

## DATA SUBMISSION PORTAL

PIIRA Reports Submission – User Guide

### OVERVIEW

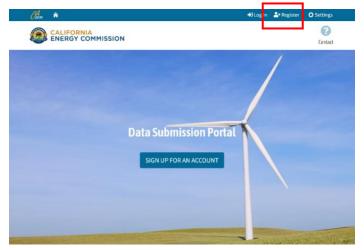
The Data Submission Portal is a secure website for electronically submitting data to the California Energy Commission This user guide provides step-by-step instructions for using the portal.

Version

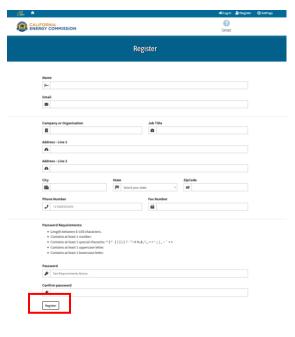
1.0

#### Create an Account

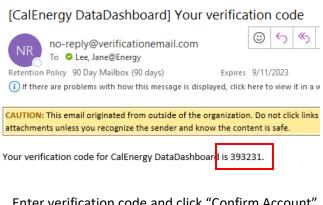
 Navigate to <u>https://datasubmission.energy.ca.gov/</u> and click "Register" to create your account.



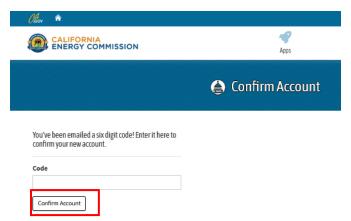
2. Fill out the Account details and click "Register".



3. Check your email for an account verification code.



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



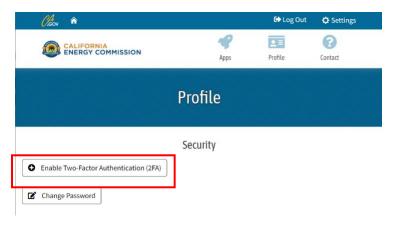
5. Set up Two-Factor Authentication (2FA) (View 2FA instructions on the next page.)

#### Set Up Two-factor Authentication

- 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.

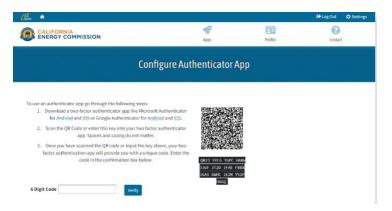


4. Enter your portal account password, then click the "Confirm Password" button.



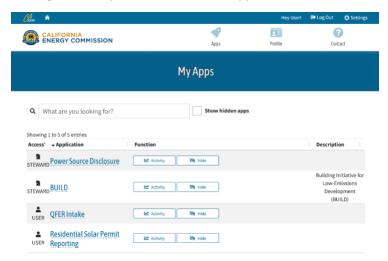
5. Follow the instructions on the Configure Authenticator App page. For additional help, view the portal user video tutorial at

https://youtu.be/0scK9s9OiRE.

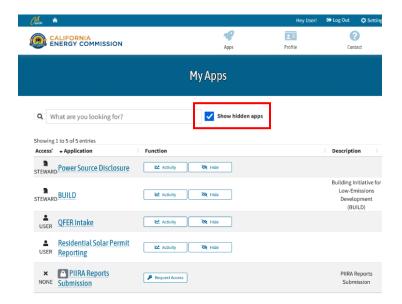


#### **Request Access to PIIRA Reports Submission Application**

1. Log in to the portal to access the Apps list.



2. Click the "Show hidden apps" button to display the "PIIRA Reports Submission" App.



3. Click "Request Access". (An Energy Commission PIIRA staff member will need to approve your request before you can submit forms).

Cheon 📦			Hey User!	🕒 Log Out 🛛 🗘 Settin			
		4 Apps	<b>∑≡</b> Profile	Contact			
Му Аррз							
<b>Q</b> What are you looking for?		Show hidden apps					
Showing 1 to 5 of 5 entries							
Access: Application	Function			Description			
STEWARD Power Source Disclosure	Activity	R Hide					
STEWARD BUILD	Activity	St Hide		Building Initiative for Low-Emissions Development (BUILD)			
SER QFER Intake	Activity	R Hide					
Residential Solar Permit USER Reporting	Activity	R Hide					
NONE Submission	Request Access			PIIRA Reports Submission			

# 4. You will receive an email confirmation when your request is approved.

From: caenergytest@outlook.com <caenergytest@outlook.com> Sent: Thursday, March 16, 2023 12:25 AM To: Lee, Jane@Energy <Jane.Lee@energy.ca.gov> Subject: Data Submission Portal - User Access Request

CAUTION: This email originated from outside of the organization. Do not click links or attachments unless you recognize the sender and know the content is safe.

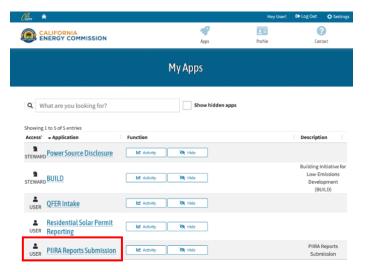
Application: PIIRA Forms Submission

Your Access Request has been granted.

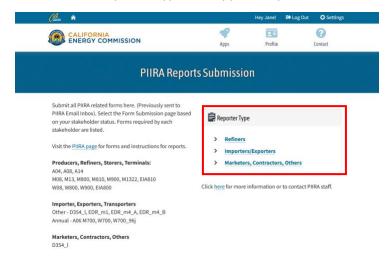
Please contact us if you need any further assistance.

#### **Submit PIIRA Forms**

- 1. Log in to the portal to access the Apps list.
- 2. Click the "PIIRA Forms Submission" App from the list.



3. Select the Reporter Type that applies to you.



4. Drag and drop your files into the File Upload box. You can click to open file explorer and select a file separately. *Note: Only XLS, XLSX, and CSV files are allowed.* 

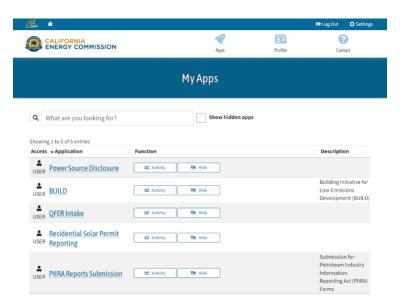
Chou 🎓		Hey User!	🕒 Log Out 🛛 🗘 Settings			
	Apps	<b>Profile</b>	Contact			
Г. П	PIIRA Reports Upload					
	File Upload Attestation					
File Upload						
Dr	ag and drop files or click here to upload file(s)					
	Only YLES, YLEX, PDF, and CSV files allowed. 20 File maximum, 6MB Filesize limit.		<u></u>			
	Next »					

- 5. Click "Next" when all your files are uploaded.
- 6. Click "Submit" to agree to the Attestation and submit your Forms.

File Upload 🗸	Attestation	File Upload 🗸	Attestation
File Upl	oad	Attestati	on Form
Drag and drop files or click	chere to upload file(s)	I certify under penalty of perjury that the information containe knowledge. I am authorized to make	
Only XLS, XLSX, PDF, and 20 File maximum, 6M		« Previous	Submit
Nexts		Clicking Submit will Please do not navigate away from this page or cl	

#### **View PIIRA Forms Submission Activity**

1. Select the "Activity" button for the PIIRA Reports Submission app.

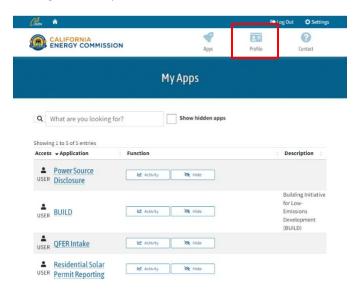


2. The Activity page will display your submission activity. You can sort by date and time range, Reporter Type, etc.. Click the to view the list of files uploaded for each submission.

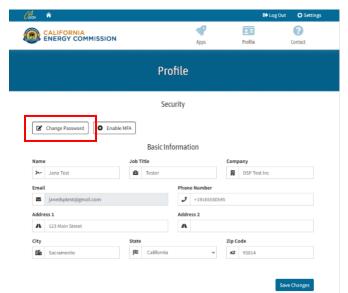
	GY COMMISSION			Apps		rofile	Contact
	Activity	PIIRA	Repo	orts Si	ıbmissio	n	
Show 10 🛩	entries				Searc	h:	
🛱 Select a ti	me range						
Timestamp	User	Company	App :	Form	Version :	Comments	Actions
Timestamp		DSP Test Inc	PIIRA	REF	1	Form ID:	٩
2023/06/22 20:49:27	janedsptester@gmail.com					1000204	
2023/06/22	janedsptester@gmail.com	DSP Test Inc	PIIRA	IE	1	1000204 Form ID: 1000205	٩

#### **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".

Claon 🏫			C Log	Out 🗳 Settings
CALIFORNIA ENERGY COMM	IISSION	Apps	Profile	Contact
	Chang	e password		
	Change your password.			
	New password			
	Confirm password			
	Change your password			