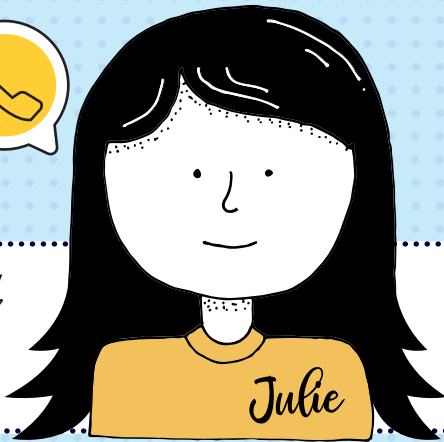
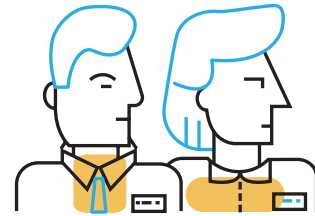


# Steps to Solar Commissioning



Contact Julie Lowe, energy manager, at (800) 637-8667 or [julie.lowe@sweci.com](mailto:julie.lowe@sweci.com) for our information and commissioning packet.



Contact your installer and insurance agent. Ask your installer for a one-line diagram. Request a certificate of insurance from your agent. They're welcome to send those documents to Julie Lowe at Southwestern Electric. Or if you'd like to review them, they can send them to you, and you can pass them along to Julie.



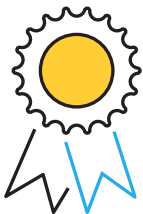
After your one-line diagram is approved by Southwestern Electric, you'll receive a \$500 invoice to cover the installation of your new dual register electric meter, a system inspection, and your array's interconnection to the grid. If your installer will be paying this invoice on your behalf, we'll send the invoice directly to them.



After installation is complete, contact us to schedule your system's on-site review and commissioning.



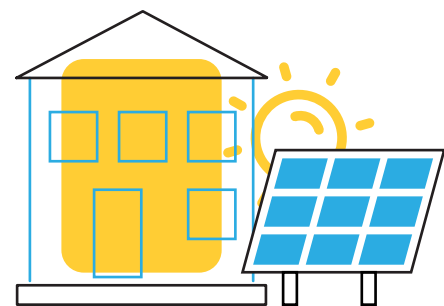
Our commissioning team will visit your site. We will inspect your system to verify it meets our safety specifications. A team member will review a memorandum of understanding with you. You'll sign this document for our files. Note: If you won't be present for commissioning, please schedule a meeting to review and sign the memorandum beforehand. After your system passes inspection, you go live! Your array is connected to Southwestern's distribution system.



We'll send you and your installer a certificate of completion. Your installer will submit this document for you, so you can receive your solar renewable energy credits, or certificates (SRECs).



Each year, you'll submit documentation to confirm you've renewed your insurance. You may add us as a certificate holder on your policy so the renewal will be sent to us automatically each year.



Every three years, we'll visit your system to confirm it's connected properly, well-maintained, and that your safety signs are in place.