Interconnection Portal Guide for External Users
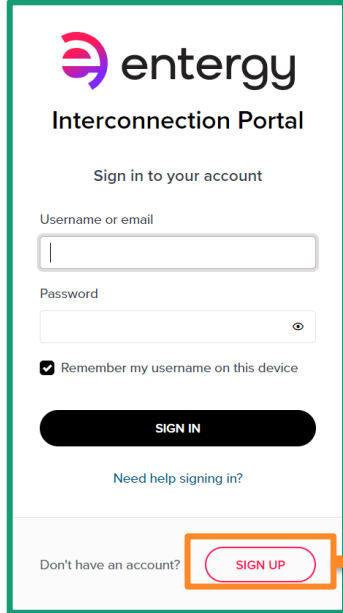
revision – 2.0

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Overview

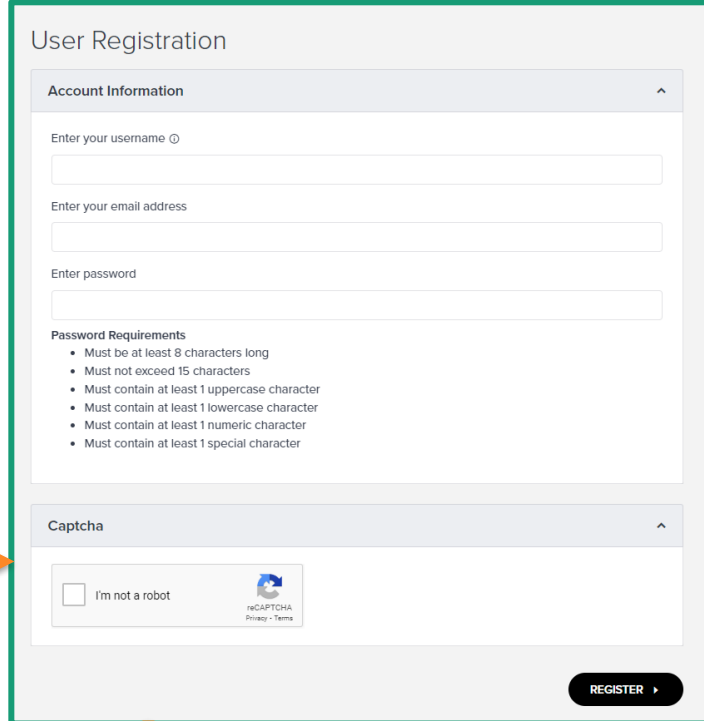www.entergy-interconnection.com

Entergy has released an electronic web-based tool to submit interconnection requests which will replace the current manual/paper process. This platform will provide an intuitive user experience to guide customers and developers through the process. The tool will allow users to submit their applications, make edits or corrections, monitor the approval statuses, receive utility responses and feedback, and provide reference information for all interconnection regulations and standards.

This document does not serve as a resource for defining Net-Metering guidelines and should not be used as such. This document serves only as an instruction manual for how to submit an application on Entergy's application portal. If further clarification is needed, it is advised to email the appropriate contact seen on the Contact Us page of this document.
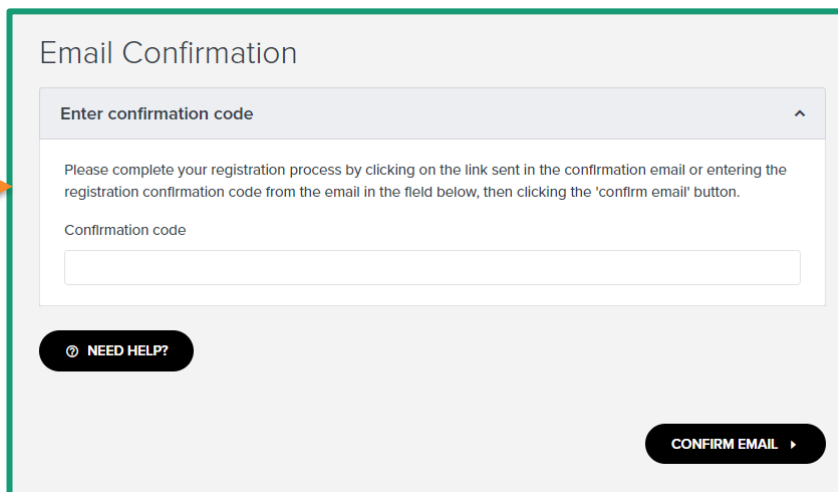
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User Registration

Entergy Interconnection Portal

Interconnection Portal

Sign in to your account

Username or email

Password

☑ Remember my username on this device

SIGN IN

Need help signing in?

Don't have an account? **SIGN UP**

User Registration

Account Information

Enter your username ⓘ

Enter your email address

Enter password

Password Requirements
- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Captcha

☐ I'm not a robot   reCAPTCHA
Privacy · Terms

REGISTER ▸

Email Confirmation

Enter confirmation code

Please complete your registration process by clicking on the link sent in the confirmation email or entering the registration confirmation code from the email in the field below, then clicking the 'confirm email' button.

Confirmation code

⊘ NEED HELP?

CONFIRM EMAIL ▸

- Select Sign Up on the Entergy Interconnection Portal.
- Complete the User Registration page
- An automated email will be sent to the email address inputted during the User Registration. In the email, copy the confirmation code and paste on the email confirmation page or simply follow the hyperlink in that email to log into the portal with your credentials.
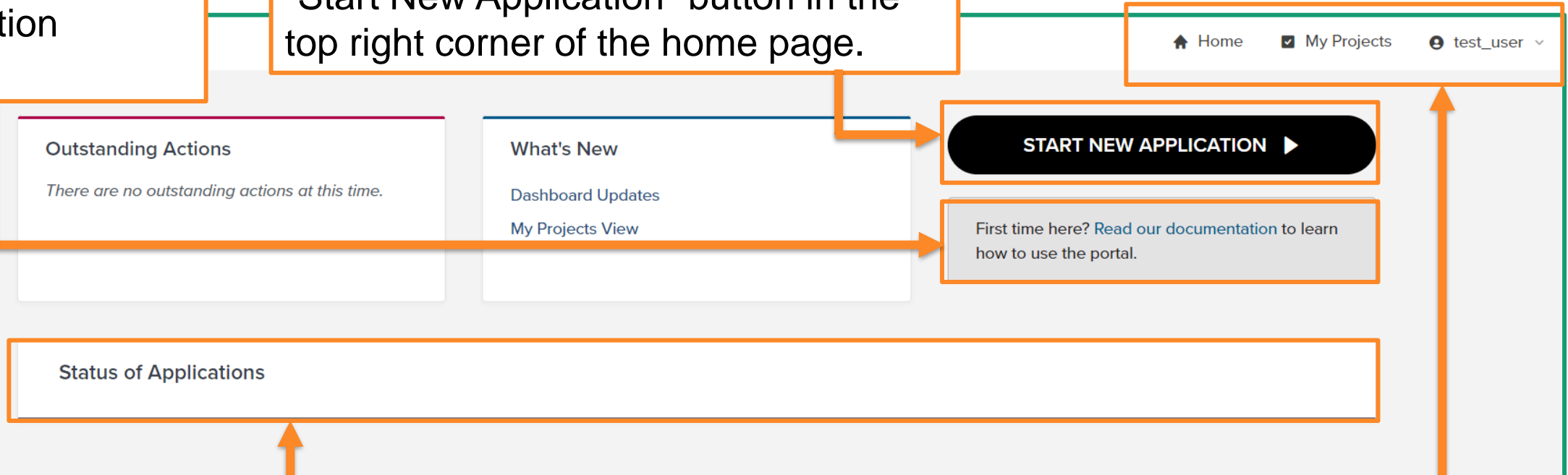- User account is now registered.

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Home Screen

This section provides access to the portal documentation and Entergy's Interconnection Standards.

To begin a new application select the "Start New Application" button in the top right corner of the home page.

After an application has been created the applicant can monitor the status of that application in the Status of Applications section.

The Navigation banner contains links to the Home page, My Projects queue, and Account/Company settings. Users can access these navigations from anywhere in the portal.

🏠 Home   ☑ My Projects   👤 test_user ⌄

Outstanding Actions

There are no outstanding actions at this time.

What's New

Dashboard Updates

My Projects View

START NEW APPLICATION ▶

First time here? Read our documentation to learn how to use the portal.

Status of Applications

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Account Settings – Account Details
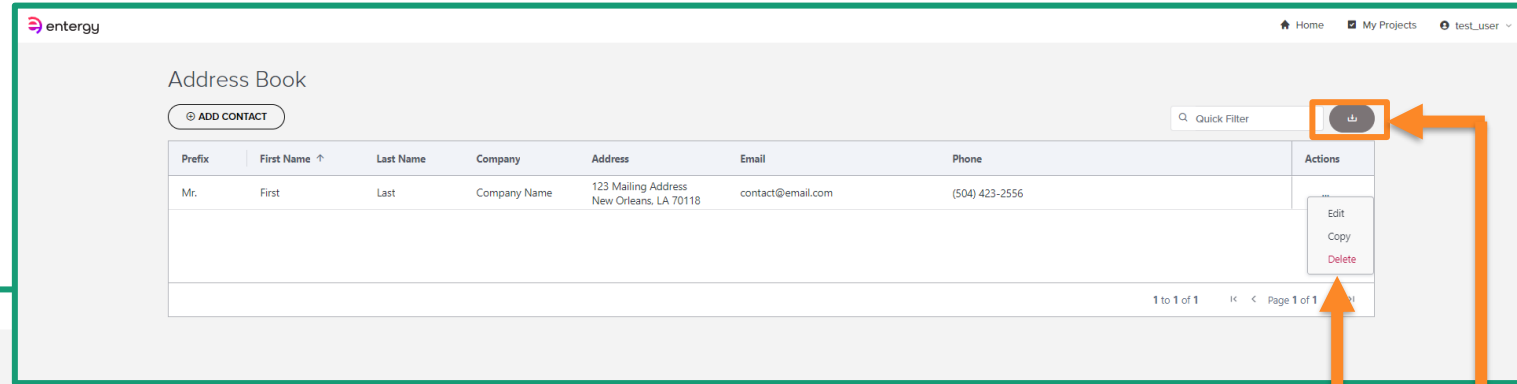

In the Account Details section, users can update their password and/or email address associated with their account. When making these account changes, users will be required to verify their changes with a confirmation code which is sent to their email address.

Account Settings – Address Book

Users can maintain an address book which provides the ability to store contact information and notes within the portal.
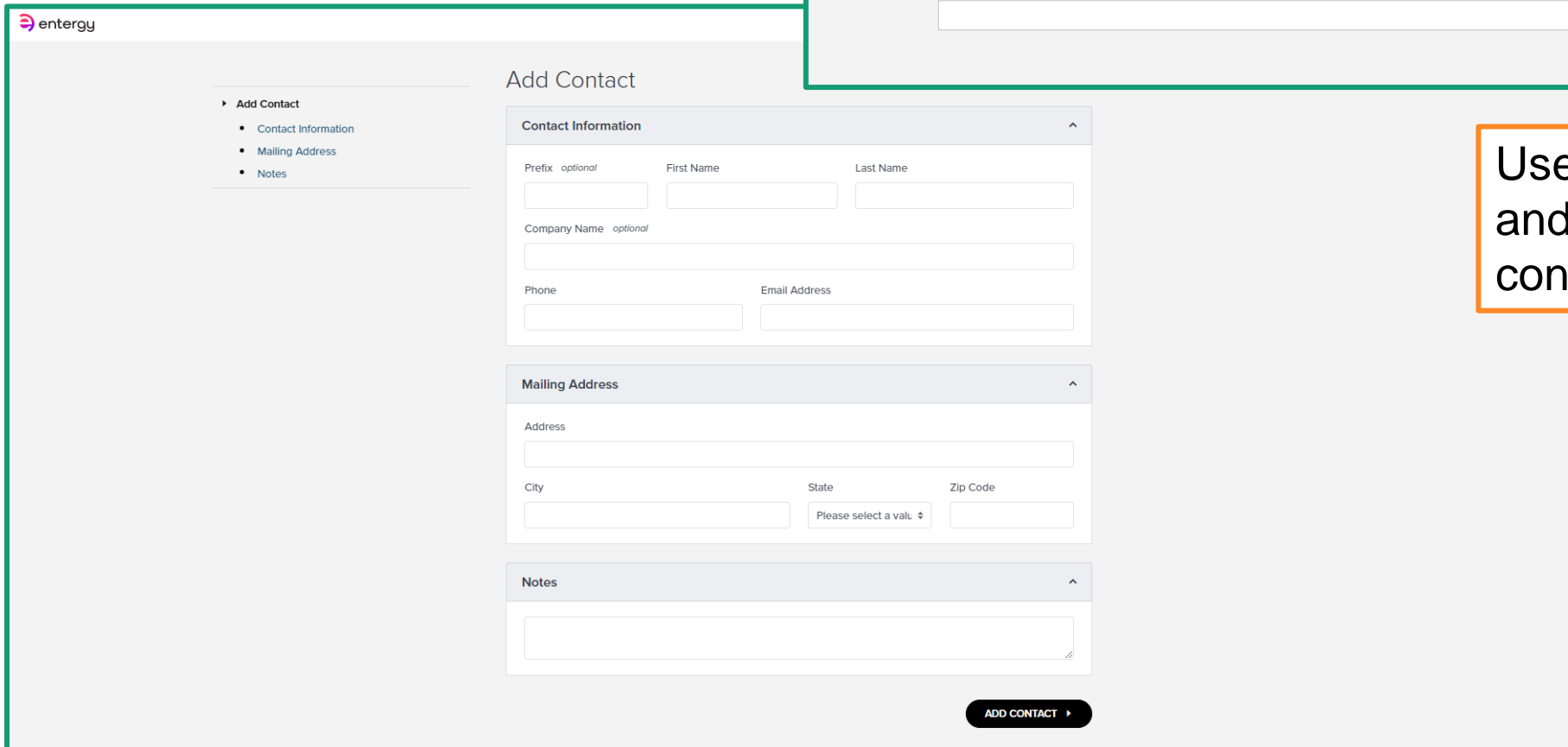

Users can edit, copy, and delete these contacts.

This address book can be exported from the portal and saved as an Excel or CSV file.
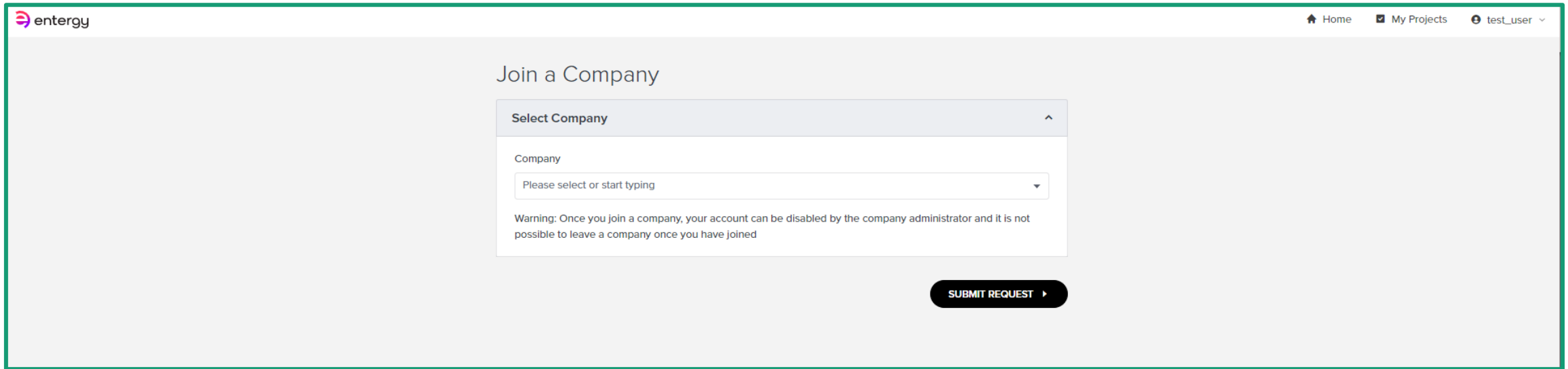
Account Settings – Join a Company
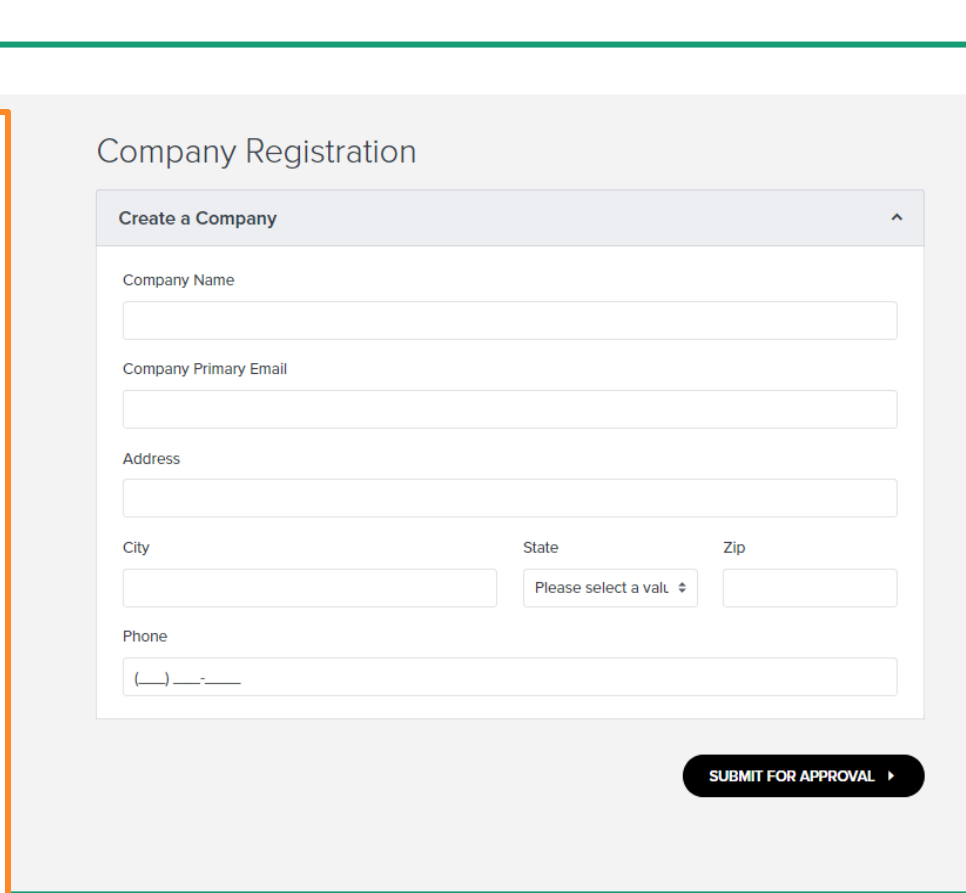
Users may request to join a company they are affiliated with, but this company must already be registered within the portal. Joining a company provides a system-wide view for all members of the company. This is useful for interconnection developers who manage multiple applications across different jurisdictions. Your request to become a member of a company must be approved by the company administrator. Once you join a company, your account can be disabled by the company administrator and it is not possible to leave a company once you have joined. Note that companies with "Entergy" in the name are for internal use only and cannot be joined as an external member.

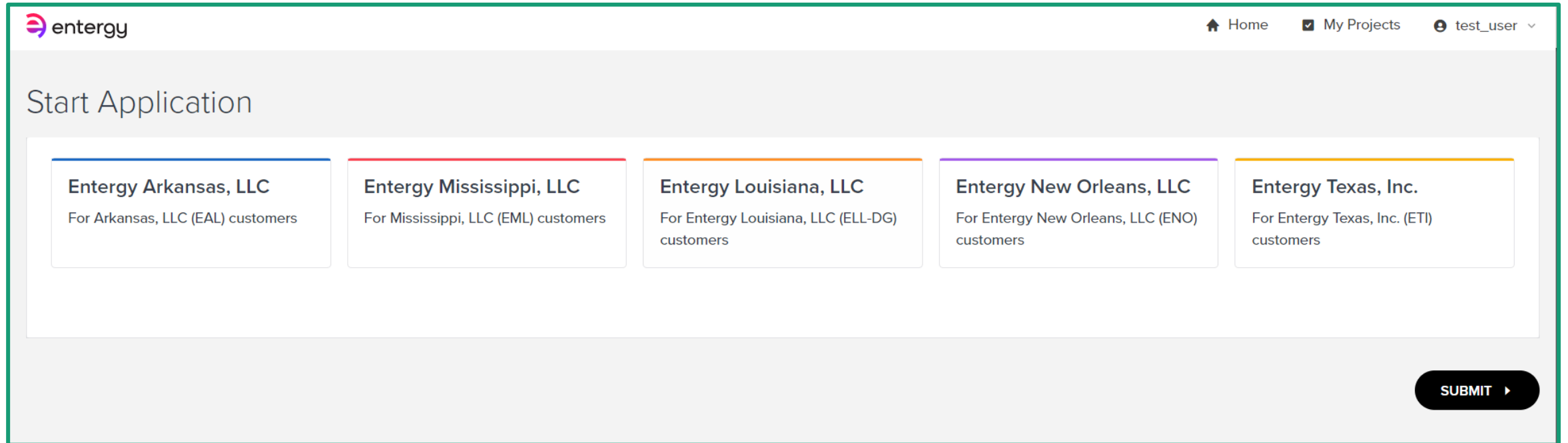# Account Settings – Register a Company

User may create their own company within the portal. This allows for interconnection developers/installers to assign administrators and members to their company. The company feature will provide system-wide tracking for all members affiliated with the company. Company members will be able to manage and track statuses of any application the company submits.

Once a user submits a company registration, the Utility Administrator will need to provide approval. After approval, the user account that registers the company will become the company administrator. The company administrator can invite other users to join the company, edit the company details, and assign members to become the new administrator for that company.

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Company Registration

Create a Company

Company Name

Company Primary Email

Address

City

State
Please select a valu

Zip

Phone
(___) ___-____

SUBMIT FOR APPROVAL ▶

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Creating an Application – Operating Company

When creating a new application, select the operating company where you will submit your interconnection facility application. This selection will determine the specific application that meets your Operating Company's unique regulatory and tariff requirements

Creating an Application - Program Type

Net Energy Metering

Net Energy Metering (NEM), commonly referred to as net metering, is a metering and billing arrangement designed to credit qualifying distributed generation (DG) systems for any excess energy that is exported to the utility grid. The interconnection application and requirements for DG systems have been approved by a retail regulator and are covered by a rate or rider schedule specific to the electric utility.

Non-Net Energy Metering

Non-Net Energy Metering (Non-NEM) is for any other DG or Distributed Energy Resources (DER) project that does not meet the requirements for net metering in this jurisdiction.

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Creating an Application – Portal layout

Utility   Entergy Arkansas

GENERATION APPLICATION

- ✓ Project Type
- ▶ **Project Info**
  - • Facility Info
  - • Generator Information
- − Contact Info
- − Equipment
- − Application Review

Project Info

Facility Info ⌃

Project Name

Service Address

Service Zip   Service City   Service State
                                        AR ⬍

Latitude   Longitude

Generator Information ⌃

Customer Type or Type of Facility

Some fields provide additional information to help clarify what field inputs are necessary. This specific information provides a "Tip" which contains a link to Google Maps for locating latitude and longitude values of the facility location.

ⓘ Latitude and longitude values must be in decimal degree format (e.g., 35.44612, -90.98233). Tip: Use Google Maps or Google Earth to find the Lat/Lon coordinates for your project location.

Sidebar for navigating to other pages of the application. Users cannot navigate forward to other pages until they have selected "SAVE AND CONTINUE" for each of the preceding page.

Each page of the application portal contains section boxes which will provide input fields for applicants to submit their application information. When the application is completed on the portal these fields are then captured and populated into an official application form which can be stored locally or shared as a PDF.

SAVE AND CONTINUE ▸

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Creating an Application – Field parameters

To ensure that you can move forward with the application, please make sure to fill out all required fields and ensure that the values entered meet the required parameters for each field. If any of these fields are left blank or do not meet the required parameters, they will be marked in red and you will be notified to correct these fields before continuing through the application.

Some fields are optional and you are not required to input information if it is not applicable to your application or if the information is not currently known. These fields are labeled as "optional" next to their field caption

Creating an Application – Customer Information

Contact Info

Customer Information

Company or Entity Name *optional*

First Name

Last Name

Street Address

Zip Code   City   State
                                              Please select a valu

Daytime Phone   Evening Phone *optional*
(___) ___-____   (___) ___-____

Fax *optional*   Email
(___) ___-____

Enter Entergy Account Number from Electric Bill

+ ADD AGGREGATE ACCOUNT NUMBER

Enter Entergy Account Number from Electric Bill

Aggregate Account Number #1   ×

Account Number

+ ADD AGGREGATE ACCOUNT NUMBER

Utility   Entergy Arkansas

Currently for Arkansas only Users may select + ADD AGGREGATE ACCOUNT NUMBER to populate more fields to input more account numbers.

The Customer Information section is only for inputting information related to an existing customer account within Entergy's internal system.
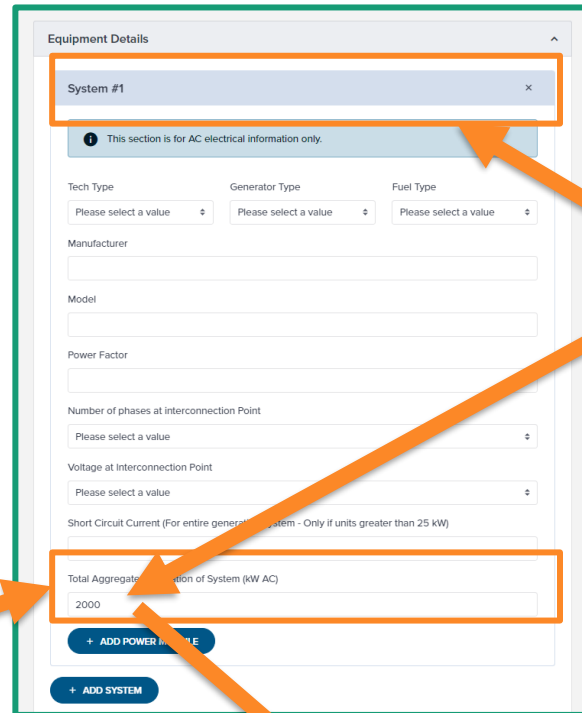
An Entergy account must be an open account on eligible rate schedules, and removed from collective billing.

Creating an Application – Equipment

In the equipment section of the application the first section is Facility Size. This section does not require a direct user input because it is a calculated field. The Facility Size calculates the total generation from all Systems within the Equipment Details section.

This example shows that the user has inputted 2000 kW (AC) for System #1. Therefore, the Facility Size field at the top of the window will automatically update to reflect 2000 kW (AC).
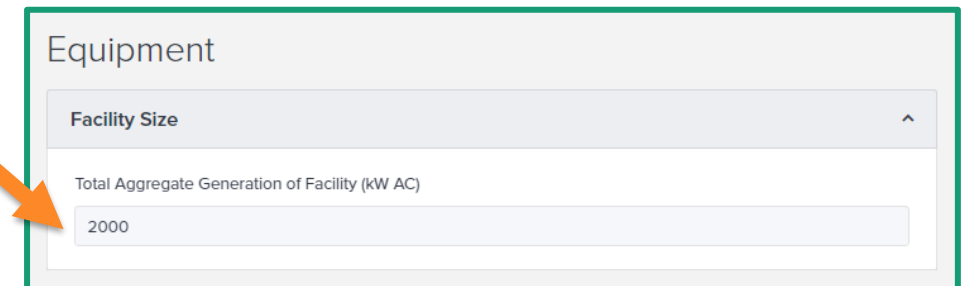
Equipment Details ^

System #1 ×

ℹ This section is for AC electrical information only.

Tech Type
Please select a value

Generator Type
Please select a value

Fuel Type
Please select a value

Manufacturer

Model

Power Factor

Number of phases at interconnection Point
Please select a value

Voltage at Interconnection Point
Please select a value

Short Circuit Current (For entire generation system - Only if units greater than 25 kW)

Total Aggregate generation of System (kW AC)
2000

+ ADD POWER MODULE

+ ADD SYSTEM

Equipment

Facility Size ^

Total Aggregate Generation of Facility (kW AC)
0

Equipment

Facility Size ^

Total Aggregate Generation of Facility (kW AC)
2000

If a user were to add System #2 with a total generation of 1000 kW then the total Facility size would then be 3000 kW (AC).

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Creating an Application – Equipment

I. System Section: This is for AC electrical information only. e.g., Inverter, Synchronous, and Induction. Not the actual PV (DC) information. Users can create multiple Systems.

II. Generator Tech Type: Dropdown for selecting the type of generator. e.g., Solar PV, Wind, Storage, Engine

III. Generator Interface Type: Dropdown which will change dependent on the Generator Tech Type that is selected. E.g., Solar PV – Inverter External; Engine – Machine-Synchronous

IV. Fuel Type: Dropdown for selecting fuel specific to the Generator Tech Type. E.g., Solar PV, Inverter – would be Solar. Engine, Machine-Synchronous – could be Diesel.

V. Manufacture & Model: For equipment within the System. E.g., Inverter or Synchronous Generator

VI. Total Aggregate Generation of System (kW AC): The maximum generation the system could produce. E.g., The total Inverter size

VII. Power Module: This button will expand a power module section which is required (and only applicable) for an Inverter based resource. This section will be defined on the following slide.

Creating an Application – Equipment

Power Module #1 I. ×

ⓘ This section is for DC electrical information only.

Tech Type II.
Please select a value

Generator Type III.
Please select a value

Fuel Type IV.
Please select a value

Manufacturer V.

Model V.

Quantity

Nameplate Rating: 95° at location (kW DC)

Total Aggregate Rating (kW DC) VI.

+ ADD POWER MODULE

I. Power Module: This section is for all resources (PV and/or Battery) that belong under the Systems Inverter(s). For applications with both PV and a battery the system will require two Power Modules, one for the PV details and the other for the battery details. This section is for DC electrical information only.

II. Generator Tech Type: Dropdown for selecting the type of generator. In the Power Module only PV or Battery are applicable.

III. Generator Interface Type: Dropdown which will change dependent on the Generator Tech Type that is selected

IV. Fuel Type: Dropdown for selecting fuel specific to the Generator Tech Type.

V. Manufacturer & Model: For equipment within the Power Module. E.g., Solar Panels or Battery manufacturer and Model

VI. Total Aggregate Generation of System (kW DC): The maximum generation the Power Module could produce. E.g., the total generation for all Solar Panel units combined, or the Maximum rating for all Battery Systems.

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Creating an Application – Equipment

Equipment Specification Documents ^

If you need to upload more than one document for a given document field, please zip the files and upload the zip

(UL 1741 and IEEE 1547 compliance) Include inverter manufacturer literature describing specific systems
REQUIRED

☁ Choose a file for upload or drag and drop one into this area
Not Uploaded

(UL 1741 and IEEE 1547 compliance) Include power module manufacturer literature describing specific systems
REQUIRED

☁ Choose a file for upload or drag and drop one into this area
Not Uploaded

If a Inverter Based Resource is selected then a user will be required to upload manufacturer documentation which details the equipment is within UL1741 and/or IEEE 1547 compliance.

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Creating an Application – Application Review

The Application Review page provides user a final review of their application prior to application submission. All application values are grouped by Activity and Section to guide the user through their review.

At the bottom of the Application Review page, the user can download the application/agreement form which is populated with their portal inputs. The applicant will be required to download this form and sign/date as specified on the form. After selecting CONFIRM, the user and all groups associated with the application will receive an automated email notifying that the portal still requires a signed application to be uploaded.

Creating an Application – Upload Signed Form

Applicants are required to sign and date the application form which is in PDF format. When required signatures are complete, then the form may be uploaded back on the portal so that the application process is ready for a Utility Processor to review.

My Projects

Users can filter their My Projects list

Each application is assigned a unique Project ID. Clicking on this Project ID (Seen in blue) will navigate the user to the Project Details.

Applications have unique statuses which provide labeling for where a project is at in the application process. In this example, Ready For Review means that the application is awaiting a Utility Processor to review the submitted application for completeness.

Users can export their My Projects list as an Excel or CSV file

The My Projects page provides users the ability to monitor and interface with their application. If user is a Company member then all of the companies application will be viewable in this section.

Project Details – Progress Tab

The Projects Details provides users overview details of the application, all related documentation, email tracking, a history log, and actions for their specific project.

Project Details – Document Tab

The Documents tab allows users to view all documents that were uploaded to the portal, the status, upload date, and the ability to download these items for verification.

Project Details – Email Tab

The Email tab allows users to review all email communications that are sent out. In this example the applicant has two emails and is currently viewing the email for Application Signed Agreement Form Received.

Project Details – History Tab

The History tab allows users to monitor when each detail and process of the application was completed.

Project Details – Actions

The Actions tab provides two features:
- Withdraw the application
- Attach additional documents

Requires Correction Process

In some cases, after the application has been reviewed by Entergy staff, it may require an additional 'corrections' process. This means that Entergy's customer representatives have gone through the application and determined that one or more areas will need revision before the application can move forward in our internal process.

| 17289 | Entergy Louisiana | ELL rev1.08 test | ELL Residential NEM | Corrections | 2023-06-21 10:05:25 |

From the 'My Projects' page, select the Project ID to see the high-level details of you application.

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Requires Correction Process

Once you have entered the Project Details page complete the following steps:
1. Click on the line that shows In Progress under General Applications.

4	Contact Info	In Progress
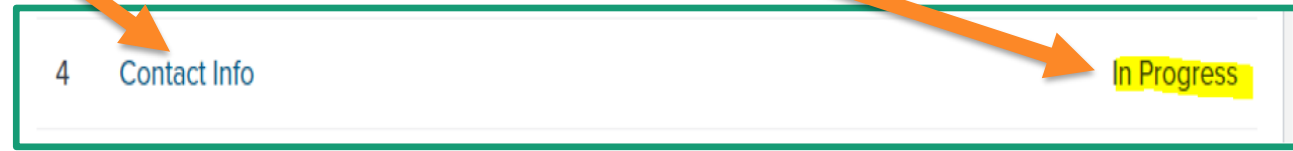
2. On the left-hand side of the screen, click under each option under General Application to locate the corrections. Skip the preliminary Information.

3. Each page that has corrections will show the following message.

GENERATION APPLICATION

✓ Project Type

✓ Preliminary Information

✓ Project Info

▸ Contact Info
- Customer Information
- Installer Information
- Authorized Release of Information List
- Attachment A

− Equipment

− Application Review

ⓘ Field needs to be reviewed   ✕

You have a field that has been marked for review. Please check and update it as needed.

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Requires Correction Process

4. Scroll down to find the issue (example below)

Enter Entergy Account Number from Electric Bill ❗

123456789

Invalid Account Number

5. When the field has been corrected click on the orange button to clear the flag if needed.

Enter Entergy Account Number from Electric Bill ❗
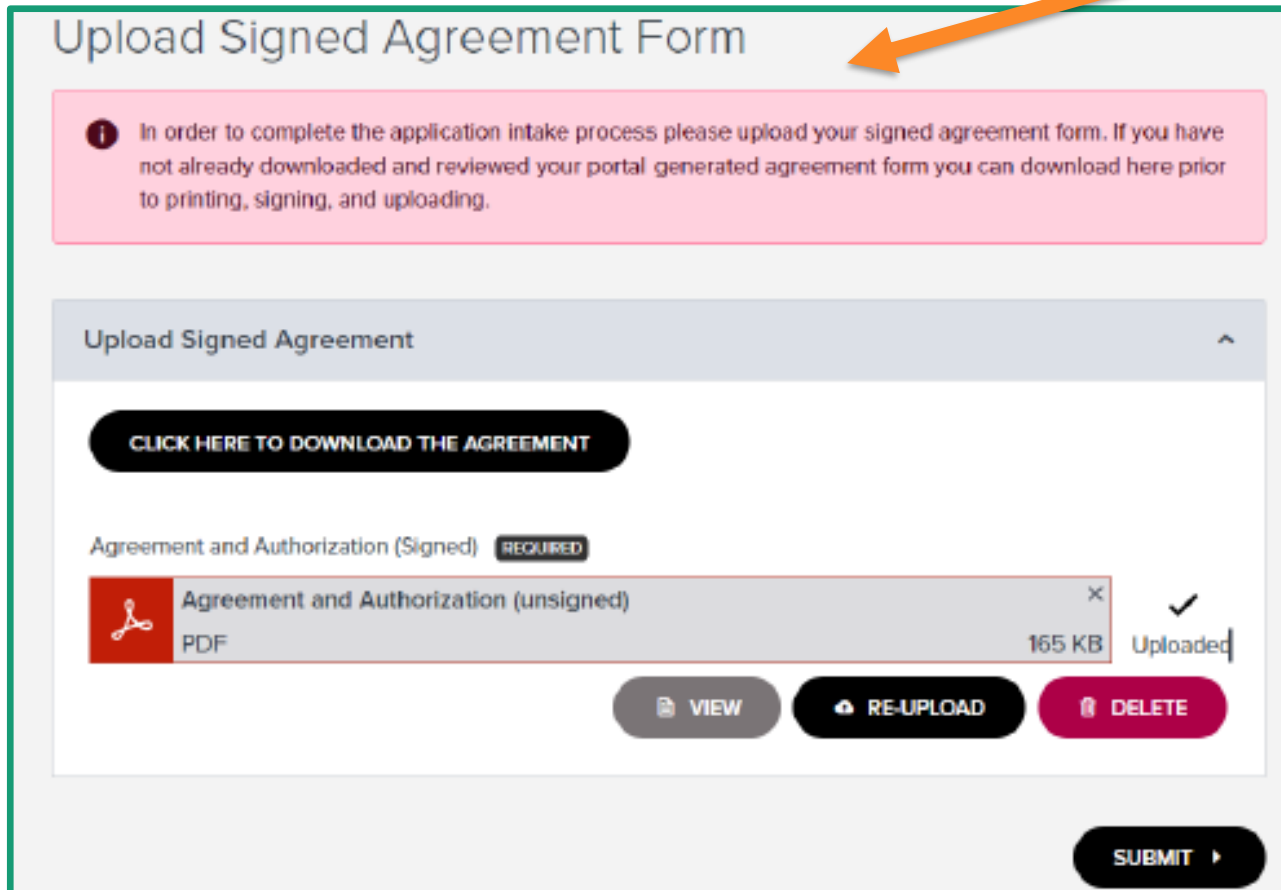
Field Reviewed

VALUE FLAGGED FOR REVIEW
123456789

REVIEW COMMENT
Invalid Account Number

Lumb...

Daytime Phone

Enter Entergy Account Number from Electric Bill ☑

123456788

Example of reviewed fields

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Requires Correction Process

6. Save and continue for each page. Do this for all flags needing reviewed.
7. The corrected form will need to be redownloaded, signed by preparer and customer, and then reuploaded.

Upload Signed Agreement Form

In order to complete the application intake process please upload your signed agreement form. If you have not already downloaded and reviewed your portal generated agreement form you can download here prior to printing, signing, and uploading.

Upload Signed Agreement

CLICK HERE TO DOWNLOAD THE AGREEMENT

Agreement and Authorization (Signed) REQUIRED

Agreement and Authorization (unsigned)
PDF   165 KB   ✓ Uploaded

VIEW   RE-UPLOAD   DELETE

SUBMIT ▶

Once the application has been reuploaded to the portal a customer representative will perform another completeness review to verify all application information is correct. You will then receive further communications by email detailing the required next step.

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Questions?

Depending on the facility's Location, please use the appropriate contact.

Entergy Arkansas	NetMetering-Arkansas@entergy.com
Entergy Louisiana	NetMeteringla@entergy.com
Entergy Mississippi	emisolar@entergy.com
Entergy New Orleans	enonetmetering@entergy.com
Entergy Texas	NetMeteringTx@entergy.com

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