

Applicant / Participant (end-use customer)

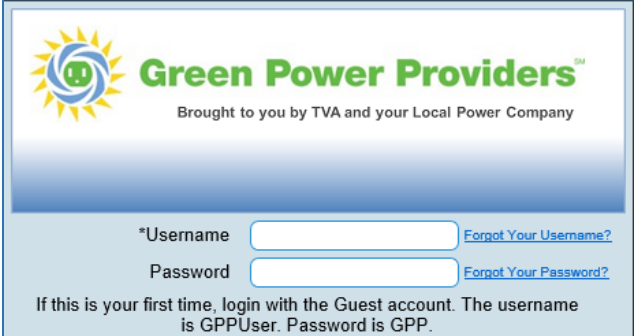
The title of this role changes from Applicant to Participant when the PAR is accepted and submitted.

NEW APPLICATION PROCESS

New User Submits Capacity Reservation Request

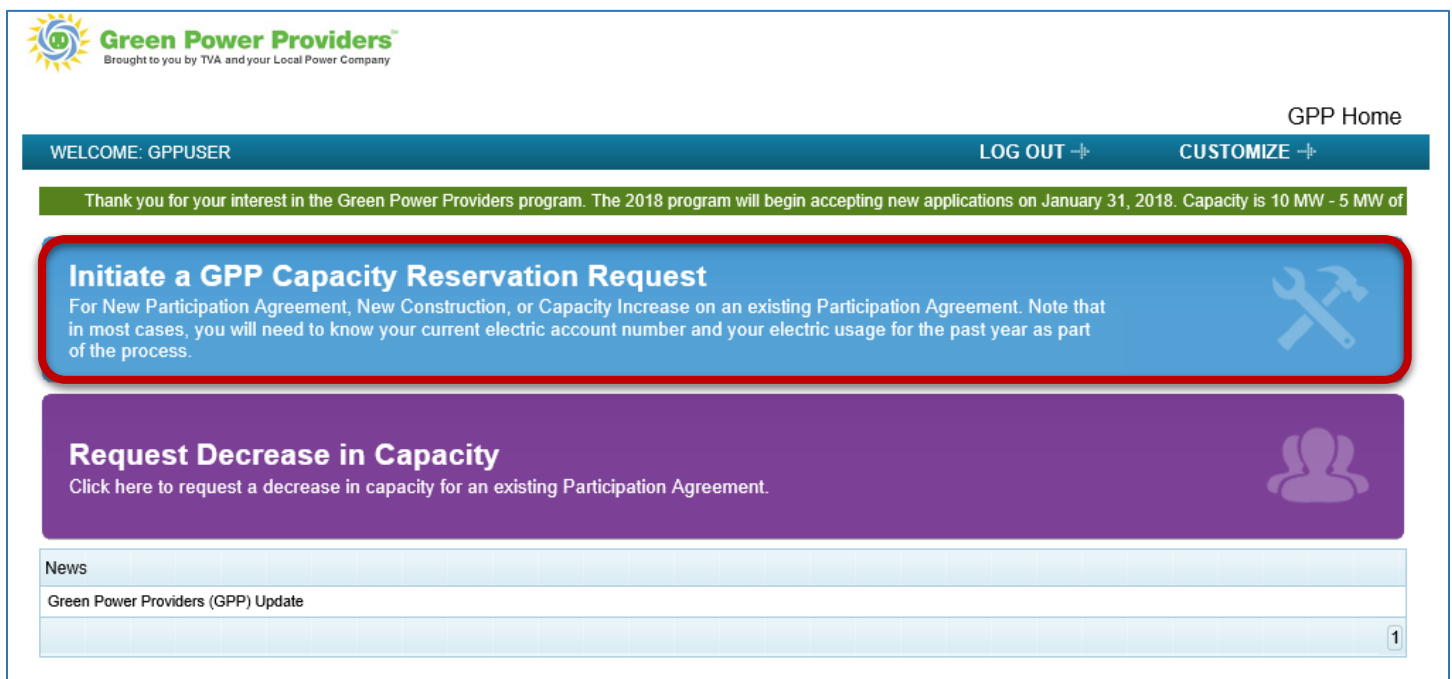
1. Go to: <https://gpp.tva.gov/servicecenter>

2. Log in as a new user with the Username of **"GPPuser"** and Password of **"GPP"**



3. To start the application process, click the blue button: (Initiate a GPP Capacity Reservation Request)
This action applies to:

- New Applications
- New Construction
- Capacity Increase Requests



4. Complete the Capacity Reservation Request.

Capacity Reservation Request

Please note a copy of applicant's electricity bill and last 12-months' total energy (kWh) usage (will be an estimate for applicants with less than 12 months billing history) is needed to assist in accurately completing this request. The LPC may require the applicant pay any required application fee(s) or sign any applicable Green Power Providers policies or interconnection materials before approving this request. All fields are required.

Local Power Company Name *

Project Type *

Please note **New Construction** is for individuals without 12 months of energy usage on their permanent billing meter at the site, e.g. building a new house or business.

Applicant Information

All information below must be the end-use customer's, who is the applicant, including the email address and phone number which is necessary for completing and submitting the Participation Agreement.

Participant Type *

Applicant Mailing Address Line One *

Applicant Mailing Address Line Two

Applicant State *

Applicant City *

Applicant ZIP Code *

Applicant Email *

(must be actual applicant's email address to ensure that login information goes to the appropriate party)

Applicant Telephone *

Electric Service (Billing Meter) Account Number (as identified on electricity bill) *

Qualifying System Information

(Address where renewable energy system will be located) ☐ System Address same as Participant

System Address Line One *

System Address Line Two

System State *

System City *

System ZIP Code *

Energy Type *

Annual Electrical Usage on the Billing Meter at the Site (kWh) *

Maximum Nameplate Capacity for Selected Energy Type (kW)

(This field is populated based on energy type and annual electric usage entered in previous field)

Total Nameplate Capacity of Renewable Energy System (kW) *

Qualifying System Ownership

System Ownership *

System Installer Information

System Installer Company Name *

System Installer Rep Name

System Installer Website

System Installer Email *

System Installer Telephone *

System Installer Address Line One *

System Installer Address Line Two

State *

City *

ZIP Code *

Some required information is on electric bill

Project Type and **Participant Type** cannot be changed once this form is initiated.

After you select **Participant Type**, the form will ask you to select a **Rate Type**. If you are unsure of your Rate Type, please reach out to your Local Power Company.

Complete Applicant Information exactly as it is recorded with Local Power Company on the applicant's electric service account.

For New Construction projects, enter "0" for **Electric Service Account Number**.

If the box is checked under "**System Address same as Participant**", the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated. For **New Construction** projects, enter the projected annual usage. The **Total Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**. If **System Ownership** is defined as "**Not the same as Participant**" additional fields appear to complete with System Owner information.

Complete **System Installer** Information.

This is not required at the CRR stage of the application for **New Construction** projects.

* Red asterisks indicate a required field.

By submitting the Request, customer acknowledges that it has read and understands the Green Power Providers [Guidelines](#) and [Participation Agreement](#) and agrees to comply with all terms and conditions set forth therein. **If this Request is for a Capacity Increase, it is recognized that the Customer has agreed to the terms and conditions of its effective Participation Agreement and the then-current Guidelines, if applicable.** Customer recognizes that this request does not guarantee project/capacity approval. Project/capacity will not be approved until a Participation Agreement has been reviewed, and if eligible, signed by the local power company and TVA. The capacity reservation request only serves to request capacity for potential selection in the event Green Power Providers is oversubscribed and a random selection process is employed. If the program is undersubscribed, TVA will extend the capacity request period and continue to accept requests until capacity is fully subscribed. Details on the application process can be found on the program's website [Green Power Providers](#).

Submit This Request

Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant receives an email confirmation with system-generated CRR number.

Once the applicant submits CRR, it goes to the LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves CRR

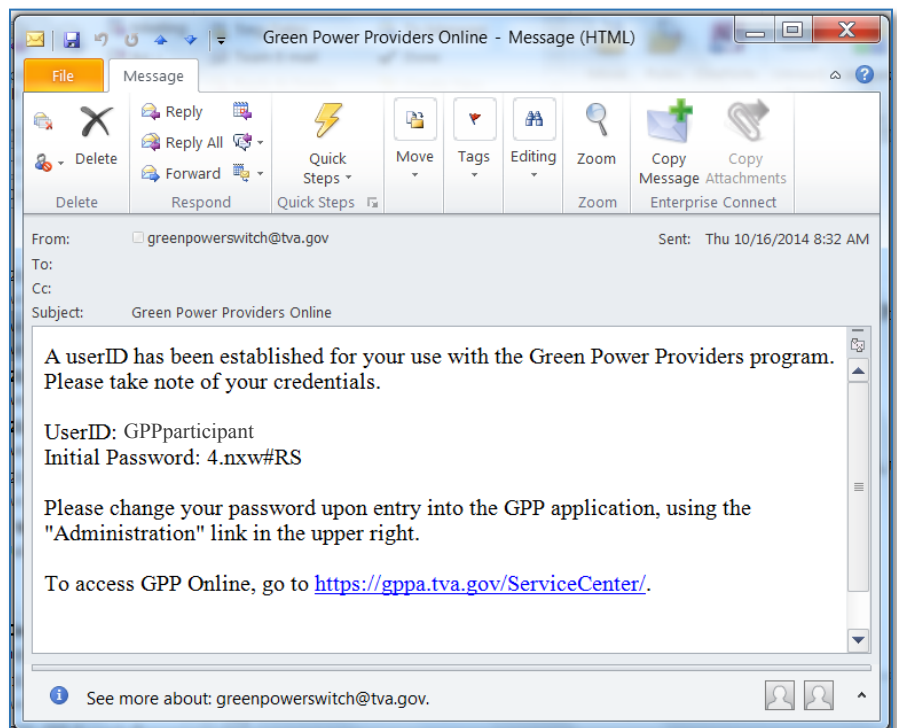
- LPC has 90 calendar days to review and submit the CRR to TVA.

TVA Reviews and Approves CRR (Reserves Capacity)

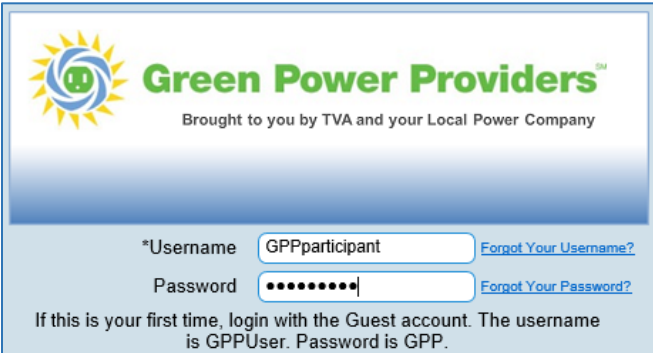
Applicant Receives email with credentials; NCR (for New Construction projects only) or PAR is generated

Applicant Receives Credentials

1. Retrieve email from Green Power Switch for assigned login credentials:

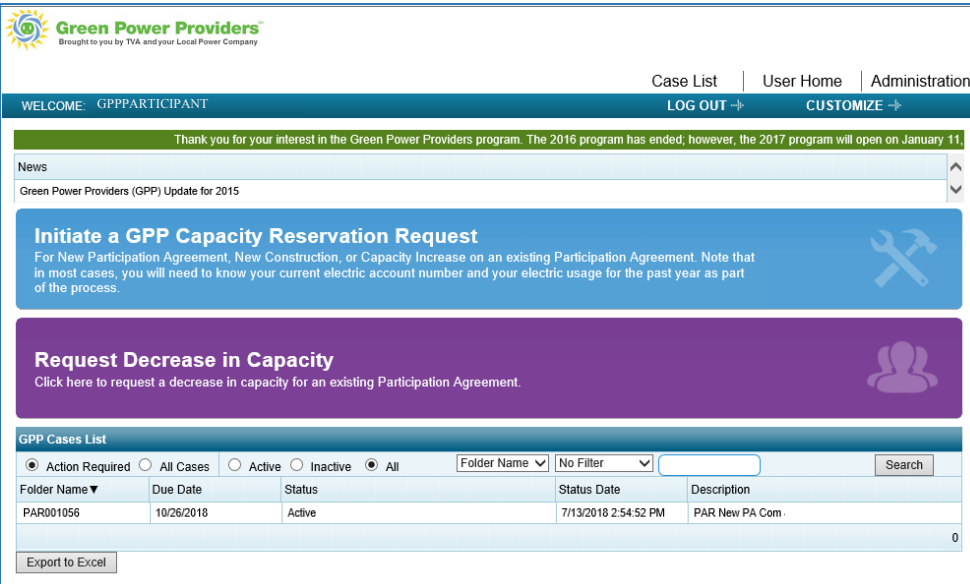


2. Log into GPP Online with assigned credentials.



The login screen for Green Power Providers. It features the logo at the top left, followed by the text "Green Power Providers" and "Brought to you by TVA and your Local Power Company". Below this is a login form with fields for *Username (containing "GPPparticipant") and Password (containing "*****"). There are links for "Forgot Your Username?" and "Forgot Your Password?". A note at the bottom states: "If this is your first time, login with the Guest account. The username is GPPUser. Password is GPP."

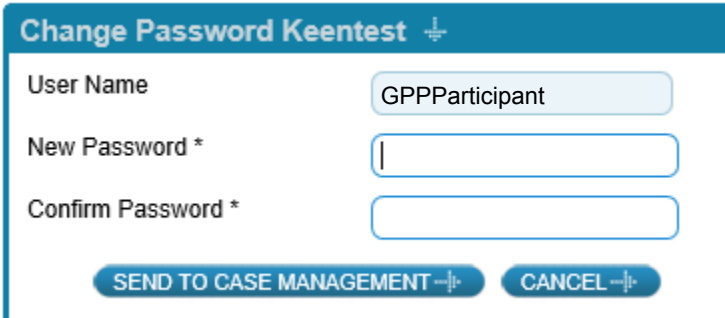
Applicant is brought to the Home screen:



The Home screen for a GPP participant. It includes a navigation bar with "Case List", "User Home", and "Administration". A welcome message says "WELCOME: GPPPARTICIPANT" with "LOG OUT" and "CUSTOMIZE" links. A green banner announces the 2017 program start. Below are two main action buttons: "Initiate a GPP Capacity Reservation Request" and "Request Decrease in Capacity". At the bottom is a "GPP Cases List" table with filters and a search bar.

Folder Name ▼	Due Date	Status	Status Date	Description
PAR001056	10/26/2018	Active	7/13/2018 2:54:52 PM	PAR New PA Com

3. Change system password to something easily remembered by clicking **Administration**, then **Change Password**>Enter in New Password and Confirm Password>Send to Case Management



The "Change Password Keentest" form. It has fields for "User Name" (GPPParticipant), "New Password *", and "Confirm Password *". At the bottom are two buttons: "SEND TO CASE MANAGEMENT" and "CANCEL".

Password Requirements:

- Must consist of 6+ letters, digits, underscores and hyphens
- At least 1 upper case letter, 1 lower case letter, and 1 digit

Applicant Approves NCR (applies to New Construction projects only; otherwise, proceed to “Applicant Approves PAR” on next page)

After TVA has “Reserved” the CRR for a New Construction project, a NCR is generated. Applicant and the LPC have 75 business days to review and submit the NCR to TVA.

1. Log into GPP Online with assigned credentials.

2. Open the NCR under the Active Cases list.

Green Power Providers
Brought to you by TVA and your Local Power Company

Case List | User Home | Administration

WELCOME: GPPPARTICIPANT | LOG OUT → | CUSTOMIZE →

Thank you for your interest in the Green Power Providers program. The 2016 program has ended; however, the 2017 program will open on January 11.

News
Green Power Providers (GPP) Update for 2015

Initiate a GPP Capacity Reservation Request
For New Participation Agreement, New Construction, or Capacity Increase on an existing Participation Agreement. Note that in most cases, you will need to know your current electric account number and your electric usage for the past year as part of the process.

Request Decrease in Capacity
Click here to request a decrease in capacity for an existing Participation Agreement.

GPP Cases List

Action Required: ☐ All Cases ☐ Active ☐ Inactive ☒ All | Folder Name: | No Filter: | Search:

Folder Name	Due Date	Status	Status Date	Description
PAR001056	10/06/2016	Active	7/13/2016 2:54:52 PM	PAR New PA Com
NCR000036	05/25/2016			

Export to Excel

Click the line item in the lower table to open the NCR

3. Verify the projected usage, demand, total capacity, and projected generation of system, filling in empty fields.

Energy Type	Solar
Projected Annual Electric Usage on the Billing Meter at Site (kWh)	500000.0000
Projected Annual Electric Demand on the Billing Meter at Site (kWh)	
Maximum Nameplate Capacity for Selected Energy Type (kW)	50.0000
Projected Total Capacity of Renewable Energy System (kW)	48.0000
Projected Annual Energy Generation of Renewable Energy System (kWh)	

4. Fill out the System Installer section.

System Installer Information

Participant is owner of the Qualifying System and shall sign below at the bottom of this Section.

System Installer Company Name

System Installer Rep Name

System Installer Website

System Installer Email

System Installer Telephone

System Installer Address Line One

System Installer Address Line Two

State

City

ZIP Code

5. Once complete, Click **Agree and Submit This Request**

Once the applicant approves NCR, it goes to LPC and then to TVA for review and approval.

LPC Approves NCR

- LPC has 75 days to review and submit NCR

TVA Reviews and Approves NCR

- Once TVA approves NCR, PAR is generated

PAR generated; Participant continues through regular PAR process below

Applicant Approves PAR

After TVA has reserved the CRR or approved the NCR (for new construction requests only), a PAR is generated. The participant and the LPC have 75 business days to review and submit the PAR to TVA

1. Log into GPP Online with assigned credentials.
2. Open the PAR under the Active Cases list.

Folder Name	Due Date	Status	Status Date	Description
PAR001056	10/26/2018	Active	7/13/2018 2:54:52 PM	PAR New PA Cons

Click the line item in the lower table to open the PAR

3. Scroll to the bottom of the form to confirm the **System Installer** Information

System Installer Information	
Participant is owner of the Qualifying System and shall sign below at the bottom of this Section.	
System Installer Company Name *	<input type="text" value="NABCEP Installer"/>
System Installer Rep Name	<input type="text" value="Installer Name"/>
System Installer Website	<input type="text"/>
System Installer Email *	<input type="text" value="installer@company.com"/>
System Installer Telephone *	<input type="text" value="(423) 423-9999"/>
System Installer Address Line One *	<input type="text" value="1234 Main Street"/>
System Installer Address Line Two	<input type="text"/>
State *	<input type="text" value="Georgia"/>
City *	<input type="text" value="Blairsville"/>
ZIP Code *	<input type="text" value="30512"/>

4. Click **Agree and Submit this Request** at the bottom of the page

NOTE:

Clicking **Agree and Submit This Request** button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the Participation Agreement.

This serves as a valid physical signature for this agreement with TVA and the LPC.

After the applicant signs the PAR, it goes to the System Owner (if different than Participant), LPC, and then to TVA for review and approval.

Applicant should be diligently working with LPC to provide proposed plans and work out details of Interconnection Agreement, if applicable.

System Owner (if different than Participant) approves the PAR

Local Power Company approves the PAR

- *LPC has 75 business days to review and submit PAR*

TVA approves the PAR

- *Once TVA finalizes approval, the GPP **Participation Agreement** is emailed to the Participant as an attachment.*

SAF is generated

System Installer Approves SAF

Local Power Company perform the final inspection and approves the SAF; System is ready to begin generation

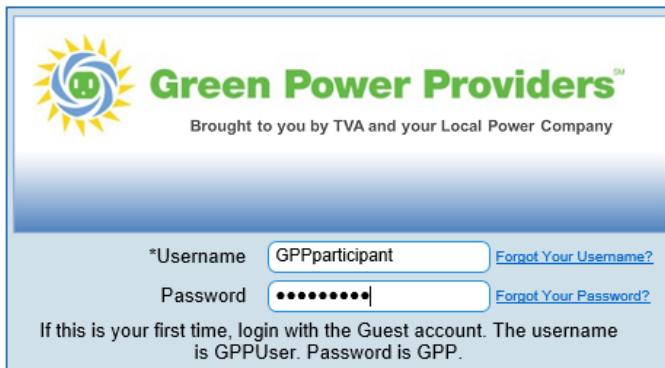
TVA Reviews and Approves SAF

Participant begins receiving generation credit

The following steps are for participants who already have a unique username and password to access the system. This is applicable if the participant already has existing applications or projects.

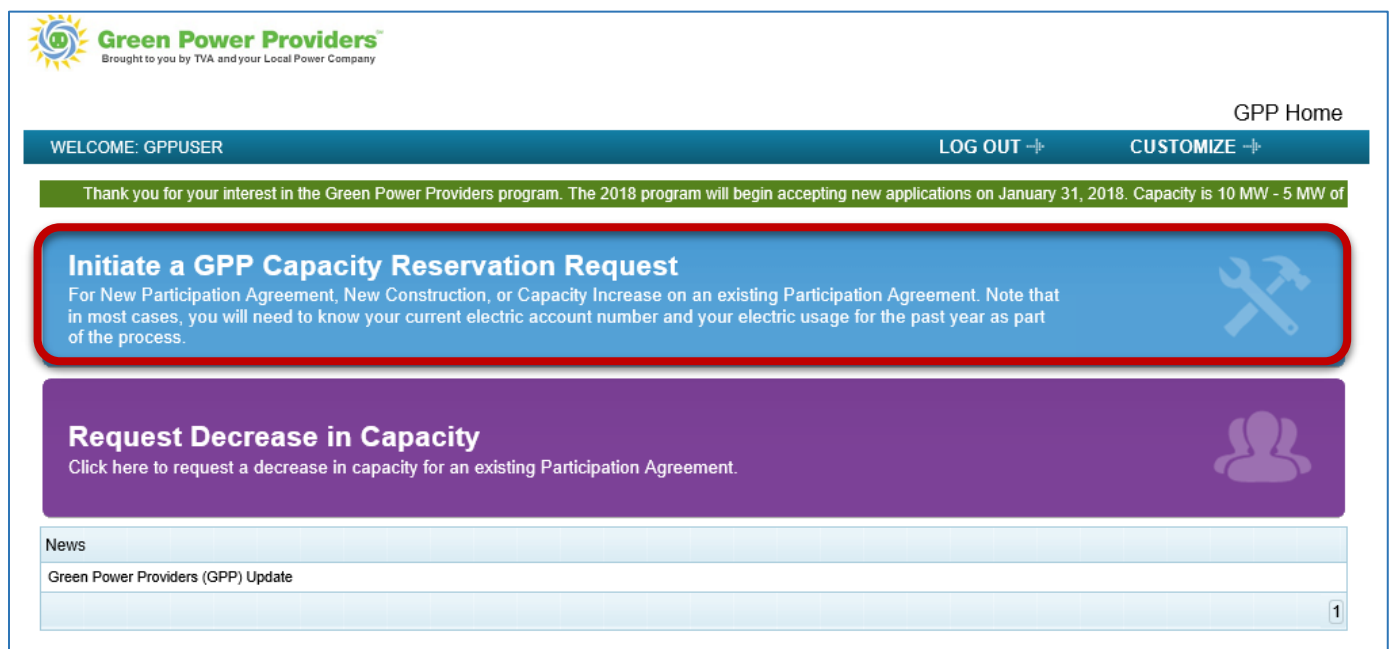
Credentialed User Submits Application for New Participation Request

1. Go to: <https://gpp.tva.gov/servicecenter>
2. Log into Credentialed Account with unique Username and Password.



The login page for Green Power Providers features the organization's logo at the top left, which consists of a stylized sun with a green 'G' inside. To the right of the logo, the text 'Green Power Providers' is displayed in green, with a trademark symbol. Below this, it says 'Brought to you by TVA and your Local Power Company'. The login section has two input fields: '*Username' with the value 'GPPparticipant' and 'Password' with masked characters. To the right of each field is a link: 'Forgot Your Username?' and 'Forgot Your Password?'. At the bottom, a note states: 'If this is your first time, login with the Guest account. The username is GPPUser. Password is GPP.'

3. Click the blue button (**Initiate a GPP Capacity Reservation Request**) to open a new application.



The dashboard for Green Power Providers shows the user is logged in as 'GPPUSER'. At the top right is a 'GPP Home' link. Below the header, there are links for 'LOG OUT' and 'CUSTOMIZE'. A green banner message reads: 'Thank you for your interest in the Green Power Providers program. The 2018 program will begin accepting new applications on January 31, 2018. Capacity is 10 MW - 5 MW of'. The main content area has two large buttons: a blue one labeled 'Initiate a GPP Capacity Reservation Request' with a wrench and hammer icon, and a purple one labeled 'Request Decrease in Capacity' with a person icon. The blue button's text includes: 'For New Participation Agreement, New Construction, or Capacity Increase on an existing Participation Agreement. Note that in most cases, you will need to know your current electric account number and your electric usage for the past year as part of the process.' Below these buttons is a 'News' section with a link to 'Green Power Providers (GPP) Update'.

4. Complete the Capacity Reservation Request form:

Some required information is on electric bill

Project Type and **Participant Type** cannot be changed once this form is initiated.

Complete Applicant Information exactly as it is recorded with Local Power Company.

If the box is checked under **“System Address same as Participant”**, the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated. For **New Construction** projects, enter the projected annual usage. The **Total Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**.

Once **System Ownership** is defined as **“Not the same as Participant”** additional fields appear to complete with System Owner information.

Complete **System Installer** Information. (This is not required at the CRR stage of the application for **New Construction** projects.)

Capacity Reservation Request

Please note a copy of applicant's electricity bill and last 12-months' total energy (kWh) usage (will be an estimate for applicants with less than 12 months billing history) is needed to assist in accurately completing this request. The LPC may require the applicant pay any required application fee(s) or sign any applicable Green Power Providers policies or interconnection materials before approving this request. All fields are required.

Local Power Company Name *

Project Type *

Please note New Construction is for individuals without 12 months of energy usage on their permanent billing meter at the site, e.g. building a new house or business.

Applicant Information

All information below must be the end-use customer's, who is the applicant, including the email address and phone number which is necessary for completing and submitting the Participation Agreement.

Participant Type *

Applicant Mailing Address Line One *

Applicant Mailing Address Line Two

Applicant State *

Applicant City *

Applicant ZIP Code *

Applicant Email *

(must be actual applicant's email address to ensure that login information goes to the appropriate party)

Applicant Telephone *

Electric Service (Billing Meter) Account Number (as identified on electricity bill) *

Qualifying System Information

(Address where renewable energy system will be located) ☐ System Address same as Participant

System Address Line One *

System Address Line Two

System State *

System City *

System ZIP Code *

Energy Type *

Annual Electrical Usage on the Billing Meter at the Site (kWh) *

Maximum Nameplate Capacity for Selected Energy Type (kW)

(This field is populated based on energy type and annual electric usage entered in previous field)

Total Nameplate Capacity of Renewable Energy System (kW) *

Qualifying System Ownership

System Ownership *

System Installer Information

System Installer Company Name *

System Installer Rep Name

System Installer Website

System Installer Email *

System Installer Telephone *

System Installer Address Line One *

System Installer Address Line Two

State *

City *

ZIP Code *

* Red asterisks indicate a required field.

By submitting the Request, customer acknowledges that it has read and understands the Green Power Providers [Guidelines](#) and [Participation Agreement](#) and agrees to comply with all terms and conditions set forth therein. **If this Request is for a Capacity Increase, it is recognized that the Customer has agreed to the terms and conditions of its effective Participation Agreement and the then-current Guidelines, if applicable.** Customer recognizes that this request does not guarantee project/capacity approval. Project/capacity will not be approved until a Participation Agreement has been reviewed, and if eligible, signed by the local power company and TVA. The capacity reservation request only serves to request capacity for potential selection in the event Green Power Providers is oversubscribed and a random selection process is employed. If the program is undersubscribed, TVA will extend the capacity request period and continue to accept requests until capacity is fully subscribed. Details on the application process can be found on the program's website [Green Power Providers](#).

Submit This Request

Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant receives an email confirmation with system-generated CRR number.

Once the applicant submits CRR, it goes to an LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves CRR

- *LPC has 90 calendar days to review and submit the CRR to TVA.*

TVA Reviews and Approves CRR (Reserves Capacity)

NCR (for New Construction projects only) ***or PAR is generated***

Return to Page 4; Process Continues as usual from there

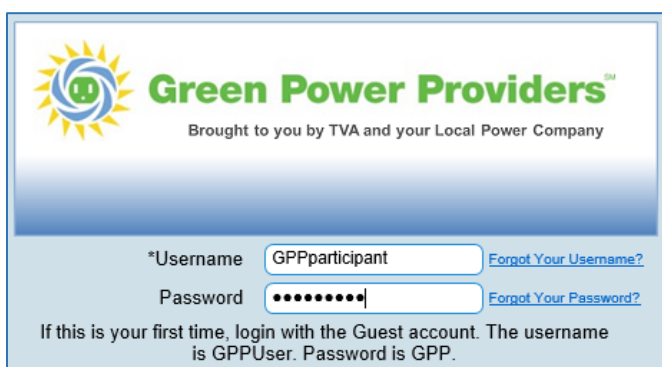
The following steps are for the Participant with an active Participation Agreement or signed Generation Partners Extension Agreement who intends to increase the size of their existing system.

CAPACITY MODIFICATION REQUEST PROCESS

Capacity Increase Process

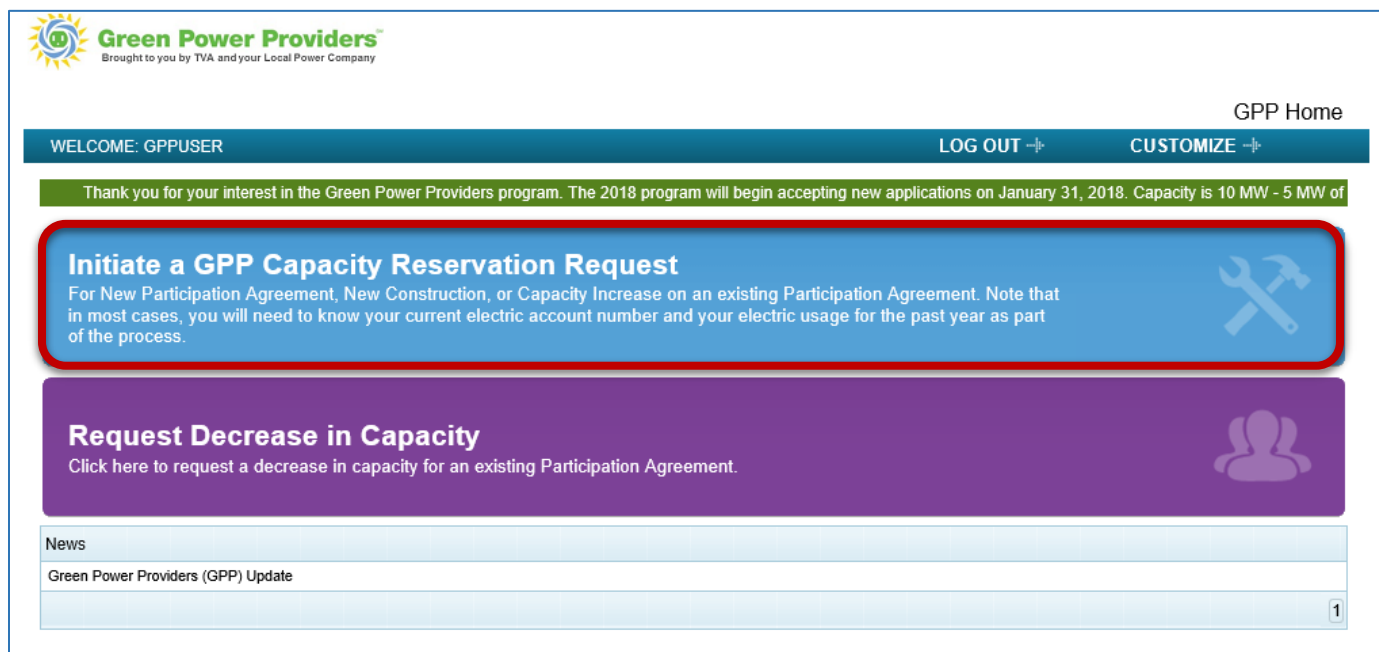
Credentialed User Submits Capacity Increase Request

1. Go to: <https://gpp.tva.gov/servicecenter>
2. Log into Credentialed Account with unique Username and Password.



The screenshot shows the login interface for Green Power Providers. At the top is the logo and the text "Green Power Providers™ Brought to you by TVA and your Local Power Company". Below this are two input fields: "*Username" with the value "GPPparticipant" and a link "Forgot Your Username?", and "Password" with masked characters "*****" and a link "Forgot Your Password?". A note at the bottom states: "If this is your first time, login with the Guest account. The username is GPPUser. Password is GPP."

3. Click the blue button (Initiate a GPP Capacity Reservation Request)



The screenshot shows the service center dashboard for a logged-in user (GPPUSER). The header includes the Green Power Providers logo, a welcome message "WELCOME: GPPUSER", and links for "LOG OUT" and "CUSTOMIZE". A green banner provides information about the 2018 program. The main content area features two prominent buttons: a blue button labeled "Initiate a GPP Capacity Reservation Request" with a wrench and hammer icon, and a purple button labeled "Request Decrease in Capacity" with a person icon. Below these is a "News" section with a link to "Green Power Providers (GPP) Update". A page number "1" is visible in the bottom right corner.

The *Participation Agreement* number is required in the Application for a Capacity Increase. Refer to your PA document when completing the application.

4. Complete Application

Capacity Reservation Request

Please note a copy of applicant's electricity bill and last 12-months' total energy (kWh) usage (will be an estimate for applicants with less than 12 months billing history) is needed to assist in accurately completing this request. The LPC may require the applicant pay any required application fee(s) or sign any applicable Green Power Providers policies or interconnection materials before approving this request. All fields are required.

Local Power Company Name *

Project Type *

Please note New Construction is for individuals without 12 months of energy usage on their permanent billing meter at the site, e.g. building a new house or business.

Participation Agreement Number *

Participant Information

All information below must be the end-use customer's, who is the applicant, including the email address and phone number which is necessary for completing and submitting the Participation Agreement.

Participant Type *

Participant Mailing Address Line One *

Participant Mailing Address Line Two

Participant State *

Participant City *

Participant ZIP Code *

Participant Email *

(must be actual participant's email address to ensure that login information goes to the appropriate party)

Participant Telephone *

Electric Service (Billing Meter) Account Number (as identified on electricity bill) *

Qualifying System Information

(Address where renewable energy system will be located) ☐ System Address same as Participant

System Address Line One *

System Address Line Two

System State *

System City *

System ZIP Code *

Energy Type *

Annual Electrical Usage on the Billing Meter at the Site (kWh) *

Maximum Nameplate Capacity for Selected Energy Type (kW)

(This field is populated based on energy type and annual electric usage entered in previous field)

Total Nameplate Capacity of Renewable Energy System (kW) *

Qualifying System Ownership

System Ownership *

System Installer Information

System Installer Company Name *

System Installer Rep Name

System Installer Website

System Installer Email *

System Installer Telephone *

System Installer Address Line One *

System Installer Address Line Two

State *

City *

ZIP Code *

* Red asterisks indicate a required field.

Some required information is on electric bill.

Project Type should be identified as **Capacity Increase**.

Capacity Increases ask for the original **Participation Agreement Number**.

This agreement is emailed to the Participant and is also stored in the "All Cases" list on the Participant Home Page.
The number format is "XXXX-XXXX"

Complete Participant Information exactly as it is recorded with Local Power Company and present Participation Agreement.

If the box is checked under "System Address same as Participant, the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated.
The **Total Nameplate Capacity** and **Total New Requested Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**.

Once **System Ownership** is defined as "Not the same as Participant" additional fields appear to complete with System Owner information.

Complete **System Installer** Information.

By submitting the Request, customer acknowledges that it has read and understands the Green Power Providers [Guidelines](#) and [Participation Agreement](#) and agrees to comply with all terms and conditions set forth therein. **If this Request is for a Capacity Increase, it is recognized that the Customer has agreed to the terms and conditions of its effective Participation Agreement and the then-current Guidelines, if applicable.** Customer recognizes that this request does not guarantee project/capacity approval. Project/capacity will not be approved until a Participation Agreement has been reviewed, and if eligible, signed by the local power company and TVA. The capacity reservation request only serves to request capacity for potential selection in the event Green Power Providers is oversubscribed and a random selection process is employed. If the program is undersubscribed, TVA will extend the capacity request period and continue to accept requests until capacity is fully subscribed. Details on the application process can be found on the program's website [Green Power Providers](#).

Submit This Request

Click **Submit this Request** button to complete application, then the **Close** button on the next screen.

Applicant receives an email confirmation with system-generated CRR number.

Once the applicant submits CRR, it goes to an LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves CRR

- LPC has 90 calendar days to review and submit the CRR to TVA.

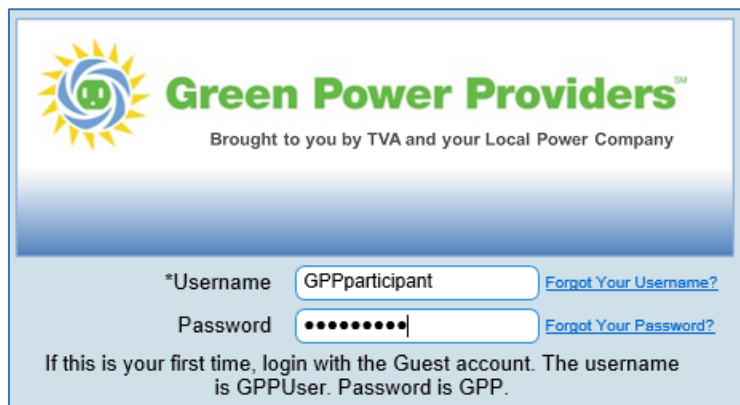
TVA Reviews and Approves CRR (Reserves Capacity)

CMR is generated

Credentialed User Approves Capacity Modification Request (CMR)

The Local Power Company approves the CRR and it goes to TVA for approval, then a Capacity Modification Request is generated and an email goes to the Participant requesting approval. This is the trigger to log into credentialed user account and approve the CMR.

1. Log into credentialed user account.



The login screen for Green Power Providers. It features the logo on the left and the text "Green Power Providers™ Brought to you by TVA and your Local Power Company" on the right. Below this, there are input fields for *Username (containing "GPPparticipant") and Password (containing "*****"). To the right of each field is a link: "Forgot Your Username?" and "Forgot Your Password?". At the bottom, a note states: "If this is your first time, login with the Guest account. The username is GPPUser. Password is GPP."

2. Open the CMR under the Active Cases list.

Case ID ▼	Deadline	Status Date	Status	Description
CMR000130	02/21/2015	12/08/2014	CMR Created	CMR Cap Incr Res fillenup1 Sol

Click the line item in the account **Home Screen** to open and view the CMR

3. Verify that all information is correct.
4. Click **Agree and Submit this Request** at the bottom of the page.

NOTE:

Clicking **Agree and Submit This Request** button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the Participation Agreement.

This serves as a valid physical signature for this agreement with TVA and the LPC.

Once the applicant submits CMR, it goes to LPC for approval and then to TVA for review and approval. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

System Owner Approves CMR (if applicable)

Local Power Company approves the CMR

- LPC has 90 business days to review and approve the CMR

TVA approves the CMR; Participant receives email with an Attachment D document

SAF is generated

System Installer Approves SAF

Local Power Company approves the SAF

- LPC and System Installer have 180 calendar days combined to submit SAF to TVA

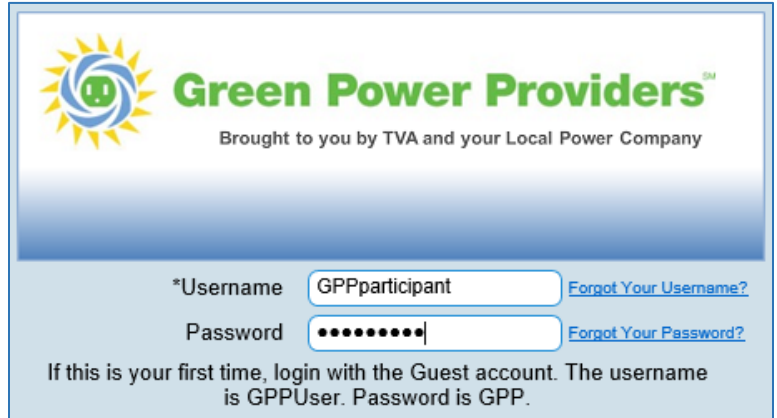
TVA Reviews and Approves SAF

Capacity Decrease Process

Credentialed User Submits Capacity Decrease Request

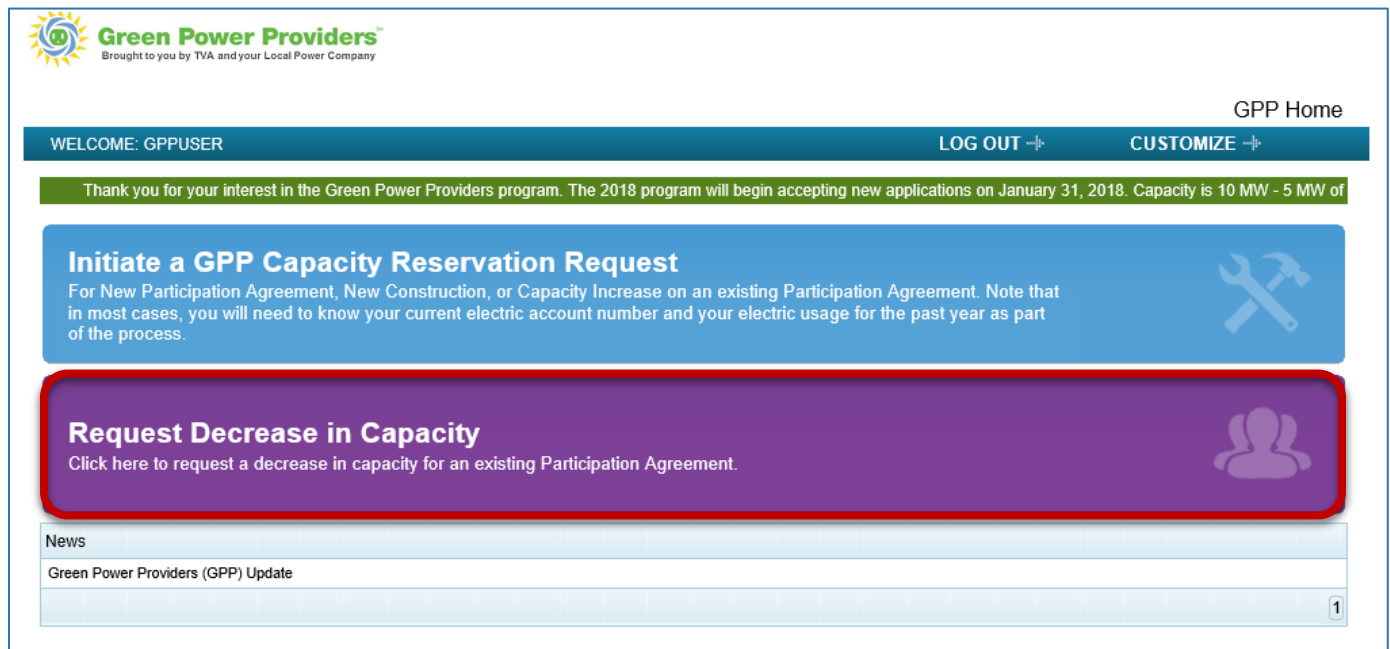
This type of request is for a Participant with an active Participation Agreement or signed Generation Partners Extension Agreement who intends to decrease the size of their existing system.

1. Go to: <https://gpp.tva.gov/servicecenter>
2. Log into credentialed user account.



The login screen for Green Power Providers features the logo on the left and the text "Green Power Providers™ Brought to you by TVA and your Local Power Company" on the right. Below this, there are input fields for "*Username" (containing "GPPparticipant") and "Password" (containing "*****"). To the right of each field is a link: "Forgot Your Username?" and "Forgot Your Password?". At the bottom, a note states: "If this is your first time, login with the Guest account. The username is GPPUser. Password is GPP."

3. Click the purple **Request Decrease in Capacity** button.



The dashboard shows the "Green Power Providers" logo and tagline at the top left. On the top right, there are links for "GPP Home", "LOG OUT", and "CUSTOMIZE". A teal banner below the header reads: "WELCOME: GPPUSER". A green announcement bar states: "Thank you for your interest in the Green Power Providers program. The 2018 program will begin accepting new applications on January 31, 2018. Capacity is 10 MW - 5 MW of". The main content area has two large buttons: a blue one for "Initiate a GPP Capacity Reservation Request" (with a wrench and hammer icon) and a purple one for "Request Decrease in Capacity" (with a person icon). The purple button is highlighted with a red border and contains the text "Click here to request a decrease in capacity for an existing Participation Agreement." Below these buttons is a "News" section with a link to "Green Power Providers (GPP) Update". A small "1" is visible in the bottom right corner of the news section.

*The **Participation Agreement** number is required in the Application for a Capacity Decrease. Refer to your PA document when completing the application.*

Capacity Modification Request

Local Power Company Name *

Project Type

Capacity Decrease

Participation Agreement Number *

Participant Information

Participant Type *

Participant Mailing Address Line One *

Participant Mailing Address Line Two

Participant State *

Participant City *

Participant ZIP Code *

Participant Email *

Participant Telephone *

Qualifying System Information

System Address Line One *

Same as above

System Address Line Two

System State *

System City *

System ZIP Code *

Energy Type *

Annual Electrical Usage on the Billing Meter at the Site (kWh) *

Maximum Nameplate Capacity for selected Energy Type (kW)

Current Nameplate Capacity of Renewable Energy System (kW) *

Qualifying System Capacity Modification

Requested Decrease in Nameplate Capacity of Qualifying System (kW): *

Total New Requested Nameplate Capacity of Qualifying System (kW):

Qualifying System Ownership

System Ownership *

Same as Participant

Participant is the owner of the Qualifying System and shall approve below.

Participant Signature

By clicking on the Agree and Submit button below, Participant formally requests permission to modify (increase or decrease) the qualifying system nameplate capacity referenced above, including making necessary interconnection modifications and to amend the Participation Agreement as necessary to accommodate the changed capacity. Said proposed increase or decrease, if accepted by the Power Distributor and TVA, shall be subject to the Green Power Providers Program Participation Guidelines, if applicable, and existing contracts as amended to accommodate the changed capacity. Participant also understands that any proposed capacity increase must be completed and operating within one hundred eighty (180) calendar days of the TVA acceptance date, or else the proposed additional system capacity shall be ineligible to participate in the program. Further, effective upon Distributor's and TVA's acceptance of this request, the above-referenced participation agreement is amended so that the new proposed nameplate capacity of the qualifying system above replaces the nameplate capacity provided under Section 15.1 of the Participation Agreement and generation credit shall thereafter be based on new nameplate capacity in accordance with said Participation Agreement, as amended.

Agree and Submit This Request

Some required information is on electric bill.

Project Type is prefilled as **Capacity Decrease**.

Capacity Decreases ask for the original **Participation Agreement Number**. This agreement is emailed to the Participant and is also stored in the "All Cases" list on the Participant Home Page. *The number format is "XXXX-XXXX"*

Complete Participant Information exactly as it is recorded with the Local Power Company and current Participation Agreement.

If the box is checked under "Same as above", the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated. The **Current Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**.

Requested Decrement in Nameplate Capacity is asking how much of a decrease is requested.

Total New Requested Nameplate Capacity is calculated automatically also cannot exceed the **Maximum Nameplate Capacity**.

Click **Submit this Request** button to complete application, then the **Close** button on the next screen. Applicant will receive an email confirmation with system-generated CMR number.

No further Participant action is required after submitting the application.

* Red asterisks indicate a required field.

Once the applicant submits CMR, it goes to LPC for approval and then to TVA for review and approval. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves the CMR

- LPC has 90 business days to review and approve CMR

REVIEW AND CHECK STATUS OF EXISTING CASES

After a credentialed user logs in, the home screen automatically displays required actions on a case.

Next to the **Action Required** button, click the **All Cases** button to see the latest status on all cases (CRR, PAR, CMR, SAF) in progress for that user account.

- List can be filtered further by clicking the **Active** or **Inactive** buttons.
- Click any column heading to sort the list in *Ascending* or *Descending* order.
- Click any line item to view the details.

The Green Power Providers program that offered a total capacity of 10 MW (6 MW non-resident)

News

Green Power Providers (GPP) Update for 2015

Initiate a GPP Capacity Reservation Request

For New Participation Agreement, New Construction, or Capacity Increase on an existing Participation Agreement. Note that in most cases, you will need to know your current electric account number and your electric usage for the past year as part of the process.

Request Decrease in Capacity

Click here to request a decrease in capacity for an existing Participation Agreement.

☐ Action Required ☒ All Cases ☒ All ☐ Active ☐ Inactive

Case ID ▼	Deadline	Status Date	Status	Description
SAF000290	06/06/2015	12/08/2014	SAF Created	SAF Cap Incr Res fillerup1 Sol
SAF000279	05/17/2015	12/05/2014	SAF Reviewed	SAF New PA Res fillerup1 Sol
PAR000360	02/18/2015	12/05/2014	PAR Reviewed	PAR New PA Res valagain1 Bio
PAR000359	02/18/2015	12/05/2014	PAR Reviewed	PAR New PA Res valagain2 Hyd
PAR000356	02/18/2015	12/05/2014	PAR Reviewed	PAR New PA Res valagain4 Sol