

INTERCONNECTION APPLICATION WEB SUBMISSION INSTRUCTIONS

- I. Download and fill out an Interconnection Application for the correct Level
 - a. Level 1 - Certified inverter based installations with aggregate rating less than 10 kW - \$100
 - b. Level 2 - Certified inverter based installations with aggregate rating 10 kW to 2,000 kW - \$250 plus \$1.00 per kw.
 - c. Level 3 - Non-Certified equipment 5,000 kW or less that will export power to Duquesne Light Company - \$350 plus \$2.00 per kw.
 - d. Level 4 - Non-Certified equipment 5,000 kW or less that will not export power to Duquesne Light Company - \$350 plus \$2.00 per kw.
- II. Locate Interconnection Application Area at the bottom of the webpage (see figure 1) and enter customer's meter and account numbers for the location the generation will be located.

The screenshot shows a web form titled "INTERCONNECTION APPLICATION". At the top, there is a progress bar with four steps: 1. Customer Information, 2. Application, 3. Application Review, and 4. Confirmation. Step 1 is highlighted with a red circle. Below the progress bar, there are two input fields: "Meter Number" and "Account Number". Below these fields is a button labeled "NEXT" which is highlighted with a red border.

Figure 1 – Interconnection Application Meter Number and Account Number Form

- III. The customer's generation address will auto-populate and will bring up the next screen (see figure 2)
 - a. Fill out the basic customer information
 - b. If the billing address is different from the physical address that the generation will be installed at, select "No" for "Is the billing address the same as the generation address?" and fill out the additional information for the billing address.
 - i. This is similar to the Shipping and Billing addresses when purchasing items online.
 - ii. If the billing address and physical address are the same, you may leave "Yes" selected.

Generation Address: 2825 NEW BEAVER AVE 6
PITTSBURGH, PA 15233-1003

Customer Name

Customer Email Address

Customer Phone Number

Level Type

Energy Type

DC Input

AC Output

Array Type

Fixed Non-Fixed

Existing KW Level

Inverter Type

Inverter Rating

Contractor

Installation Type

Installation Phase

Is the billing address the same as the generation address?

Yes No

Figure 2 – Basic Customer Information Form

- IV. Fill out the Requestor Information Section (see figure 3)
 - a. If the “Requestor” is a contractor filling out an application on behalf of a customer, please select “No” for “Is the Requestor the same as the customer” and fill out the Requestor information (Contractor Information)
 - b. If the Requestor is the same as the customer, you may select “Yes”

REQUESTOR INFORMATION

Is the Requestor the same as the customer?

Yes No

Requestor Name

Requestor Email

Requestor Phone Number

Engineering Documentation

You can only upload **PDF** files.

Interconnection Application/Agreement - Part 1

You can only upload **PDF** files.

BACK

NEXT

Figure 3 – Requestor Information and Document Attachment Form

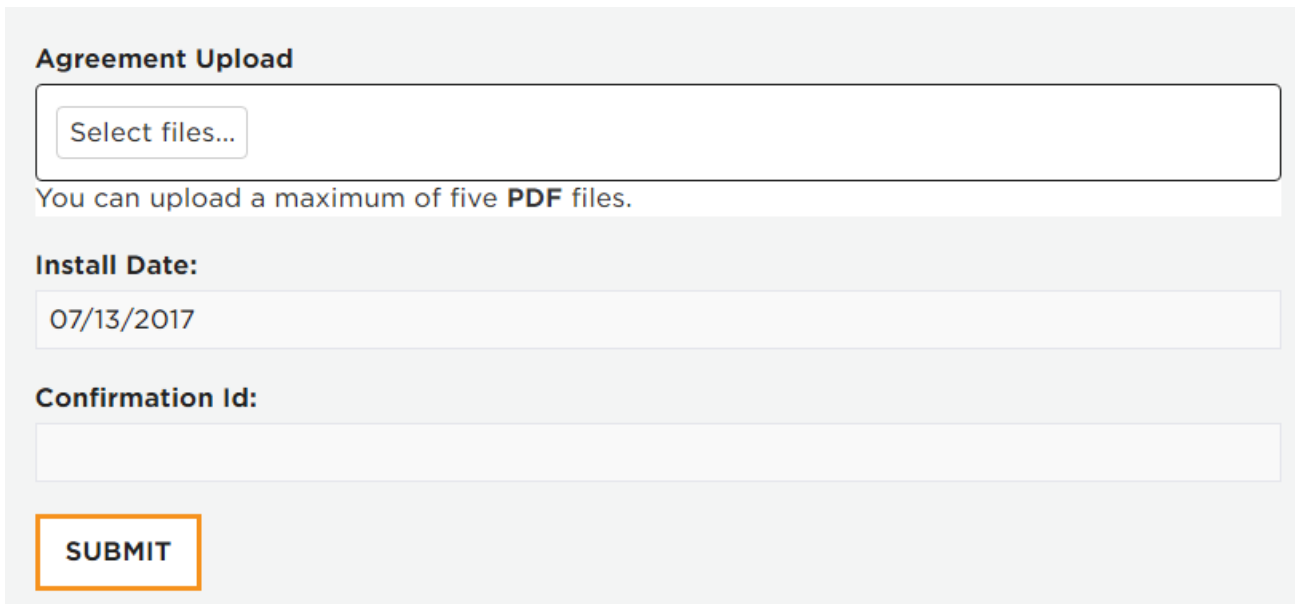
- V. Attach the following required documents (see figure 3):
 - a. Engineering Documents – These must be computer generated and not hand-drawn. These include:
 - i. Site Plan
 - ii. One-line Diagram
 - iii. Inverter/Equipment Datasheet(s)
 - b. Signed Part 1 Interconnection Application/Agreement (downloadable from our webpage)
 - c. Click Next

VI. Review entered information and if accurate, select submit.

The Part 1 Application has now been submitted.

Part 2 Application (CoC) Submission

- VII. Navigate to the following web address (or copy the link below)
 - a. Duquesne Light Homepage
 - i. Hover over the Energy Savings Section
 - ii. Select “Interconnection Agreement Certificate of Completion” under the Customer Generation column
 - b. <https://www.duquesnelight.com/energy-savings/customer-generation/interconnection-agreement-certificate-of-completion>
- VIII. Complete the form at this web address (see figure 4):
 - a. Upload the signed and completed Part 2 Application .PDF file
 - b. Select the date that the equipment was installed on
 - c. In the Confirmation ID field, input the unique identifier provided upon the Part 1 submission steps.
 - i. **Note:** If you do not have the unique identifier for the customer you are trying to submit, please contact the Interconnection Department. This is able to be looked up.
 - ii. **Note:** For larger sets of customers under a similar contractor, a lookup table may be provided with all the unique identifiers, upon request.
- IX. Review the entered information and if accurate, select submit.



Agreement Upload

Select files...

You can upload a maximum of five **PDF** files.

Install Date:
07/13/2017

Confirmation Id:

SUBMIT

Figure 4 – Certificate of Completion Submission Form