Welcome to the NYSERDA NY-Sun Project Invoice Reference Guide. This document includes step-by-step instructions on how to complete and submit a project invoice to the Residential & Nonresidential or Commercial & Industrial Programs.

1. Login to your portal at nyserda-portal.force.com/login.
2. Click on the ‘Projects’ tab.

3. Search for the project you wish to submit a project invoice for by using either the ‘Search’ feature or ‘All Approved Projects’ in your list view.

   a. Search

   b. List View
4. After finding the project, click on and scroll down to ‘New Project Invoice’ on the project record.

5. On the Project Invoice, you will need to populate the following fields:
   a. Purchase Order – most projects will have only one PO to choose from.
b. Enter the installation and utility interconnection dates from the respective calendar fields.

6. If required, you must obtain customer signature using either the built-in electronic signature or print for a hard copy signature.

7. Click on ‘Manage Deliverables’ to upload the required supporting documents.
   a. The documents that you are required to upload will be dependent upon the incentive program you applied to. Incentive adders may require you to upload additional documents at this step.
Note: If your project was approved ‘as noted’, and proof of compliance is required for incentive payment (i.e. new shading report showing tree removal), deliverables can be uploaded under ‘Miscellaneous Document’.

<table>
<thead>
<tr>
<th>Deliverable Name</th>
<th>File Name</th>
<th>Upload Date</th>
<th>Action</th>
<th>Approve / Reject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Inspection Certificate</td>
<td>Visit the Manage Deliverables page to add this file.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Permit</td>
<td>Visit the Manage Deliverables page to add this file.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Interconnect Letter</td>
<td>Visit the Manage Deliverables page to add this file.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed invoice 25% or 100%</td>
<td>Visit the Manage Deliverables page to add this file.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Choose your files and click on ‘Save’.

Joe Homeowner - 1 any street - PV Systems

For Residential & Nonresidential projects, you must agree to the Terms and Conditions of the Certification Statement. Then, click on ‘Submit’.

CERTIFICATION STATEMENT

Customer/Contractor certifies that all approved system components listed above have been delivered to the installation address, and all permits and approvals have been obtained.
Customer/Contractor certifies that all installation responsibilities have been completed by the Installer/Contractor as outlined in the Solar PV Program Manual. I attest that the PV System is operational, and further agree to notify NYSERDA should the PV system by non-operational for any 4-week period of time going forward.
Customer has received a copy of the Operations and Maintenance Manual.
Builder/Contractor has inspected the system to verify it meets all codes and NYSERDA’s Program requirements.
Builder/Contractor has given instruction on the operation of the system to the Customer.
By signing this form, Customer agrees to release final incentive payment directly to Contractor.

I agree to the Terms and Conditions.
9. To view the status of your project invoice, scroll through the project record to the ‘Project Invoices’ section.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Status</th>
<th>Total Amount Due</th>
<th>Invoice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Pending</td>
<td>$500.00</td>
<td>08/30/2016</td>
</tr>
</tbody>
</table>

10. After approval of your project invoice, the status of your project will be updated to ‘Completed’.