Creating an INR for a Generation Resource Under 10 MW

Version 12.31.21

ERCOT RIOO Interconnection Services Release Notes

December, 2021

ERCOT has released an updated version of Resource Integration and Ongoing Operations - Interconnection Services (RIOO - IS) that enables companies to propose a new electricity generation resource to interconnect to the Texas power grid that ERCOT manages.

Representing the company, an Interconnecting Entity (IE) or Resource Entity (RE) uses the RIOO - IS app to create and manage the generation interconnection request (INR) online. The ERCOT Integration Team reviews the INR and conducts studies, along with the Transmission or Distribution Service Provider who owns the power lines in the area, to understand the effect the resource may have on the grid and determine the economic feasibility of the project.

Updates Since the Last Release

- REs can create INRs as well as IEs.
- IEs and REs can submit INRs for distribution and transmission connected resources.

About this Guide

This guide provides information about performing the tasks in RIOO - IS to create and submit the online interconnection request (INR) that proposes a new generation resource that is larger than 10MW to interconnect to the Texas power grid.

Updates in this Guide

This guide contains the creating an INR content formerly in the *Interconnection Services IE User Guide*. Since the last version of that content:

- The content for updating and adding information, attestations, and attaching additional documents to a submitted INR is now in a *Managing Your INR* guide available from the *Resource Integration* page on the ercot.com website.
- REs can create INRs as well as IEs.
- IEs and REs can submit INRs for distribution and transmission connected resources.

Delayed Features

The *Compliance With The Lone Star Infrastructure Protection Act Attestation* regarding ownership of the resource by certain foreign governments or citizens that IEs/REs must sign is currently not available as part of the INR flow. This attestation is currently available in a request for information (RFI) as a downloadable form that must be signed and uploaded to the INR as an attachment.

Supporting Documentation

RIOO Services documentation available from the *Resource Integration* page of the ercot.com website:

- *IE Sign Up Guide for RIOO Services*
- *RE Sign Up Guide for RIOO Services*
- *TSP/DSP Sign Up Guide for RIOO Services*
- *Managing Your RIOO Services User Account*
- *Creating an INR for a Generation Resource Under 10MW*
- *Creating an INR for a Generation Resource Over 10MW*
- *Managing Your INR as an IE/RE*
- *Managing INRs as a TSP/DSP*

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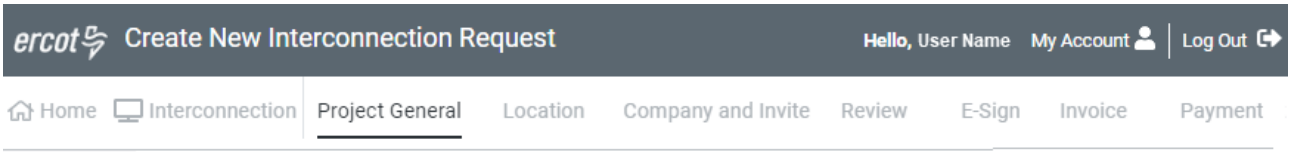
Understanding the INR Process

The online INR application starts with setting the size of the resource as small or large and if it will be transmission or distribution connected to the grid, and then identifying the fuel and technology powering the resource, the megawatts it will be injecting into and withdrawing from the grid, and the estimated time frame when it available to the grid market operations. You must upload and attach your resource asset registration forms, proof you control the resource site location, and your one-line diagram that shows the facility plan as well as other supporting documents as requested on an Attachment page.

After identifying the resource location (Texas county, latitude and longitude coordinates, and interconnection point) and some company information, you can review the information you are submitting and make edits as necessary before you electronically sign and submit the INR.

As you finish entering information on a page, clicking the **Continue** button saves the information entered and displays the next page to complete. If you do not finish a page before completing the application, the INR displays on your *Interconnection Request List* with your saved information and a button to **Finish INR Later**. Note that the **Continue** button becomes **Save and Continue** on the pages you finish later.

As you supply information and make selections about the generation resource, you can track your progress using the options at the top of each page, which is helpful if you pause and want to continue the application process later.



After you electronically submit your INR with your fee payment, ERCOT has 10 days to review it for technical accuracy. ERCOT may start corresponding with you about modifications to various entries before the request is considered accepted.

Each time ERCOT sends questions or concerns, an alert will display in your INR List along with the action to view it and respond. When the INR application is deemed complete, ERCOT will send you an email about the INR and the next steps to take.

Before Starting Your INR

Before starting your INR be sure that you have done the following tasks.

Sign Up for a RIOO Services User Account

If you are an:

- **Interconnecting Entity (IE)**, you must sign up online to create a RIOO - IS user account, that includes providing an email address as your user name and a self-created password as well as associating this login information with a multifactor authentication (MFA) app on your mobile phone that verifies your login attempts. Sign up instructions are available in the *Signing Up for a RIOO Services Account* (from the *Resource Integration* page on the ERCOT website).

- **Resource Entity (RE)**, ERCOT has started a RIOO - IS user account for you from the email address in your Market Participant Identity Management (MPIM) profile and assigned a generic password to it. Before you can access RIOO - IS, you must request that your USA add the RIOORS_M_Operator role to your MPIM profile. When you receive an email requesting that you verify the account, you can click the appropriate button and finish signing up for your RIOO - IS user account, which involves changing the system-assigned password and associating your login information with a multifactor authentication (MFA) app on your mobile phone that verifies your login attempts. Sign up instructions are available in the *Signing Up for a RIOO Services Account* (from the *Resource Integration* page on the ERCOT website).

> If you are not yet registered with ERCOT as an RE (that is, do not have an MPIM profile), you must sign up for a user account as an IE with an email address that is unique from any other ERCOT user email accounts you may have. For instructions, access the RIOO-IS IE Sign Up Reference (on the Resource Integration page on the ERCOT website).

Have Documents Available to Attach and Upload

While creating your INR, you are required to attach:

- Your one-line diagram schematic that shows your resource equipment and configuration
- Updated resource asset registration worksheets, or RARF
- Documentation proving you control the resource site location
- Signed Compliance With The Lone Star Infrastructure Protection Act attestation (available in an RFI)

> *Managing Your INR as an IE or RE* contains instructions for attaching and uploading documents after you have submitted your INR (available from the *Resource Integration* page of the ercot.com website).

Check for Electronic Payment Debit Blocks

If you intend to submit INR payments by electronic checks drawn on your bank account (ACH payment instead of credit card), you should check with your financial institution to be sure you do not have an automatic debit block on your account for ACH transaction amounts. It may take at least two days to remove the block, which can cause processing delays of your INR.

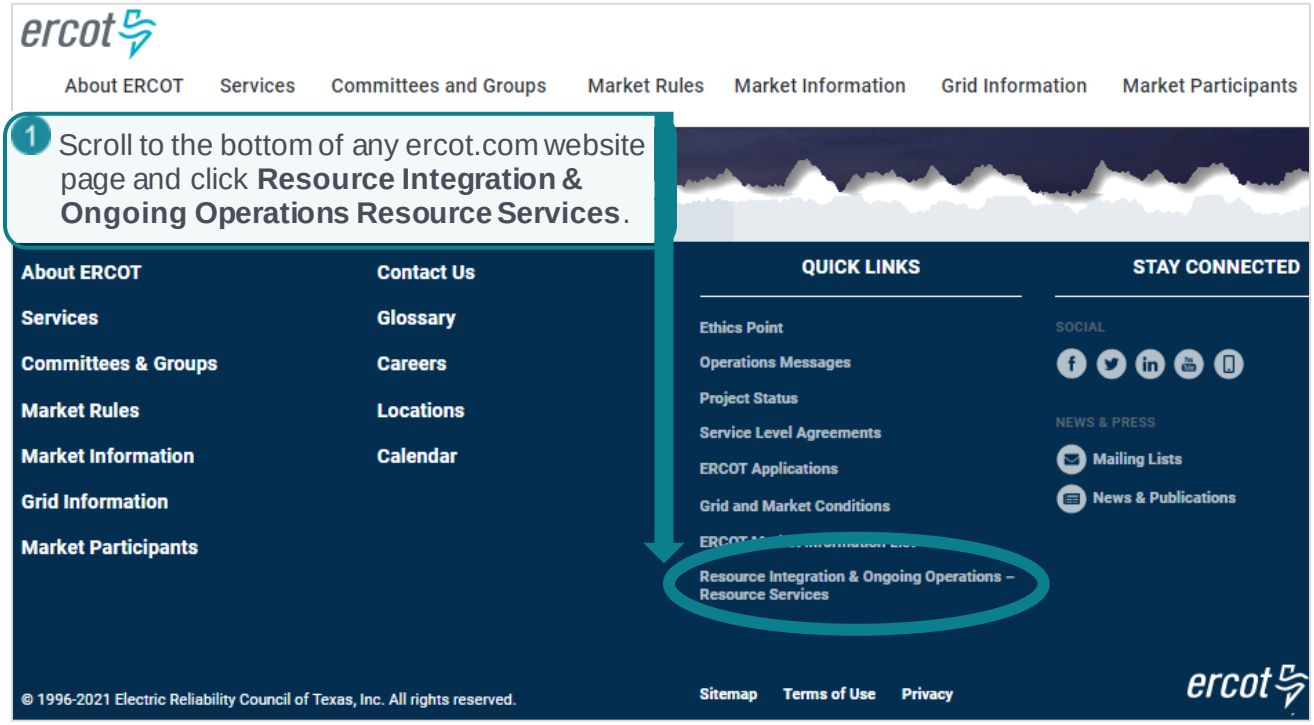
If you do have an automatic debit block on your account:

1. Have your financial institution send you the form to authorize ACH transactions you will be making with ERCOT.
2. On the form, for:
    - Vendor, enter **Authorize.net**.
    - Vendor ID, enter **1911718107**.
3. Submit the form to your financial institution.

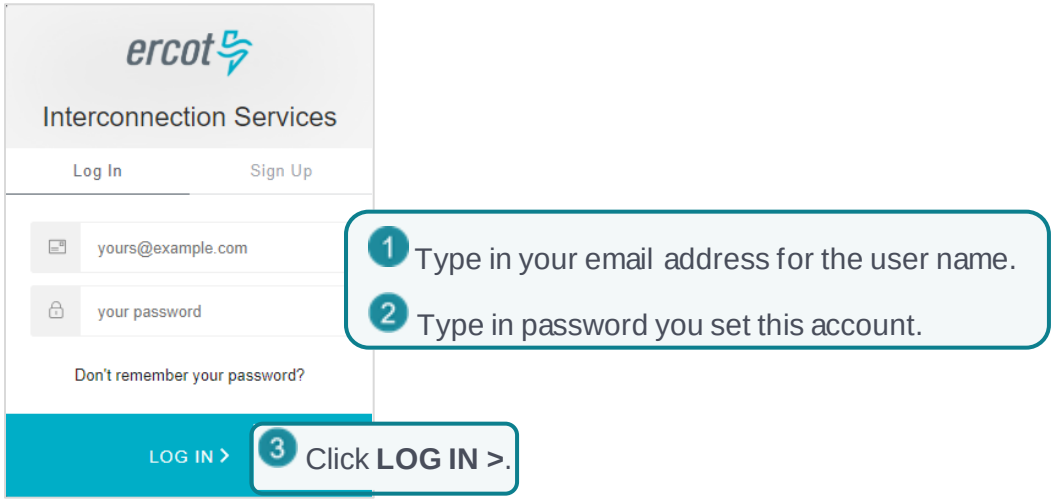
Starting Your INR Project Request

After logging into the RIOO app and connecting to Interconnection Services, you can start your INR.

Access the RIOO - IS App



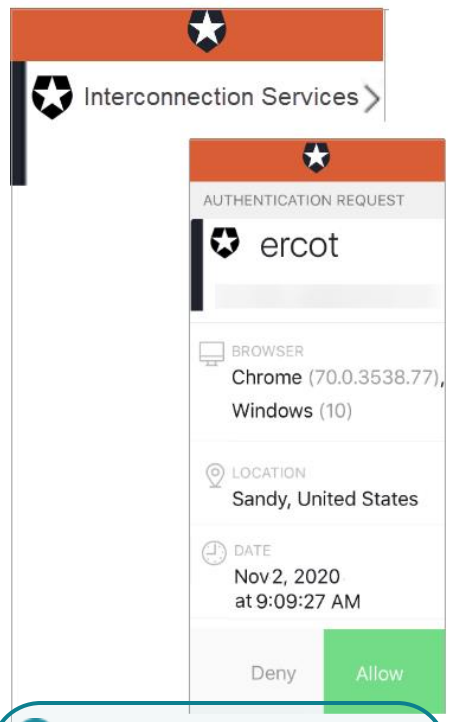
Log Into Your Account



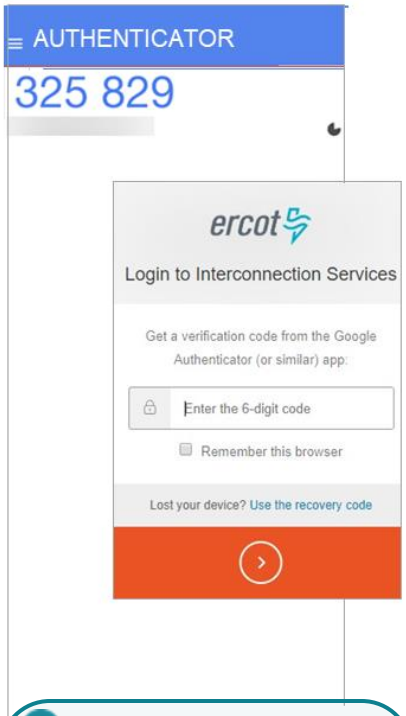
If you cannot log in after 10 tries, the YOUR ACCOUNT HAS BEEN BLOCKED AFTER MULTIPLE CONSECUTIVE LOGIN ATTEMPTS message displays. Open a Help Desk ticket that tells them you are blocked by your MFA and that Operations should unblock your ID.)

Verify Your Login On Your Smart Phone

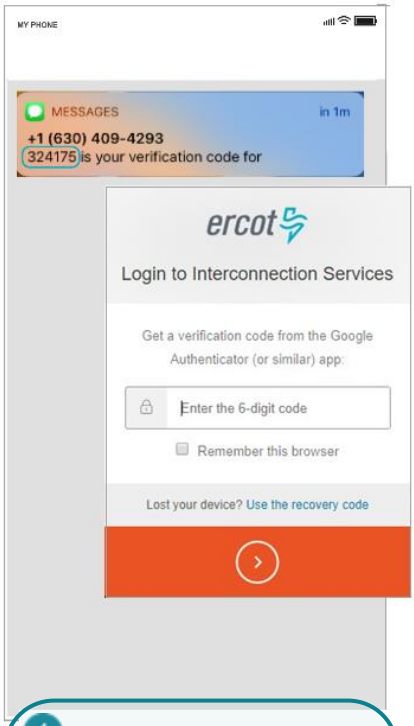
Use the MFA you signed up with:



1. Open **Guardian Auth 0** on your phone to locate the **Interconnection Services** message and swipe the >)
2. Tap **Allow**.

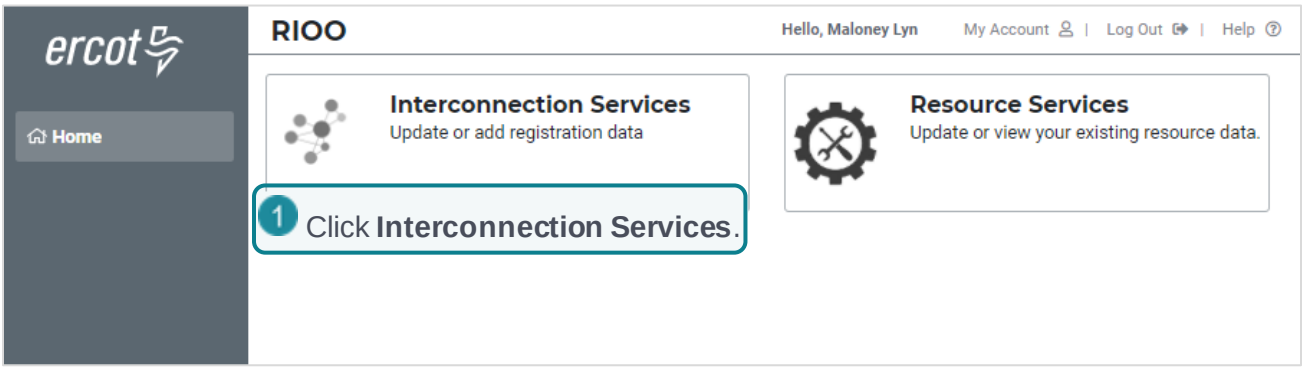


1. Open **Authenticator** on your phone and locate the ERCOT message.
2. Type the code displayed in the MFA in the ERCOT page.

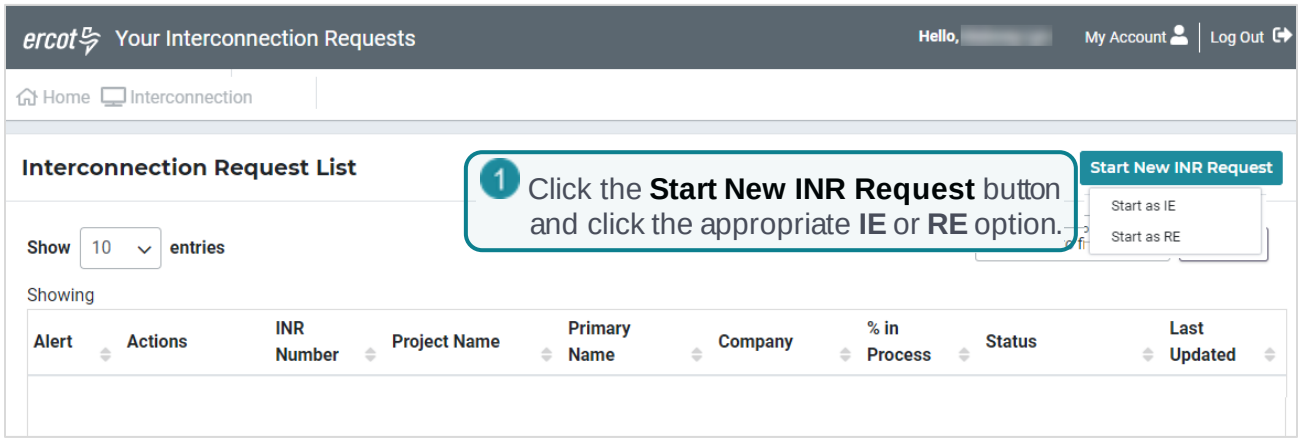


1. Open your phone and locate the ERCOT message.
2. Type the code displayed in the MFA in the ERCOT page.

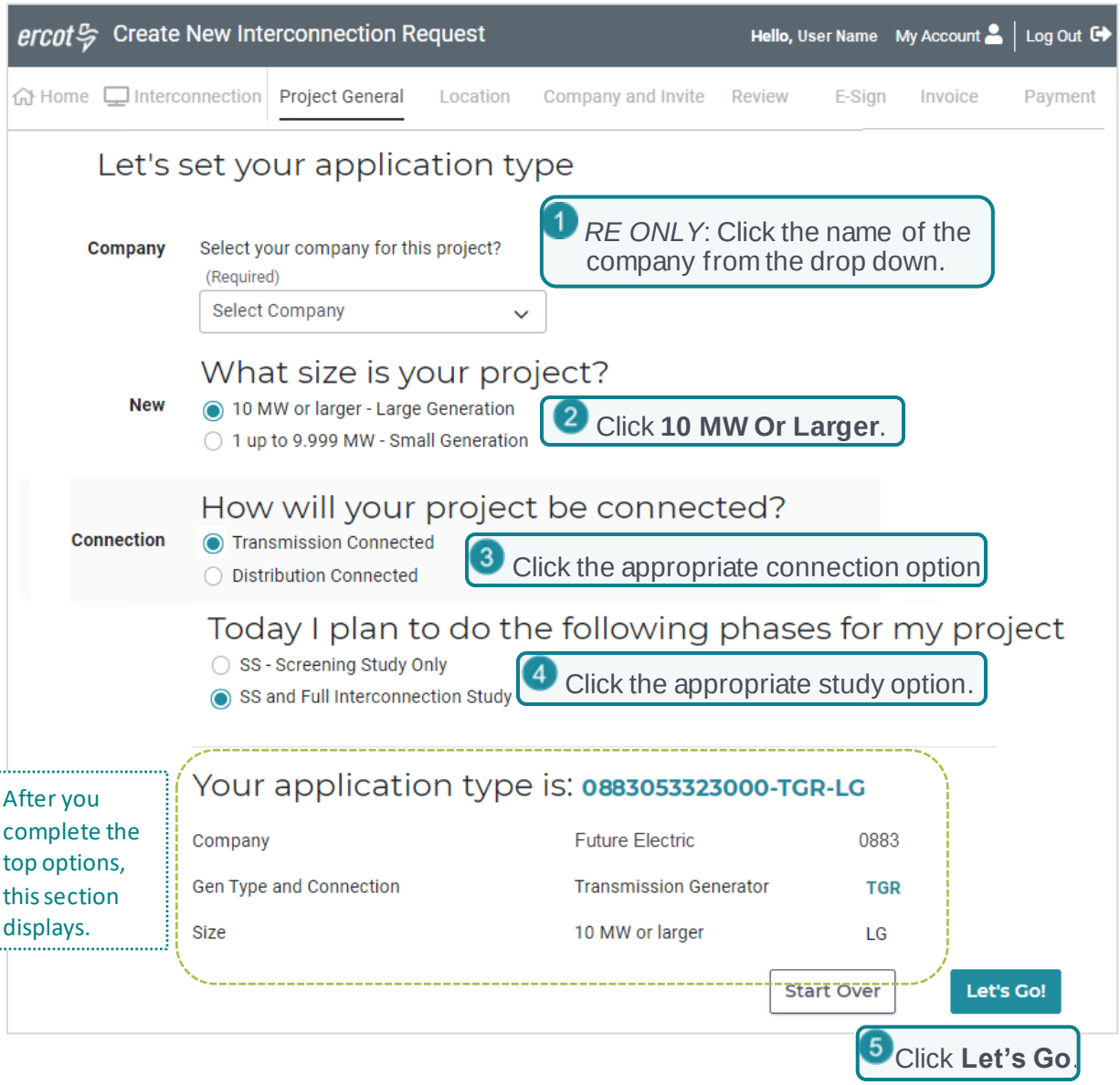
Select Interconnection Services from the Welcome Page



Start the INR from Your Interconnection Request List



Set Your Application Type

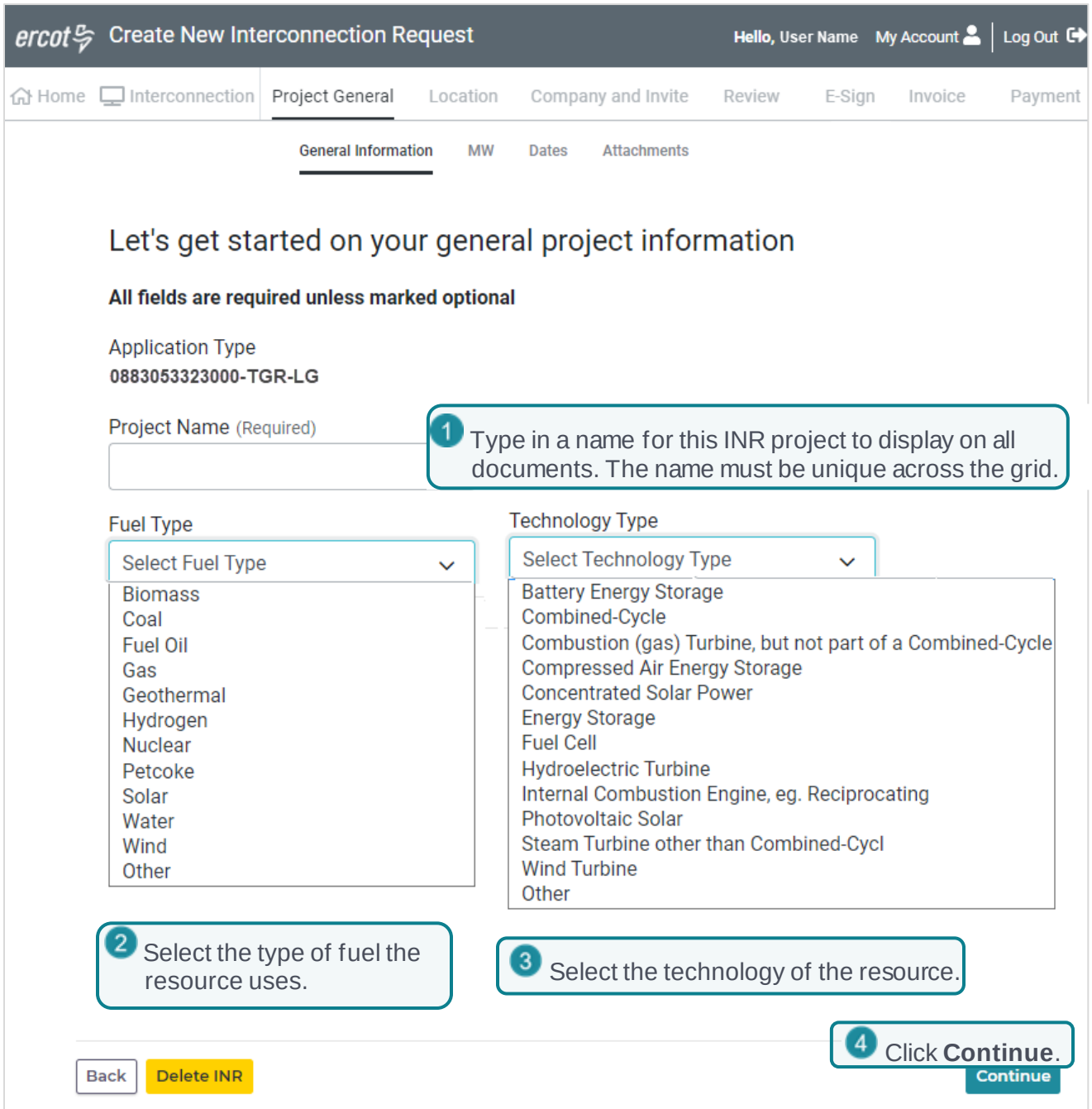


After you complete the top options, this section displays.

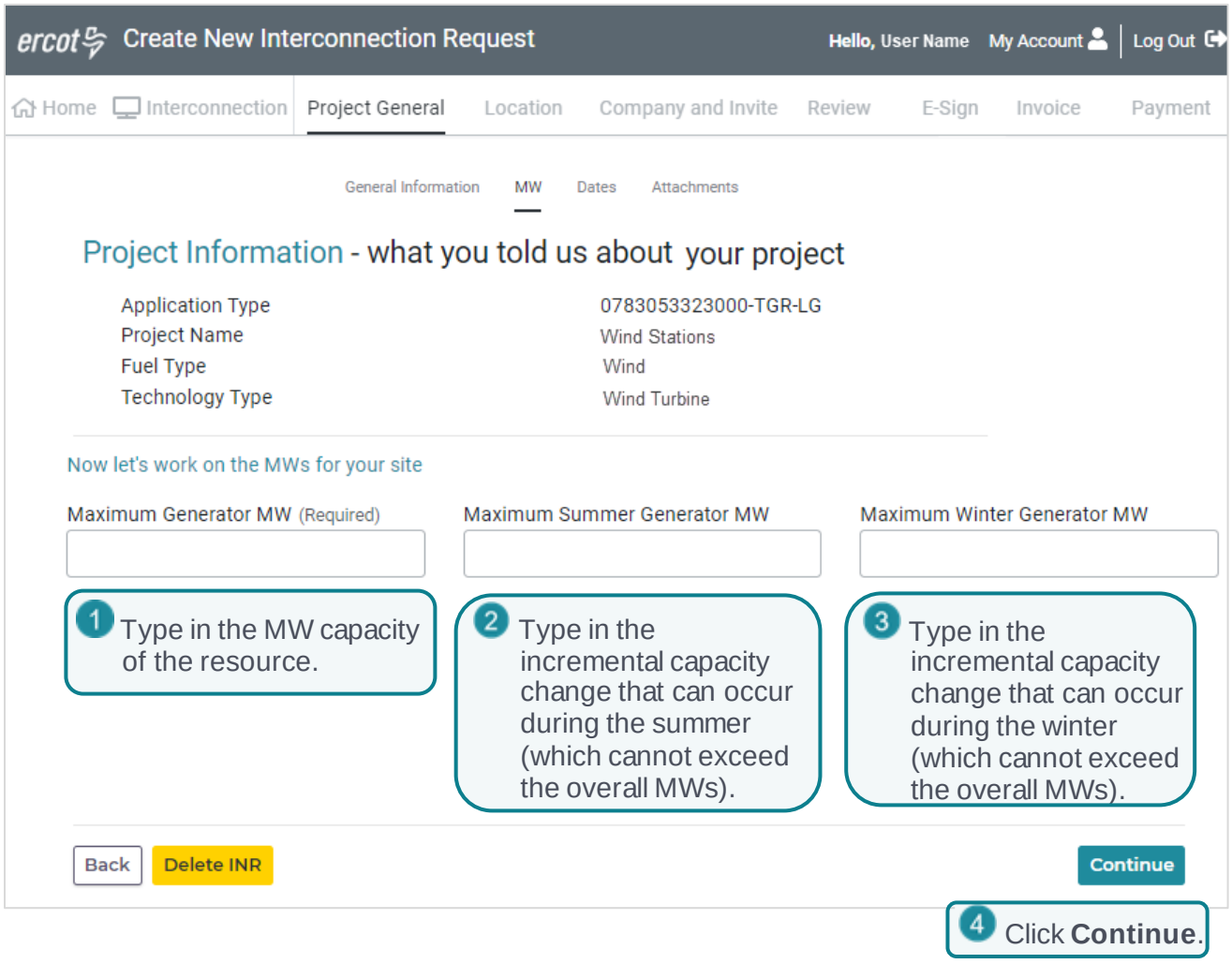
Providing the Basic INR Information

The basic INR information includes a project name that is unique across the grid and the technology and fuel to be used by the generation resource as well as the megawatt output of the resource, the estimated date when the resource will be operational and interconnected to the grid and the one line schematic of the resource equipment.

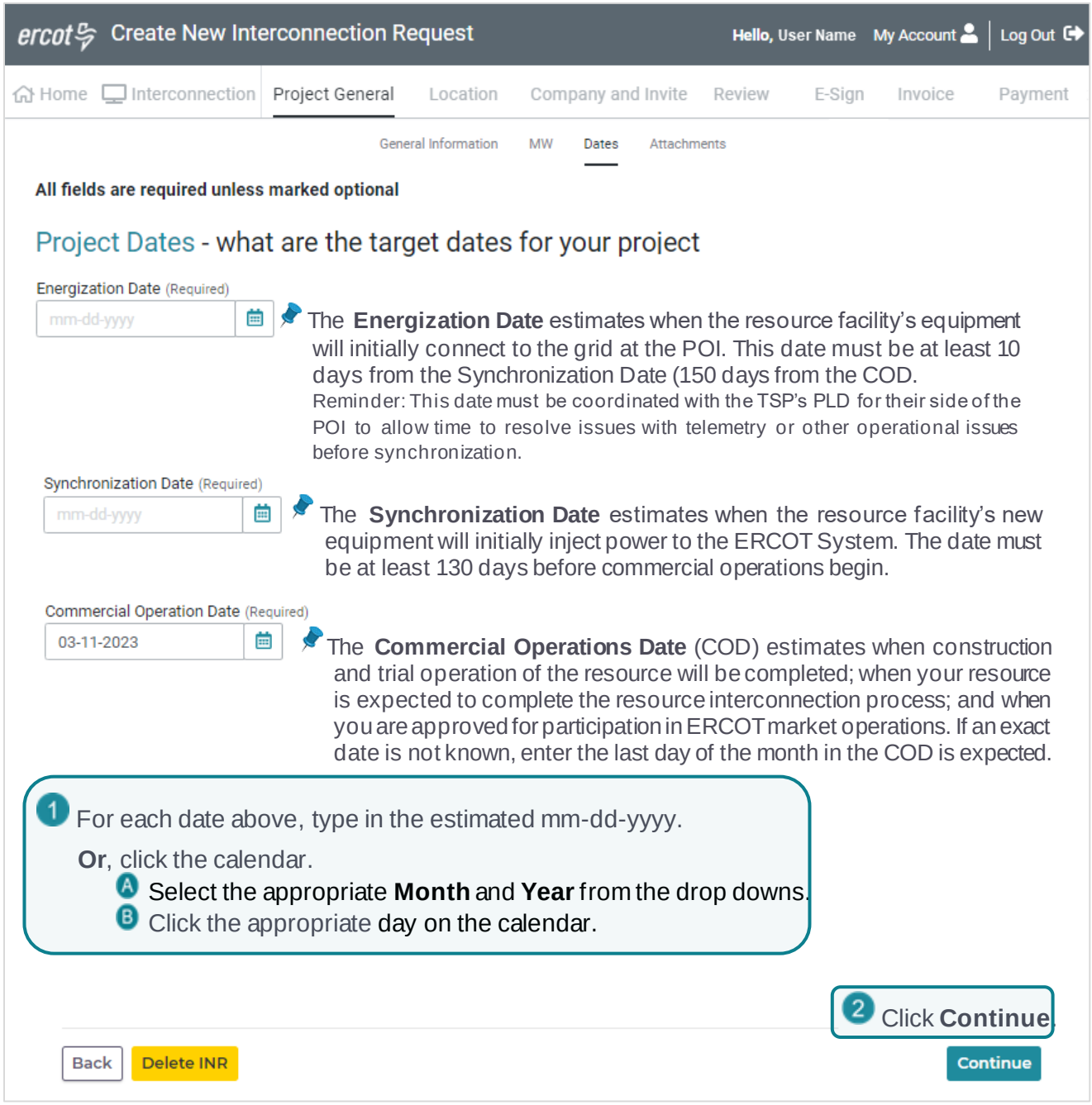
Provide the Project Name, Fuel Type, and Technology Type Date



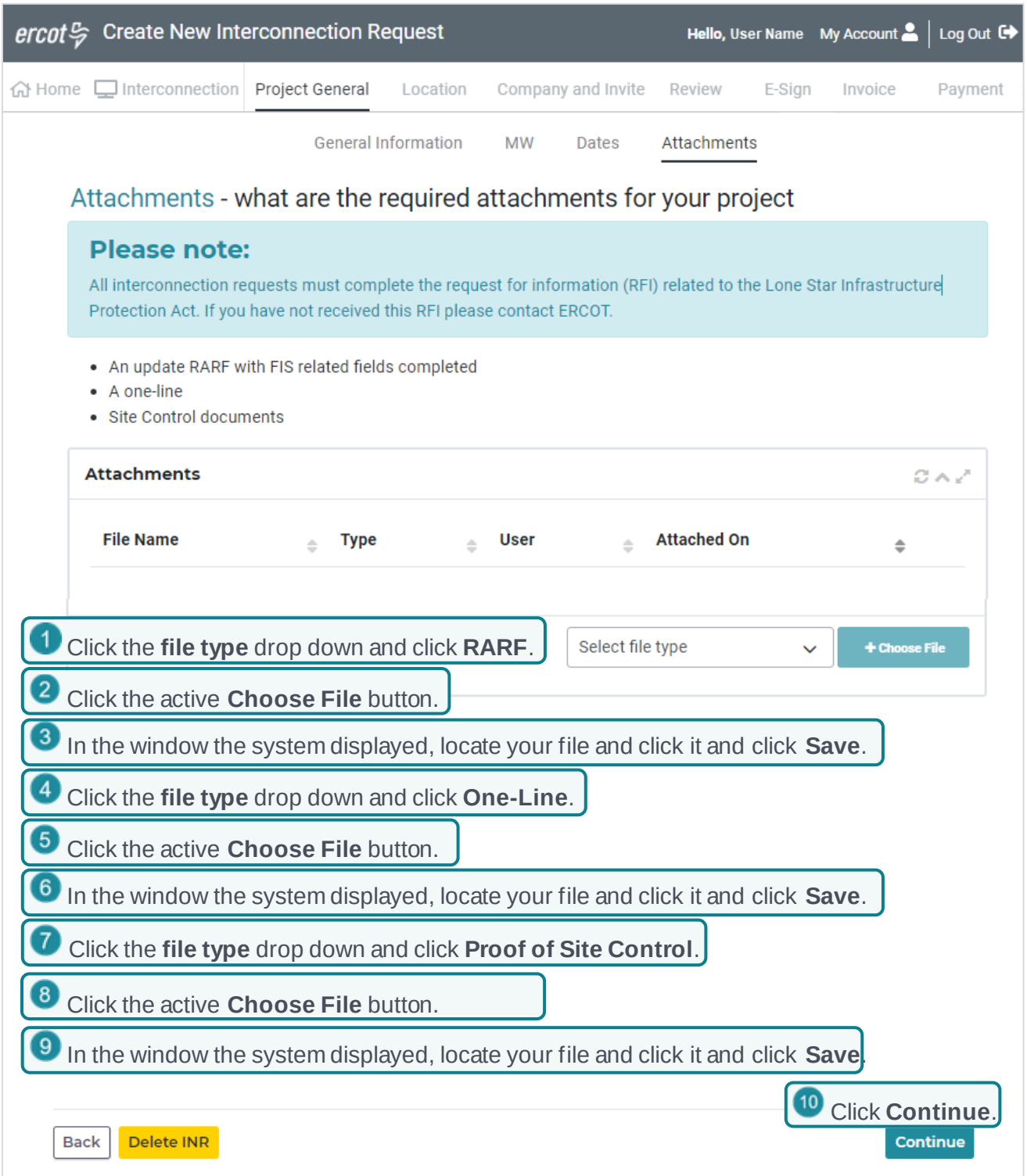
Identify the Generator MW Information



Estimate Your Energization, Synchronization, and Commercial Operations Date



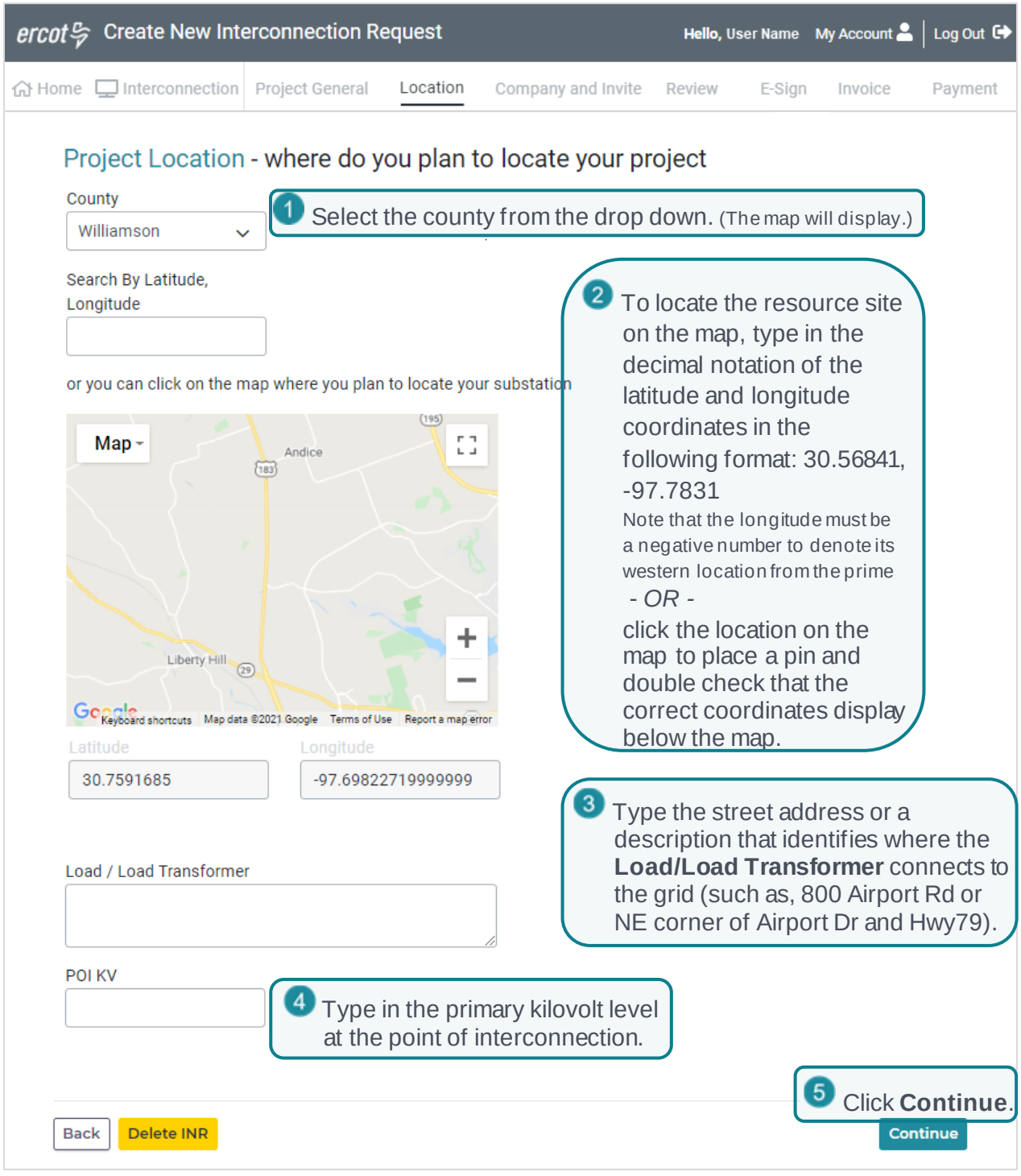
Attach Required Documents



Just uploaded the wrong file? Use the trash can icon in the list to remove it.

Identifying the Location of the Resource

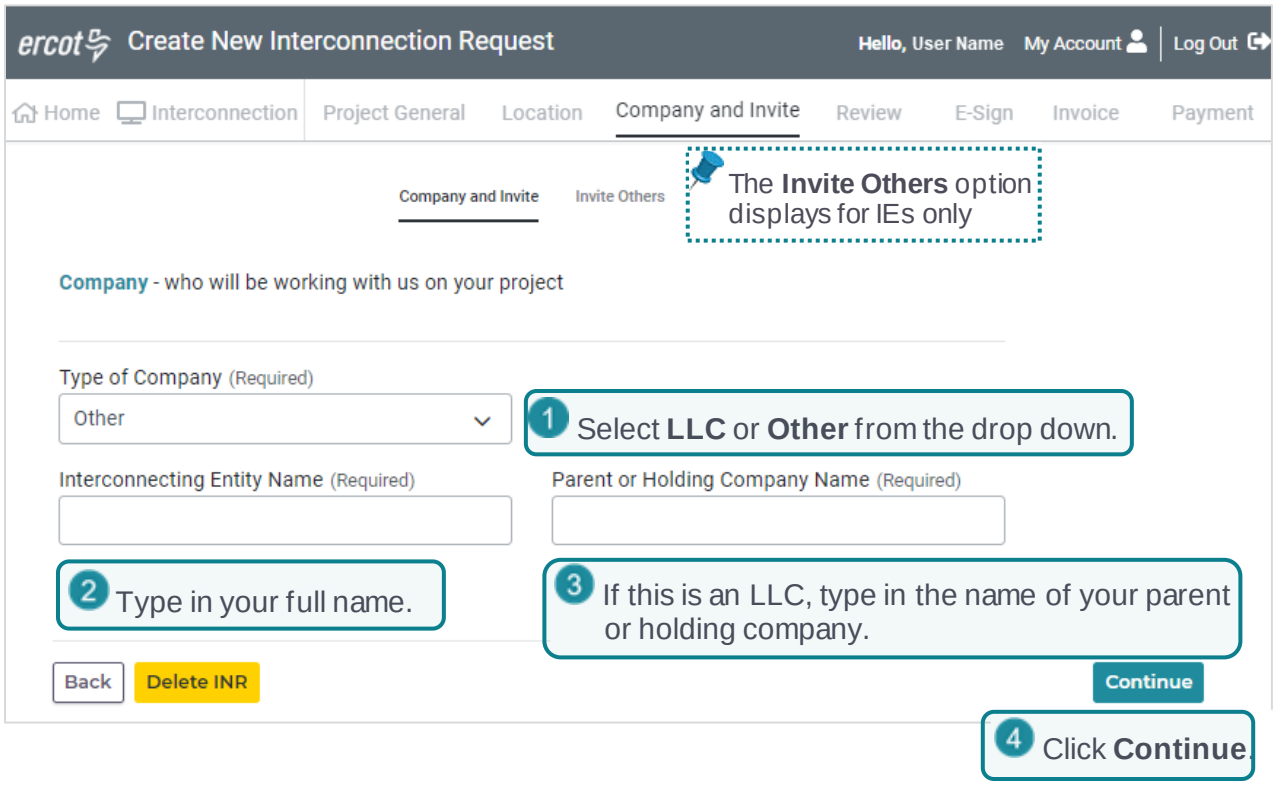
To display the location precise location on the map, you can search using the northern latitude and western longitude coordinates of the resource or manually point to it on the map and drop a pin to mark the location. If you do not know the latitude/longitude coordinates, you can search for the address in a Google browser.



Entering Company Information

Both IEs and REs must provide information about their company. IEs must also provide a backup contact in the company who will be available to answer questions and fill in INR information if you (the primary contact) is not available. You can also add more contacts that can work on your INR as backups as well as contacts who can view the INR information.

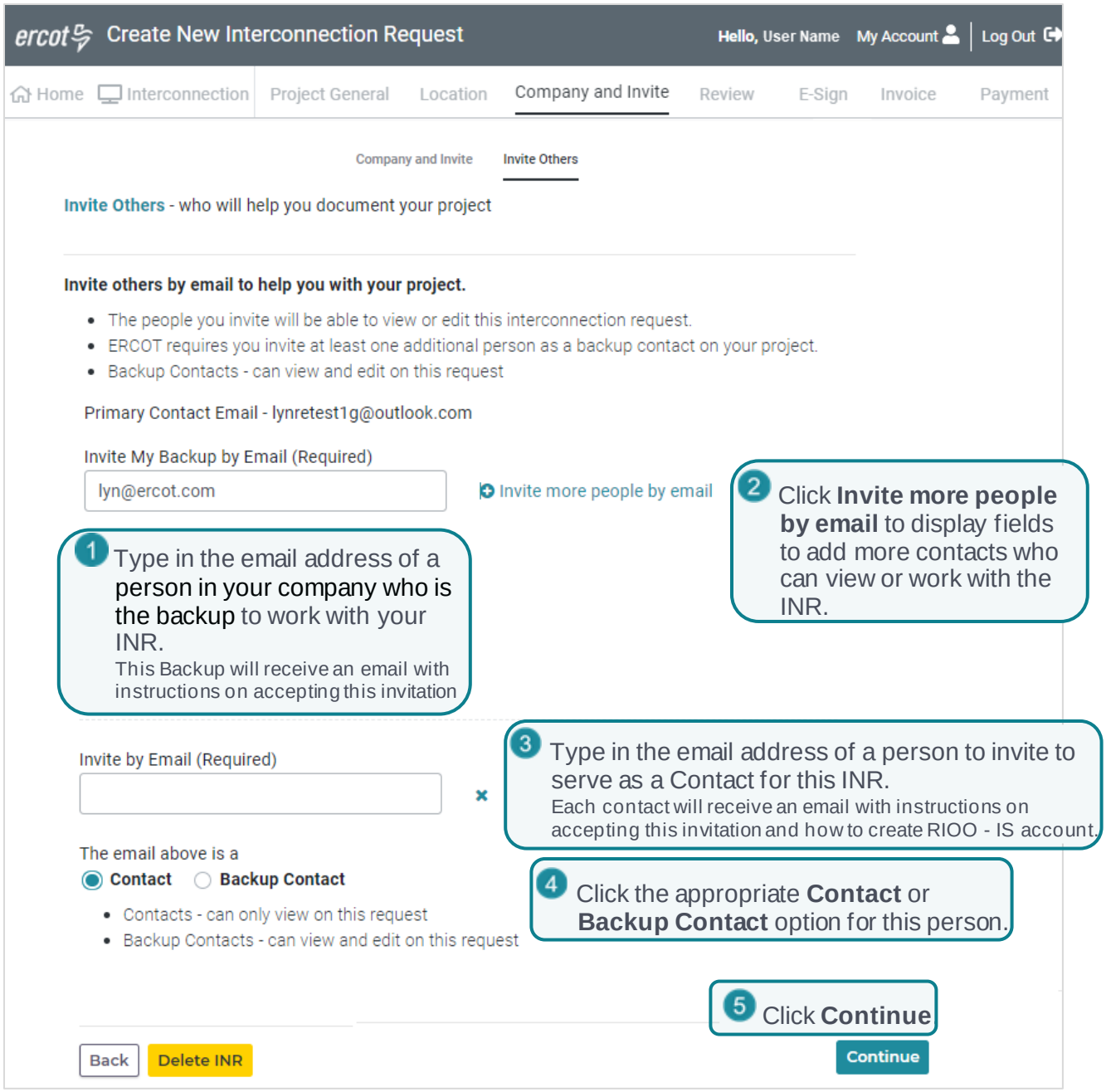
Supply the Company Type and Your Name



Invite a Backup and Others to Join Your Project (*IEs Only*)

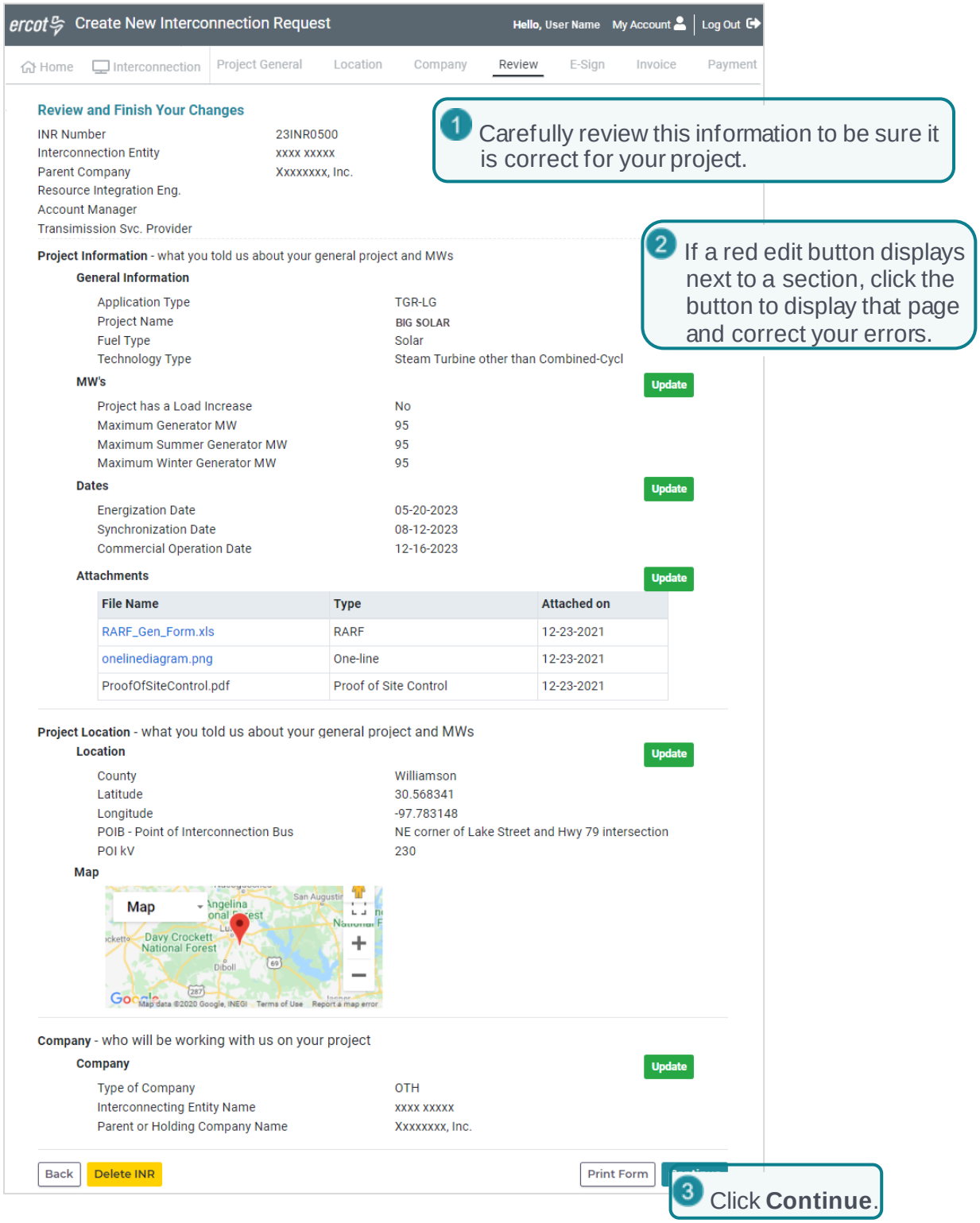
If this *Invite* page displays, you must enter the email address of a person in your company who will be available to answer questions and fill in INR information if you are not available. You can also add more people that can work on your INR as well as contacts who can view the information.

REs will not see this step. Their company backup contacts are listed in their MPIM profile.



Reviewing Your Basic INR Information

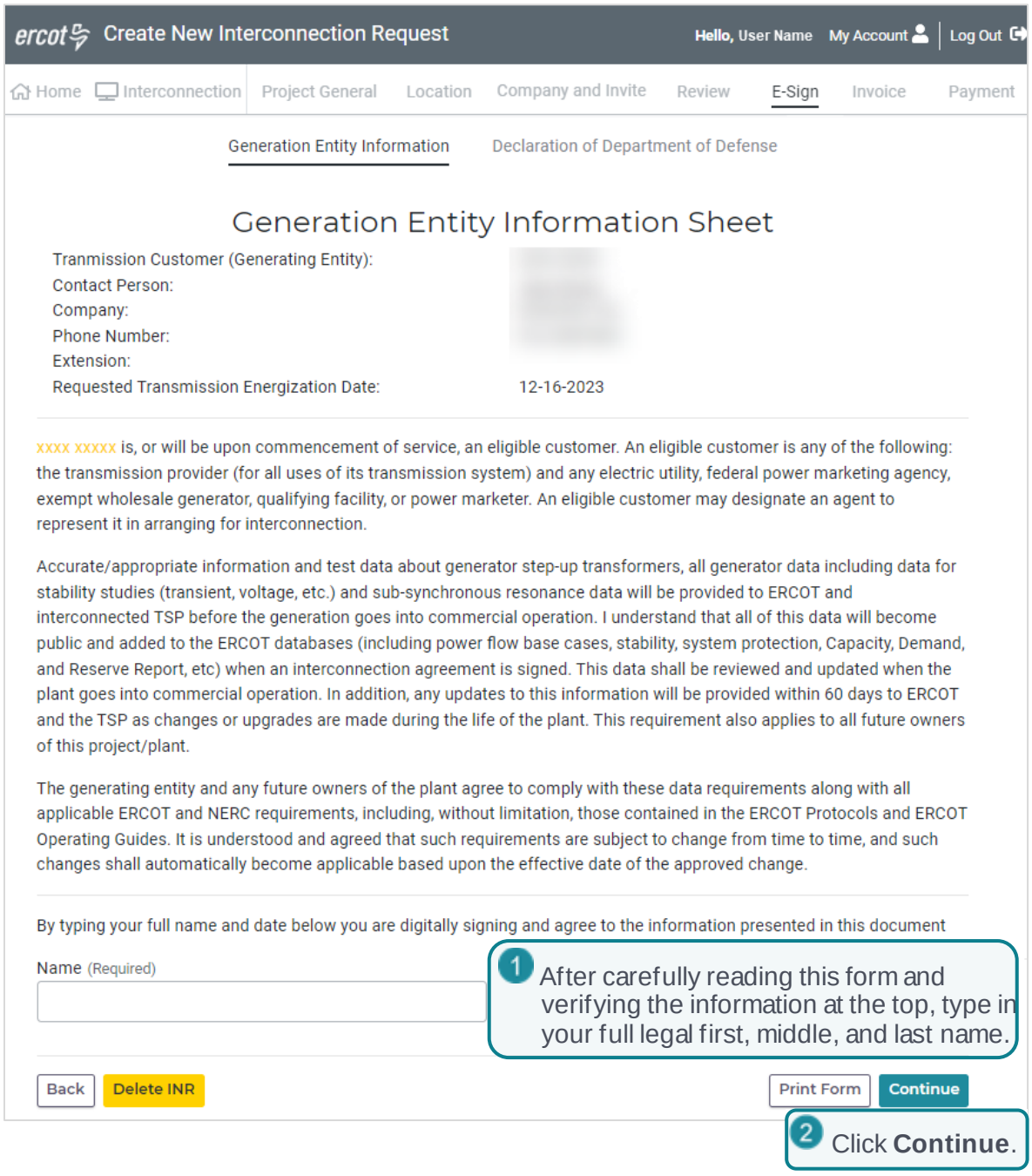
The *Review* page summarizes the INR project information you have entered and identifies if you must visit a section again to add information or make edits.



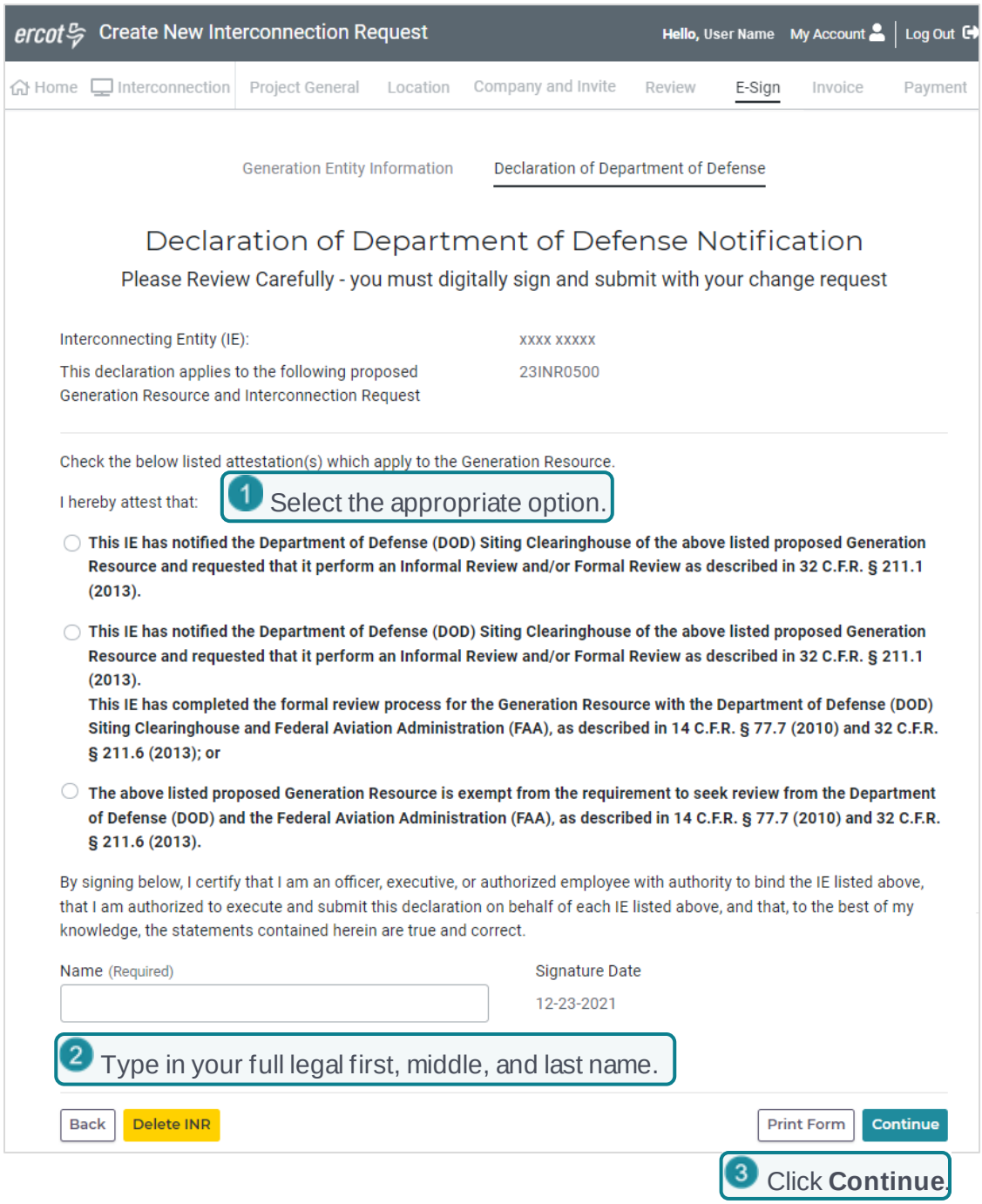
Electronically Signing the INR Application

When you sign the Generation Entity Information Sheet, you are agreeing to become an eligible power transmission provider customer and to provide ERCOT with the most current data as well as comply with all regulations. For the DoD Notification, you must select an option and then sign the notice.

Sign the Generation Entity Information Sheet



Sign the Department of Defense Notice



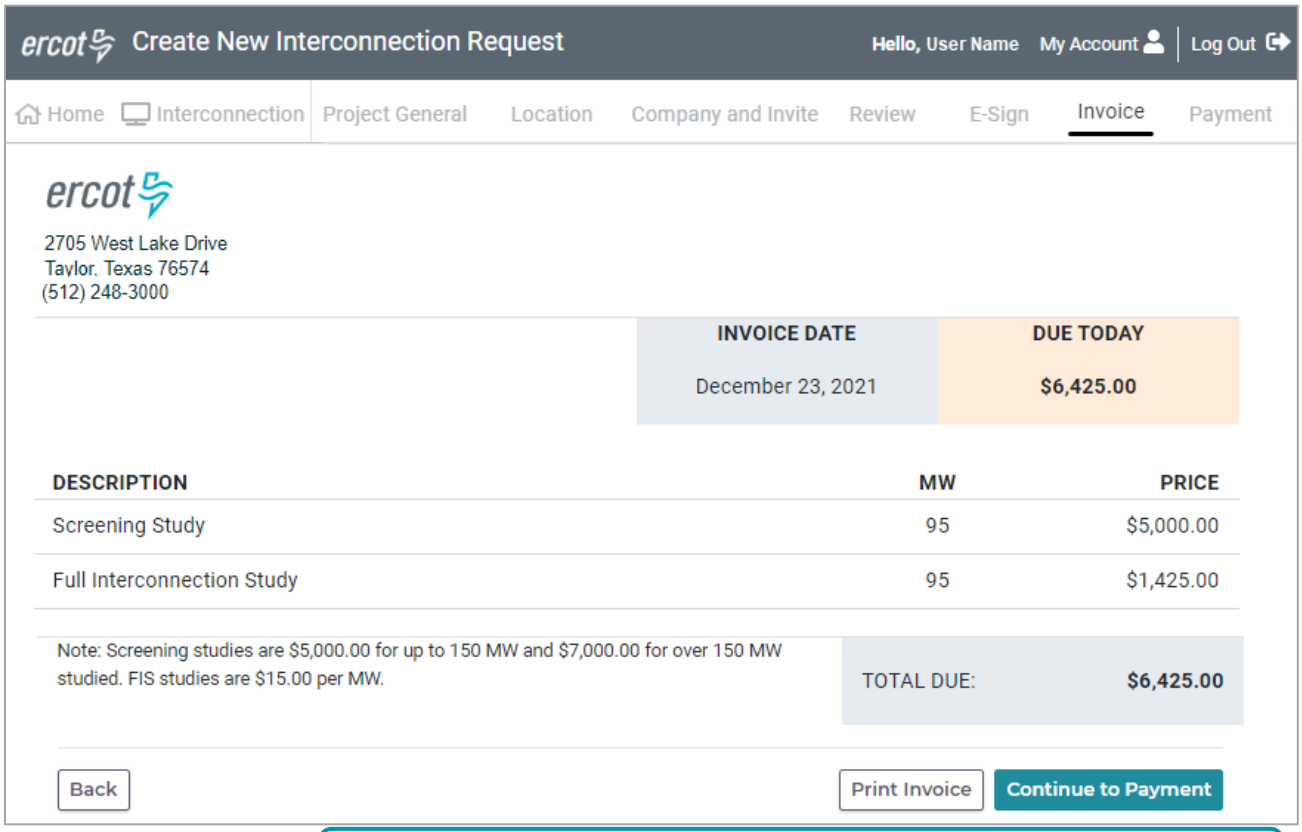
Adding Payment Information and Submitting Your INR

ERCOT accepts credit card payments and electronic checks from your bank (often referred to as automated clearing house electronic funds transfers, or ACH, payments) online for your Screening Study. You can use your personal checking or savings, or a business account.

In some cases, businesses have an automatic debit block for ACH transaction amounts on their bank account. Prior to submitting your INR, contact your financial institution to determine if your account has the ACH block. If such a block exists, have the financial institution send you the form to authorize the transactions you will be making with ERCOT. Use **Authorize.net** with ID **1911718107** for the Vendor Information and allow at lease two business days for them to process the form before you submit your payment to RIOO IS.

Before you submit your payment, you can delete this INR. After you submit the INR, you can cancel it; however, your payment is not refundable.

Review the Invoice

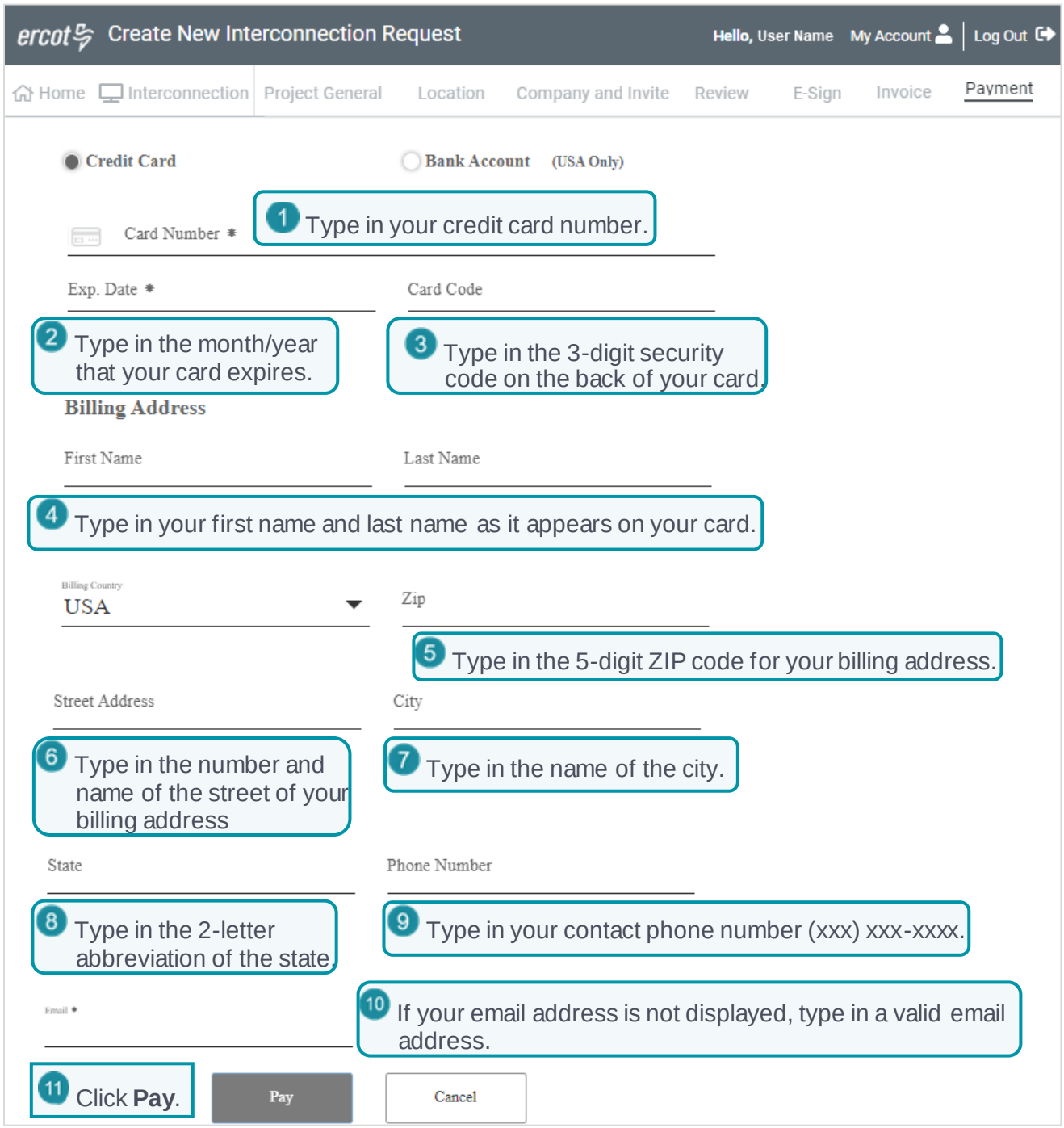


1. After you have reviewed the information, click **Continue to Payment**.

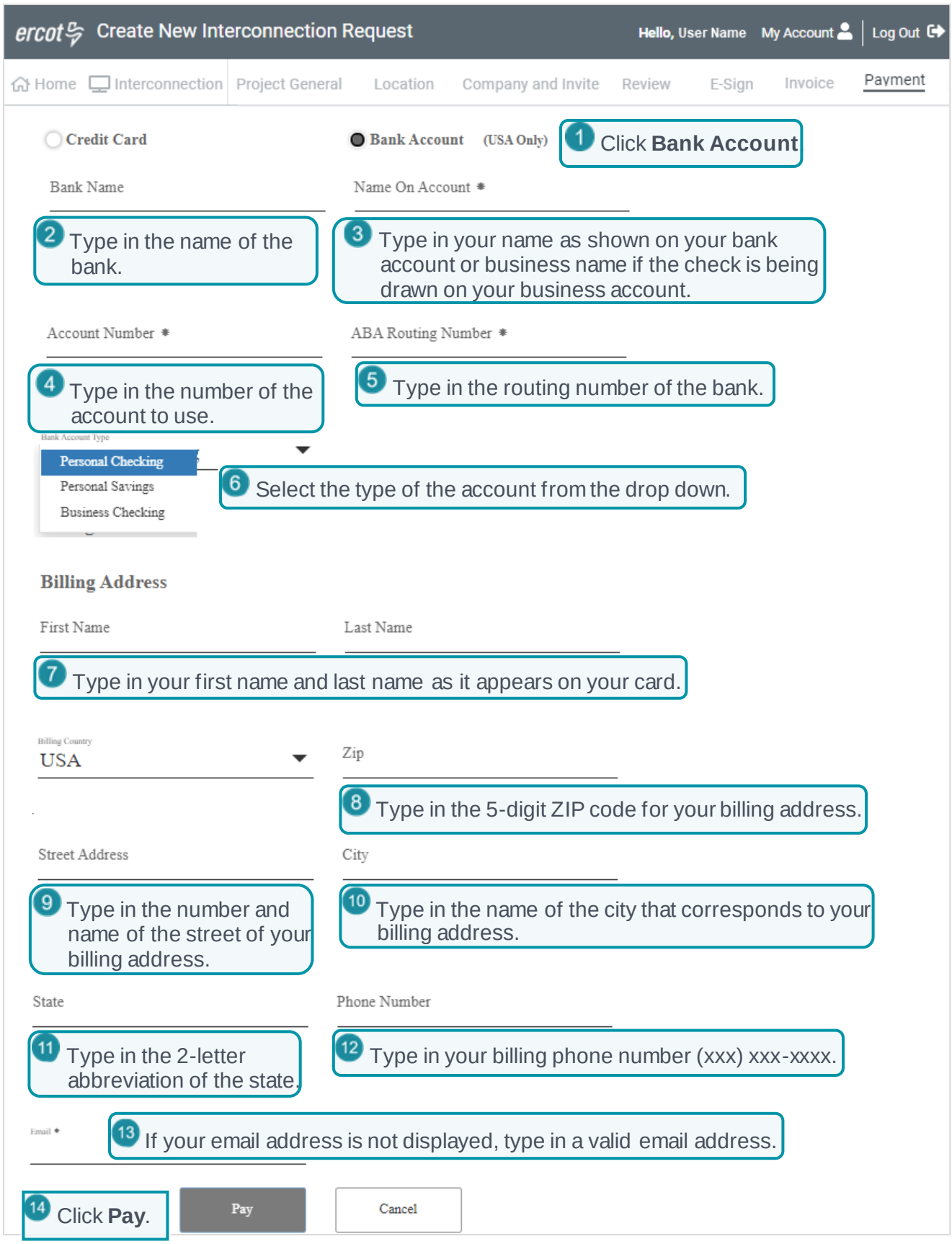
Payment Method Page

You have a choice of credit card or electronic check from your personal checking or savings account or business account.

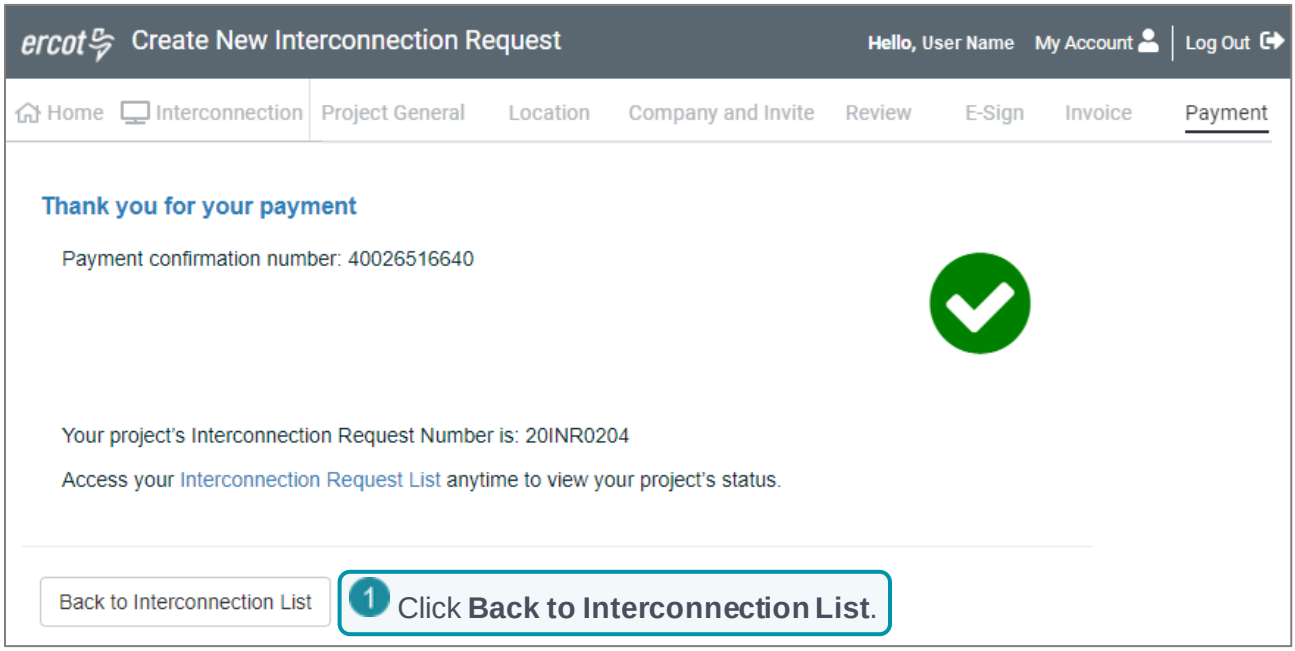
Paying by Credit Card (Default)



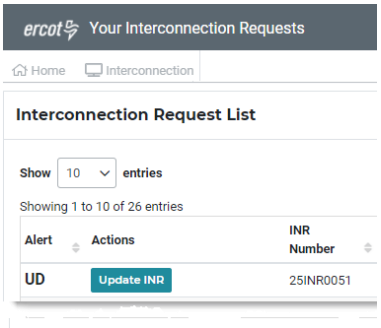
Paying by Electronic Check (ACH)



View the Payment Confirmation



Continuing On



After receiving your submitted INR, ERCOT has 10 days to review the INR to be sure all fields are complete with the required information. If any questions or issues arise, ERCOT sends you an email about required input and places the update alert (UD) in your *Interconnection Request List* along with the Update INR button to respond.

To modify details or add new information, you must submit change requests to the INR from your *Interconnection Request List*. Refer to *Managing Your INR as an IE or RE* (available from the *Resource Integration* page on the ercot.com website).

To stop ERCOT from processing your request at this point, you can click **View Interconnection Request** page from the View drop down and click **Cancel** on the *Review* page displayed .

If you have not submitted the INR yet, you can click **Finish INR** and then click **Delete INR** from any page.

When the INR is deemed materially complete, ERCOT sends you an email notifying you that the INR is accepted and starts your Screening Study.

Managing Your INR Information

After your INR is submitted, you can manage the INR to:

- Request the full interconnection study (FIS) suite if applicable
- Change details (like the project name or commercial operations date)
- Add an air quality permit, a greenhouse gas permit, or other attachments.
- Manage your project backup or other contacts (*IE Only*)
- Report a change of ownership
- Attest that your information is current
- Upload Attachments

For details about requesting these changes, refer to *Managing Your INR as an IE or RE* (available from the *Resource Integration* page on the ercot.com website).

Managing Your RIOO User Account Information, Phone Number or MFA

To change your MFA login authentication, your phone number, or name, refer to *Managing Your User Account* (available from the *Resource Integration* page on the ercot.com website).

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