

# Chapter 4

## Community Supply Project Handbook

### Managing Subscribers

This chapter describes the steps that developers will take for managing their subscribers associated with a project. As a precursor to this section, a developer should have already setup the Community Supply Project in the Portal. The anticipated scenarios for subscribers include:

- ❖ Add Subscriber to Project
- ❖ Bulk Upload function
- ❖ Update Subscriber Allocation
- ❖ Remove Subscriber from Project
- ❖ Subscriber Move / Transfer / Final
- ❖ Community Supply Subscription Billing (CSSB)

### Add Subscriber to Project

ComEd has developed a secure CS Portal that is utilized for subscriber enrollment. Developers have access to the CS Portal by using the process established for registering and providing access to the CS Portal (see Chapter 3). Adding a subscriber to the CS Project through the CS Portal requires the developer to provide the following information:

- ❖ Customer ComEd account number
- ❖ One valid meter number
- ❖ CS Subscriber's/Beneficiary's Share of the CS Project (e.g. kW of nameplate capacity)

There is also a Bulk upload function within the enrollment screen (see below). This functionality will allow you to import multiple subscribers at one time, through an excel spreadsheet template. Please make sure that you do not have duplicate entries and that you do not exceed your projects available capacity.

Once the enrollment information is submitted and processed overnight through the CS Portal, ComEd will perform a customer validation. Upon approval of the customer as a CS Subscriber/Beneficiary, the customer will begin receiving community supply credits, effective the next business day.

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

The following shows screen shots of the Subscriber Enrollment window that the developer will utilize for signing up customer to the CS Project. A Developer can enroll a single subscriber, or they can utilize Bulk Import, which will allow a developer to import multiple subscribers at once. The developer will need to download the excel template, populate with the required enrollment data, save (the file name should be limited to 20 characters) and upload file. Enrollments are processed, during our overnight batch process and effective the next business day.

The screenshot displays the 'Subscriber List' interface. At the top, there are navigation tabs: 'Subscriber List' (active), 'Facility Details', and 'User Access'. Below the tabs, the title 'Subscriber List' is shown. To the right of the title are three buttons: '+ Subscriber', 'Download Reports', and 'Download List'. A modal window titled 'New Enrollment Request' is open, showing two options: 'Single Subscriber' (selected) and 'Bulk Import Subscribers'. The 'Single Subscriber' view includes input fields for 'Account #', 'Meter #', and 'Allocation' (with a 'kW' unit indicator), and a 'Submit Enrollment Request' button. The 'Bulk Import Subscribers' view includes a note: 'To import multiple subscribers, download the Excel Template, fill it in with your subscribers' information, and upload it below to submit your enrollment request.' Below this note is an 'Upload Excel File' button and a 'Submit Enrollment Request' button.

CS Subscribers/Beneficiaries may be enrolled within multiple CS Projects. Each CS Project Developer will independently enroll the CS Subscriber/Beneficiary in the CS Portal noting the customer account information and the share of the CS Project being allocated to the account. ComEd will add the allocations for all the subscriptions allocated to the CS Subscriber's/Beneficiary's account for determination of the amount to be credited on the account. A separate message box on the customer bill statement will provide more detail on each of the CS Projects the customer has entered into with the solar developer.

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

The message box will include the following information for each CS Project the customer enrolls into:

- ❖ The generation date range
  - ❖ CS Project Name and contact phone number
  - ❖ Generation allocation in kWh
  - ❖ Rate used to calculate the CS Credit
- **Please note ComEd now calculates the CS Credit for ComEd supply customers and customers that have elected a RES (retail electric supplier)**

### RENEWABLE COMMUNITY SUPPLY DETAILS

Generation Period	Project Name	Phone Number	Generation kWh	Rate	Total Credit
4/12 - 5/13	Community Supply Project L	[REDACTED]	300.5404	-0.05972	-\$17.95

CS Subscribers/Beneficiaries may also participate in Net Metering under the provisions of Rider POGNM – Parallel Operation of Retail Customer Generating Facilities with Net Metering. Under circumstances where customers are receiving service under the provisions of Rider POGNM and Rider POGCS ComEd will distinguish between the energy generated by the net metering facilities and the amount of community supply allocated to the account.

## Update Subscriber Allocation

A developer can update the CS Subscriber/Beneficiary customer information whenever necessary. Circumstances such as a customer purchasing additional shares or reducing the number of shares they are entitled to require the developer to update the CS Subscriber/Beneficiary information in the CS Portal to assure the customer is receiving the correct CS Project credit allocations.

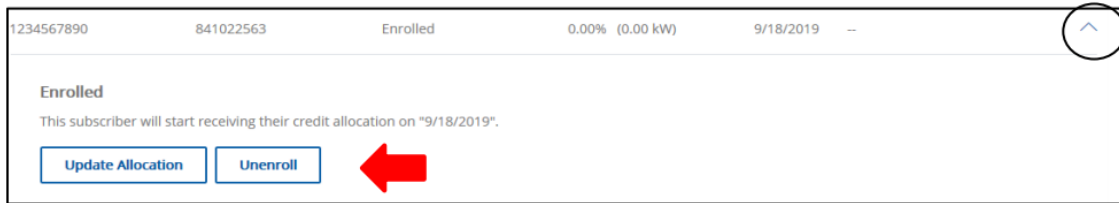
A CS Subscriber/Beneficiary share change (increases or decreases share of CS Project output) can be done by adjusting the kW allocation on the customer account. This process is managed through the CS Portal window by selecting the account and updating the enrollment. The share allocated to the customer can be adjusted and will become effective with the next bill period provided the next bill period is at least 5 days after the share update is entered. If the change in share occurs within 5 days of the next bill period, the customer will begin receiving the updated credit allocations from the CS Project on the bill period that occurs after the next bill period (i.e. ~30 days later).

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

The following shows a screen shot of the Update Subscriber Allocation window that the developer will utilize for making changes to the subscriber allocation to the CS Project.



### Remove Subscribers

A developer can remove/unenroll a subscriber whenever necessary. In the event a subscriber discontinues participation in the CS Project the developer is able to remove the subscriber account from the CS Portal by processing an unenrollment.

A CS Subscriber/Beneficiary that discontinues participation in the CS Project can be removed by the developer by selecting the account number and unenrolling the CS Subscriber/Beneficiary in the CS Portal. The removal of the CS Subscriber/Beneficiary customer is effective on the customer's next metering date, as long as it is at least 5 days prior to the customer's meter reading date. If it is less than 5 days prior to the CS Subscriber's/Beneficiary's meter reading date, the drop will occur on the next meter reading date (30 days later).

The following shows a screen shot of the Unenrollment in CS Portal in the Subscriber tab.



*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

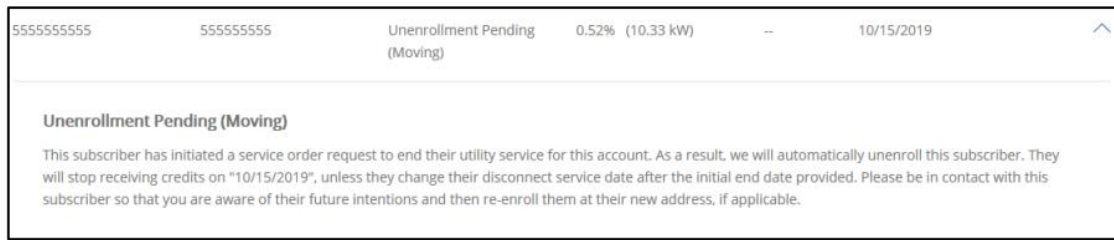
## Community Supply Project Handbook

### Subscriber Move / Transfer / Final

CS Subscribers/Beneficiaries may continue with their subscription if they move/transfer/final their ComEd account to a new premise within the ComEd territory. The Subscriber will need to inform the Developer of their new ComEd account number/meter number and the Developer will need to submit a new enrollment with the new ComEd account number, once the new account is active.

The Developer will be alerted when a CS Subscriber/Beneficiary is moving/transferring and/or finaling their ComEd account. Within the subscriber tab, the Developer will see a pending unenrollment, this should prompt the Developer to reach out to the CS Subscriber/Beneficiary to obtain their new ComEd account number/meter number.

The following shows a screen shot of the Subscriber Move / Transfer / Final window that the developer will utilize for subscribers that move to a new account, transfer their subscription to another eligible ComEd customer or to Final an account from the CS Project.



### Community Supply Subscription Billing

Simplify your customer's billing experience with ComEd's Community Supply Subscription Billing (CSSB) Program.

Make life easy for your subscribers with one bill instead of two. We roll their Community Supply bill and their Utility bill into one. Once your facility has been activated, you can [enroll in the program](#) within the Community Supply Portal under the Subscriber List page.

Pricing information for the subscription charge can be done as a fixed percentage charge. You will be able to update the fixed percentage amount by project or by individual subscriber and the change will be reflected on the next bill. The customer will see the Community Supply Subscription Charge (CSSC) on their bill in the Miscellaneous section, as well as in the CS summary box of ComEd's bill.

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

The CS project service charge is 2% of the subscription charges issued for participating in this optional service. When a Developer has enrolled a project into CSSB, their ESSD Account Manager will set up a non-service account, which will be used to collect the CSSCs and the CS project service charge. ComEd will not follow-up on late payments on the non-service account and the service charge must be paid, regardless of collecting the CSSCs or not. Once a month, ComEd will send the CSSCs collected the previous month to the developer through a paper check. Currently, developers do not have the option to receive the CSSCs that we collect on their behalf, via the ACH process.

**Subscribers (customers) that are with a Retail Electric Supplier and have a bill option of SBO (single bill option) are not allowed to participate in CSSB.**

Below is a sample Community Supply bill with CSSB.

### Updated Residential Bill

<b>For Questions, Support, and Outages visit ComEd.com</b>		<b>Past Balance Due Immediately</b> <b>\$16.24</b>	
English	1.800.EDISONI (1.800.334.7661)	<b>New Charges Due by 6/4/19</b> <b>\$42.67</b>	
Español	1.800.95.LUCES (1.800.955.8237)	<b>Total Amount Due</b> <b>\$58.91</b>	
Hearing/Speech Impaired	1.800.572.5789 (TTY)		
Federal Video Relay Services (VRS)	Fedvrs.us/session/new		

METER INFORMATION										
Read Dates	Meter Number	Load Type	Reading Type	Previous	Present	Difference	Multiplier	Usage		
4/10-5/13	111111111	General Service	Total kWh	25	Actual	300	Actual	275	x 1	275

RENEWABLE COMMUNITY SUPPLY DETAILS						
Generation Period	Project Name	Phone Number	Generation kWh	Rate	Total	
3/12 - 4/13	Rainy Solar Elgin LLC	809.999.9999	150.5404	-0.05972	-8.99	
3/12 - 4/13	Rainy Solar Elgin LLC	809.999.9999			7.53	
3/12 - 4/13	Cypress Creek Solar	809.123.4567	50.0123	-0.05972	-2.99	
3/12 - 4/13	Cypress Creek Solar	809.123.4567			2.45	

CHARGE DETAILS		MISCELLANEOUS	
Residential - Multiple 4/10/19 - 5/13/19 (33 Days)		Charges from previous bill	
<b>SUPPLY</b>	<b>\$6.49</b>	Community Supply Subscription Charge	\$16.24
Electricity Supply Charge	275 kWh X 0.05472	Project Name	Rainy Solar Elgin LLC
Transmission Services Charge	275 kWh X 0.00747	Generation Period	3/12-4/13
Purchased Electricity Adjustment		Community Supply Subscription Charge	\$2.45
Renewable Community Supply Credit		Project Name	Cypress Creek Solar
		Generation Period	3/12-4/13
<b>DELIVERY - ComEd</b>	<b>\$20.79</b>	<b>Total Amount Due</b>	<b>\$58.91</b>
Customer Charge	\$8.13		
Standard Metering Charge	\$5.15		
Distribution Facilities Charge	275 kWh X 0.02607		
IL Electricity Distribution Charge	275 kWh X 0.00123		
	\$0.34		
<b>TAXES &amp; FEES</b>	<b>\$5.41</b>		
Environmental Cost Recovery Adj	275 kWh X 0.00034		
Renewable Portfolio Standard	275 kWh X 0.00189		
Zero Emission Standard	275 kWh X 0.00190		
Energy Efficiency Programs	275 kWh X 0.00065		
	\$0.18		
Franchise Cost	\$1.46		
State Tax	\$0.91		
Municipal Tax	\$1.73		
Service Period Total	<b>\$32.69</b>		

**Renewable Community Supply Details**  
- includes the community supplier name, phone number for customer to call with questions, generation and rate and total cost

**Miscellaneous** - Charges from the Developer a customers has a contact with for their Community solar.

*The Community Supply Project Handbook is for training and discussion purposes.*

*If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

Below is a sample Non-Service Project bill.

**ComEd**  
An Exelon Company

Page 1 of 2  
Account Number **1234567890**

Name: SAMPLE PROJECT LLC  
Service Location: 123 MAIN STREET  
Phone Number: 999-999-9999

Issue Date: May 6, 2020

**Visit ComEd.com**  
Customer Service / Power Outage  
English: 1.877.4COMED1 (1.877.426.6331)  
Español: 1.800.95.LLICES (1.800.955.8237)  
Hearing/Speech Impaired: 1.800.572.5789 (TTY)

**Bill Summary**

Previous Balance	\$0.00
Total Payments	\$0.00
<b>No Payment is Due</b>	<b>\$0.00</b>

**Miscellaneous**

Community Supply Subscription Charges Collected	-3,759.00
CS Developer Billing Fee	100.00
<b>Your remaining excess credit is \$3,659.00</b>	

**Total Amount Due** **\$0.00**

**Message Center**

**ComEd**

- WAYS TO PAY: Looking for ways to pay your bill? Visit ComEd.com/PAY
- ILLINOIS COMMERCE COMMISSION CONSUMER DIVISION: The Consumer Services Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.
- The credit for Community Supply Subscription Charges collected by ComEd represents activity through <V.BMV1DT>.
- Credit balance - do not pay.

## Adding a Project to Community Supply Subscription Billing (CSSB)

A developer can enroll a single project into CSSB at anytime during the month. Just go to the subscriber tab in the Community Supply Portal and click on “Enroll This Project”.

Subscriber List   Facility Details   User Access

### Subscriber List

[+ Subscriber](#)   [Download Reports](#)

Subscribers	Capacity Allocated (kW)	Capacity Allocated (kW)
2	5.53%	6.09 kW out of 110.00 kW

Simplify your customer's billing experience with ComEd's Subscription Billing Program  
Make life easy for your subscribers with one bill instead of two. We roll their Community Solar bill and their Utility bill into one.  
[Enroll This Project](#)

Once you have clicked on “Enroll This Project”, the next step is to enter in the fixed percentage fee. The fixed percentage fee will be applied to all current subscribers. This is the contractual fee between the project and subscriber(s), which is applied as a discount to ComEd's CS Credit. For example, if you want to apply a 10% discount to the CS credit amount, enter a fixed percentage fee of 90%. You can only apply one fixed percentage fee during the enrollment process. Once the project is successfully activated, you can choose a different fixed percentage fee by subscriber. You can have more than one fixed percentage fee on a project.

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*

# Chapter 4

## Community Supply Project Handbook

ComEd Test Facility 100 | Subscription Billing Program | Program Enrollment

### Enroll in the Subscription Billing Program

To begin the enrollment process for the Subscription Billing Program, please fill out the application below. Once your application has been submitted, a member of the ESCO team will reach out to you with next steps.

**Let's Get Started Enrolling:**  
ComEd Test Facility 100

Your current facility information is shown below. If you need to make changes, please visit the Facility Details page before enrolling.

Note: This information will be displayed on your subscription bill.

**Facility Information**

Project Name	Phone Number
ComEd Test Facility 100	545-343-3443
Project Website	
www.jpjportingoods.com	

**Subscriber Pricing Information**

The fixed percentage fee will be applied to all current subscribers. This is the contractual fee between the project and subscriber(s), which is applied as a discount to ComEd's CS credit. For example, if you want to apply a 10% discount to the CS credit amount, enter a fixed percentage fee of 90%.

Fixed Percentage Fee:  %

I hereby certify that:

- I have read and understand the terms and conditions which are attached hereto by reference.
- I hereby agree to comply with the attached terms and conditions.
- To the best of my knowledge, all the information provided in this application request form is complete and true.

**Let's Get Started Enrolling:**  
ComEd Test Facility 100

Your current facility information is shown below. If you need to make changes, please visit the Facility Details page before enrolling.

Note: This information will be displayed on your subscription bill.

**Facility Information**

Project Name	Phone Number
ComEd Test Facility 100	545-343-3443
Project Website	
www.jpjportingoods.com	

**Subscriber Pricing Information**

The fixed percentage fee will be applied to all current subscribers. This is the contractual fee between the project and subscriber(s), which is applied as a discount to ComEd's CS credit. For example, if you want to apply a 10% discount to the CS credit amount, enter a fixed percentage fee of 90%.

Fixed Percentage Fee:  %

I hereby certify that:

- I have read and understand the terms and conditions which are attached hereto by reference.
- I hereby agree to comply with the attached terms and conditions.
- To the best of my knowledge, all the information provided in this application request form is complete and true.

To update/change the update pricing field by subscriber, you will click on the update pricing tab and change the fixed percentage fee and process. This change can take a month to reflect on the subscriber's bill.

ACCOUNT #	METER #	STATUS	ALLOCATED	START	END
555555556	123456778	Enrollment Pending	23.00% (9.20 kW)	--	--
<p>Fixed Percentage Fee 0.000%</p> <p><b>Enrollment Pending</b></p> <p>After a facility is activated, requests process daily at 3:45 PM CT. Once complete, we will provide the start date for this subscriber's allocation (credits start to accrue the date following confirmation of a successful enrollment and will appear on the subscriber's bill within the next two billing cycles).</p> <p><input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Update Pricing"/></p>					
999999990	333333334	Enrollment Pending	9.00% (3.60 kW)	--	--
<p>Fixed Percentage Fee 80.000%</p> <p><b>Enrollment Pending</b></p> <p>After a facility is activated, requests process daily at 3:45 PM CT. Once complete, we will provide the start date for this subscriber's allocation (credits start to accrue the date following confirmation of a successful enrollment and will appear on the subscriber's bill within the next two billing cycles).</p> <p><input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Update Pricing"/></p>					

*The Community Supply Project Handbook is for training and discussion purposes. If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*



# Chapter 4

## Community Supply Project Handbook

### Update Pricing Request

The fixed percentage fee will be applied only to this subscriber. This is the contractual fee between the project and subscriber(s), which is applied as a discount to ComEd's CS credit. For example, if you want to apply a 10% discount to the CS credit amount, enter a fixed percentage fee of 90%.

Fixed Percentage Fee  %

**Submit Update Request**

**If you would like to un-enroll from the program, send** an email request to your ESSD Account Manager or ESSD email address ([CSPD@comed.com](mailto:CSPD@comed.com)) to notify them of their desire to unenroll from the CSSB program.

**NOTE:** Include in the email the **Facility ID, Facility Name, and date they would like to be unenrolled from Subscription Billing** to the ESSD Account Manager.

*The Community Supply Project Handbook is for training and discussion purposes.  
If any conflict exists between this document and ComEd's Tariffs, the Tariffs prevail.*