Changing Participant Subscription Sizes
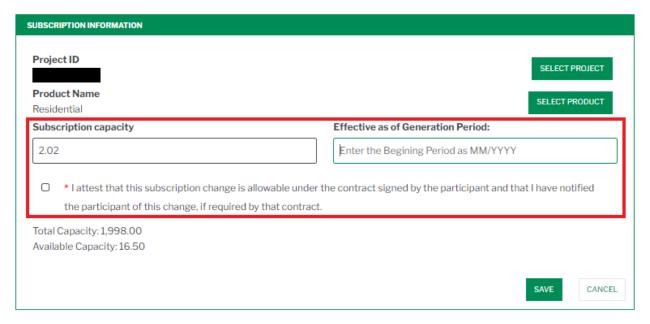
OREGON COMMUNITY SOLAR PROGRAM

Overview

This document provides guidance on how to change a participant's kW subscription size in the Oregon Community Solar Program platform. Making subscription size changes will result in changes to a project's subscribed capacity. As such, these changes may directly impact both the participant billing for subscribed and unsubscribed generation. Project and Subscription Managers should review the below guidance to ensure that any changes to subscription sizes align with their needs.

Scenario #1: Participant Contract Status = Verified

Billing Status: Active or Pending Connection

SUBSCRIPTION INFORMATION

Project ID
[redacted]

SELECT PROJECT

Product Name
Residential

SELECT PRODUCT

Subscription capacity

2.02

Effective as of Generation Period:

Enter the Begining Period as MM/YYYY

☐ * I attest that this subscription change is allowable under the contract signed by the participant and that I have notified the participant of this change, if required by that contract.

Total Capacity: 1,998.00
Available Capacity: 16.50
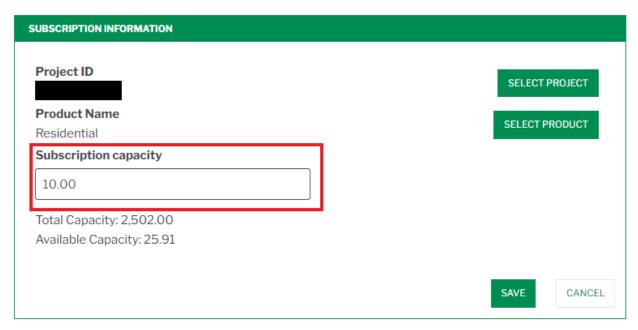
SAVE   CANCEL

Required Steps: Click 'edit' in Subscription Information box, make below edits, and click 'save'.

1. **Subscription Capacity:** Change to desired kW subscription capacity. Entering an updated subscription size that is greater than the project's available capacity will result in an error.
2. **Effective as of Generation Period:** Enter the generation period in which the updated subscription size should take effect.
   a. Entering any past month will result in an error.
   b. Entering the current month will result in the updated subscription size being factored into the next billing and unsubscribed generation files (if project is operational). This option is the most likely use case for changing a participant's subscription size.
   c. Entering any future month will reserve capacity for the participant and should be carefully considered. The difference in subscription sizes is credited as unsubscribed generation until the entered generation period is billed (if project is operational).
3. **Attestation:** Must be checked or changes cannot be saved.

All subscription size changes are saved in the History tab of the participant profile so that there is a record of all changes.

Scenario #2: Participant Contract Status = Suspended or Draft

Billing Status: Active or Pending Connection

Required Steps: Click edit in Subscription Information box, make below changes, and click save.

1. **Subscription Capacity:** Change to desired kW subscription capacity. Entering an updated subscription size that is greater than the project's available capacity will result in an error.

All subscription size changes are saved in the History tab so that there is a record of all changes.

Scenario #3: Participant Contract Status = In PA Review or In LIF Review

Project and Subscription Managers are not allowed to make subscription size changes for a participant while the Program Administration team is conducting their review of participant information.

Scenario #4: Participant Contract Status = Cancelled

Project and Subscription Managers are not allowed to make subscription size changes for any participant no longer enrolled in the program. Participant cancelations may need to occur prior to increasing participant subscription sizes in order to free up project capacity.

Questions?

If you have questions or need more help, please contact the Program Administration Team at administrator@oregoncsp.org or 1-800-481-0510.