



# 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



## STEP ONE:

- Visit the SOMAH PowerClerk log in page for the utility that you wish to submit applications for.
  - **Liberty Utilities:** [calsomahl Liberty.powerclerk.com](https://calsomahl Liberty.powerclerk.com)
  - **Pacific Gas & Electric:** [calsomahpge.powerclerk.com](https://calsomahpge.powerclerk.com)
  - **PacifiCorp:** [calsomahpacificorp.powerclerk.com](https://calsomahpacificorp.powerclerk.com)
  - **Southern California Edison:** [calsomahsce.powerclerk.com](https://calsomahsce.powerclerk.com)
  - **San Diego Gas & Electric:** [calsomahsd.powerclerk.com](https://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

A screenshot of a "Log In" form. The form has a title "Log In" at the top. Below the title are two input fields: "Username:" with the value "example@company.com" and "Password:". Below the password field is a blue "Log In" button. At the bottom of the form, there is a link "Forgot Password?" and a link "Register a new account". The "Register" text is highlighted with a red rectangular box.

# New Account Registration



## STEP THREE:

- Complete the User Information form and select **Register**

Register

*Note: This page is meant for new users to register for PowerClerk. If you already have a PowerClerk account and would like to register for more programs, please log in and visit the Add Programs page under the Settings menu.*

User Information

Email Address:

Password:


Confirm:

First Name:

Last Name:

Company (optional):

Program:

I'm not a robot  reCAPTCHA  
Privacy · Terms

**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*

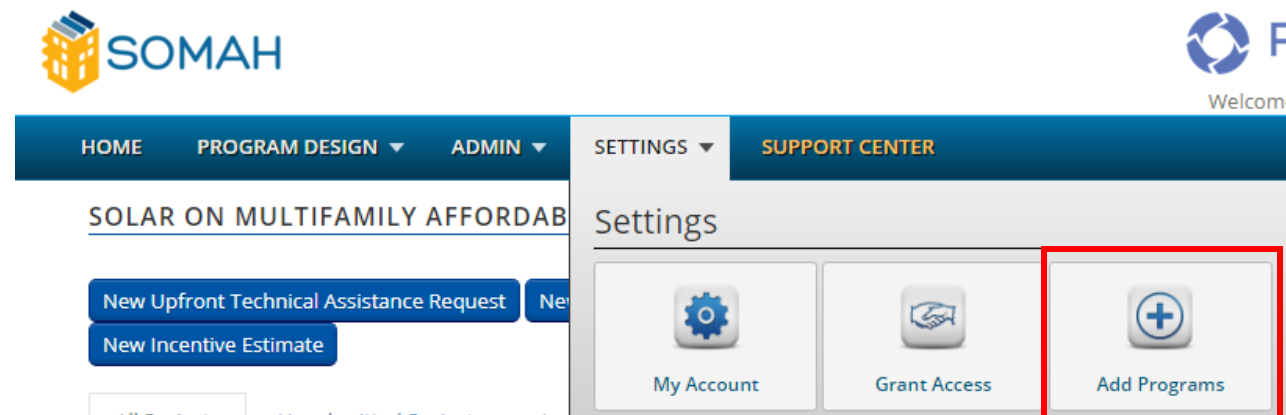
# Adding Programs to Current Account



## 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

## 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:

Program:

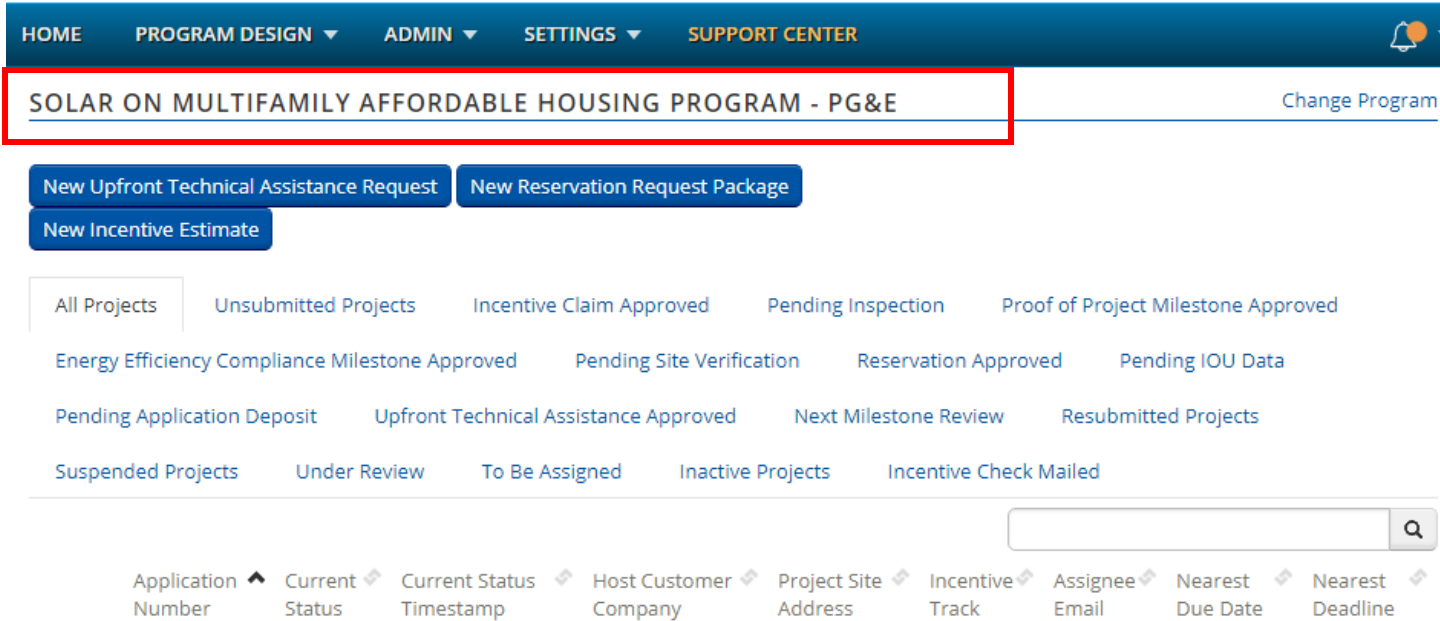
Role:

**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



The screenshot shows the top navigation bar with links for HOME, PROGRAM DESIGN, ADMIN, SETTINGS, and SUPPORT CENTER. Below the navigation bar, the current program name "SOLAR ON MULTIFAMILY AFFORDABLE HOUSING PROGRAM - PG&E" is displayed and highlighted with a red box. To the right of the program name is a "Change Program" link. Below the program name are three buttons: "New Upfront Technical Assistance Request", "New Reservation Request Package", and "New Incentive Estimate". Below these buttons is a horizontal menu with various project status filters: All Projects, Unsubmitted Projects, Incentive Claim Approved, Pending Inspection, Proof of Project Milestone Approved, Energy Efficiency Compliance Milestone Approved, Pending Site Verification, Reservation Approved, Pending IOU Data, Pending Application Deposit, Upfront Technical Assistance Approved, Next Milestone Review, Resubmitted Projects, Suspended Projects, Under Review, To Be Assigned, Inactive Projects, and Incentive Check Mailed. Below the menu is a search bar with a magnifying glass icon. At the bottom, there is a table header with columns: Application Number, Current Status, Current Status Timestamp, Host Customer Company, Project Site Address, Incentive Track, Assignee Email, Nearest Due Date, and Nearest Deadline.

# PowerClerk: Navigating Programs



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

The screenshot shows the PowerClerk web application interface. At the top is a dark blue navigation bar with the following menu items: HOME, PROGRAM DESIGN (with a dropdown arrow), ADMIN (with a dropdown arrow), SETTINGS (with a dropdown arrow), and SUPPORT CENTER. On the right side of this bar is a notification bell icon. Below the navigation bar, the current program is identified as "SOLAR ON MULTIFAMILY AFFORDABLE HOUSING PROGRAM - PG&E". A red rectangular box highlights a "Change Program" link in the top right corner of the main content area. Below the program name, there are three blue buttons: "New Upfront Technical Assistance Request", "New Reservation Request Package", and "New Incentive Estimate". A horizontal menu of project status filters is displayed, including "All Projects", "Unsubmitted Projects", "Incentive Claim Approved", "Pending Inspection", "Proof of Project Milestone Approved", "Energy Efficiency Compliance Milestone Approved", "Pending Site Verification", "Reservation Approved", "Pending IOU Data", "Pending Application Deposit", "Upfront Technical Assistance Approved", "Next Milestone Review", "Resubmitted Projects", "Suspended Projects", "Under Review", "To Be Assigned", "Inactive Projects", and "Incentive Check Mailed". A search bar with a magnifying glass icon is located to the right of these filters. At the bottom, a table header is visible with the following columns: Application Number (with an upward arrow), Current Status (with a dropdown arrow), Current Status Timestamp (with a dropdown arrow), Host Customer Company (with a dropdown arrow), Project Site Address (with a dropdown arrow), Incentive Track (with a dropdown arrow), Assignee Email (with a dropdown arrow), Nearest Due Date (with a dropdown arrow), and Nearest Deadline (with a dropdown arrow).