# 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).
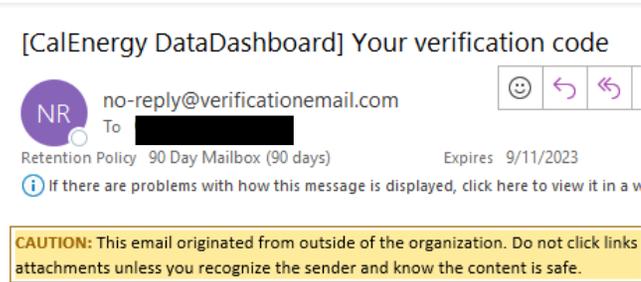
Create an Account

1. Navigate to https://datasubmission.energy.ca.gov/ and click "Register" to create your account.
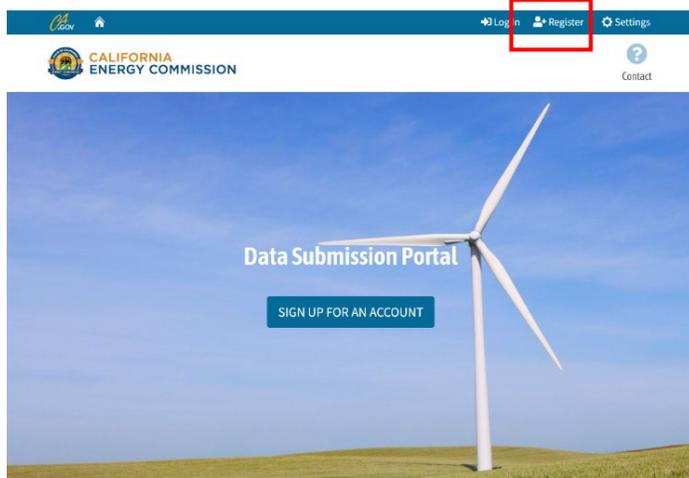
2. Fill out the Account details and click "Register".

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

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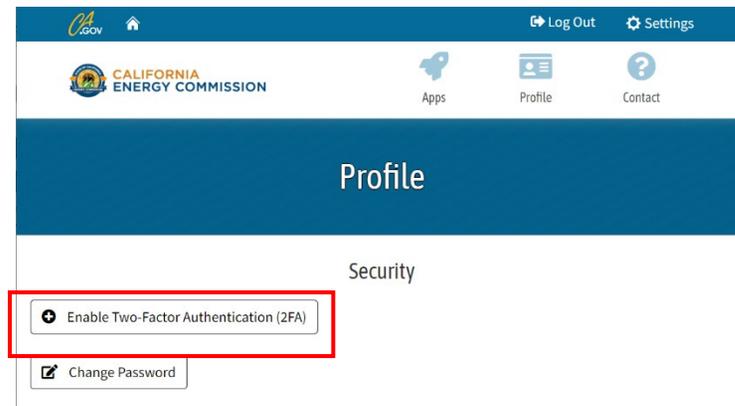

5. Set up Two-Factor Authentication (2FA)
   (View 2FA instructions on the next page.)

Set Up Two-Factor Authentication (2FA)

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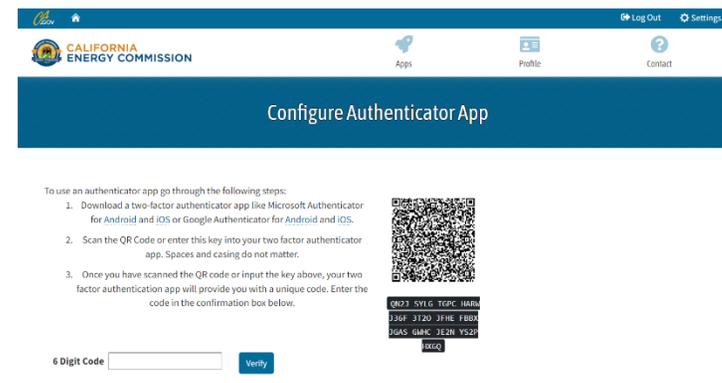2. Click the Profile Page button.

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
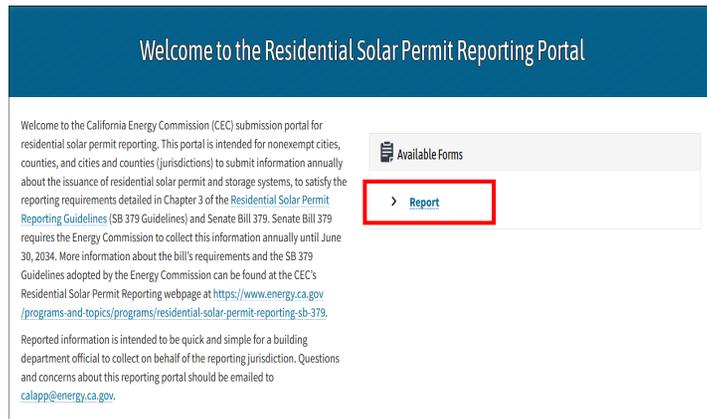
   https://youtu.be/0scK9s9OiRE.

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.
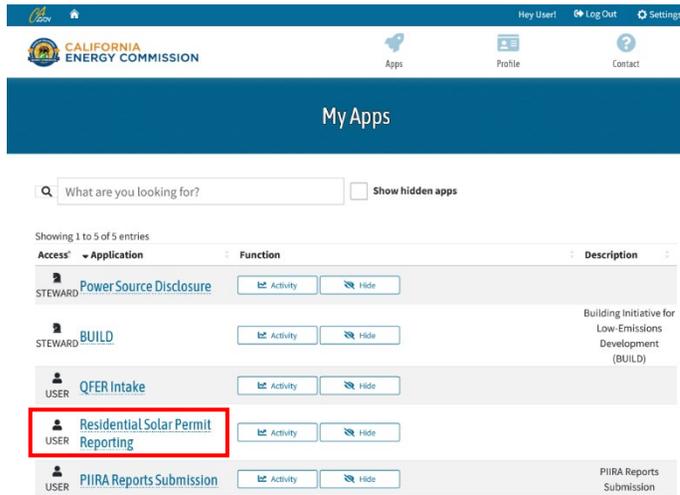
3. Select "Report" from the introduction page.

4. Submit data for each required field.

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., batter) 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

7. Click "Submit" and confirm that submission has been accepted.

Change Account Password

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

2. Click the "Change Password" button.

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