SOMAH

SOLAR ON MULTIFAMILY AFFORDABLE HOUSING

# 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

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## STEP ONE:

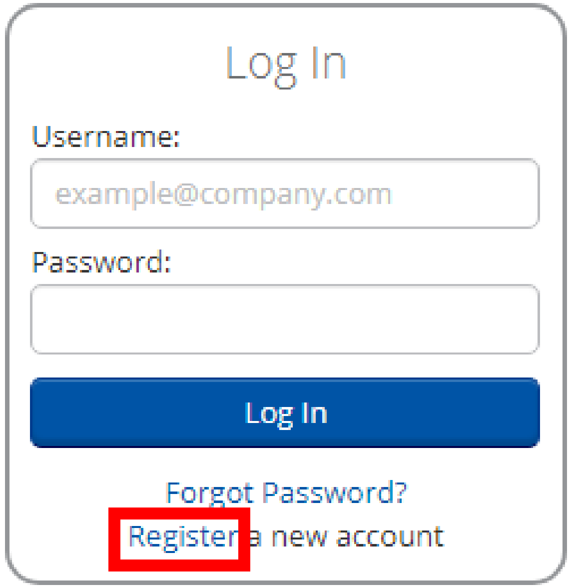
- Visit the SOMAH PowerClerk log in page for the utility that you wish to submit applications for.
  - **Liberty Utilities:** calsomahliberty.powerclerk.com
  - **Pacific Gas & Electric:** calsomahpge.powerclerk.com
  - **PacifiCorp:** calsomahpacificorp.powerclerk.com
  - **Southern California Edison:**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

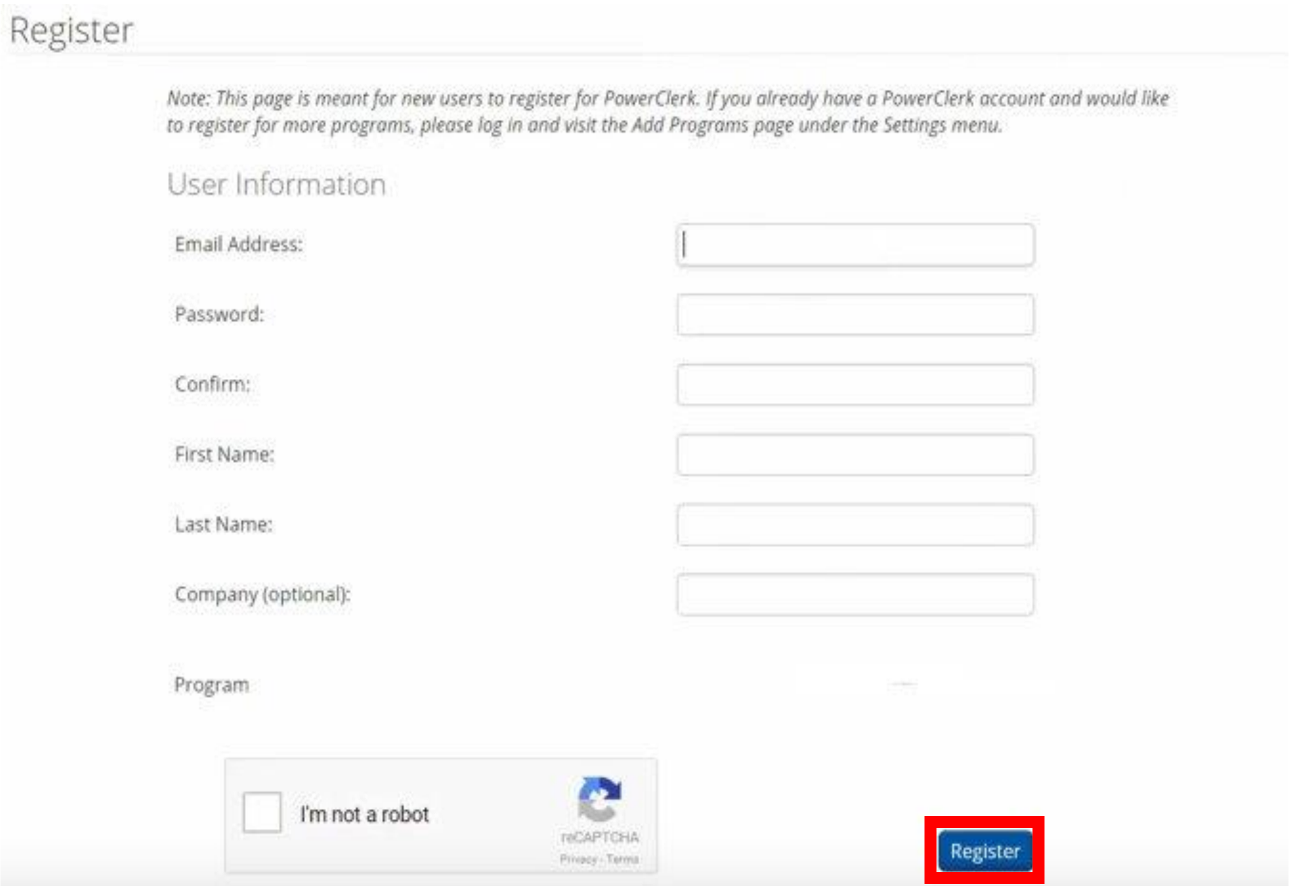
- Click the **Register** link below the **Log In** section



# 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 active your account

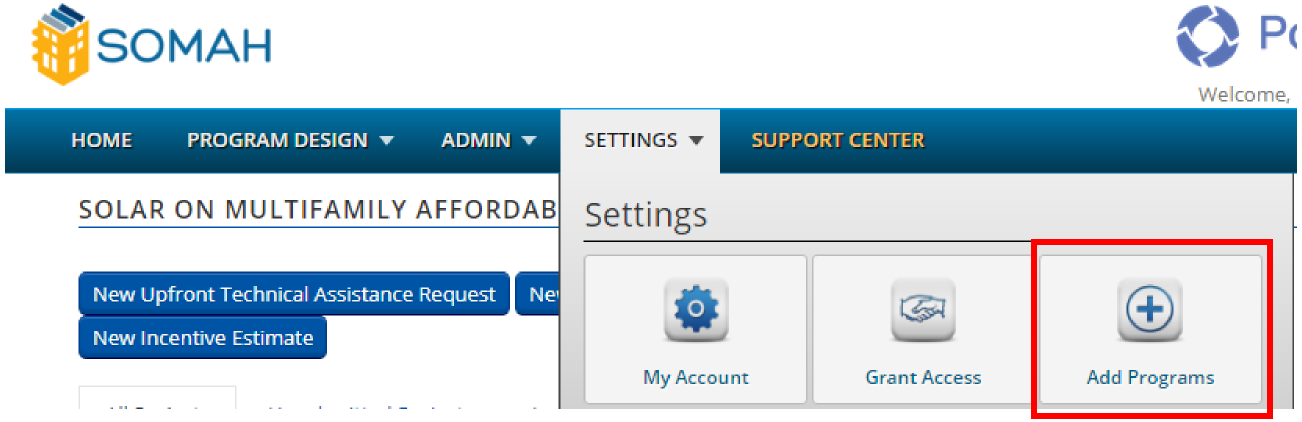
**Take a look at your junk/spam folders if you can't find the email*

# 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

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## STEP FIVE (CONT):

- Select the programs you wish to add by selecting the programs from the list
- Select **Add**

### Register for More Programs

**Existing Programs**

| AgencyName | Program | Role |
|---|---|---|
| SOMAH | PG&E | Applicant |
| SOMAH | SCE | Applicant |
| SOMAH | SDG&E | Applicant |
| SOMAH | PacifiCorp | Applicant |
| SOMAH | Liberty | Applicant |
| AgencyName | Program | Role |

### Program to Add

*Once you added a new program, visit your home page and it will appear in your program list.*

Agency: PacifiCorp

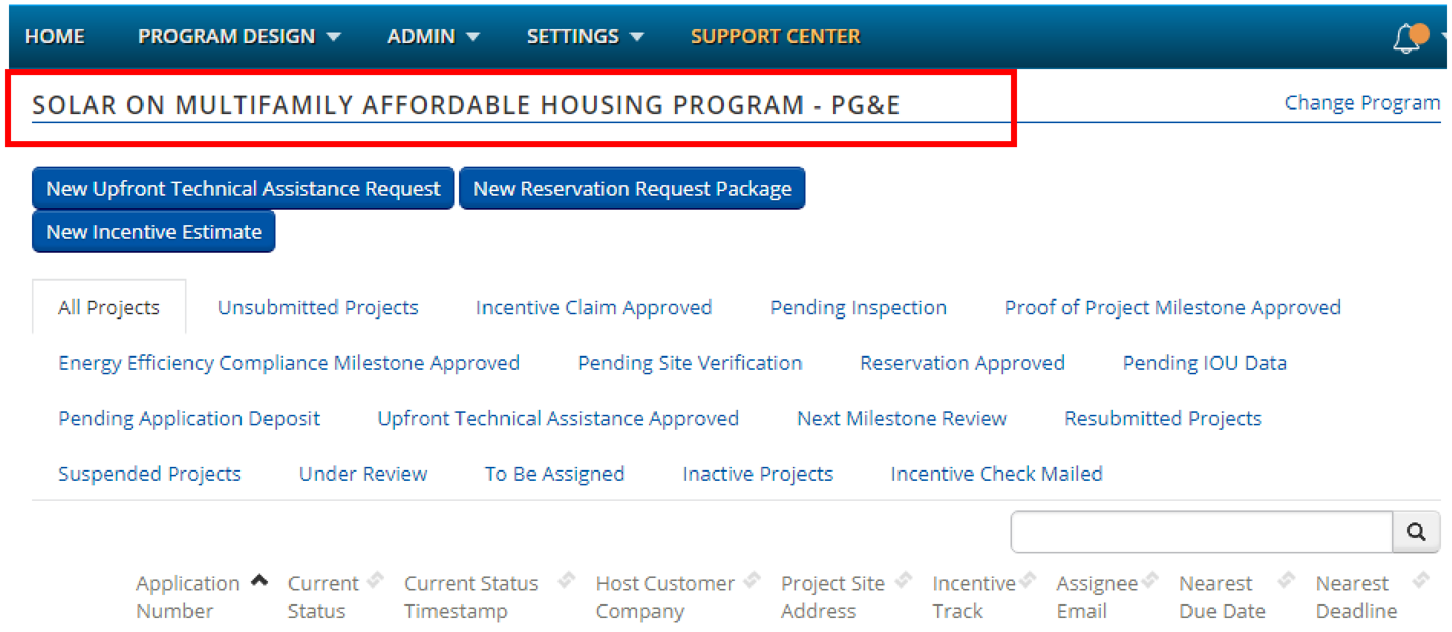
Program: Net Metering

Role: Applicant

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



# PowerClerk: Navigating Programs

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- Click **Change Program** to toggle between all programs added to the user's account