



# Interconnection Portal Guide for External Users

revision – 2.0



# Table of Contents

<b>Overview</b>	<b>3</b>
<b>User Registration</b>	<b>4</b>
<b>Home Screen</b>	<b>5</b>
<b>Account Settings</b>	<b>6</b>
<b>Creating an Application</b>	<b>10</b>
<b>My Project</b>	<b>21</b>
<b>Project Details</b>	<b>22</b>
<b>Requires Correction Process</b>	<b>27</b>
<b>Contact Us</b>	<b>31</b>

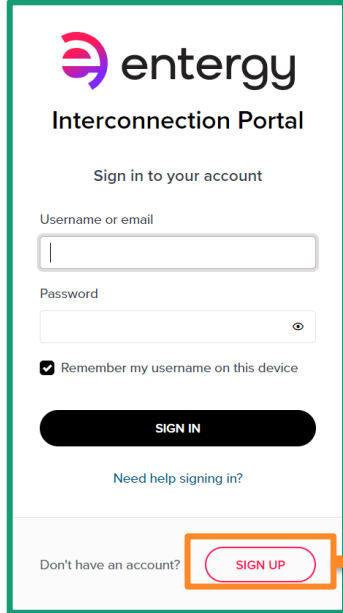
# Overview

[www.entergy-interconnection.com](http://www.entergy-interconnection.com)

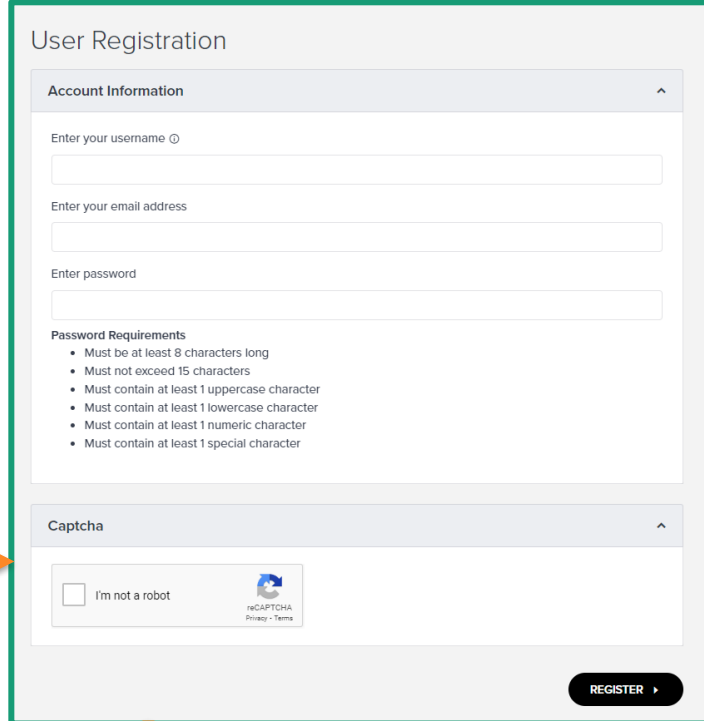
Entergy has released an electronic web-based tool to submit interconnection requests which will replace the current manual/paper process. This platform will provide an intuitive user experience to guide customers and developers through the process. The tool will allow users to submit their applications, 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.

# User Registration

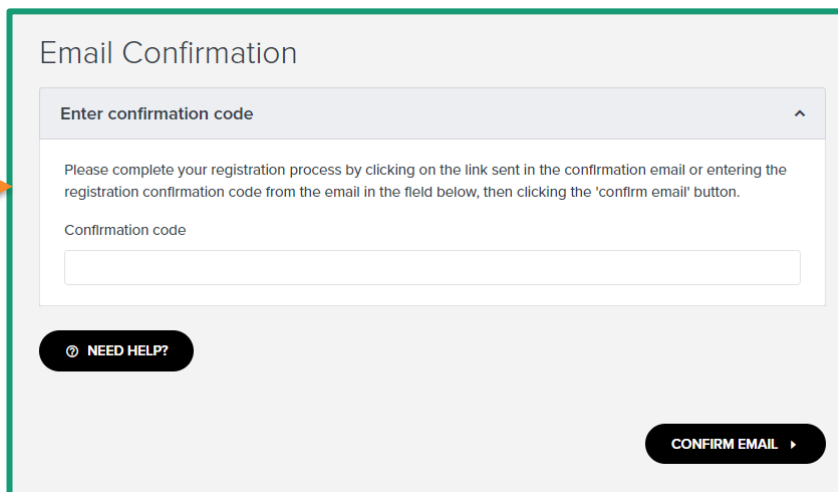


The image shows the 'entergy Interconnection Portal' sign-in page. It features the Entergy logo at the top left. Below the logo, the text 'Interconnection Portal' is displayed. A link 'Sign in to your account' is present. There are two input fields: 'Username or email' and 'Password'. A checkbox labeled 'Remember my username on this device' is located below the password field. A black 'SIGN IN' button is at the bottom. A link 'Need help signing in?' is below the button. At the bottom left, there is a link 'Don't have an account?' and a red-outlined 'SIGN UP' button. An orange arrow points from the 'SIGN UP' button to the 'User Registration' page.



The image shows the 'User Registration' page. It has a title 'User Registration'. Below the title is a section 'Account Information' with a dropdown arrow. It contains three input fields: 'Enter your username @', 'Enter your email address', and 'Enter password'. Below these fields is a section 'Password Requirements' with a list of 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', and 'Must contain at least 1 special character'. Below this is a 'Captcha' section with a dropdown arrow. It contains a checkbox 'I'm not a robot' and a reCAPTCHA logo. At the bottom right, there is a black 'REGISTER' button with a right arrow. An orange arrow points from the 'REGISTER' button to the 'Email Confirmation' page.

- 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.

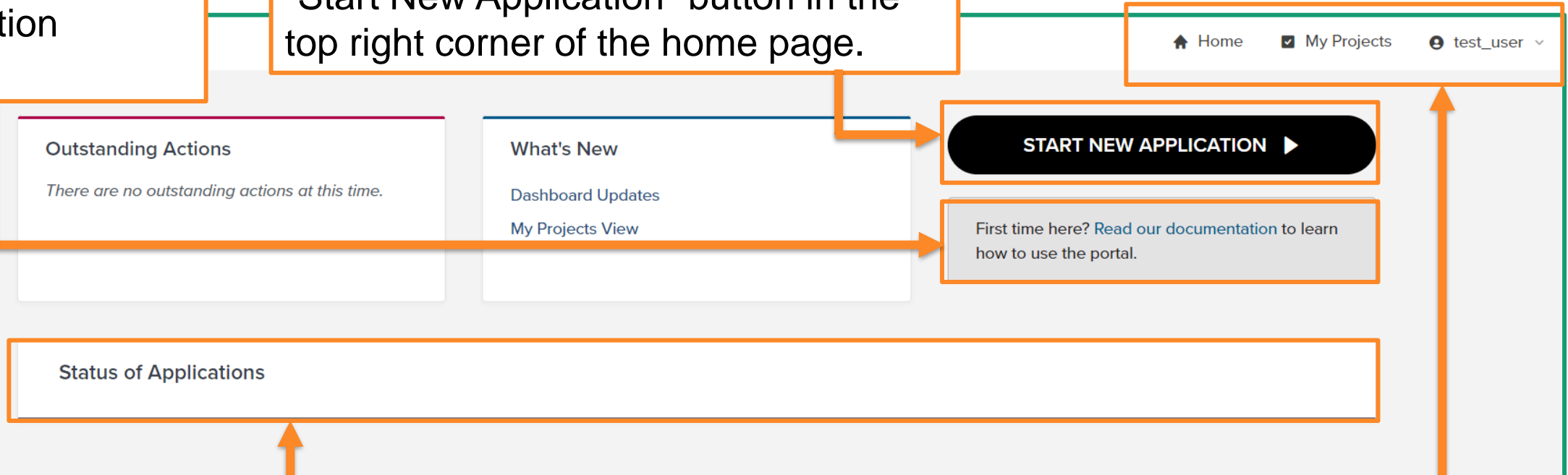


The image shows the 'Email Confirmation' page. It has a title 'Email Confirmation'. Below the title is a section 'Enter confirmation code' with a dropdown arrow. It contains a paragraph: 'Please complete your registration process by clicking on the link sent in the confirmation email or entering the registration confirmation code from the email in the field below, then clicking the 'confirm email' button.' Below this is a 'Confirmation code' input field. At the bottom left, there is a black 'NEED HELP?' button with a question mark icon. At the bottom right, there is a black 'CONFIRM EMAIL' button with a right arrow.

# 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.

# Account Settings – Account Details

entergy

Home My Projects test\_user

Account Details

Address Book

Join Company

Register a Company

Sign out

Account Details

Set account information

What would you like to change?

☐ Change email address

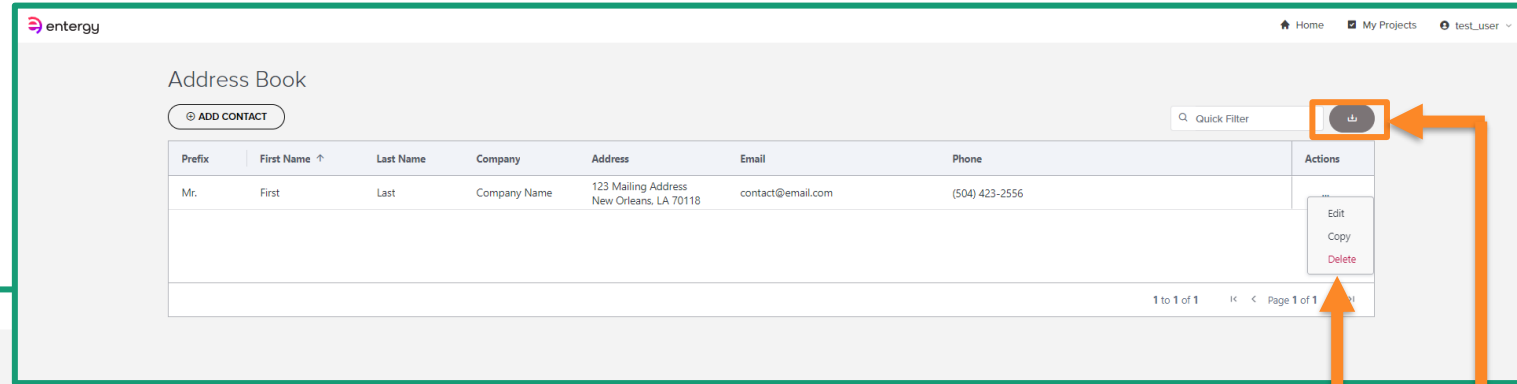
☐ Change password

CONTINUE

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.



Address Book

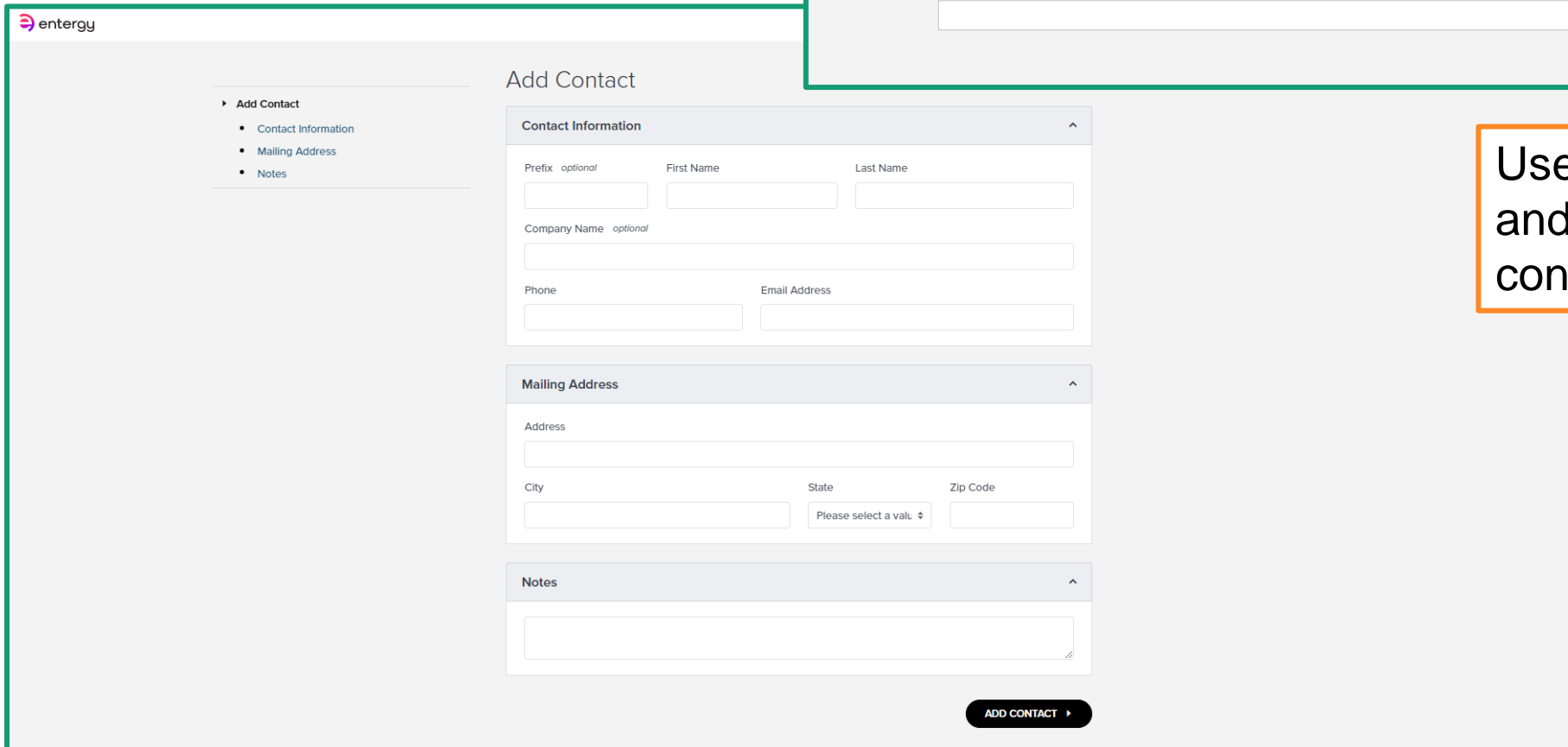
ADD CONTACT

Quick Filter

Prefix	First Name ↑	Last Name	Company	Address	Email	Phone	Actions
Mr.	First	Last	Company Name	123 Mailing Address New Orleans, LA 70118	contact@email.com	(504) 423-2556	<div>Edit Copy Delete</div>
1 to 1 of 1    Page 1 of 1							

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.



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Add Contact

- Add Contact
  - Contact Information
  - Mailing Address
  - Notes

Contact Information

Prefix optional First Name Last Name

Company Name optional

Phone Email Address

Mailing Address

Address

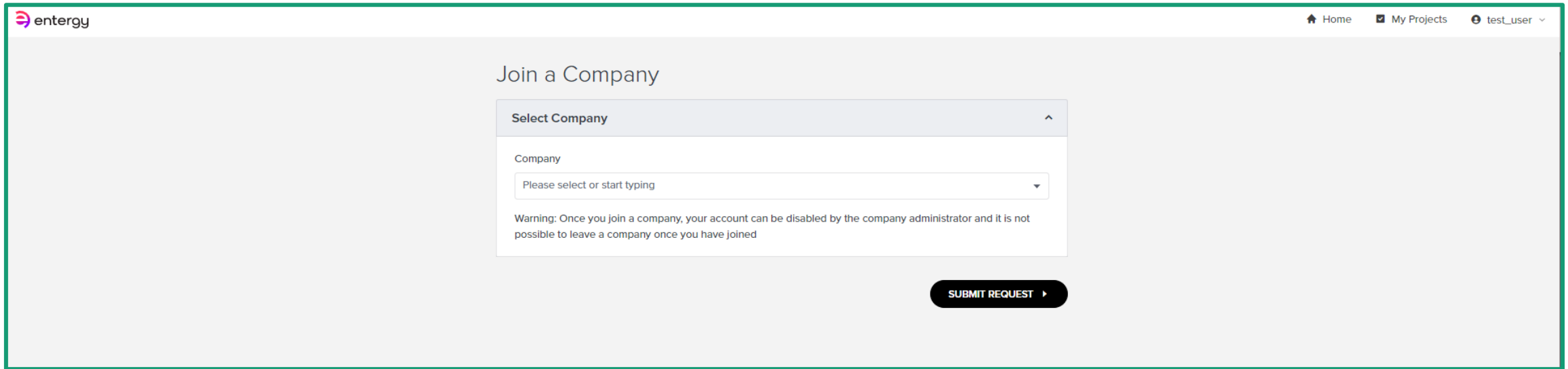
City State Zip Code

Please select a val...

Notes

ADD CONTACT

# Account Settings – Join a Company



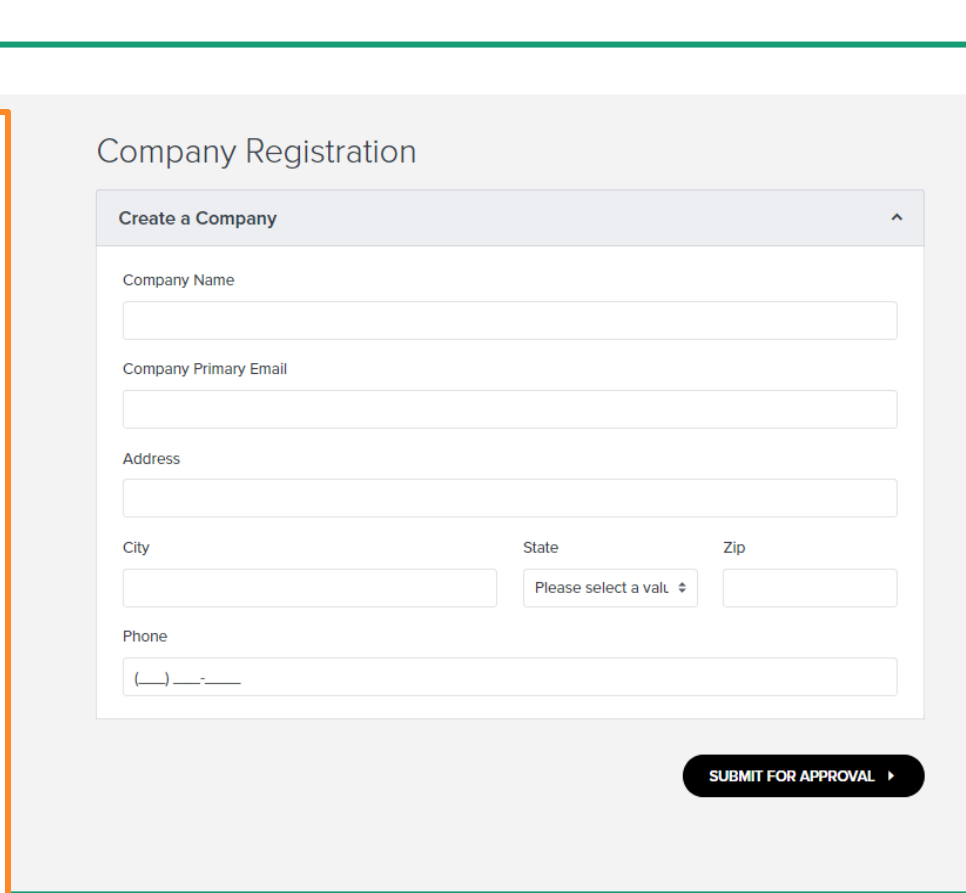
The screenshot shows the 'Join a Company' interface within the Entergy portal. The header includes the Entergy logo, navigation links for 'Home' and 'My Projects', and a user profile for 'test\_user'. The main content area is titled 'Join a Company' and contains a form with a 'Select Company' header. Below this is a 'Company' dropdown menu with the placeholder text 'Please select or start typing'. A warning message states: 'Warning: 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'. At the bottom right of the form is a black button labeled 'SUBMIT REQUEST' with a right-pointing arrow.

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

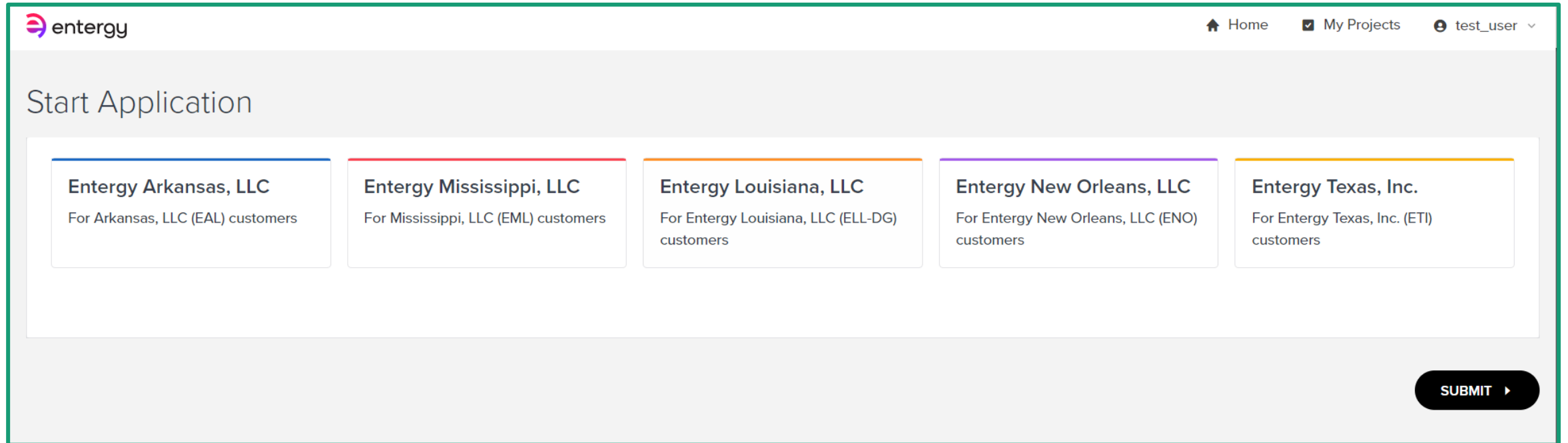
User may create their own company within the portal. This allows for interconnection developers/installers to assign administrators and members to their company. The company feature will provide system-wide tracking for all members affiliated with the company. Company members will be able to manage and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



The screenshot shows the 'Company Registration' page on the Entergy portal. It features a 'Create a Company' form with the following fields: 'Company Name', 'Company Primary Email', 'Address', 'City', 'State' (a dropdown menu with the text 'Please select a value'), 'Zip', and 'Phone' (with a format guide '( ) - -'). A 'SUBMIT FOR APPROVAL' button is located at the bottom right of the form.

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.

# Creating an Application – Operating Company



The screenshot displays the 'Start Application' page of the Entergy portal. The header includes the Entergy logo, navigation links for 'Home', 'My Projects', and a user profile 'test\_user'. The main content area is titled 'Start Application' and features five selectable options for the operating company, each with a colored border and a list of associated customers. A 'SUBMIT' button is located in the bottom right corner.

Operating Company	Customers
Entergy Arkansas, LLC	For Arkansas, LLC (EAL) customers
Entergy Mississippi, LLC	For Mississippi, LLC (EML) customers
Entergy Louisiana, LLC	For Entergy Louisiana, LLC (ELL-DG) customers
Entergy New Orleans, LLC	For Entergy New Orleans, LLC (ENO) customers
Entergy Texas, Inc.	For Entergy Texas, Inc. (ETI) customers

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.

# Creating an Application – Portal layout

The screenshot shows the Entergy Arkansas 'GENERATION APPLICATION' portal. The sidebar on the left contains a list of sections: Project Type, Project Info, Facility Info, Generator Information, Contact Info, Equipment, and Application Review. The main content area is titled 'Project Info' and contains a 'Facility Info' section with input fields for Project Name, Service Address, Service Zip, Service City, Service State (a dropdown menu showing 'AR'), Latitude, and Longitude. Below this is a 'Generator Information' section. A 'SAVE AND CONTINUE' button is at the bottom left.

**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

SAVE AND CONTINUE

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.

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.

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.

# Creating an Application – Field parameters

Utility Entergy Arkansas

GENERATION APPLICATION

Project Type

Project Info

- Facility Info
- Generator Information

Contact Info

Equipment

Application Review

Generator Information

Customer Type or Type of Facility

Please select a value

Field cannot be empty

Capacity Factor

Field cannot be empty

Your Recent Annual Usage (kWh)

Field cannot be empty

Expected Annual Production (kWh)

Field cannot be empty

Customer-Site Load (kW) at Facility Location

Field cannot be empty

One Line Diagram **REQUIRED**

File upload required.

Choose a file for upload or drag and drop one into this area

Not Uploaded

SAVE AND CONTINUE

Form has invalid fields  
You have 12 fields that must be corrected before you can continue.

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

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Utility Entergy Arkansas

GENERATION APPLICATION

Project Type

Project Info

Contact Info

- Customer Information
- Owner Information

Equipment

Application Review

Contact Info

Customer Information

Company or Entity Name optional

First Name

Testfirst

Last Name

Testlast

Street Address

Test Customer Address

Zip Code

72228

City

Test Customer City

State

AR

Daytime Phone

(888) 451-2311

Evening Phone optional

Fax optional

Email

test@gmail.com

Enter Entergy Account Number from Electric Bill

781235213

+ ADD AGGREGATE ACCOUNT NUMBER

# Creating an Application – Customer Information

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.

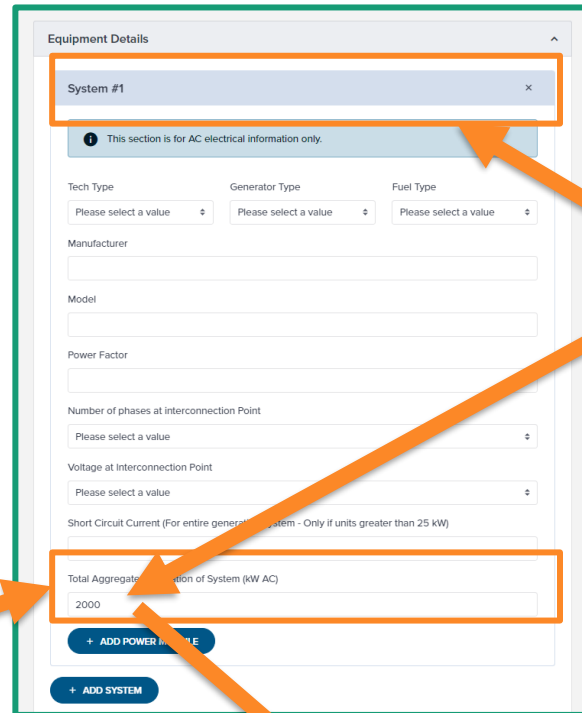
An Entergy account  
must be an open  
account on eligible  
rate schedules, and  
removed from  
collective billing.

The screenshot shows the 'Contact Info' section of the Entergy Arkansas application. The 'Customer Information' sub-section is highlighted with an orange border. It contains fields for 'Company or Entity Name' (optional), 'First Name', 'Last Name', 'Street Address', 'Zip Code', 'City', 'State' (a dropdown menu), 'Daytime Phone', 'Evening Phone' (optional), 'Fax' (optional), and 'Email'. Below these fields is a section for 'Enter Entergy Account Number from Electric Bill' with a text input field and a '+ ADD AGGREGATE ACCOUNT NUMBER' button. An orange arrow points from the text box on the left to this button. Another orange arrow points from the text box on the right to the 'State' dropdown menu. A third orange arrow points from the text box on the right to the 'Enter Entergy Account Number from Electric Bill' section. In the bottom left corner, there is a separate box showing a modal for adding an aggregate account number, with a '+ ADD AGGREGATE ACCOUNT NUMBER' button and an 'x' to close it.

# Creating an Application – Equipment

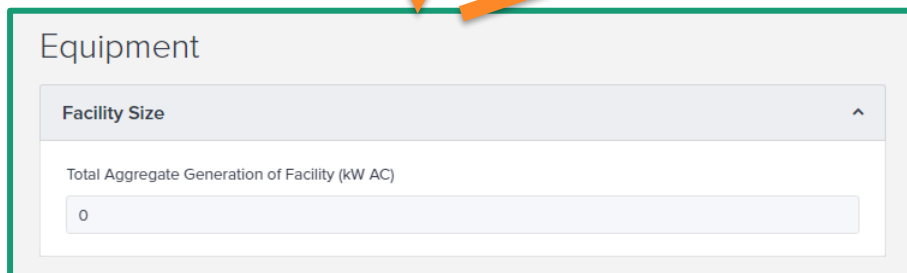
In the equipment section of the application the first section is Facility Size. This section does not require a direct user input because it is a calculated field. The Facility Size calculates the total generation from all Systems within the Equipment Details section.

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).

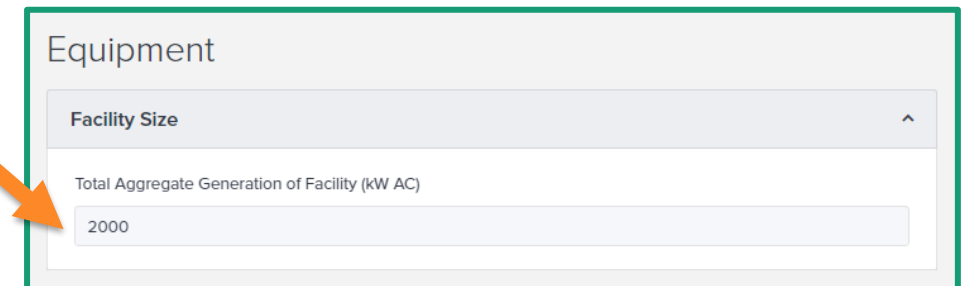


The 'Equipment Details' form for 'System #1' contains the following fields:

- System #1** (dropdown menu)
- Info:** This section is for AC electrical information only.
- Tech Type:** Please select a value (dropdown)
- Generator Type:** Please select a value (dropdown)
- Fuel Type:** Please select a value (dropdown)
- Manufacturer:** (text input)
- Model:** (text input)
- Power Factor:** (text input)
- Number of phases at interconnection Point:** Please select a value (dropdown)
- Voltage at interconnection Point:** Please select a value (dropdown)
- Short Circuit Current (For entire generation system - Only if units greater than 25 kW):** (text input)
- Total Aggregate Generation of System (kW AC):** 2000 (text input)
- + ADD POWER GENERATOR** (button)
- + ADD SYSTEM** (button)



The 'Equipment' section shows the 'Facility Size' header and the 'Total Aggregate Generation of Facility (kW AC)' field with a value of 0.



The 'Equipment' section shows the 'Facility Size' header and the 'Total Aggregate Generation of Facility (kW AC)' field with a value of 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).

# Creating an Application – Equipment

System #1 I.

**i** This section is for AC electrical information only.

Tech Type II.

Generator Type III.

Fuel Type IV.

Manufacturer V.

Model V.

Power Factor

Number of phases at interconnection Point

Voltage at Interconnection Point

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

Total Aggregate Generation of System (kW AC) VI.

+ ADD POWER MODULE VII.

- 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.

Generator Type III.

Fuel Type IV.

Please select a value

Please select a value

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.

# 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.

# Creating an Application – Application Review

entergy

Utility Entergy Arkansas

GENERATION APPLICATION

- ✓ Project Type
- ✓ Project Info
- ✓ Contact Info
- ✓ Equipment
- ▶ Application Review
  - Application Summary
  - Agreement Form Download and Review

### Application Review

**i** The application summary acts as a final review prior to application submission. All application values are grouped by Activity and Section to guide the user through their review.

#### Application Summary

FIELD	VALUE
Project Type	
Application Type	
Application Type	NEM

#### Project Info

FIELD	VALUE
Facility Info	
Project Name	Test Project Name
Service Address	Test Facility Address
Service Zip	72958
Service City	Test Facility City
Service State	AR
Latitude	30.59423
Longitude	-91.5123

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.

#### Agreement Form Download and Review

Please download your agreement and review all information is accurately reflected prior to submitting your application.

[CLICK HERE TO DOWNLOAD THE AGREEMENT](#)

**CONFIRM** ▶

# Creating an Application – Upload Signed Form

The screenshot shows the Entergy portal interface for uploading a signed agreement form. The top navigation bar includes the Entergy logo, a home icon, 'My Projects', and a user profile 'test\_user'. The left sidebar shows a breadcrumb trail: 'Utility > Entergy Arkansas' followed by 'UPLOAD SIGNED AGREEMENT FORM'. Under this, there is a section 'Upload Signed Agreement Form' with a sub-item 'Upload Signed Agreement'. The main content area is titled 'Upload Signed Agreement Form'. It features a pink informational box stating: '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.' Below this is a section titled 'Upload Signed Agreement' which contains a button 'CLICK HERE TO DOWNLOAD THE AGREEMENT'. Underneath the button, it says 'Agreement and Authorization (Signed) REQUIRED'. There is a file upload area with a cloud icon and the text 'Choose a file for upload or drag and drop one into this area'. To the right of this area, it says 'Not Uploaded'. At the bottom right of the main content area is a 'SUBMIT' button.

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

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## My Projects

PRESETS No preset selected

Quick Filter

ID	Project	Utility	Status	Responsible Party	Facility Address	Customer Name	Customer Phone	Customer Email	Installer Name	Installer Phone	Actions
16955	Test Project Name	Entergy Arkansas	Ready for Review	Utility	Test Facility Address Test Facility City, AR 72958	First Last		customer@email.com			

### Export Applications

File type:

☒ Excel (.xls)

☐ Comma-separated values (.csv)

File name:

Applications Export.xls

CANCEL EXPORT

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 screenshot displays the 'Project Details' page for a 'Generation Application'. The interface includes a top navigation bar with the entergy logo, 'Home', 'My Projects', and a user profile 'test\_user'. A 'PRINT APPLICATION DETAILS' button is located in the top right. The main content area is divided into three sections: 'Status', 'Project', and 'Facility Details' on the left; a tabbed interface with 'Progress', 'Documents', 'Email', 'History', and 'Actions' in the center; and a table of activities on the right. The 'Progress' tab is active, showing a list of activities with their completion dates.

**Status**

Status	Ready for Review
--------	------------------

**Project**

Application ID	16955
Utility	Entergy Arkansas
Program	EAL NEM
Project Name	Test Project Name
Permit ID	N/A

**Facility Details**

Facility Address	Test Facility Address Test Facility City, AR, 72958
Program Size (kW)	2000
Facility Latitude	30.59423
Facility Longitude	-91.5123

**Contacts**

Customer	First Last customer@email.com
Installer	N/A

**Progress** | Documents | Email | History | Actions

**Generation Application**

#	Activity	Date Completed
1	Project Type	2023-04-21 15:25:33 PM
2	Project Info	2023-04-21 21:48:54 PM
3	Contact Info	2023-04-24 14:32:55 PM
4	Equipment	2023-04-24 15:33:33 PM
5	Application Review	2023-04-24 15:45:02 PM

**Upload Signed Agreement Form**

#	Activity	Date Completed
1	Upload Signed Agreement Form	2023-04-24 17:29:22 PM

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 screenshot displays the 'Project Details' page in the Entergy portal, specifically the 'Documents' tab. The interface is divided into three main sections: a left sidebar with project information, a top navigation bar, and a central document list area.

**Left Sidebar (Project Details):**

- Status:** Ready for Review
- Project Information:**
  - Application ID: 16955
  - Utility: Entergy Arkansas
  - Program: EAL NEM
  - Project Name: Test Project Name
  - Permit ID: N/A
- Facility Details:**
  - Facility Address: Test Facility Address, Test Facility City, AR, 72958
  - Program Size (kW): 2000
  - Facility Latitude: 30.59423
  - Facility Longitude: -91.5123
- Contacts:**
  - Customer: First Last, customer@email.com
  - Installer: N/A

**Top Navigation Bar:** Includes 'Home', 'My Projects', and 'test\_user' dropdown. A 'PRINT APPLICATION DETAILS' button is located on the right.

**Document List Table:**

Documents	Status	DL	Uploaded By	Upload Date
Agreement and Authorization (Unsigne...	uploaded	<a href="#">Download</a>	test_user	2023-04-24 15:33:41
One Line Diagram	uploaded	<a href="#">Download</a>	test_user	2023-04-21 21:48:54
Agreement and Authorization (Signed)	uploaded	<a href="#">Download</a>	test_user	2023-04-24 17:29:21
Power Module Manufacturer & Model ...	uploaded	<a href="#">Download</a>	test_user	2023-04-24 15:33:32
Inverter Manufacturer & Model Specifi...	uploaded	<a href="#">Download</a>	test_user	2023-04-24 15:33:32

Rows: 5 | Total Rows: 5 | 1 to 5 of 5 | Page 1 of 1

**Keyboard users:** to download a document, focus on the download button cell and press Enter.

**Note:** Please ensure you have appropriate documentation to attach which supports your request.

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 screenshot displays the 'Project Details' page in the Entergy system, specifically the 'Email' tab. The interface is divided into three main sections: a left sidebar with project information, a top navigation bar, and a central email content area.

**Left Sidebar:**

- Status:** Ready for Review
- Project:**
  - Application ID: 16955
  - Utility: Entergy Arkansas
  - Program: EAL NEM
  - Project Name: Test Project Name
  - Permit ID: N/A
- Facility Details:**
  - Facility Address: Test Facility Address, Test Facility City, AR, 72958
  - Program Size (kW): 2000
  - Facility Latitude: 30.59423
  - Facility Longitude: -91.5123
- Contacts:**
  - Customer: First Last, customer@email.com

**Top Navigation Bar:** Includes the Entergy logo, a 'Home' link, 'My Projects', and a user profile for 'test\_user'. A 'PRINT APPLICATION DETAILS' button is located in the top right corner.

**Central Email Content Area:**

- Tabs:** Progress, Documents, Email (selected), History, Actions.
- Email Header:** 'Application Signed Agreement Form Received for Application 16955' with a timestamp of '2023-04-24T17:29Z' and a dropdown arrow.
- Email Body:**
  - Subject:** Application Signed Agreement Form Received for Application 16955
  - To:** customer@email.com
  - CC:** jamcgraw84@hotmail.com, owner@email.com, , , , , ,
  - Content:**

Hello test\_user,

Thank you for submitting a application.

Submitted by: test\_user

Project ID Number: 16955

Project Name: Test Project Name

Project Location: Test Facility Address, Test Facility City, AR, 72958

This Project ID number should be used in any correspondence regarding your project.

Here's a look at the next steps: We will review your application for completeness. If there are issues or missing information identified, we will return the application for your correction.

To check the status of your application, visit [your application online](#).

Sincerely,

*The GridUnity Interconnection Team*
- Email Footer:** 'Application 16955 Received: Test Project Name' with a timestamp of '2023-04-24T15:45Z' and a dropdown arrow.

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 screenshot displays the 'Project Details' page in the Entergy system, specifically the 'History' tab. The page is divided into several sections: a top navigation bar with 'Home', 'My Projects', and 'test\_user'; a 'Project Details' header with a 'PRINT APPLICATION DETAILS' button; and a main content area with tabs for 'Progress', 'Documents', 'Email', 'History', and 'Actions'. The 'History' tab is active, showing a table of events. To the left of the table are three panels: 'Status' (Ready for Review), 'Project' (Application ID: 16955, Utility: Entergy Arkansas, Program: EAL NEM, Project Name: Test Project Name, Permit ID: N/A), and 'Facility Details' (Facility Address: Test Facility Address, Test Facility City, AR, 72958; Program Size (kW): 2000; Facility Latitude: 30.59423; Facility Longitude: -91.5123). Below these is a 'Contacts' panel (Customer: First Last, customer@email.com; Installer: N/A). The history table has columns for Date, User, and Details, listing 11 events performed by 'test\_user' from April 21 to April 24, 2023. At the bottom of the table, it shows 'Rows: 11' and 'Total Rows: 11', along with pagination controls for 'Page 1 of 2'.

entergy

Home My Projects test\_user

Project Details

PRINT APPLICATION DETAILS

Status

Status Ready for Review

Project

Application ID 16955

Utility Entergy Arkansas

Program EAL NEM

Project Name Test Project Name

Permit ID N/A

Facility Details

Facility Address Test Facility Address  
Test Facility City, AR, 72958

Program Size (kW) 2000

Facility Latitude 30.59423

Facility Longitude -91.5123

Contacts

Customer First Last  
customer@email.com

Installer N/A

Progress Documents Email History Actions

Quick Filter

Date	User	Details
2023-04-21 15:25:29	test_user	test_user added to role Participant
2023-04-21 15:25:29	test_user	test_user added to role Owner
2023-04-21 15:25:33	test_user	Project Type Complete
2023-04-21 21:48:54	test_user	Project Info Complete
2023-04-24 14:32:55	test_user	Contact Info Complete
2023-04-24 15:33:33	test_user	Equipment Complete
2023-04-24 15:45:02	test_user	Application Review Complete
2023-04-24 15:45:04	test_user	Application Received template email sent
2023-04-24 17:29:22	test_user	Upload Signed Agreement Form Complete
2023-04-24 17:29:23	test_user	Application Signed Agreement Form Received template email sent

Rows: 11 Total Rows: 11

1 to 10 of 11 < > Page 1 of 2 >

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

# Project Details – Actions

The screenshot shows the 'Project Details' page for a project named 'Test Project Name'. The 'Actions' tab is selected, showing options to 'Withdraw Application' and 'Attach Documents'. The left sidebar contains sections for Status, Project, Facility Details, and Contacts.

**entergy** Home My Projects test\_user

**Project Details** PRINT APPLICATION DETAILS

**Status**

Status	Ready for Review
--------	------------------

**Project**

Application ID	16955
Utility	Entergy Arkansas
Program	EAL NEM
Project Name	Test Project Name
Permit ID	N/A

**Facility Details**

Facility Address	Test Facility Address Test Facility City, AR, 72958
Program Size (kW)	2000
Facility Latitude	30.59423
Facility Longitude	-91.5123

**Contacts**

Customer	First Last customer@email.com
Installer	N/A

**Progress Documents Email History Actions**

**Withdraw Application**

Click here to withdraw this application.

**WITHDRAW APPLICATION**

**Attach Documents**

Click here to attach additional documents to this application.

**ATTACH DOCUMENTS**

**Note:** Please ensure you have appropriate documentation to attach which supports your request.

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
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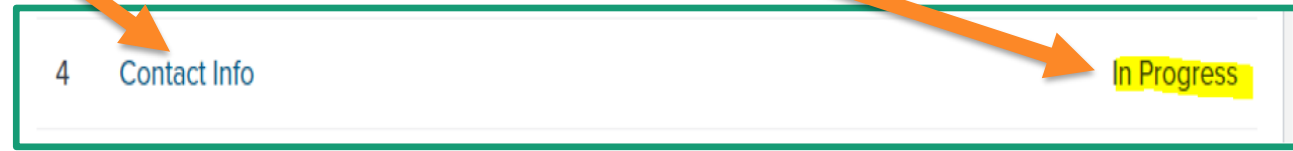


From the 'My Projects' page, select the Project ID to see the high-level details of you application.

# 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.



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.

A screenshot of a message box with a light orange background. It features a circular icon with an exclamation mark on the left. The text inside the box reads: 'Field needs to be reviewed' followed by 'You have a field that has been marked for review. Please check and update it as needed.' There is a small 'X' icon in the top right corner of the box.

# 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.

Lumb

Daytime Phone

Enter Entergy Account Number from Electric Bill ☒

123456788

Field Reviewed

VALUE FLAGGED FOR REVIEW  
123456789

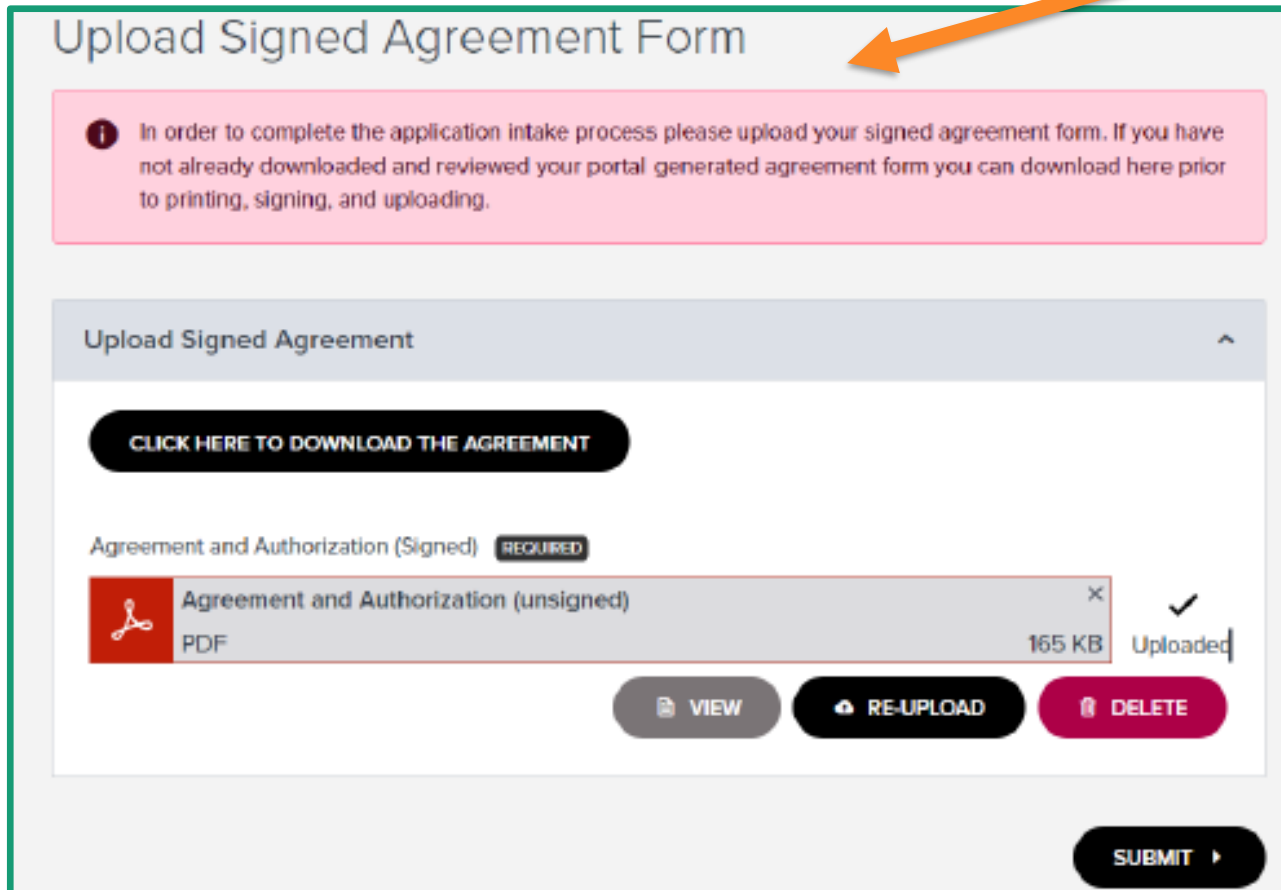
REVIEW COMMENT  
Invalid Account Number

Enter Entergy Account Number from Electric Bill !

Example of reviewed fields

# 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**

**i** 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) 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.

# Questions?

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

Entergy Arkansas	<a href="mailto:NetMetering-Arkansas@entergy.com">NetMetering-Arkansas@entergy.com</a>
Entergy Louisiana	<a href="mailto:NetMeteringla@entergy.com">NetMeteringla@entergy.com</a>
Entergy Mississippi	<a href="mailto:emisolar@entergy.com">emisolar@entergy.com</a>
Entergy New Orleans	<a href="mailto:enonetmetering@entergy.com">enonetmetering@entergy.com</a>
Entergy Texas	<a href="mailto:NetMeteringTx@entergy.com">NetMeteringTx@entergy.com</a>