

# YOUR PROJECTS

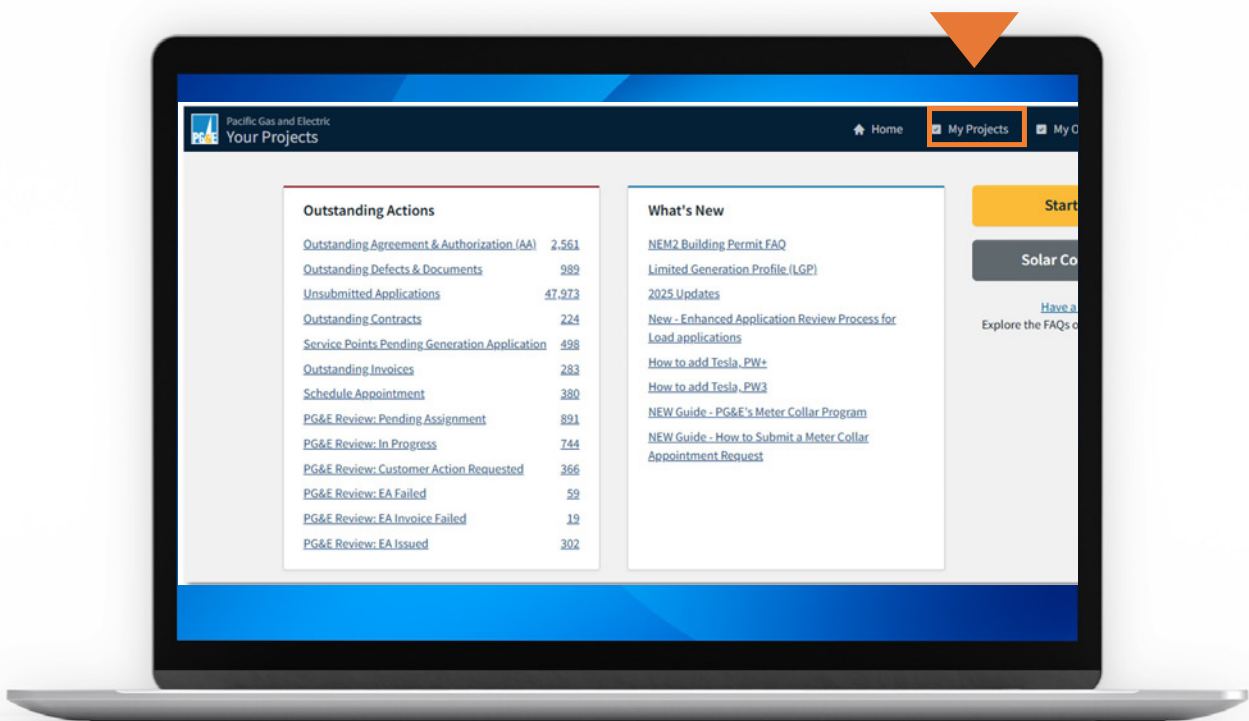


## How to share a project or link a user

This User Guide shows the steps for linking another user to an existing project. This process can be used with any project type.

### Step 1 **Log in to [YourProjects.pge.com](https://YourProjects.pge.com)**

In your **dashboard view**, click **My Projects** in the black banner at the top of the screen.



## Step 2 Find the project you want to share

Locate the row for the project you would like to share. In the **Actions** column, select the ellipsis (...). (Scroll all the way to the right to see this column.) Select **Link Users**.

ID ↓	Project Number	Application Type ▾	Application Request	Pending Invoices	EA Initiated	Actions
<a href="#">2123959</a>	000130101055	Stand-alone Generation	Complex Self Generation	0		Link Users
<a href="#">2123921</a>	130100856	Stand-alone Generation	Simple Solar, Wind and/or Energy Storage			...
<a href="#">2123910</a>	130101427	Stand-alone Generation	Simple Solar, Wind and/or Energy Storage			...
<a href="#">2123898</a>	P000372772	Retail Load	New Service Connections			...

## Step 3 Use the Linked Users pop-up to share access

A **Linked Users** popup will appear, and previously linked users will display at the top of the page.

To share your project with another user, choose **Add User** or **Invite New User** from the drop down. Click **Submit**.

Name	Username	Email	Company	Role	Account Type
Alex Johnson	Alex.Johnson	[REDACTED]	N/A	Owner	Full

**Please Pick an Action**

Please select a value

Please select a value

- Add User
- Manage Application Contacts
- Invite New User
- Remove User

### Add User:

Select this option if you would like to share with an existing Your Projects user.

### Invite New User:

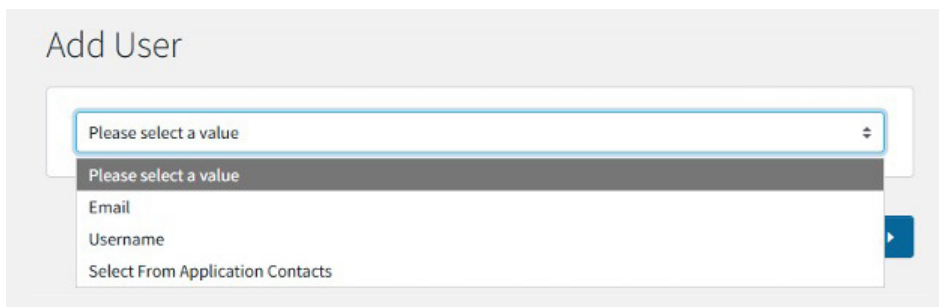
Select this option if you would like to share with a non-existing Your Projects user and invite them to register.

Click here to jump to the **Invite a New User** option 

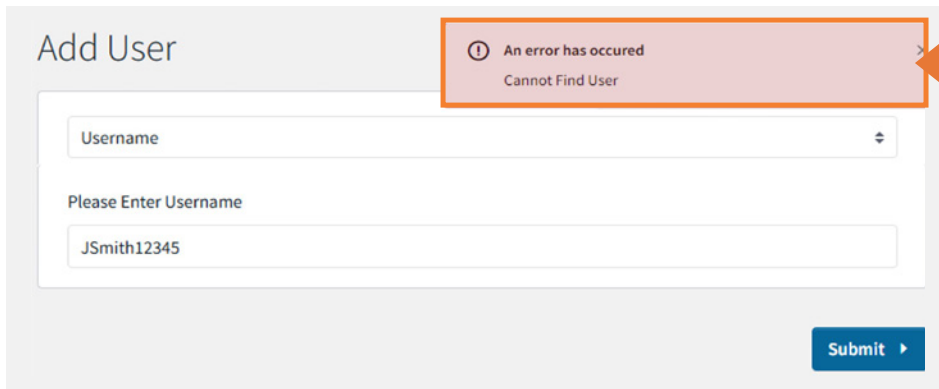
## Step 4 Add an existing Your Projects user

From the drop down, select one of the following options:  
**Email**, **Username**, or **Select from Application Contacts**.

After selecting an option, the prompt to enter the user's email address or username will appear.



The screenshot shows the 'Add User' form with a dropdown menu open. The dropdown menu contains the following options: 'Please select a value', 'Email', 'Username', and 'Select From Application Contacts'. A blue arrow points to the right side of the dropdown menu.



The screenshot shows the 'Add User' form with an error message displayed in a red box: 'An error has occurred Cannot Find User'. The form includes a 'Username' dropdown menu and a text input field containing 'JSmith12345'. A blue 'Submit' button is visible at the bottom right.

### NOTE:

If this message is displayed, an **invalid** username or email address has been entered.

Select **Submit** when finished.

## Step 5 Confirm the user was added

After you enter a valid username or email, the user details will display.

**Show User Basic Info**

The Following User will be added to the selected Application After Clicking Submit.  
Please Verify the information before submission.

Username:

Email:

Current Roles:

Company:

Application Owners will need to click **Submit** upon confirming the accuracy of the information displayed.

After adding a user, the Application Owner will be redirected to the **My Projects** page.

To confirm the user has been successfully added, select the **Project ID**.

Pacific Gas and Electric  
Your Projects

Home My Projects My Orders Actions Help user

### My Projects

PRESETS: No preset selected Quick Filter

ID	Project Number	Application Type	Application Request	Responsible Party	Outstanding Action	Program Type
<a href="#">2123989</a>	000130100859	Stand-alone Generation	Simple Solar, Wind and/or Energy Storage			Standard NBT/NEM
<a href="#">2123983</a>	130100858	Stand-alone Generation	Complex Self Generation			RES-BCT
<a href="#">2123959</a>	000130101055	Stand-alone Generation	Complex Self Generation			Expanded NBT/NEM

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Your Projects

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### Application Details

According to our records, there are no actions required of the Applicant at this time. If anything further is needed to complete the review of this interconnection request, the project contact will be notified via email.

Status: Withdrawn

Project: Project Number 000130101055, Program Complex Self Generation, Sub-Program Expanded NBT/NEM, Project Name SAP submit test, Action(s) Needed by N/A, Facility Address

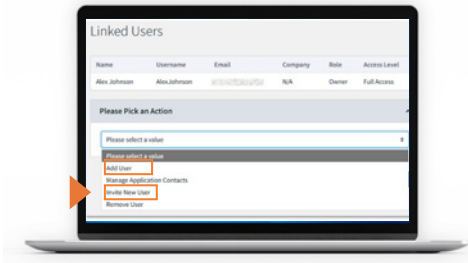
Progress Documents Email **History** Actions User Access

Date	User	Details
2025-11-05 09:21:38	test_adr01	test_adr01 added to role Owner
2025-11-05 09:21:38	test_adr01	test_adr01 added to role Participant
2025-11-05 09:21:38	test_adr01	Parameter Status set to Incomplete
2025-11-05 09:26:46	test_adr01	Project Info Complete
2025-11-05 09:27:40	test_adr01	Jsmith12345 is added to the applicati
2025-11-05 09:28:57	test_adr01	Equipment Complete
2025-11-05 09:29:21	test_adr01	Equipment Complete
2025-11-05 09:29:30	test_adr01	ICA Capacity Values Complete

From the **Application Details** page select **History**.

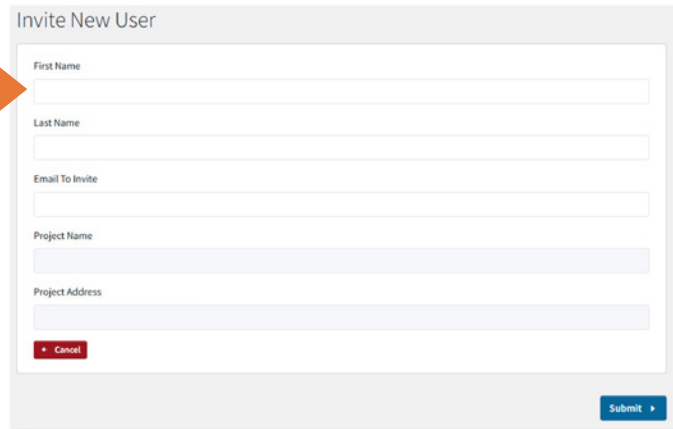
A list of **added users** in addition to **project status details** will be displayed here.

## Step 6 Invite a new user to register (if needed)



If you selected **Invite New User**, you can invite a non-existing portal user to register using their email address.

On the **Invite New User** screen enter the user's first name, last name, and email address.



The 'Invite New User' form contains the following fields: First Name, Last Name, Email To Invite, Project Name, and Project Address. A red 'Cancel' button is located at the bottom left, and a blue 'Submit' button is at the bottom right.

A portal application invite will be sent to the **New User** containing a link to register.

