Website User Guide

TNMP

INTERCONNECTION

Introduction

This User Guide is designed provide directions on how to use the automated Interconnection Application process with TNMP. This document will that you up through actual submit of application. Follow on activity will involve direct contact with TNMP staff to guide you through the remaining steps as you move through the process flow. It is recommended that the application be completed by or with the assistance of your installer. If you choose not to use the website you can follow the manual process as described below.

[Download application and instructions in PDF](#)

Applications can be sent via:

- E-mail attachment (see address on application)
- U.S. mail (see address on application)
- Fax (see number on application)

An interconnection agreement ([see sample PDF](#)) will be provided to all customers interconnecting to the system.

Key Topics:

High Level Process

Website – Access / Registration

Home Page

Completing a New Application

- Customer information section
- Installer detail section
- DG Installation detail section
- Submission

High level Interconnection Process

- Customer selects an installer.
- Installer sends the customer a tariff application for signature.
- Installer submits the solar installation via the web-based installer portal.
- TNMP reviews the solar project and required documentation, performs a study, and prepares an interconnection agreement.
- Once the interconnection agreement is signed by all parties and installation is completed, TNMP inspects and approves the DG installation, then schedules installation of its DG meter.
- TNMP installs its DG meter.
- Installation of TNMP's DG meter is your authorization to connect your DG system.
- Surplus generation is provided to the customer's retail electric provider within 30 to 60 days of installation of TNMP's DG meter.
- Customers can see the daily and monthly energy data recorded in 15-minute intervals by their smart meter at *smartmetertexas.com*

Website Access / Registration

The following link will take you to the TNMP Interconnection website.

https://tnmpinterconnect.powerclerk.com/MvcAccount/Login

To start the automated application please Register a new account with the link provided in the Log In section.

Registration Process – Self-registration.

Current environment registered users are based on single user accounts that require dedicated email and password settings.

Home Page View

Upon successful registration the users home landing page is displayed below.
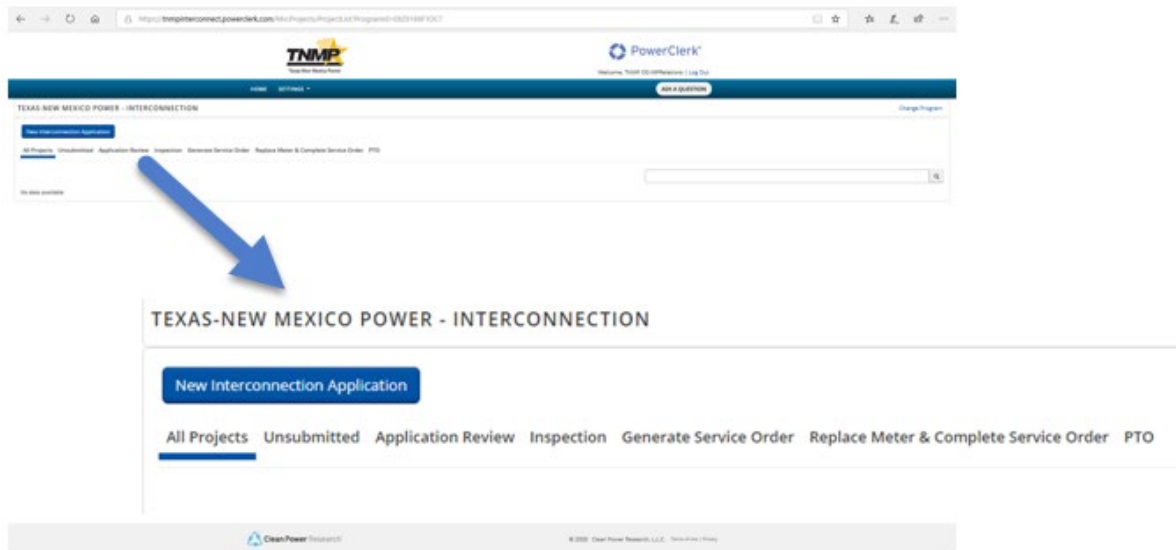
Menu Tab details

Select **New Interconnection Application** to start a new request

The next line on the screen represent the various stages a project can be in. Selecting the menu item will display all projects in each category. Each end customer will only see their applicable DG projects requested. An Installer will see any project they submitted or are associated via application input detail.

All Projects – represents all project associated to the specific customer regardless of what state it is in.

Unsubmitted – represents all project requests associated to the customer (or installer) that have been started but not submitted.

Application Review – will be a list of all project request associated to the customer (or installer) where application has been submitted and is under review with the Program Administrator.

Inspection – represents all projects associated to the customer (or installer) where the review process and signature process is complete and has moved to the field inspection process.
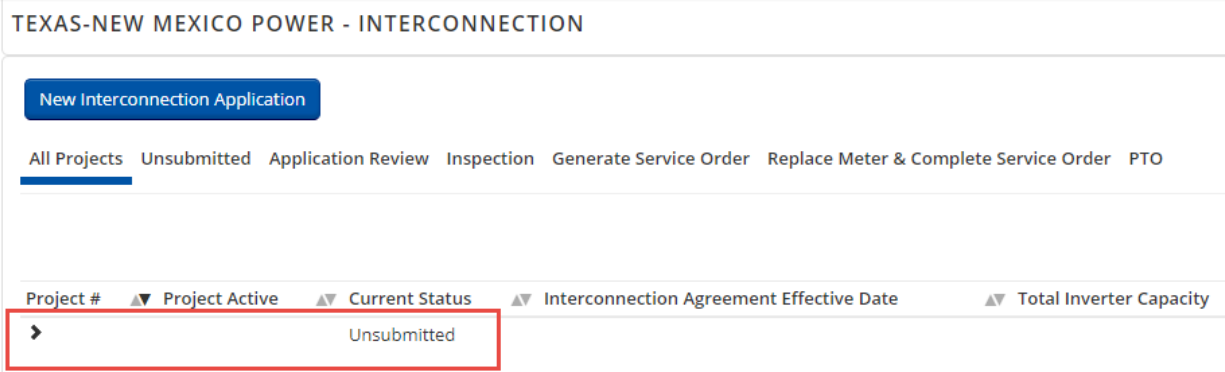
Generate Service Order – represents a list of all projects associated to the customer (or installer) where the field inspection is complete and approved.

Replace Meter & Complete Service Order – represents a list of all projects associated to the customer (or installer) where a ticket has been generated for the new meter install.

PTO (Permission to Operate) – is a list of all projects associated to the customer (or installer) where a DG meter has been installed and the customer has been notified that system can be stated.

Any place you see this symbol ⋅ , select if for an explanation of the information being requested.

Project Line Item Entries

When you start a new application, the website performs auto-save functions in the background. If you intentionally leave the website before completing the application or get knock off the website due to technical difficulties, you can find your application in the lower section of the project detail. At this point there is no Project # associated so all you see is an "Unsubmitted entry as shown above.

If you select the expand arrow you are presented with 2 options - "**View/Edit Project**" or "**Delete Project**".

Selecting "**Delete Project**" will prompt user to confirm request.

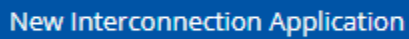Selecting "**View/Edit Project**" takes you so a summary status page as shown below.

The top chevron sequence displays the project status flow and the current status is shaded in blue.

On this page you have 3 available actions. The first action is available in the "**Available Forms**" section. Here you can "**Continue**" the application. Also, in the "**Available Forms**" section is the "**View**" function which will simply show you a version of the application with all the current

entry details. In the "**Access Grants for This Project**" you can enter an email address, Select the level of access desire and select "Add Grant".
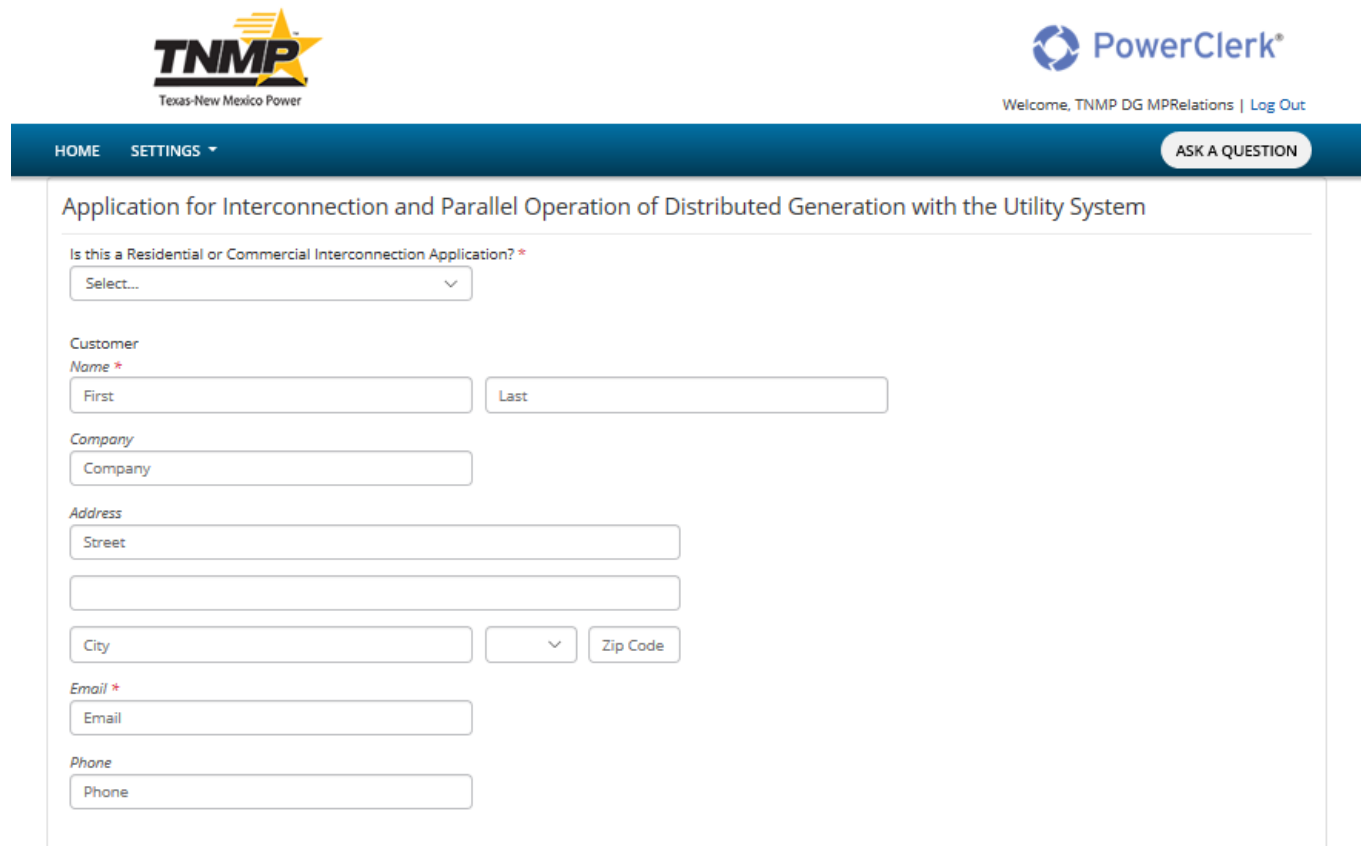
To return to the previous screen select the "**Home**" tab.

Completing a "New Interconnection Application"

Selecting the "**New Interconnection Application**" will bring up the page displayed below.

Customer Information section

Enter Customer Information including First Name, Last Name, Company Name (if applicable), Street Address (either physical or mailing address), City, State (drop down selection), Zip Code, email address, phone number. Items in RED are required.

Installer Information section

Enter Installer Information including First Name, Last Name, Company Name, Street Address, City, State (drop down selection), Zip Code, email address, phone number. Items in RED are required.

Installation Detail

Select the number of Interconnection points related to the customer request. Up to 5 inputs are available. For each location you will provide the physical address where the installation will be located.

ESI ID – this is a numerical key value tied to the specific address. Every meter location has a unique ESI ID. The key is a 17-digit number. All TNMP ESI ID numbers resemble the following – 1040051XXXXXX00X.

Service Point Address #1 – This is a drop-down field. Selections are:

> **New Contact** – allows an address different from customer address to be entered. Enter Customer Information including First Name, Last Name, Company Name (if applicable), Street Address (either physical or mailing address), City, State (drop down selection), Zip Code, email address, phone number. Items in RED are required.

> **Customer** – populates address with customer data from initial customer address

> **Installer** – populates address with installer address

Service Point Address #2-5 – This is a drop-down field. Selections are:

> **New Contact** – allows an address different from customer address to be entered. Enter Customer Information including First Name, Last Name, Company Name (if applicable), Street Address (either physical or mailing address), City, State (drop down selection), Zip Code, email address, phone number. Items in RED are required.

> **Customer** – populates address with customer data from initial customer address

> **Installer** – populates address with installer address

> **Service Point Address #1(**5) - populates address with customer data from service point Address selected.

Location Access questions

Does accessing any of the service points involve a locked gate?
○ Yes
○ No

Does the property that the service points are on have outdoor animals?
○ Yes
○ No

Select Yes/No radial button.

Generation detail section

The following information shall be supplied by the Customer or Customer's designated representative. All applicable items must be accurately completed in order that the Customer's generating facilities may be effectively evaluated by Texas-New Mexico Power Company for interconnection with the utility system.

Generator Type

Select... ⌄
Select...
PV
Energy Storage
PV + Energy Storage
Wind
Natural Gas
Other

Select the appropriate generation configuration from the dropdown options.

Generator Type - PV System

Generator Type

PV ⌄

After selecting "PV" or "PV + Battery Storage" as the Generator Type, enter in the Inverter and PV Array Models and Manufacturers.

If additional arrays, batteries, or inverters are required, click the "Add Array", "Add Battery", or "Add Inverter" buttons.

To remove an added Inverter or Array, click the "Delete Array", "Delete Inverter", or "Delete Battery" buttons.

Once the system specifications have been added, click the "Calculate" button to determine the system specifications.

PV System

Inverter

Qty	Qty	Please select... ⌄

PV Array   Delete Array

Qty	Qty	Please select... ⌄

Add Array

Add Battery

Add Inverter

System Rating:	Not yet calculated		Calculate
CSI Rating:	Not yet calculated		
Inverter Rating:	Not yet calculated		
Estimated Annual Production:	Not yet calculated		
Design Factor:	Not yet calculated		
Average Inverter Efficiency:	Not yet calculated		
PTC Module Rating:	Not yet calculated		
Total Nameplate Energy Capacity:	Not yet calculated		

Monthly Estimated Production (kWh):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Enter the quantity of inverters present and the manufacturer
Enter quantity of solar panels present in and array and select the solar panel manufacturer
Select Add array of more than one required.
Select Add Battery if required.
Select Calculate

If required, you can also add a second set of inverters through the Add Inverter button.

Generator Type – Energy Storage

Selecting Add Integrated Energy Storage button will add Qty and Battery selection options

Selecting Add Inverter and Battery button will add Inverter selection and battery selection sections.

Select Calculate to generate capacity detail.

Generator Type – PV + Energy Storage

The following information shall be supplied by the Customer or Customer's designated representative. All applicable items must be accurately completed in order that the Customer's generating facilities may be effectively evaluated by Texas-New Mexico Power Company for interconnection with the utility system.

Generator Type

PV + Energy Storage

Is the energy storage system DC or AC Coupled? *

Select...

After selecting "PV" or "PV + Battery Storage" as the Generator Type, enter in the Inverter and PV Array Models and Manufacturers.

If additional arrays, batteries, or inverters are required, click the "Add Array", "Add Battery", or "Add Inverter" buttons.

To remove an added Inverter or Array, click the "Delete Array", "Delete Inverter", or "Delete Battery" buttons.

Once the system specifications have been added, click the "Calculate" button to determine the system specifications.

If the "Energy Storage System" is DC-Coupled, then this system should be entered **into** the "PV Form Element".

If the "Energy Storage System" is AC-Coupled, then this system should be entered into the separate "Energy Storage System" Form Element, found directly **below** the PV Form Element.

Select Energy Storage coupling method

PV System

Inverter

| Qty | Qty | | Please select... |

PV Array   Delete Array

| Qty | Qty | | Please select... |

DC Coupled system

Add Array

Add Battery

Add Inverter

System Rating:	Not yet calculated
CSI Rating:	Not yet calculated
Inverter Rating:	Not yet calculated
Estimated Annual Production:	Not yet calculated
Design Factor:	Not yet calculated
Average Inverter Efficiency:	Not yet calculated
PTC Module Rating:	Not yet calculated
Total Nameplate Energy Capacity:	Not yet calculated

Calculate

Monthly Estimated Production (kWh):

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Generator Type – Wind, Natural Gas and Other

Enter Number of Units, Manufacturer, Model, Rotary Electric Motor Type, Kilovolt-Ampere Rating and Power factor. Fields in RED are required.

Enter Voltage Rating – expectation is 120 or 240.

Select Phase setting

Do you plan to export power? Yes or No response
Do you request TNMP report exported power to your energy provider? Yes or No response

Enter Pre-Certification Label or Type Number – options are IEEE 1547, UL 1741 or Other.
Enter Expected Energizing and Start-Up Date.
Select radius button next to status the represents the Normal Operation of Interconnect installation.

Upload required One-Line Diagram and a separate Layout Sketch in the designated spot.
For "Has the generator Manufacturer supplied its dynamic modeling values to the Host Utility?" select Yes or NO.

For the Interconnection Agreement, select one (1) of the four (4) possible options:

☑ Option 1: For purposes of this Agreement, the end-use customer will act as a Party to this Agreement.

○ Option 2: For purposes of this Agreement, the entity other than the end-use customer that owns the distributed generation facility (also referred to as "Generator") will act as a Party to this Agreement. ❓

○ Option 3: For purposes of this Agreement, the entity other than the end-use customer that owns the premises upon which the distributed generation Facility will be located (also referred to as "Premises Owner") will act as a Party to this Agreement. ❓

○ Option 4: For purposes of this Agreement, an entity who by contract is assigned ownership rights to energy produced from distributed renewable generation located at the premises of the end-use customer on the end-use customer's side of the meter, will act as a Party to this Agreement. ❓

Submit

In this final section the default option is set to Option 1. Review and adjust as needed.
Select Submit

Once you hit submit you will receive a confirmation email.

Thank you for your submission.

Your project number is:

INT-01097

Continue

You will also receive a confirmation email of your submission.

✉ View Communication

From:	DoNotReply@PowerClerk.com
To:	
Cc:	
Subject:	Your INT-01097 DG Application has been received

Dear

Thank you for submitting your DG Application INT-010 . TNMP is in receipt of the DG application for the following address:

500   ive
D   539

Please allow 10 business days for TNMP to complete its review and return an executable Interconnection Agreement. TNMP will advise you of any deficiencies with your DG application.

Best Regards,

Texas-New Mexico Power Co

TNMP
Texas-New Mexico Power