Registering for Installers

1. To begin this process, ensure your installing company has already registered as an installing company with DTE.
   a. To do this, contact your company administrator.

2. If you need to register your company, please call **800.482.8720**, select option 4, and have the following documentation to provide:
   a. Registered name
   b. Tax Identification number
   c. Address
   d. Contact name of admin
   e. Contact email of admin

3. If you are an existing PowerClerk user, provide your existing PowerClerk email address.
   a. To retain access to existing PowerClerk projects, please use the same email address that was used in the **PowerClerk** system.
   b. If you are not an existing PowerClerk user, upon starting a project, you will be asked to complete your registration.

4. Once the company and the administrator are registered within DTE's system, the administrator will receive a profile creation email.

5. Contained within the profile creation email is a link to set your password.

6. After successful account setup, navigate to the following link:
   Rooftop Solar and Private Generation.

7. In the upper right corner, click on **Sign in/Register** and log in.

8. If projects are not listed on your dashboard (existing projects), click the link titled **view all your accessible projects in PowerClerk**.
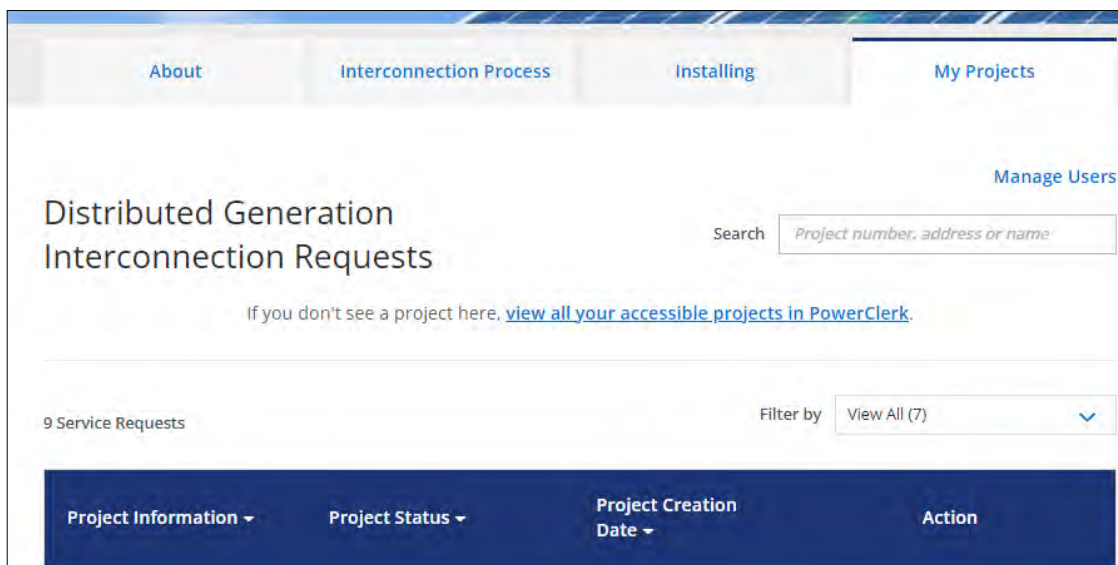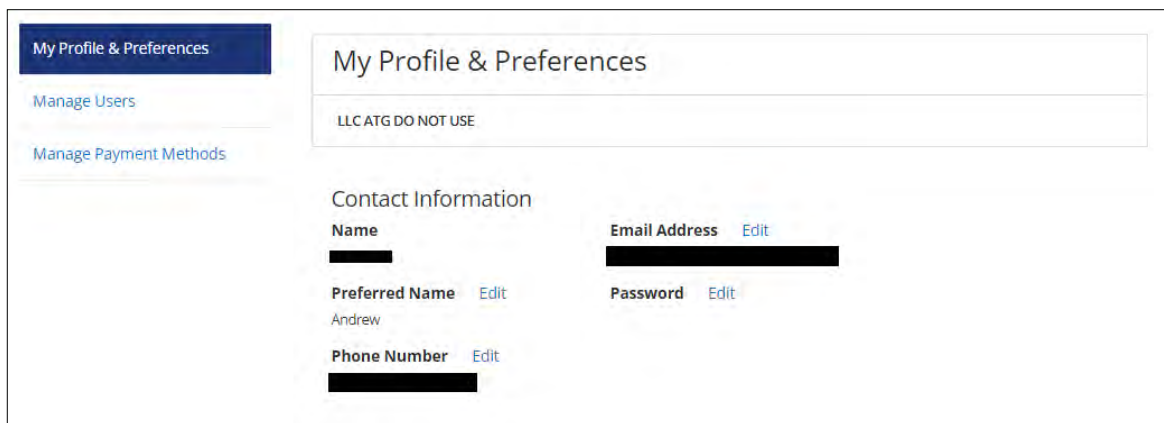
Admin Installers

1. As an administrator, you can do the following unique actions upon login. Navigate to the **My Projects** tab and click on **Manage Users**.
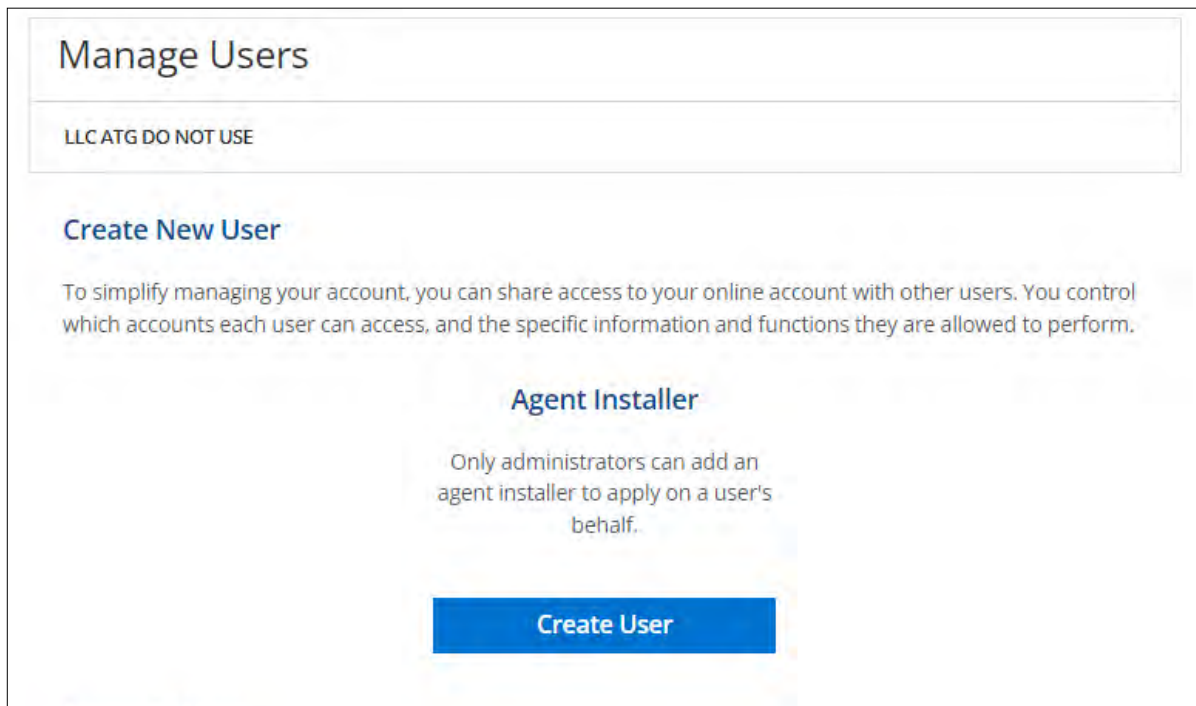
About	Interconnection Process	Installing	My Projects
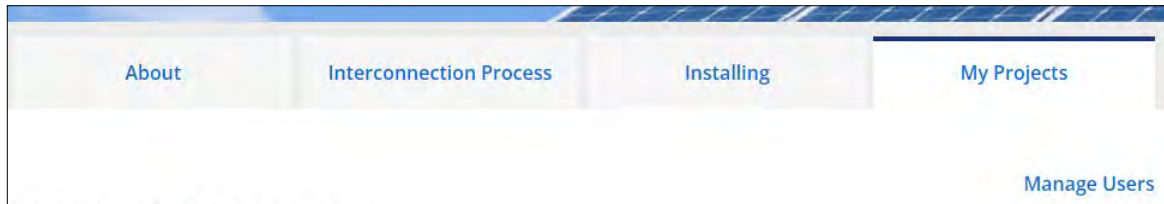
Manage Users

2. My Profile & Preferences
   a. Use this to edit your contact information.

My Profile & Preferences

Manage Users

Manage Payment Methods

My Profile & Preferences

LLC ATG DO NOT USE

Contact Information

Name

Email Address   Edit

Preferred Name   Edit
Andrew

Password   Edit

Phone Number   Edit

3. Manage Users
   a. You can create an agent installer by clicking on **Create User**.

Manage Users

LLC ATG DO NOT USE

Create New User

To simplify managing your account, you can share access to your online account with other users. You control which accounts each user can access, and the specific information and functions they are allowed to perform.

Agent Installer

Only administrators can add an agent installer to apply on a user's behalf.

Create User

b. From here, specify the email address, first name, last name, and phone number of your agent installers.

   i. **To retain access to existing PowerClerk projects, please use the same email address that was used in the PowerClerk system.**
c. Click the **Continue** button and confirm the user.
d. Below the create user button, you can see all the current users. From here you can remove users.

3. Manage Payment Methods
   a. Click the **Add Payment Method** button to add a default payment method.

b. Add a bank account or a credit/debit card with the necessary details.
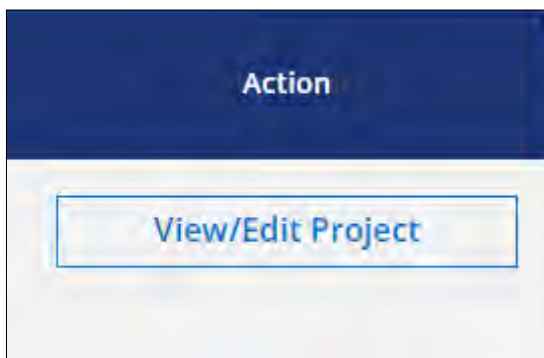
Admin and Agent Installers

1. Apply Now
   a. To apply now, please have the desired customer log in to their DTE account and navigate to the **My Projects** tab. Afterwards, have them click the correct installation and authorize your installing company.
   b. After receipt of authorization from the desired customer, admin and agent installers can click the **Apply Now** button.
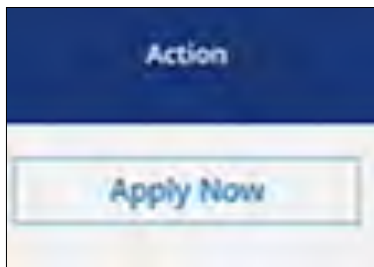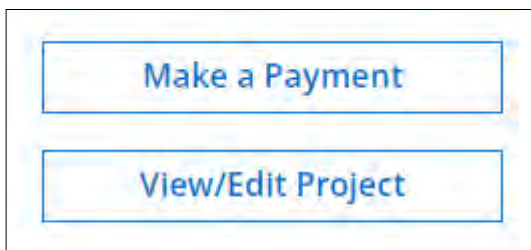

2. View/Edit Project
   a. a.   At any point, an admin or agent installer can click on the **View/Edit Project** button to view the project inside the PowerClerk system.

3. Make A Payment
   a. After submitting the application, an application fee is required. Both the admin and agent installer can make a payment any time the **Make a Payment** button is available.

4. Start a New Project
   a. Lastly, if the customer cannot authorize an installer, admin and agent installers can start a fresh project at any point. This is not the recommended starting point, however.