NYGATS Training: NYGATS Project Registration

Introduction:

This training document will walk the user through the steps needed to register a project in the New York Generation Attribute Tracking System (NYGATS). Please refer to the NYGATS Operating Rules for additional information on all rules governing project registration and use of your NYGATS Account. Any questions about the registration of a project or the use of NYGATS can be directed to:

NYGATS Administrator NYGATS@apx.com 408-643-0167

Training:

<u>Step 1</u>: Log into NYGATS by navigating to the NYGATS Informational Site:

http://www.nyserda.ny.gov/nygats and select the 'Sign in for Existing Users' button located on the right hand side of the screen. Selecting the 'Sign in for Existing Users' button will redirect the user to the NYGATS Account Login Screen where the user can enter their Username and Password to access their account.



Step 2: (NYISO Accounts Only) If NYISO Projects are associated with a NYISO Account, the project will be automatically listed in the Project Management module in 'Approved' status to allow Certificates to be created from all NYISO projects. All NYISO project registrations must be reviewed and completed to issue certificates with program eligibility attributes (New York, Green-E and LIHI Eligibility). Once a project has been reviewed and submitted, the NYGATS Administrator will review and approve the registration. Project registrations approved by the NYGATS Administrator will be assigned an Annual Review Date that will notify the Account Holder when the Project needs to be reviewed and updated each year.

Project Management										,
									Т	otal Projects
NYGATS ID	Project	NYGATS	Status		QIP ID	Project Type	Review Data	Annual Review Date	Сору	Documents
GEN33629 test-test	NYISO F	Project Regist	tration v	vith	100	GEN	No Data	Neview Date	Сору	View/Update
GEN1219 NYISO Gen 1	Annual	Review Date	has be	en	42	GEN	APR2016	06/24/2017	Сору	View/Update
GEN1281 NYISO Gen 2	/ annadi	Louion Dato	nuo bo		323	GEN	APR2016		Сору	View/Update
GEN1285 NYISO Gen 3		completed	Approved Ni	150	323	GEN	APR2016		Сору	View/Update
GEN1299 NYISO Gen 4			Algiological INIT	1010	323	GEN	APR2016		Copy	View/Update
GEN1312 NYISO Gen 5				180	23	GEN	APR2016		Copy	View/Update
GEN1342 NYISO Gen 6		SO Project Re	egistratio	ons	7	CEN	APR2016		Copy	View/Update
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Register New Project	nc	ot been comp	oleted							

To review a project registration, select the name of the project in the Project Management Module and complete all required fields.

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								T	otal Projects
Project	NYGATS Meter ID	Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Сору	Documents Attestation
_	3152590074	Pending	NYSERDA QIP	100	GEN	No Data		Сору	View/Update
		Approved	NYISO	242	GEN	APR2016	06/24/2017	Сору	View/Update
		Approved	NYISO	323	GEN	APR2016		Сору	View/Update
		Approved	NYISO	323	GEN	APR2016		Сору	View/Update
		Approved	NYISO	323	GEN	APR2016		Сору	View/Update
		Approved	NYISO	323	GEN	APR2016		Сору	View/Update
		Approved	NYISO	237	GEN	APR2016		Сору	View/Update
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<u>Step 3:</u> Non-NYISO projects can be registered by selecting the 'Register New Project' link located at the bottom of the Project Management module.

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NYGATS ID	Project	NYGATS Meter ID	Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Сору	Document Attestatio		
GEN33629 test - test		3152590074	Pending	NYSERDA QIP	100	GEN	No Data		Сору	View/Upda		
GEN1219 NYISO Gen 1			Approved	NYISO	242	GEN	APR2016	06/24/2017	Сору	View/Upda		
GEN1281 NYISO Gen 2			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda		
GEN1285 NYISO Gen 3			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda		
GEN1299 NYISO Gen 4			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda		
GEN1312 NYISO Gen 5			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda		
GEN1342 NYISO Gen 6			Approved	NYISO	237	GEN	APR2016		Copy	View/Upda		

<u>Step 4:</u> Generating Units can be registered individually based on the revenue meter (Operating Rule 5.3) by selecting 'Generating Unit Project' Project Type or as multiple generators aggregated together that meet the Small Project Aggregation requirements (Operating Rule 4.3) under one project registration by selecting the 'Aggregated Project' Project Type. After selecting the 'Register New Project' link located in the Project Management module, select the Project Type:

- Generating Unit Project
- Aggregated Project

Selecting the 'Aggregated Project' radio button will deactivate certain fields that will be entered into the 'Aggregated Generators Registration Information' screen on the second page of the registration.

New York STATE OF OPPORTUNITY. New York Of Attribute T	Generation racking System	
Project Information		
	Project Type	
	Project Type: *+	C Generating Unit Project ⊙ Aggregated Project
	Active Sub-Account Selection: *	DefaultACT 💌
	ID, Name and Location Information	

Aggregated Project registrations will allow the user to enter each Generating Unit represented by the Aggregated Project registration one at a time on the second page of the registration or using a CSV file. A CSV template is available on the website located with the other NYGATS documentation. Please contact the NYGATS Administrator if you need assistance finding the NYGATS documentation

Aggregated Generators registration Information Aggregated Units: * Add Delete Upload File GU GU Nameplate COD (mm/dd /yyyy) Address City State Zip Meter Meter Meter Type/Protocol Sele Total Nameplate Capacity (MW): * 0 0 Verstrongly recommend saving entered Aggregated Units often during the registration process. */** Fields marked with an asterisk are required + Fields marked with a plus sign are copyable Note: The Nameplate Capacity of each Generating Unit can be no more than 0.200 MW (See Operating Rule 4.3)	Generator/F	Project Reg	gistration									
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Back Save Next Cancel					Back Sa	ve	lext Ca	ncel				

Step 5: Each project will be required to designate a Qualified Independent Party (QIP) from the Reporting Entity Access section of the Project registration. NYISO Projects will use NYISO as the QIP which will be pre-selected. All Other Projects will designate a QIP and enter a Reporting Entity ID. A Reporting Entity ID is a unique ID assigned for the project by the QIP which will link the project to the QIP Account.

Projects that qualify as Self Reporting (Operating Rule 5.8) will select Self Reporting as the QIP.

Step 6: After all required fields have been completed, press the 'Submit for Approval' button on the last page of the registration. The 'Pending' project registration will be posted in the Project Management module and the NYGATS Administrator will review and approve the project registration.

NEW YORK STATE OF OPPORTUNITY.	New York Generation Attribute Tracking System			
				Welcon
New Generato	r/Project Registration			
		Fuel/Project Type Selected:	Wind	
		RECState/Provincial/Voluntary Eligibiliti	es:	
		New York:	CYes ⊙No	
		Green-e Energy Eligible: Verification/Certification #:	C _{Yes} ଜ _{No}	
		LIHI Certified:	C _{Yes} ⊙ _{No}	
		Verification/Certification #:		
		* Required Field Back Save Subr	mit for Approval Cancel	

Step 7: After a submitted project has been approved by the NYGATS Administrator, the Annual Review date will be displayed for the project. This date will trigger an annual notification to the account holder to update the registration for any changes.

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NYGATS ID	Project	NYGATS Meter ID	Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Сору	Document Attestatio
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