NYSERDA NY-Sun Initiative

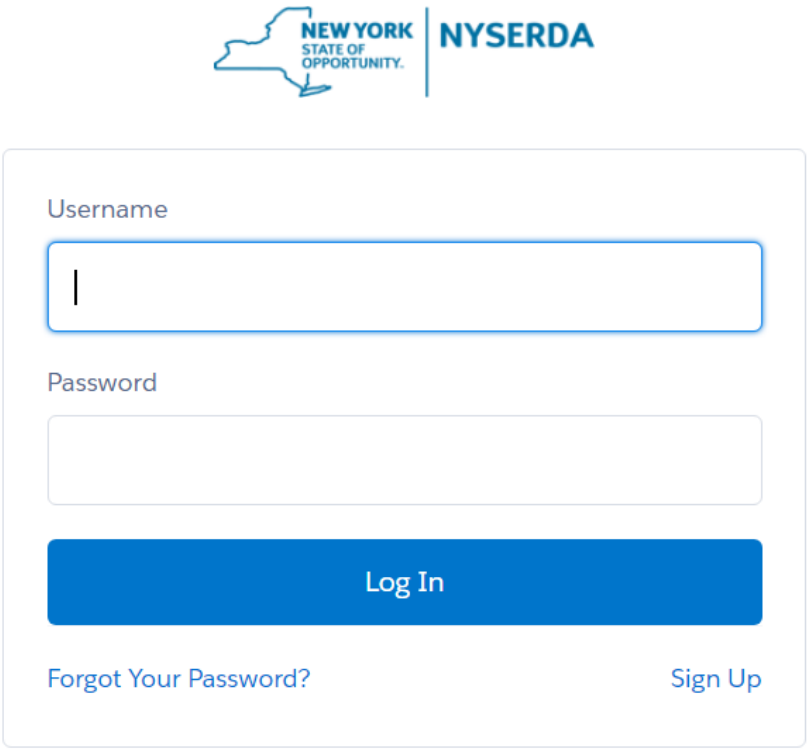
Inclusive Community Solar Adder

Application Reference Guide

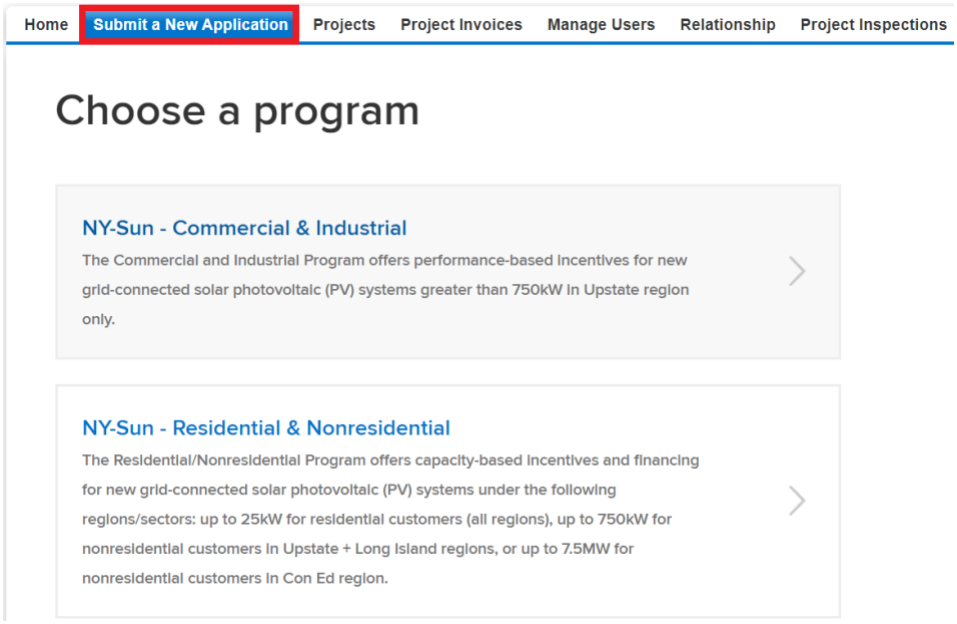
Inclusive Community Solar Adder Application and Invoice Guide

Welcome to the NYSERDA NY-Sun Inclusive Community Solar Adder Incentive Application Reference Guide. This document includes step-by-step instructions on how to complete and submit an Incentive Application.

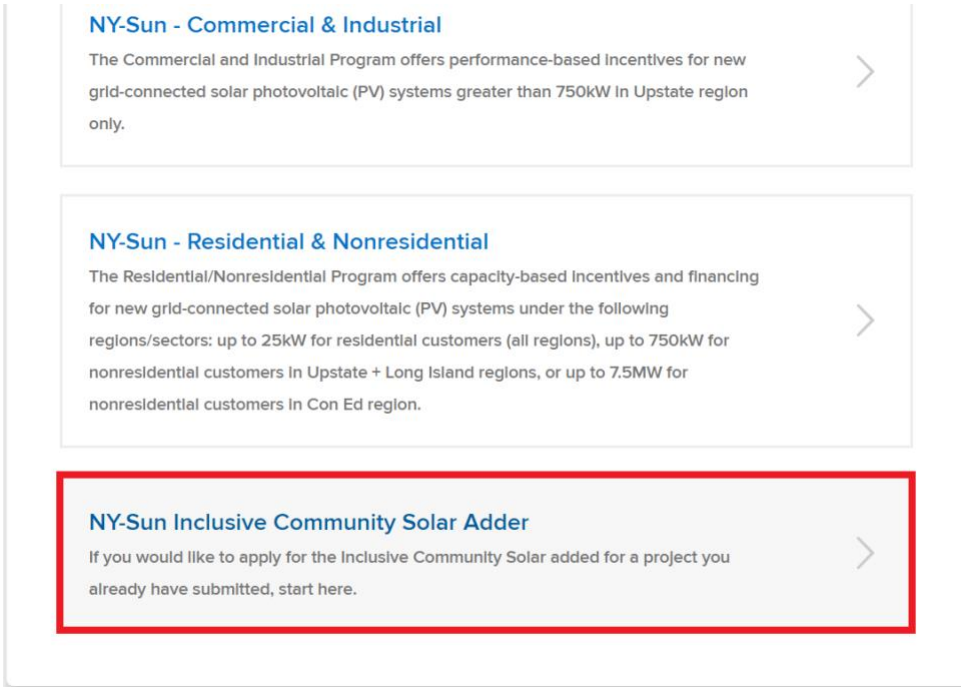
1. Login to the portal using the username and password you were provided at portal.nyserda.ny.gov.



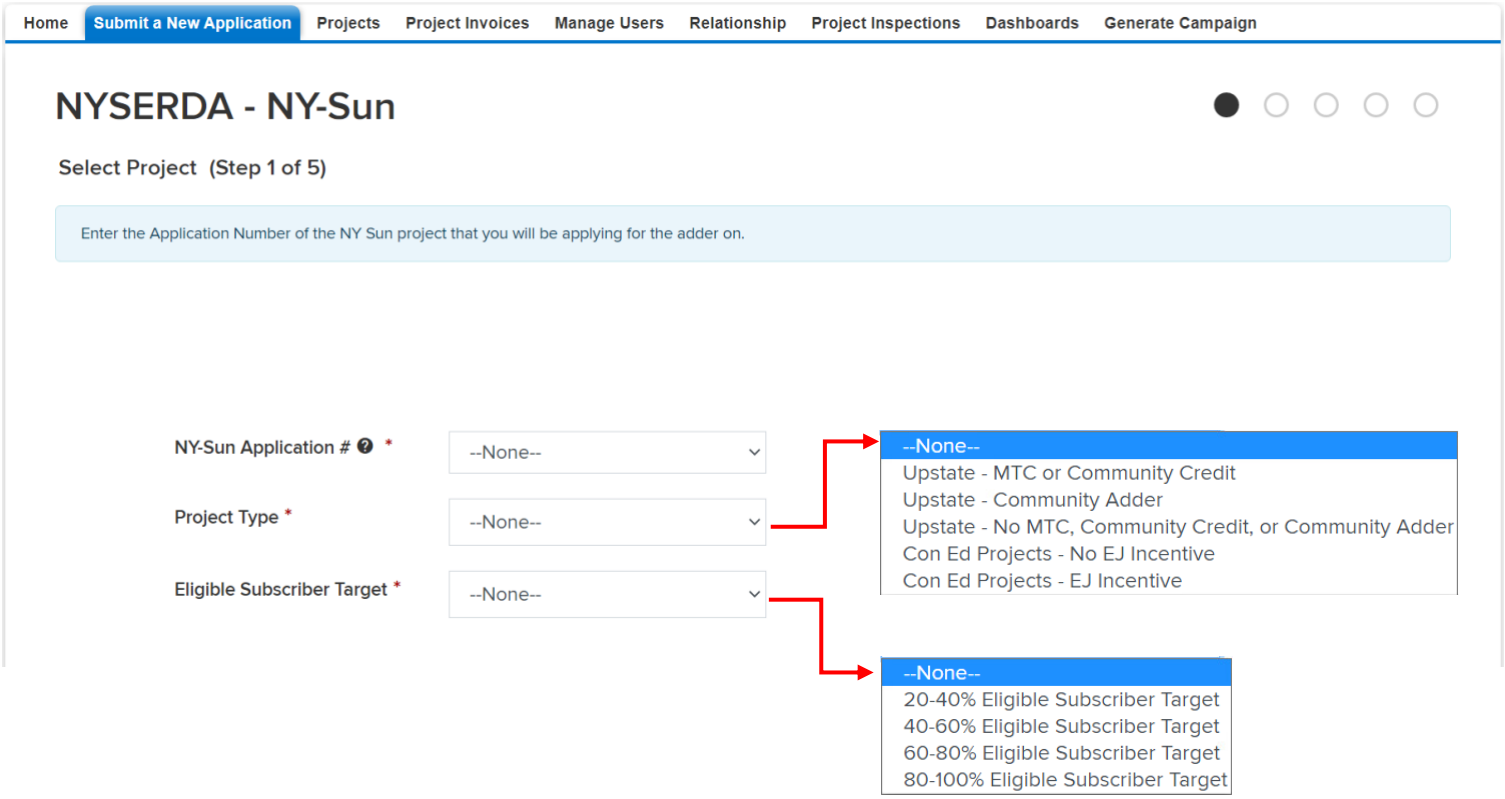
2. Click on the “Submit a New Application” Tab.



3. Click on the “NY Sun Inclusive Community Solar Adder” tile.



4. Project Selections (Step 1 of 5)
    a. Select the project by NY-Sun Application # from the dropdown menu.
    b. Select the project type according to the utility coverage location, and existing adder and incentive status from the dropdown menu.
    c. Select the percentage range of eligible subscribers targeted by the project from the dropdown menu.
    d. Click “Continue” when complete to move on to the next page.



5. Contact Page (Step 2 of 5)

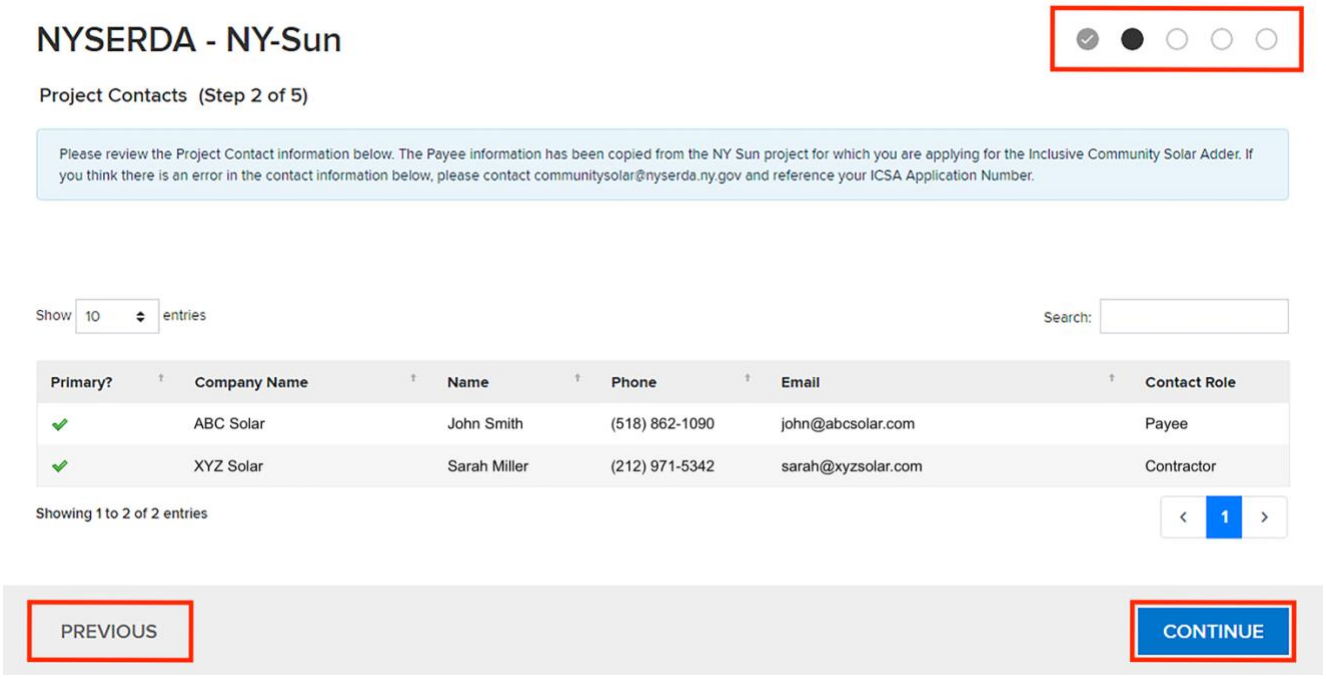
a. Confirm that the contact information listed is correct.

b. If the information is incorrect, email communitysolar@nyserda.ny.gov.

c. If the information is correct, click “Continue” to move on to the next page.

d. Use the “Previous” and “Continue” buttons to navigate throughout the application.

e. Your application progress is indicated through the bubble graphic at the top of the application.



6. Application Review (Step 3 of 5)

a. Review the saved material for accuracy, including the NY-Sun Incentive Program information, the listed Project Participants, the Project Site Information, and the Project Information.

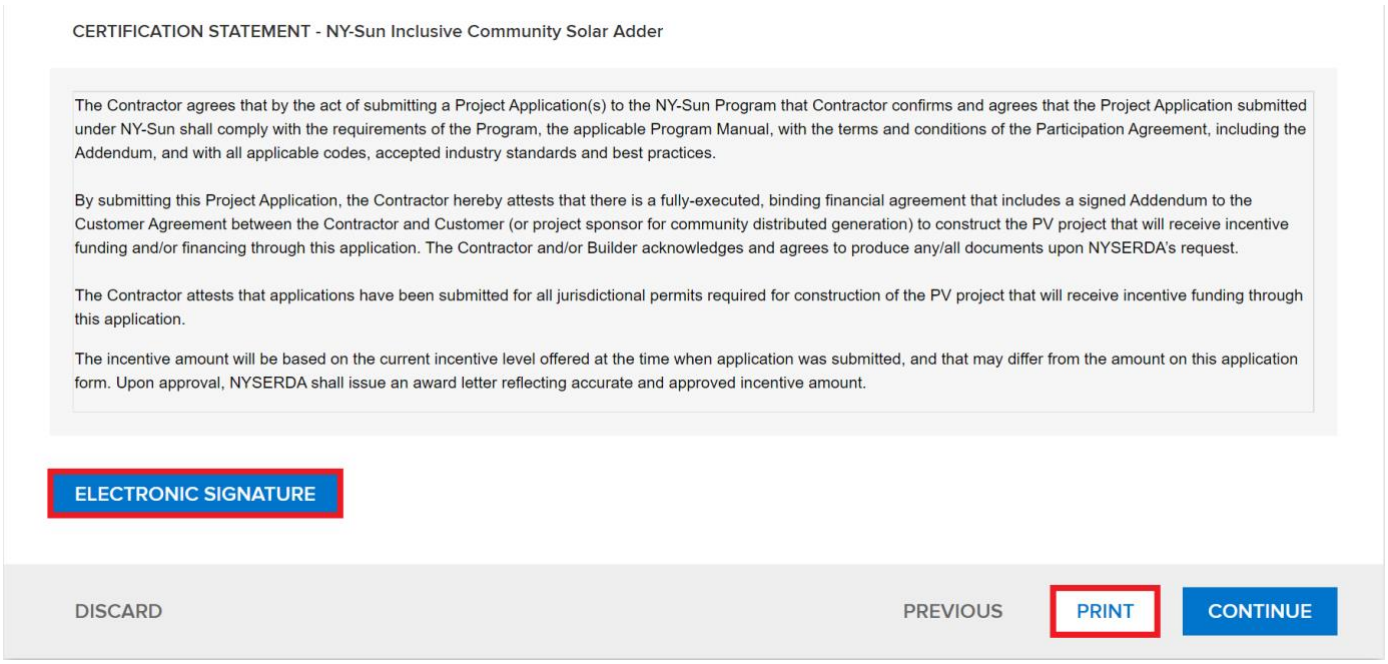
b. If any information needs to be changed or corrected, use the “Previous” button to navigate to earlier steps in the application and make corrections as needed.

c. Read the certification statement.

d. To submit the project application in accordance with the stipulations of the certification statement, use the “Electronic Signature” button to link to a DocuSign. Alternatively, use the “Print” button to sign a hard copy. Please note, the “Electronic Signature” feature can only be sent to one entity. If there is a payee, the contractor may use “Electronic Signature” but then must forward the signed application to the payee for signature.

e. To delete the project application, use the “Discard” button.

d. Click “Continue” when complete to move on to the next page



7. Documents (Step 4 of 5)

a. Use the “Choose File” button on the “Sample Contract” row to upload a copy of the proposed contract.

b. Use the “Choose File” button on the “Marketing Plan” row to upload a copy of the Marketing and Implementation Plan Form, which can be found on the Resources for Contractors page in the “Inclusive Community Solar Adder Resources” section. In addition to the plan itself, use the “Other Documents” button to upload sample Marketing and Messaging Materials which should include, but are not limited to the following types of materials:

i. Collateral that will be sent in the mail or hung on doors

ii. Social media posts

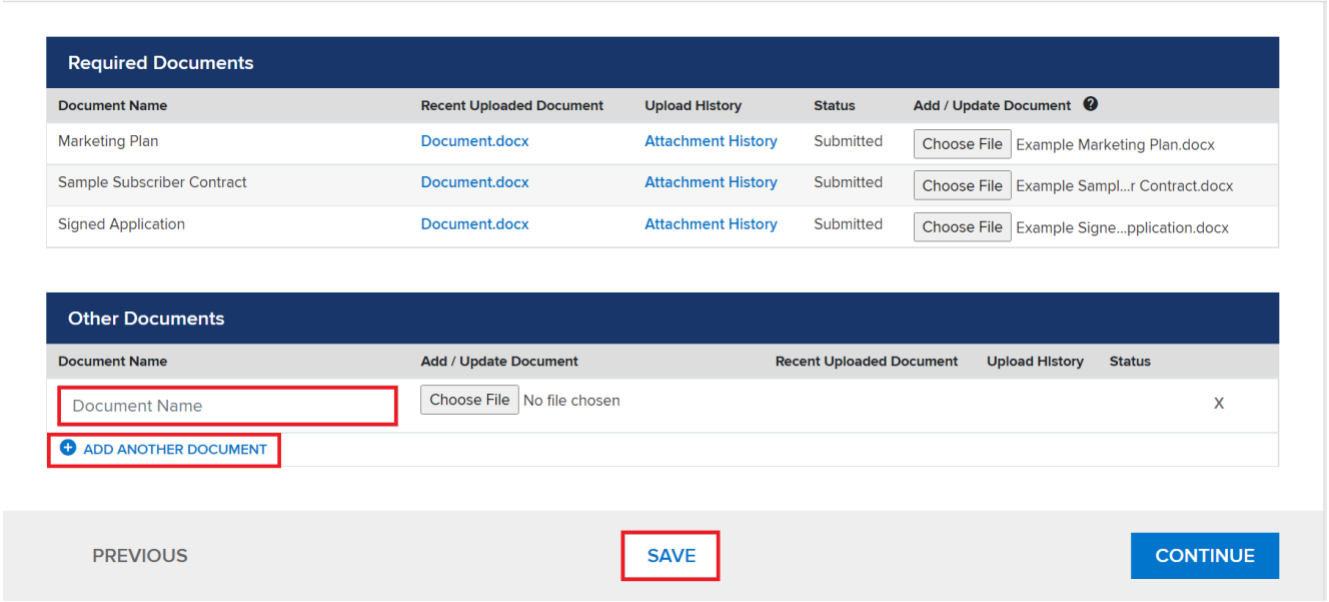
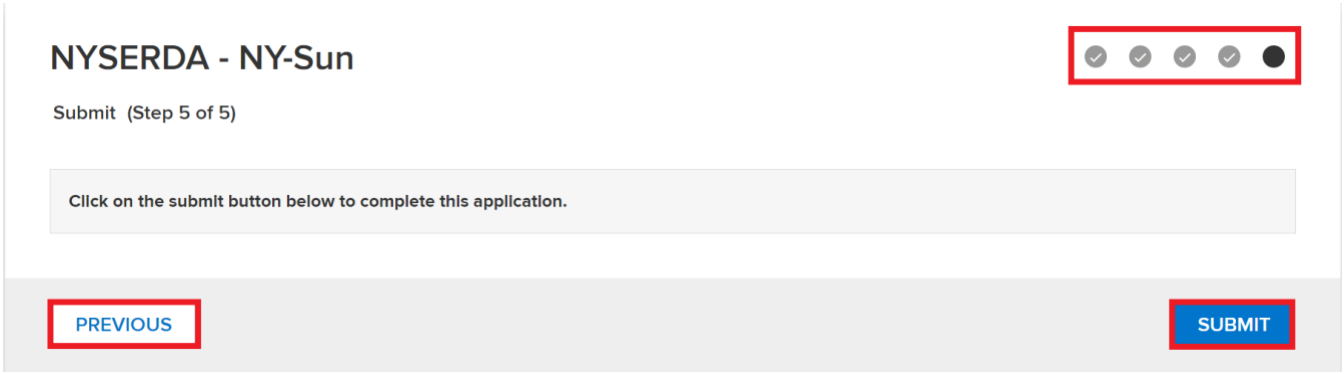
iii. Sample email blasts

iv. Screenshots of a customer experience after signing up online.

v. Other frequently used customer-facing marketing and messaging materials not listed above

c. Use the “Choose File” button on the “Signed Application” row to upload a copy of the Project Application with all completed signatures.

d. File size for a single upload cannot exceed 10 MB. If your file size is over this threshold, you may break it into smaller files and use the “Other Documents” button to upload. If you choose to use the “Other Documents” uploading method, clearly label your additional files, using the “Document Name” text box. You may add multiple “Other Documents” using the “Add Another Document” function.



8. Submit (Step 5 of 5)
    a. Use the navigation options to go back to any section of the application.
    b. Once you click “Submit”, you will not be able to edit this application.