

Change Modification Reference Guide

Change Modification Reference Guide

Welcome to the NYSERDA NY-Sun 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

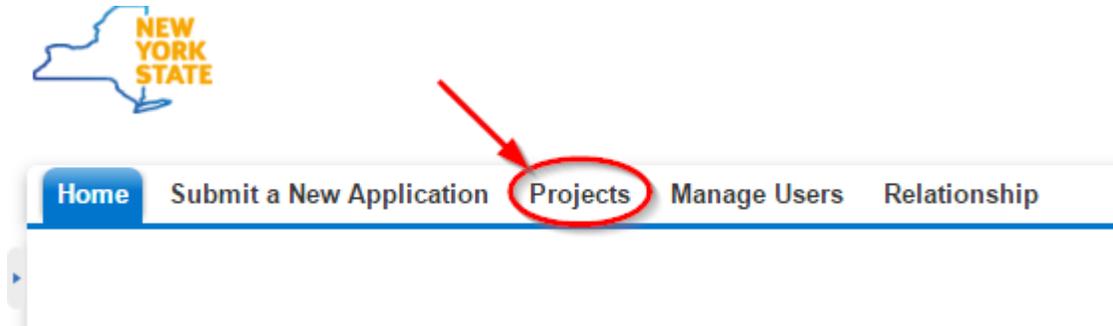
Password

Log In

Remember me

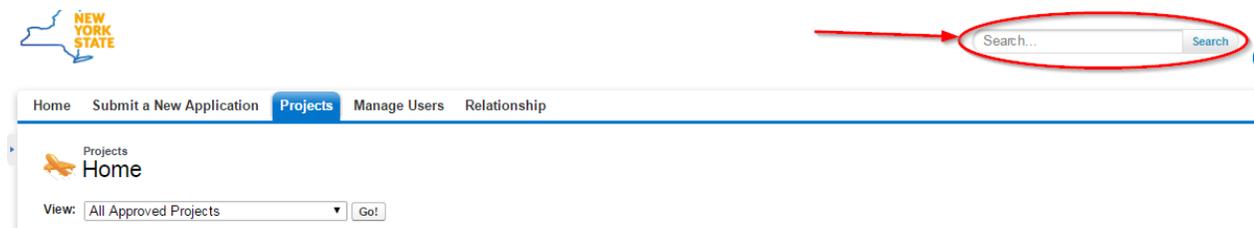
[Forgot Your Password?](#)

2. Click on the 'Projects' tab.

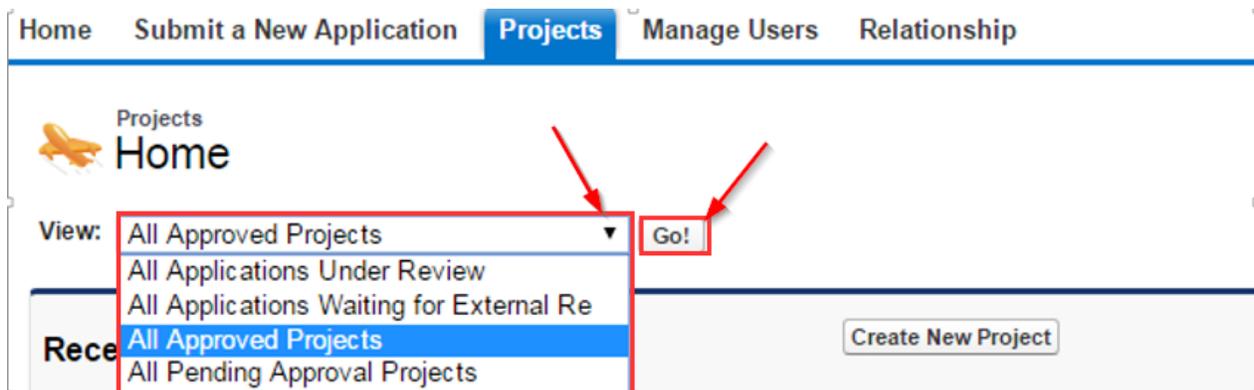


3. Search for the project you wish to submit a change modification for by using either the 'Search' feature or 'All Approved Projects' in your list view.

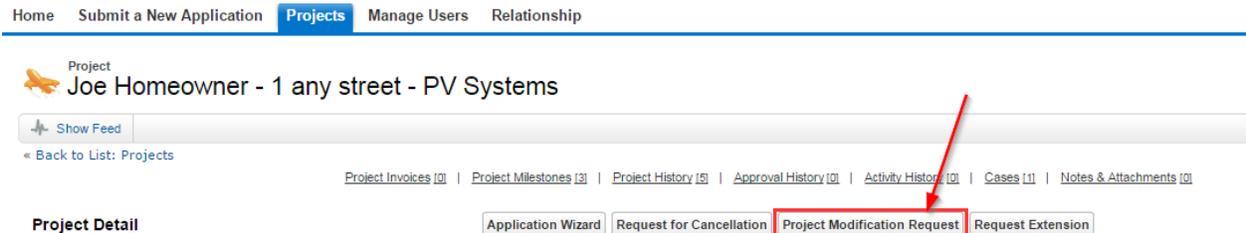
a. Search



b. List View



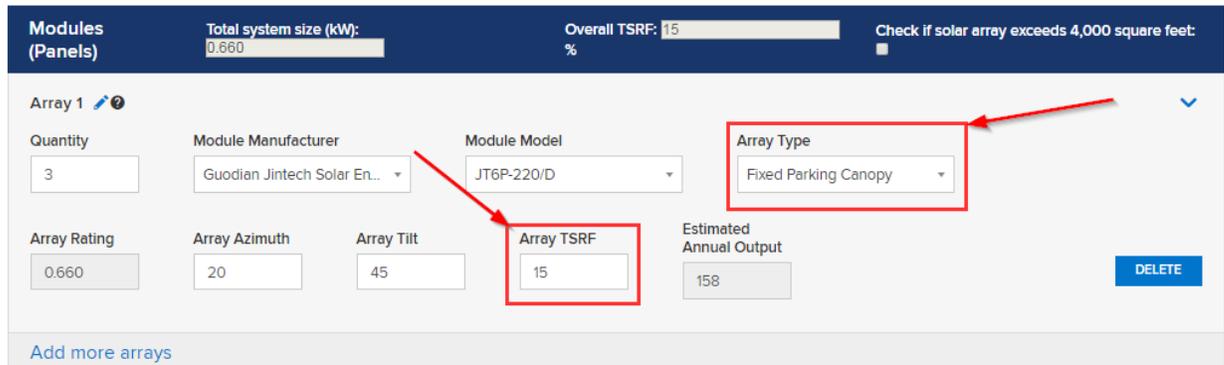
4. After finding the project, click on 'Project Modification Request' on the project record.



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

For projects migrated from PowerClerk:

- a. You will need to re-enter the Array Type and TSRF for each array. In some instances, the module/inverter information will also need to be re-entered.



- b. 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.
- c. Due to the difference in calculation of the estimated output between PowerClerk and the NYSERDA Portal, the annual electrical offset may be different. The limit has been increased to 130% so that this does not affect change modification submission.

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.

For projects migrated from PowerClerk, customer signature will be required on all change modifications.

Equipment Information and Costs					
Type	QTY	Manufacturer	Model	Array Rating	Estimated Annual kWh
Array-1	16	Trina Solar	TSM-260PAG5	4.160	\$5007
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 NYSERDA Incentive	
4.160kW				\$15000.00	
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	82.00%	94 %
Purchase Type	-	Purchase
PV Array Exceeds 4,000 sq ft	-	No

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

ELECTRONIC SIGNATURE

Note: For old Change Request Forms that were signed by the customer prior to September 8, you can skip the signature step and proceed to step 7. Here, you will upload the signed Change Request Form to the Paperwork Record under ‘Signed Application’. This will only be allowed until October 10.

- Paperwork Record: This is where you will upload any relevant new 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.

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

NYSDERDA - NY-Sun (Change Modification)

Paperwork Record (Step 6 of 7)

Required Documents					
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document	
One-line or three-line electrical diagram	08.08.16.pdf	Attachment History	Approve	<input type="button" value="Choose File"/>	No file chosen
Photos of System Site	08.08.16.pdf	Attachment History	Approve	<input type="button" value="Choose File"/>	No file chosen
Shading Report	08.08.16.pdf	Attachment History	Approve	<input type="button" value="Choose File"/>	No file chosen
Signed Application	Sample Text.docx	Attachment History	Submitted	<input type="button" value="Choose File"/>	No file chosen
Site Plan	08.08.16.pdf	Attachment History	Approve	<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

- Submit.

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

NYSDERDA - NY-Sun (Change Modification)

Submit Application (Step 7 of 7)

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

DISCARD PREVIOUS

- Confirmation of successful change modification submission.

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

NYSERDA - NY-Sun (Change Modification)

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

- b. Approved

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