



Distributed Energy Resources

Last updated: February 20, 2025



An **AEP** Company

Agenda

Safety Topic
Organization
Service Territory
Application Levels
Interconnection Guidance
PowerClerk Overview
General Tips
Resources



SAFETY MOMENT

AEP CONFIDENTIAL

Organization – Meet the Team



Manager:



Gail Mullett

Coordinators:



Justin Schwartz



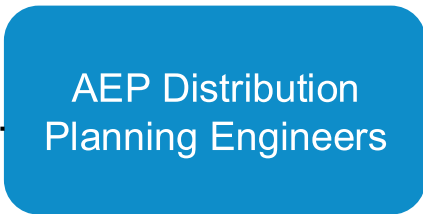
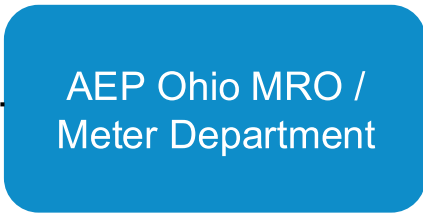
Paula Timmons



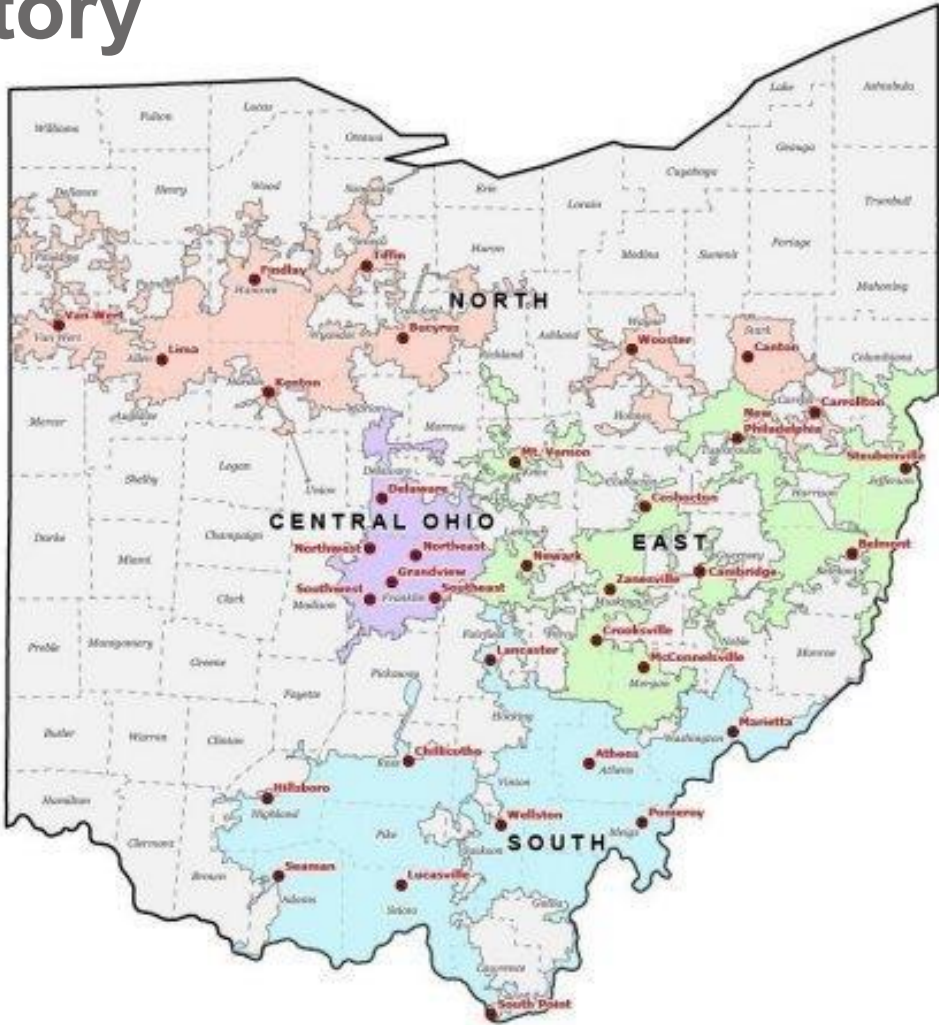
Julie Volpe Walker



Joseph Woods



Service Territory



Interconnection Application Levels



Level 1

- Less than 25 KW
- Application fee: \$50
- Timeline: 3+ months

Level 2

- 25 kW > 500kW - 2MW
- Application fee: \$50+ \$1/kW
- Timeline: 6+ months

Level 3

- 500 kW – 5MW
- Application fee: \$100+ \$2/kW
- Timeline: 18+ months

Pre-Application

- Recommended for applications larger than 500 kW
- Application fee: \$300
- Timeline: 2-4 weeks

Interconnection Guidance



AEP Ohio Distributed
Generation Website



AEP Ohio Meter and
Service Guide



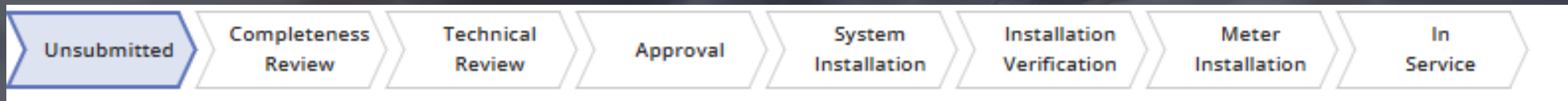
AEP Ohio Short Form
Information Document



AEP Ohio Standard Form
Information Document



POWERCLERK STATUS OVERVIEW



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Status Overview



Responsible Party : **AEP Ohio** **Installer** **Customer**

Unsubmitted

- Initial stage where the application is created but not yet submitted.
- Installer and customer must read and understand all requirements before submittal.
- **Installer** and **Customer** have action items. ([Interconnection Service Request](#), [Application Signature](#), [Awaiting Application Signature](#), [Application Invoice](#), [Batch Check](#))

Completeness Review

- Application is being reviewed for completeness.
- **AEP Ohio** and **Installer** may have action items. ([DGC Record Verification](#), [Customer Record Fix](#))

Technical Review

- Application is being reviewed for completeness by AEP Distribution planning.
- **AEP Ohio** and **Installer** have action items. ([Level 2 Screen](#), [Level 2 Results](#))

Approval

- Both Completeness and Technical review is complete, the application is either approved or denied.
- **AEP Ohio** and **Installer** have action items. ([Technical Results Validation](#), [Technical Results Acceptance](#))
- **AEP Ohio** and **Customer** have action items. ([Agreement Signatures](#), [Awaiting Agreement Signatures](#))

Status Overview



Responsible Party : **AEP Ohio** **Installer** **Customer**

System Installation

- After receiving approval, you can proceed with the installation of the DER system.
- **Installer** has action items ([Customer Installation](#))

Installation Verification

- AEP Ohio verifies the installation to ensure it meets all requirements and standards.
- **AEP Ohio** has action items ([Installation Verification](#))

Meter Installation

- AEP Ohio installs or reprograms the meter to accommodate the new DER system.
- **AEP Ohio** and **Installer** may have action items ([Meter Change Invoice](#), [Request Meter Change](#), [Meter Installation](#))

In Service

- The DER system is now operational and connected to the grid.
- **AEP Ohio** and **Installer** may have action items ([Back Office Updates](#), [Permission to Operate](#))

Unsubmitted



Description: This is the initial stage where the application is created but not yet submitted.

Key Points:

- Please read and understand requirements prior to submittal.
- Ensure all required fields are filled out.
- Double-check for accuracy and completeness.
- Service holder information must match AEP Ohio bill.
- *New* – One utility accessible disconnect effective for applications submitted after February 1, 2025.

Batch Check: Please let our team know if an application has been stuck in this stage longer than 4-5 days.

- Once the signature is received, an invoice is generated, and the application will move into Completeness Review.

Completeness Review



Description: The application is reviewed for completeness to ensure all necessary information is provided.

Key Points:

- AEP Ohio DGC will review the application, starting with the DGC Record Verification stage.
- The application then moves to the Completeness Check.
- If a transformer upgrade is required, the project moves to Supplemental Review.
- This can take up to 10 business days.

Net Energy Metering Service (NEMS) Tariff Requirements:

- The system's production should not exceed 120% of the customer's annual energy consumption.
- Provide accurate energy consumption data to verify compliance with the 120% rule.

Technical Review



Description: The application undergoes a technical review to assess the feasibility and technical requirements of the project.

Key Points:

- This stage for level 2 projects - takes up to 20 business days.
- AEP Ohio will evaluate the technical aspects of the proposed DER system.

Distribution Planners' Role:

- Model the local EPS and DER system to determine if any additional mitigations are required.
- Use advanced tools and methods to simulate the impact of the DER system on the local grid.
- Assess potential issues such as voltage regulation, thermal overloads, and protection coordination.
- Identify necessary upgrades or modifications to ensure the safe and reliable integration of the DER system.

Approval



Description: Once the technical review is complete, the application is either approved or denied.

Key Points:

- If approved, you will receive an approval notice.
- If denied, you will receive feedback on the reasons and possible next steps.
- Ensure you understand all conditions or requirements attached to the approval.

- If the application is approved, it moves to Technical Results Validation, where the AEP Ohio DGC will generate the approval document.
- Once the approval document is generated, the project moves to Technical Results Acceptance, where the installer needs to acknowledge the approval and indicate if they wish to move forward.

Agreement Signatures



Description: The agreements are generated and sent to the customer for signature.

Key Points:

- Agreements typically take 3 business days to generate but can take up to 5 during busy periods.
- Once generated, an email is sent to the customer via DocuSign.
- Both the customer and AEP Ohio must sign these agreements as they are a formal agreement between the customer and AEP Ohio.

Important Note:

- Inform the customer that applications tend to hang out in this stage because the customer does not sign or does not know they need to sign.
- Ensure the customer is aware of the need to sign the agreements promptly to avoid delays.

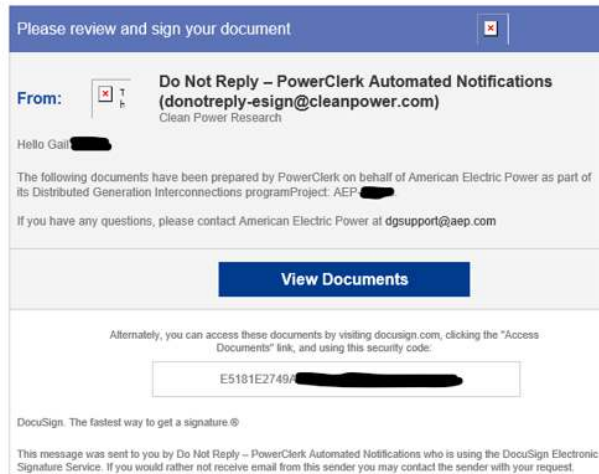
Agreement Signatures - DocuSign



Application, Interconnection Agreement (IA)/NEMS, and - Meter Change Signature How-To

Note: The Application signature is required at the beginning of the interconnection process. The Agreement/NEMS (and Meter Change when required) signature is required after the AEP conditional approval is accepted by the entity submitting the application. The below example is for the IA/NEMS signature process.

1. The customer will receive an email from DocuSign System dse_na2@docuSign.net
2. --Open the email (see example below)



3. Click 'View Documents' and a new window opens.



4. Click 'I agree to use electronic records and signatures.' Then click 'Continue'



5. Next click 'START'



Agreement Signatures



- The window automatically scrolls down to the first signature area. You can scroll back up to view the entire document, but you should have already received a DRAFT copy with the conditional approval email. Click the yellow 'Sign' button by your name.

Customer's use of the Generation Facilities is subject to the rules and regulations of Company, including Company's Terms and Conditions of Service and Company's Minimum Requirements for Interconnection Service, as contained in Company's Retail Electric Tariff, as the same may be revised from time to time with the approval of the Commission. Both Company and this Agreement are subject to the jurisdiction of the Commission. To the extent that Commission approval of this Agreement may be required now or in the future, this Agreement and Company's commitments hereunder are subject to such approval.

IN WITNESS WHEREOF, Customer and Company have executed this Agreement, effective as of the date of this document.

Ohio Power Company dba AEP Ohio	[Redacted]
By: Gail	By: [Redacted]
Printed Name: [Redacted]	Printed Name: [Redacted]
Title: Alternative Energy Resource Manager	Title: Customer
Date: 6/13/2024	Date: [Redacted]

- A new window opens. Choose 'Select Style' if not already selected. You can also change the signature style if you'd like. When ready to sign click 'ADOPT AND SIGN'

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

DocuSigned by: [Redacted] DS
FCR [Redacted] GM

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

- The document then scrolls to the next signature area. To sign click the yellow 'Sign' button below your name.

Requested By: [Redacted] Approved By: Gail [Redacted]

Customer Name (Print) [Redacted] Sign (Print)

Authorized Signature [Redacted] Company Signature [Redacted]

Date: [Redacted] Date: 6/13/2024

- The select 'FINISH' and you're done.

Go to Step 10 on next page.

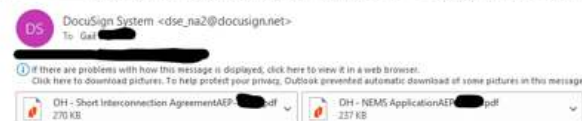
Agreement Signatures



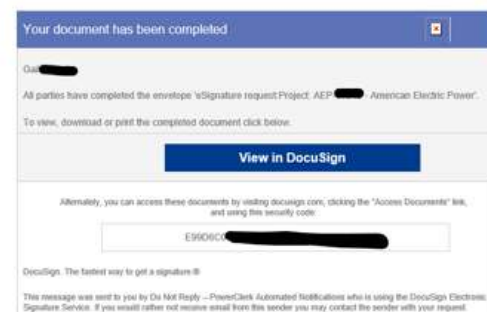
An AEP Company

10. Once both parties have signed the documents both people receive an email with PDF attachments of the executed copy of the agreements for your files.

Completed: eSignature request:Project: AEP - American Electric Power



This Message is From an EXTERNAL Sender
This is an EXTERNAL email. STOP. THINK before you click links or open attachments. If suspicious, please click the 'Report to Incidents' button.



11. If the customer's meter can't be reprogrammed for net-metering the meter will be removed and a net-metering capable meter installed in its place. There will be a separate DocuSign request for the Meter Change that is sent at the same time as the Interconnection Agreement/Net Energy Metering Service (NEMS) DocuSign.

System Installation



Description: After receiving approval, you can proceed with the installation of the DER system.

Key Points:

- Follow all safety and installation guidelines.
- Please request disconnect/reconnect; Never pull open an AEP Ohio meter.

Required Documents:

- A completed certificate of completion (COC) or proof that the system has passed electrical inspection.
(Connections made outside of the MSP may require AHJ inspection.)
- A picture of the completed generator(s) showing the number of units installed so it can be easily counted.
- A picture of the AC disconnect switch immediately adjacent to the AEP billing meter.
- If the switch is not within 6 ft or visible from the AEP meter, please provide a picture of the placard attached to the utility meter stating the location of the disconnect switch. Examples shown on our website.
- A picture showing the inverter(s) with the model number visible and readable.
(if the system does not utilize an inverter, please provide an image of the generator nameplate showing the model number).

Installation Verification



Description: AEP Ohio verifies the installation to ensure it meets all requirements and standards.

Key Points:

- This stage takes 5-10 business days for review.
- AEP Ohio DGC will review the photos submitted and determine if the system was installed correctly (based on what was approved in the application).
- If the system was installed correctly, the project then moves to the Meter Installation stage.
- If the project was installed incorrectly or we cannot see all panels, the project gets sent back to the installer to make corrections.

Meter Installation



Description: AEP Ohio installs or reprograms the meter to accommodate the new DER system.

Key Points:

- If the meter change requires payment, please allow 2-3 business days for an invoice to be generated.
- Once the invoice is generated, AEP Ohio can order the meter change request to MRO.
- This work can take up to 10 business days after the meter change has been ordered.
- Ensure the site is accessible for AEP Ohio personnel (not behind a locked gate, or inside a building).
- Do not turn on the system until the meter installation is complete and the PTO letter has been sent.

In Service



Description: The DER system is now operational and connected to the grid.

Key Points:

- Permission to operate letter will be granted after the meter change/reprogram (up to 2 days after installation).
- Communicate with AEP Ohio if any issues or changes to the system arise.

General Tips



- ✓ Communicate the process to customers.
- ✓ Set realistic timelines from application to PTO.
- ✓ Explain that not all PowerClerk emails need a response.
- ✓ Ensure COC forms are fully completed and signed.
- ✓ Include AHJ inspection if required.
- ✓ Provide proper information/photos in the correct sections.
- ✓ Check your installation status on PowerClerk.
- ✓ Consolidate project lists to avoid multiple inquiries for the same issue. (ex. Re-send signature request)
- ✓ Install projects only after AEP Ohio approval.
- ✓ Do not turn on the system before meter change/reprogramming.
- ✓ Inform customers when the meter is reprogrammed or installed; their presence is not required.
- ✓ Avoid emailing about corrections or sending duplicate documents to prevent review delays.
- ✓ DER expansions will use the original NEMS agreement's estimated annual energy usage.
- ✓ Use Discontinue Interconnection Request form if you will not be installing the DER.
- ✓ Customers who OPT OUT of AMI meters can not participate in Net Metering.

Resources



AEP Ohio Distributed
Generation Website



AEP Ohio Meter and
Service Guide



614-883-6775



dgcoordinator-ohio@aep.com



Questions?



APPENDIX

Submitting an Interconnection Application
Application Signature
Agreement Signatures
Customer Installation

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SUBMITTING AN INTERCONNECTION APPLICATION

INTERCONNECTION SERVICE REQUEST

AEP CONFIDENTIAL



1 Application Specifics

2 Contact & Service Location Information

3 Generating System Details

4 Supplemental Equipment

5 Supplemental Information



-----APPLICATION SPECIFICS-----

Do you have an existing service with an AEP Operating Company? *

- Yes
- No

If the customer has an AEP Ohio account, please answer YES

The customer location or property has existing DER and a signed interconnection agreement with AEP

Please select the option that best describes the intended operation for this DER facility *

- This DER is primarily intended to offset load that is co-located with the facility (behind the meter)
- This DER is primarily intended to sell power back to the utility and has no on site load except for house power (front of the meter)

If the customer wants to participate in Net Metering, please select option one. (Behind the meter)

Please select the Operating Company and State where your Interconnection will be located, and the interconnection type you wish to apply for. *

Operating Company *

AEP Ohio

State *

OH

Please select the correct OpCo and State

Billing Account Number (MUST be entered in this format: XXX-XXX-XXX-X) *

123-456-789-0

The Customers Account number MUST match the format XXX-XXX-XXX-X (Drop the last digit)

* Please click button to validate Account Number

Please Validate the account number by clicking the "Account Number" button.

Existing Meter Serial number *

123456789

The Customers Meter number is a 9-digit number. Found on the AEP Ohio meter or customer's bill

Projected In-Service date *

7/1/2025

Next



1 Application Specifics

2 Contact & Service Location Information

3 Generating System Details

4 Supplemental Equipment

5 Supplemental Information



-----CONTACT & SERVICE INFORMATION-----

SERVICE HOLDER INFORMATION

Is the Service Account held by a person, or a company/organization? *

- Person
- Company/Organization

Please select if the account holder is held by a person or company/organization.

Legal Service Account Holder Name *

First

Last

The name on the AEP Ohio account MUST match the name submitted in the application.

Project Identifier/Name (if one exists) ⓘ

Legal Signing Authority Name *

First

Last

The name on the AEP Ohio account MUST match the name submitted in the application.

Legal Signing Authority Title *

Customer

Legal Signing Authority Email *

XXXXXXXX@email.com

This needs to be the Customers Email address NOT the installer's

Legal Signing Authority Phone Number *

This needs to be the Customers phone number NOT the installer's

SERVICE LOCATION INFORMATION

Service Address *

Street

The Address on the AEP Ohio account MUST match the name submitted in the application.

City

▼

Zip Code

Is the DER System Owner different from the Legal Signing Authority?

Check this box if the DER system owner is different than the AEP Ohio Legal account holder

[PLEASE ENTER THE CONTACT INFORMATION FOR THE DER SYSTEM OWNER BELOW](#)



Progress bar with 5 steps: 1. Application Specifics, 2. Contact & Service Location Information (highlighted in red), 3. Generating System Details, 4. Supplemental Equipment, 5. Supplemental Information. A right-pointing arrow is located to the right of step 5.

- Do you want to add a Secondary Customer Contact?
- Is the Point of Interconnection Property owner different from the Interconnection Customer or DER System Owner?

If you need a secondary customer contact – please check this box.

INSTALLER CONTACT INFORMATION

Installer Contact Information

Installer Contact Information form fields:

- Name *
 - First
 - Last
- Company *
- Address *
 - Street
 - City
 - Zip Code
- Email *
- Phone *
 - (###) ###-####
- Installer Contact Title *

This box is typically used for level 3 applications, not residential/commercial NEMS applications.

Please fill out the Installer information here.

Buttons: Back (left), Next (right)

1 Application Specifics

2 Contact & Service Location Information

3 **Generating System Details**

4 Supplemental Equipment

5 Supplemental Information



-----GENERAL INTERCONNECTION INFORMATION-----

What is the fuel type of the generating system are you installing? *
Solar

Select the type of Generating System. (Solar, Wind etc.)

Will the Interconnected System be only Inverter-based? *
 Yes
 No

Is the system only inverter based?

Will this system include any energy storage devices? *
 Yes
 No

Will there be any energy storage devices? (batteries etc.)

In addition to the generating system you are installing are there any other backup generators on the premise?
 Yes
 No

Please select this box if there are any back up generators or if you plan to install a back up generator.

Will the interconnected system be single phase or three phase? *
Single

Is the customers service single phase or three phase?

-----GENERATOR DETAILS-----

How many different models of generators will be installed? *
1

How many different models of generators will be installed? (Panels etc.)

[Generator A - Description](#)

Generator A - Individual Module Capacity (W) *
[Input field]

Find this value on the specification sheet.

Generator A - Number of Units *
[Input field]

How many units are being installed?

Generator A - Power Factor (PU) *
1

Power Factor should always be "1".

Generator A Manufacturer and Model Name *
MFR_NM *
Select...

Find your panel make and model on the drop-down list.

1 Application Specifics

2 Contact & Service Location Information

3 **Generating System Details**

4 Supplemental Equipment

5 Supplemental Information



Generator A - Supplemental Details

Generator A - Specification Sheet *

Browse

Upload the specification sheet for the Generator you are installing

Allowed file types: .docx, .pdf

-----INVERTER DETAILS-----

How many different models of inverters will be installed? *

1

How many different models of Inverters will be installed? (Panels etc.)

PLEASE KEEP UNITS IN MIND - INVERTER CAPACITY IS MEASURED IN KW IN THIS SECTION

Inverter A Description

Inverter A - Is this Inverter a Micro-Inverter? *

Yes
 No

Is the inverter a micro inverter?

Inverter A - Rated Capacity (kW) *

Find this value on the specification sheet. Please use the "maximum continuous output" value on the specification sheet.

Inverter A - Number of Units *

Inverter A - Power Factor (P.U.) *

1

Power Factor should always be "1".

Inverter A - Manufacturer and Model Name *

MFR_NM *
Select...

Find your inverter make and model on the drop-down list.

MODEL_NM *
Select...

UL1741_SB_CERT

No value

Inverter A - Specification Sheet *

Browse

Upload the specification sheet for the Inverter you are installing

Allowed file types: .docx, .pdf

DER Facility intends to self-limit its real power output

Make sure these values are correct before moving to the next page.

Total AC System Capacity
0.00 kW (AC)

Total DC System Capacity
0.00 kW (DC)

Back





- 2 Contact & Service Location Information
- 3 Generating System Details
- 4 Supplemental Equipment**
- 5 Supplemental Information
- 6 Supporting Documents

-----SUPPLEMENTAL EQUIPMENT-----

No additional Supplemental Equipment Data is required at this time

Customer Owned Transformer will be installed

● ————— Does the customer own any transformers in their facility?

Back

Next

- 2 Contact & Service Location Information
- 3 Generating System Details
- 4 Supplemental Equipment
- 5 Supplemental Information**
- 6 Supporting Documents



-----SUPPLEMENTAL INFORMATION-----

Please select the best description for who owns this DER system. *

Select...

Please select who owns the DER system.

Do you wish to participate in the local Net Metering (NM) program? *

Yes
 No

Does the customer want to participate in Net Metering?

Existing Service Voltage (i.e. 120/240) *

120/240

Existing Service Type *

Single Phase
 Three Phase

Please input the customers voltage, amperage and select their service type.

Existing Service Amperage (i.e. 100 A) *

Estimated Annual Generator Production (kWh) *

Input the estimated annual production the DER system will produce. **(NOTE: this value cannot be more than 120% of the customers annual usage on their AEP Ohio Bill)**

Estimated Annual Generator Production Calculations (i.e., PV Watts, etc.)

Please upload your calculations here. (DER system production calculations, customer usage calculations etc.)

OH - Annual Energy Consumption (kWh)

PROJECT NOTES

If you need/would like to leave any notes about this project that AEP should be aware of, please enter them in the space below.

Back

Next

- 2 Contact & Service Location Information
- 3 Generating System Details
- 4 Supplemental Equipment
- 5 Supplemental Information
- 6 Supporting Documents**



-----SUPPLEMENTAL ATTACHMENTS-----

Electric One-Line Diagram * ⓘ

Allowed file types: .docx, .pdf

Upload the electrical one-line diagram here. Please read the short and/or standard form information document to understand the requirements of the diagram.

Note: You have indicated that there is an existing backup generator at this premise. Please make sure it is included on the one-line diagram.

Backup Generator Spec Sheet *

If there is a back up generator, please upload the specification sheet here. If not, this box will not exist.

Site Diagrams * ⓘ

Allowed file types: .docx, .pdf

Upload the site diagram here. Please read the short and/or standard form information document to understand the requirements of the diagram.

I understand that my state mandates insurance sufficient to meet the Distributed Energy Resource's construction, operating and liability responsibilities, and I acknowledge that it is my responsibility to meet these requirements. *

To facilitate faster processing and verification of system installation in the future, please submit Pre-Installation Site Pictures that show the following information;

- 1) A picture showing the current location of the electric meter with approximately 3 feet visible of the surrounding wall or area.
- 2) A picture showing the proposed location of any inverter(s) or electrical control equipment
- 3) A picture showing the anticipated location where the generating equipment will be installed
- 4) A picture showing the anticipated location of the utility accessible AC Disconnect Switch.

Make sure the customer meets the insurance responsibilities and check this box.

NOTE: Please provide only as many pictures as needed to show the above information.

[IT IS ACCEPTABLE TO ADD MULTIPLE PICTURES TO THE SAME FILE](#)

Please look at our current meter and service guide. The installation of a DER requires the customer to comply with all of our current requirements for electrical service.

Requirements for Electrical Service
<https://www.aepnationalaccounts.com/business/builders/requirements>

Will the Utility Accessible AC Disconnect Switch be located adjacent to the utility meter? * ⓘ

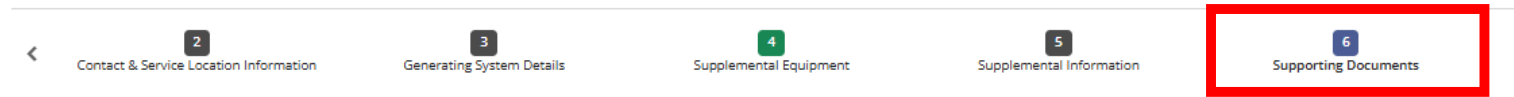
Yes

No

Is the AC disconnect directly adjacent to the AEP Ohio meter? (Within 6 feet, not installed around a corner?)

How many Site Pictures do you wish to submit *

-----NEXT STEPS-----



-----NEXT STEPS-----

PLEASE REVIEW YOUR APPLICATION PRIOR TO SUBMISSION. INCORRECT APPLICATIONS WILL RE-ENTER THE QUEUE WHEN THEY ARE RESUBMITTED.

TO COMPLETE SUBMISSION OF THIS INTERCONNECTION APPLICATION YOU WILL NEED TO DO THE FOLLOWING ITEMS.

- 1) You must submit this form
- 2) You must begin the subsequent 'Request Application Signature' form
- 3) You must preview each available document to allow eSignatures to be requested
- 4) You must press the 'Request eSignature' button at the bottom of the page to formally request eSignatures
- 5) You must submit the 'Request Application Signature' Form after requesting eSignatures to continue advancing the application.

I have reviewed and understand the AEP Ohio technical and application requirements, the Ohio Power Company Tariffs, and the Guide for Electric Service and Meter Installations information pertaining to my Distributed Energy Resource interconnection.

I Agree *

Please read all three documents linked above and hit I Agree.

The customer will sign this application electronically. (Note: Selecting 'No' means you must download, print, manually sign, and then upload the application back into Powerclerk.) *

Yes
 No

If the customer can sign the application electronically, please select YES. If they need to sign a physical copy, please select NO. This will allow you to print a copy of the application and upload it yourself.

Back

Submit

When complete, hit submit.

APPLICATION SIGNATURE

Available Forms	
Form Name	Form Status
Application Notes and Misc Attachments	<input type="button" value="Begin"/> New Form Became available on 1/30/2025 at 12:51 PM
Discontinue Interconnection Request	<input type="button" value="Begin"/> New Form Became available on 1/30/2025 at 12:51 PM
Request Application Signature	<input type="button" value="Begin"/> New Form Became available on 1/30/2025 at 12:51 PM
Update Projected In-Service Date	<input type="button" value="Begin"/> New Form Became available on 1/30/2025 at 12:51 PM

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-----FINANCIAL RESPONSIBILITY-----

Based upon your application details, an application fee is required in the amount below. Please identify the financially responsible party will be asked to sign an agreement accepting this fee before an invoice will be created.

WARNING - APPLICATIONS MAY BE HELD AT ANY POINT IN THE INTERCONNECTION PROCESS UNTIL PAYMENT OF ANY OR ALL IDENTIFIED FEES HAVE BEEN RECEIVED.



Please identify the person/group responsible for paying the Interconnection Application fee

Name *

First Last

Company

Company

Address *

Street

City Zip Code

Email *

Email

Phone *

(###) ###-####

Financially Responsible Signatory Title *

Please input the contact information of who will be paying the interconnection fee, and meter change fee if applicable.

Please note, if multiple applications go unpaid, we will stop processing your applications until the balance due is paid. Please make sure to pay applications as soon as possible.

Application Fee

\$

AEP - Application Fee Agreement

AEP - Application Fee Agreement

When the information above is filled out, please hit the Preview Document button.

DO NOT SEND PAYMENT AHEAD OF TIME.

AN INVOICE WILL BE EMAILED TO THE FINANCIALLY RESPONSIBLE PARTY WITH INSTRUCTIONS ON HOW TO PAY AND WHERE TO SEND PAYMENTS.

FAILURE TO PAY REQUIRED APPLICATION FEES MAY RESULT IN DELAYS PROCESSING AND FULLY INTERCONNECTING THIS APPLICATION.

Any applicable fees for submission of Interconnection Service Request and installation of a bi-directional / dual-register meter will be invoiced to the above financially responsible party.

Completion of the Interconnection Process, and participation in any available DER tariff will require receipt of payment for all applicable fees.

DO NOT SEND PAYMENT AHEAD OF TIME.

AN INVOICE WILL BE EMAILED TO THE FINANCIALLY RESPONSIBLE PARTY WITH INSTRUCTIONS ON HOW TO PAY AND WHERE TO SEND PAYMENTS.

FAILURE TO PAY REQUIRED APPLICATION FEES MAY RESULT IN DELAYS PROCESSING AND FULLY INTERCONNECTING THIS APPLICATION.



Any applicable fees for submission of Interconnection Service Request and installation of a bi-directional / dual-register meter will be invoiced to the above financially responsible party.

Completion of the Interconnection Process, and participation in any available DER tariff will require receipt of payment for all applicable fees.

I have read and understood the above statement concerning financial responsibility of fees related to the submission of an Interconnection Application. *

Please read the information above and check the box

-----INTERCONNECTION APPLICATION-----

Application Signatory information - CUSTOMER/SERVICE HOLDER

Customer Legal Signing Authority Name *

Customer Legal Signing Authority Email *

Customer Legal Signing Authority Title *

Please input the Customer's contact information. This information MUST match the AEP Ohio bill
(NOTE: if this information does not match the AEP Ohio bill we will send it back for revisions which will delay the application timeline)

Application Signatory information - INSTALLER

Installer Contact Information

Name *

Company *

Address *

Email *

Phone *

Please include the installer information here.



Please review and follow these steps

PLEASE REVIEW THE FOLLOWING STEPS TO SUCCESSFULLY COMPLETE SUBMITTING YOUR INTERCONNECTION APPLICATION.

- 1) REVIEW YOUR SIGNATORY INFORMATION ABOVE AND ENSURE IT IS ACCURATE
- 2) CLICK THE "PREVIEW" BUTTON TO REVIEW YOUR FILLED OUT INTERCONNECTION APPLICATION.
YOU MUST DO STEP (2) TO UNLOCK THE "REQUEST SIGNATURES" BUTTON BELOW.
- 3) CLICK THE "REQUEST SIGNATURES" AT THE BOTTOM OF THE PAGE TO SEND A DOCUSIGN LINK TO ALL SIGNATORIES
- 4) AFTER YOU HAVE REQUESTED SIGNATURES, YOU MUST CLICK THE 'SUBMIT' BUTTON AT THE BOTTOM OF THIS PAGE. YOUR APPLICATION WILL NOT ADVANCE UNLESS YOU SUBMIT THIS FORM.

OH - Interconnection Application (Short)

When the information in previous slide is filled out, please hit the Preview Document button.

eSignature Status

AEP - Application Fee Agreement

Applicant: Please enter a valid email address

OH - Interconnection Application (Short)

Customer:

When both documents have been previewed, these boxes will be green and will allow you to submit the signature request. This button will send the communication to the customer and installer.

Input errors in the application details have been identified. Please reopen the Interconnection Service Request Form for further review/edits for resubmittal. Upon resubmittal a new signature package must be generated. Selecting this button and canceling the DocuSign request will send the project back to Unsubmitted.

Only hit this box if you want the application to move back to UNSUBMITTED for revisions.
NOTE: If signature request was sent you will need to CANCEL the signature request.

Hit submit AFTER you hit the Request Signatures box.



AGREEMENT SIGNATURE

AGREEMENT SIGNATURES
AWAITING AGREEMENT SIGNATURES

AEP CONFIDENTIAL

Agreement Signatures



There are two stages in this status. "Agreement signatures" and "Awaiting Agreement Signatures" are two different steps in the process.

Agreement Signatures:

- **Status:** Agreements not yet generated, please allow 3-5 business days to generate these agreements.
- **Action Required:** AEP Ohio needs to generate and send the agreements to the customer.
- **Next Step:** Once generated, both the customer and AEP Ohio must sign the agreements.
- **Progression:** The project then moves to the "Awaiting Agreement Signatures" stage.

Awaiting Agreement Signatures:

- **Status:** Agreements have been sent to the customer.
- **Action Required:** AEP Ohio is waiting for the customer to sign the agreements.
- **Next Step:** Upon receiving the signed agreements, the application will proceed to the "Customer Installation" stage.

Current Status

Status marked as AEPOH - Agreement Signatures on 2/13/2025 at 8:24 AM

Created on 8/27/2024 at 11:24 AM (174 days ago)

Last Updated on 2/15/2025 at 7:46 AM (2 days ago)

Current Status

Status marked as AEPOH - Awaiting Agreement Signatures on 2/17/2025 at 12:52 PM

Created on 8/27/2024 at 11:24 AM (174 days ago)

Last Updated on 2/17/2025 at 12:52 PM (6 seconds ago)

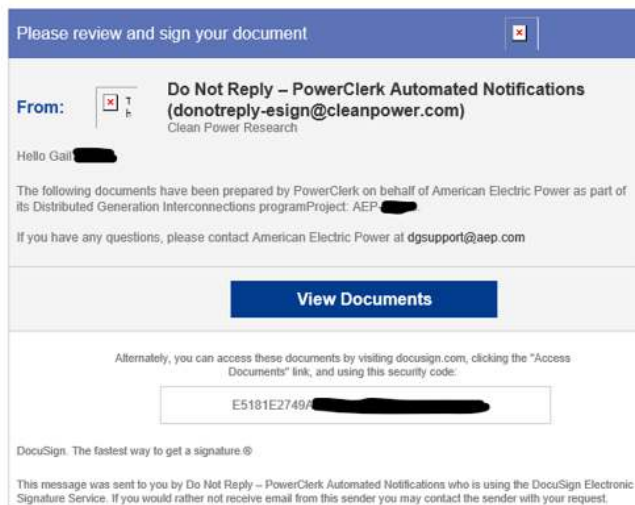
Agreement Signatures



Application, Interconnection Agreement (IA)/NEMS, and - Meter Change Signature How-To

Note: The Application signature is required at the beginning of the interconnection process. The Agreement/NEMS (and Meter Change when required) signature is required after the AEP conditional approval is accepted by the entity submitting the application. The below example is for the IA/NEMS signature process.

1. The customer will receive an email from DocuSign System dse_na2@docuSign.net
2. -Open the email (see example below)



3. Click 'View Documents' and a new window opens.



4. Click 'I agree to use electronic records and signatures.' Then click 'Continue'



5. Next click 'START'



Agreement Signatures

- The window automatically scrolls down to the first signature area. You can scroll back up to view the entire document, but you should have already received a DRAFT copy with the conditional approval email. Click the yellow 'Sign' button by your name.

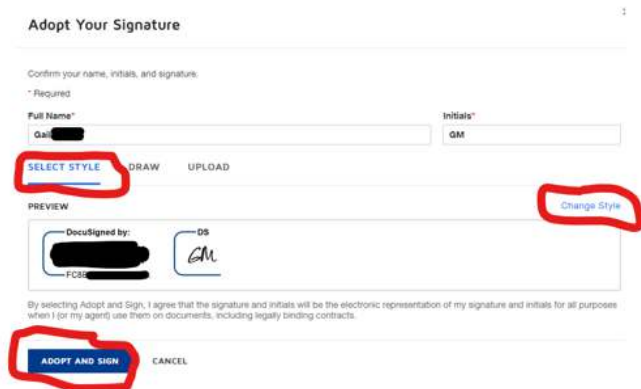


Customer's use of the Generation Facilities is subject to the rules and regulations of Company, including Company's Terms and Conditions of Service and Company's Minimum Requirements for Interconnection Service, as contained in Company's Retail Electric Tariff, as the same may be revised from time to time with the approval of the Commission. Both Company and this Agreement are subject to the jurisdiction of the Commission. To the extent that Commission approval of this Agreement may be required now or in the future, this Agreement and Company's commitments hereunder are subject to such approval.

IN WITNESS WHEREOF, Customer and Company have executed this Agreement, effective as of the date of this document.

Ohio Division Company aka AEP Ohio	By: [Redacted]	By: [Redacted]
Requested By: [Redacted]	Printed Name: [Redacted]	Printed Name: [Redacted]
Title: Alternative Energy Resource Manager	Title: Customer	
Date: 6/13/2024	Date:	

- A new window opens. Choose 'Select Style' if not already selected. You can also change the signature style if you'd like. When ready to sign click 'ADOPT AND SIGN'



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

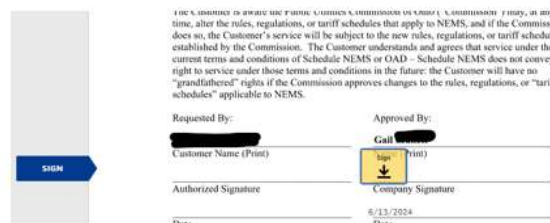
PREVIEW Change Style

DocuSigned by:
FCR [Redacted] DS [Redacted]

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

- The document then scrolls to the next signature area. To sign click the yellow 'Sign' button below your name.



Requested By: [Redacted] Approved By: Gail [Redacted]

Customer Name (Print) [Redacted] Company Signature [Redacted]

Authorized Signature [Redacted]

Date: 6/13/2024 Date: 6/13/2024

- The select 'FINISH' and you're done.



Done! Select Finish to send the completed document.

FINISH

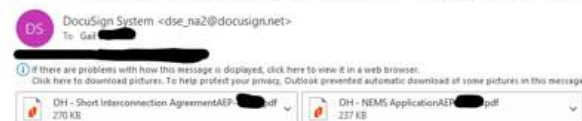
Go to Step 10 on next page.

Agreement Signatures

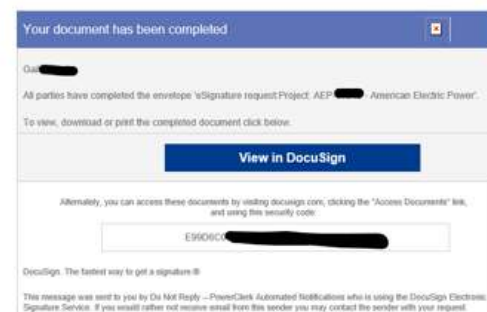


10. Once both parties have signed the documents both people receive an email with PDF attachments of the executed copy of the agreements for your files.

Completed: eSignature request:Project: AEP - American Electric Power



This Message is From an EXTERNAL Sender
This is an EXTERNAL email. STOP. THINK before you click links or open attachments. If suspicious, please click the 'Report to Incidents' button.



11. If the customer's meter can't be reprogrammed for net-metering the meter will be removed and a net-metering capable meter installed in its place. There will be a separate DocuSign request for the Meter Change that is sent at the same time as the Interconnection Agreement/Net Energy Metering Service (NEMS) DocuSign.

CUSTOMER INSTALLATION

Available Forms	
Form Name	Form Status
Application Notes and Misc Attachments	Begin New Form Became available on 2/14/2025 at 12:16 PM
Customer Installation	Begin New Form Became available on 2/14/2025 at 12:16 PM
Discontinue Interconnection Request	Begin New Form Became available on 2/14/2025 at 12:16 PM
Update Projected In-Service Date	Begin New Form Became available on 2/14/2025 at 12:16 PM

Progress bar with 5 steps:

- 1 Introduction (highlighted with a red box)
- 2 Inspection Documentation
- 3 System Installation Pictures
- 4 AC Disconnect Pictures
- 5 Inverter/Generator Nameplate Pictures

>

To Complete this form you will need to provide the following information

*Upload proof of any necessary electrical or building inspection that was completed after system installation. This can be in the form of a filled out/signed copy of the inspection report, of a completed 'Certificate of Completion,' or photographic evidence of inspection stickers

*Upload a picture showing the completed generator system showing the number of units installed, i.e. for a solar installation, the solar panels installed in such a way as the number of modules can be counted.

*Upload a picture of the AC disconnect switch immediately adjacent to the AEP meter. If you indicate the AC Disconnect cannot be co-located, provide a picture of where the AC Disconnect switch is located and a picture of the UV rated permanent plaque above the existing meter showing and stating the location of the AC Disconnect switch with respect to the AEP meter.

*Upload a picture showing the inverter(s) with the model number visible and readable. If the system does not utilize an inverter please provide a picture of the generator name plate showing model number.

Date Installation Evidence Submitted *

2/18/2025 

Please select the date you are filling out this form on.

1
Introduction

2
Inspection Documentation

3
System Installation Pictures

4
AC Disconnect Pictures

5
Inverter/Generator Nameplate Pictures




Inspection Documentation

PROOF OF INSPECTION

Certificate of Completion - Template

Generate Document

Inspection Documentation * 

Browse

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

If an inspection is not required in your local AHJ, please complete the Certificate of Completion (COC) form.

Upload the inspection or COC document here.

Back

Next

1
Introduction

2
Inspection Documentation

3
System Installation Pictures

4
AC Disconnect Pictures

5
Inverter/Generator Nameplate Pictures



SYSTEM INSTALLATION PICTURES

Upload a picture showing the completed generator showing the number of units installed, i.e. for a solar installation, the solar panels installed in such a way as the number of modules can be counted.

How many pictures do you need to submit to show the installed system? *

Please select how many photos you need to submit to show ALL generators (ex. Panels) installed (New and Existing).

System Installation Picture 1 *

 Browse

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

System Installation Picture 2 *

 Browse

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

Upload the photos of ALL panels installed here.

Back

Next

Navigation bar with steps: 2 Inspection Documentation, 3 System Installation Pictures, 4 AC Disconnect Pictures (highlighted with a red box), 5 Inverter/Generator Nameplate Pictures, 6 Interconnection Agreement

AC DISCONNECT PICTURES

Upload a picture of the AC disconnect switch immediately adjacent to the AEP meter. If you indicate the AC Disconnect cannot be co-located, provide a picture of where the AC Disconnect switch is located and a picture of the permanent plaque above the existing meter showing and stating the location of the AC Disconnect switch

Is the AC Disconnect Switch installed immediately adjacent to the AEP Meter? *

- Yes
- No

Is the AC disconnect installed directly adjacent to the AEP Ohio meter?

Is a permanent plaque installed above the existing AEP Meter showing and stating the location of the AC Disconnect Switch? *

- Yes
- No

If not, Is a permanent plaque installed by the AEP Ohio meter?

Picture of the AC Disconnect Switch (next to the AEP meter if possible) *

File upload field with a "Browse" button

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

Picture of the permanent plaque showing and stating location of the AC Disconnect Switch *

File upload field with a "Browse" button

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

Upload a photo of the AC disconnect and AEP Ohio meter

Back

Next

NOTE: If the AC Disconnect is directly adjacent to the AEP Ohio meter, please submit a photo of the AC Disconnect and AEP Ohio Meter in the SAME FRAME

Navigation bar with steps: 2 Inspection Documentation, 3 System Installation Pictures, 4 AC Disconnect Pictures, 5 Inverter/Generator Nameplate Pictures (highlighted with a red box), 6 Interconnection Agreement.

Inverter or Generator Nameplate Pictures

*Upload a picture showing the inverter(s) with the model number visible and readable. If the system does not utilize an inverter please provide a picture of the generator name plate showing model number.

Click below to see an example
[Example Inverter Nameplate](#)

Inverter/Generator 1 Nameplate Picture *

Allowed file types: .docx, .xlsx, .csv, .pdf, .jpg, .png, .jpeg

I need to update the Site Diagram

Upload a photo of the inverter Nameplate. If the inverter changed you will need to revise the application.

Use this check box to update the Site Diagram.

Back

Next

Customer Installation

Saved ✓ Project Number:

- ←
- 2 Inspection Documentation
- 3 System Installation Pictures
- 4 AC Disconnect Pictures
- 5 Inverter/Generator Nameplate Pictures
- 6 Interconnection Agreement

Have you changed the make or model of your panels, or the make, model, or size of your inverters since the last time the application was signed? *

- Yes
- No

If YES is selected, the application will move to the Unsubmitted status.

If NO is selected, the project will move forward to Installation Verification

Back

Submit