

Renewal Generation Submission Instructions

Basic instructions for Online Data Entry

Fill out all of the fields on the screen with valid data. All fields are required except the second address field, the middle initial, the other capacity description, the other energy description and the comments field.

- You can enter your information in upper or lower case.
- You don't have to enter punctuation in the telephone number field.
- Capacity is recorded in megawatts
- Energy is recorded in megawatt hours
- The Total System generation field for Capacity must be the sum of all the capacity generation methods.
- The Total System generation field for Energy must be the sum of all the energy generation methods.
- You cannot enter text in the capacity/energy generation fields, it has to be a number.
- You can enter from 0.00000 to 9,999,999,999,999.99999 in the capacity/energy generation fields (you don't have to enter the commas (,))
- You can enter up to five (5) decimal places in the capacity/energy generation fields (i.e., 1.55555).

Click the CHECK TOTALS button

If all of your entries are correct, the SUBMIT button will be enabled.

Click the SUBMIT button once.

If your data was accepted, there will be a message the top of the screen, *'Thank you for your input. Your entry is complete.'*

If you choose, print the screen.

Close your browser

To make a print of your entry

Complete the form

Check the totals

Submit the data

On the menu bar, go to File, Print. Choose your printer, if necessary, click the PRINT button. Depending on your printer, there will be at least 2 pages.

If the submit button is not available, check the following:

If the form is not filled out correctly, error messages will show at the top of the screen directing you to the area of the form that needs attention.

You will get error messages for the following:

- No data in a required field
- A negative number in the capacity or energy generation fields
- A number greater than 9,999,999,999,999.99999 in the capacity/energy generation fields
- A character other than a number (a-z) in the capacity/energy generation fields

Paper form

A paper copy of the data entry form is available at the link in the main page. It can be filled out on your computer and emailed to the Corporation Commission by clicking on the link that is in the instruction box on the form. The same rules apply to this form as the online data entry form.

Messages you may receive

If you click your back button and get a message that tells you that you are going from a secure website to an unsecure website, click the OK or YES button and disregard this message. It is an Internet Explorer bug.