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December 20, 2024

***VIA ELECTRONIC MAIL***

Sherri Golden, Board Secretary  
Board of Public Utilities  
44 South Clinton Avenue, 1<sup>st</sup> Floor  
P.O. Box 350  
Trenton, New Jersey 08625-0350

**Re: Community Solar Energy Program**

**Submission of Public Service Electric and Gas Company Consolidated Billing Manual Pursuant to N.J.A.C. 14:8-9.7(q)(8)**

Dear Secretary Golden:

Enclosed is the submission of Public Service Electric and Gas Company (“PSE&G”) pursuant to N.J.A.C. 14:8-9.7(q)(8), which requires the following:

Prior to implementation of consolidated billing, each EDC shall file with the Board a manual containing rules for a subscriber organization to implement consolidated billing and what processes a subscriber organization must follow to facilitate consolidated billing of their projects.


Please note that this document is subject to updating and refinement as consolidated billing is implemented. Developers should contact PSE&G through established channels to ensure that they have the current version.

Sincerely,

A handwritten signature in black ink that reads "Aaron I. Karp". The signature is written in a cursive, slightly slanted style.

Encl.

Cc: Stacy Peterson  
Robert Brabston  
Veronique Oomen  
Sawyer Morgan  
Brian O. Lipman, Esq.



# Community Solar Consolidated Billing and Microsite Manual

December 20, 2024





Effective January 1, 2025, and pursuant to N.J.A.C. 14:8-9.7, consolidated billing will be required for all Community Solar Permanent Program projects in New Jersey.<sup>1</sup> This will streamline the current process by presenting both the subscriber’s credit and the generator’s fee on their utility bill. There will no longer be a need for a separate bill from the generator.

Customer’s Bill Presentment will change minimally but will clearly show their credit and subscriber fee.

### Balance remaining from your last bill

PSE&G balance from last bill	\$494.80
<b>Balance remaining from your last bill</b>	<b>\$494.80</b>

### This month’s charges and credits

Electric charges - PSE&G	\$609.99
<i>Less</i> Other PSE&G Credits and Charges - <i>see page 4 for details</i>	-\$494.80
<i>Plus</i> Community Solar Credit - <i>see page 4 for details</i>	-\$56.98
<b>This month’s charges and credits</b>	<b>\$58.21</b>

<b>Total amount due by Aug 27, 2024</b>	<b>\$553.01</b>
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### My Community Solar Status

Community Solar				
Date	kWh you used	Carryover from previous months	kWh credit received	Applied to Bill
MAR-24	3,617	0	2,127	2,127
FEB-24	1,139	0	390	390
JAN-24	3,277	0	655	655
DEC-23	2,395	1,109	1,042	2,151
NOV-23	2,323	1,786	0	2,323
OCT-23	1,092	1,232	1,646	1,092
SEP-23	888	0	2,120	888
AUG-23	647	0	236	236

Community Solar Credit:				
Delivery	2,127 kWh x	-\$0.023452		-\$49.88
Supply	2,127 kWh x	-\$0.110484		-\$235.00
<b>Total Credit:</b>				<b>-\$284.88</b>
<b>Subscriber Fee:</b>				<b>\$227.90</b>

<b>Total Community Solar Credit</b>	<b>\$56.98 CR</b>
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Please contact your supplier, 2900 LC, at 908-327-6xxxx for inquiries.

#### Your Community Solar

Each month you are billed for your monthly usage, and you receive a kWh allocation based on your subscription percentage and the solar facility’s monthly generation.

Your monthly allocation is limited to your monthly usage amount. Any credit in excess of your usage will be carried over to a future month’s bill.

Annually, kWh not applied to prior bills will be credited at the avoided cost of power.

<sup>1</sup> Pursuant to that regulation, consolidated billing will be required for Pilot Program projects by January 1, 2026.

The microsite will be available to upload and process files from the 11<sup>th</sup> day until the last day of each month. This is to ensure PSE&G's billing process is not affected for the prior months upload.

Your file can be managed in excel but the final upload file should be in TAB delimited .txt file format.

	A	B	C	D	E	F	G
1	Date of Submission: (mm/dd/yyyy)	Month/Year (YYYYMM):	Generation Facility Business Name:	Generation Facility Business Partner # :	Generation Facility Account #	Generation Facility Phone Number (xxx-xxx-xxxx):	
2	4/15/2024	202406	Solar Generator LLC	1000300000	4200000000	201-678-1234	
3	PSE&G Account #	Meter #	Subscriber Percentage	Customer Name	Subsc Fee %	Master Meter (X or space)	kWh of Solar Generation to be Allocated to the Subscriber (From Generator Bank)
4	6681000001	126877	1.06	John Doe 1	80		
5	6681000002	127169	0.6	John Doe 2	80		
6	6681000003	6733010	0.48	John Doe 3	80		
7	6681000004	684283	1.4	John Doe 4	80		
8	6681000005	126610	1.36	John Doe 5	80		
9	6681000006		1.35	John Doe 6	80		
10	6681000007	1463	1.35	John Doe 7	80		
11	6681000008	126217	1.32	John Doe 8	80		
12	6681000009	1264970	1.32	John Doe 9	80		
13	6681000010	14094	1.28	John Doe 10	80		
14	4200000000		88.48	Solar Generator LLC			

↑ S: > Billing Stats > \_SS2BW 2024 FILES > Misc Data Requests > Community Solar > CS2.0 testing  
 CS upload test  
 Text (Tab delimited) (\*.txt) Save

**Generator Header Information - all fields required**

- **Date of Submission:** in MM/DD/YYYY format
- **Month/Year:** allocation month in YYYYMM format
- **Generation Facility Business Name:** name to be displayed on the subscriber's monthly bill.
- **Generation Facility Business Partner #:** Assigned by PSE&G
- **Generation Facility Account #:** Assigned by PSE&G
- **Generation Facility Phone Number (xxx-xxx-xxxx):** displayed on subscriber's monthly bill

	A	B	C	D	E	F
1	Date of Submission: (mm/dd/yyyy)	Month/Year (YYYYMM):	Generation Facility Business Name:	Generation Facility Business Partner # :	Generation Facility Account #	Generation Facility Phone Number (xxx-xxx-xxxx):
2	4/15/2024	202406	Solar Generator LLC	1000300000	4200000000	201-678-1234

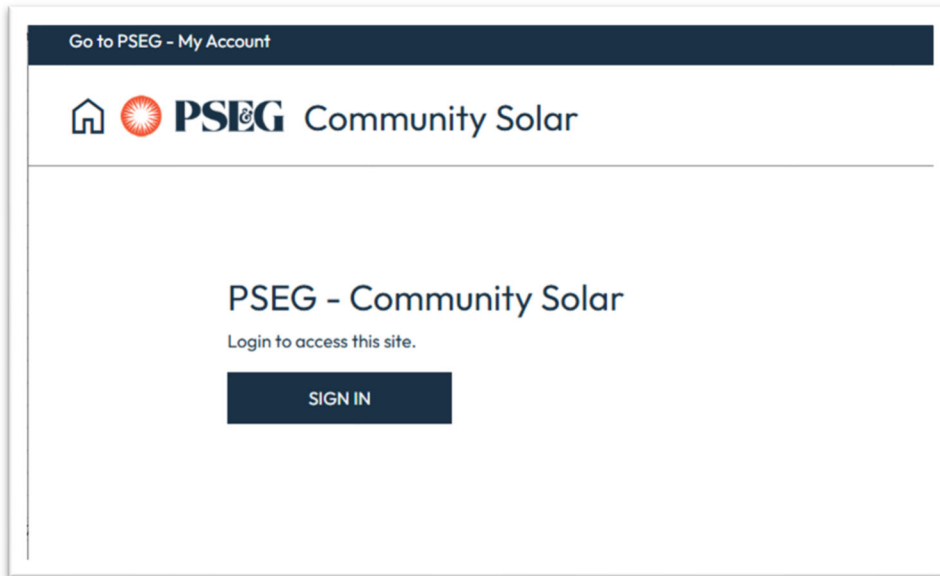
**Subscribers Account List –**

- **PSE&G Account #:** Required - all active subscriber accounts need to be listed even if they have zero allocation. The last line should be the Generator Contract Account # with the banked percentage if all subscribers total less than 100%.
- **Meter # :** Optional
- **Subscriber Percentage:** Required - this is the percentage of the monthly generated kWh that will be allocated to each subscriber.
- **Customer Name:** Required
- **Subsc Fee %:** Required – this is the percentage that will be returned to the generator once all accounts are billed.
- **Master Meter (X or blank):** Required only if the subscriber is a new master meter.
- **kWh of Solar Generation to be Allocated to the Subscriber? (From Generator Bank):** Optional – Used to allocate prior month Generator’s banked kWh to subscribers. Must be equal or less than the previous month banked kWh.

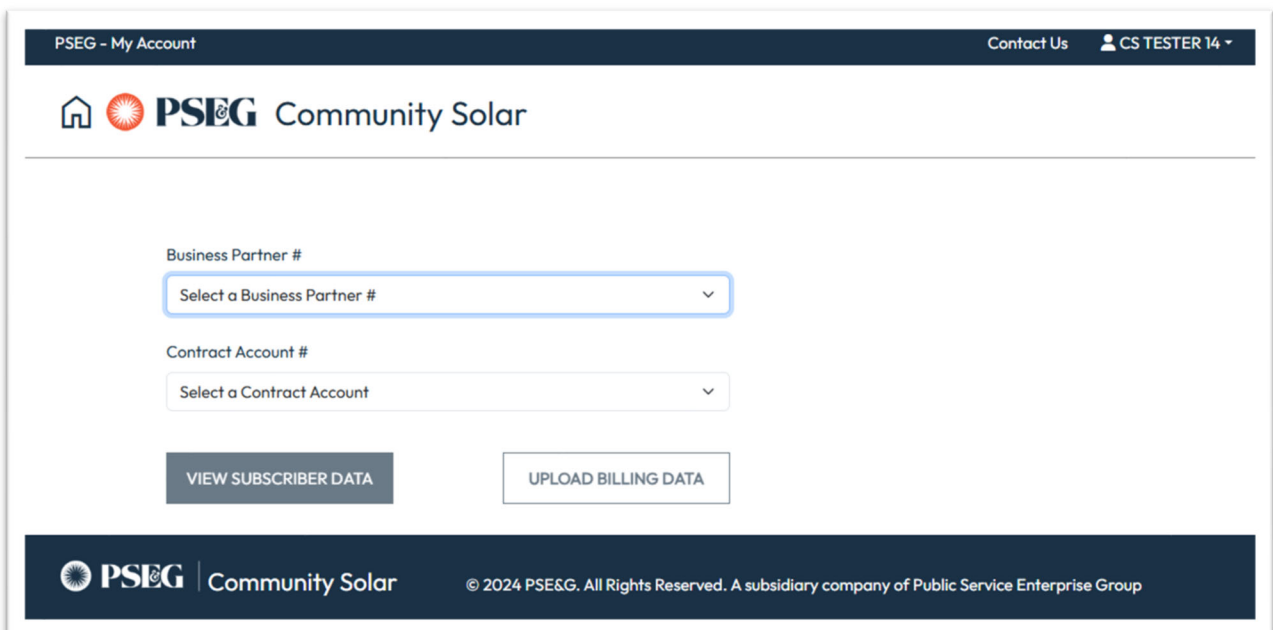
	PSE&G Account #	Meter #	Subscriber Percentage	Customer Name	Subsc Fee %	Master Meter (X or space)	kWh of Solar Generation to be Allocated to the Subscriber (From Generator Bank)
3							
4	6681000001	126877	1.06	John Doe 1	80		
5	6681000002	127169	0.6	John Doe 2	80		
6	6681000003	6733010	0.48	John Doe 3	80		
7	6681000004	684283	1.4	John Doe 4	80		
8	6681000005	126610	1.36	John Doe 5	80		
9	6681000006		1.35	John Doe 6	80		
10	6681000007	1463	1.35	John Doe 7	80		
11	6681000008	126217	1.32	John Doe 8	80		
12	6681000009	1264970	1.32	John Doe 9	80		
13	6681000010	14094	1.28	John Doe 10	80		
14	4200000000		88.48	Solar Generator LLC			

## Microsite upload process

Your user ID and password are the same as MyAccount.

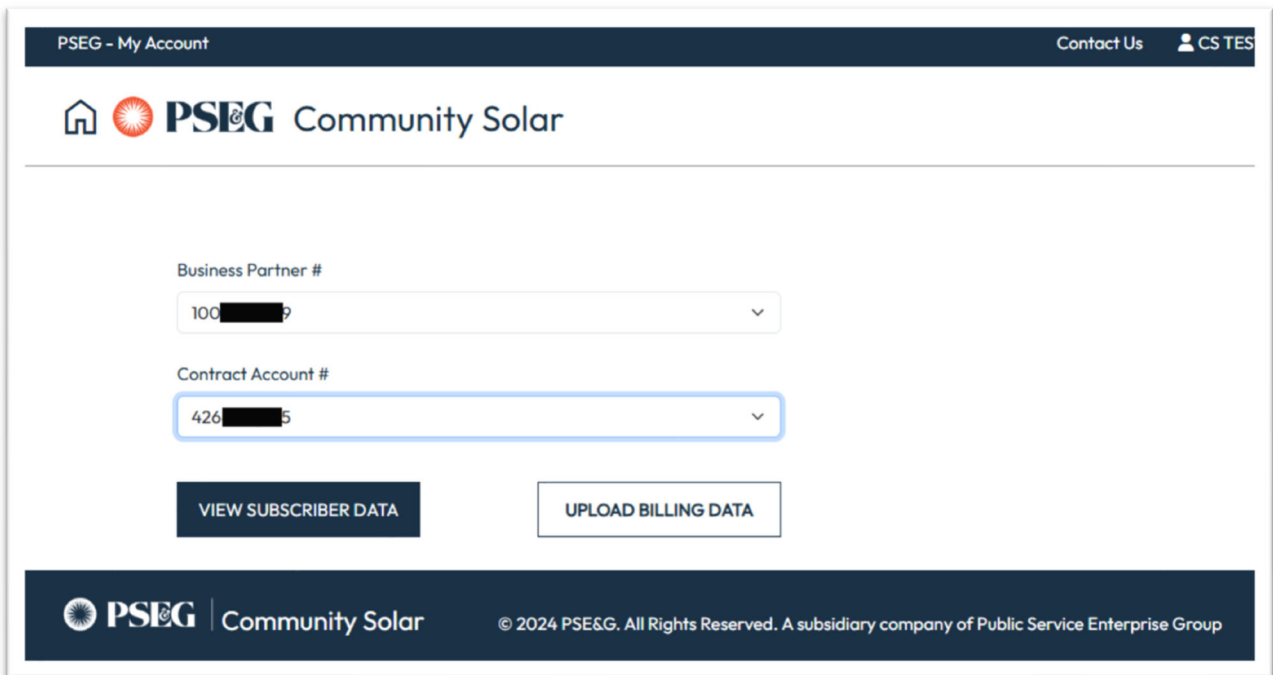


You will be assigned a Business Partner # and Contract Account # for each generation facility.




Choose your Business partner and Contract account from the pull down menus.

Click on **UPLOAD BILLING DATA**




PSEG - My Account Contact Us CS TES

 **PSEG** Community Solar

Business Partner #  
100 [REDACTED]

Contract Account #  
426 [REDACTED]

[VIEW SUBSCRIBER DATA](#) [UPLOAD BILLING DATA](#)


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NOTE: It is possible to have multiple Business Partner and/or Contract Account #s although only 1 document can be uploaded per Contract Account #.

Click on 'Choose file', navigate to your file and click Open.

PSEG - My Account Contact Us CS TESTER 14

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 **Community Solar**

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### Upload Billing Data

#### Generator Facility Info

Business Name


Business Partner #

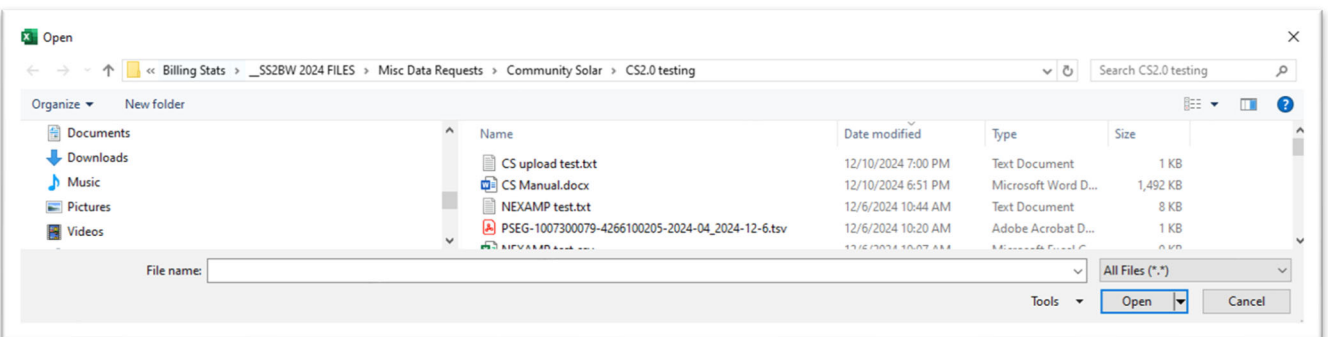
Generation Facility Account #

Step 1:

Select file

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Click on LOAD & VALIDATE FILE

Step 1:

Select file

Choose File CS upload test.txt

LOAD & VALIDATE FILE

This step will bring up any initial failures with the upload sheet.

- Invalid Business Partner #: 100 [REDACTED]
- Invalid Contract Account #: 426 [REDACTED]

- Generators account on the upload sheet does not match the account number signed in to
  - Action – verify you are uploading the correct sheet for the account chosen

- At least 10 subscriber accounts are required in the upload sheet.

- There should be at least 10 subscribers on the upload sheet.
  - Action – verify you have all of your subscribers present on the upload sheet

- Total subscriber percentage 66.64% is not equal to 100%

- The total percentage of the subscribers and the banked is not equal to 100%
  - Action – verify the bottom generator line is the difference between 100 minus all above lines.

Once the initial errors are corrected it will display all of the lines from your upload sheet and any individual account errors.

#	PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
1	733 [redacted]		7.11%	Christopher Columbus	81%		0	Invalid Data	• Subscription Fee % should be at most 80%

- Subscription fee should be at most 80%
  - Action – verify all lines are 80% or less

11	66666666		1%	bad account number	80%		0	Invalid Data	• Invalid Account Number
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- Invalid account number
  - Verify subscribers account number has 10 digits

PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
76 [redacted]	126 [redacted]	0.423%	KAYLA [redacted]	80%	X	0	ERROR	• This account is not a master meter account. It was validated by PSEG in prior request.

- Account that was marked as a master meter the prior month was found not to be.
  - Action – remove 'M' from upload sheet

PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
704 [redacted]		1.962%	Ad [redacted] os	80%		0	ERROR	• Subscriber account already enrolled in this program with a different Generator.

- Subscriber already enrolled
  - Action – prior generator needs to opt out the subscriber first

PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
6 [redacted]		1%	[redacted] [redacted]	80%		0	ERROR	• Subscriber is a net meter customer and is not eligible to enrollment in this program.

- Subscriber is a net meter customer
  - Action – remove customer from upload file

PSEG Account #	Meter #	Subscriber %	Subscriber Name	Subscriber Discount	Master Meter	Allocated KWH	Upload Status	Failure Reason
706		0.13%	Robert	80%		0	ERROR	• Subscriber account has been closed.

- Account has been closed
  - Action – remove customer account from upload file

#	PSEG Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
11	6666666666		1%		80%		0	ERROR	• Subscriber account number is not valid, please check.

- Account number not valid
  - Action – verify correct account number

PSEG Account #	Meter #	Subscriber %	Subscriber Name	Subscriber Discount	Master Meter	Allocated KWH	Upload Status	Failure Reason
735		3.597%	Har LLC	80%		0	ERROR	• Subscriber has multiple electric services with PSEG, please provide meter number.

- Multiple electric services
  - Action – add meter # to the upload sheet

#	PSEG Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
13	66		1%		80%		0	ERROR	• Subscriber has no active electric service with PSEG.

- Gas only customer
  - Action – remove customer from upload sheet

Once all errors are corrected and re-uploaded you will click on SUBMIT.

**Step 2:**  
Upload Month

202412

SUBMIT

You should get a 'Successfully imported' message and all the lines should be green.

Successfully imported subscriber data file.

« Previous **1** 2 3 4 5 ... 14 Next »

#	PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscriber Discount	Master Meter	Allocated KWH	Upload Status	Failure Reason
135	427		16.015%		0%		0	SUCCESS	
84	65		0.699%		20%		0	SUCCESS	
106	65		0.16%		80%		0	SUCCESS	

NOTE: The SUBMIT button will be disabled and grey if you are within the first 10 days of the month which allows time for PSE&G to finish billing the prior month. Reporting function will still be available.

« Previous 1 **2** Next »

#	PSE&G Account #	Meter #	Subscriber %	Subscriber Name	Subscription Fee %	Master Meter	Allocated KWH	Upload Status	Failure Reason
11	426		88.48%	Solar Generator LLC	0%		0	Not Submitted	

**Step 2:**  
Upload Month

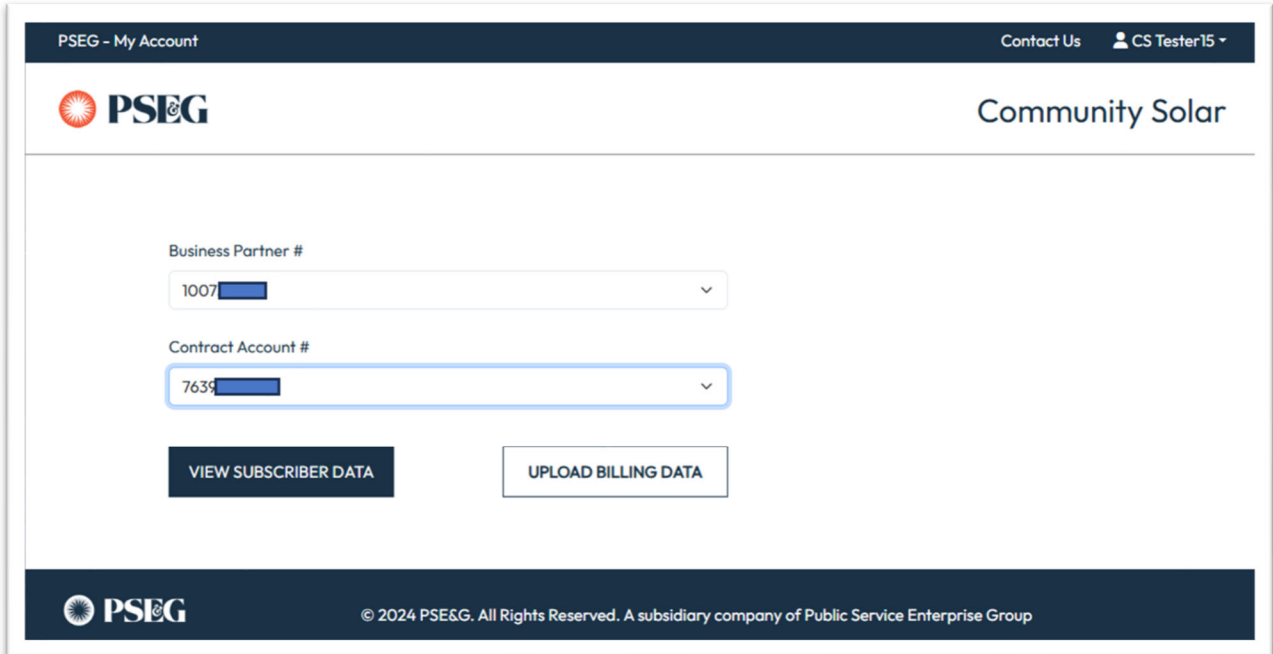
202404

SUBMIT

Starting on day 11 the SUBMIT button will be available.

## MICROSITE REPORTING


From the homepage pick the account you want a report on and click on VIEW SUBSCRIBER DATA



The screenshot shows the 'PSEG - My Account' page for 'Community Solar'. At the top, there is a dark blue header with 'PSEG - My Account' on the left, 'Contact Us' and a user profile 'CS Tester15' on the right. Below the header is the PSEG logo and the text 'Community Solar'. The main content area contains two dropdown menus: 'Business Partner #' with the value '1007' and 'Contract Account #' with the value '7639'. Below these are two buttons: 'VIEW SUBSCRIBER DATA' (dark blue) and 'UPLOAD BILLING DATA' (white with blue border). The footer contains the PSEG logo and the text '© 2024 PSEG. All Rights Reserved. A subsidiary company of Public Service Enterprise Group'.

Pick the Billing Month you want a report from and click on SUBMIT

PSE&G - My Account
Contact Us CS Tester15 ▾


Community Solar

### View Subscriber Data


Generator Selection Criteria

BP Number

Account Number

Billing Month

SUBMIT


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The report will show all subscriber information, their credit and the amount that will be returned to the generator.

DOWNLOAD ALL

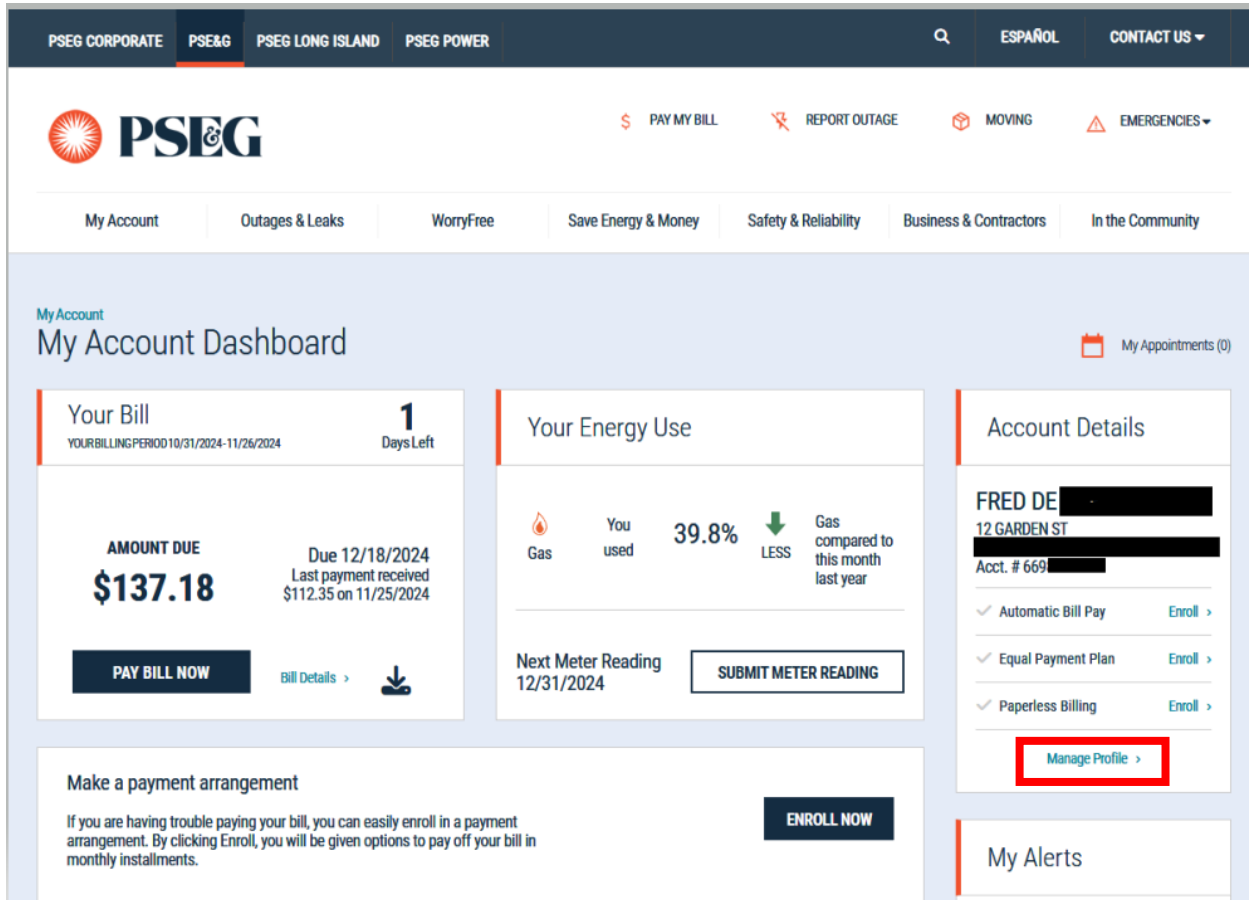
#	PSE&G Account #	Meter #	Billing Year/Month	Billing Period Start	Billing Period End	Subscriber Percentage	Total Allocation KWH	Billed Status	Current Bank	CS Credit	Subscriber Fee
1	7609		202411	11/02/2024	12/04/2024	2.23600%	292	Billed	410	-\$37.49	\$0
2	7630		202411	11/02/2024	12/04/2024	2.22200%	290	Billed	0	-\$57.22	\$0
3	7759		202411	11/02/2024	12/04/2024	2.22200%	290	Billed	290	-\$51.69	\$0

## Business Partner and Account Numbers

All generators will be assigned a new account number which will be used for your return ACH payments.

## Bank Information

Each new account number will need to have bank information added. In MyAccount click on MANAGE PROFILE.

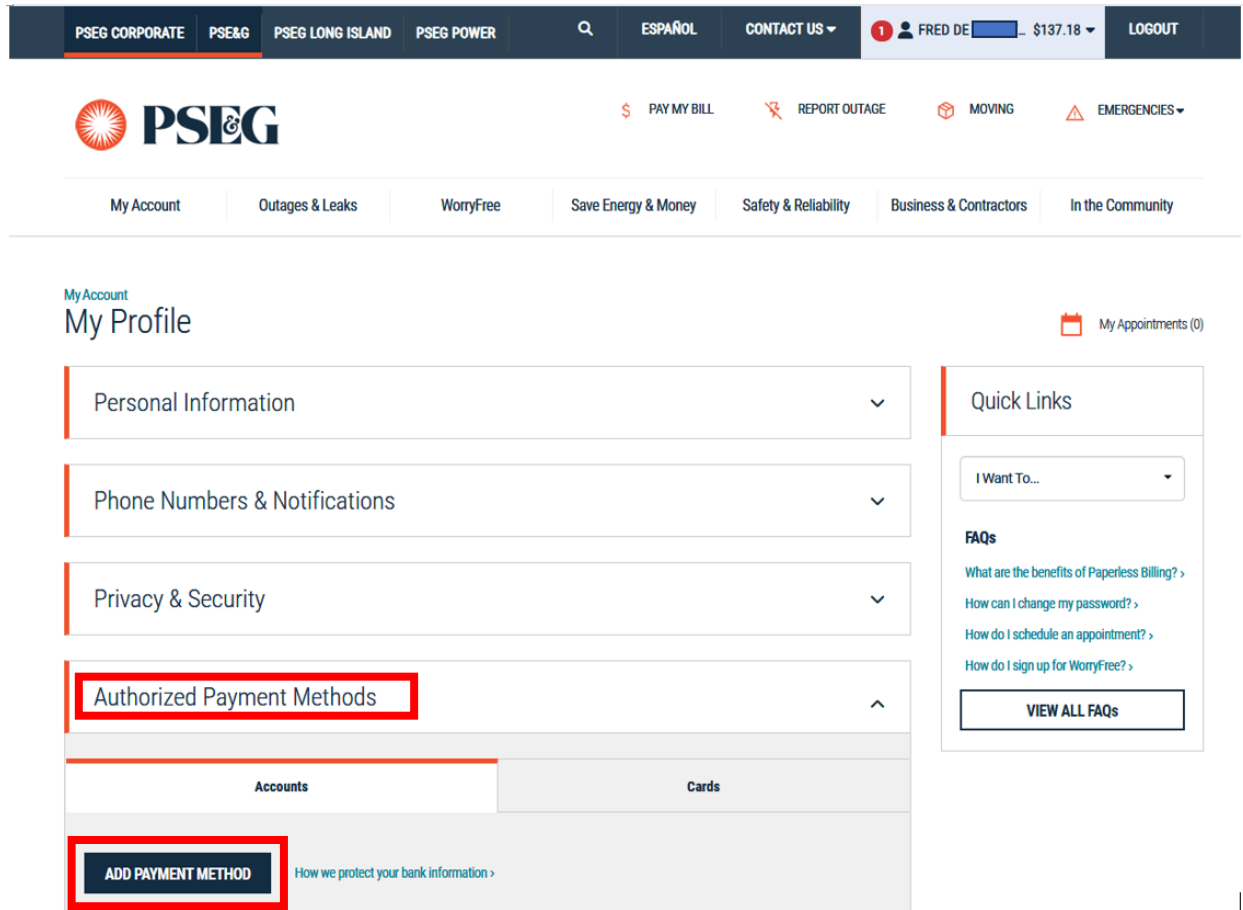


The screenshot shows the PSE&G My Account Dashboard. At the top, there is a navigation bar with links for PSEG CORPORATE, PSE&G (selected), PSEG LONG ISLAND, and PSEG POWER. A search icon and language options (ESPAÑOL, CONTACT US) are also present. Below the navigation bar is a secondary menu with icons and labels for PAY MY BILL, REPORT OUTAGE, MOVING, and EMERGENCIES. A third menu contains links for My Account, Outages & Leaks, WorryFree, Save Energy & Money, Safety & Reliability, Business & Contractors, and In the Community.

The main content area is titled "My Account Dashboard" and includes a "My Appointments (0)" indicator. It is divided into several sections:

- Your Bill:** Shows the billing period (10/31/2024-11/26/2024) with 1 Day Left. The amount due is \$137.18, due on 12/18/2024. The last payment received was \$112.35 on 11/25/2024. There is a "PAY BILL NOW" button and a "Bill Details" link.
- Your Energy Use:** Displays gas usage as 39.8% LESS compared to this month last year. It includes a "Next Meter Reading" of 12/31/2024 and a "SUBMIT METER READING" button.
- Account Details:** Lists account information for FRED DE [REDACTED] at 12 GARDEN ST, Acct. # 669 [REDACTED]. It offers options to enroll in Automatic Bill Pay, Equal Payment Plan, and Paperless Billing. A "Manage Profile" link is highlighted with a red box.
- Make a payment arrangement:** Provides information on enrolling in a payment arrangement and includes an "ENROLL NOW" button.
- My Alerts:** A section for managing alerts.

Click on AUTHORIZED PAYMENT METHODS > ADD PAYMENT METHOD



The screenshot shows the PSEG My Account profile page. At the top, there is a navigation bar with links for PSEG CORPORATE, PSE&G, PSEG LONG ISLAND, PSEG POWER, a search icon, ESPAÑOL, CONTACT US, and a user profile for FRED DE [redacted] with a balance of \$137.18 and a LOGOUT button. Below this is a secondary navigation bar with the PSEG logo and links for PAY MY BILL, REPORT OUTAGE, MOVING, and EMERGENCIES. A third navigation bar contains links for My Account, Outages & Leaks, WorryFree, Save Energy & Money, Safety & Reliability, Business & Contractors, and In the Community. The main content area is titled "My Account My Profile" and includes a "My Appointments (0)" link. The profile is organized into sections: Personal Information, Phone Numbers & Notifications, Privacy & Security, and Authorized Payment Methods. The "Authorized Payment Methods" section is expanded, showing "Accounts" and "Cards" tabs. Under the "Accounts" tab, there is a prominent "ADD PAYMENT METHOD" button and a link for "How we protect your bank information >". To the right, a "Quick Links" section contains a dropdown menu labeled "I Want To...", a "FAQs" section with links for "What are the benefits of Paperless Billing?", "How can I change my password?", "How do I schedule an appointment?", and "How do I sign up for WorryFree?", and a "VIEW ALL FAQs" button.



Enter new bank account information and click on SAVE CHANGES.

### My Authorized Banks ✕

#### Add a Bank Account

Checking Savings

Name of Account Holder

Routing Number

Account Number

Confirm Account Number

CANCEL SAVE CHANGES

## Generator payments

Once all subscriber accounts have been billed for the month, a credit document will be posted to the generator's new contract account for the total of all subscriber fees. At a predetermined date an ACH file will be processed and the credit will be returned to the generator.