



CONGRATULATIONS ON GOING SOLAR!





This document is designed to help you understand the process of going solar and what you can expect during the approval and installation process. You will also receive automated emails from us with updates on your project throughout the process, keeping you informed every step of the way.



Don't forget to download the Green Power Energy app!

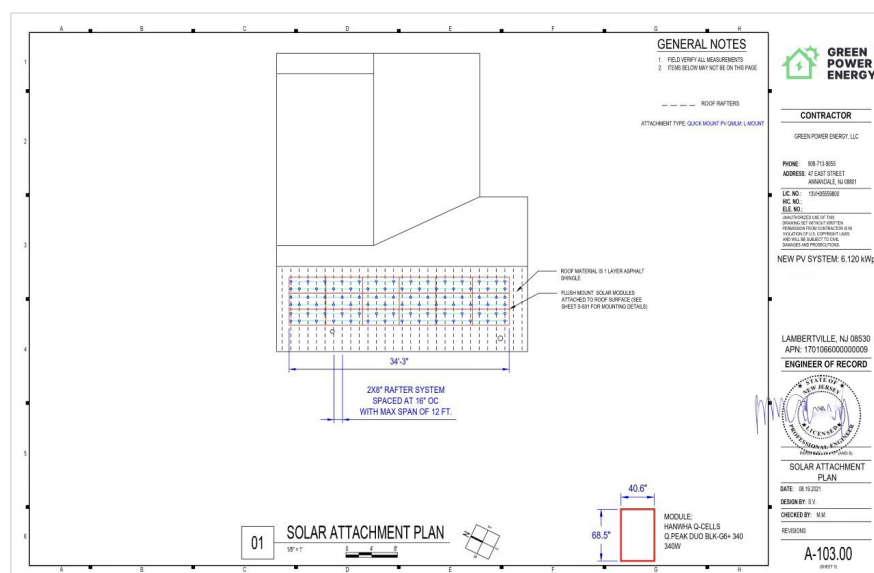
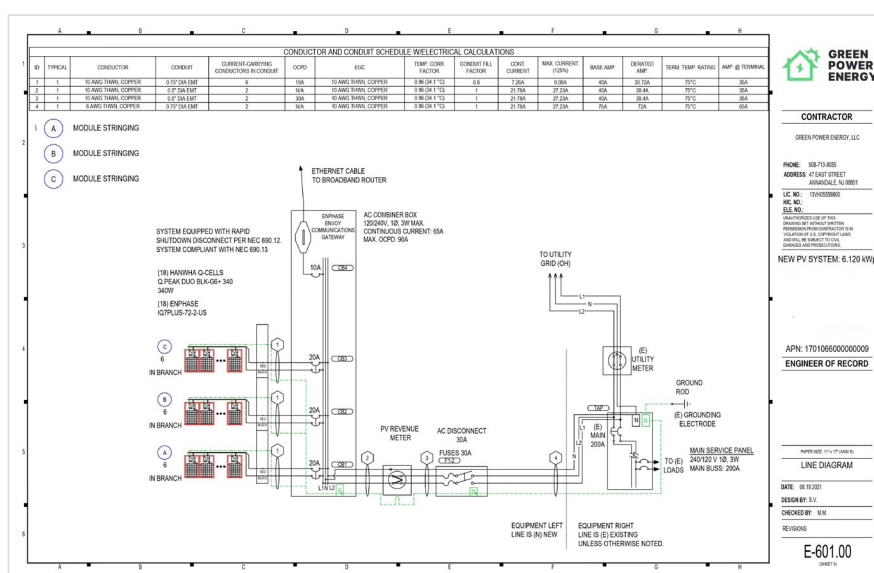
Our app is an all in one interface for your solar experience, view project updates in real time, access system monitoring, and even earn money for submitting referrals. **Download today!**

 **Corporate Headquarters:**
47 East Street, Annandale, NJ 08801

 **Connecticut Headquarters:**
42 Ozick Drive, Suite 3, Durham, CT 06422

Site Survey and System Engineering:

Once you have signed your solar installation contract, Green Power Energy immediately starts working on your project. As part of Green Power Energy's engineering process, we will perform a Site Survey of your property to confirm the system size, panel layout, and the best method for electrically connecting the solar system to the existing electrical service at your property. We will also document the structure of your roof so our structural engineer can confirm that the building can support the installation of the solar system. Once the Site Survey is completed you will receive your layout from the Green Power Energy design team for your approval. After your approval, Green Power Energy's engineering team will complete the electrical and structural engineering of your system.



Project Approvals and Scheduling of Installation:

Once we have received the following approvals, Green Power Energy can schedule the installation of your system:

- 1 Successful registration with the State Incentive Program (if applicable).
- 2 Approval to install the system from your Utility Company.
- 3 Approval for construction permits from your Local Municipality.

The installation of your system typically starts 2-3 months after signing.



Solar System Installation:

The typical residential installation takes 1-3 working days to complete. Here is what you can expect from our team during the installation:

- 1** Our dispatcher will call you to schedule your solar equipment delivery and installation start date.
- 2** The project foreman will be on site to answer any questions and discuss equipment placement.
- 3** Our inspection coordinator will schedule all required inspections with your municipality.
- 4** A GPE technician will be present for all inspections.

After passing final inspections, your system will be placed in stand-by mode.



Post Installation Approval Process and System Energization:

Once your Final Inspections have passed, Green Power Energy will coordinate all the back-end paperwork for your project. The first step in this process is to get the Certificate of Approval (COA) from your local municipality which certifies that the final inspections were passed and the construction permit is closed out. Green Power Energy will request this COA from your municipality immediately after passing Final Inspections. Once we have the COA, Green Power Energy will immediately apply for the Final Approval to Operate with the Utility Company. During this step of the process, Green Power Energy confirms with the Utility Company your solar system was installed and your local municipality approved it.

The Utility Company will then change your existing utility meter to a Bidirectional Net-Meter (a meter that has the ability to measure electricity going into your house and excess electricity going out of your house). The utility company may show up unannounced to change the meter. Once they do, they will issue the Approval to Operate notice which will initiate system energization.

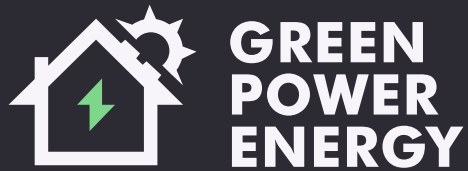
Project Manual and System Walkthrough:

As part of our commitment to customer service, we offer a complimentary system walkthrough with one of our customer support specialists. They will reach out to you after system energization to discuss the following:

- Any Questions You Have About The System
- System Operations
- Monitoring
- Incentives

Incentive Monetization:

Once Green Power Energy has received the Final Approval to Operate from the Utility Company, we complete your As-Built Paperwork package and if your project has an ongoing Performance Incentive such as an SREC, you will receive additional instructions from our SREC team on how to monetize your incentive.



We at Green Power Energy thank you for choosing us as your Solar Provider and hope you found this document helpful. If you have any questions, please call our office at:

☎ (844) 584-0008

or e-mail us at projectupdate@greenpowerenergy.com