

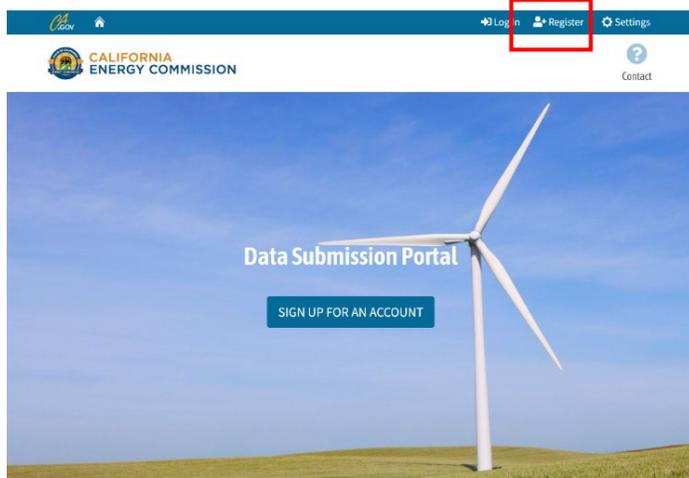
Residential Solar Permit Reporting – Senate Bill 379

User Guide

This document is intended to be a short user guide for registering a new account, logging into, and submitting information through the California Energy Commission's Data Submission Portal. This user guide focuses on the Residential Solar Permit Reporting application, which is the portal for submitting annual data required by [Senate Bill 379 \(2022\)](#).

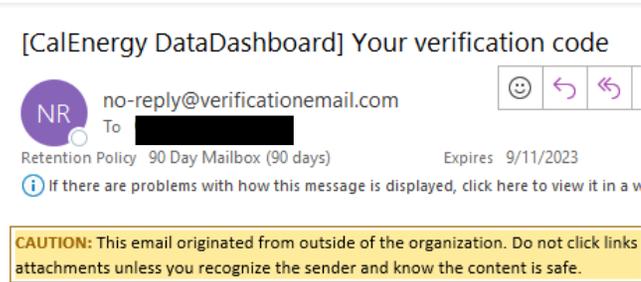
Create an Account

1. Navigate to <https://datasubmission.energy.ca.gov/> and click “Register” to create your account.



2. Fill out the Account details and click “Register”.

3. Check your email for a unique account verification code.



Your verification code for CalEnergy DataDashboard is 393231.

4. Enter verification code and click “Confirm Account” to complete registration.

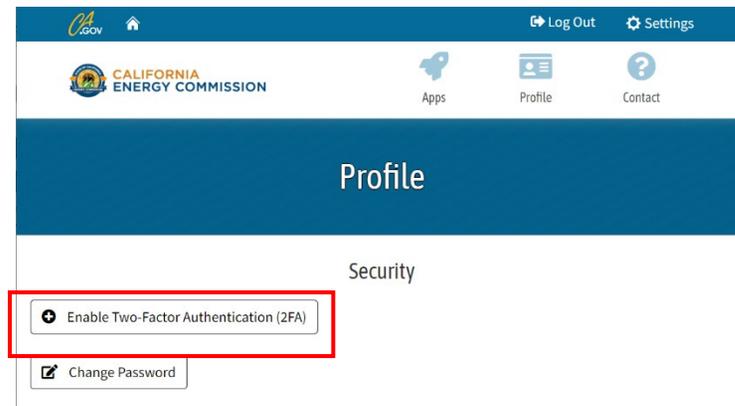
5. Set up Two-Factor Authentication (2FA) (View 2FA instructions on the next page.)

Set Up Two-Factor Authentication (2FA)

1. Log in to the Data Submission Portal.
(You will be prompted to set up 2FA)
2. Click the Profile Page button.



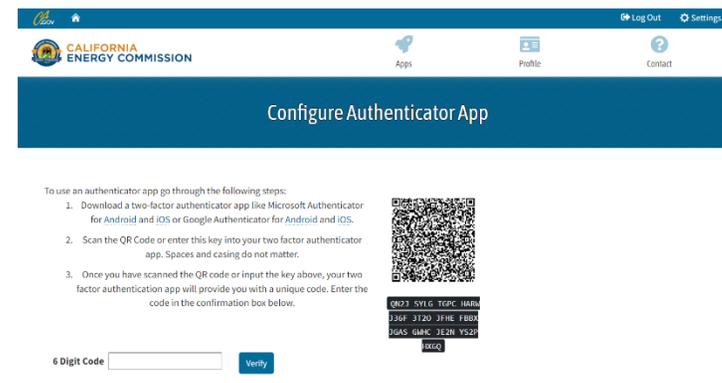
3. Click the "Enable Two-Factor Authentication (2FA) button.



4. Enter your portal account password, then click the "Confirm Password" button.

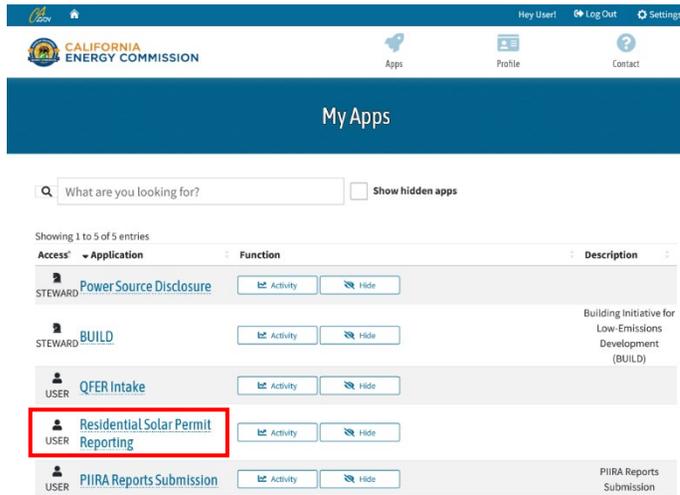


5. Follow the instructions on the Configure Authenticator App page. For additional help, view the portal user video tutorial at <https://youtu.be/0sck9s9OIRE>.

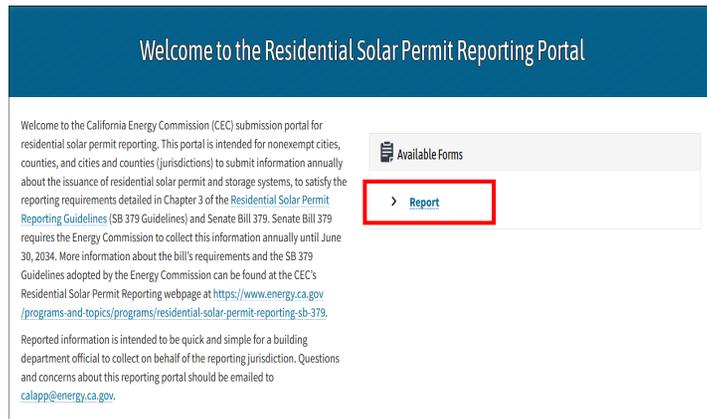


Submit Data to Residential Solar Permit Reporting

1. Log in to the portal to access the Apps list.
2. Click “Residential Solar Permit Reporting” from the list.



3. Select “Report” from the introduction page.



4. Submit data for each required field.

The screenshot shows the 'Residential Solar Permit Reporting' data entry form. The form includes several fields for data input:

- Jurisdiction Select:** A dropdown menu set to 'City of Alameda'.
- Data Reporting Year:** A dropdown menu set to '2022' and a checked box for 'Partial Year Submission'.
- Data Reporting Period:** Two date pickers for 'Start' (09/30/2022) and 'End' (12/31/2022).
- Estimated Population:** A dropdown menu set to '80884'.
- Permits issued for ALL residential solar energy systems (Not including those paired with energy storage):** Two input fields for 'Total' (1000) and 'Issued Online' (900).
- Permits issued for ALL residential energy storage systems paired with residential solar energy systems:** Two input fields for 'Total' (100) and 'Issued Online' (90).

A blue 'Next >' button is located at the bottom of the form.

Jurisdiction Select: The California jurisdiction you are reporting on behalf of.

Data Reporting Year: You are expected to submit annual data for the previous calendar year. Per the Residential Solar Permit Reporting Guidelines, you are expected to submit this no later than June 30th of the year immediately following the calendar year you are reporting for. In most cases a report will cover a full calendar year. However, if this is the first report submitted by this jurisdiction and the jurisdiction achieved compliance with SB 379 partway into a calendar year, please check the box for “Partial Year Submission” and update the start date in the “Data Reporting Period” field to indicate when your jurisdiction first achieved compliance with the bill. The data submitted shall cover the time from the beginning of compliance through

the end of the calendar year. All subsequent annual reports shall cover a complete calendar year.

Estimated Population: Enter the most recent estimated population for your jurisdiction, as determined by the California Department of Finance. You can access a spreadsheet with the latest estimated population for each California jurisdiction via <https://dof.ca.gov/forecasting/demographics/>.

Permits issued for ALL residential solar energy systems (Not including those paired with energy storage):

- a. **Total:** Input the total number of permits issued during the reporting period for the new residential solar energy systems within the reporting jurisdiction. Do not include new permits issued for energy storage (e.g., battery) paired with solar energy systems.
- b. **Online:** Include the subset of the total in part (a) that were issued using an online, automated permitting software such as SolarAPP+, Symbium, or a comparable alternative that complies with Senate Bill 379. This number should not be greater than the number in part (a). Do not include permits that were reviewed/processed without a compliant software, such as over the counter.

Permits issued for ALL residential energy storage systems paired with residential solar energy systems:

- a. **Total:** Input the total number of new permits issued during the reporting period for residential energy storage (e.g., battery) paired with solar energy systems. Please do not include permits issued for standalone solar energy systems not paired with energy storage.

- b. **Online:** Include the subset of the total in part (a) that were issued using an online, automated permitting software such as SolarAPP+, Symbium, or a comparable alternative that complies with Senate Bill 379. This number should not be greater than the number entered in part (a). Do not include permits that were reviewed/processed without a compliant software, such as over the counter.

5. Click “Next”
6. Complete all required fields in the Attestation Form

Attestation Form

I, , declare under the requirements defined by Senate Bill 379 and the SB 379 Guidelines that by completing and submitting this information, I attest the following:

- I am an authorized representative of a non-exempt reporting city, county, or city and county and have the authority to complete and submit this information on behalf of the city, county, or city and county I selected.
- I have read and understand SB 379 and the California Energy Commission's SB 379 Guidelines, including the annual reporting requirements.
- The city, county, or city and county I am reporting on behalf of is in compliance with [Senate Bill 379](#) and the 379 Guidelines.
- I acknowledge that the California Energy Commission may request additional information to substantiate the information submitted in the annual report.
- I declare under penalty of perjury that the information submitted on behalf of the city, county, or city and county is true and correct to the best of my knowledge.

Jurisdiction Represented



Reporting individual is an employee of the Jurisdiction?

Email Address **Phone Number**

Signature **Date**

7. Click “Submit” and confirm that submission has been accepted.

2023 Residential Solar Permit Reporting

Result

Successfully submitted form!

Change Account Password

1. Log in to the portal, then click the “Profile” icon.

The screenshot shows the California Energy Commission portal. At the top, there is a navigation bar with 'Log Out' and 'Settings' links. Below that, the 'CALIFORNIA ENERGY COMMISSION' logo is on the left, and 'Apps', 'Profile', and 'Contact' icons are on the right. The 'Profile' icon is highlighted with a red box. Below the navigation bar is a large blue header with the text 'My Apps'. Underneath, there is a search bar with the placeholder text 'What are you looking for?' and a 'Show hidden apps' checkbox. Below the search bar, it says 'Showing 1 to 5 of 5 entries'. There is a table with columns for 'Access', 'Application', 'Function', and 'Description'. The table contains four rows of application entries, each with 'Activity' and 'Hide' buttons.

2. Click the “Change Password” button.

The screenshot shows the 'Profile' page of the California Energy Commission portal. At the top, there is a navigation bar with 'Log Out' and 'Settings' links. Below that, the 'CALIFORNIA ENERGY COMMISSION' logo is on the left, and 'Apps', 'Profile', and 'Contact' icons are on the right. The 'Profile' icon is highlighted with a red box. Below the navigation bar is a large blue header with the text 'Profile'. Underneath, there is a 'Security' section with a 'Change Password' button and an 'Enable MFA' button. The 'Change Password' button is highlighted with a red box. Below the 'Security' section is a 'Basic Information' section with various input fields for Name, Job Title, Company, Email, Phone Number, Address 1, Address 2, City, State, and Zip Code. A 'Save Changes' button is located at the bottom right of the 'Basic Information' section.

3. Enter your current and new password, then click “Change your password”.

The screenshot shows the 'Change password' page of the California Energy Commission portal. At the top, there is a navigation bar with 'Log Out' and 'Settings' links. Below that, the 'CALIFORNIA ENERGY COMMISSION' logo is on the left, and 'Apps', 'Profile', and 'Contact' icons are on the right. The 'Profile' icon is highlighted with a red box. Below the navigation bar is a large blue header with the text 'Change password'. Underneath, there is a form with three input fields labeled 'Current password', 'New password', and 'Confirm password'. Below the 'Confirm password' field is a 'Change your password' button, which is highlighted with a red box.