

NYSERDA NY-Sun Initiative Residential & Nonresidential Change Modification Reference Guide

Residential & Nonresidential Change Modification Reference Guide

Welcome to the NYSERDA NY-Sun Residential & Nonresidential Change Modification Reference Guide. This document includes step-by-step instructions on how to complete and submit a change modification.

1. Login to your portal at nyserda-portal.force.com/login.



Username

Password

Log In

Remember me

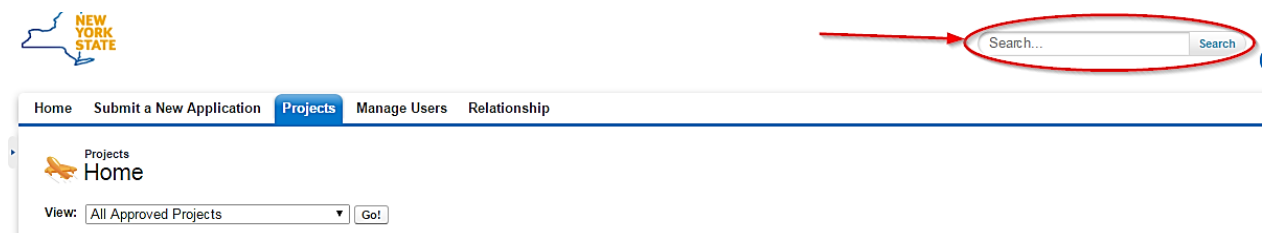
[Forgot Your Password?](#)

2. Click on the 'Projects' tab.

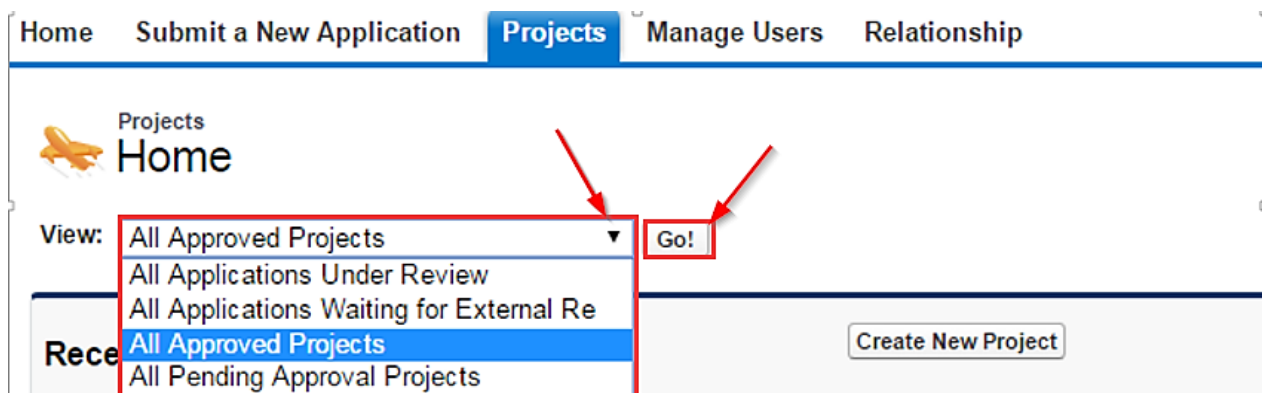


3. Search for the project you wish to submit a change modification for by using either the 'Search' feature or 'All Approved Projects' in your list view.

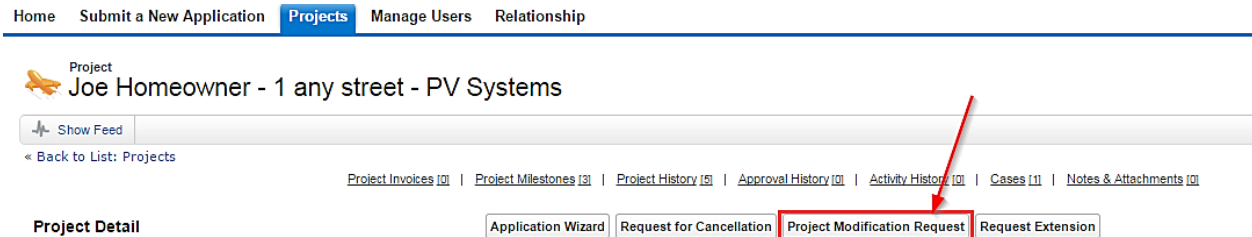
a. Search



b. List View



4. After finding the project, click on 'Project Modification Request' on the project record.



5. This will bring up a wizard like the Incentive Application for you to make all requested changes.

Modules (Panels)		Total system size (kW):	8.700	Overall TSRF:	72	%		Check if solar array exceeds 4,000 square feet:	<input type="checkbox"/>
Array 1 ✎ ?									
Quantity	Module Manufacturer	Module Model	Array Type						
16	Jinko Solar Co., Ltd	JKM290M-60	Fixed Roof Mount						
Array Rating	Array Azimuth	Array Tilt	Array TSRF	Estimated Annual Output					
4.640	110	37	81	5076					
DELETE									

- a. You may need to populate some of the fields associated with project costs. You can enter in \$0 if needed to ensure total project cost is correct. You may also have to re-populate the equipment information if the field have gone blank.
- b. Residential project modification requests resulting in a larger system size are eligible to receive and increased incentive. NYSERDA will review the request and calculate the new incentive or loan amount if applicable. Nonresidential project modification requests resulting in an increased system size will not earn and additional incentive; however, projects built at a smaller size may result in a reduced incentive.

6. On the Application Review tab, the requested changes will appear next to or below the original inputs, which have been greyed/crossed-out.
 - a. Please refer to the Program Manual for information on what changes require customer signature
 - b. If necessary, change modification can be sent to the customer for electronic signature or printed out for hard copy signature.

Equipment Information and Costs					
Type	QTY	Manufacturer	Model	Array Rating	Estimated Annual kWh
Array-1	16	Tina-Solar	TSM-260PAG5	4.160	\$5,007
Array 1 (Updated)	18	SunPower	PL-SUNP-SPR-310	5.580	\$5,633.00
Inverter-1	-	-	-	-	-
Inverter 1 (Updated)	1	SolarEdge Technologies	SE3000 (240V)	-	-
Total System Size				Total cost before NYSEDA Incentive	
4.160kW				\$15,000.00	
5.580kW				\$16,000.00	

Energy Consumption and Production		
	Original	Updated
Annual Energy Consumption	-	6000.00 kWh/year
Estimated Annual Energy Production	5007.00 kWh/year	5,633 kWh/year
Annual Electrical Offset Associated with the PV System	83.00%	94 %
Purchase Type	-	Purchase
PV Array Exceeds 4,000 sq ft	-	No

The NYSEDA incentive amount will be calculated by NYSEDA and Contractors/Builders and Customers will be notified via e-mail notification once the change has been processed and approved.

ELECTRONIC SIGNATURE



7. Paperwork Record: This is where you will upload any **relevant new documents as well as previously submitted documents** related to your change modification. If applicable, and you choose the electronic signature method, the signed document will automatically be uploaded once your customer signs.

Required Documents					
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document ?	
One-line or three-line electrical diagram	Jerome Mitchell FINAL DESIGN PACKA GE.pdf	Attachment History	Submitted	<input type="button" value="Choose File"/>	No file chosen
Photos of System Site	JEROME MITCHELL PHOTOS.pdf	Attachment History	Submitted	<input type="button" value="Choose File"/>	No file chosen
Shading Report	Jerome Mitchell AURORA REPORT.pdf	Attachment History	Submitted	<input type="button" value="Choose File"/>	No file chosen
Site Map (including mounting details stamped by Professional Engineer or Registered Architect, for roof mounts)	Jerome Mitchell FINAL DESIGN PACKA GE.pdf	Attachment History	Submitted	<input type="button" value="Choose File"/>	No file chosen

Other Documents					
Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status	
<input type="text" value="Document Name"/>	<input type="button" value="Choose File"/> No file chosen			X	
+ ADD ANOTHER DOCUMENT					

DISCARD
PREVIOUS

8. Submit.

Home [Submit a New Application](#) Projects Manage Users Relationship

NYSERDA - NY-Sun (Change Modification)

Submit Application (Step 7 of 7)

Please click on submit button below to complete this change request.

DISCARD
PREVIOUS

9. Confirmation of successful change modification submission.

Home **Submit a New Application** Projects Manage Users Relationship

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✓ ✓ ✓ ✓ ✓ ✓ ●

Submit Application (Step 7 of 7)

Change Request #CR-000171 submitted successfully for Project "Joe Homeowner - 1 any street - PV Systems"

DISCARD
PREVIOUS

10. To view the status of your change modification, scroll down to the bottom of the project record. Under 'Cases' you can view the status of your change modification.

a. Submitted (Under Program Review)

Cases			
Action	Case Number	Date/Time Opened	Status
Edit Cls	00001176	8/10/2016 6:27 AM	Submitted

b. Approved

Cases			
Action	Case Number	Date/Time Opened	Status
Edit Cls	00001176	8/10/2016 6:27 AM	Approved