**Applicant / Participant** (end-use customer)
The title of this role changes from Applicant to Participant when the PAR is accepted and submitted.

**NEW APPLICATION PROCESS**

**New User Submits Capacity Reservation Request**

1. Go to: [https://gpp.tva.gov/servicecenter](https://gpp.tva.gov/servicecenter)

2. Log in as a new user with the Username of “GPPuser” and Password of “GPP”

3. To start the application process, click the blue button: *(Initiate a GPP Capacity Reservation Request)*
   This action applies to:
   - New Applications
   - New Construction
   - Capacity Increase Requests
4. Complete the Capacity Reservation Request.

**Capacity Reservation Request**

Please note a copy of applicant's electric bill and last 12-months' total energy (kWh) usage (will be an estimate for applicants with less than 12 months billing history) is needed to assist in accurately completing this request. The LPC may require the applicant pay any required application fee(s) or sign any applicable Green Power Providers policies or interconnection materials before approving this request. All fields are required.

<table>
<thead>
<tr>
<th>Local Power Company Name *</th>
<th>Project Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Participation Agreement</td>
</tr>
</tbody>
</table>

Please note New Construction is for individuals without 12 months of energy usage on their permanent billing meter at the site, e.g., building a new house or business.

### Applicant Information

All information below must be the same as customer’s, who is the applicant, including the email address and phone number which is necessary for completing and submitting the Participation Agreement.

<table>
<thead>
<tr>
<th>Participant Type *</th>
<th>Applicant Mailing Address Line One *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicant Mailing Address Line Two</td>
</tr>
<tr>
<td></td>
<td>Applicant State *</td>
</tr>
<tr>
<td></td>
<td>Applicant City *</td>
</tr>
<tr>
<td></td>
<td>Applicant ZIP Code *</td>
</tr>
<tr>
<td></td>
<td>Applicant Email *</td>
</tr>
</tbody>
</table>

(required to be actual applicant’s email address to ensure login information goes to the appropriate party)

| Applicant Telephone * | Electric Service (Billing Meter) Account Number (as identified on electricity bill) * |

### Qualifying System Information

(Address where renewable energy system will be located)

<table>
<thead>
<tr>
<th>System Address Line One *</th>
<th>System Address Line Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>System State *</td>
<td>System City *</td>
</tr>
<tr>
<td>System ZIP Code *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Energy Type *</th>
<th>Annual Electrical Usage on the Billing Meter at the Site (kWh) *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum Nameplate Capacity for Selected Energy Type (kW)</td>
</tr>
<tr>
<td></td>
<td>(This field is populated based on energy type and annual electric usage entered in previous field)</td>
</tr>
<tr>
<td></td>
<td>Total Nameplate Capacity of Renewable Energy System (kW) *</td>
</tr>
</tbody>
</table>

### Qualifying System Ownership

| System Ownership * | Same as Participant |

### System Installer Information

<table>
<thead>
<tr>
<th>System Installer Company Name *</th>
<th>System Installer Rep Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Installer Website</td>
<td>System Installer Email *</td>
</tr>
<tr>
<td>System Installer Telephone *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System Installer Address Line One *</th>
<th>System Installer Address Line Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>State *</td>
<td>City *</td>
</tr>
<tr>
<td>ZIP Code *</td>
<td></td>
</tr>
</tbody>
</table>

Some required information is on electric bill.

**Project Type** and **Participant Type** cannot be changed once this form is initiated.

After you select Participant Type, the form will ask you to select a Rate Type. If you are unsure of your Rate Type, please reach out to your Local Power Company.

Complete Applicant Information exactly as it is recorded with Local Power Company on the applicant’s electric service account.

For New Construction projects, enter "0" for **Electric Service Account Number**.

If the box is checked under "System Address same as Participant", the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated. For **New Construction** projects, enter the projected annual usage. The **Total Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**. If **System Ownership** is defined as "Not the same as Participant" additional fields appear to complete with System Owner information.

Complete **System Installer** Information.

This is not required at the CRR stage of the application for **New Construction** projects.

* Red asterisks indicate a required field.
Once the applicant submits CRR, it goes to the LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves CRR

- LPC has 90 calendar days to review and submit the CRR to TVA.

TVA Reviews and Approves CRR (Reserves Capacity)

Applicant Receives email with credentials; NCR (for New Construction projects only) or PAR is generated

Applicant Receives Credentials

1. Retrieve email from Green Power Switch for assigned login credentials:
2. Log into GPP Online with assigned credentials.

**Applicant is brought to the Home screen:**

3. Change system password to something easily remembered by clicking Administration, then **Change Password** > Enter in New Password and Confirm Password > Send to Case Management

**Password Requirements:**
- Must consist of 6+ letters, digits, underscores and hyphens
- At least 1 upper case letter, 1 lower case letter, and 1 digit

**Applicant Approves NCR** (applies to New Construction projects only; otherwise, proceed to “Applicant Approves PAR” on next page)

After TVA has “Reserved” the CRR for a New Construction project, a NCR is generated. Applicant and the LPC have 75 business days to review and submit the NCR to TVA.

1. Log into GPP Online with assigned credentials.
2. Open the NCR under the Active Cases list.

3. Verify the projected usage, demand, total capacity, and projected generation of system, filling in empty fields.

4. Fill out the System Installer section.

5. Once complete, Click **Agree and Submit This Request**

   Once the applicant approves NCR, it goes to LPC and then to TVA for review and approval.

**LPC Approves NCR**
- LPC has 75 days to review and submit NCR

**TVA Reviews and Approves NCR**
- Once TVA approves NCR, PAR is generated

**PAR generated; Participant continues through regular PAR process below**
Applicant Approves PAR

After TVA has reserved the CRR or approved the NCR (for new construction requests only), a PAR is generated. The participant and the LPC have 75 business days to review and submit the PAR to TVA.

1. Log into GPP Online with assigned credentials.

2. Open the PAR under the Active Cases list.

3. Scroll to the bottom of the form to confirm the System Installer Information.

4. Click Agree and Submit this Request at the bottom of the page.

NOTE: Clicking Agree and Submit This Request button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the Participation Agreement.

This serves as a valid physical signature for this agreement with TVA and the LPC.

After the applicant signs the PAR, it goes to the System Owner (if different than Participant), LPC, and then to TVA for review and approval.

Applicant should be diligently working with LPC to provide proposed plans and work out details of Interconnection Agreement, if applicable.
System Owner (if different than Participant) approves the PAR

Local Power Company approves the PAR
  - LPC has 75 business days to review and submit PAR

TVA approves the PAR
  - Once TVA finalizes approval, the GPP Participation Agreement is emailed to the Participant as an attachment.

SAF is generated

System Installer Approves SAF

Local Power Company perform the final inspection and approves the SAF; System is ready to begin generation

TVA Reviews and Approves SAF

Participant begins receiving generation credit
The following steps are for participants who already have a unique username and password to access the system. This is applicable if the participant already has existing applications or projects.

Credentialed User Submits Application for New Participation Request

1. Go to: https://gpp.tva.gov/servicecenter

2. Log into Credentialed Account with unique Username and Password.

3. Click the blue button (Initiate a GPP Capacity Reservation Request) to open a new application.
4. Complete the Capacity Reservation Request form:

**Capacity Reservation Request**

Please note a copy of applicant's electricity bill and last 12 months' total energy (kWh) usage (will be an estimate for applicants with less than 12 months billing history) is needed to assist in accurately completing this request. The LPC may require the applicant pay any required application fee(s) or sign any applicable Green Power Providers policies or interconnection materials before approving this request. All fees are required.

Local Power Company Name *

Project Type *

Please note New Construction is for individuals without 12 months of energy usage on their permanent billing meter at the site, e.g. building a new house or business.

**Applicant Information**

All information below must be the end user customer's, who is the applicant, including the email address and phone number which is necessary for completing and submitting the Participation Agreement.

Participant Type *

Applicant Mailing Address Line One *

Applicant Mailing Address Line Two *

Applicant State *

Applicant City *

Applicant ZIP Code *

Applicant Email *

(must be actual applicant's email address to ensure that login information goes to the appropriate party)

Applicant Telephone *

Electric Service (Billing Meter) Account Number (as identified on electricity bill) *

**Qualifying System Information**

(Address where renewable energy system will be located)

System Address Line One *

System Address Line Two *

System State *

System City *

System ZIP Code *

Energy Type *

Annual Electrical Usage on the Billing Meter at the Site (kWh) *

Maximum Nameplate Capacity for Selected Energy Type (kW) *

(This field is populated based on energy type and annual electrical usage entered in previous field)

Total Nameplate Capacity of Renewable Energy System (kW) *

**Qualifying System Ownership**

System Ownership *

Same as Participant *

**System Installer Information**

System Installer Company Name *

System Installer Rep Name *

System Installer Website *

System Installer Email *

System Installer Telephone *

System Installer Address Line One *

System Installer Address Line Two *

State *

City *

ZIP Code *

* Red asterisks indicate a required field.

Some required information is on electric bill

Project Type and Participant Type cannot be changed once this form is initiated.

Complete Applicant Information exactly as it is recorded with Local Power Company.

If the box is checked under "System Address same as Participant", the fields in this section will auto-fill from the Applicant Information.

Once the Energy Type is selected and Annual Electrical Usage is defined, the Maximum Nameplate Capacity is automatically calculated. For New Construction projects, enter the projected annual usage. The Total Nameplate Capacity entered cannot exceed the Maximum Nameplate Capacity.

Once System Ownership is defined as "Not the same as Participant" additional fields appear to complete with System Owner information.

Complete System Installer Information. (This is not required at the CRR stage of the application for New Construction projects.)

Click Submit this Request button to complete application, then the Close button on the next screen.

Applicant receives an email confirmation with system-generated CRR number.
Once the applicant submits CRR, it goes to an LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves CRR

- LPC has 90 calendar days to review and submit the CRR to TVA.

TVA Reviews and Approves CRR (Reserves Capacity)

NCR (for New Construction projects only) or PAR is generated

Return to Page 4; Process Continues as usual from there
The following steps are for the Participant with an active Participation Agreement or signed Generation Partners Extension Agreement who intends to increase the size of their existing system.

CAPACITY MODIFICATION REQUEST PROCESS

Capacity Increase Process

Credentialed User Submits Capacity Increase Request

1. Go to: https://gpp.tva.gov/servicecenter
2. Log into Credentialed Account with unique Username and Password.
3. Click the blue button (Initiate a GPP Capacity Reservation Request)
4. Complete Application

*The Participation Agreement number is required in the Application for a Capacity Increase. Refer to your PA document when completing the application.*
Some required information is on electric bill.

**Project Type** should be identified as **Capacity Increase**.

Capacity Increases ask for the original **Participation Agreement Number**. This agreement is emailed to the Participant and is also stored in the "All Cases" list on the Participant Home Page. The number format is “XXXX-XXXX”

Complete Participant Information exactly as it is recorded with Local Power Company and present Participation Agreement.

If the box is checked under "System Address same as Participant, the fields in this section will auto-fill from the Applicant Information.

Once the **Energy Type** is selected and **Annual Electrical Usage** is defined, the **Maximum Nameplate Capacity** is automatically calculated. The **Total Nameplate Capacity** and **Total New Requested Nameplate Capacity** entered cannot exceed the **Maximum Nameplate Capacity**.

Once **System Ownership** is defined as "Not the same as Participant" additional fields appear to complete with System Owner information.

Complete **System Installer Information**.

---

* Red asterisks indicate a required field.
Once the applicant submits CRR, it goes to an LPC for review and then to TVA for review and capacity reservation. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

**LPC Approves CRR**

- LPC has 90 calendar days to review and submit the CRR to TVA.

**TVA Reviews and Approves CRR (Reserves Capacity)**

**CMR is generated**

**Credentialed User Approves Capacity Modification Request (CMR)**

The Local Power Company approves the CRR and it goes to TVA for approval, then a Capacity Modification Request is generated and an email goes to the Participant requesting approval. This is the trigger to log into credentialed user account and approve the CMR.

1. Log into credentialed user account.

2. Open the CMR under the Active Cases list.

3. Verify that all information is correct.

4. Click **Agree and Submit this Request** at the bottom of the page.
NOTE:
Clicking *Agree and Submit This Request* button is certifying that the information provided is true and correct, and the Applicant agrees with the GPP Program guidelines and the terms and conditions of the Participation Agreement.

_This serves as a valid physical signature for this agreement with TVA and the LPC._

Once the applicant submits CMR, it goes to LPC for approval and then to TVA for review and approval. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

**System Owner Approves CMR (if applicable)**

**Local Power Company approves the CMR**

- LPC has 90 business days to review and approve the CMR

**TVA approves the CMR; Participant receives email with an Attachment D document**

**SAF is generated**

**System Installer Approves SAF**

**Local Power Company approves the SAF**

- LPC and System Installer have 180 calendar days combined to submit SAF to TVA

**TVA Reviews and Approves SAF**
Capacity Decrease Process

Credentialed User Submits Capacity Decrease Request

This type of request is for a Participant with an active Participation Agreement or signed Generation Partners Extension Agreement who intends to decrease the size of their existing system.

1. Go to: https://gpp.tva.gov/servicecenter

2. Log into credentialed user account.

3. Click the purple Request Decrease in Capacity button.

The Participation Agreement number is required in the Application for a Capacity Decrease. Refer to your PA document when completing the application.
Once the applicant submits CMR, it goes to LPC for approval and then to TVA for review and approval. Emails are sent to the Applicant as their case progresses through the Lifecycle for approval from the Local Power Company and TVA.

LPC Approves the CMR

- LPC has 90 business days to review and approve CMR

Some required information is on electric bill.

Project Type is prefilled as Capacity Decrease.

Capacity Decreases ask for the original Participation Agreement Number. This agreement is emailed to the Participant and is also stored in the “All Cases” list on the Participant Home Page. The number format is “XXXX-XXXX”

Complete Participant Information exactly as it is recorded with the Local Power Company and current Participation Agreement.

If the box is checked under “Same as above”, the fields in this section will auto-fill from the Applicant Information.

Once the Energy Type is selected and Annual Electrical Usage is defined, the Maximum Nameplate Capacity is automatically calculated. The Current Nameplate Capacity entered cannot exceed the Maximum Nameplate Capacity.

Requested Decrement in Nameplate Capacity is asking how much of a decrease is requested.

Total New Requested Nameplate Capacity is calculated automatically also cannot exceed the Maximum Nameplate Capacity.

Click Submit this Request button to complete application, then the Close button on the next screen. Applicant will receive an email confirmation with system-generated CMR number.

No further Participant action is required after submitting the application.

* Red asterisks indicate a required field.
TVA approves the CMR; Participant receives email with an Attachment D (Capacity Decrease)

**REVIEW AND CHECK STATUS OF EXISTING CASES**

After a credentialed user logs in, the home screen automatically displays required actions on a case.

Next to the **Action Required** button, click the **All Cases** button to see the latest status on all cases (CRR, PAR, CMR, SAF) in progress for that user account.

- List can be filtered further by clicking the **Active** or **Inactive** buttons.
- Click any column heading to sort the list in **Ascending** or **Descending** order.
- Click any line item to view the details.