PSEG We make things work for you.

PSE&G Solar Loan III Program
Applicant Web Portal Tutorial
Residential Program Segment

Dear Applicant,

The following is a basic tutorial in order to make data entry into our application web portal as seamless as possible. You should know that this system is new and, as such, will be the subject of many changes and improvements as we obtain feedback from users. Please be patient as we further our efforts to reduce paper waste and streamline the application process for the PSE&G Solar Loan Program.

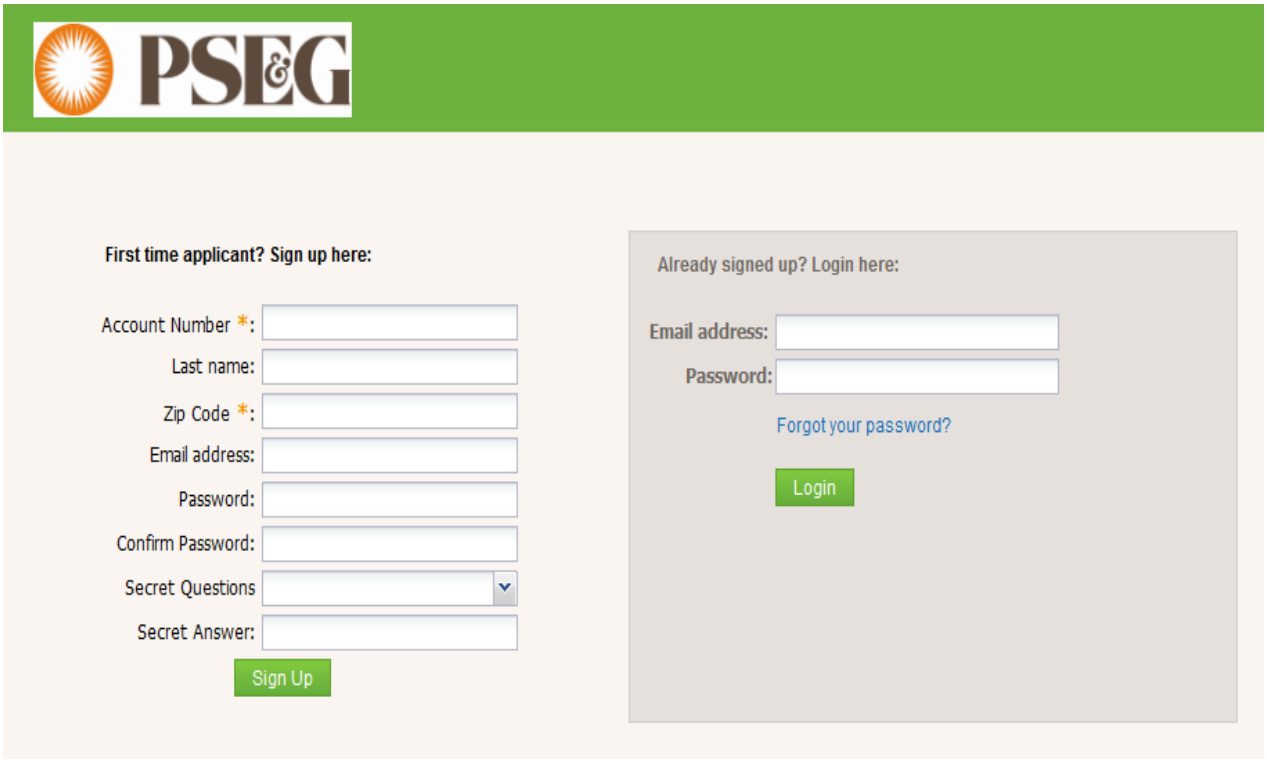
Please contact PSE&G if you have any further questions. Thank you.

INSTRUCTIONS AND REQUIREMENTS:

Before we begin, you should know that there are several items that you must submit before PSE&G will consider your application. You will be able to enter and save your project information into the system without these items, but you won't be able to submit the application to PSE&G without providing the items listed below. :

- PSE&G Electrical Account Number *(found on your monthly PSE&G bill)*
- W2 or 1099
- Prior Two Years of Tax Returns
- Paystub or proof of income for past 30 days
- Block, Lot and County numbers of the proposed solar facility
- Engineering Design Layout *(information provided by your installer)*
- Electrical One-Line Diagram *(information provided by your installer)*
- PVWatts Sheets for Each Sub-array and Applicable Derate Sheets *(version 1 only; information provided by your installer)* http://rredc.nrel.gov/solar/calculators/pvwatts/version1/
- Completed Interconnection Application Form *(information provided by your installer)* http://www.pseg.com/home/save/manage_costs/njcep.jsp
- Solar System Design Specifications *(module and inverter; information provided by your installer)*
- Manufacturer's Warranty Documents *(module and inverter; information provided by your installer)*
- Cost of Solar System *(various cost categories as required within the application; information provided by your installer)*

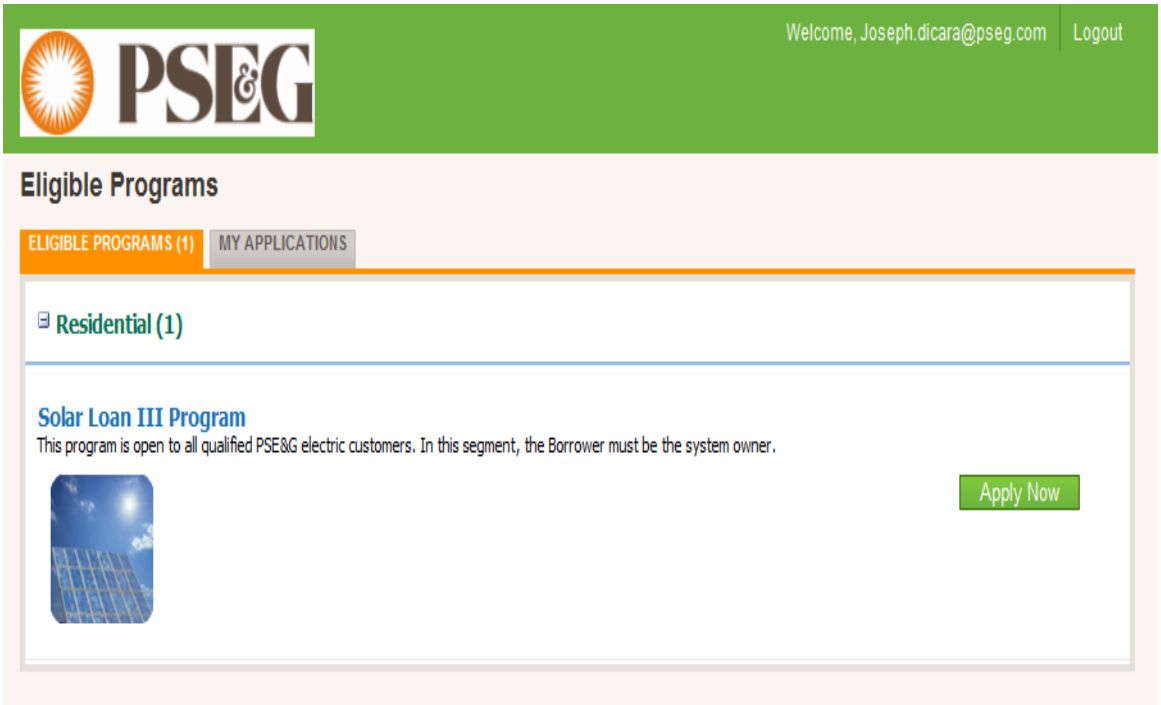
Once you have registered your username and password, you can begin entering your project data. It is important to know that, in any given screen, once you hit "Continue", **you cannot use the BACK buttons on your browser to return to those screens. You must hit "Save for Later", return to your project from the home screen and click through the screens in order to update any prior data.**



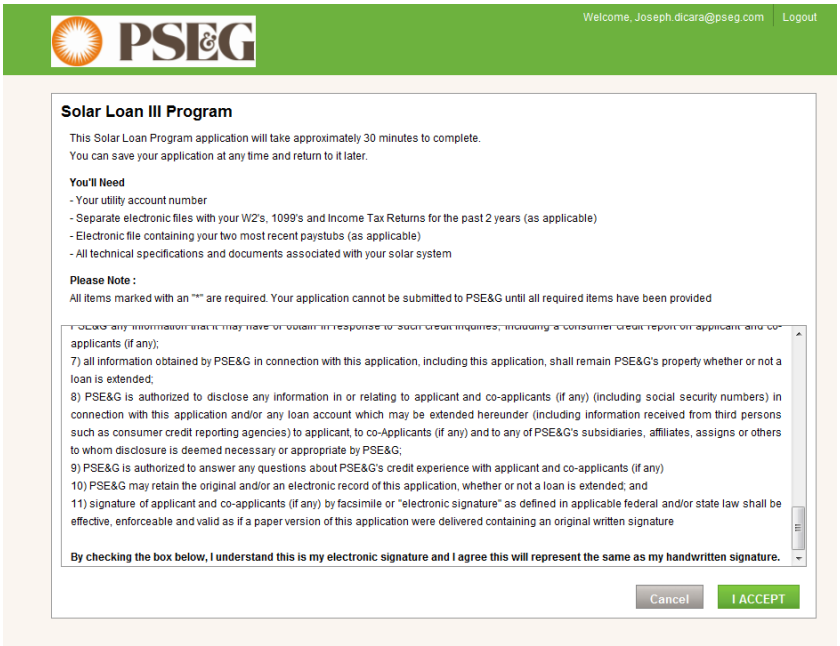
Please set up your profile by entering your data on the left. Once you have a password, you can go back to your application using the sign in fields on the right. Remember though, that once you click "Submit" your application you will not be able to change anything you previously entered.

Please also note that all items marked with an asterisk "*" are required fields. You will not be able to proceed without entering a response.

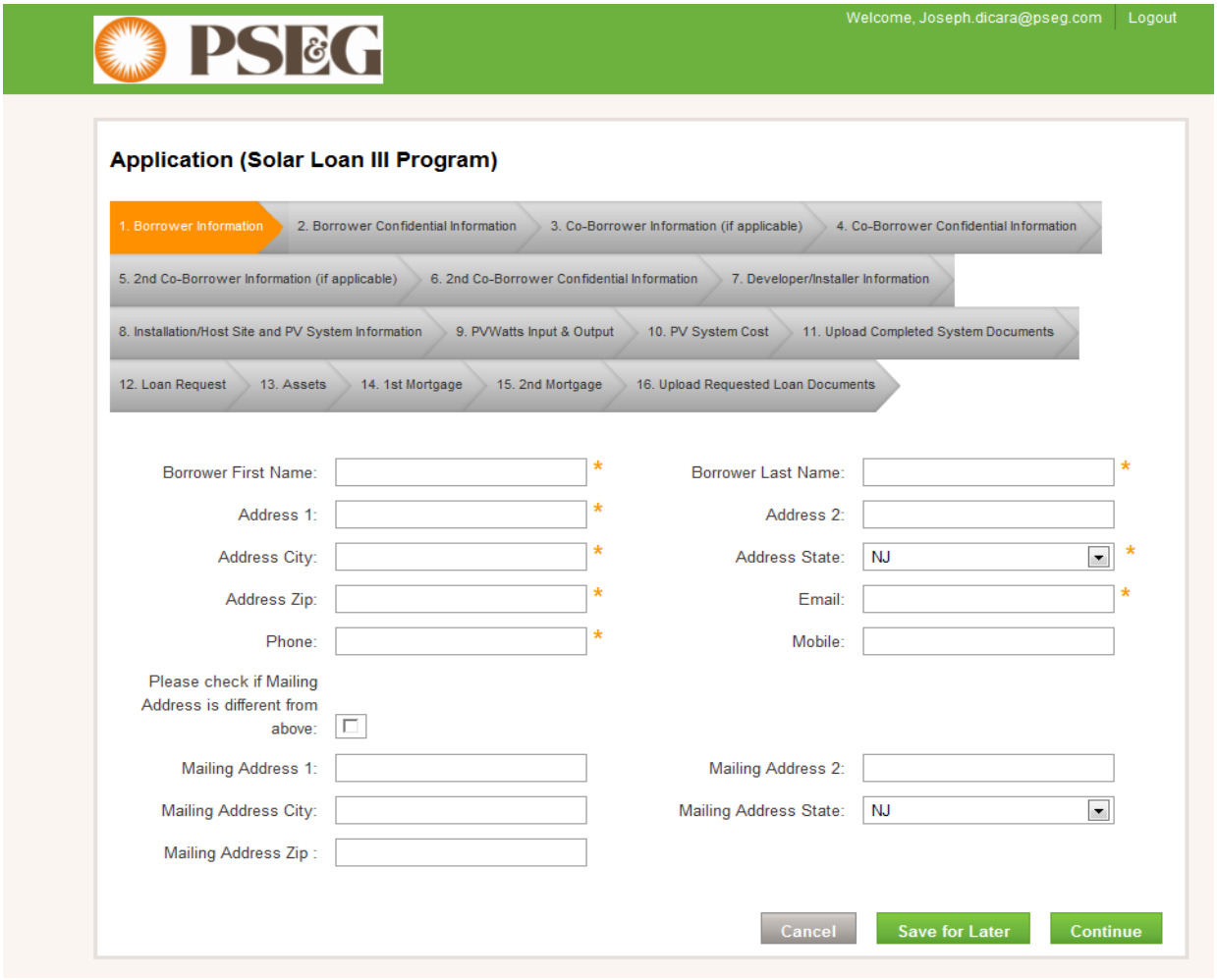
NOTES:



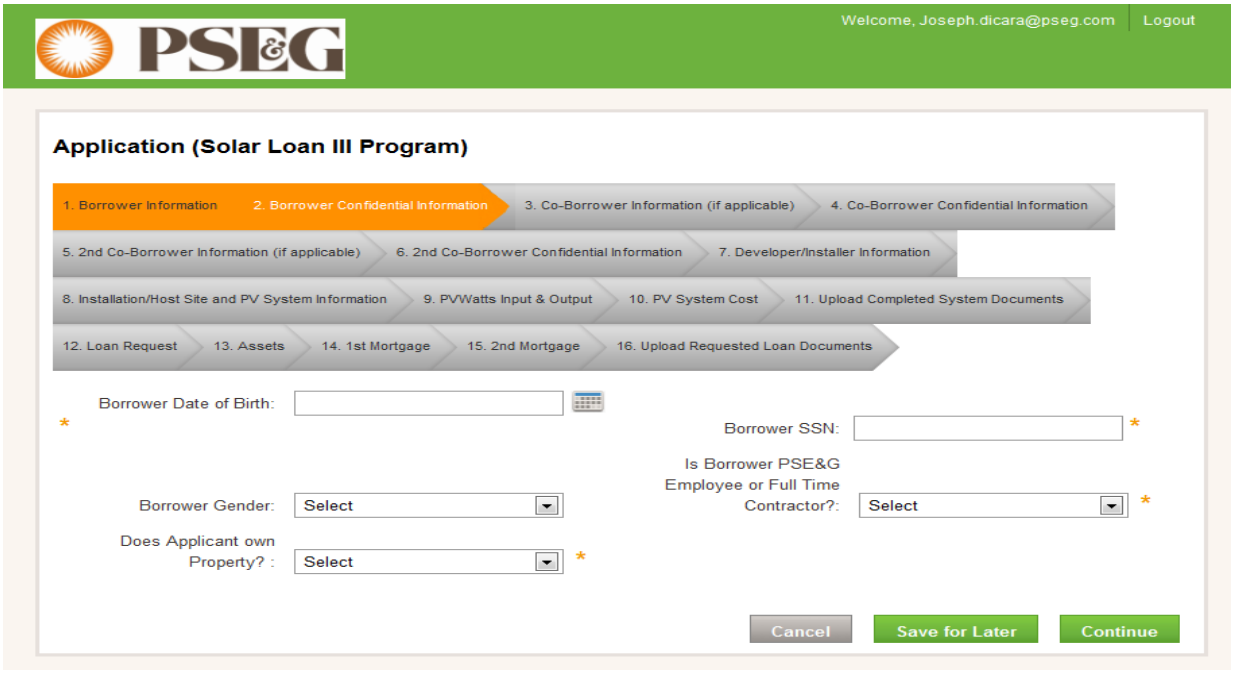
Select “Apply now” to apply for a loan.



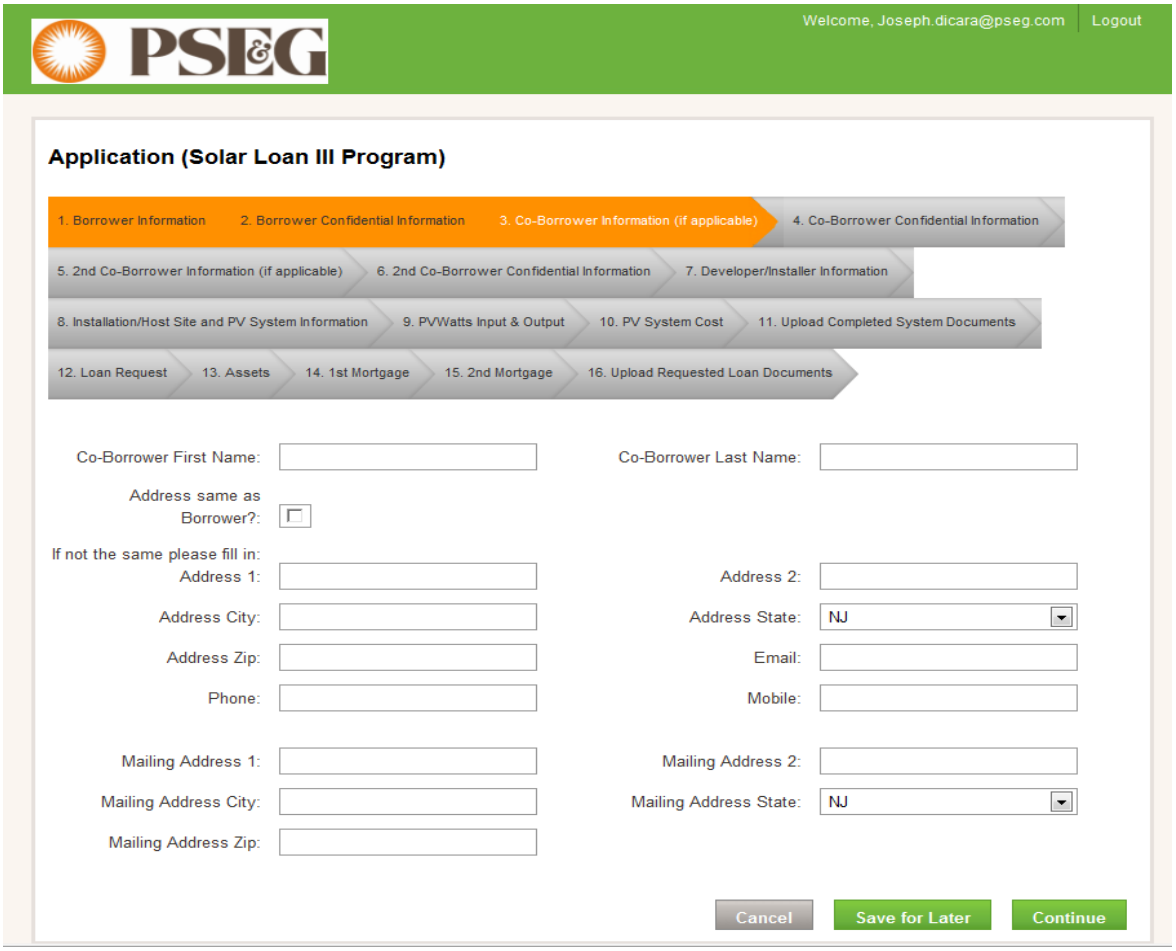
PS&EG strongly recommends that you read the Terms and Conditions thoroughly. You will not be able to proceed without scrolling to the bottom of the page to click “I Accept”.



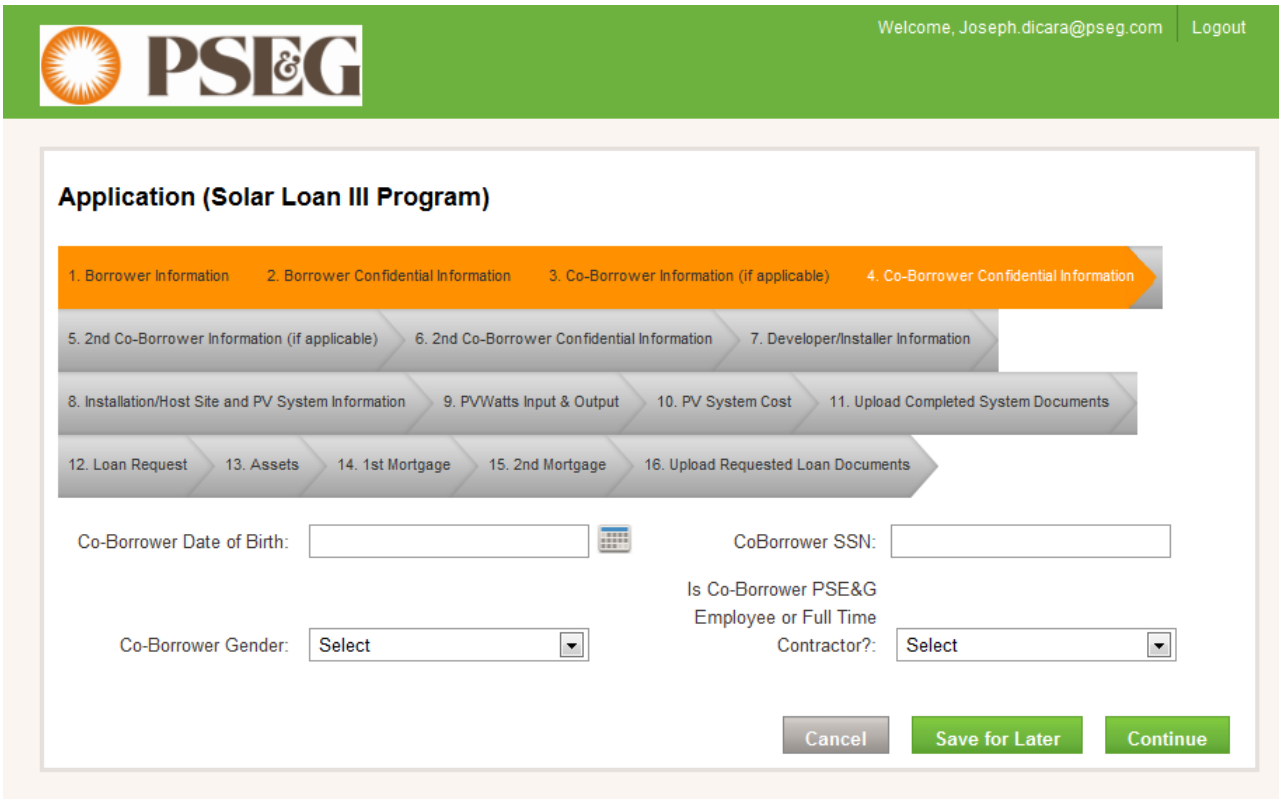
Enter your borrower information here. Remember to complete all fields marked with an "*". If you check the box for an alternate address, please provide that address in the subsequent space.



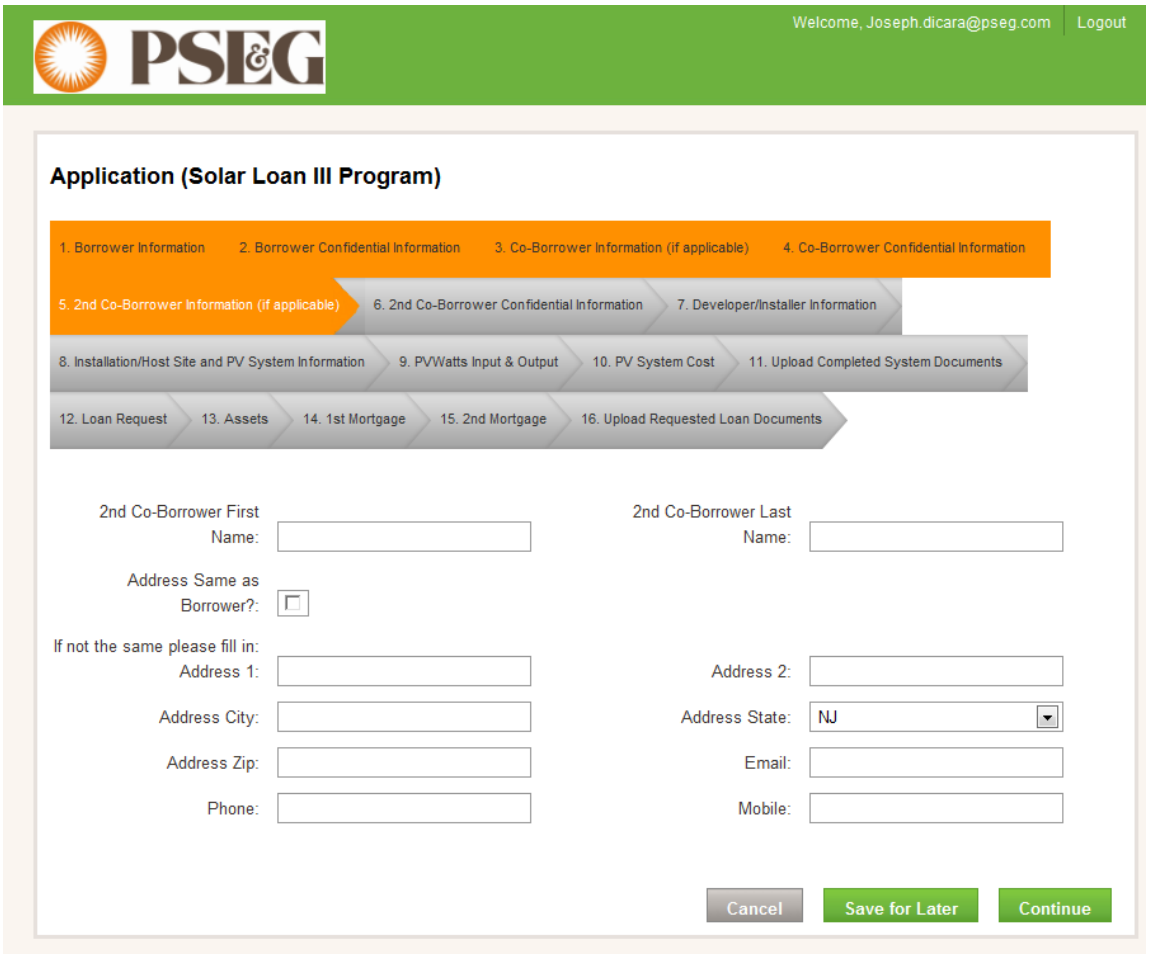
All of the fields on this screen are required before you can proceed to the next section.



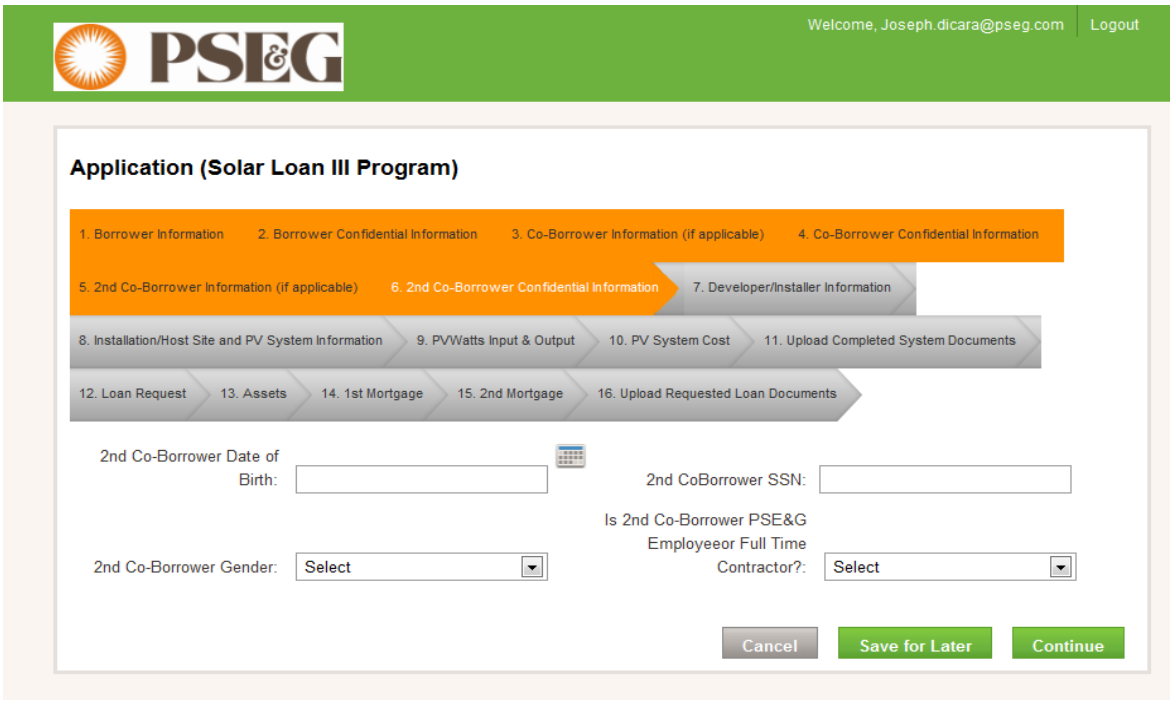
If you have a co-borrower for the loan, you must complete all of the information for the co-borrower or your application may be considered deficient.



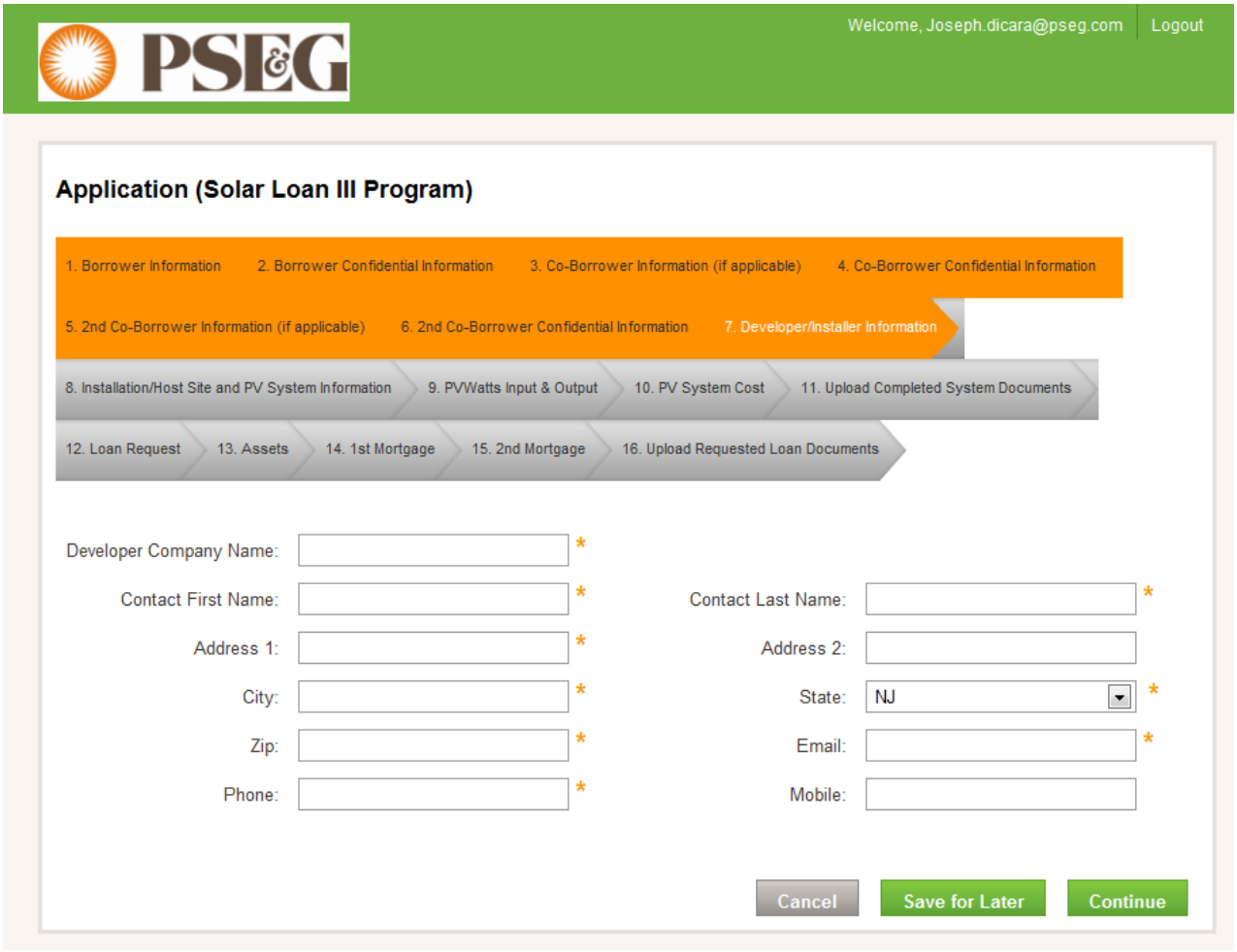
All of these fields are required if you have a co-borrower.



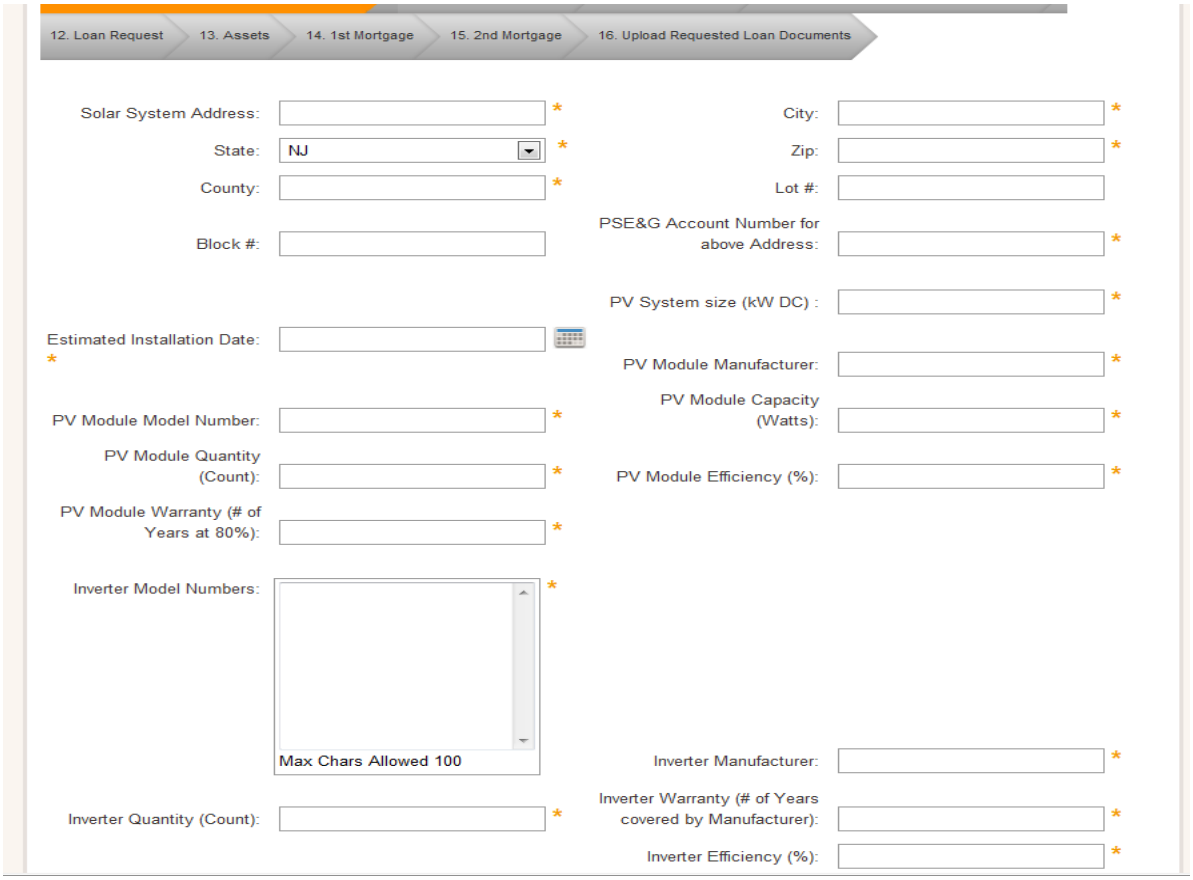
If you have a 2nd co-borrower for the loan, you must complete all of the information for the 2nd co-borrower or your application may be considered deficient.



All of these fields are required if you have a 2nd co-borrower.

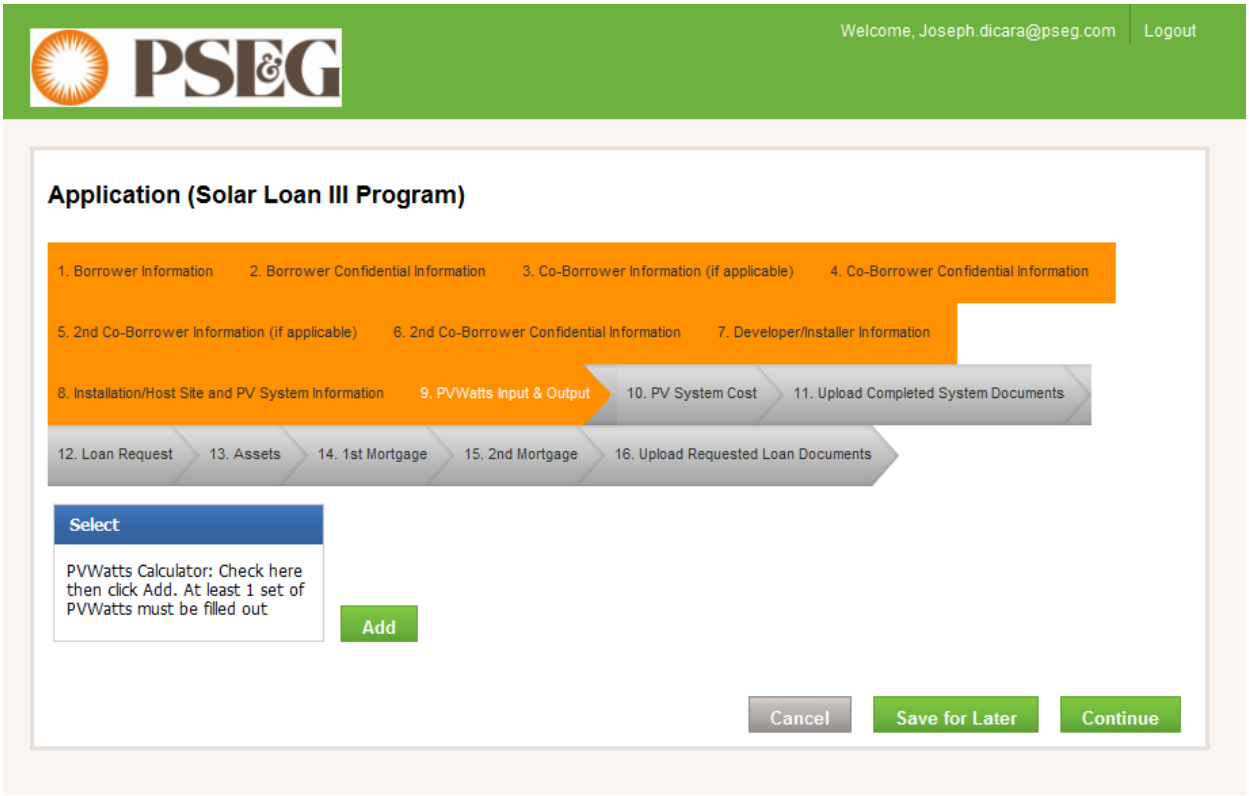


All of the fields on this screen are required except the mobile phone number of your installer.



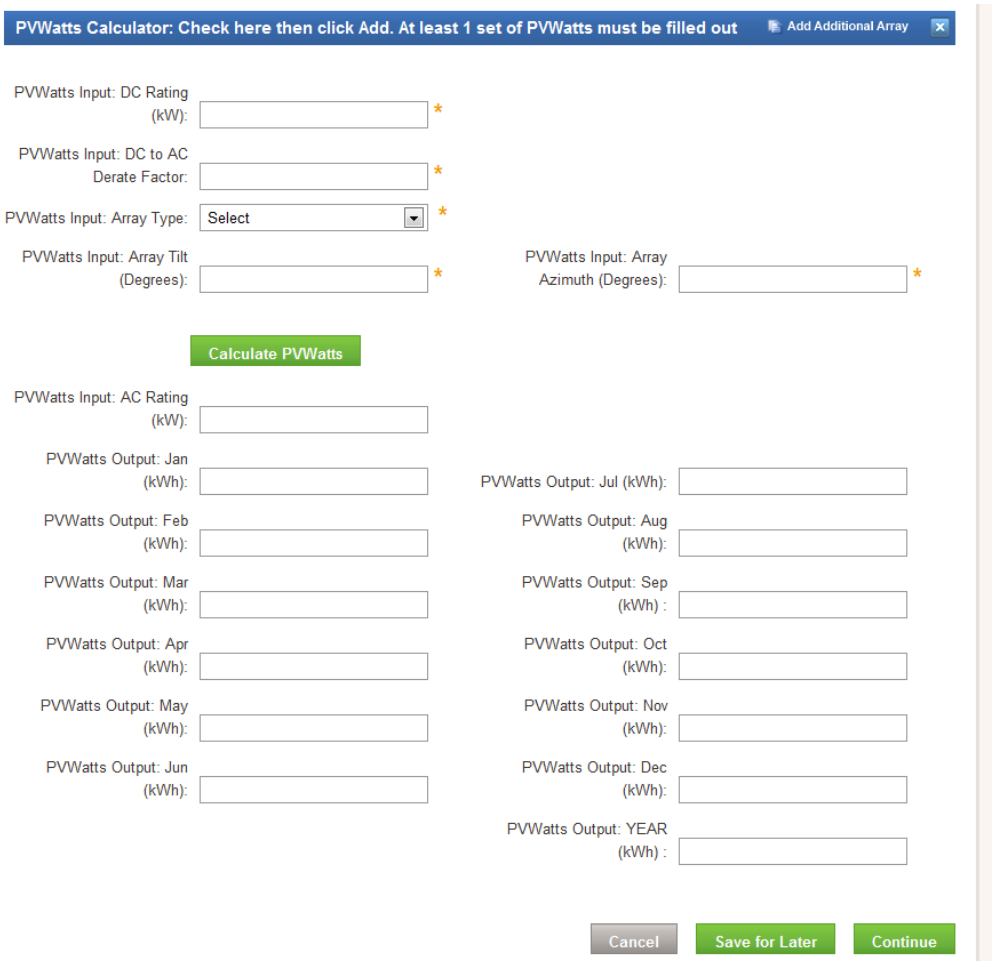
Please provide the address of the location your solar system will be installed. This address should be the same as the PSE&G electric account number provided earlier.

Next, you will need to provide all of the details regarding the system that you will install. If you don't have this information, your installer should be able to provide you with the required information.

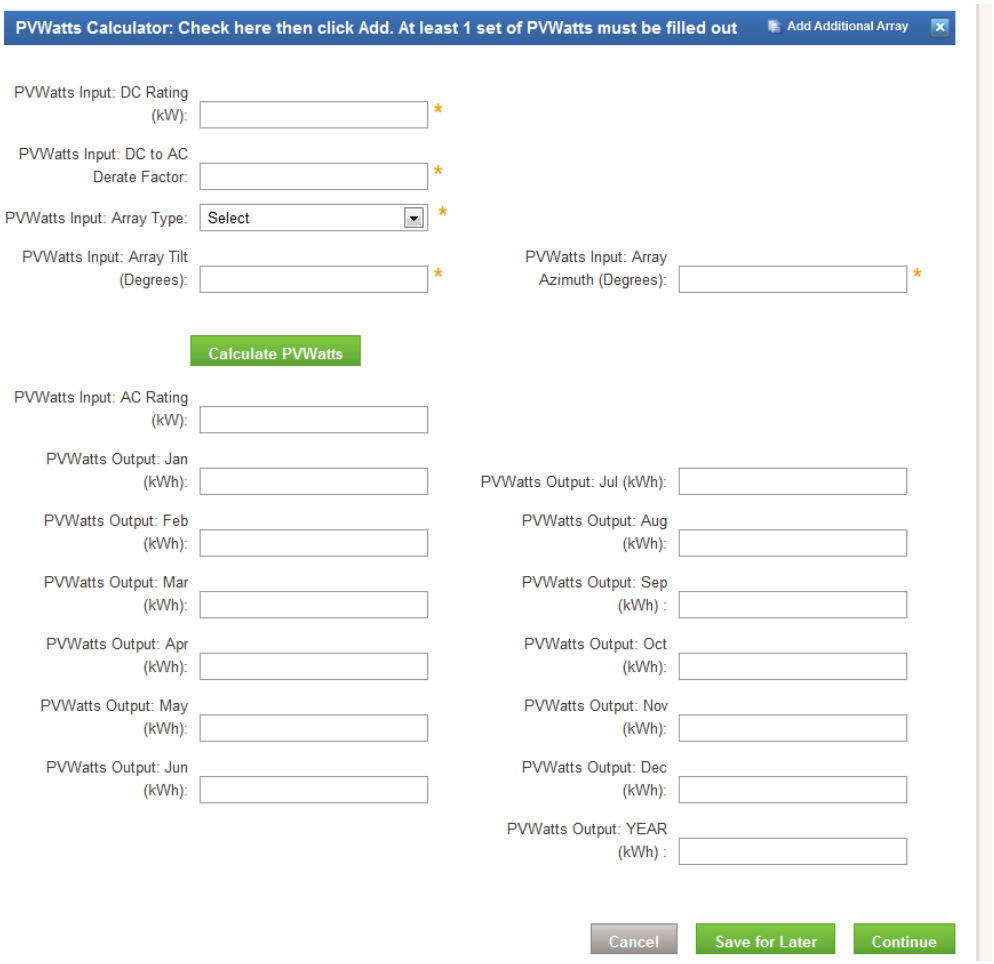


This screen will help us estimate the energy production of your solar system. You will need to have very specific information about your system and its' design. Your installer should be able to provide all of the information you need to complete this step.

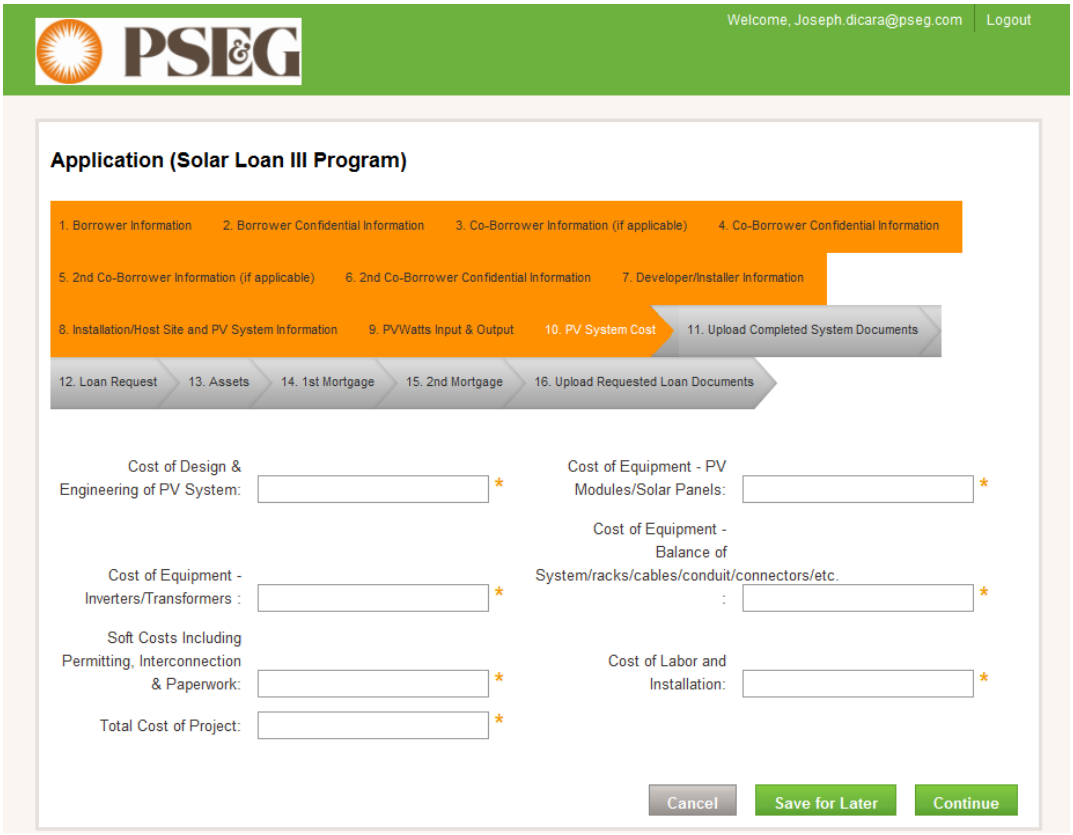
Please click on the phrase "PV Watts" calculator and then click on the "Add" button.



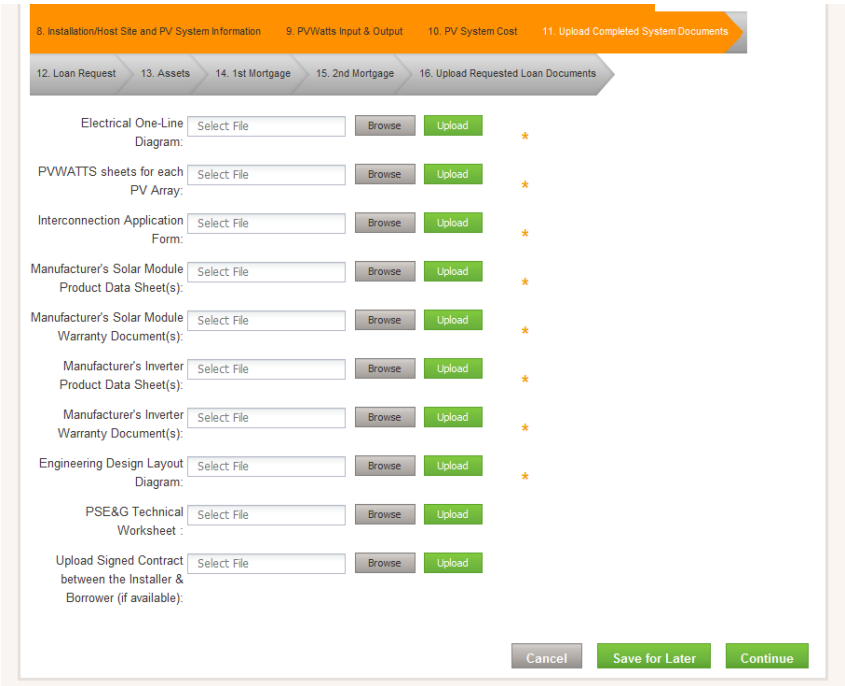
If your installer has provided you with data for more than one solar array, you must click “add additional array” in the upper right corner of the PV Watts Calculator section.



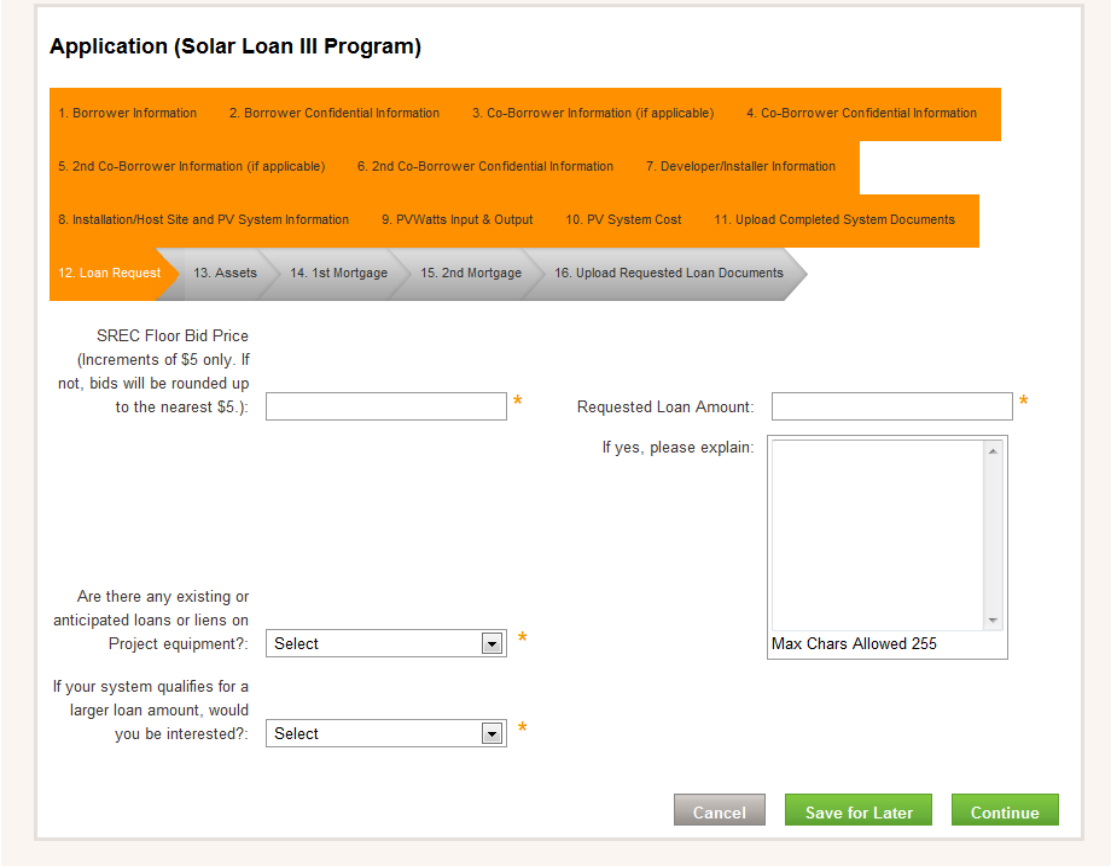
When all solar array data has been uploaded, please click “Calculate PVWatts”.



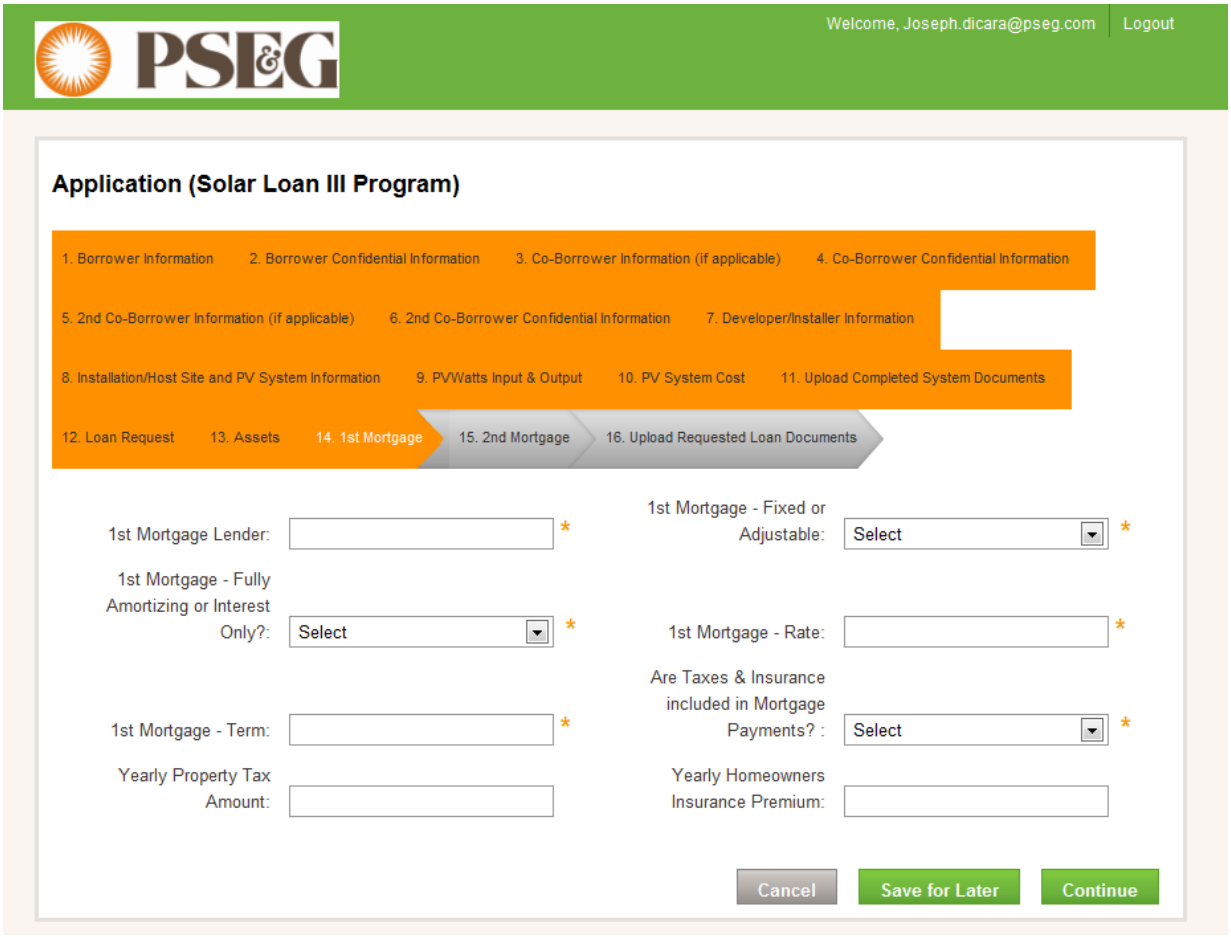
Your installer should provide you with a breakdown of your system costs in the categories listed above. All categories are required.



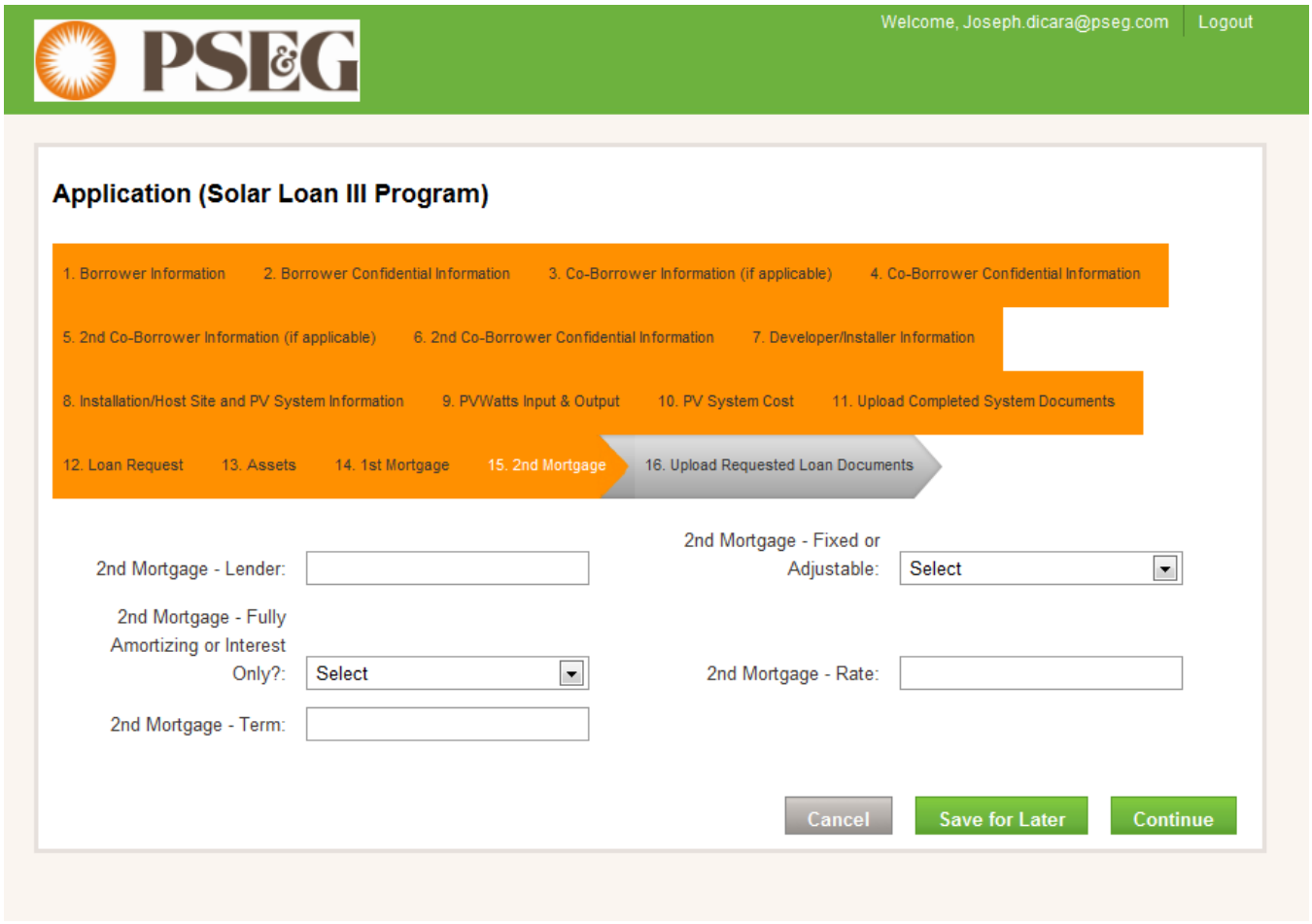
Please upload all of the required documents necessary for PSE&G to review your application. Please see page one of this document for further details.



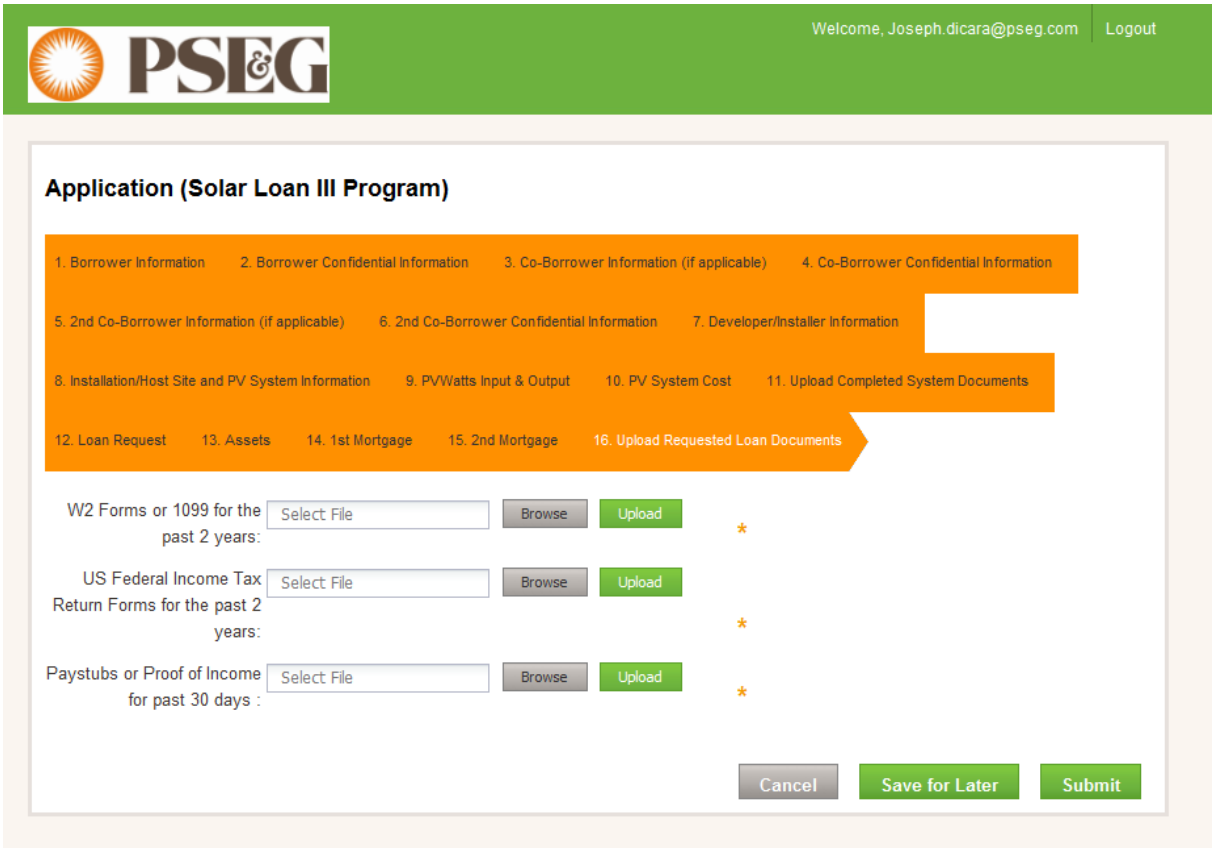
Enter your SREC floor bid price here as well as your requested loan amount. Please note that your SREC floor bid price has a direct impact on the loan amount. PSE&G has made a loan calculator available on our website if you would like to review further at: http://pseg.com/home/save/solar/home.jsp



Here you will enter your personal financial information. This will allow PSE&G to perform a credit review.

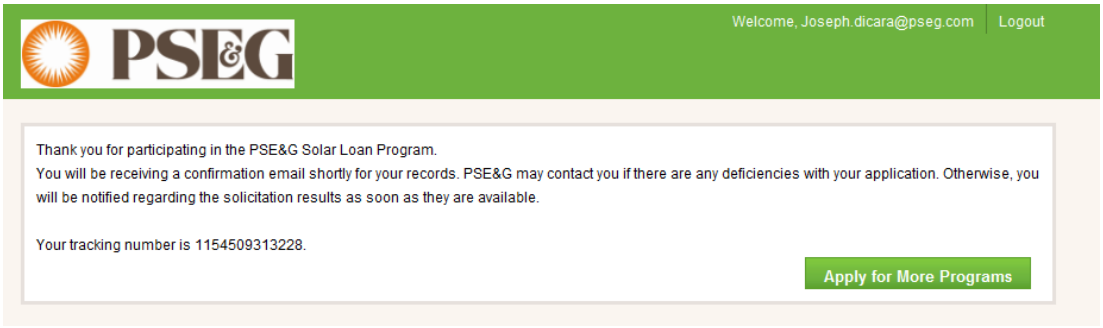


If applicable, enter additional mortgage information. If no additional information is available, click on continue.

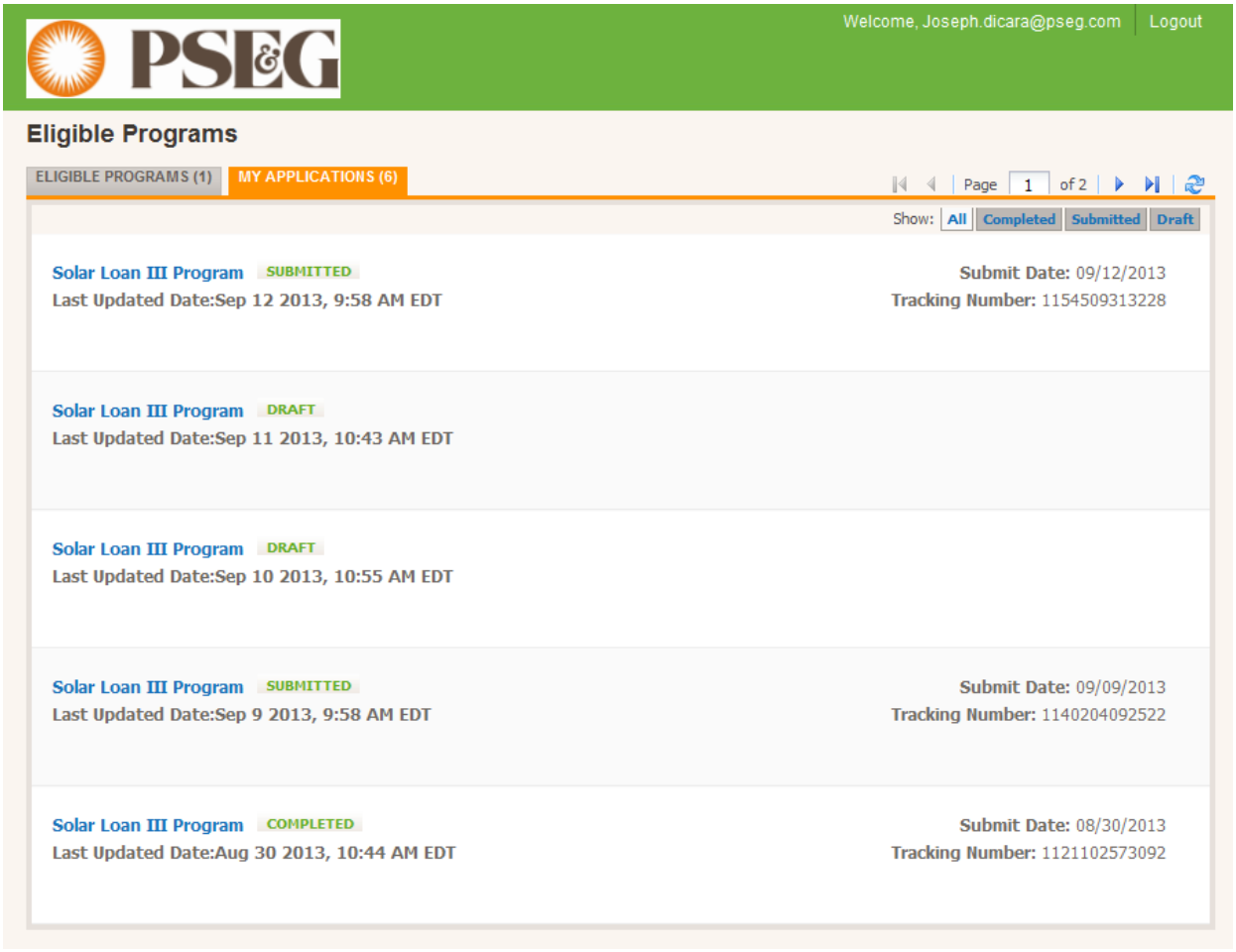


Upload your personal financial documents here.

BEFORE YOU HIT THE SUBMIT BUTTON, PLEASE REVIEW YOUR ENTRIES AND MAKE ANY NEEDED UPDATES. SIMPLY HIT THE "SAVE FOR LATER" BUTTON AND REVIEW YOUR APPLICATION FROM THE BEGINNING. ONCE YOU HIT THE "SUBMIT" BUTTON, NEITHER YOU NOR PSE&G WILL BE ABLE TO CHANGE YOUR ENTRIES.



Note: Tracking Number – This number is for reference purposes only. Your project is still under review. Shortly after hitting the submit button, you will receive a confirmation email from PSE&G. This email will provide details regarding the program application fee and the interconnection application fee. You are required to submit both fees before your application can be considered further. PSE&G will be unable to process your application without receiving both of the fees by the stated date. You will also receive further communications from PSE&G as your project is processed by the Solar Loan Program team. Thank you for participating.



You can access your project(s) on the main screen located under “My Applications”.