



SEPA

solar electric power association

Thinking Solar? Gather Your Tools Here

**A guide to maximizing
SEPA's new website**



www.solarelectricpower.org

The new website, with its 'Intelligent Navigation,' has menu bars at both the top and bottom, making it easy to navigate to all major sections with just one or two clicks.

Welcome.

The Solar Electric Power Association (SEPA) is your unbiased non-profit resource for information about solar technologies, policies, and programs. SEPA focuses on working with electric utilities, but provides value to all businesses that have an interest in solar electricity.

[Learn more about SEPA.](#)

Utility Solar Solutions

 **Utilities** Enter Here



 **Solar Companies** Enter Here



 **Stakeholders** Enter Here



News Briefs



SEPA debuts
ALL NEW website—
packed with valuable
solar tools—at



[More...](#)

Home and business owners looking to go solar? [Click here.](#)

Get energized.

Use this guide to navigate the **ALL NEW SEPA website, the industry's leading source for solar information.**

Welcome to www.solarelectricpower.org, the industry's most comprehensive source of information about solar technologies, policies and programs. As a member-funded, non-profit organization, the Solar Electric Power Association (SEPA) provides the unbiased information utilities need to make prudent strategic decisions about solar power and pursue best practices for their renewable energy investments. Solar companies and industry stakeholders will also find everything they need to know about the state of the industry.

The website includes a number of 'Intelligent Navigation' features that make it easy for users to find exactly what they need. This guide provides an introductory tour of these features in three sections:

- ➔ **Getting Started**
- ➔ **Using the Solar Tools**
- ➔ **Finding Other Resources**

Unlock the Power of Solar

Table of Contents

➔ Getting Started	
Creating an Account	Page 2
Logging In	Page 3
➔ Using the Solar Tools	
Solar Tool Kit	Page 4
➔ Filtering Information	Page 5
Solar Tools	Page 6
➔ Solar Solutions Tool	Page 6
➔ Solar Networking Tool	Page 8
➔ Solar Data and Mapping Tool	Page 9
➔ Utility Case Studies Tool	Page 10
➔ Finding Other Resources	
Events	Page 11
Reports	Page 11
Newsletter	Page 11
Site Map	Page 12
Search Function	Page 12
Become a Member Today	Page 13

Getting Started

Creating an Account

All visitors are encouraged to register to access additional resources that are unavailable to non-registered users. SEPA's website has three levels of access:

Anonymous (no account)

Guest (free registration)

Member (no limit to the number of registered employees once a company joins)

To create your personal account, click **LOG IN** at the upper-right corner of any page. Once you create an account, log in and begin to explore the website.



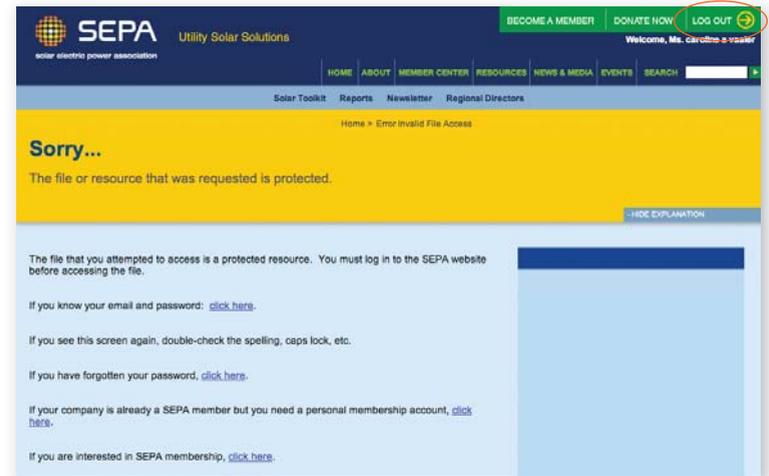
On the **Log In** screen that appears click on **Sign Up**.

A screenshot of the 'Log In' form. It has two input fields: 'E-mail Address:' and 'Password:'. Below the fields are two buttons: 'Log In' and 'Cancel'. At the bottom of the form, there are two links: 'Sign Up' and 'Forgot Password?'. The 'Sign Up' link is circled in red.

You will then be taken to the **Welcome to the Member Center** section, where you will enter your email address in the field provided and press **GO**. Create a personal account using your business email address. If your organization already has a membership, link your personal account to your employer to be recognized as a member. Then you will receive the highest level of information access. Once registered, you can log in using your email address and password.

Logging In

To get the most from your visit to the site, be sure to **LOG IN** during each session. If you are not logged in, the following message will be displayed when attempting to access certain information.



To log in, either click on the **LOG IN** at the upper-right corner of the page or click on the appropriate link below the **'Sorry...'** message.



There is no limit to the number of users any single organization may have, whether a SEPA member or not. Therefore, encourage your colleagues to register and log in for maximum access when using the website.

Using the Solar Tools

Solar Toolkit



The **Solar Toolkit** is a great place to explore resources. The resources are organized into convenient categories that cut through information overload and provide you with accurate, targeted resources. Some of the windows have scroll bars enabling you to browse all of the material available in that category.

The top bar in most windows allows you to see all of the content available in that category. For example, clicking on the link in the **Documents** bar displays the **Full Document Library**, which also includes an abstract describing each document (rather than just the title displayed in window).

Documents (Full Document Library)

SEPA Report: Top Ten Utility Solar Integration Rankings 2009, May 2009

PTC, ITC, or Cash Grant?, March 2009

SEPA Report: Utility Solar Business Models (Phase 1), May 2008

Photovoltaic Energy Conversion: A Critical Analysis 2005, January 2006

Environmental Portfolio Standard Programs - ACC (2005), January 2005



Lists of available resources can be sorted in different ways. For example, when viewing the **Full Document Library**, the default sort order is by **Pub. Date** to allow regular users to find the most recent documents. Clicking on **Resource Name** enables you to sort by title instead.

When using the **Solar Toolkit** or the other **Solar Tools**, if you are not logged in, you will be able to view only five of the hundreds of resources in the database.

Filtering Information

After logging in, click on **RESOURCES**, then on **Solar Toolkit**.

Please select your session filters below:
Choose one or more—the window results will automatically update.

CLEAR SELECTIONS

Utility
 Solar Industry

Keyword

Job Function

Executive, Public Relations
 Distribution Engineering, Customer Service
 Power Supply & Planning
 Rates, Finance, Regulatory
 Renewable Project Manager
 Show All

Technology

Photovoltaic (PV, CPV)
 Concentrating Solar Thermal
 Show All

Solar Topics

Customer Programs
 Grid Integration
 Metering & Interconnection
 Policy & Regulatory
 Procurement & Development
 Resource & Technology
 Show All

Market Segment

Residential
 Commercial, Industrial
 Utility
 Show All

The filters on the left side allow utilities to customize the information in the **Toolkit** windows according to job function, technology, solar topic, and market segment. (Solar companies also can filter by company type instead of job function.)

The windows automatically refresh themselves according to one or more filters or keywords that are set, narrowing down the number of documents shown, for example. If the results are too narrow you can remove filters or click **CLEAR SELECTIONS** at the top of the filter sidebar.

CLEAR SELECTIONS



During your first few visits to the site, you may want to retain the default “Show All” filter settings to get a better feel for the breadth and depth of information available. Although some of this information may not interest you, it might be of great interest to one or more of your colleagues.

Solar Tools

The **Solar Tools** section includes four unique resources:

- ➔ **Solar Solutions Tool** for comparing and contrasting your customers' needs against suggested value-added programs, solar business models, solar incentives, and more.
- ➔ **Solar Networking Tool** (for SEPA members only) to make contact with other professionals in your field.
- ➔ **Solar Data & Mapping Tool** to explore details about the largest photovoltaic (PV) and concentrating solar power (CSP) projects, as well as new project announcements.
- ➔ **Utility Solar Case Studies Tool** to learn about utility programs and projects.

These tools can all be accessed from the **Solar Toolkit** page (lower-left section) or from the home page by clicking on **RESOURCES**, then on **Solar Tools** in the top menu bar.

➔ Solar Solutions Tool



As with other tools, the **Solar Solutions Tool** enables you to narrow your search to find precisely what you need. As shown in the view (bottom of page 6), making your selection is a one-, two- or three-step process, depending on your needs. After selecting one of the profiles or topics in Step 1, you then specify your choice of **Personalized Recommendations** in Step 2. The results of your selections are displayed automatically in Step 3, where you can access any of the resources recommended.

View All Recommendations in Step 2 works a bit differently. It ignores any selection made in Step 1 and, instead, presents a list of all available subjects, organized into recommendations categorized by subject. You can access all of the available information for that subject.

If you want to see all listings for a specific solar technology, for example, click on the down arrow for **View All Recommendations** in Step 2 and select one of the three available choices, such as *Photovoltaics (PV)*.

To access any of the recommended resources in Step 3, simply click on your choice and it will automatically open in a new window. This allows you to return to the list of recommendations to make additional selections.

Note that unlike other areas of the site that may show but deny access to resources available only to SEPA members, the **Solar Solutions Tool** shows only those resources actually accessible.



➔ Solar Networking Tool (Members Only)

Important Notes: The Solar Networking Tool is available only to SEPA members after logging in. Registered guests are *not* included in the searchable membership database.

Accessing the **Solar Networking Tool** takes you to the **MEMBER CENTER** where you can switch between **Directory by Ind'l** and **Directory by Org** on the pale blue sub-navigation bar.



Search the SEPA membership directory by various criteria, some of which are in the form of drop-down menus that show fields in the database.

To find all investor-owned utilities, for example, click on the drop-down arrow for *Organization Type*, select “Utility – Investor Owned” then click **Search**. You can then narrow your search by Country and/or State or other criteria.



The drop-down menu for *Organization Type* gives you an idea of the many different types of businesses and organizations that are members of SEPA. The ability to identify and contact other SEPA members when in need of specific information or services is particularly useful during the planning phase of a project.

➔ Solar Data & Mapping Tool

The **Solar Data & Mapping Tool** is where you can get detailed information about both existing and planned solar projects. The default landing for this resource is the *Top 20 PV Projects*, but you can also choose the *Top 20 CSP Projects*, *Solar Project Announcements* or *Utility Case Studies*.



Below the map is a listing of the selected projects sorted by size; although you can change the order by clicking on any of the column headers.

Name	MW	Purchasing Utility	Owner	Location	State	Date	More Info
Nellis AFB	14	Net Metered (NV Energy)	MMA Renewable Ventures	Ground	NV	2007	Click Here
El Dorado PV Plant	12.6	Pacific Gas & Electric	Sempra Generation	Ground	NV	2008	Click Here
Alamosa	8.2	Xcel Energy	Sun Edison	Ground	CO	2007	Click Here
Springerville Generating Station	4.6	Tucson Electric Power	Tucson Electric Power	Ground	AZ	2001-2004	Click Here

Clicking on the Project’s *Name* in the table zooms and centers the map on its location. *More Info* can be found for any project by clicking on its **Click Here** link, which will navigate to an external website.

Utility Case Studies Tool

Please select your display filters below:

Choose one or more - the window results will automatically update.

[CLEAR SELECTIONS](#)

- Top 20 PV Projects
- Top 20 CSP Projects
- Solar Project Announcements
- Utility Case Studies

Case Study Filters

- | | | |
|------------------------------|--------------------------------|----------------------------------|
| Tech. | Utility Type | Region |
| <input type="checkbox"/> PV | <input type="checkbox"/> IOU | <input type="checkbox"/> East |
| <input type="checkbox"/> CSP | <input type="checkbox"/> Muni | <input type="checkbox"/> Central |
| | <input type="checkbox"/> Co-op | <input type="checkbox"/> West |
| | <input type="checkbox"/> Other | |

Utility Case Studies, also part of the mapping page, enables you to filter the listings—by technology, utility type, or U.S. region—and to sort using the column headers.

Clicking on a project's [Click Here](#) link under *More Info* opens a separate browser window containing the case study itself. If you have a good Utility Case Study for the tool, contact SEPA staff to begin its development.

Top Twenty (20) PV Projects							
Name	MW	Purchasing Utility	Owner	Location	State	Date	More Info
Nellis AFB	14	Net Metered (NV Energy)	MMA Renewable Ventures	Ground	NV	2007	Click Here
El Dorado PV Plant	12.6	Pacific Gas & Electric	Sempra Generation	Ground	NV	2008	Click Here

Note that the mapping page is continually being updated with new data—check back often!

Solar Data & Mapping Tool

The Solar Data & Mapping Tool is a powerful resource which provides both extensive project data (scroll down to view data on each result) and a visual overview of the distribution of Photovoltaic (PV), Concentrating Solar Power (CSP), Solar Project Announcements, and Utility Solar Case Studies in the US.

Make selections using the buttons on the left and note the special filters for the Case Studies. (Please note that the mapped locations are approximate and represent either the nearest city to the project or the utility's headquarters, as applicable.)

[HIDE EXPLANATION](#)



The yellow introductory bar at the top of most pages can be minimized by clicking *Hide Explanation* to gain more viewing space on the page.

Finding Other Resources

Events

SEPA-sponsored events, such as **Conferences & Expos**, **Workshops**, **Webinars** and **Fact Finding** missions are an excellent way for you to get the most recent information available while networking with others in your field. SEPA members get free and discounted registration fees for these events.

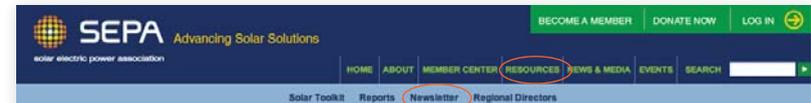


Reports

SEPA is renowned for its well-researched and insightful reports, most of which are even available to non-member registered guests. To see a complete list of published reports, click on **RESOURCES**, then on **Reports** in the top menu bar.

Newsletter (Members Only)

The *SEPA Newsletter* is published every other Monday, and reports the most important solar news from the past two weeks. An email highlighting each issue's contents is sent to all SEPA members, and can be accessed by clicking on **RESOURCES**, then on **Newsletter** in the top menu bar. Don't forget to **Log In** first!



Site Map

The **Site Map** gives you an at-a-glance view of how information is organized on the site and allows you to navigate directly to any section with point-and-click ease. The map is accessed via the bottom navigation bar.



Search Function

If you are looking for something specific, the **Search** function allows you to enter keywords or phrases. As with most searches, it is often best to begin with rather broad criteria, then narrow your search as necessary to pinpoint precisely what you need. The **Search** function is available at the right side of the top navigation bar.



To try the **Search** function, enter “feed-in tariff” or other hot topic of your choosing.

See the light.

Become a member today



Joining SEPA is easy. Click on **BECOME A MEMBER** in the upper right, where you can read about member types and benefits.

When you are ready to join, click on **JOIN SEPA NOW**. A white box will pop-up explaining the three-step process:

1. **Create a Guest account** (if necessary)
2. **Log in**
3. **Purchase**

Purchasing will take you to the Online Store, where you can choose the membership type and add additional information if necessary. Click **ADD TO CART**, then **CHECK OUT**, and you're finished.

Welcome to the Solar Electric Power Association!

Visit www.solarelectricpower.org

www.solarelectricpower.org



SEPA

solar electric power association

1220 19th Street NW, Suite 401
Washington, DC 20036

p: 202.857.0898



Printed on recycled paper using 100% post-consumer waste