





YOUR PROJECTS

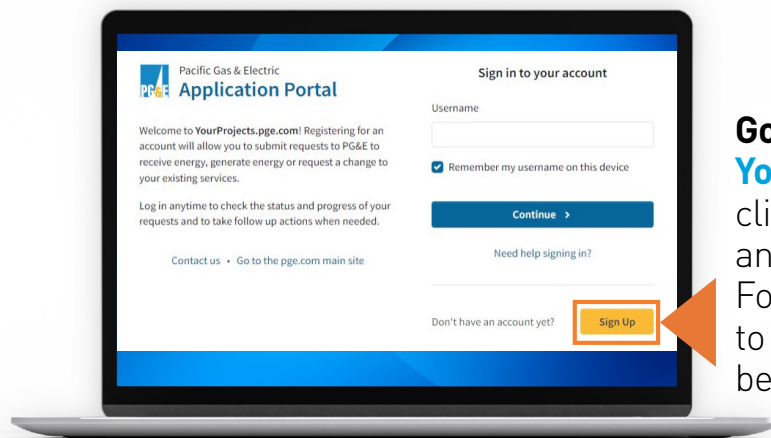



Individual & Company Registration and Account Management

WHAT'S INSIDE

- New user account sign up
- Register an Individual Account 
- Register a New Company Account 
- Join an Existing Registered Company Account 
- Company Administrator Guide 

New user account sign up



Go to YourProjects.pge.com  click on **Sign up** to create an account in **Your Projects**. Follow on screen instructions to activate your account before proceeding to login.

Create An Account

Account Type

Individual Account (Sole Proprietor, Independent Contractor, Small Business, Homeowner)

This provides a user full access to all features of Your Projects. Users may also share projects with other individuals by using the "Link User" feature.

Member of a Company (with multiple users)

This feature allows collaboration and sharing among company members. If your company is not yet registered, please follow the registration prompts.

Select this option to join an existing registered company or register a new company.

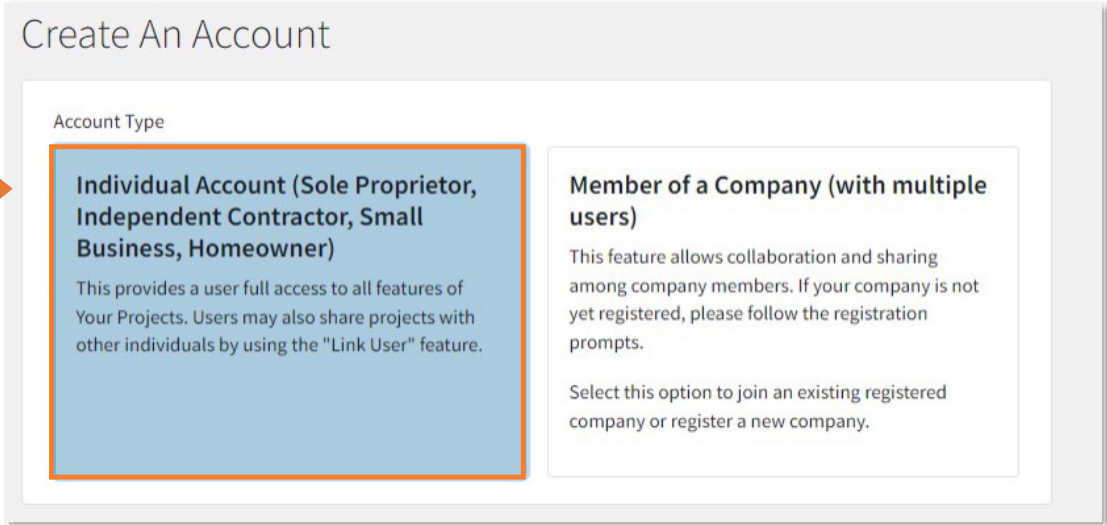
You will have two Account type options: **Individual Account** or **Member of a Company**.



Register an Individual Account

Step 1 Create an account

If you are not affiliated with a company, you can register as an **Individual Account**.



The screenshot shows a 'Create An Account' form with two main options. The first option, 'Individual Account (Sole Proprietor, Independent Contractor, Small Business, Homeowner)', is highlighted with a blue background and an orange border. The second option, 'Member of a Company (with multiple users)', is in a white box. An orange arrow points to the first option.

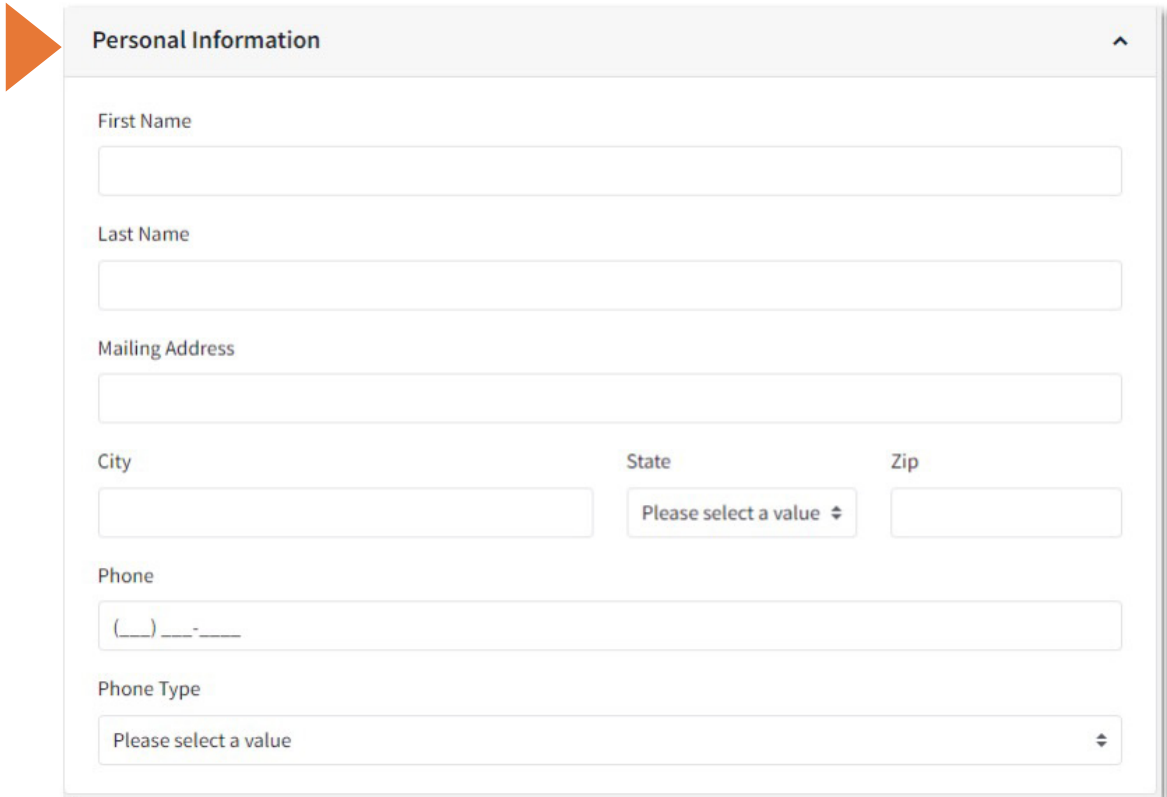
Account Type

Individual Account (Sole Proprietor, Independent Contractor, Small Business, Homeowner)
This provides a user full access to all features of Your Projects. Users may also share projects with other individuals by using the "Link User" feature.

Member of a Company (with multiple users)
This feature allows collaboration and sharing among company members. If your company is not yet registered, please follow the registration prompts.
Select this option to join an existing registered company or register a new company.

Step 2 Enter personal and account information:

Fill in the fields.



The screenshot shows a 'Personal Information' form with several input fields. An orange arrow points to the form. The fields are: First Name, Last Name, Mailing Address, City, State (a dropdown menu), Zip, Phone (with a format guide '() - -'), and Phone Type (a dropdown menu).

Personal Information

First Name

Last Name

Mailing Address

City

State
Please select a value

Zip

Phone

Phone Type
Please select a value

Step 3 Create username and password

Enter **Account Information**.

Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character



Use a valid **email address**.

Create a **password** that meets password requirements.

NOTE: After creating your account, follow the steps before attempting to login.

Step 4 Get the registration confirmation code

If registration is successful, you will receive an email with a confirmation code.

Click on the link in the email or **paste the registration confirmation code**, then click **Submit**.

Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.

Confirmation Code

Submit

Once you click on the **blue registration link**, a new browser window will open.

Your registration is almost complete

aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To

*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hello,

Your registration is almost complete. In order to complete your registration, please go to the link below.
<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ficportal.test.pge.us-east-1.aws.gridunity.com%2FUser%2F40pge.com%7Ce2900759e7524046564808da037e7833%7C44ae661aece641aabc967c2c85a08941%7C0%7C0%7C6378261389%2FJB5Dd85ehKYsXJZLFY4vK1s%3D&reserved=0>

In case you have a problem or question about your registration process, here is the information you will need:
Your username is: JSmith12345
Your confirmation code: 191d00c4-9e01-4e69-96dc-4db84d0eb961

Please contact the BRSC (1-877-PGE-SRVC) if your Company request has not been approved within two business days.

Step 5 Complete registration and login

Your username and confirmation code will be auto populated.

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith12345

Confirmation Code ⓘ

191d00c4-9e01-4e69-96dc-4db84d0eb961

Submit ▶

Click **Submit**.

You will be redirected to the **login** page.

Pacific Gas & Electric
PG&E Application Portal

Sign in to your account

Username

JSmith12345

Remember my username on this device

Continue ▶

Need help signing in?

Don't have an account yet? Sign Up

Enter the registered username and click **Continue**.

Outstanding Actions

There are no outstanding actions at this time.

What's New

- Greenbook Manual
- Rates and Tariffs Library
- Electric Generation: Standard NEM
- Electric Generation: Larger Self-Generation
- Electric Generation: Wholesale Generation
- Building & Renovation: Business
- Building & Renovation: Residential

Start New Application ▶

Learn how to use the Portal

- Applications User Guide
- Share My Project Guide
- Glossary of Terms

Message for All Interconnection Applicants

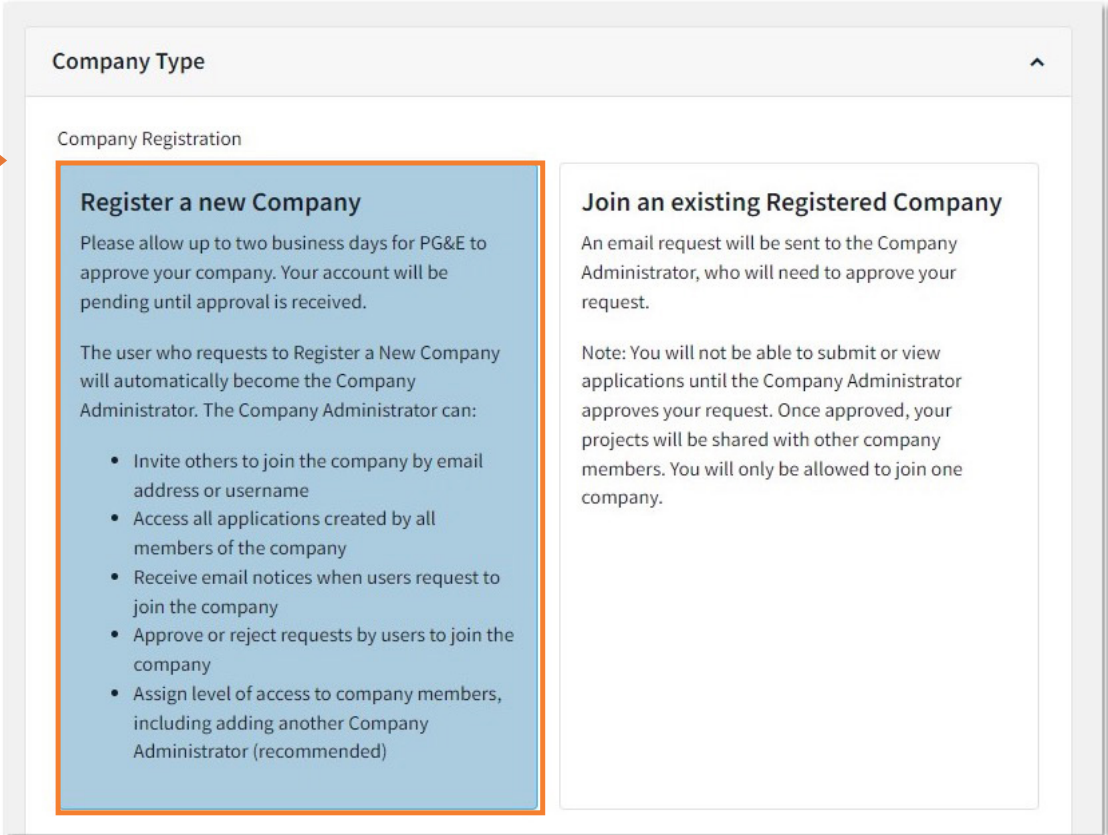
Status of Applications

Once you are signed in, you can immediately **Start a New Application**.

Register a New Company Account

Step 1 Create an account

If you do not currently have a Company registered in Your Projects, you will need to **Register a New Company**.



Company Type

Company Registration

Register a new Company

Please allow up to two business days for PG&E to approve your company. Your account will be pending until approval is received.

The user who requests to Register a New Company will automatically become the Company Administrator. The Company Administrator can:

- Invite others to join the company by email address or username
- Access all applications created by all members of the company
- Receive email notices when users request to join the company
- Approve or reject requests by users to join the company
- Assign level of access to company members, including adding another Company Administrator (recommended)

Join an existing Registered Company

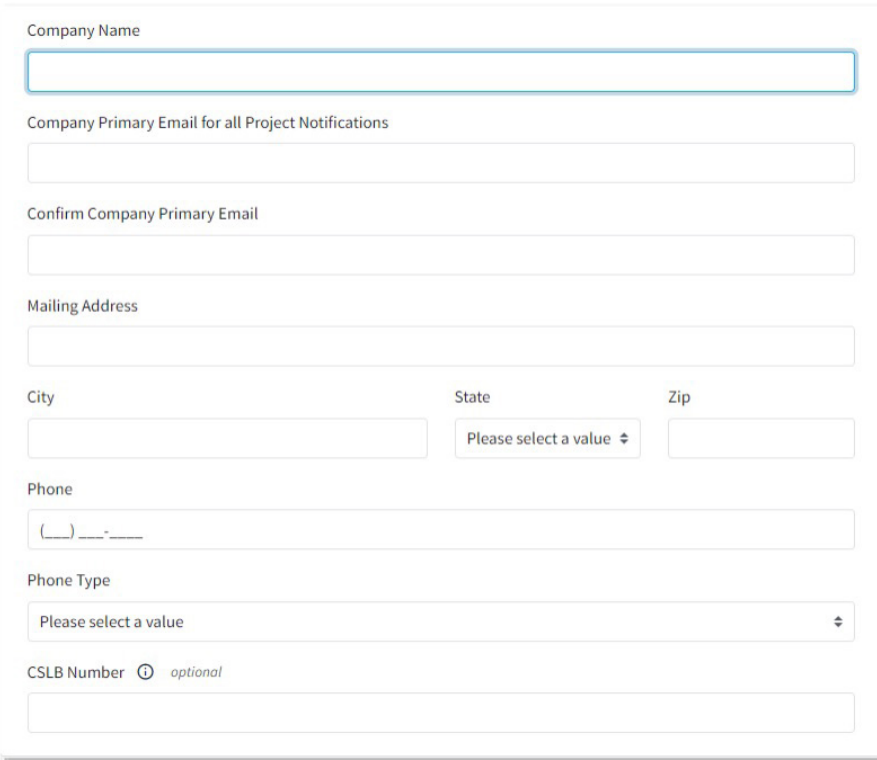
An email request will be sent to the Company Administrator, who will need to approve your request.

Note: You will not be able to submit or view applications until the Company Administrator approves your request. Once approved, your projects will be shared with other company members. You will only be allowed to join one company.

NOTE: If you request to Register a New Company, you will automatically become the Company Administrator.

Step 2 Enter company, personal and account information

After selecting the **Company Type**, you will have to enter your **Company Information** and **Personal Information**.



Company Name

Company Primary Email for all Project Notifications

Confirm Company Primary Email

Mailing Address

City State Zip

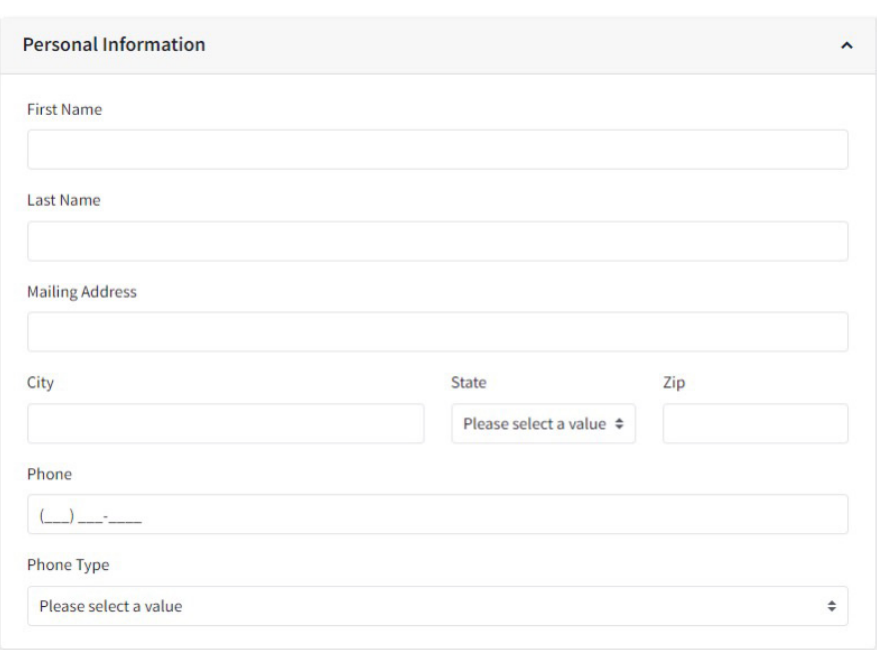
 Please select a value

Phone

Phone Type

CSLB Number ⓘ optional

Enter Company Information here.



Personal Information

First Name

Last Name

Mailing Address

City State Zip

 Please select a value

Phone

Phone Type

Enter Personal Information here.

Step 3 Create username and password

Enter **Account Information**.

Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character



Use a valid **email address**.

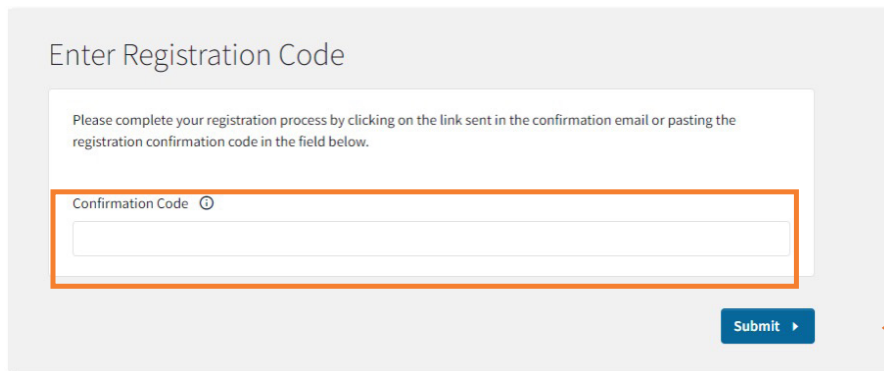
Create a **password** that meets password requirements.

NOTE: After creating your account, follow the steps before attempting to login.

Step 4 Get the registration confirmation code


If registration is successful, you will receive an email with a confirmation code.


Click on the link in the email or **paste the registration confirmation code**, then click **Submit**.



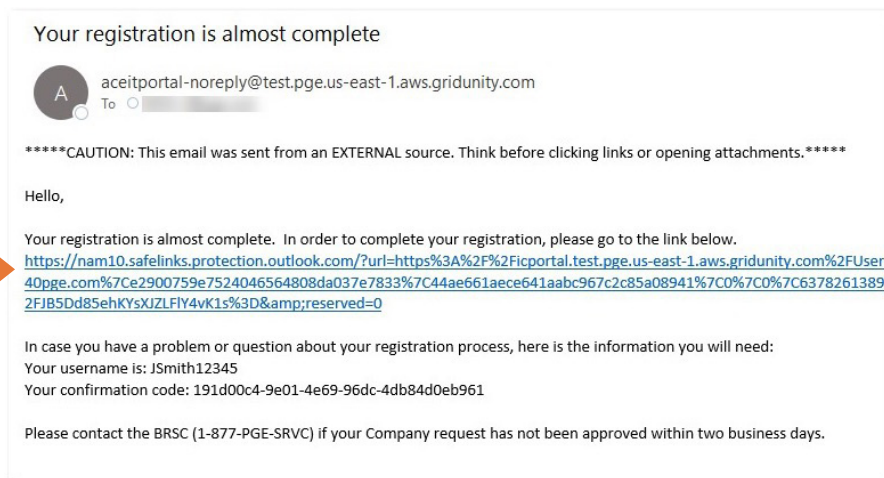
Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.



Confirmation Code 

Submit 

Once you click on the **blue registration link**, a new browser window will open.



Your registration is almost complete

 aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To 


*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hello,

Your registration is almost complete. In order to complete your registration, please go to the link below.
<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ficportal.test.pge.us-east-1.aws.gridunity.com%2FUser%2F40pge.com%7Ce2900759e7524046564808da037e7833%7C44ae661aece641aabc967c2c85a08941%7C0%7C0%7C6378261389%2FJB5Dd85ehKYsXJZLFY4vK1s%3D&reserved=0>

In case you have a problem or question about your registration process, here is the information you will need:
Your username is: JSmith12345
Your confirmation code: 191d00c4-9e01-4e69-96dc-4db84d0eb961

Please contact the BRSC (1-877-PGE-SRVC) if your Company request has not been approved within two business days.



Step 5 Complete registration and login

Your username and confirmation code will be auto populated.

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith12345

Confirmation Code ⓘ

191d00c4-9e01-4e69-96dc-4db84d0eb961

Submit ▶

Click **Submit**.

You will be redirected to the **login** page.

Pacific Gas & Electric
PG&E Application Portal

Welcome to **YourProjects.pge.com!** Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

Contact us • Go to the pge.com main site

Sign in to your account

Username

JSmith12345

Remember my username on this device

Continue ▶

Need help signing in?

Don't have an account yet? Sign Up

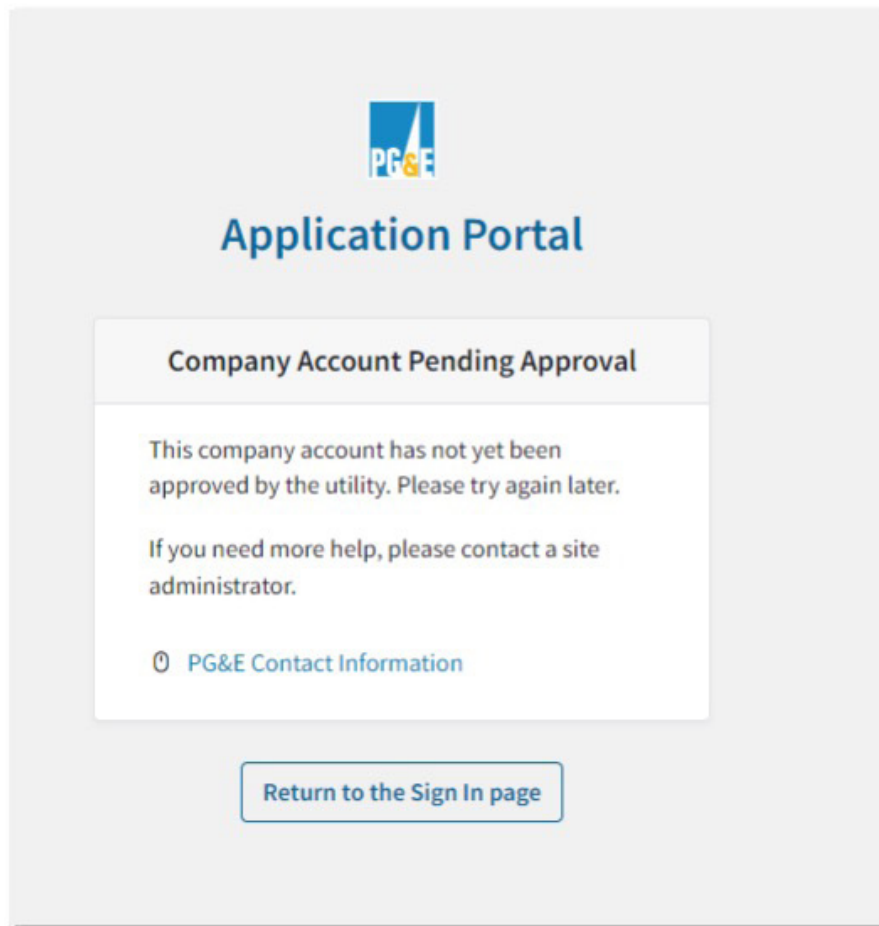
Enter the registered username and click **Continue**.

Step 6 Wait for company approval email

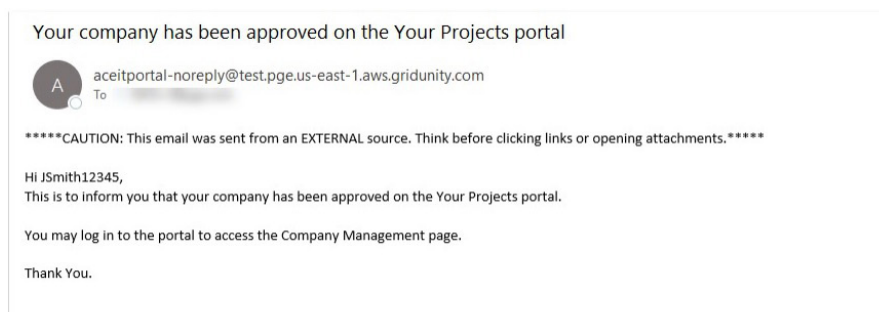
Your Company Account will require approval by PG&E. Please allow up to 2–3 business days for PG&E to approve your Company.

Once your Company is approved, you will receive a confirmation email.

If you register as a member of a Company, you cannot proceed until your Company is approved.



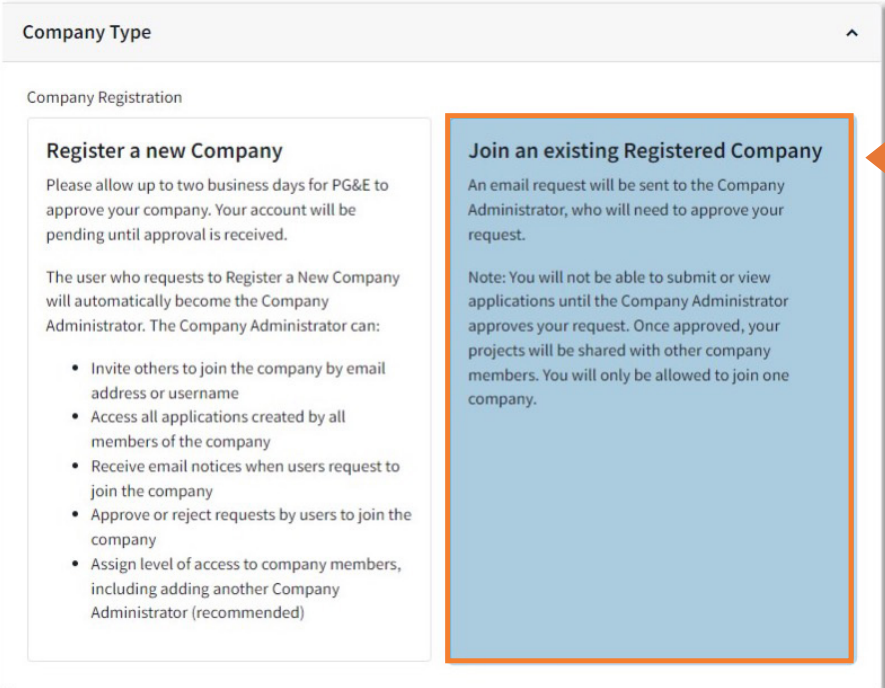
Company Members are now able to sign into their account.



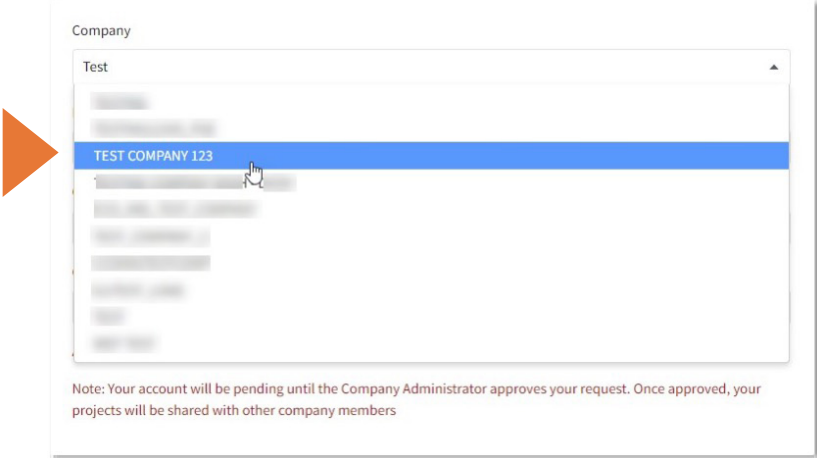
Join an Existing Registered Company Account

Step 1 Join an existing Registered Company account

You can sign up to join a company account that's already registered.



NOTE: An email request will be sent to the Company Administrator who will need to approve your request. This is NOT managed by PG&E.



You can search for your company in the drop down list provided. Once the Company is selected the address and CSLB number (if applicable) will auto populate.

Step 2 Wait for approval

Your account will be pending until the Company Administrator approves your request. Once approved, your projects will be shared with other Company members.

Company

Mailing Address

City State Zip

CSLB Number ⓘ

An email request will be sent to the Company Administrator, who will need to approve your request to join.

Note: Your account will be pending until the Company Administrator approves your request. Once approved, your projects will be shared with other company members

NOTE: Member requests are NOT managed by PG&E.

Step 3 Enter personal information:

Fill in the fields.

Personal Information

First Name

Last Name

Mailing Address

City State Zip

Phone

Phone Type

Enter Personal Information here.

Step 4 Create username and password

Enter **Account Information**.

Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Use a valid **email address**.

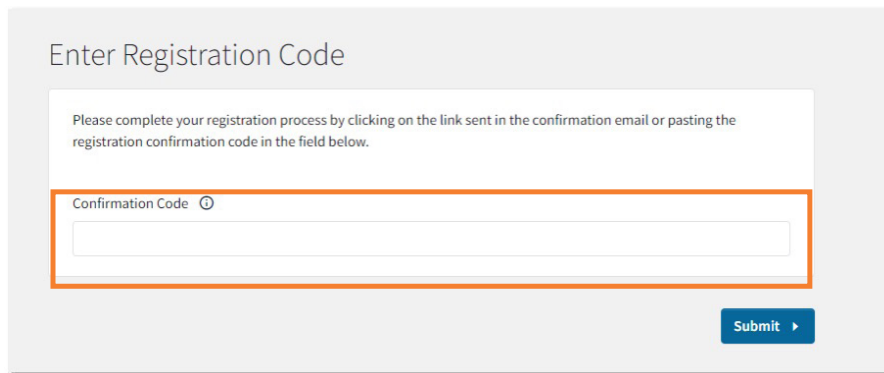
Create a **password** that meets password requirements.

NOTE: After creating your account, follow the steps before attempting to login.

Step 5 Get the registration confirmation code


If registration is successful, you will receive an email with a confirmation code.


Click on the link in the email or **paste the registration confirmation code**, then click **Submit**.



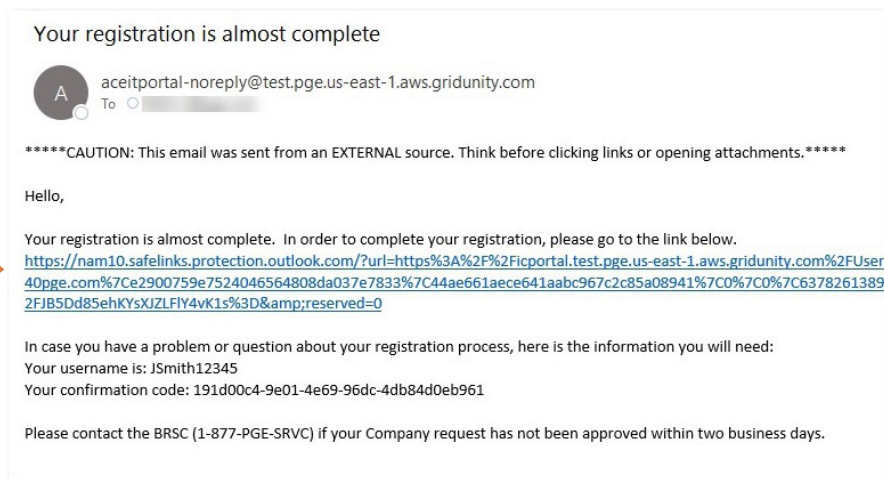
Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.



Confirmation Code 

Submit 

Once you click on the **blue registration link**, a new browser window will open.



Your registration is almost complete

 aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To 

*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hello,

Your registration is almost complete. In order to complete your registration, please go to the link below.
<https://nam10.safelinks.protection.outlook.com?url=https%3A%2F%2Ficportal.test.pge.us-east-1.aws.gridunity.com%2FUser%2F40pge.com%7Ce2900759e7524046564808da037e7833%7C44ae661aece641aabc967c2c85a08941%7C0%7C0%7C6378261389%2FJB5Dd85ehKYsXJZLFY4vK1s%3D&reserved=0>

In case you have a problem or question about your registration process, here is the information you will need:
Your username is: JSmith12345
Your confirmation code: 191d00c4-9e01-4e69-96dc-4db84d0eb961

Please contact the BRSC (1-877-PGE-SRVC) if your Company request has not been approved within two business days.

Step 6 Complete registration and login

Your username and confirmation code will be auto populated.

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith12345

Confirmation Code ⓘ

191d00c4-9e01-4e69-96dc-4db84d0eb961

Submit ▶

Click **Submit**.

You will be redirected to the **login** page.

Pacific Gas & Electric
PG&E Application Portal

Welcome to **YourProjects.pge.com!** Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

Contact us • Go to the pge.com main site

Sign in to your account

Username

JSmith12345

Remember my username on this device

Continue ▶

Need help signing in?

Don't have an account yet? Sign Up

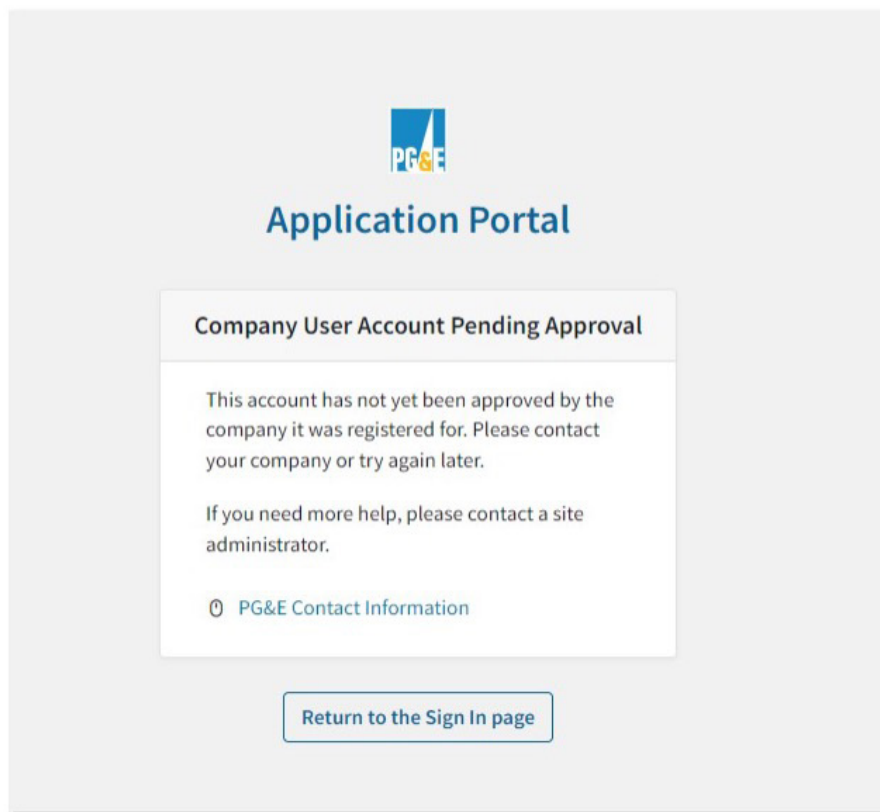
Enter your new username and click **Continue**.

Step 7 Wait for company approval email

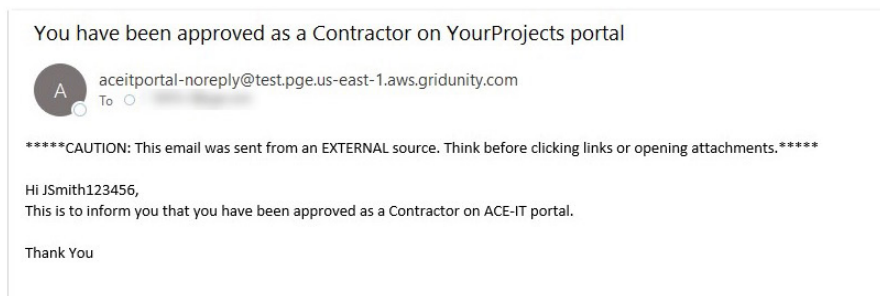
If you sign in to Your Projects before your Company Administrator approves your membership, you will see a message letting you know approval is still pending.

Your request has been emailed to your Company Administrator for review.

Next, check your inbox for an email confirming your request to join the company has been approved.



You are now able to sign into your account.



Company Administrator Guide

Step 1 Invite a new member to an account

Click Approve/Reject Users from the Company button in the top right corner of the Your Projects Dashboard.

Click **Add Account**.

The screenshot shows the Pacific Gas and Electric 'Your Projects' dashboard. In the top right corner, the 'Company' dropdown menu is open, showing options for 'Approve/Reject Users' and 'Register Company'. Below the dashboard, the 'Company Management: TEST COMPANY 123' page is shown. It features a table of users with columns for Full Name, Account, Email, Address, Phone, Type, Application Access, Status, and Actions. The 'Add Account' button is highlighted in the top right corner of the user management section.

Full Name	Account	Email	Address	Phone	Type	Application Access	Status	Actions
John Smith	JSmith123456	[REDACTED]	123456 Test Company Road	9999999999	Contractor	All	Approved	Del Account To Admin
John Smith	JSmith12345	[REDACTED]	123 Test Company Road	9999999999	Admin	All	Active	Del Account To Contractor

Step 2 Find account and manage access

Enter the member's **Login Name** or **Login Email**.

The screenshot shows the 'Find Account' search form. It has a search bar with the placeholder text 'Find Account - Search by Login or Email Address'. Below the search bar, there are two input fields: 'Login Name optional' with the value 'SV1234' and 'Login Email optional' with the value 'j.smith@pge.com'. A 'Find Account' button is located at the bottom right of the form.

Confirm the member information displayed is who you want to invite.

Choose the permission level for the member, Company Administrator or Contractor (member).

Manage Access

Company
TEST COMPANY 123

Account Name
SV1234

Account Email
j.smith@test.com

Account Type
Please select a value
Please select a value
Company Admin
Contractor

Add to company

Members will receive an email from the Company Administrator to join their Company.

Thank you

An invitation was sent to JSmith1234567 for the approval of this request.

Return to company view

You are invited to join TEST COMPANY 123

aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To: JSmith1234567
Cc: [redacted]

*******CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*******

Hi JSmith1234567,

You are invited to join TEST COMPANY 123 as Contractor

You need to [respond to this invitation](#) online.

Thank you,

Pacific Gas and Electric Company

Members either accept or reject an invitation to join a Company.

Enter Response

Company
TEST COMPANY 123

Account Type
Contractor

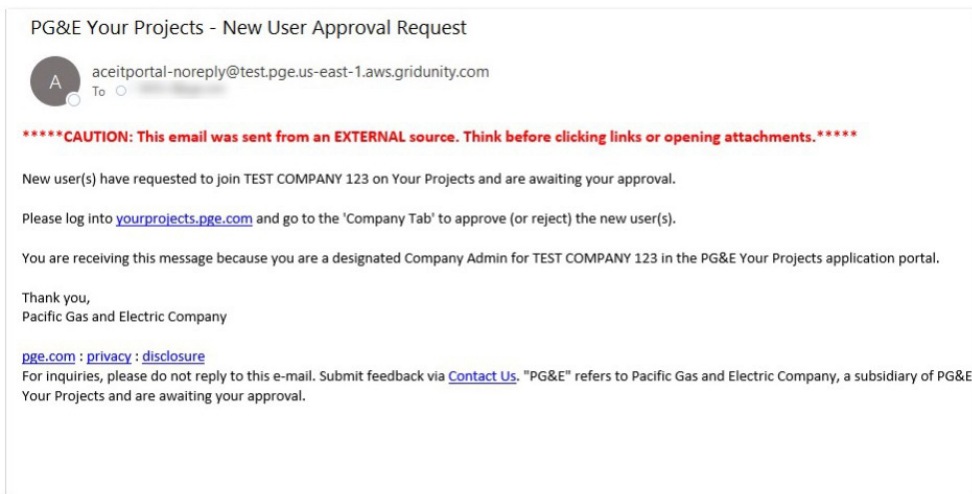
Accept this invitation?
Please select a value
Yes
No

Enter response

Step 3

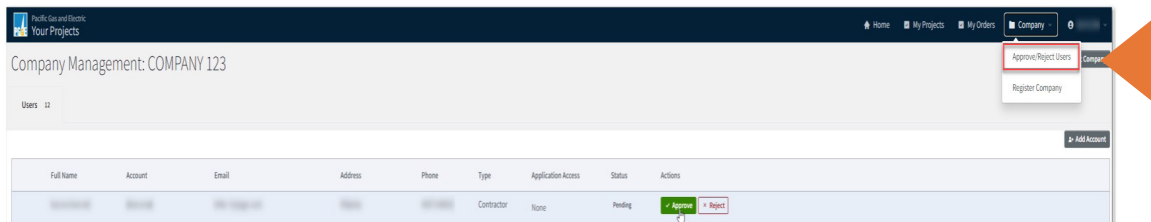
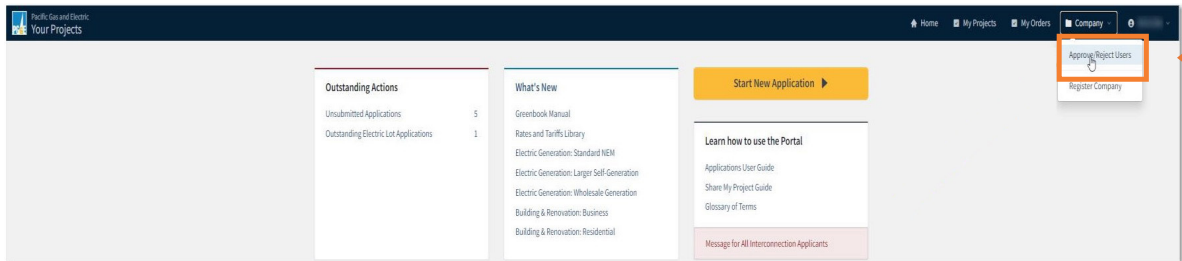
Approve or reject member requests

You will receive an email with a pending request to join the company.

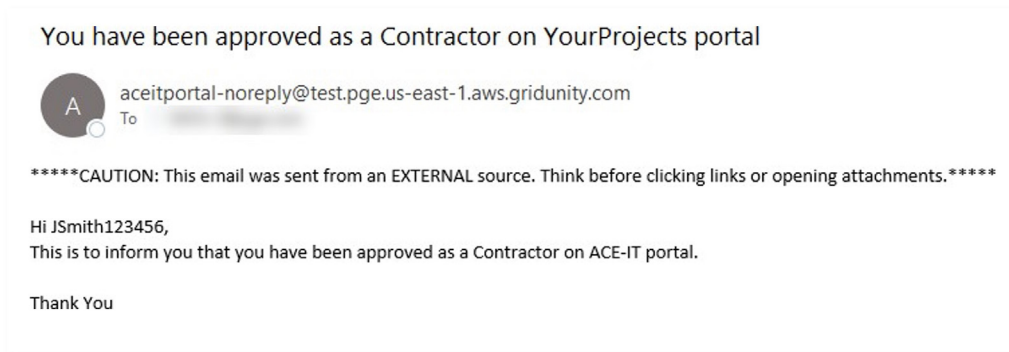


All pending requests are displayed, in addition to approved members and the role of the members.

You can **Approve** or **Reject** join requests by clicking the buttons.



An email will be sent to members informing them whether their request to join the Company has been approved or declined.

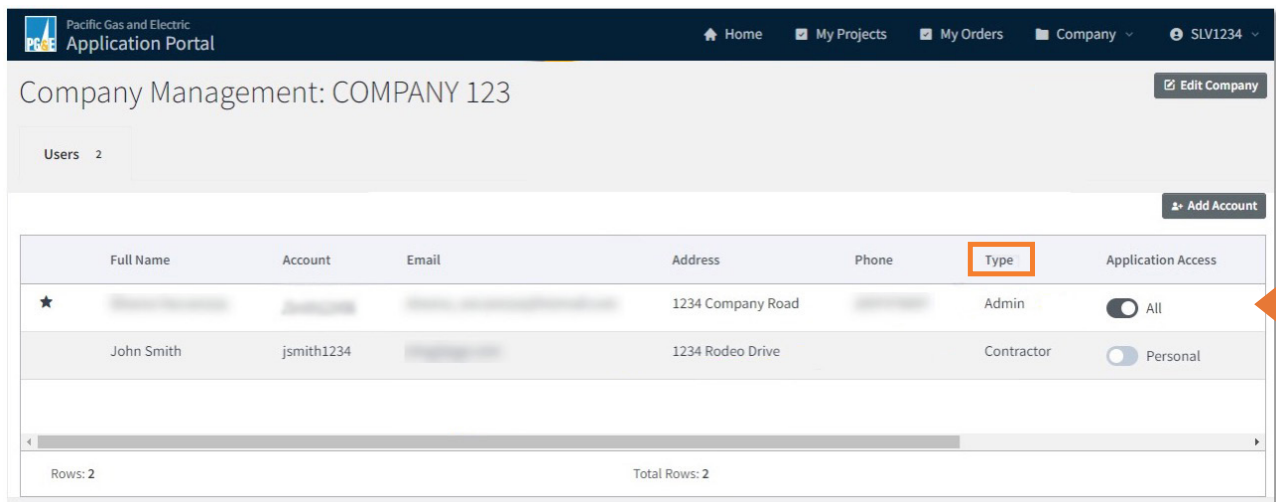


Step 4 Assign access level

You can choose a user's access with the **Application Access Slider** found under **Type**.

If the slider is set to "All" that member will be able to see all applications associated with all members of the company who also have "Application Access" set to "All".

If the slider is set to "Personal" that member will only be able to see the applications that they have made in the queue view.



The screenshot displays the 'Company Management: COMPANY 123' interface. It features a table with columns for Full Name, Account, Email, Address, Phone, Type, and Application Access. The 'Type' column is highlighted with an orange box. The 'Application Access' column contains toggle switches for 'All' and 'Personal'. An orange arrow points to the 'All' toggle for the 'Admin' user.

Full Name	Account	Email	Address	Phone	Type	Application Access
★ [Redacted]	[Redacted]	[Redacted]	1234 Company Road	[Redacted]	Admin	<input checked="" type="checkbox"/> All
John Smith	jsmith1234	[Redacted]	1234 Rodeo Drive		Contractor	<input type="checkbox"/> Personal

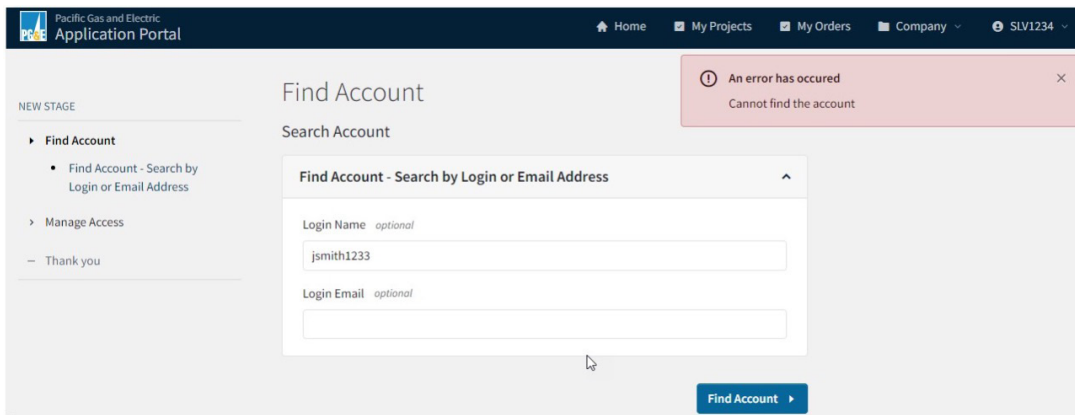
Rows: 2 Total Rows: 2

Error Messages

Find account

Search by Login or Email Address

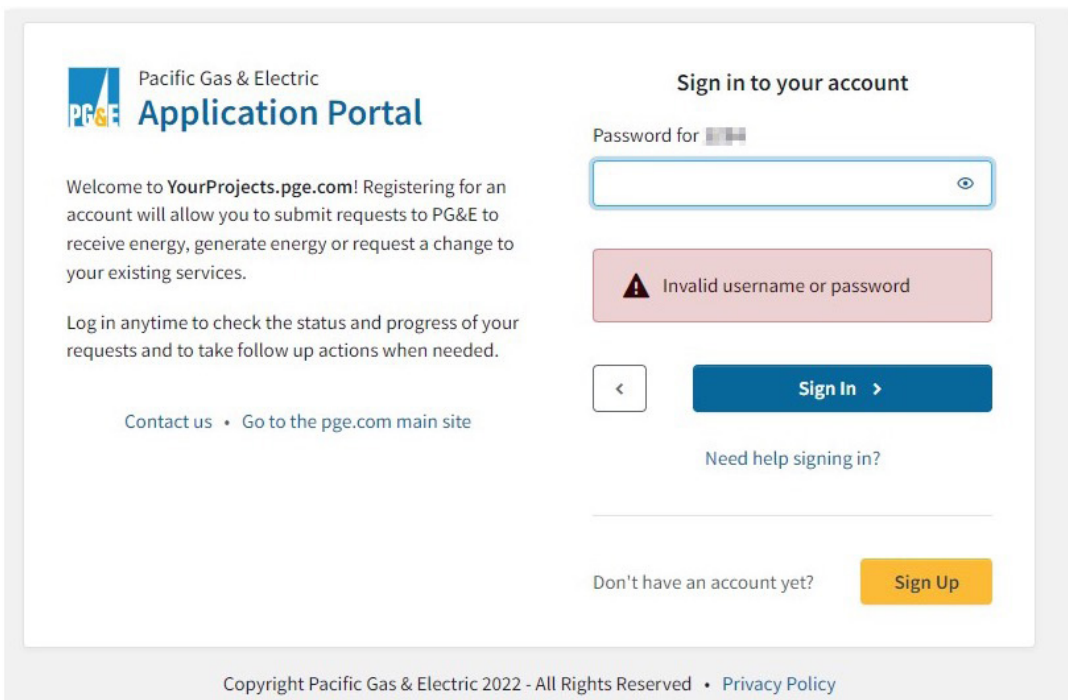
If you enter the wrong Username or Email you will receive the following error:



Signing in

Invalid Username or Password

If you enter the wrong Username or Password, you will receive the following error:



Account Suspended (Company Management)

You will see the Account Suspended page if any of the following apply:

- You registered but have not completed email confirmation.
- You registered a new company, but PG&E has not approved the company yet.
- You registered under an existing company, but a Company Administrator has not approved your account yet.

If you are still experiencing issues logging in, please reach out to **PG&E Building and Renovation Services Center** at **1-877-743-7782** You may also send us an email at **YourProjects@pge.com** or **Rule21Gen@pge.com**.