



PUBLIC - Small Distributed Generation Project Application Submission Information

Login Page:

This will be the launching, Portal Page.

CenterPoint Energy DG INTERCONNECTION PORTAL Inquiry

Your Interconnection App Just Got Easier

Sign In to your Account

Create your Account

My Account

1 Username

2 Password

3 Create your Account

Sign In

Forgot Password?

1. Enter Username.
2. Enter Password.
3. Create New account if not registered before.

My Account Page:

This will be the launching Portal Page

DG Interconnection Portal Welcome User. You are logged in as My Account

Dashboard Projects

11 TOTAL PROJECTS

1 APPLICATION AWAITING SIGNATURE

0 AGREEMENT AWAITING SIGNATURE

MY QUEUE

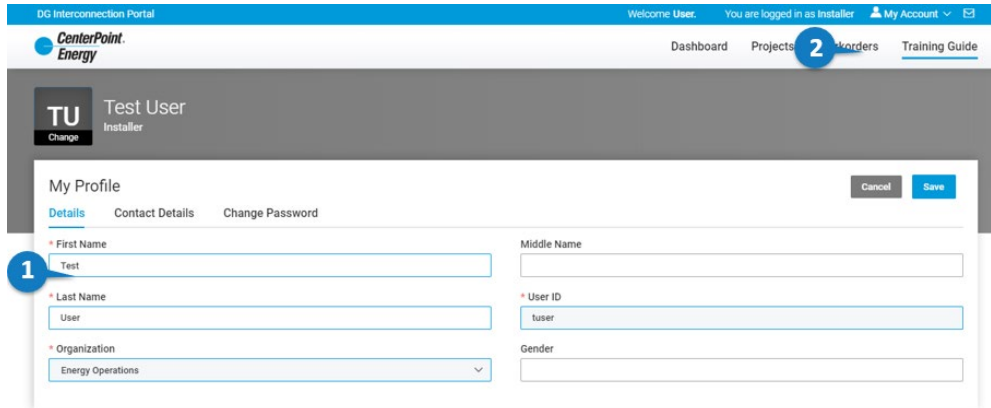
Project Status	Project Count
Application Generated	0
Agreement Generated	1
Inspection In Progress	0

CENTERPOINT QUEUE

Project Status	Project Count
Application Submitted	0
Agreement Executed	0
Inspection Completed	0

1. Click on the "My Account."
2. From the dropdown click on "Profile."

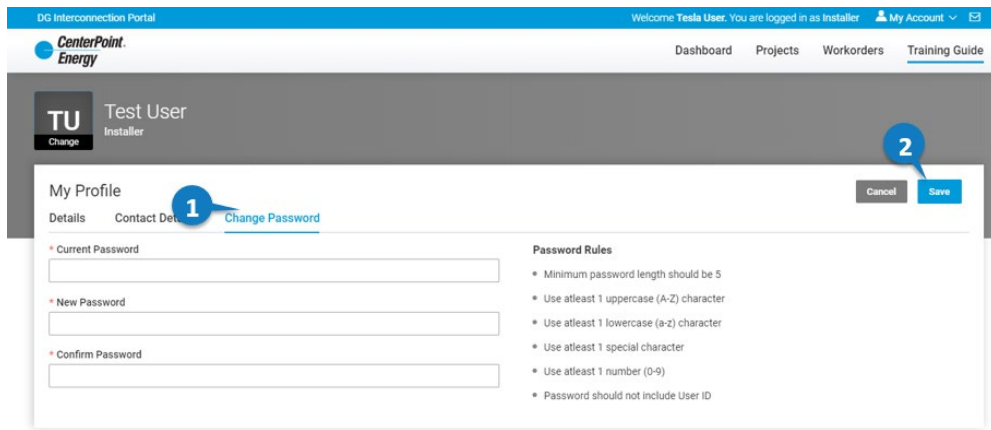
My Account – Profile Page:



The screenshot shows the 'My Profile' page in the CenterPoint Energy DG Interconnection Portal. The user is logged in as 'Test User' (Installer). The page has tabs for 'Details', 'Contact Details', and 'Change Password'. The 'Details' tab is active. A blue circle with the number '1' points to the 'First Name' field, which contains 'Test'. Other fields include 'Last Name' (User), 'Organization' (Energy Operations), 'Middle Name', 'User ID' (tuser), and 'Gender'. There are 'Cancel' and 'Save' buttons at the top right.

1. Users can change their First, Middle and Last name but UserID cannot be changed.

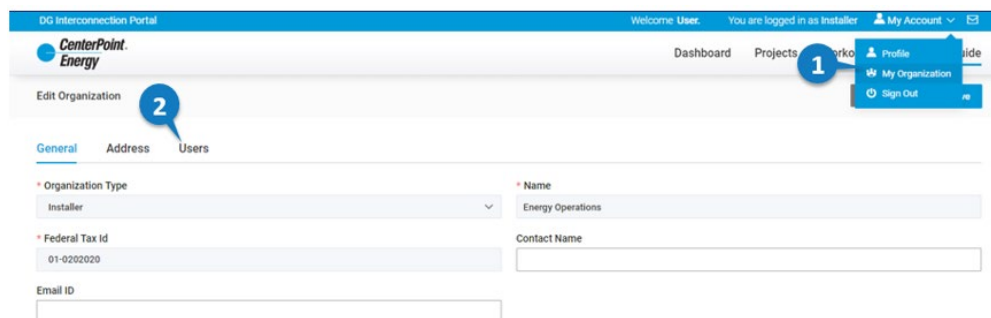
My Account – Change Password Page:



The screenshot shows the 'Change Password' page in the CenterPoint Energy DG Interconnection Portal. The user is logged in as 'Test User' (Installer). The page has tabs for 'Details', 'Contact Details', and 'Change Password'. The 'Change Password' tab is active. A blue circle with the number '1' points to the 'Change Password' tab. Another blue circle with the number '2' points to the 'Save' button. The form includes fields for 'Current Password', 'New Password', and 'Confirm Password'. To the right, 'Password Rules' are listed: minimum length of 5, at least 1 uppercase (A-Z) character, at least 1 lowercase (a-z) character, at least 1 special character, at least 1 number (0-9), and no User ID.

1. Navigate to “Change Password” to change your password.
2. Click on “Save” button to save your changes.

My Account – My Organization Page:



The screenshot shows the 'My Organization' page in the CenterPoint Energy DG Interconnection Portal. The user is logged in as 'Test User' (Installer). The page has tabs for 'General', 'Address', and 'Users'. The 'General' tab is active. A blue circle with the number '1' points to the 'My Organization' submenu in the 'My Account' menu. Another blue circle with the number '2' points to the 'Users' tab. The form includes fields for 'Organization Type' (Installer), 'Name' (Energy Operations), 'Federal Tax Id' (01-0202020), 'Contact Name', and 'Email ID'.

1. Click “My Organization” submenu from “My Account” menu.
2. Navigate to “Users” tab to see the list of users in the organization.

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2. New User can be added by clicking on "User" button.

3. User details can be modified using pencil icon.

4. User details can only be viewed using "eye" icon.

5. Users can be made active and inactive using this switch button.

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Dashboard Page:

This will be Installers Dashboard.

1. Total number of projects with respect to Installer's organization.

2. Total number of Tariff Applications awaiting Signatures.

3. Total number of Interconnection Agreements awaiting Signatures.

4. Action required from Installer for Projects (status wise).

5. Action required from CNP for Projects (status wise).

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2. Total number of Tariff Applications awaiting Signatures.
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Project List Page:

Project

Code: [dropdown] Type here to search [input] Advanced Search [button]

System Type: [dropdown] + Add New [button]

System Type	Code	Project Name	Capacity (kW)	ESI ID	Customer Name	Service Address	Battery Count
Small System	INSTALLERORGANI...	Test	1.190	100890102381140...	SOTO,GABRIELA	5500 SAMPSON, H...	
Small System	INSTALLERORGANI...	Test	0.240	100890102381140...	SOTO,GABRIELA	5500 SAMPSON, H...	
Small System	INSTALLERORGANI...	Test	0.168	100890101314177...	JONES, TYESHIA	5615 WESTOVER, H...	
Small System	INSTALLERORGANI...	Test		100890101712665...	MOLINA, JOSE	9220 CLAREWOOD...	
Small System	IO-1	Kannan Test 1		100890101314177...	JONES, TYESHIA	5615 WESTOVER, H...	
Small System	IO-2	Kannan Test 1	5.865	100890101314177...	JONES, TYESHIA	5615 WESTOVER, H...	1

Total 6 10/page < 1 > Go to 1

1. After clicking on “Projects” Tab it will be redirected to Projects List Page.
2. System will allow Installer to choose type of system to be Installed (Small/Large Systems).
3. “Edit & Delete” icons will allow Installers to edit & delete Applications.
4. “Add New” button will allow Installers to create new applications.

Customer Tab:

After clicking “Add New” it will redirect to Application page.

Project

Code: Project Name: Capacity (kW): Workflow Status: [dropdown] [input] [input] [input]

Customer Legal General Equipment DER Sticker Documents

Code: [input] Installer: [dropdown] Project Name: [input] Service Desired Date: [input]

Customer Information

ESI ID: [input] Customer Name: [input] Service Address: [input] Customer Title: [input]

Same as customer name: [radio] No [radio] Yes [radio] Contact Name (Attn.): [input] Email Address: [input] Phone Number: [input] Use Contact Name in ICA: [radio] No [radio] Yes [radio] Update Customer Name: [radio] No [radio] Yes [radio]

Additional Address (if different from service point address)

Same as service point address: [radio] No [radio] Yes [radio]

Address Type: [dropdown] Address: [input] City: [input] State: [input] Zip Code: [input]

Continue [button]

1. Only after filling Customer’s tab we will be getting the following details such as Name, Code, Status and Capacity.
2. Installer must enter ESI ID, House address and Service Zip Code of the customer to get the customer details.
3. Fill in all the mandatory details.
4. Click on “Continue” button to save all the details and proceed with consecutive tab.

Legal Tab:

Code: Project Name: Test Capacity (kW): 0.000 Workflow Status: Created

Customer Legal General Equipment DER Sticker Documents

Interconnection Agreement (ICA) Information

Entity Type Select	Ownership Information Select	Title
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Authorized Release of Information

Project Manager Name	Project Manager Phone No. (xxx) xxx-xxxx	Project Manager Email Address
Consultant Name	Consultant Phone Number (xxx) xxx-xxxx	Consultant Email Address
Electrical Contractor Name	Electrical Contractor Phone No. (xxx) xxx-xxxx	Electrical Contractor Email

Authorized Release of Information - Other

Name (Other)	Phone Number (xxx) xxx-xxxx	Email Address
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Back Continue

1. Fill in all the mandatory details.
2. Click on "Continue" button to proceed with consecutive tab.
3. Click on "Back" button to proceed with previous tab.

General Tab:

Code: Project Name: Test Capacity (kW): 0.000 Workflow Status: Created

Customer Legal General Equipment DER Sticker Documents

Additional Information

Frequency 60 Hz	Number of Phase 1 Phase	Parallel Type Select	Normal Operation of Interconnection Select
Do you plan to export power? Select	Report Excess Generation to REP Select		

Information Prepared and Submitted By

Name Name	Email Address	Business Address Business Address
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Back Continue

1. Fill in all the mandatory details.
2. Click on "Continue" button to save and proceed.

Equipment Tab:

Code: Project Name: Test Capacity (kW): 0.000 Workflow Status: Created

Customer Legal General Equipment DER Sticker Documents

Inverter Synchronous Induction Battery with Integrated Inverter Turbine with Integrated Inverter

+ New

Select All

Total 0 10/page < 1 > Go to 1

1. Select the Technology type.
 - a. Inverter
 - b. Synchronous
 - c. Induction
 - d. Battery with Integrated Inverter
 - e. Turbine with Integrated Inverter
2. Click on “New” button to add device.

Code: Project Name: Test Capacity (kW): 0.000 Workflow Status: Created

Customer Legal General **Equipment** DER Sticker Documents

Inverter Synchronous Induction Battery with Integrated Inverter Turbine with Integrated Inverter

☐ Select All + New

Inverter#1

Inverter Capacity(kW):

Add / Edit Inverter

Manufacturer - Model Number Number of Inverters Power Rating (watts)

Description Weighted Efficiency (%) Nominal Voltage

Power Factor Inverter Capacity(kW)

Add DG Equipment Solar + Add Save

Total 0 10/page < 1 > Go to 1

1. Click on the Inverter search icon to select the type of Inverter to be added.

Select Inverter

Manufacturer ABB Model Number

2

	Model Number	Description	Watts	Power Rating(kW)
☐	PV1-6000-OUTD-US-W	ABB Small Wind Inverter	6,000	
☐	PV1-3.0-OUTD-S-US-A [208V]	3 kW, 208 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-A [240V]	3 kW, 240 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-A [277V]	3 kW, 277 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-A [208V]	3 kW, 208 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-A [240V]	3 kW, 240 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-A [277V]	3 kW, 277 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-M-A [208V]	3 kW, 208 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-M-A [240V]	3 kW, 240 Vac Grid Support Utility Interactive Inverter with arc	3,000	3
☐	PV1-3.0-OUTD-S-US-2-M-A [277V]	3 kW, 277 Vac Grid Support Utility Interactive Inverter with arc	3,000	3

Total 197 10/page < 1 2 3 4 5 6 ... 14 > Go to 1 Cancel Add 3

2. Select Inverter type.
3. click on “Add” button.

Add DG Equipment

Solar

+ Add

Solar :

Solar

Battery

Turbine

Micro CHP

Number of Panels	Model Number	Power Rating(watts)	Solar Panel Capacity (kW)

Total 1 10/page < 1 > Go to 1

Total 1 10/page < 1 > Go to 1

Back

Continue

4. Select DC equipment such as Solar, Battery, Turbine, and Micro CHP (if required).
5. Click on “Add” button.
6. Click on “Continue” button to save and proceed.

Documents:

This information is required to submit a project application. This information and process must be authorized before further action can be planned.

Project

Comments Close Save Generate Application Submit

Code: 1S-1 Project Name: Test Capacity (kW): 0.466 Workflow Status: Created

Generate Application

Customer Legal General Equipment DER Sticker Documents

Note :

- VLLD, Utility Meter, and generation equipment should be clearly labelled and identified in One line diagram
- Distance between VLLD & Utility Meter should be clearly marked in the diagram. If more than 10 feet, placard proofs are required
- Sketches should have Service address and placard proof of the equipment
- Layout sketch should have text "Visible Lockable Labeled Disconnect" written on it
- Do not upload the entire Permit Package PDF document against One Line Diagram and Layout Sketch document categories.
- Please upload One Line Diagram and Layout Sketch files individually against their respective document categories.
- The individual file size of One Line Diagram and Layout Sketch should be under 4 MB. Please use any online PDF Compressor tool to reduce the file size if your document size exceeds 4 MB.

One Line Diagram Upload Pending

Drop file here or [click to upload](#)

Max allowed size for each document is 4 MB.

Supported file format(s): .pdf

Layout Sketch Upload Pending

Drop file here or [click to upload](#)

Max allowed size for each document is 4 MB.

Supported file format(s): .pdf

Online Diagram Override No

Online Diagram Override Reason Select

Layout Sketch Override No

Layout Sketch Override Reason Select

Mode of Operation Upload Pending

Drop file here or [click to upload](#)

Max allowed size for each document is 4 MB.

Supported file format(s): .pdf

Miscellaneous Upload Pending

Drop file here or [click to upload](#)

Max allowed size for each document is 200 MB.

1. Attach mandatory document One Line Diagram.
2. Attach mandatory document Layout Sketch.
3. Attach Mode of Operation depending on equipment used.
4. Attach optional Miscellaneous document.

5. Click on “Submit” button.

- One Line Diagram – Please provide a one-line diagram illustrating the points of connection with components. Label the VLLD, Utility Meter, and generation equipment.
- Layout Sketch – Please provide a layout sketch illustrating the birds eye view of the resident’s property with the included equipment layout. Additionally, indicate the location VLLD/AC disconnect distance and additional components.
 - Sketches should include the Service address.
 - NOTE: The VLLD/AC disconnect must be within 10 feet of the CNP utility meter.
 - NOTE: If VLLD/AC disconnect is farther than 10 feet and/or out of the line of sight of the Utility Meter please provide a placard.
- Attached below are visual examples for One Line Diagrams, Layout Sketch, and referenced PUC rules for residential applications:



Residential One
Line Diagram Examp



Residential Layout
Example Sketch EH.p

[Electric Substantive Rules - Chapter 25 - 25.211 - Interconnection of On-Site Distributed Generation \(DG\) \(texas.gov\)](#)

- Mode of Operation – Please provide contain information specific to the battery/batteries or Energy Storage System (ESS) and should describe how the battery inverter(s) and the batteries will operate with the electric utility grid (e.g., Backup only, partial backup, Self-Consumption, Savings/TOU, etc.).
 - NOTE: Required for the use of batteries in the system
- Placard – Should be permanent (not degraded in rain, sun, etc.), typically made of red phenolic material with white lettering. Including the below information.
 - Location of the Utility Meter.
 - Location(s) of all AC disconnect switches (i.e., VLLD's).
 - An overview diagram of the property showing how to get from the Utility Meter to the AC disconnect, including all obstructions (e.g., gate/fence) as applicable.

Application Verification Process:

Used to verify the accuracy on documentation.

- ✔ Demonstrates excellent accuracy, resulting in smooth and rapid application.
- 👉 Demonstrates decent accuracy, resulting in moderate application.
- ❌ Demonstrates the possible significant inaccuracy, resulting in a possibly concerning application.

Application Statuses Defined:

- Application Rejected:
 - The application needs to be revised to meet Standard, Specification, and Code requirements in order to be moved to the next step.

- May require a change to the One Line Diagram and/or Layout Sketch, and if so, the application can be resubmitted along with the revised design.
 - If there is a change to the equipment (e.g., models, amounts), the application will also need to be regenerated & resigned after the application's design plans are revised.
- Application Submitted:
 - The application is officially in CNP's queue and is recognized to be reviewed.
NOTE: Any application before this step is considered null (not yet submitted).
- Inspection In Progress:
 - The construction is ready to move forward. Installer should submit the application forward once more after: Construction is complete, City/AHJ inspection is complete (if applicable to location), and *the design plans (i.e., both layout and line diagram) match the installation "as built"*.
- Inspection Submitted:
 - The application has been resubmitted to CNP's queue for review by the Installer, confirming *the design plans (i.e., both layout and line diagram) match the installation "as built"*.
- COS/TPOS Agreement Awaiting Signature:
 - The e-Signature has not been signed by the customer. NOTE: For COS (Customer Owned System) interconnection agreements, the Interconnection Agreement (ICA) is only sent to the Customer's email for signature (not both Installer and Customer).

Inspection Submitted:

- For projects needing clarification and/or being self-installed, we require Inspection Photos of the projects to be submitted prior to proceeding with the inspection process. Please submit these under the "Documents" tab.

Inspection Photos

House Number



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpeg, .jpg

Upload Pending

Overview of Equipment



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpeg, .jpg

Upload Pending

Utility Meter



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpeg, .jpg

Upload Pending

Main Breaker



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpg, .jpeg

Upload Pending

Overcurrent Protective Devices - Breakers or Fuses



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpeg, .jpg

Upload Pending

Other Inspection Photos



Drop file here or [click to upload](#)
Max allowed size for each document is 200 MB.
Supported file format(s): .jpg, .jpeg

Upload Pending

1. Attach photos to the correlating labels (House Number, Overview of Equipment, Utility Meter, etc.).
2. Attach photos of labeled components from the one line (e.g., AC disconnect, combiner box, generation panel, gateway, junction box, etc.).

NOTE: Provide photos of the inside and outside of the labeled components from the one line.

ATS information:

- For your safety and the safety of our employees, the automatic transfer switch (ATS) used by the generator must be reviewed and approved by CenterPoint Energy before installation of the standby generator. If you are working with a dealer, licensed electrician, or licensed contractor, they can help you get the correct documents for approval.
- Please follow this link for more information on the ATS: [Emergency Standby Generator Transfer Switch Approval Application \(centerpointenergy.com\)](https://centerpointenergy.com/emergency-standby-generator-transfer-switch-approval-application)

Misinterpretation:

- Separate ATS approval is required only for locations with a backup generator operating in open transition via Automatic Transfer Switch (ATS) which does not parallel/interconnect with the electric grid, transferring from/off the grid to the backup generator, as a replacement for grid service (e.g., in the event of a service outage).
 - A separate ATS approval is not required for solar/DG backup gateway devices that parallel with the grid and are incorporated in the solar/DG interconnection approval process.

- Once the installation is complete, the meter does not need to be replaced.
 - Most all CNP meters are bi-directional and are programmed remotely to capture the excess generation from the home.
- Common issues that void an Interconnection Agreement (approval) after approval is already issued:
 - If the Customer switches Retail Electric Provider (REP) and indicates, they are a moving in as a new homeowner (True Move-In).
 - If the service account holder (Customer) name on the account changes to an updated name, whether belonging to same/previous account holder or to a different/new account holder.