

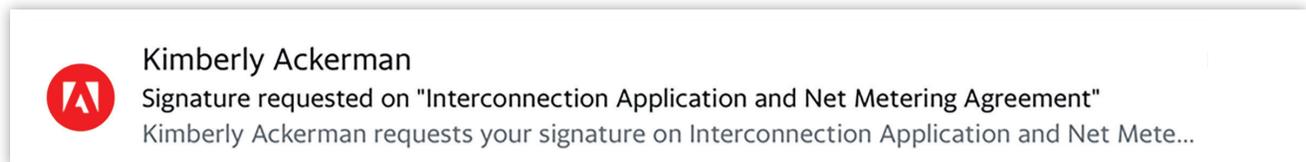
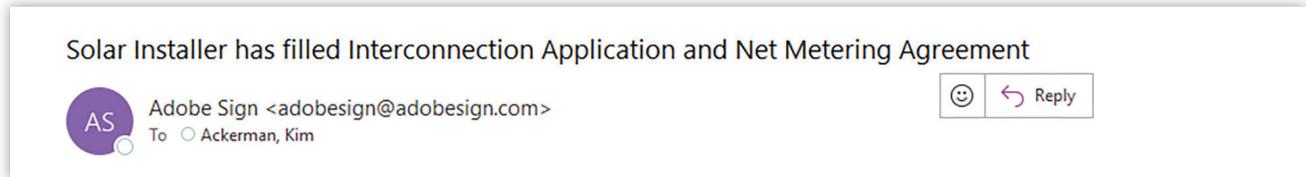
Interconnection Application & Net Metering Agreement Workflow:

Either DIYer or installer may complete this application. For the sake of simplicity, this workflow uses installer.

1. Installer opens the **Interconnection Application & Net Metering Agreement** link in #1 under “**Here’s how it works.**”
2. Installer clicks **Continue** at the bottom of the form window, then **Start** to begin filling out the application.
 - a. Fields with a red asterisk are required
 - b. If there is pertinent content for non-required fields, please complete them as well
 - c. Note: it’s not necessary to click **Next** to visit each field. Simply click into a field or hit tab to go to next available.
3. Installer fills out the **Interconnection Application** (note: the **initial here** and **date** fields are not available in the first draft. These will be activated later in the process, see #7 below).
4. Once the **Interconnection Application** is filled out and all required documents (wiring diagram, spec sheets, UL certifications, etc., as detailed under **REMEMBER TO** on the application) are attached, installer clicks **Submit**. This will open a pop-up asking for PUD customer’s email address, which will facilitate #6-9 below. *Installers, please be sure you have the customer’s preferred email address and enter it carefully. If it is not input correctly they will not receive the documentation.*
5. The installer will receive an email requesting verification of their email address. **This must be completed.**
6. PUD customer receives the **Interconnection Application & Net Metering Agreement** via email. *Customer: don’t see the message? See page 2 for tips!*
7. PUD customer clicks **Continue**, reads through document, initials **Interconnection Application** and signs **Net Metering Agreement**.
8. After PUD customer signs the Net Metering Agreement, a **Click to Sign** button will pop up which sends the document to PUD for review.
9. Both **installer** and **customer** will receive an email notification that the document has been submitted. Copies of the final document will be included in this notification.

PUD customer: are you looking for the email from your installer?

Here are examples of what the messages may look like:



Don't see it in your inbox?

Troubleshooting suggestions:

- ✦ Check your spam/junk folder for the message. Email systems will sometimes filter out messages from unfamiliar addresses.
- ✦ Add adobesign@adobesign (the form service) to your address book or safe list to ensure the email is not blocked.
- ✦ If you did not receive the email and it is not in your spam folder, an email can be sent to interconnection@snopud.com to verify that the address the installer entered for you is correct.