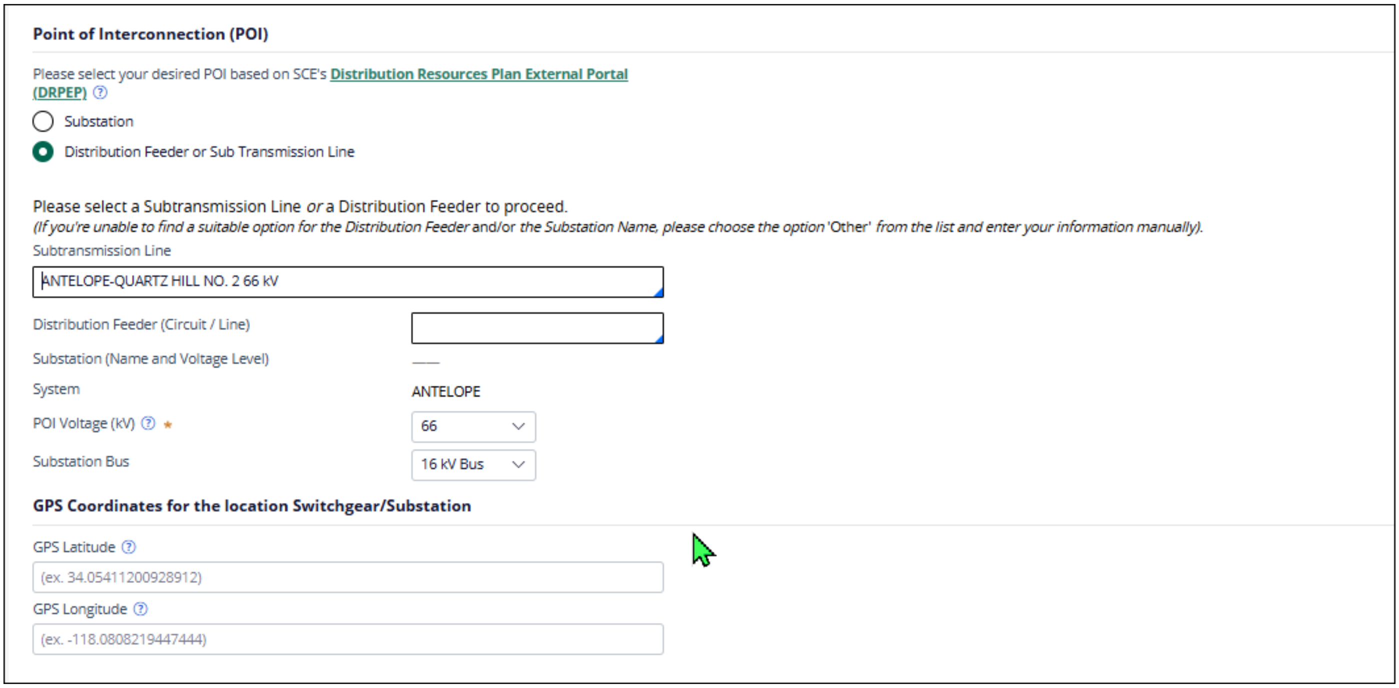
    - Select one option. For each option you will need to input additional information as applicable:

        1. Substation:

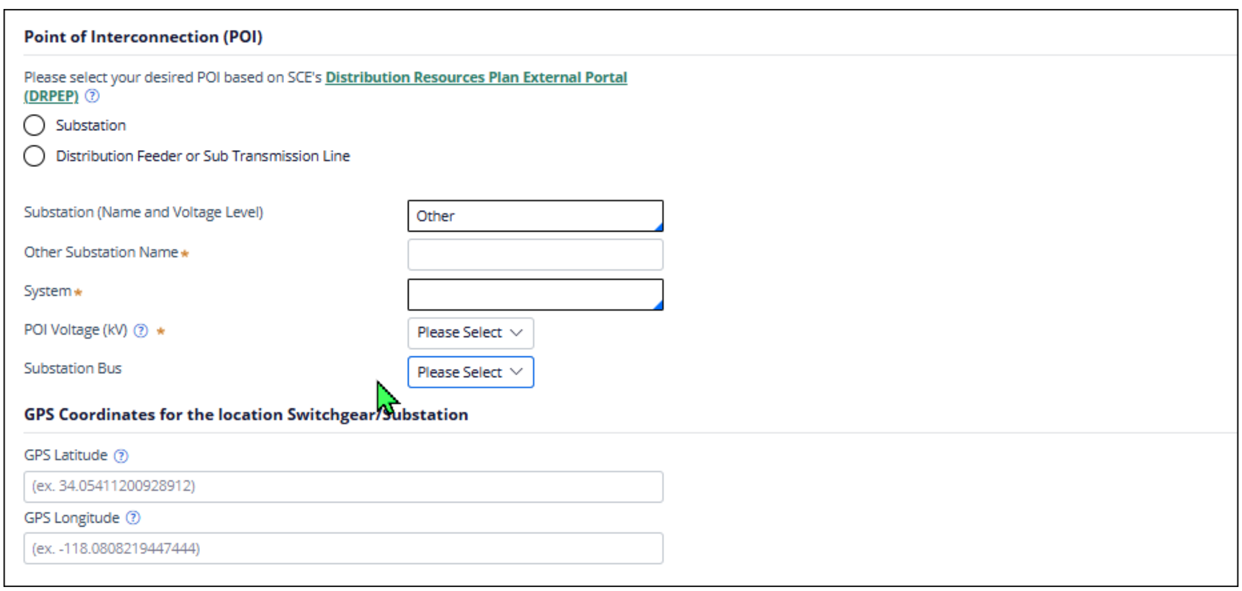


h

2. Distribution Feeder or Sub Transmission Line



3. If you cannot find the appropriate Substation or Distribution Feeder in the list, enter "Other" in the corresponding field ("Substation" or "Distribution Feeder"). Once "Other" appears as a selectable option, choose it and then enter your information in the "Other Substation Name" or "Other Distribution Feeder" field that appears below.



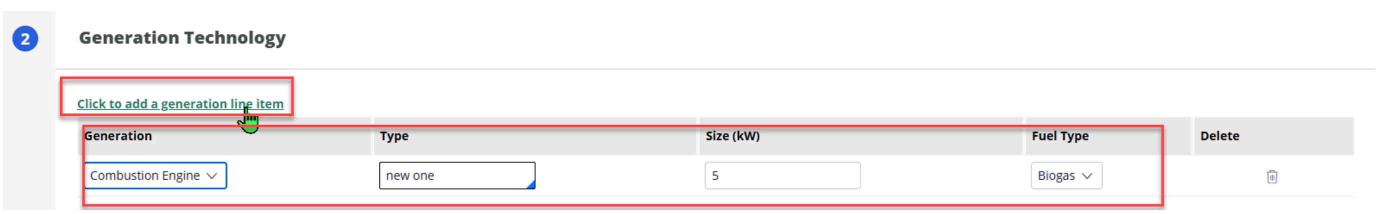
If unsure, reference the [Distribution Resources Plan External Portal] (this interactive web portal shows you comprehensive results from SCE's distribution planning process, including the capacity of SCE's distribution circuits and substations).

A Pre-Application Report Request should be submitted to CAISO for any of the reasons listed below. To submit a Pre-Application Report Request to CAISO, please visit [Interconnection request and study | California ISO].

1. Interconnecting to a CAISO controlled substation. These are denoted by a "(T)" next to the substation name and voltage in the substation drop down in the Point of Interconnection section.
2. Interconnecting to a line with a voltage greater than 115 kV
3. If the aggregate generation is greater than 200 MW.
4. If the POI voltage is greater than 115 kV.
5. Some 55 kV, 66 kV, and 115 kV substations and lines are under CAISO jurisdiction and GIPT will display an error message when one is selected.

6. **Generation Technology**

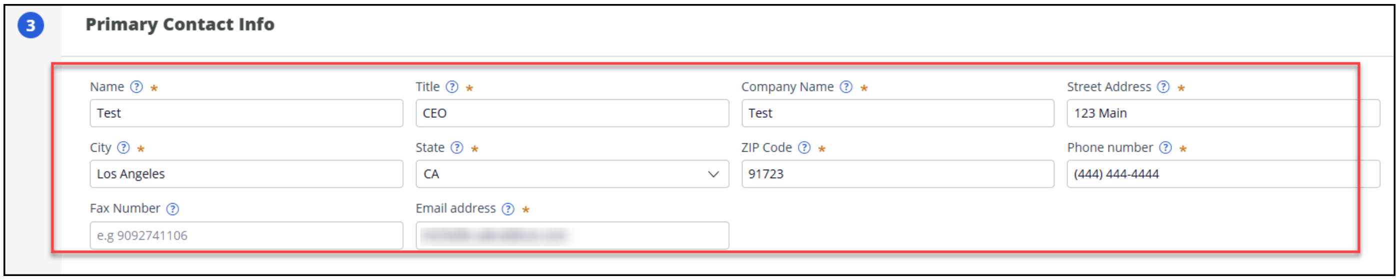
   - Click to add a generation line item to add generation technology.
     - Select Generation: inverter-based, combustion engine, or other generation.
     - Type the generation type: Photovoltaic, Battery, Wind, Steam Turbine, Hydro Turbine, or specify other generation.
     - Enter size in kW if available.
     - Enter Fuel Type as applicable: N-Gas, Diesel, Biogas or N/A.
   - Add additional generation lines if needed



   - Delete by using the trash icon  if generation line item is not needed

7. **Primary Contact Information**

   - Enter the Contact's Name, Title, Company, Street Address, City, State, Zip Code, Phone Number, optional Fax Number, and Email Address **(this email address will receive project updates and the final report). Primary Contact will receive Docusign for signing the Pre-Application Request.**



Important: The following section (**Authorization to Act on Customer's Behalf**) is required only if you select one of the two **Behind-the-Meter** options. If a Behind-the-Meter option is not selected, the next section will be **Submitted By**.

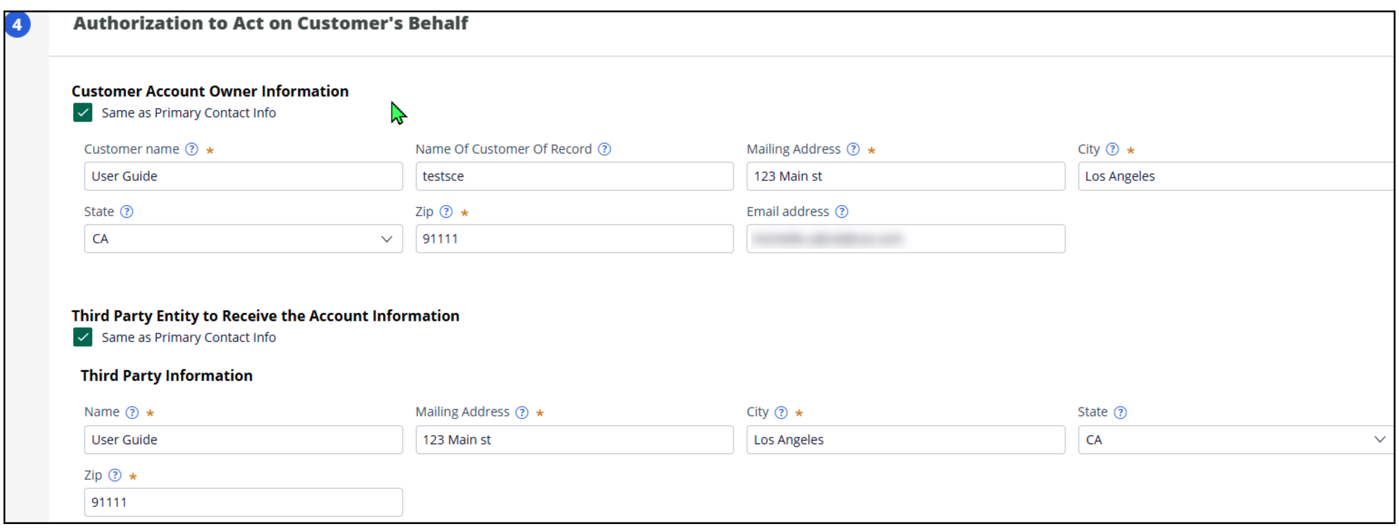
8. **Authorization to Act on Customer's Behalf**

- **Enter Customer Account Owner Information**: Customer Name, Customer of Record Name (if name is different from Customer Account), Mailing Address, City, State, Zip, and Email Address.

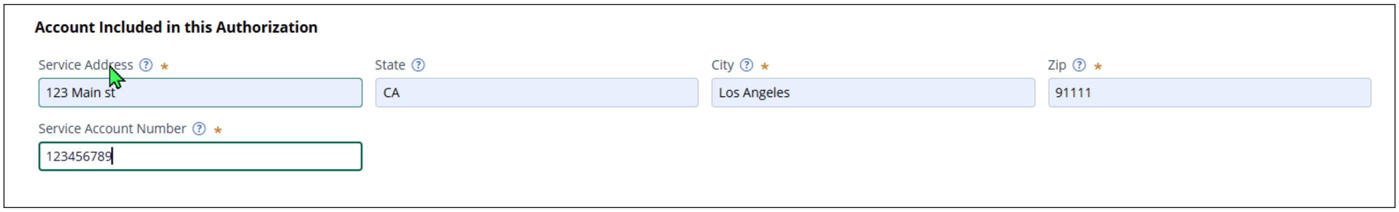
Select "Same as Primary Contact Info" if information is same as **Primary Contact Info**

- **Enter Third Party Entity to Receive the Account Information**: Name, Mailing Address, City, State, and Zip.

Select "Same as Primary Contact Info" if information is same as **Primary Contact Info**



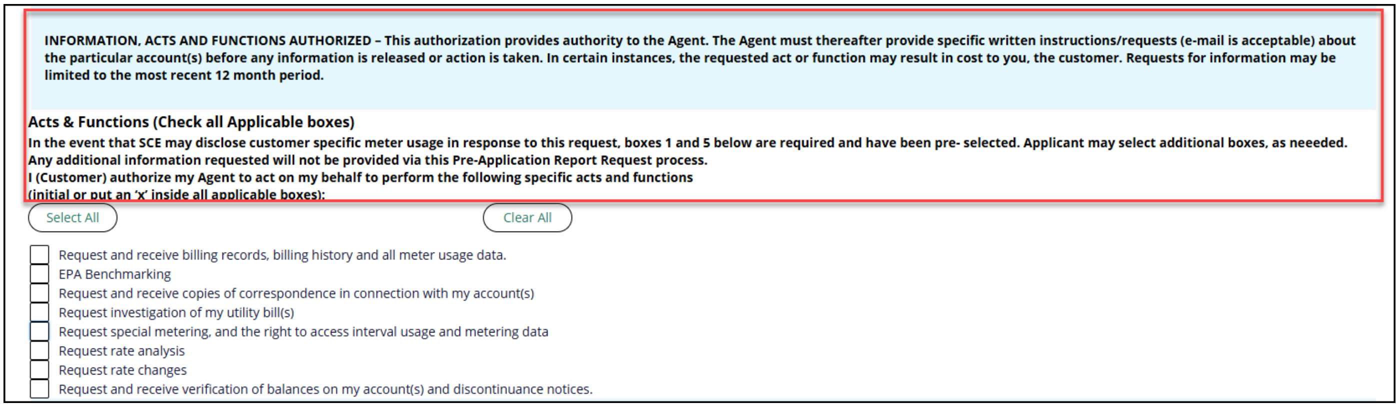
- **Enter Account Included in this Authorization**: Service Address, State, City, Zip and Service Account number


Account Included in this Authorization

Service Address ⓘ * | State ⓘ | City ⓘ * | Zip ⓘ *
123 Main st | CA | Los Angeles | 91111

Service Account Number ⓘ *
123456789

- **Please read information on Acts and Functions Authorized and Select Acts & Functions** (Check all Applicable boxes) for the third party.

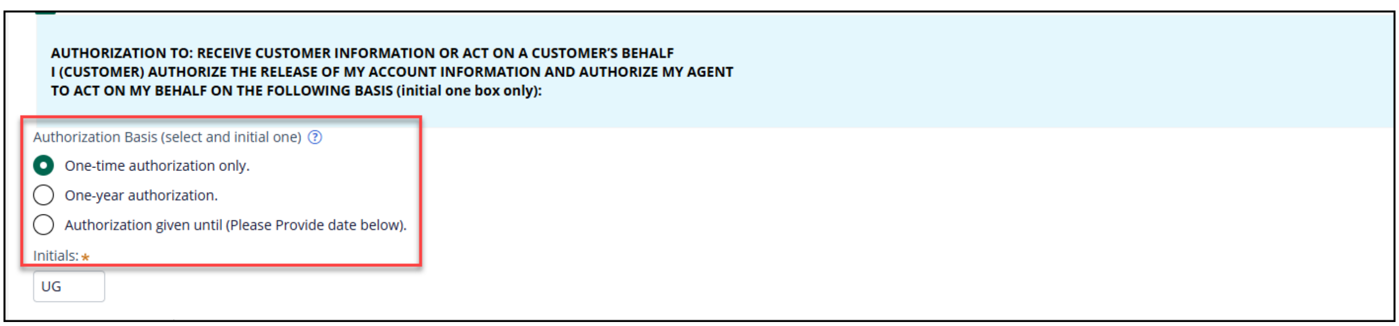

INFORMATION, ACTS AND FUNCTIONS AUTHORIZED – This authorization provides authority to the Agent. The Agent must thereafter provide specific written instructions/requests (e-mail is acceptable) about the particular account(s) before any information is released or action is taken. In certain instances, the requested act or function may result in cost to you, the customer. Requests for information may be limited to the most recent 12 month period.

Acts & Functions (Check all Applicable boxes)
In the event that SCE may disclose customer specific meter usage in response to this request, boxes 1 and 5 below are required and have been pre- selected. Applicant may select additional boxes, as neeeded.
Any additional information requested will not be provided via this Pre-Application Report Request process.
I (Customer) authorize my Agent to act on my behalf to perform the following specific acts and functions
(initial or put an 'x' inside all applicable boxes):

Select All | Clear All

- [ ] Request and receive billing records, billing history and all meter usage data.
- [ ] EPA Benchmarking
- [ ] Request and receive copies of correspondence in connection with my account(s)
- [ ] Request investigation of my utility bill(s)
- [ ] Request special metering, and the right to access interval usage and metering data
- [ ] Request rate analysis
- [ ] Request rate changes
- [ ] Request and receive verification of balances on my account(s) and discontinuance notices.

- **Select Authorization Basis**
  - One-time authorization only and provide your initials
  - One-year authorization and provide your initials
  - Authorization until, enter your initials and the authorization end date at least 40 days in the future.


AUTHORIZATION TO: RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF
I (CUSTOMER) AUTHORIZE THE RELEASE OF MY ACCOUNT INFORMATION AND AUTHORIZE MY AGENT
TO ACT ON MY BEHALF ON THE FOLLOWING BASIS (initial one box only):

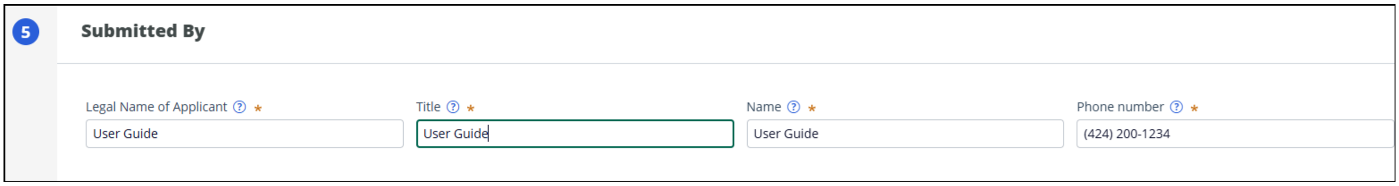
Authorization Basis (select and initial one) ⓘ
- (●) One-time authorization only.
- ( ) One-year authorization.
- ( ) Authorization given until (Please Provide date below).

Initials: *
UG

The Pre-Application Request containing the customer account information will be delivered via electronic email to the email address listed in Primary Contact Info.

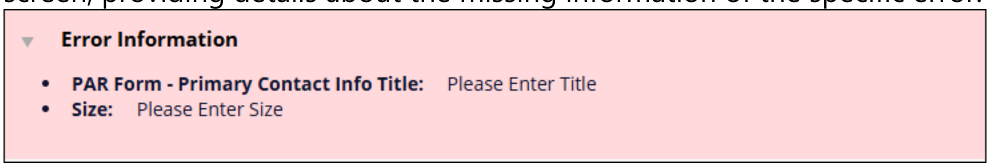
9. **Submitted By**

- Enter Legal Name of Applicant, Title, Name and Phone Number.



10. **Validate Form**

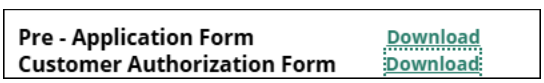
- Click “Validate Form” to check for errors.
    - If any errors are detected, a red ‘Error Information’ banner will appear at the top of the screen, providing details about the missing information of the specific error.



    - If there are errors, correct errors in the section(s) and click “Validate Form” again.

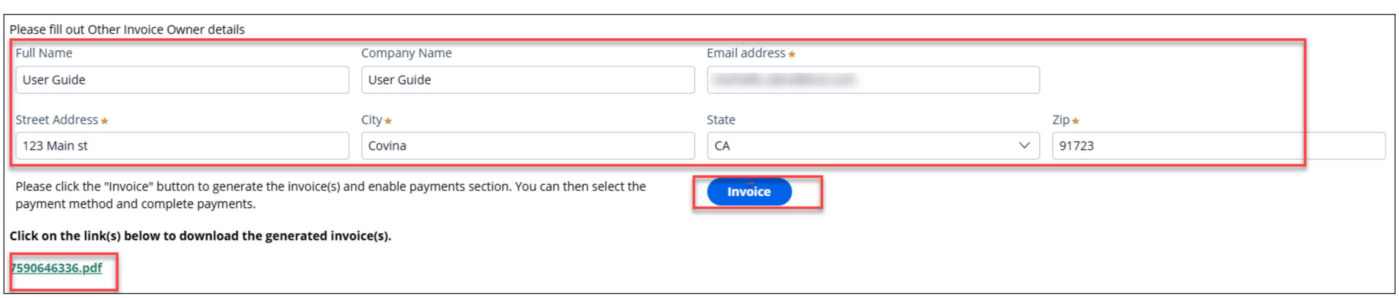
11. **Generate and Download**

- Download and sign the Pre-Application Form, can be signed via Docusign (e-sign) or manually uploaded.
- Download Customer Authorization Form **(required for behind-the-meter packages)** must be signed and manually uploaded.



12. **Invoice Details**

- Enter invoice information: Full Name, Company Name, Email Address, Street Address, City,
- State and zip.
- Click “Invoice” to generate
- Download the invoice.

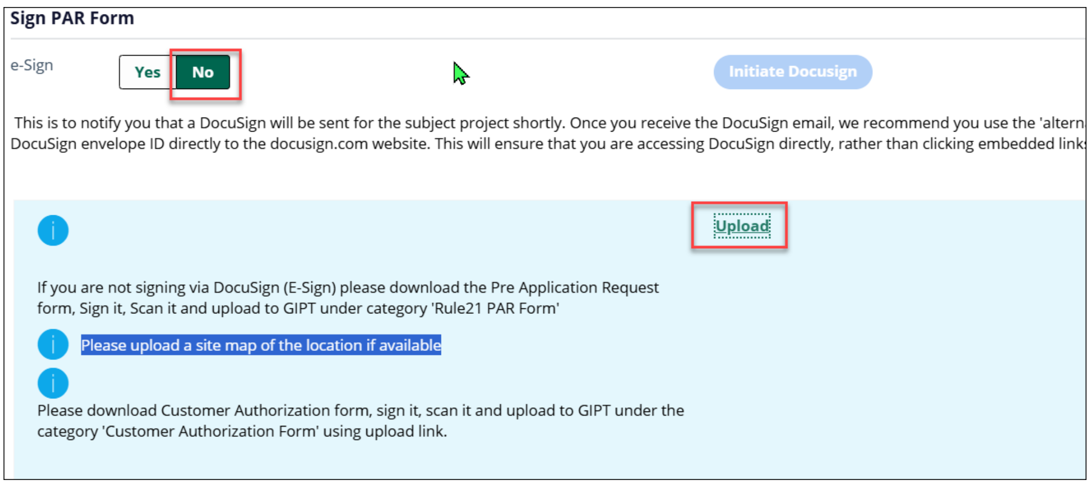


Important: Download a copy of your invoice and follow instructions on the invoice. Please ensure to reference the invoice number on your payment. Your request will not be considered complete or processed until payment is received.

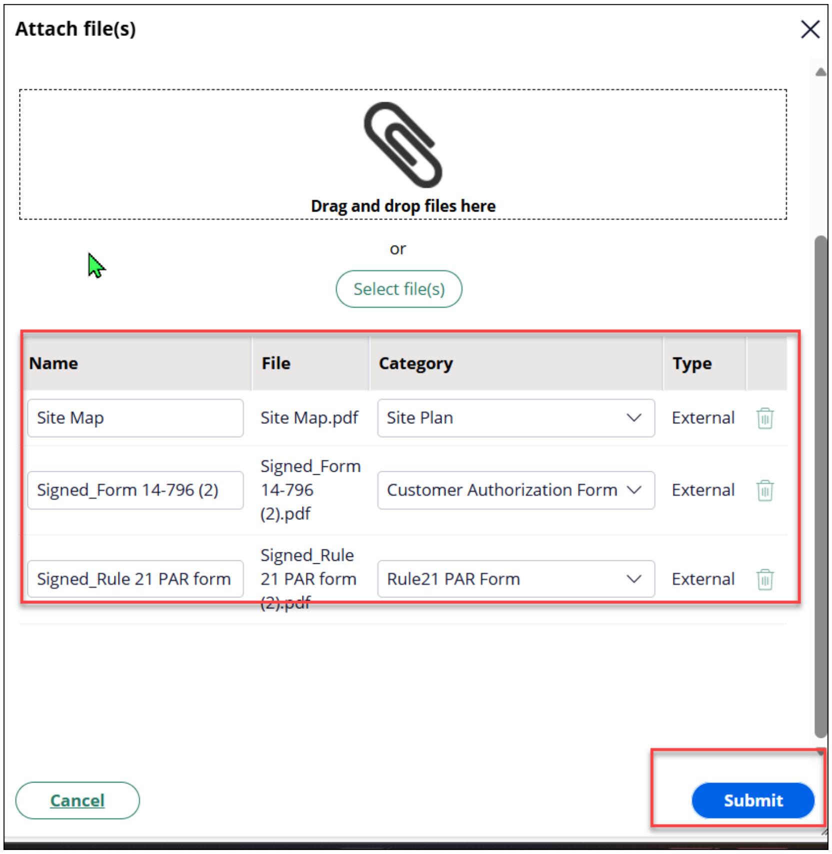
13. **Signing Pre-Application Form and Customer Authorization Form (required for behind-the-meter packages),**

    - If you are not using Docusign (e-sign) for Pre-Application Form, select 'no' and upload the following documents and **Submit**:

Use Downloaded forms that you previously downloaded: Print, Sign, Scan the signed documents and upload. Customer Authorization form (required for behind-the-meter packages) must be signed and uploaded manually. Docusign can be used for the Pre-Application Report Request form.

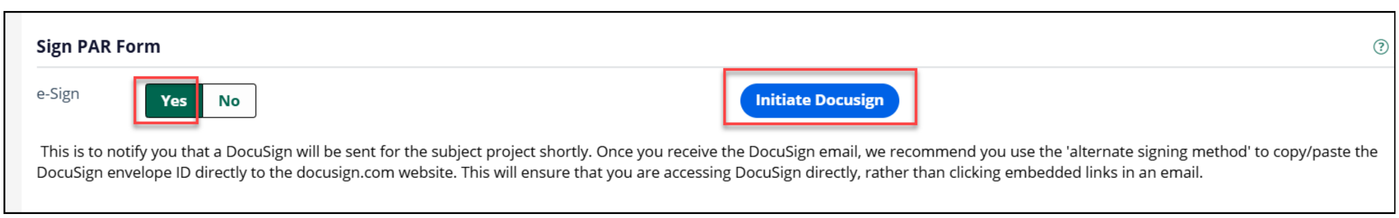


- Sign Pre-Application Request form> Category 'Rule21 PAR Form',
- Signed Customer Authorization form (required for behind-the-meter packages) >Category 'Customer Authorization Form'.
- Please upload a site map of the location if available.

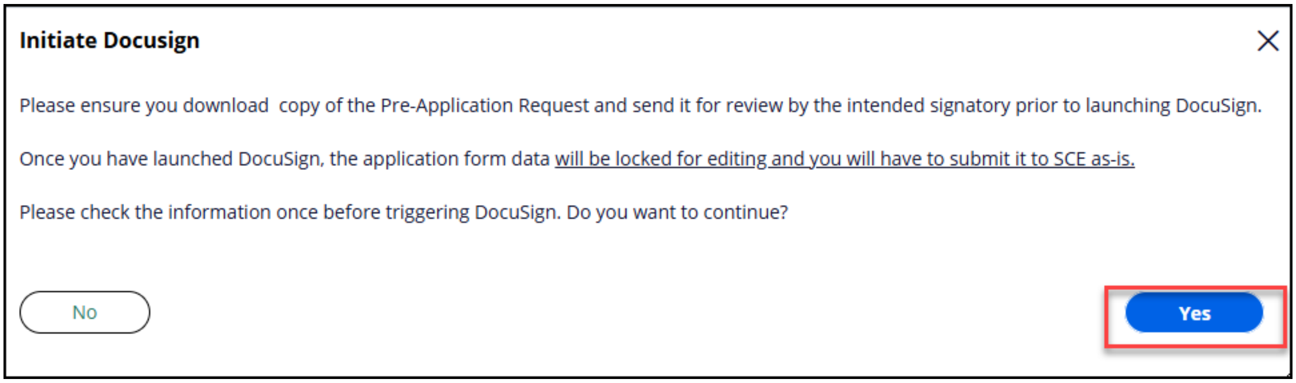


The document is successfully uploaded in Attachments section.

- If you are using Docusign (e-sign) select '**Yes'** and click on '**Initiate Docusign'** to sign the Rule 21 Pre-Application Report. As mentioned, the **Customer Authorization form (required for behind-the-meter packages) must be signed and manually uploaded.**

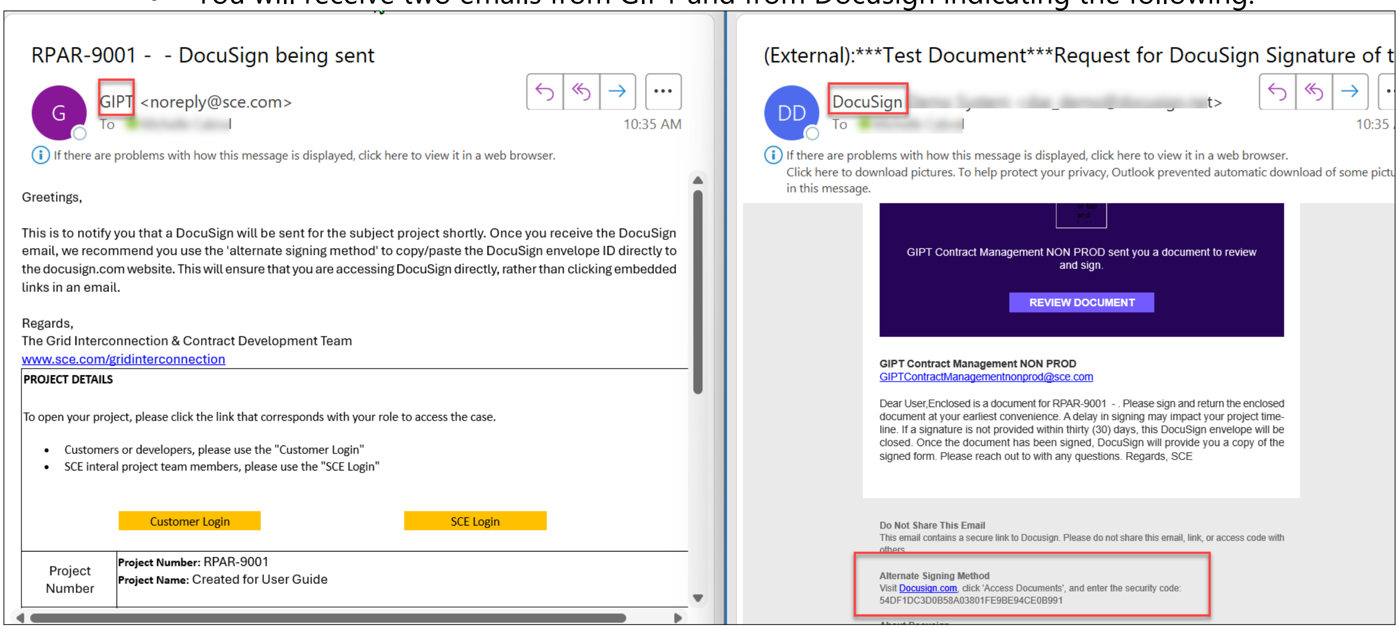


  - You will receive a pop-up message stating the following and click **Yes** to continue:



14. **Signing e-sign Pre Application Request in Docusign**

- You will receive two emails from GIPT and from Docusign indicating the following:



To access and sign the document we recommend using Alternate Signing Method and Visiting Docusign.com, click 'Access Documents', and enter the security code in the Docusign email.

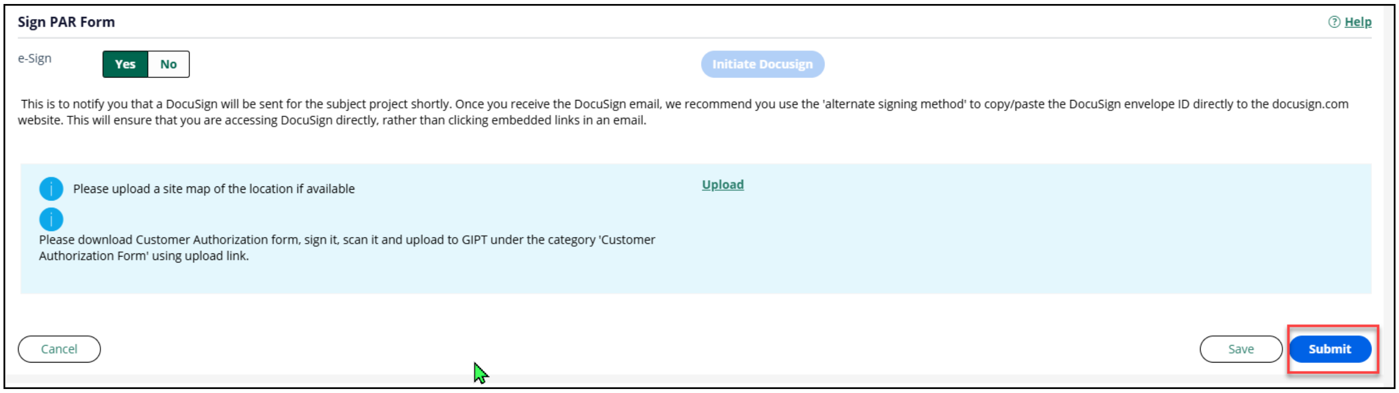
- Once in Docusign follow the steps as directed

Please Appendix A for Docusign steps.

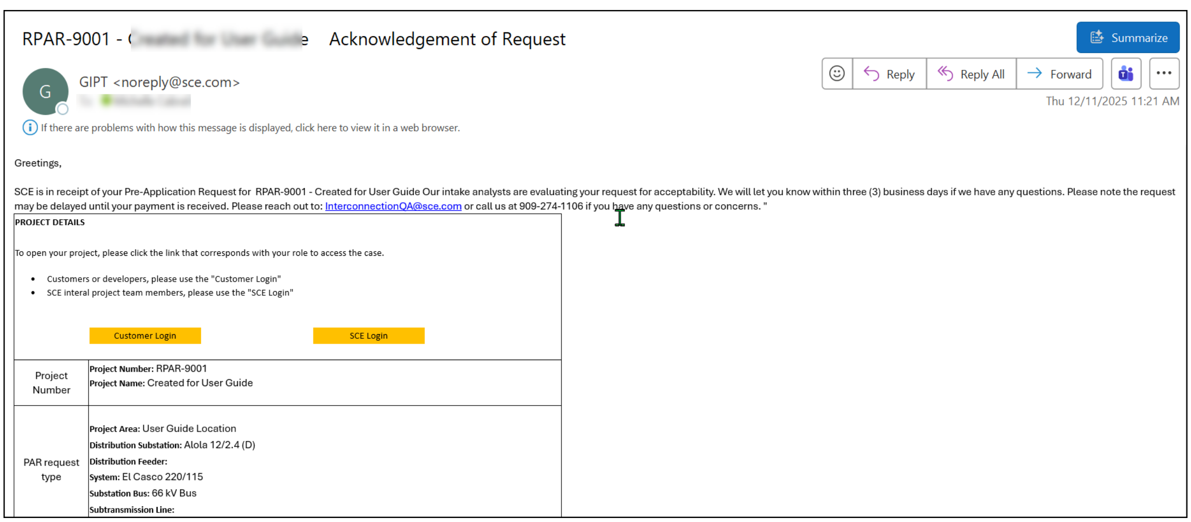
  - Agree to use Electronic Record and Signature Disclosure
  - Click **Start**> and Docusign will navigate you to section you will need to **Sign**>**Sign** >then **Finish.**
  - You will will receive a copy of the signed completed Pre- Application Request Form from Docusign and a copy will be uploaded to the case in GIPT.

15. **Final Submission**

- Navigate back to GIPT and Click “**Submit**” to route the request to Southern California Edison (SCE).



- You will receive an Acknowledgement of Request email with the following message: “Intake analysts are evaluating your request for acceptability. We will let you know within three **(3) business days** if we have any questions. **Please note the request may be delayed until your payment is received.** Please reach out to: InterconnectionQA@sce.com or call us at 909-274-1106 if you have any questions or concerns.



Review Request

After you submit your pre-application report request, the status in GIPT will change to **Review Request**. Within three (3) business days, we will notify you if any additional information is required. Before your request can be forwarded to Engineering, please ensure the following items are complete:

- **Pre-Application Report Request Form (Form 19-922):** The form must be fully completed, signed, and free of errors. Location details on the form must match the site map if one is provided.
- **Payment:** Full payment for the requested package must be received.
- **Site Map (if applicable):** If a site map is included, its location information must align with the details provided on the Request Form.

Resubmission Process

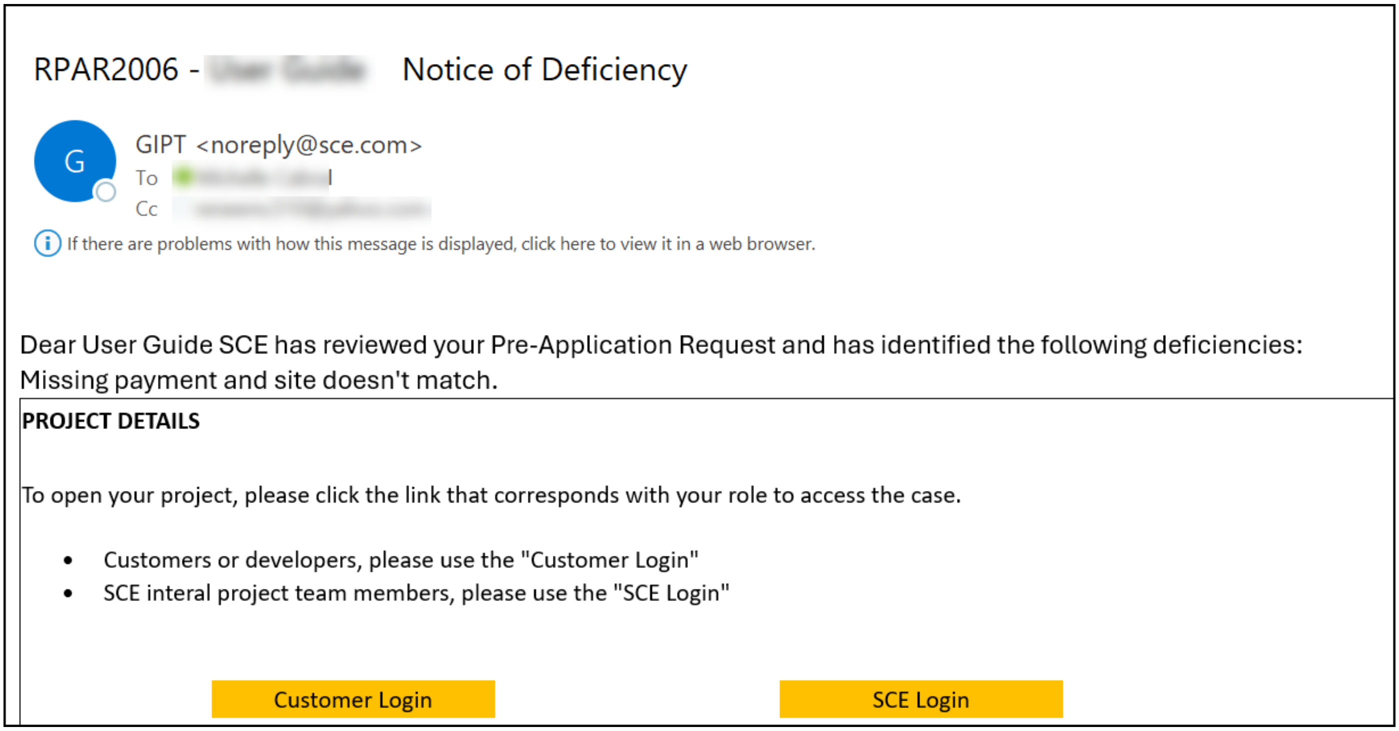
If Southern California Edison (SCE) requires additional details or corrections, you will receive an email notification from GIPT. A task titled **"Resubmission PAR"** will appear under **My Pending Tasks** or **My Projects**. This task allows you to update your submission, upload supporting documents, and provide the requested information so SCE can continue processing your request.

🚨 **Important.** You have **10 business days** to respond. A reminder email will be sent on the **8th business day**.

Steps to Complete Resubmission

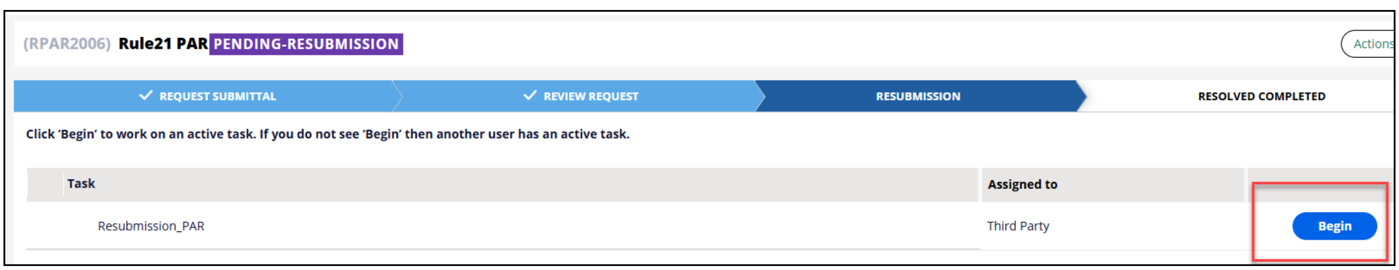
1. Review of the Email Notification

   The email from SCE will outline the specific information or correction required.



2. Access the PAR form in GIPT

- Log in to GIPT
- Locate and select the project number in **My Pending Tasks** or **My Projects**
- Click **Begin** to open the PAR form editing



3. Update Information and Upload Attachments

- Edit your previous entries as needed.
- Use the **Actions** menu to upload additional documents

🚨 **Important** After resubmission, you cannot change the package type. Once payment is received and your request moves to Engineering, the Point of Interconnection cannot be updated.

4. Submitting the Updated Request

- Click **Submit** to send the revised information back to SCE.

5. Confirmation

- You will receive an email from GIPT confirming that your resubmission has been received.

View Completed Report

Once your report is ready, you will receive an email prompting you to log in to GIPT to access it. Follow these steps to view and download your report:

➢ **Navigate to Your Task**

Go to **My Pending Tasks** or **My Projects**.

➢ **Open the Review Task**

Click **Begin** on the **"Review"** task to open the screen containing the download link.

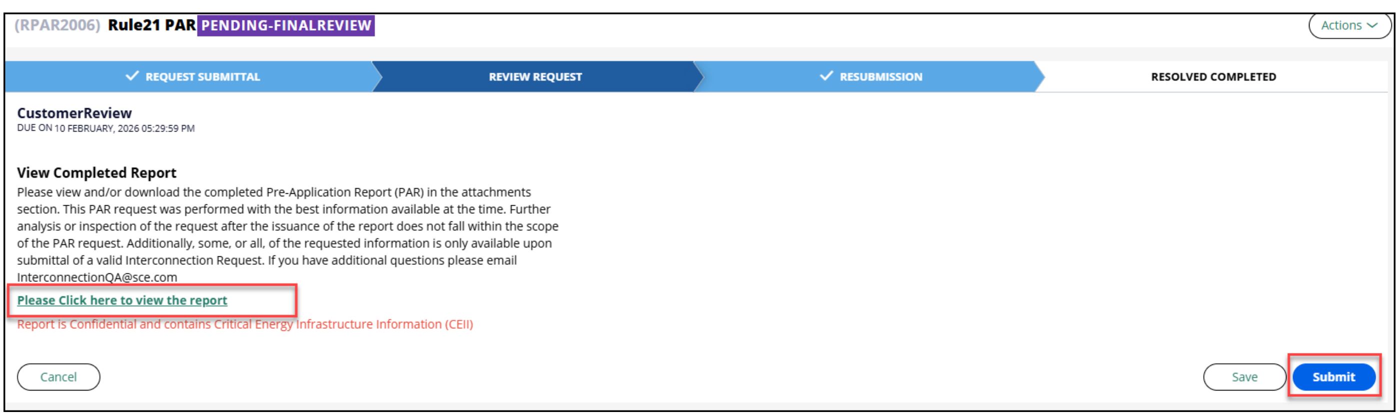
➢ **Download the Report**

Click **"Please click here to view the report."**

The report will begin downloading.

➢ **Complete the Task**

After downloading the report, click **Submit** to complete the task.



If the task is not completed, it will remain open for 30 business days. After this period, the task will automatically close, and the report will be available in the Attachments section.

Information Attachments Comments PAR Form

File	Category	Attached By	Upload Time
2024-03-12_18-11-34	CompletedReport	[illegible]	12/26/25 9:24 AM

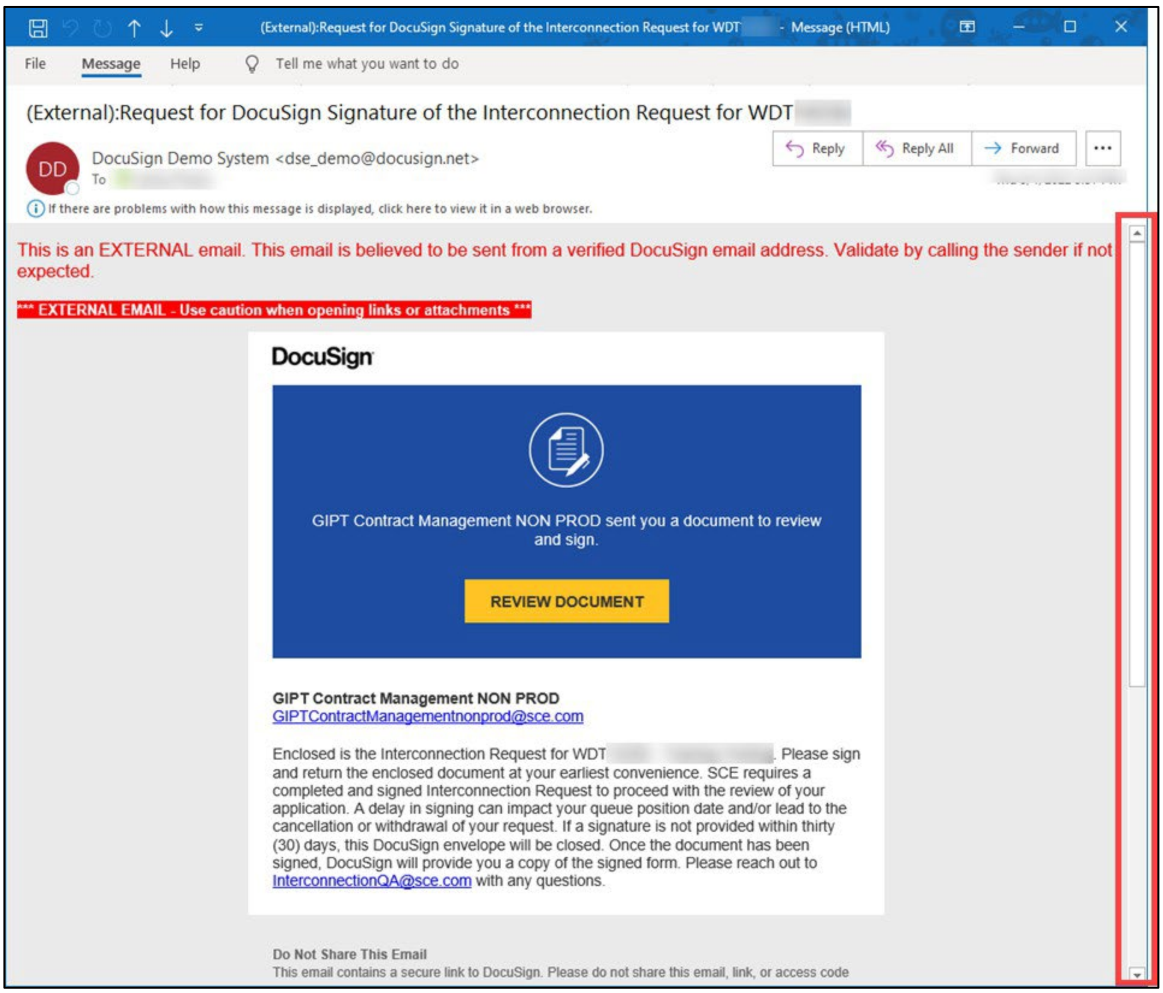
Appendices

Appendix A- Docusign

You will receive an email from Docusign to review and sign your Pre-Application Request form.

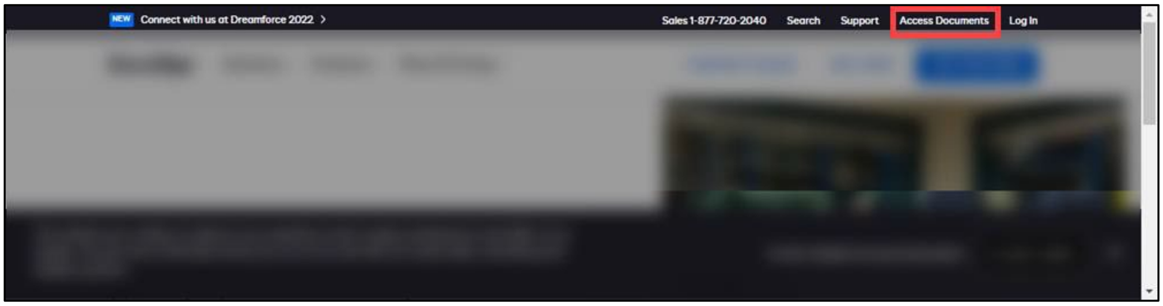
Note: SCE recommends you avoid clicking links from external emails, and use the alternate signing method to review and sign your IR:

1. Open the Docusign email.
2. Scroll down to the Alternate Signing Method.



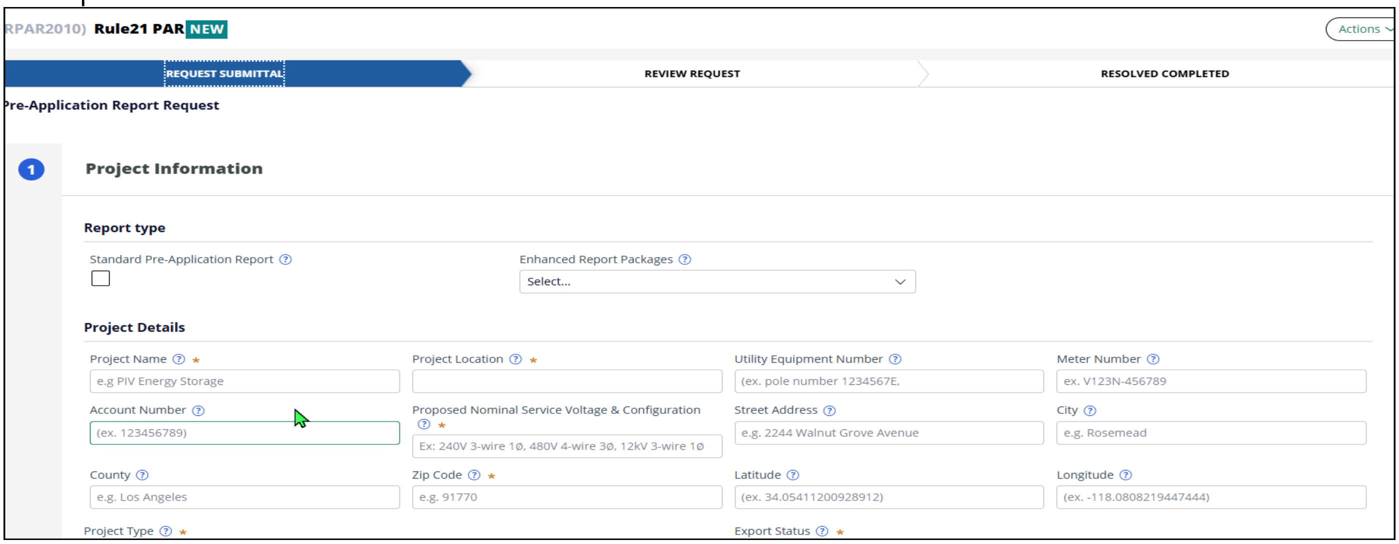
The Alternate Signing Method displays.

3. Type DocuSign.com into your browser and log in with your own Docusign credentials.
4. Select **Access Documents**.



Appendix B- Errors and Required Fields

All required fields are marked with a red asterisk *.

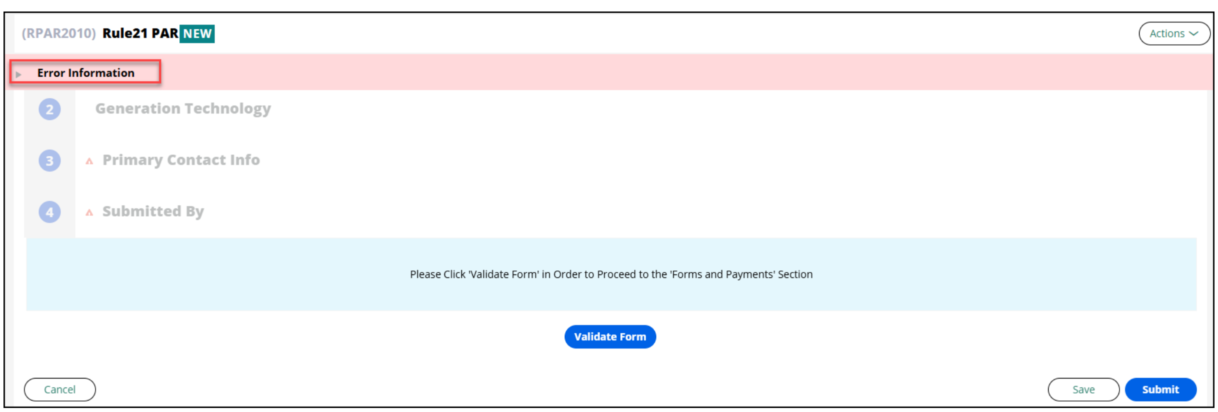


If any required fields are incomplete, error messages will display after Validating Form and/ or submitting,

Viewing and Addressing Error Messages

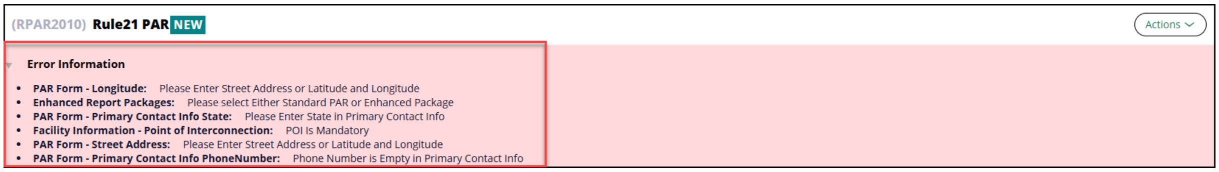
To view error messages:

1. Select the  **arrow icon**.



The **Error Information** expands.

2. Review the messages.



Appendix C- Optional Processes

These processes can occur throughout the process. Optional Processes available at any given time depend on the User's role and the Case's Stage. This can be done under Actions drop down menu, top right of GIPT.

Optional Process	User	Stage / Task
Attach Files-Users do not need an active assignment to upload files. One or more (multiple files) can be uploaded throughout the case lifecycle. Those who uploaded the files, including date and time, are displayed in the Attachments tab in Case 360.	All External Users Customers	All stages
Refresh-After submitting forms, Users may want to refresh the screen to show a success message or reset the form for a new submission. In some cases, Users may need to reset the state of the screen display or clear certain data to start fresh.	All External Users Customers	All stages
Close- Action for exiting the screen, specific document, file, tab, or window.	All External Users Customers	All stages

Appendix D – Cloning Projects

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.

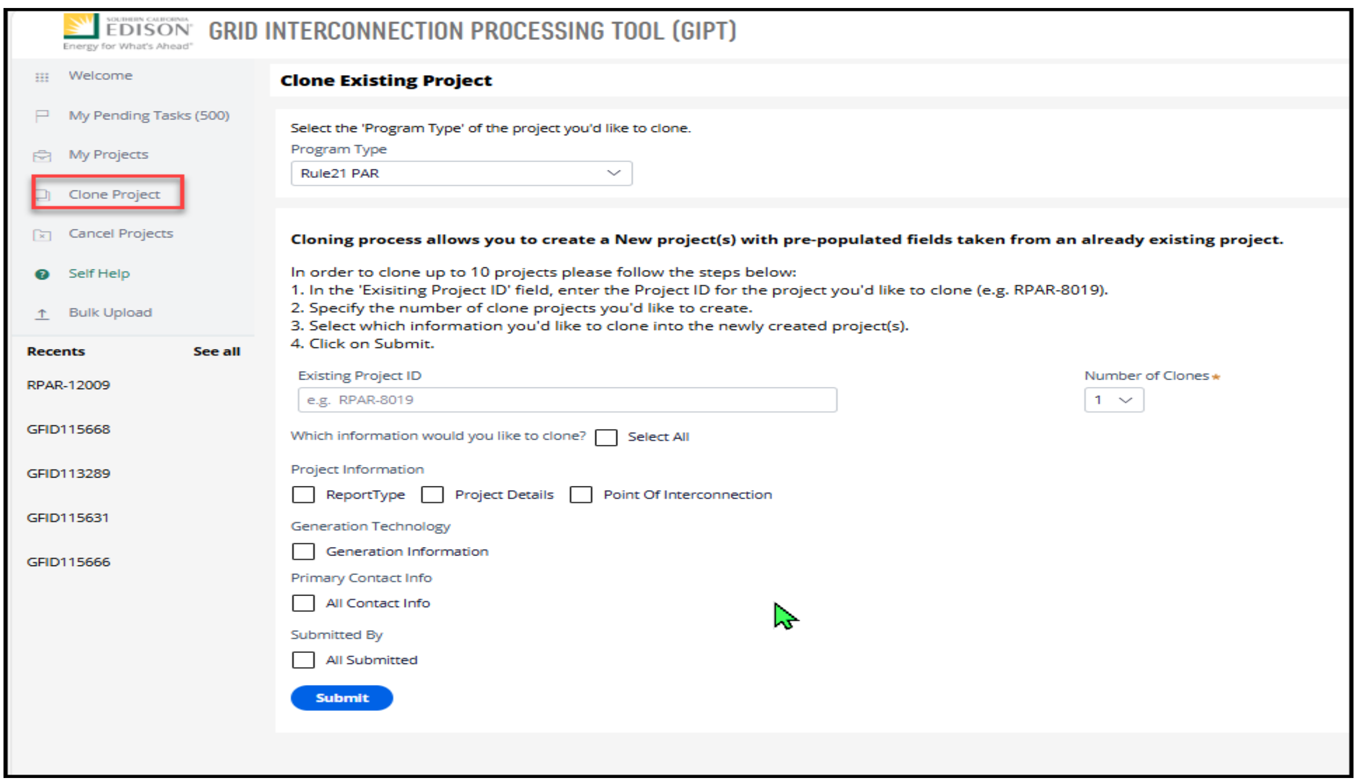
You may clone up to 10 cases with pre-populated fields taken from an existing case.

To clone a case:

1. Log on to GIPT.

The Customer dashboard displays.

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



Contact Us

Should you have any questions regarding our Pre-Application Request, please reach out to our Grid Interconnection and Contract Development team for help.

Grid Interconnection and Contract Development Team	
Email: **interconnectionQA@sce.com**	Phone: **(909) 274-1106**