



PowerClerk®

Installer User Guide

Customer Owned Generation Applications

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1. Introduction

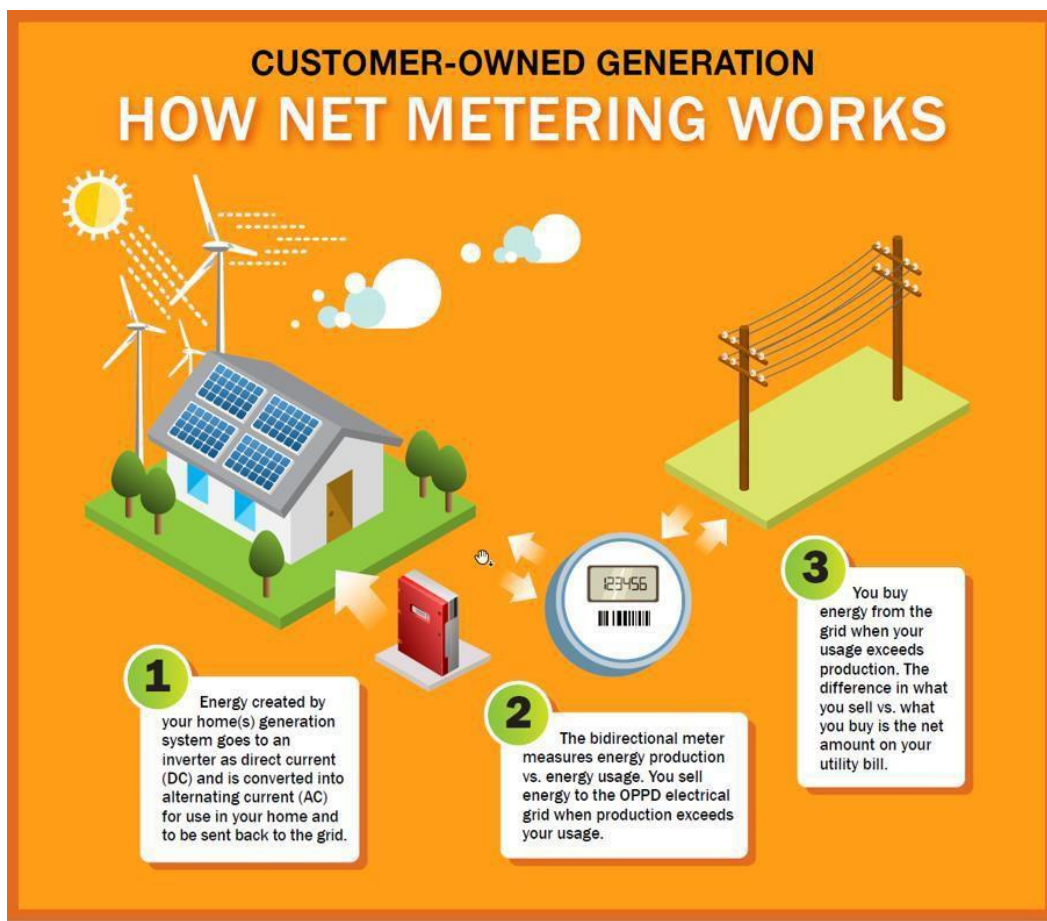
Omaha Public Power District has adopted the web-based tool, PowerClerk, to standardize and manage the Customer Owned Generation (COG) application process for our residential and commercial customers. This Enterprise User Guide will help you to understand the tool, explain your role specific process and address potential questions you may have regarding the tool.

What is Customer-Owned Generation?

OPPD customers can create much of their household’s electricity using renewable forms of customer-owned generation. The most common types of renewable energy systems are photovoltaic solar panels and wind turbines, but people also use micro-turbine, fuel cell, biomass and hydro technologies.

Regardless of the type of system being considered, it first must be vetted by OPPD before interconnection with the electric grid. After approval and installation, customer-owners will be able to get credit on their utility bills.

1.1 References



<p>Customer Owned Generation Quick Start Video:</p>	<p>https://vimeo.com/368312148</p>
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2. Getting Started

2.1 PowerClerk Registration

Welcome to your Omaha Public Power District Customer-Owned Generation Application!

Interested in generating your own energy? This application is your first step...
First time here? To get your login email us at ProductsandServices@OPPD.com.

Log In

Username:

Password:

Log In

[Forgot Password?](#)
 Sign in with OPPD SSO.

Be sure to follow these steps to ensure a smooth interconnection experience with OPPD:

- 1. Calculate** how much energy you'll need to generate. [How to Read Your Bill](#) shows where to find the kilowatt-hours usage on your OPPD utility bills. Go to [LINK](#) to Wattplan PV calculator) to check out how much electricity you'll need to generate for your household needs. It's also beneficial to understand regulatory requirements and local or federal tax credits or incentives. Good resources are OPPD's [Distributed Generation Manual](#), [rooftop solar information](#), the [Nebraska Energy Office](#) and [energy.gov](#).
- 2. Research** solar or other generation equipment options. Part of your decision-making process should include getting multiple bids from licensed contractors who have worked with or are willing to work with OPPD.
- 3. Get approval** from OPPD prior to purchasing any equipment. Your contractor will need to contact us to discuss requirements and to submit an application through this portal. Once approval has been given, you'll need to sign an OPPD Interconnection Agreement.
- 4. Purchase equipment and begin construction.** Before hooking up the system, your contractor or subcontractor must get an electrical permit. Once the electrical inspection has been approved, OPPD will set up a witness test to ensure your equipment is operational and interconnected to the power grid.
- 5. Install net metering** (a requirement for systems of 25 kilowatts or less) and begin generating power! Remember to contact your insurance company to make sure your solar array or other generation system is covered on your policy.

For more information on Customer-Owned Generation visit OPPD.com

Note:

- Before submitting a COG application online, all users must first register for a PowerClerk account.
- **PowerClerk does not allow multiple users to be logged on with the same username and password at the same time.** It is recommended that all contractors, customers, and installers working in PowerClerk register for their own account.

PowerClerk Registration Process

1. To register for PowerClerk, email the following information to [Productsand Services@oppd.com](mailto:ProductsandServices@oppd.com)
 - a. **Email Address**
 - b. **First Name**
 - c. **Last Name**
 - d. **Company (optional)**

Note: Please give OPPD 7 days to follow-up on your request. After you have been registered you will receive an email from ProductsandServices@oppd.com.

2.2 Logging In To PowerClerk

PowerClerk Login Process

1. Navigate to the [OPPD PowerClerk landing page](#) (link).
2. In the Log In box, enter your *Username* and *Password* and click **Log In**.



Note: If you forget your password, click the **Forgot Password?** link above and follow the prompts to reset your password.

2.3 Home Page Navigation

After logging in to PowerClerk, you will be immediately navigated to the home page (pictured below).

Project #	Current Status	Current Status Timestamp
OPP-00275	Technical Review	02/26/2020

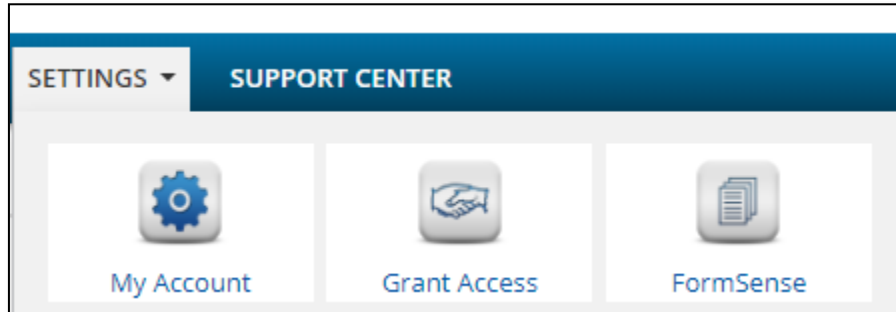
2.3.1 Views

Note: PowerClerk offers you the ability view your projects in different **Views** accessible from the Home Page

- **All Projects** – The “All Projects” View contains all projects that you have entered in PowerClerk, whether they have been submitted or not.
- **Completed Projects** – The “Completed Projects” View contains all projects that have been completed.

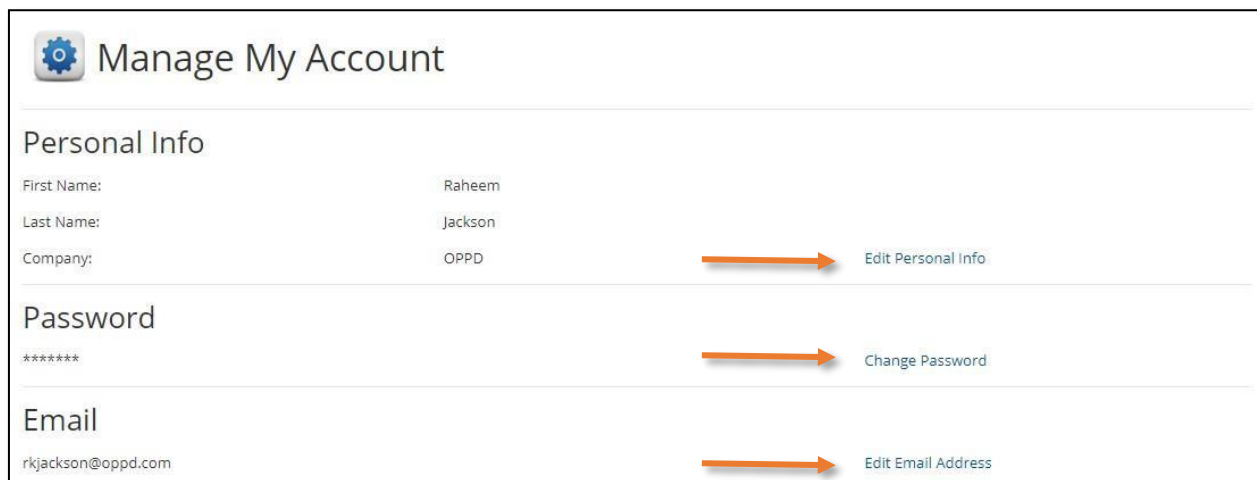
2.4 Settings

From the Home Page, you can access your Settings, which include the following features:



2.4.1 Manage My Account

Utilize the Manage My Account section to View or Edit your personal information (Name, Company, Email and Password)



2.4.1.1 From the Navigation Bar, click My Account.

2.4.1.2 To change any personal account information, click on their respective links:

2.4.1.2.1 Edit Personal Info

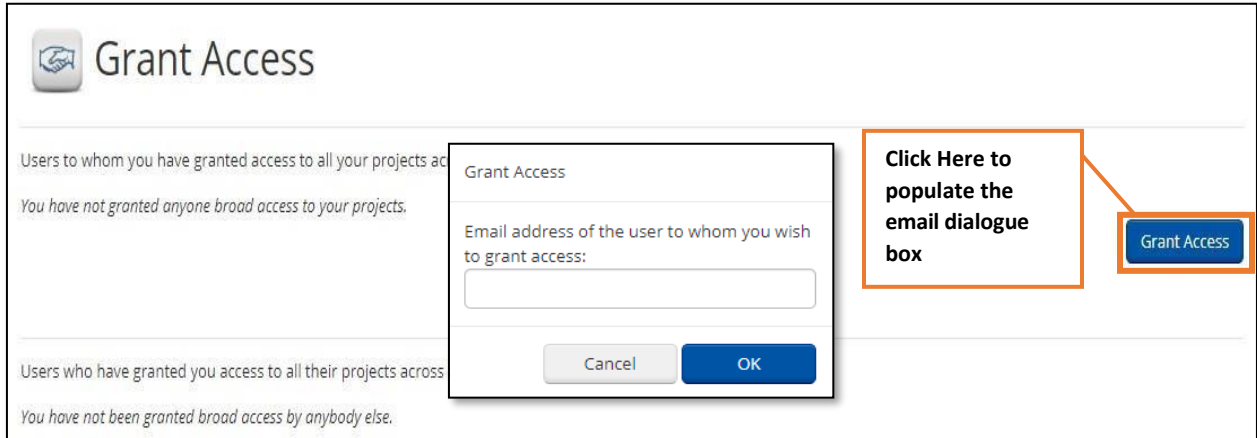
2.4.1.2.2 Change Password

2.4.1.2.3 Edit Email Address

Note: Multi-factor authentication is an authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism.

2.4.2 Grant Access

Grant access to other **registered** PowerClerk Users to view or edit your projects.



To grant access to other users, follow the below steps:

1. From the Navigation Bar, click on **Settings**, then click the **Grant Access** button.
2. On the screen, you will need to click the Grant Access button.
3. A window will populate, in the window enter the email address of the user to whom you wish to grant access.

Note: For a person(s) to get access to your PowerClerk projects, they must already be a registered user of PowerClerk. To register, follow the registration directions outlined in **Section 2.1**.

2.4.3 Log Out

- To log out of PowerClerk, click the **Log Out** button at the top right corner of your PowerClerk screen as shown below.



Note: PowerClerk will automatically log you out after long periods of inactivity.

3. Entering a New Application

To submit a new application, click on the **New Application** button from the Home Page. This will direct you to begin the application process.

The screenshot shows the PowerClerk web application interface. At the top left is the OPPD logo with the tagline 'Your Energy Partner'. At the top right is the PowerClerk logo and a user greeting: 'Welcome, Raheem Jackson | Log Out'. Below the logos is a navigation bar with links for HOME, PROGRAM DESIGN, ADMIN, SETTINGS, and SUPPORT CENTER. The main content area is titled 'OMAHA PUBLIC POWER DISTRICT - INTERCONNECTION_DEMO' and includes a 'Change Program' link. There are three buttons: 'New Application' (highlighted with a red box), 'New Date Test', and another 'New Application' button (also highlighted with a red box). Below the buttons is a search bar and a table of application records.

Project #	Current Status	Inverter Model	Meter Number	Current Status Timestamp	PV System Specification	Inverter Nameplate Rating
▶ DEMO-00005	Application Submitted			12/12/2019		1200
▶ DEMO-00004	Application Submitted			11/22/2019		
▶ DEMO-00003	Application Submitted			11/21/2019		
▶ DEMO-00002	Application Submitted			11/20/2019		
▶ DEMO-00001	Application Submitted	B		11/20/2019		
▶	Unsubmitted			12/19/2019		

Note

- All information indicated with a red * (asterisk) is **REQUIRED!**
- Click on each of the blue (?) to reveal helpful tips for guiding you through the application.
- Your information is automatically saved while working on this application.

3.1 Customer Information

1	2	3	4	5
COG Owner Information	Contractor Information	Equipment	Attachments	Final Review

Interconnection Application for Customer-Owned Generation

The Customer-Owned Generation (COG) Owner (herein described as 'Owner') requests OPPD approval to construct and operate Customer-Owned Generation (COG) equipment in closed transition (parallel) with OPPD system in accordance with and as defined in the latest version of the OPPD COG Manual.

IMPORTANT INFORMATION!

- All Information indicated with a red * (asterisk) is REQUIRED!
- Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.
- Your information is automatically saved while working on this application.
- As the Project Owner you will be responsible for completing both the *Application* and *Construction Complete & Electrical Permit Information* forms.
- During the course of the project all email addresses captured in the application will receive notifications informing of both the project progress and any potential updates that may be needed to the forms.

COG Owner Contact Information (?)

Name *

Company

Address *

▼

Email *

Phone *

Is the Owner Information (above) the same as the Facility Operator? * (?)

- Yes
- No

Installation Address * (?)

▼

OPPD Customer Account Number * (?)

Does this location have an established electric meter? * (?)

- Yes
- No

Next

Entering Customer Information

Interconnection Application for Customer-Owned Generation

- To begin a new application, start by entering the **COG Owner Contact Information**:
 - Name** (First name, Last name)
 - Company** name if applicable.
 - Address** of the location where the Customer Owned Generation equipment will be located:
 - Street**
 - City**
 - State**
 - Zip Code**
 - Email** enter the customer/owner's email information.
 - Phone** enter the Customer's phone number.

COG Owner Contact Information ⓘ

Name *

First Last

Company

Company

Address *

Street

City Zip Code

Email *

Email

Phone *

(###) ###-####

- Is the Owner Information (above) the same as the Facility Operator?

- Yes
- No

Note: For Residential properties, this will typically be "Yes".

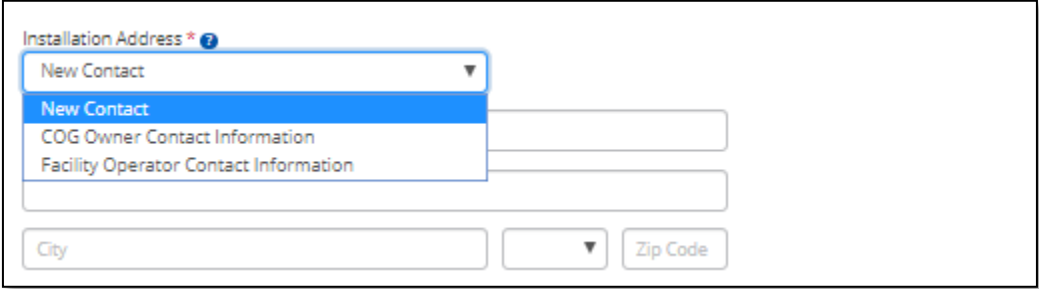
Is the Owner Information (above) the same as the Facility Operator? * ⓘ

Yes

No

3. Enter the **Installation Address**:

- Choose from the dropdown if the address is the same as the COG Owner or Facility Owner. This will prepopulate the field with the proper information.



Installation Address * ?

New Contact ▼

New Contact

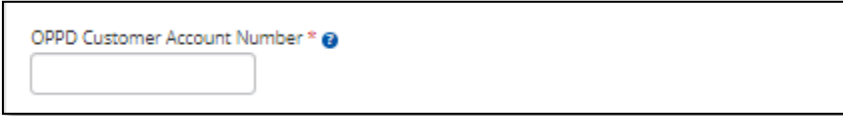
COG Owner Contact Information

Facility Operator Contact Information

City

Zip Code

4. Enter the **COG Owner Customer Account Number**.




OPPD Customer Account Number * ?


5. Does this location have an established electric meter? * ?




Yes

No

OPPD Customer Account Number * 

Does this location have an established electric meter? * 

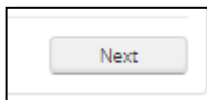
Yes
 No

OPPD Meter Number * 

6. **OPPD Meter Number**

- The Meter Number can be found on the face of the customer's OPPD meter typically in large font. It should be numeric only and about 8 digits in length
- The Meter Number is a required field

7. Click the **Next** button to access the next step in the process.



3.2 Contractor Information

1 COG Owner Information

2 Contractor Information

3 Equipment

4 Attachments

5 Final Review

Contractor Information

Is a Contractor performing this installation? *

Yes
 No

Installation Contractor Contact Information

Name *

First

Last

Company *

 Company

Address *

 Street

City

▼

 Zip Code

Email *

 Email

Phone *

 (###) ###-#### First Last City

▼

 Zip Code

Back

Next

Click the # to Go Directly to the Application Page

Entering Contractor Information

Contractor Information

1. Is a Contractor performing this installation?

- Yes
- No

Note: If a Contractor is not constructing the installation, select **No**, no further information is required.

2. Enter the **Contractor Contact Information** : (Required if contractor is constructing the installation)

- **Name** (First name, Last name)
- **Company**
- **Address** of the contractor:
 - i. **Street**
 - ii. **City**
 - iii. **State**
 - iv. **Zip Code**
- **Email** enter the contractor’s email information.
- **Phone** enter the contractor’s phone number

Facility Designer/Engineer Information

3. Is there a Facility Designer/Engineer associated with this installation?

- Yes
- No

Facility Designer/Engineer Information

Is there a Facility Designer/Engineer associated with this installation? *

Yes

No

Note: If a **Facility Designer/Engineer** is **not associated** with the installation, select **No**, no further information is required.

4. Enter the **Facility Designer/Engineer Contact Information** (Required if there is a Facility Designer/Engineer associated with this installation):

- **Name** (First name, Last name)
- **Company**
- **Address** of the facility designer/engineer:
 - i. **Street**
 - ii. **City**
 - iii. **State**
 - iv. **Zip Code**
- **Email** of the facility designer/engineer.
- **Phone** of the facility designer/engineer.

Facility Designer/Engineer Contact Information

Name *

First Last

Company *

Company

Address *

Street

City Zip Code

Email *

Email

Phone *

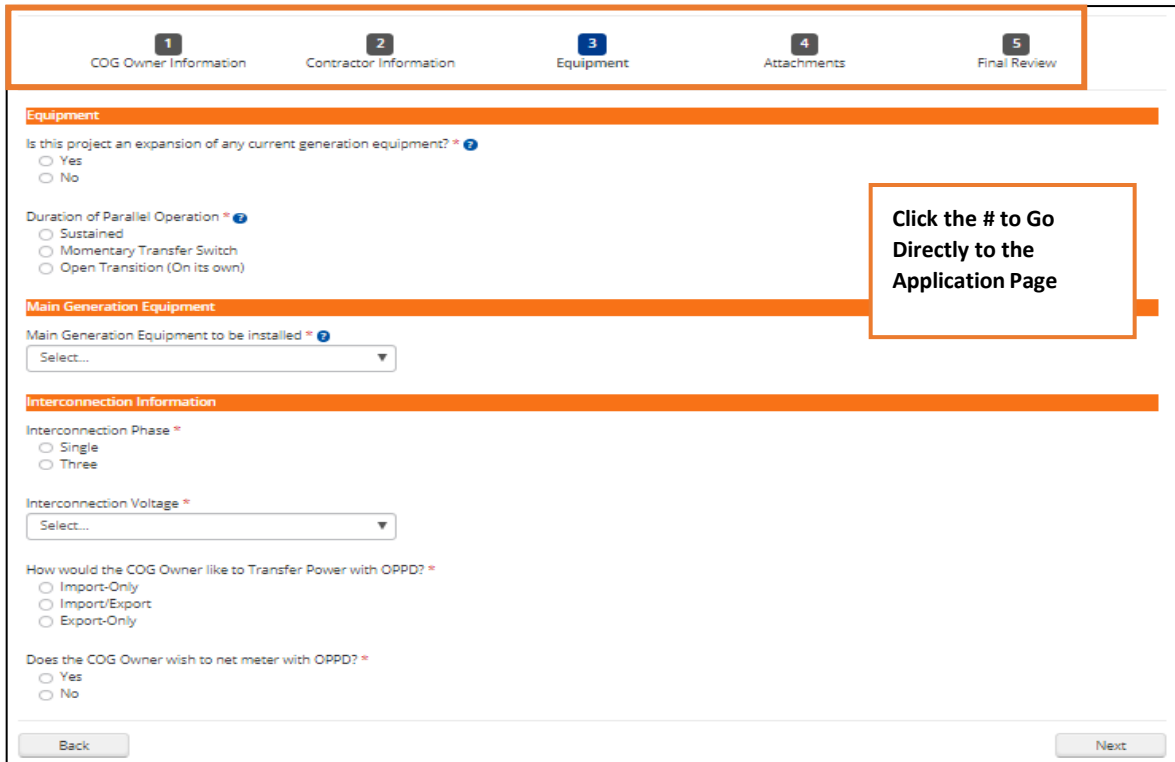
(###) ### ####

5. Click the **Next** button to access the next step in the process.



Note: To go back to a previous step, click the **Back** button in the bottom left of your window.

3.3 Equipment



Equipment

Is this project an expansion of any current generation equipment? * ?

Yes
 No

Duration of Parallel Operation * ?

Sustained
 Momentary Transfer Switch
 Open Transition (On its own)

Main Generation Equipment

Main Generation Equipment to be installed * ?

Select...

Interconnection Information

Interconnection Phase * ?

Single
 Three

Interconnection Voltage * ?

Select...

How would the COG Owner like to Transfer Power with OPPD? * ?

Import-Only
 Import/Export
 Export-Only

Does the COG Owner wish to net meter with OPPD? * ?

Yes
 No

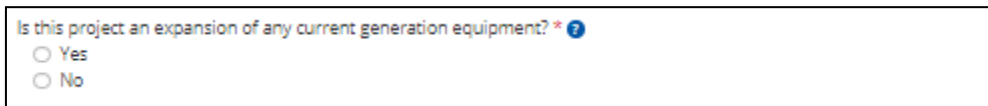
Back Next

Entering Equipment Information

Equipment

1. **Is the project an expansion of any current generation equipment? (Required)**

- Yes
- No



2. **Select the Duration of Parallel Operation (Required):**

- **Sustained**

- **Momentary Transfer Switch**
- **Open Transition (On its own)**

Note: You do not need to fill out the application with only an Open Transition switch.



Duration of Parallel Operation * 

Sustained

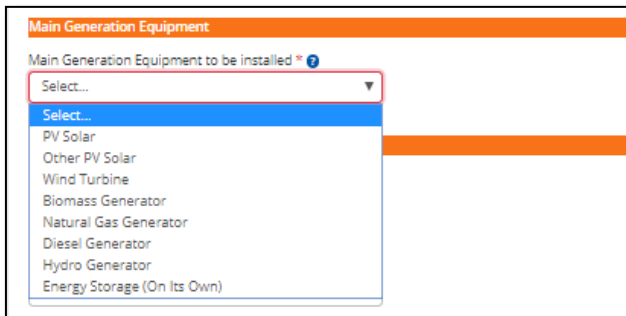
Momentary Transfer Switch

Open Transition (On its own)


Main Generation Equipment

3. Select your **Main Generation Equipment to be installed** from the dropdown list(Required):

- **PV Solar**
- **Other PV Solar**
- **Wind Turbine**
- **Biomass Generator**
- **Natural Gas Generator**
- **Diesel Generator**
- **Hydro Generator**
- **Energy Storage (On its own)**



Main Generation Equipment

Main Generation Equipment to be installed * 

Select... ▼

- Select...
- PV Solar
- Other PV Solar
- Wind Turbine
- Biomass Generator
- Natural Gas Generator
- Diesel Generator
- Hydro Generator
- Energy Storage (On Its Own)

Note: Multiple types of generation equipment can be added to your COG Application. Please review the equipment forms on the following pages for guidelines.


PV Solar

PV Solar Installation

PV Solar Mount Type *
 Rooftop
 Ground

PV Inverter Type *
 String Inverter
 Microinverter

If your PV System Inverter or Array is not listed in the PV System Specification lists below, select "Other PV Solar" instead of "PV Solar" under generation equipment.

PV System Specification * 


Inverter	PV Array	Delete Array
Qty <input type="text" value="Qty"/> Please select...	Qty <input type="text" value="Qty"/> Please select...	<input type="button" value="Delete Array"/>
<input type="button" value="Add Array"/>		
<input type="button" value="Add Inverter"/>		

System Rating:	Needs to be recalculated
Inverter Rating:	Needs to be recalculated
Estimated Annual Production:	Needs to be recalculated

Please note: the above calculations are based upon the equipment selected and solar conditions in the specified zip code.

Total PV System Array DC (kW) *

Total PV Inverter Max. Continuous Output AC (kW) *

Are any Energy Storage devices being added to this installation? * 

 Yes
 No

Additional Comments

Any additional comments about the generation equipment to be installed

1. Select a Mount Type:

- **Rooftop**
- **Ground**

PV Solar Mount Type *

Rooftop

Ground

2. Select an Inverter Type:

- **String Inverter**
- **Microinverter**

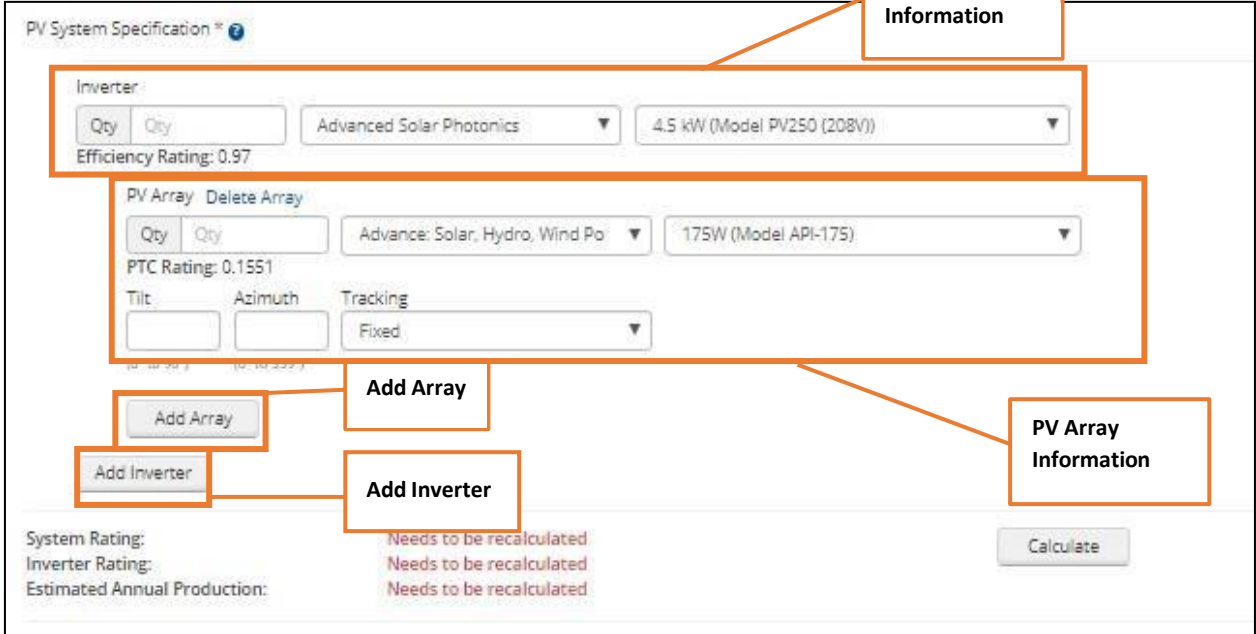
PV Inverter Type *

String Inverter

Microinverter

3. **PV System Specifications**

- **Inverter**
 - Enter the quantity of Inverters: **# of Inverters**
 - Select an inverter type from the dropdown
 - Select an inverter model from the dropdown
- **PV Array**
 - Enter the quantity of arrays: **# of Arrays**
 - Select an array type from the dropdown
 - Select an array model from the dropdown



The screenshot shows a 'PV System Specification' form. It includes fields for 'Inverter' (Qty, Advanced Solar Photonics, 4.5 kW (Model PV250 (208V)), Efficiency Rating: 0.97) and 'PV Array' (Qty, Advance: Solar, Hydro, Wind Po, 175W (Model API-175), PTC Rating: 0.1551, Tilt, Azimuth, Tracking: Fixed). Below these are 'Add Array' and 'Add Inverter' buttons. At the bottom, there are 'System Rating', 'Inverter Rating', and 'Estimated Annual Production' fields, all marked 'Needs to be recalculated', and a 'Calculate' button. Callouts point to 'Inverter Information', 'PV Array Information', and the 'Add Array' and 'Add Inverter' buttons.

Note: To add additional inverters

1. Utilize the **Add Array** and **Add Inverter** buttons
2. Click **Calculate** when you are finished to calculate the **System & Inverter Ratings**.

4. Enter the **Total PV System Array DC Output: # (kW)**

Total PV System Array DC (kW) *

5. Enter the **Total PV Inverter Max Continuous Output: # (kW)**

Total PV Inverter Max Continuous Output AC (kW) *

6. **Are any Energy Storage devices being added to this installation?**

- Yes
- No

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Note: If **Yes**, enter the Energy Storage information.

Energy Storage Installation

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes

No

- **Energy Storage Manufacturer Name**
- **Energy Storage Model Name**
- **Total Energy Storage Capacity (kWh)**
- **Will the Energy Storage have a dedicated inverter?**
 - **Yes**, if yes complete the **Inverter Information** (below).
 - **Inverter Manufacture Name**
 - **Inverter Model Name**
 - **Total Continuous AC (kW)**
 - **No**

Will the Energy Storage have a dedicated inverter? *

Yes
 No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *

Other PV Solar

PV Solar Installation

PV Solar Mount Type *
 Rooftop
 Ground

PV Inverter Type *
 String Inverter
 Microinverter

PV Inverter Quantity *

PV Inverter Manufacturer *

PV Inverter Model *

PV Inverter Max Continuous Output AC (kW) *

PV Array Quantity *

PV Array Manufacturer *

PV Array Model *

Tilt *

Azimuth *

Tracking *
 Fixed
 Single Axis
 Dual Axis

PV Array DC (kW) *

Is there a separate secondary inverter being installed? *
 Yes
 No

Is a secondary PV Solar Array being installed? *
 Yes
 No

Total PV System Array DC (kW) *

Total PV Inverter Max Continuous Output AC (kW) *

Are any Energy Storage devices being added to this installation? *
 Yes
 No

Additional Comments

Any additional comments about the generation equipment to be installed

Note: If your PV System Inverter or Array is not listed in the PV System Specification lists below, select "Other PV Solar" instead of "PV Solar" under generation equipment.

1. Select a Mount Type:

- **Rooftop**
- **Ground**

PV Solar Mount Type *

Rooftop

Ground

2. Select an Inverter Type:

- **String Inverter**
- **Microinverter**

PV Inverter Type *

String Inverter

Microinverter

3. Enter the **PV Inverter Quantity**

PV Inverter Quantity *

4. Enter the **PV Inverter Manufacturer**

PV Inverter Manufacturer *

5. Enter the **PV Inverter Model**

PV Inverter Model *

6. Enter the **PV Inverter Max Continuous Output AC (kW)**

PV Inverter Max Continuous Output AC (kW) *

7. Enter the **PV Array Quantity**

PV Array Quantity * 

8. Enter the **PV Array Manufacturer**

PV Array Manufacturer *

9. Enter the **PV Array Model**

PV Array Model *

10. Enter the **Tilt**

Tilt * ?

11. Enter the **Azimuth**

Azimuth * ?

12. **Tracking**

- **Fixed**
- **Single Axis**
- **Dual Axis**

Tracking *

Fixed

Single Axis

Dual Axis

13. Enter **PV Array DC Output (kW)**

PV Array DC (kW) *

14. Is there a separate secondary inverter being installed?

- **Yes**, if Yes, enter the Secondary PV information (below).
 - **Secondary PV inverter Quantity**
 - **Secondary PV Inverter Manufacturer**
 - **Secondary PV Inverter Model**
 - **Secondary PV Inverter Max Continuous Output AC (kW)**
- **No**

Is there a separate secondary inverter being installed? *

Yes
 No

Secondary PV Inverter Quantity *

Secondary PV Inverter Manufacturer *

Secondary PV Inverter Model *

Secondary PV Inverter Max Continuous Output AC (kW) *

15. Is a secondary PV Solar Array being installed?

- **Yes**, if Yes, enter the Secondary PV information (see example below).
 - **Secondary PV Solar Mount Type**
 - **Rooftop**
 - **Ground**
 - **Secondary PV Array Quantity**
 - **Secondary PV Array Manufacturer**
 - **Secondary PV Array Model**
 - **Tilt**
 - **Azimuth**
 - **Tracking**
 - **Fixed**
 - **Single Axis**
 - **Dual Axis**
 - **Secondary PV Array DC (kW)**
- **No**

Is a secondary PV Solar Array being installed? *

Yes
 No

Secondary PV Solar Mount Type *

Rooftop
 Ground

Secondary PV Array Quantity * ?

Secondary PV Array Manufacturer *

Secondary PV Array Model *

Tilt * ?

Azimuth * ?

Tracking *

Fixed
 Single Axis
 Dual Axis

Secondary PV Array DC (kW) *

16. Are there any additional inverter(s) being installed?

- **Yes**, if Yes, enter the additional inverter information (see example below).
 - Enter the **Additional PV Inverter(s) Max Continuous Output AC (kW)**
- **No**

Are there any additional separate inverter(s) being installed? * ?

Yes
 No

Additional PV Inverter(s) Max Continuous Output AC (kW) *

17. Enter the **Total PV System Array DC (kW)**

Total PV System Array DC (kW) *

18. Enter the **Total PV Inverter Max Continuous Output AC (kW)**

Total PV Inverter Max Continuous Output AC (kW) *

19. Are any Energy Storage devices being added to this installation?

- **Yes**
- **No**

Are any Energy Storage devices being added to this installation? * ?

Yes
 No

Note: If Yes, enter the Energy Storage information.

Energy Storage Installation

Are any Energy Storage devices being added to this installation? * ?

Yes
 No

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes
 No

- **Energy Storage Manufacturer Name**
- **Energy Storage Model Name**

- **Total Energy Storage Capacity (kWh)**
- **Will the Energy Storage have a dedicated inverter?**
 - **Yes**, if yes complete the **Inverter Information** (below).
 - **Inverter Manufacture Name**
 - **Inverter Model Name**
 - **Total Continuous AC (kW)**
 - **No**

Will the Energy Storage have a dedicated inverter? *

Yes
 No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *


20. Enter **any additional comments about the generation equipment to be installed** in the box provided.


Additional Comments

Any additional comments about the generation equipment to be installed

Wind Turbine Installation

Main Generation Equipment

Main Generation Equipment to be installed * 

Wind Turbine 

Will a different generation equipment be installed as well? *

Yes

No

Wind Turbine Installation

Quantity of Wind Turbines to be installed *

Wind Turbine Tower Height (Feet) *

Wind Turbine Manufacturer Name *


Wind Turbine Model Name *

Wind Turbine Generator Type *

Inverter

Induction

Total Wind Turbine AC (kW) *

Are any Energy Storage devices being added to this installation? * 

Yes

No

Additional Comments

Any additional comments about the generation equipment to be installed

1. Enter the **Quantity of Wind Turbines to be installed**

Quantity of Wind Turbines to be installed *

2. Enter the **Wind Turbine Tower Height (Feet)**

Wind Turbine Tower Height (Feet) *

3. Enter the **Wind Turbine Manufacturer Name**

Wind Turbine Manufacturer Name *

4. Enter the **Wind Turbine Model Name**

Wind Turbine Model Name *

5. **Wind Turbine Generator Type**

- **Inverter**
- **Induction**

Wind Turbine Generator Type *

Inverter

Induction

6. Enter the **Total Wind Turbine AC (kW)**

Total Wind Turbine AC (kW) *

21. **Are any Energy Storage devices being added to this installation?**

- **Yes**
- **No**

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Note: If **Yes**, enter the Energy Storage information.

Energy Storage Installation

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes

No

- **Energy Storage Manufacturer Name**
- **Energy Storage Model Name**
- **Total Energy Storage Capacity (kWh)**
- **Will the Energy Storage have a dedicated inverter?**
 - **Yes**, if yes complete the **Inverter Information** (below).
 - **Inverter Manufacture Name**
 - **Inverter Model Name**
 - **Total Continuous AC (kW)**
 - **No**

Will the Energy Storage have a dedicated inverter? *

Yes
 No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *

22. Enter **any additional comments about the generation equipment to be installed** in the box provided.

Additional Comments

Any additional comments about the generation equipment to be installed

(Biomass Generator, Natural Gas Generator, Diesel Generator) Installation

Generator Installation

Quantity of Generators to be installed *

Generator Type *

Synchronous

Induction

Generator Manufacturer Name *

Generator Model Name *

Number of Cylinders

Generator Location ?

Total AC Rated Output (kW) *

Total AC Rated Output (kVa) *

Generator Unit Output Voltage *

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Additional Comments

Any additional comments about the generation equipment to be installed

1. Enter the **Quantity of Generators to be installed**

Quantity of Generators to be installed *

2. **Generator Type**

- Synchronous
- Induction

Generator Type *

Synchronous

Induction

3. Enter the **Generator Manufacturer Name**

Generator Manufacturer Name *

4. Enter the **Generator Model Name**

Generator Model Name *

5. Enter the **Number of Cylinders**

Number of Cylinders

6. Enter the **Generator Location**

Generator Location ?

7. Enter the **Total AC Rated Output (kW)**

Total AC Rated Output (kW) *

8. Enter the **Total AC Rated Output (kVa)**

Total AC Rated Output (kVa) *

9. Enter the **Generator Unit Output Voltage**

Generator Unit Output Voltage *

10. Are any Energy Storage devices being added to this installation?

- Yes
- No

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Note: If Yes, enter the Energy Storage information.

Energy Storage Installation

Are any Energy Storage devices being added to this installation? * ?

Yes

No

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes

No

- **Energy Storage Manufacturer Name**
- **Energy Storage Model Name**
- **Total Energy Storage Capacity (kWh)**
- **Will the Energy Storage have a dedicated inverter?**
 - Yes, if yes complete the **Inverter Information** (below).
 - **Inverter Manufacture Name**
 - **Inverter Model Name**
 - **Total Continuous AC (kW)**
 - No

Will the Energy Storage have a dedicated inverter? *

Yes
 No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *


11. Enter **any additional comments about the generation equipment to be installed** in the box provided.

Additional Comments

Any additional comments about the generation equipment to be installed

Hydro Generator

Main Generation Equipment

Main Generation Equipment to be installed * 

Hydro Generator ▼

Will a different generation equipment be installed as well? *

Yes

No

Generator Installation

Quantity of Generators to be installed *

Generator Type *

Synchronous

Induction

Generator Manufacturer Name *


Generator Model Name *

Water Depth at Dam (Feet) *

Total AC Rated Output (kW) *

Total AC Rated Output (kVa) *

Generator Unit Output Voltage *

Are any Energy Storage devices being added to this installation? * 

Yes

No

Additional Comments

Any additional comments about the generation equipment to be installed

1. Enter the **Quantity of Generators to be installed**

Quantity of Generators to be installed *

2. **Generator Type**

- Synchronous
- Induction

Generator Type *

Synchronous

Induction

3. Enter the **Generator Manufacturer Name**

Generator Manufacturer Name *

4. Enter the **Generator Model Name**

Generator Model Name *

5. Enter the **Water Depth at Dam (Feet)**

Water Depth at Dam (Feet) *

6. Enter the **Total AC Rated Output (kW)**

Total AC Rated Output (kW) *

7. Enter the **Total AC Rated Output (kVa)**


Total AC Rated Output (kVa) *

8. Enter the **Generator Unit Output Voltage**

Generator Unit Output Voltage *

9. Are any Energy Storage devices being added to this installation?

- Yes
- No


Are any Energy Storage devices being added to this installation? * 

Yes

No

Note: If Yes, enter the Energy Storage information.

Energy Storage Installation

Are any Energy Storage devices being added to this installation? * 

Yes

No

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes

No

- Energy Storage Manufacturer Name
- Energy Storage Model Name
- Total Energy Storage Capacity (kWh)
- Will the Energy Storage have a dedicated inverter?
 - Yes, if yes complete the **Inverter Information** (below).
 - Inverter Manufacture Name
 - Inverter Model Name
 - Total Continuous AC (kW)
 - No

Will the Energy Storage have a dedicated inverter? *

Yes

No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *


10. Enter **any additional comments about the generation equipment to be installed** in the box provided.

Additional Comments

Any additional comments about the generation equipment to be installed

Energy Storage (On its Own)

Main Generation Equipment

Main Generation Equipment to be installed * 

Energy Storage (On Its Own) ▼

Will a different generation equipment be installed as well? *

Yes

No

Energy Storage Installation

Energy Storage Manufacturer Name *

Energy Storage Model Name *

Total Energy Storage Capacity (kWh) *

Will the Energy Storage have a dedicated inverter? *

Yes

No

Additional Comments

Any additional comments about the generation equipment to be installed

1. Enter the **Energy Storage Manufacturer Name**

Energy Storage Manufacturer Name *

2. Enter the **Energy Storage Model Name**

Energy Storage Model Name *

3. Enter the **Total Energy Storage Capacity (kWh)**

Total Energy Storage Capacity (kWh) *

4. Will the Energy Storage have a dedicated inverter?

- Yes, if yes complete the **Inverter Information** (below).
 - Inverter Manufacture Name
 - Inverter Model Name
 - Total Continuous AC (kW)
- No

Will the Energy Storage have a dedicated inverter? *

Yes
 No

Inverter Manufacturer Name *

Inverter Model Name *

Total Continuous AC (kW) *

5. Enter **any additional comments about the generation equipment to be installed** in the box provided.

Additional Comments

Any additional comments about the generation equipment to be installed

Interconnection Information

1. Enter the **Aggregate System Nameplate Capacity DC (kW)**

Aggregate System Nameplate Capacity DC (kW) * ?

2. Enter the **Aggregate System Inverter Nameplate Capacity AC (kW)**

Aggregate System Inverter Nameplate Capacity AC (kW) * ?

3. Interconnection Phase

- Single
- Three

Interconnection Phase *

Single

Three

4. Choose your installation **Interconnection Voltage** from the dropdown

Interconnection Voltage *

Select...

Select...

120/208V

120/240V

277/480V

690V

2400/4160V

4160V

13800V

OPPD? *

5. How would the COG Owner like to Transfer Power with OPPD?

- **Import – Only**
- **Import/Export**, if Import/Export, enter **Power Transfer – Max AC kW level**
- **Export – Only**, if Export – Only, enter **Power Transfer – Max AC kW level**

How would the COG Owner like to Transfer Power with OPPD? *

Import-Only

Import/Export

Export-Only

Power Transfer - Max AC kW export level *

0

6. Does the COG Owner wish to net meter with OPPD?

- Yes
- No

Does the COG Owner wish to net meter with OPPD? *

Yes

No

7. Click the **Next** button to access the next step in the process.



Note: To go back to a previous step, click the **Back** button in the bottom left of your window.

3.4 Attachments

1 COG Owner Information**2** Contractor Information**3** Equipment**4** Attachments**5** Final Review

Upload Site-Specific Information

Site Plan * [Browse](#)
Allowed file types: .docx, .pdf

One Line Diagram * [Browse](#)
Allowed file types: .docx, .pdf

Interconnection Disconnect Manufacturer Data * [Browse](#)
Allowed file types: .docx, .pdf

Upload Equipment-Specific Information

Energy Storage Manufacturer Data * [Browse](#)
Allowed file types: .docx, .pdf

Optional Site-Specific Uploads

Floor Plan ? [Browse](#)
Allowed file types: .docx, .pdf

Protective Relaying [Browse](#)
Allowed file types: .docx, .pdf

Schematic Diagram ? [Browse](#)
Allowed file types: .docx, .pdf

Parallel Equipment Manufacturer Data ? [Browse](#)
Allowed file types: .docx, .pdf

Interconnection Breaker Manufacturer Data ? [Browse](#)
Allowed file types: .docx, .pdf

Additional Uploads

Other Document 1 [Browse](#)
Allowed file types: .docx, .pdf

Other Document 2 [Browse](#)
Allowed file types: .docx, .pdf

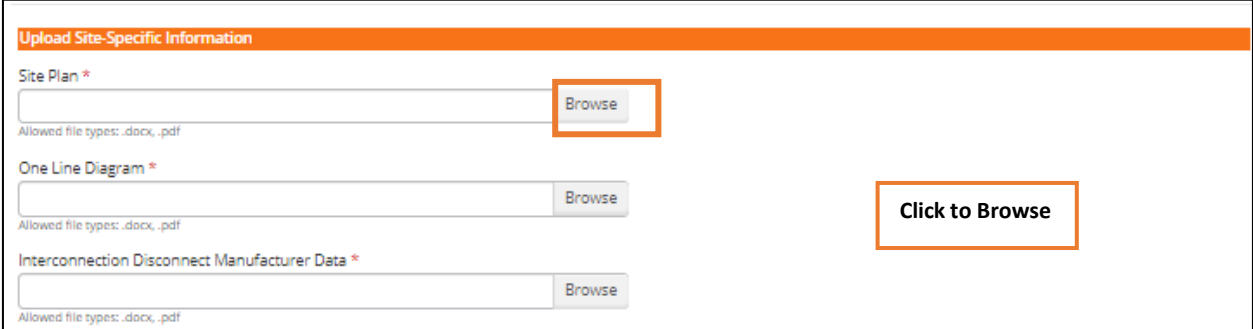
Other Document 3 [Browse](#)
Allowed file types: .docx, .pdf

Other Document 4 [Browse](#)
Allowed file types: .docx, .pdf

[Back](#)[Next](#)

Click the # to Go Directly to the Application Page

1. To upload/attach documents to the attachments page:
 - Click **Browse**
 - Attach the required documents saved on your computer



Upload Site-Specific Information

Site Plan *

Allowed file types: .docx, .pdf

One Line Diagram *

Allowed file types: .docx, .pdf

Interconnection Disconnect Manufacturer Data *

Allowed file types: .docx, .pdf

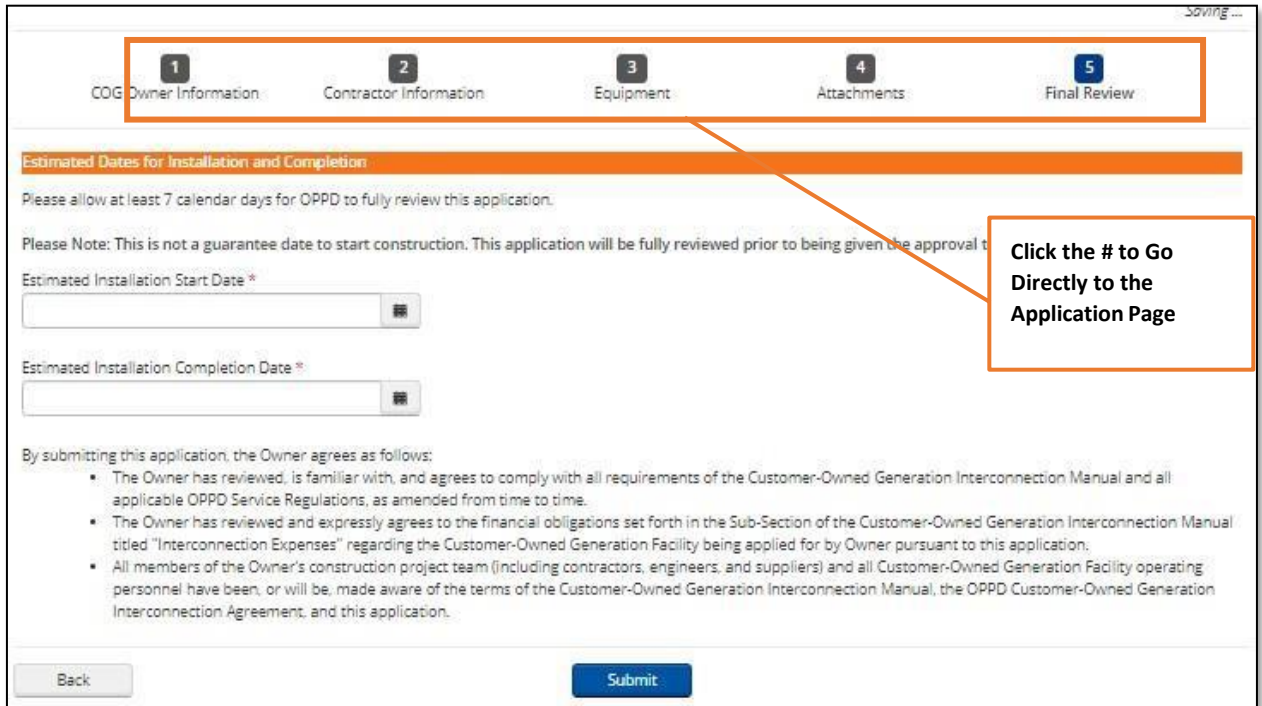
Note: Required documents are indicated with a red (*) asterisks. Upload any supporting documents not defined on the *Attachments* page to the *Additional Uploads* section.

2. Click the **Next** button to access the next step in the process.

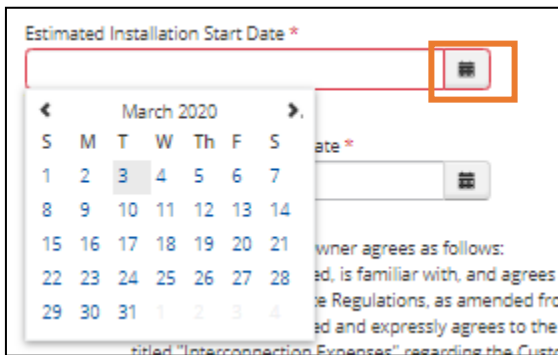


Note: To go back to a previous step, click the **Back** button in the bottom left of your window.

3.5 Final Review

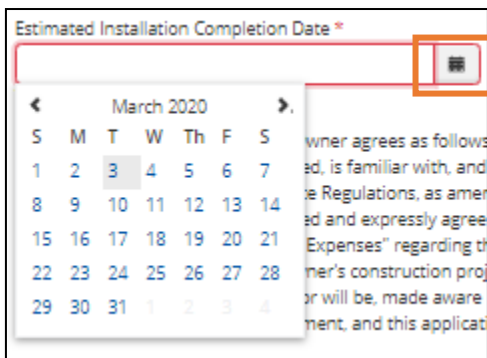


1. Enter you **Estimated Installation Start Date**



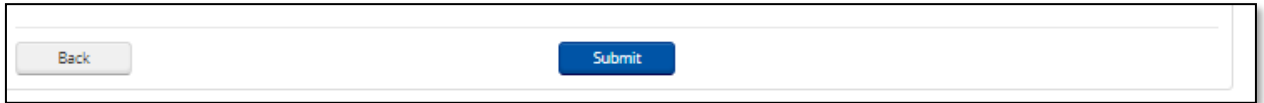
Click to Populate
 Calendar and Enter
 Date

2. Enter you **Estimated Installation Completion Date**



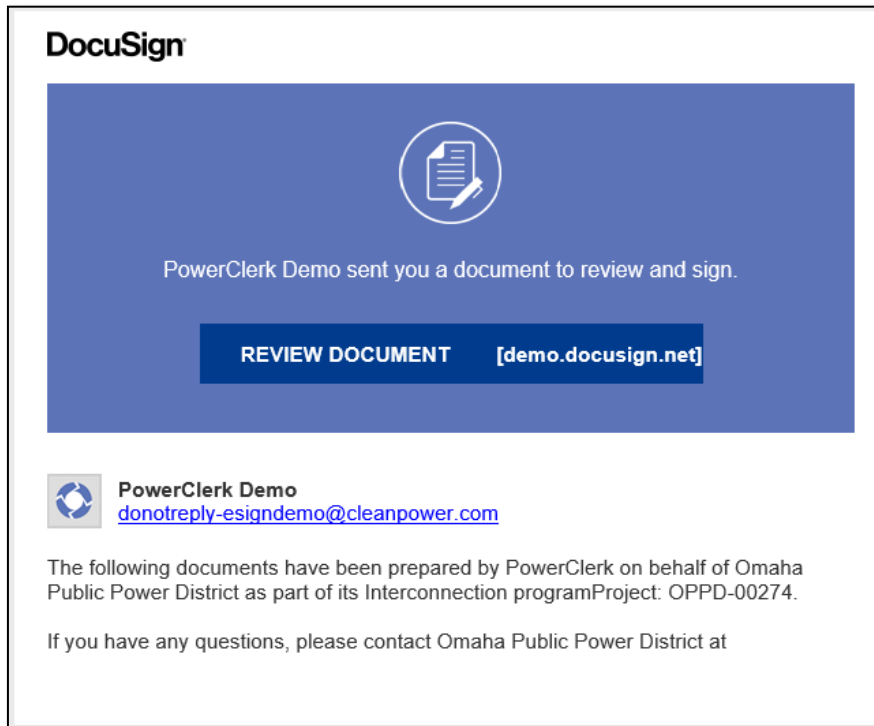
Click to Populate
 Calendar and Enter
 Date

3. Click **Submit** to submit your application for review



A screenshot of a web form submission area. It features a light gray background with a thin black border. On the left side, there is a light gray button with the text "Back". On the right side, there is a blue button with the text "Submit".

Following the Submission of your Customer-Owned Generation application, the customer will be asked to complete a signature request via DocuSign.



1. In order for the customer to sign the requested documents:
 - The customer will receive an email from DocuSign () with the following Subject line: **“eSignature request: Project: OPPD – {Project Number} – Omaha Public PowerDistrict”**

2. After accessing the email, click **Review Document**



3. The customer will be directed to a DocuSign site to review and sign necessary documents.
4. Once the customer has signed and filled out the required documents, the customer will be prompted to click the Finish button within DocuSign to complete the process.
 - Note: Upon completion, the customer will receive an email with the signed/completed documents for their records.
5. Following the confirmation of signatures, the Customer-Owned Generation application will go out for Technical Review

4. Application Needs Corrections

4.1 Application Review – Changes Needed

1. The contractor/installer will be prompted to make changes to their application via the following email. (DoNotReply@PowerClerk.com)

Note: Corrections/changes need will be outlined under the *Questions/Comments* section of the email.

Updating Application (Application Review Changes Needed)

1. Log into PowerClerk.
2. From the *Home page* locate the project that needs corrections.

The screenshot shows the PowerClerk interface for the Omaha Public Power District. The header includes the OPPD logo and the PowerClerk logo. The main content area displays a table of projects under the heading 'OMAHA PUBLIC POWER DISTRICT - INTERCONNECTION'. The table has columns for 'Project #', 'Current Status', and 'Current Status Timestamp'. The project OPPD-00278 is highlighted with an orange box, and its status 'Application Review - Changes Needed' is also highlighted with an orange box. A search bar is visible at the top right of the project list.

Project #	Current Status	Current Status Timestamp
OPPD-00278	Application Review - Changes Needed	02/27/2020
OPPD-00275	Technical Review	02/26/2020

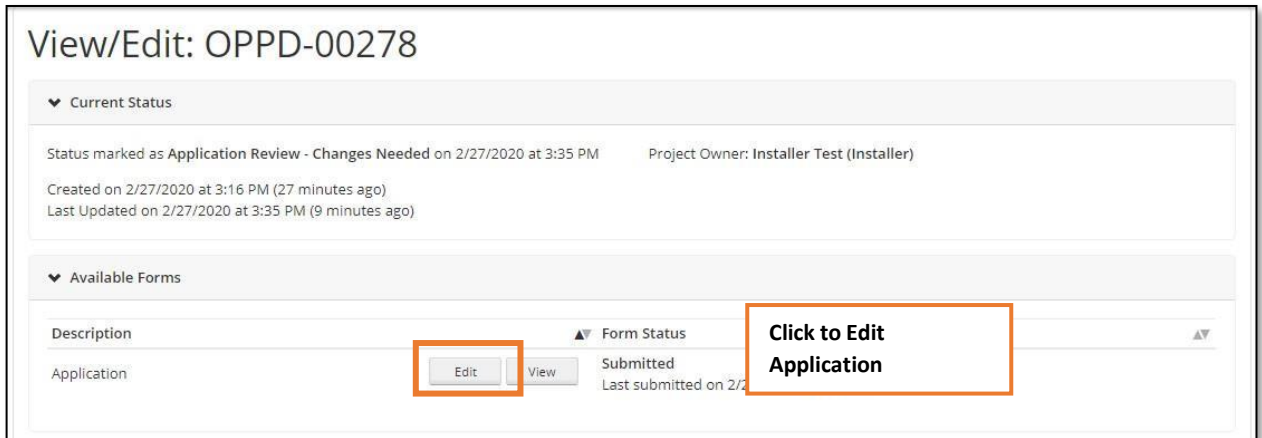
Note: Applications needing correction will be in the following statuses.

- **Application review – Changes Needed**
- **Technical review – Changes Needed**
- **Application Updates Required**
- **Inspection Issue – Changes Needed**

3. Click the **arrow** next to the *Project #* to expand the project and click **View/Edit**.



4. Once on the *View/Edit* page, under the *Available Forms* section click **Edit** next to *Application* to edit the application.



5. Once in the application, navigate to the page(s) that need correction and make changes before resubmitting the application.

5. Construction Completion & Electrical Permit

5.1 Confirm Construction in PowerClerk

Following the completion of construction, log in to PowerClerk to acknowledge completion of construction.

Project Number: OPPD-00278

Construction Complete

When was construction for the installation completed? *

Since the Approval to Construct, did the Equipment or Site Plan change? *

Yes
 No
 --

Submit

Confirming the Completion of Construction

Construction Complete

1. To confirm construction, click the calendar icon under **when was construction for the installation completed?** And select the construction completion date using the calendar.

When was construction for the installation completed? *

the Equipment or Site Plan change? *

2. **Since the Approval to Construct, did the Equipment or Site Plan change?**

- **Yes**, if Yes, Submit the form and make review and update the information on your application.
- **No**

Since the Approval to Construct, did the Equipment or Site Plan change? *

Yes

No


Inspection Information

3. Enter **which governing body performed the electrical inspection?**

Which governing body performed the electrical inspection? * ?

4. **When did the inspection take place?**

When did the inspection take place? *

5. Check the box **I certify that an electrical inspection was performed for this installation.**

I certify that an electrical inspection was performed for this installation. *

Witness Test Information

6. From the drop down select, **Preferred day of the week.**

Preferred day of the week *

Select...

Select...

Monday

Tuesday

Wednesday

Thursday

Friday

7. From the drop down select, **Preferred time of day.**

Preferred time of day *

Select...

Select...

8AM

9AM

10AM

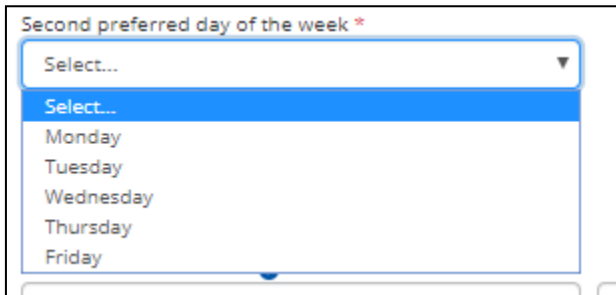
11AM

12PM

1PM

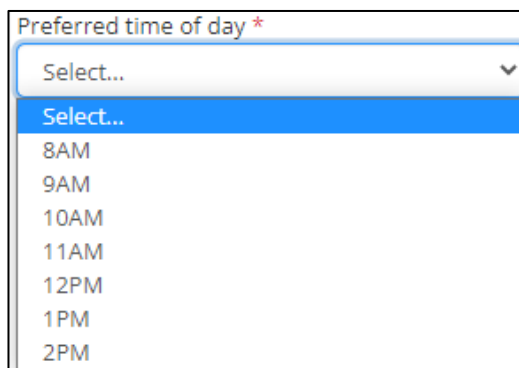
2PM

8. From the drop down select, **Second preferred day of the week**.



A screenshot of a web form dropdown menu. The title is "Second preferred day of the week *". The dropdown is open, showing a list of days: Monday, Tuesday, Wednesday, Thursday, and Friday. The "Select..." option is highlighted in blue.

9. From the drop down select, **Second preferred time of the day**.



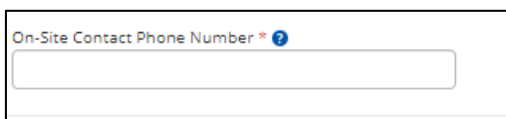
A screenshot of a web form dropdown menu. The title is "Preferred time of day *". The dropdown is open, showing a list of times: 8AM, 9AM, 10AM, 11AM, 12PM, 1PM, and 2PM. The "Select..." option is highlighted in blue.

10. Enter the **On-Site Contact Name (First name, Last name)**.



A screenshot of a web form input field. The title is "On-Site Contact Name *". Below the title are two input boxes labeled "First" and "Last".

11. Enter the **On-Site Contact Phone Number**.



A screenshot of a web form input field. The title is "On-Site Contact Phone Number *". Below the title is a single input box.

12. Finally, click **Submit**.



A screenshot of a web form button. The button is blue and labeled "Submit".

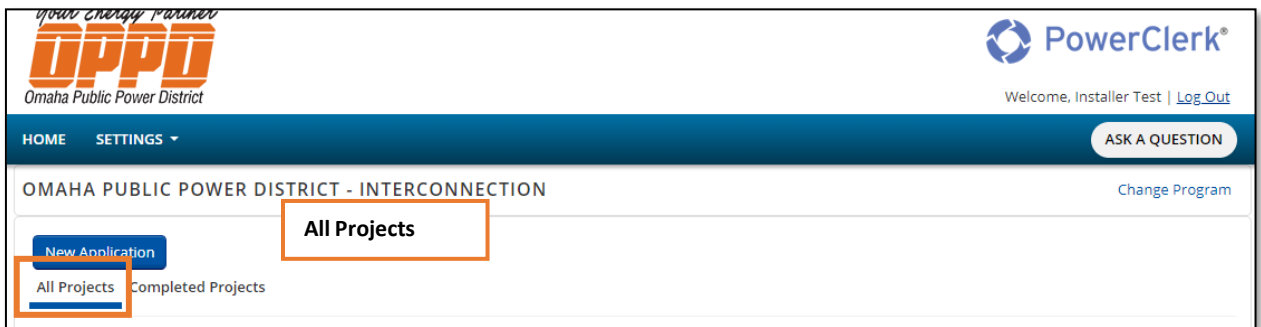
6. Application/Project Status

6.1 Check the Status of an Application

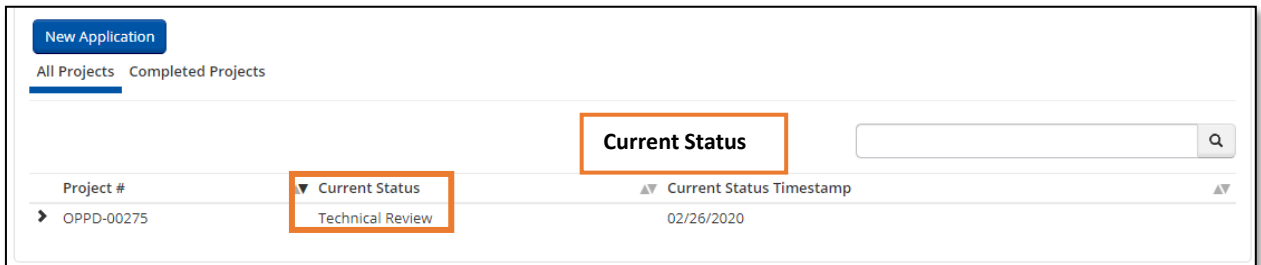
At key points in the process, the contractor/installer will receive emails regarding status updates and information on the next steps of the process.

Checking Application/Project Status

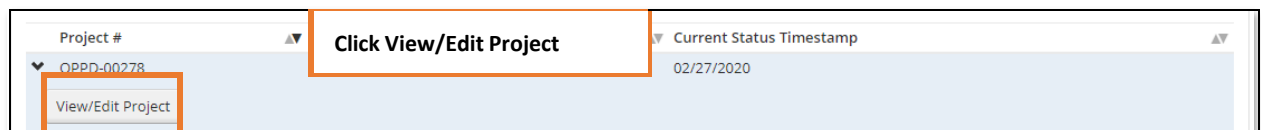
1. Log in to PowerClerk.
2. From the Home page, click on the **All Projects** view.



3. From here you can view all of your projects in their current status.



4. If you want further detail, click on the **arrow** next to a *Project #*, then click the **View/Edit Project** button for more information.



5. Clicking the *View/Edit Project* button, will take you to the Project Dashboard.

6.2 View/Edit Project Page

View/Edit: OPPD-00274

Current Status

Status marked as **Schedule Field Activity** on 2/27/2020 at 1:51 PM Project Owner: Raheem TestEnroll (Installer)

Created on 2/26/2020 at 11:59 AM (6 days ago)
 Last Updated on 2/27/2020 at 1:51 PM (5 days ago)

Available Forms

There are no forms available during this status.

Previous Forms

Description		Form Status
Construction Complete & Electrical Permit Information	View	Submitted Last submitted on 2/26/2020 at 1:22 PM
Application	View	Submitted Last submitted on 2/26/2020 at 1:02 PM

Ask a Question Threads

This project has no inquiries.

Access Grants For This Project

No project grants have been granted for project OPPD-00274

Grantee Email Address:

Read Only
 Read/Write
 [Add Grant](#)

Attachments

Upload Timestamp	Description	Filename	Note	Status
2/26/2020 1:01:19 PM	APPL_ATTACH_ENST_INV_DAT	Test1.docx	View	
2/26/2020 1:01:15 PM	APPL_ATTACH_ENST_DAT	Test1.docx	View	
2/26/2020 1:01:09 PM	APPL_ATTACH_DISC_DAT	Test1.docx	View	
2/26/2020 1:01:05 PM	APPL_ATTACH_ONE	Test1.docx	View	
2/26/2020 1:01:02 PM	APPL_ATTACH_SITE	Test1.docx	View	

Communications Sent to

Date	Subject	
2/27/2020 1:37:58 PM	CONFIRMATION: Customer-Owned Generation Witness Test	View
2/26/2020 1:20:35 PM	Your Customer-Owned Generation Application is Approved for Construction	View
2/26/2020 1:02:38 PM	Thank you for your OPPD Customer-Owned Generation Application	View

Deadlines

There are no active deadlines for this project.

- **Current Status** – This section displays the current status for the application/project.
- **Available Forms** – All forms available to *Edit/View* will be located in this section.
- **Previous Forms** - All previous forms available to *View* will be located in this section.

- **Access Grants For This Project** – This section details those with access to view the project.
- **Attachments** – All attachments can be found in this section as well as the *Application (4) Attachments* page.
- **Communications Sent [Email address]** – This section archives all communications that have gone out on the project.

7. Status Definitions

7.1 Status: Application Review

Status:	Application Review
Status Definition:	Contractor/Installer has successfully submitted a project. When an application reaches this status, it is given a Project # and OPPD is alerted that a new project is ready for review.
Communication Sent?	Yes

7.2 Status: Application Review – Changes Needed

Status:	Application Review – Changes Needed
Status Definition:	The Application has been reviewed and requires corrections. A notification including required corrections is sent to the Contractor/Installer.
Communication Sent?	Yes

7.3 Status: Technical Review

Status:	Technical Review
Status Definition:	All required information has been provided and the application is now ready for Technical Review.
Communication Sent?	No

7.4 Status: Technical Review – Changes Needed

Status:	Technical Review – Changes Needed
Status Definition:	During the Technical Review, we determined there are issues with the proposed application. The contractor/installer needs to follow the instructions and make requested changes.
Communication Sent?	Yes

7.5 Status: Approved for Construction

Status:	Approved for Construction
Status Definition:	<p>The Technical Review for the proposed application is complete. The contractor/installer can begin the installation of the Customer-Owned Generation System to be inspected by a local authority.</p> <p>Once construction is complete, the contractor/installer needs to log back in to PowerClerk to acknowledge construction and schedule a Witness Test.</p>
Communication Sent?	Yes

7.6 Status: Application Updates Required

Status:	Application Updates Required
Status Definition:	<p>Following acknowledgement of construction completion. The application will enter this status if equipment updates need to be made to the application.</p> <p>The application will remain in this status until updates are made and the application is resubmitted.</p>
Communication Sent?	No

7.7 Status: Inspection Verification & FA Creation

Status:	Inspection Verification & FA Creation
Status Definition:	Following confirmation of construction approval and receiving the permit OPPD the application will forwarded to schedule a Witness Test and/or Net Meter.
Communication Sent?	No

7.8 Status: Inspection Issue – Changes Needed

Status:	Inspection Issue – Changes Needed
Status Definition:	Upon review of construction completion there was no permit received. The application will remain in this status until the permit is received.
Communication Sent?	Yes

7.9 Status: Schedule Field Activity

Status:	Schedule Field Activity
Status Definition:	OPPD has received the release from the local inspection authority. The Customer-Owned Generation Witness Test and/or Net Meter is ready for scheduling.
Communication Sent?	No

7.10 Status: Witness Test

Status:	Witness Test
Status Definition:	The Witness Test and/or Net Meter has been scheduled. If the inspection passes, the required meter(s) will be set/changed.
Communication Sent?	No

7.11 Status: Witness Test Failed – Changes Needed

Status:	Witness Test Failed – Changes Needed
Status Definition:	<p>A field Service Representative visited the service address of the respective project to perform a Witness Test and/or Net Meter. Unfortunately, issues were found that prevented the representative from setting the meter and the installation has been denied permission to interconnect.</p> <p>The project will not move forward until the requested changes are made.</p>
Communication Sent?	Yes

7.12 Status: Amendment Check Required

Status:	Amendment Check
Status Definition:	An amendment document will be sent to the customer to confirm all updates made to the installation during the application process. The DocuSign package must be returned before the project is complete.
Communication Sent?	Yes

8. Project Complete

8.1 Status: Inspection Verification & FA Creation

Status:	Project Complete
Status Definition:	<p>The project has passed the Company Inspection and is granted Approval to Energize.</p> <p>At this time a survey will be sent to the contractor/installer as well as the customer.</p>
Communication Sent?	Yes