Creating a PowerClerk Account
PowerClerk Overview

PowerClerk is the online application portal for SOMAH and will be used to:

- Create and submit new incentive applications
- Monitor the progress of incentive applications
- Keep incentive documentation in a central location
- Export all project information
- Send notifications about project status and updates
New Account Registration

STEP ONE:

▪ Visit the SOMAH PowerClerk log in page for the utility that you wish to submit applications for.
  ▪ **Liberty Utilities**: calsomahliberty.powerclerk.com
  ▪ **Pacific Gas & Electric**: calsomahpge.powerclerk.com
  ▪ **PacifiCorp**: calsomahpacificorp.powerclerk.com
  ▪ **Southern California Edison**: calsomahsce.powerclerk.com
  ▪ **San Diego Gas & Electric**: calsomahsd.powerclerk.com

▪ If you plan on submitting applications in more than one investor owned utility, select one of the IOUs to create an account with first.
New Account Registration

STEP TWO:

- Click the **Register** link below the **Log In** section
New Account Registration

STEP THREE:

- Complete the User Information form and select Register
Verify your Account

STEP FOUR:

- Check your inbox for an email titled, "PowerClerk Account Creation"
- Open the email and click on the link to activate your account

*Take a look at your junk/spam folders if you can't find the email*
Adding Programs to Current Account

STEP FIVE:

- To add a program:
  - Log into your PowerClerk v2 account
  - Hover over the **Settings** tab
  - Click **Add Programs**

*Users will only need one account to submit applications in the five IOU territories*
Adding Programs to Current Account

STEP FIVE (CONT):

- Select the programs you wish to add by selecting the programs from the list.
- Select Add.
Navigating Programs

- Homepage will display the program name at the top of the page.

- The electric utility name is displayed after the program name.
Click **Change Program** to toggle between all programs added to the user’s account.