



## SREC Registration Program (SRP) Online Application Portal Installer Training

As of March 1, 2016 all SRP Registrations will be submitted through an online application portal. This new electronic process is intended to streamline the review and approval of all SRP registrations, and reduce the backlog of registrations awaiting processing. Registrants will have the opportunity to enter project specifications as well as upload supporting documentation.

An introductory training session will be offered to the solar industry for the online application portal. The training webinar will be held at the dates and times below and will demonstrate how to log into the portal, preview screens, review required tasks and discuss how to access the key functions needed to submit a new SRP Registration.

Training is scheduled for the following dates:

<p><b><u>Training Session One</u></b> Date: February 18<sup>th</sup> Time: 9-11am</p>	<p><a href="#">Join WebEx meeting</a> Meeting number: 732 449 613 Meeting password: YMV4DmDe</p>	<p><u>Join by phone</u> <b>1-877-668-4493</b> Call-in toll free number (US/Canada) <b>1-650-479-3208</b> Call-in toll number (US/Canada) Access code: 732 449 613</p>
<p><b><u>Training Session Two</u></b> Date: February 18<sup>th</sup> Time: 1-3 pm</p>	<p><a href="#">Join WebEx meeting</a> Meeting number: 736 412 301 Meeting password: QXY93zR2</p>	<p>Join by phone <b>1-877-668-4493</b> Call-in toll free number (US/Canada) <b>1-650-479-3208</b> Call-in toll number (US/Canada) Access code: 736 412 301</p>
<p><b><u>Training Session Three</u></b> Date: February 19<sup>th</sup> Time: 9-11am</p>	<p><a href="#">Join WebEx meeting</a> Meeting number: 737 520 099 Meeting password: Y8pUn5m4</p>	<p>Join by phone <b>1-877-668-4493</b> Call-in toll free number (US/Canada) <b>1-650-479-3208</b> Call-in toll number (US/Canada) Access code: 737 520 099</p>

If you feel that this training may be more appropriate for someone else within your organization, please forward this invitation to them directly. We strongly encourage administrative staff or those responsible for submitting SRP Registrations to attend one of these training sessions.

As of March 1, 2016 the administration of the SREC Registration Program will transition from Honeywell to the Program Administrator, Applied Energy Group. All correspondence relating to your SRP Registration or the SREC Registration Program will be sent via email and hard copy letters will no longer be issued. Paper registrations will **no longer** be accepted in person or by mail and will be returned to the sender via US mail. If you have previously submitted a paper registration prior to March 1<sup>st</sup>, please submit your Final As-Built packet in paper form to the following address:

New Jersey's Clean Energy Program™  
c/o Applied Energy Group  
317 George Street, Suite 305  
New Brunswick, NJ 08901

The toll-free phone number will remain the same, 866-NJSMART (657-6278) as well as the email contact of [reinfo@njcleanenergy.com](mailto:reinfo@njcleanenergy.com).