



Clean Power Markets, Inc.
511 Schoolhouse Road, Suite 200
Kennett Square, PA

Application Instructions for Solar Facilities on the www.paaeps.com website:

1. **Open a [New Account](#)** – (if you are an aggregator with a contract, you may open the account under your facility owner’s name. Alternatively, the facility owner can open the account.)
2. Login using your new account information.
3. Select **“Add a Facility”** – Fill out the **“online solar form”** with all the required information. If your facility has multiple tilts/orientations, a second “facility” will need to be added for the additional tilts/orientations. Please contact the administrator so it can be entered properly.
 - a. Please note: As a small facility, there are several fields that are not required. The EIA Plant Name/Code will not apply unless you have multiple tilts/orientations. The MSET name/number would also not apply.
 - b. Gen ID: is a free field which you can name your system
 - c. If any field is left blank that is needed, you will be contacted by the program administrator
4. Attach photos if available
5. If you are using an aggregator attach a copy of the Recognition of Assignment of AECs (ROA) using the Attachment tool on the website. If you are an individual registrant, you will not need this form.
6. After you submit this form, select **“Apply For”** an **“Attestation”**. You cannot fill this form out unless your solar description form has been submitted.
 - a. The blank in the form requests your utility, e.g. MetEd, Penn Power, etc.
7. In order for the aggregator to view the accounts they are responsible for, the **“Responsible Person Name”** field listed under **“Account Owner”** should display the name of the aggregator. If it does not, you can edit this option.
8. If the facility is aggregated, the certification number will not be issued until the ROA is received.
9. An option to use estimated kwh readings is available for solar systems less than 15kW, **who are NOT participating in the Sunshine Fund**, rather than uploading readings to the GATS system. If you would like to exercise this option, please indicate in the **“notes”** that you would like to use estimates so the administrator can calculate and send them to GATS for you. Please uncheck the **“Submit Meter Readings”** box as well. The Administrator uses PV Watts estimates (Version 1). If you are registered in another state that allows estimates for 10kW or less, the estimates will be the same for PA facilities. If you are registered in another state that does not allow estimates, PA will accept the meter readings already being submitted to GATS. If a system for which you are applying has an RPS guideline that requires meter readings, that state may reject your certificates if you are in conflict with their RPS guidelines by requesting estimates.
10. **If you are participating in the Sunshine Fund, you are NOT allowed to utilize estimates as there is a metering requirement.** Please be sure to check the box indicating Sunshine Fund participation.
11. After the certification number is issued, facility owners (or their representative aggregator) must have a GATS account. GATS accounts can be opened at: <https://gats.pjm-eis.com/mymodule/mypage.asp>. Individuals may open a GATS account free of charge.
12. All systems registered with the administrator will be subject to possible inspection. A representative will contact the system owner and aggregator to schedule a time for the inspection. The inspection will verify system output and verify system parameters.

Please note that the certification number is valid from the date of application, not from the system start date. The system must be operational before a certification number can be issued. Please be sure to register the system as soon as possible.

Administrator Contact Information:

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