

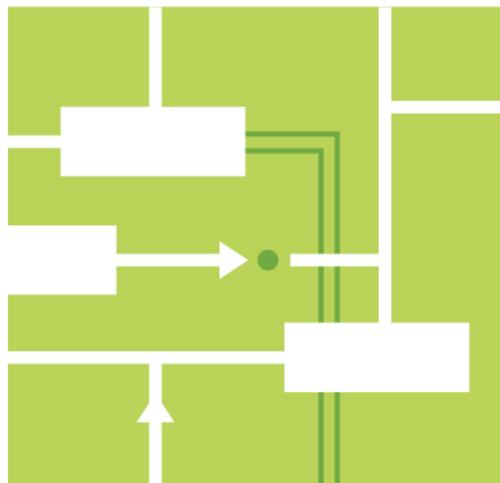
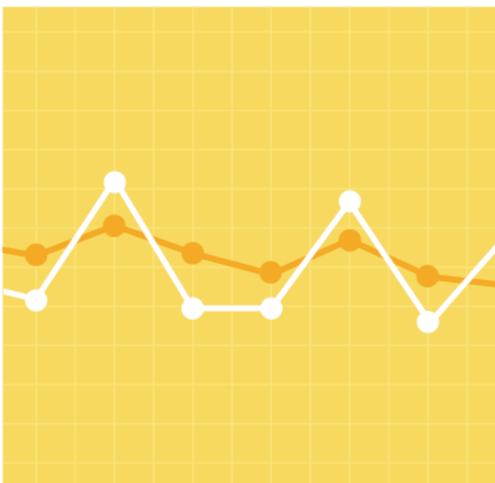


# Interconnection Request Tracking Tool (IRTT) User Guide

© ISO New England Inc.  
Version 4.0

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ISO-NE PUBLIC



# Table of Contents

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<i>Change Summary</i> .....	4
<b>Overview</b> .....	<b>5</b>
<i>Introduction</i> .....	5
Technical Requirements .....	6
<i>Participant Support</i> .....	6
<b>Interconnection Request Tracking Tool</b> .....	<b>7</b>
<i>IRTT User Interface</i> .....	7
<i>Home Page</i> .....	8
Status Area .....	8
Dashboard .....	8
Company Requests .....	10
Individual Requests .....	10
<b>Account Management</b> .....	<b>11</b>
<i>Roles</i> .....	11
<i>Creating an IRTT Company Admin Account</i> .....	11
<i>Creating New User Accounts</i> .....	14
<i>Adding an Existing User to a Related Company</i> .....	16
<b>New User Confirmation and Log In</b> .....	<b>17</b>
<i>Confirming Your IRTT Account</i> .....	17
<i>Signing in to IRTT</i> .....	18
<b>Managing Settings</b> .....	<b>19</b>
<i>Viewing Account Details</i> .....	19
<i>Modifying Account Details</i> .....	20
<i>Removing a User Account</i> .....	21
Changing Your Password .....	22
Resetting a Lost Password .....	24
Modifying a User Account Role .....	26
Managing Access to Interconnection Requests.....	27
<i>Communications</i> .....	28
Managing the Primary Representative of an Interconnection Request .....	28
<i>Managing Companies</i> .....	29
Creating a Subsidiary Company .....	29
Adding an Existing Subsidiary Company.....	31
Removing a Subsidiary Company .....	32
<b>Submitting Interconnection Requests</b> .....	<b>33</b>
<i>Submitting a Large Generator Request</i> .....	33
Project Information Tab .....	34
Uploads Tab .....	35

Attachments to IR Tab .....	36
Signature Tab.....	39
Submitting the Request.....	41
<b>Submitting a Small Generator Request.....</b>	<b>43</b>
Project Information Tab .....	43
Attachments to IR Tab .....	45
General and Upload Tabs .....	50
Signature Tab.....	52
Submitting the Request.....	53
<b>Submitting an Elective Transmission Upgrade (ETU) Interconnection Request.....</b>	<b>55</b>
Project Information Tab .....	55
Attachments to IR Tab.....	57
Uploads and Signature Tabs .....	59
Submitting the Request.....	62
<b>Submitting a Surplus Interconnection Service Request.....</b>	<b>64</b>
Project Information Tab .....	64
Uploads Tab.....	65
Signature Tab.....	66
Submitting the Request.....	67
<b>Editing or Curing Interconnection Requests .....</b>	<b>69</b>
<i>Modifying a Draft Interconnection Request.....</i>	<i>69</i>
<i>Modifying a Locked Interconnection Request.....</i>	<i>70</i>
Attachments and Locked Requests .....	70
<i>Submitting Supplemental Information.....</i>	<i>72</i>
Uploads and Locked Requests .....	72
<i>Changing Project Information for an Interconnection Request .....</i>	<i>74</i>
<i>Curing a Deficient Interconnection Request.....</i>	<i>76</i>
<b>Viewing Interconnection Requests.....</b>	<b>78</b>
<i>Viewing an Interconnection Request .....</i>	<i>78</i>
<i>Viewing a Summary of Interconnection Requests .....</i>	<i>79</i>
<i>Viewing Uploads for an Interconnection Request.....</i>	<i>80</i>
<i>Exporting an Interconnection Request.....</i>	<i>81</i>
<i>Interconnection Requests Form Templates.....</i>	<i>83</i>
<b>Viewing the Public Queue .....</b>	<b>84</b>
<b>Appendix .....</b>	<b>86</b>
<i>Functions Available to Roles .....</i>	<i>86</i>
<i>Helpful Links.....</i>	<i>87</i>

## Change Summary

Revision	Date	Comments
Version 1.0	May 31, 2013	Initial release
Version 2.0	December 23, 2014	Updated for recently FERC approved Schedule 23 changes, and additional system enhancements
Version 3.0	2017	Updated to reflect new IRTT implementation / user interfaces
Version 4.0	2022	Updated to reflect revised interface

# Overview

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## Introduction

This user guide provides details for the system used by ISO New England to track Large and Small Generator Interconnection Requests, Surplus Interconnection Service Requests, and Elective Transmission Upgrade Interconnection Requests. Do not use this guide for requirements as the Market Rule and Manuals serve that function.

The procedures for Large and Small Generator interconnection can be found in Schedules 22 and 23, respectively, of the Open Access Transmission Tariff (OATT), Section II of the Transmission, Markets and Services Tariff (Tariff). The procedures for Elective Transmission Upgrade interconnection can be found in Schedules 25 of the Open Access Transmission Tariff, Section II of the Transmission, Markets and Services Tariff (Tariff).

Customers are encouraged to review the relevant governing language in Section II of the Tariff prior to using IRTT to submit interconnection requests:

- The ISO New England Inc. Transmission, Markets and Services Tariff (“Tariff”) at: <http://www.iso-ne.com/participate/rules-procedures/tariff>
  - [Section I – General Terms and Conditions](#)
    - Section I.2.2 – Definitions
  - [Section II – Open Access Transmission Tariff](#)
  - [Section II. Schedule 22 – Standard Large Generator Interconnection Procedures](#)
  - [Section II. Schedule 23 – Standard Small Generator Interconnection Procedures](#)
  - [Section II. Schedule 25 – Elective Transmission Upgrade Interconnection Procedures](#)
- The relevant supporting documentation for new or modified interconnections on the ISO New England website at: <http://www.iso-ne.com/participate/applications-status-changes/new-modified-interconnections>

Use this guide as a reference for completing tasks or understanding functions such as:

- Creating and managing accounts
- Submitting an interconnection request
- Granting access to an interconnection request
- Viewing and curing existing interconnection requests

Please note that while we attempt to keep this guide current, the screen shots in this guide may not fully reflect the current production environment.

## Technical Requirements

The IRTT application requires the following:

- Microsoft Edge and Google Chrome are the supported browsers. Refer to the [Web Browser Support for SMD Applications](#) page of our website for additional details on the browsers and security protocols ISO New England supports. You can find this page under *Participate > Support > Web Browser Support*.
- The ISO New England Application Portal used to access IRTT requires the Java Runtime Environment (JRE), version 1.5 (or higher).
- Users will be prompted to install the Unified Access Gateway Plug-in or Java Applet the first time they visit the ISO New England Application Portal.
- Please work with your company's desktop or IT support first to ensure the minimum requirements have been met. If additional support is needed, please contact ISO New England's Participant Support.

## Participant Support

You can reach participant support using the following methods:

- **Internet:** <https://www.iso-ne.com/participate/support>
- **Telephone:** During regular business hours, Monday through Friday 8:00 A.M. to 5:00 P.M. Eastern Time (413) 540-4220 or (833) 248-4220
  - Days of Operation: The Customer Support Hotline is **NOT** staffed on the following days:
    - New Year's Day
    - Martin Luther King Day
    - Presidents Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Day After Thanksgiving
    - Christmas Eve Afternoon (12:00 to 17:30)
    - Christmas Day
  - For emergency inquiries by pager: (877) 226-4814
- **Email:** [askiso@iso-ne.com](mailto:askiso@iso-ne.com) or [memcoord@iso-ne.com](mailto:memcoord@iso-ne.com)
- **Ask ISO:** Ask ISO is available to market participants who have a valid digital certificate and who have been assigned the role of "Ask ISO / External User" by their Security Administrator. Ask ISO is located at <https://askiso.force.com>.

# Interconnection Request Tracking Tool

The Interconnection Request Tracking Tool (IRTT) is ISO New England’s tracking tool for Large Generator Interconnection Requests, Small Generator Interconnection Requests, and Elective Transmission upgrades (ETU) Interconnection Requests. IRTT is used by interconnection customers for submittal and by ISO New England for review and approval of interconnection requests.

**Note:** IRTT automatically logs you out after 10 minutes of inactivity

## IRTT User Interface

The IRTT interface is organized by a persistent navigation menu displayed on the left side of the IRTT page. The selected menu item determines what displays in the viewing area.

ISO-New England IRTT system

Home

Welcome to the ISO New England's Interconnection Request Tracking Tool,  
 You were last logged in at: 2/23/2022  
 Your password was last changed: 8 day(s) ago.

**Drafts**  
 IRs: 1  
 Surplus Requests: 0  
 Requests that have not been submitted yet.

**Submitted**  
 IRs: 0  
 Surplus Requests: 0  
 Requests that have been submitted for ISO approval.

**Valid**  
 IRs: 0  
 Surplus Requests: 0  
 Requests that do not require any additional input.

**Deficient**  
 IRs: 0  
 Surplus Requests: 0  
 Requests that require additional information.

**Dashboard**

Show 10 entries

Identification							Status							Deposits and Balances since submitted					
QP	Project Name	Ref #	Type	Submitted on	Version	Version Created on	Active/Withdrawn	Current Phase	Current Phase Status	Next Phase, if any	Expected Start Date of Current Phase	Expected Completion Date of Current Phase	Reason for Delay, if any	Requested Long Lead Facility	Requested Optional Preliminary Non-Binding Overlapping Impact	Total and Study Deposits Requested	Total and Study Deposits collected	Total and Study Deposits balance	Total Amount Spent
No data available in table																			

Showing 0 to 0 of 0 entries

\* Disclaimer: The balance reflects only invoices that ISO-NE has received and processed up to this date. It does not include any work that has been completed but for which an invoice has not been received yet or for which an invoice has been received but not yet processed.

**Company Requests**

Show 10 entries

QP	A/W	Ver	Type	Submitted	Status	Project Name	Ref. #
		1	Large		Draft	Blue	PWA-94415

Showing 1 to 1 of 1 entries

**Individual Requests**

Show 10 entries

QP	A/W	Ver	Type	Submitted	Status	Project Name	Ref. #	Actions
		1	Large		Draft	Blue	PWA-94415	

Showing 1 to 1 of 1 entries

ISO-New England - Interconnection Request Tracking Tool © 2022

Contact Support by Email or Call (413) 540-4220

The menu items expand into sub-menus providing access to create, view, or edit IRTT information. The availability of menu items and their functions vary depending on your user [account role](#). The top level menu contains:

- Help Portal: A link to the online help which provides descriptions and links to video explanations.
- [Home](#): A link to return to the Home page.
- [Manage Interconnection Requests and/or Surplus Interconnection Service Requests](#): Provides sub-menus to the different interconnection requests in various statuses.
- [Reports](#): A link to the Public Queue.
- [Form Templates](#): Provides the large, small, and elective transmission update interconnection requests as templates.
- [Settings](#): Enables you to modify the details of the associated company and user(s). This includes creating new user accounts, managing passwords, etc.
- The green arrow  collapses the menu pane.

## Home Page

The Home page displays first when a user logs in. The page consists of:

- [Status Area](#)
- [Dashboard](#)
- [Company Requests](#)
- [Individual Requests](#)

## Status Area

The Status Area displays four tiles:

- Drafts
- Submitted
- Valid
- Deficient

Each tile displays the number of interconnection requests currently in that status. Clicking a tile takes you to the individual status page. Filtering and search tools are available on each page.

## Dashboard

The Dashboard table displays a summary for each interconnection request. This includes each interconnection request's status and financial deposit amounts. It is ISO-NE's primary method of communicating this information to Interconnection Customers.

There are three main sections on the dashboard:

- Identification
- Status
- Deposits and Balances since submitted

The columns in the *Identification* section provide identifying information for each interconnection request:

Column	Description
QP (Queue Position)	The Queue Position (number) assigned to the project by ISO-NE. For more information, see <i>Determination of Interconnection Request Queue Position</i> in the Help Portal.
Project Name	The name of the project submitted by the company.
Ref # (Reference Number)	A unique number assigned to the project by IRTT to maintain a unique reference to each interconnection request.
Type	Whether the interconnection request is a Large Generator, Small Generator, or Elective Transmission Upgrade project.
Submitted on	The date the interconnection request was initially submitted via IRTT. For more information, see <i>Requested date from the ISO Queue vs. date in which the ISO assigns the Interconnection Request/Transmission Service Application a Queue Position</i> in the Help Portal.
Version	The current version number of the interconnection request.
Version Created on	The date the current version of the interconnection request was initially submitted via IRTT.

The columns in the *Status* section provides details regarding the current phase and status of each interconnection request as well as data including expected completion date and reasons for delay (if any). For more information about actual vs expected dates, see *Actual vs. expected dates on my interconnection request* in the Help Portal:

Column	Description
Active/Withdrawn	The status of the interconnection request. Indicates whether the project is actively in the Queue or Withdrawn from the Queue.
Current Phase	The phase that the interconnection request is currently in (Feasibility Study, System Impact Study, etc.). Change in the <i>Current Phase</i> field will automatically trigger an email notice to be sent to users that have access to the given interconnection request.
Current Phase Status	The status of the phase that the interconnection request is currently in (Not Started, In Progress, etc.). Change in the <i>Current Phase Status</i> field will automatically trigger an email notice to be sent to users that have access to the given interconnection request.
Next Phase, if any	The next phase of the interconnection request lifecycle.
Expected Start Date of Current Phase	The date when work associated with the Current Phase of the IR is expected to commence. Change in the <i>Expected Start of Date of</i>

Column	Description
	<i>Current Phase</i> field will automatically trigger a notice to be sent to users that have access to the given interconnection request.
Expected Completion Date of Current Phase	The date when work associated with the Current Phase of the IR is expected to be completed. Change in the <i>Expected Completion Date of Current Phase</i> field will automatically trigger an email notice to be sent to users that have access to the given interconnection request.
Reason for Delay, if any	The reason for delay, if any (for example, dependencies on prior queued studies still in progress prevent the study effort from fully completing). Change in the <i>Reason for Delay (if any)</i> field will automatically trigger a notice to be sent to users that have access to the given interconnection request.
Requested Long Lead Facility	Identifies whether Long Lead Facility has been requested with the associated interconnection request (yes/no).
Requested Optional Preliminary Non-Binding Overlapping Impact	Identifies whether Requested Optional Preliminary Non-Binding Overlapping Impact analysis has been requested with the associated interconnection request, and the phase during which it has been requested (Feasibility vs. System Impact Study).

The columns in the *Deposits and Balances since submitted* section provide information regarding the amount of financial deposit requested, collected, and spent for each interconnection request:

Column	Description
Total and Study Deposits Requested	The total amount of financial deposit requested by ISO-NE for the given interconnection request.
Total and Study Deposits collected	The total amount of financial deposit submitted by the company for the given interconnection request. <b>Note:</b> ISO-NE only accepts wire transfer of funds for deposits.
Total and Study Deposit balance	The total financial deposit balance for the given interconnection request as of the current date/time.
Total Amount Spent	The total financial deposit spent by ISO-NE studying/analyzing the given interconnection request as of the current date/time.

## Company Requests

The *Company Requests* table provides a summary of all of the interconnection requests submitted by your company whether or not you have been granted access to the request.

## Individual Requests

The *Individual Requests* table provides a summary of only the interconnection requests submitted by your company that you have been granted access to. Click to **View**  the details of the selected interconnection request.

# Account Management

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Access to IRTT is managed through the application itself and requires a user account. Your user account is assigned a role and that role determines the permissions you have in IRTT.

## Roles

User accounts are categorized into three different roles:

- **Company Admin:** Allows an individual to manage all aspects available to customers in IRTT. This includes the submitting of an interconnection request, adding users, and managing specific access to a customer's interconnection requests. The company admin is responsible for assigning IRTT user access roles in accordance with your company's policies.
- **Request Manager:** Allows an individual to manage specific access to a customer's interconnection requests and the submission of an interconnection request and subsequent review of submitted information (provided the user has been granted access to a specific interconnection request).
- **Request Viewer:** Allows an individual to view access of IRTT. This includes viewing interconnection requests, the public queue, and editing your own contact information.

Your assigned role determines the permissions for your account. For a detailed list of permissions for each role, see [Functions Available to Roles](#) in the Appendix.

## Creating an IRTT Company Admin Account

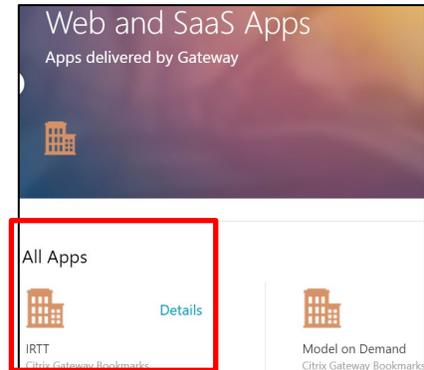
Before you create user accounts in IRTT and assign roles, you need to register your company and create a company admin account. For more information, see *Create a new company* in the Help Portal. The first user you create for your company is automatically created as a company admin account. The company admin role is responsible for assigning IRTT access roles for the users at your company. Those users need to register with IRTT after the company admin creates their accounts and assigns roles.

Do not create duplicates of your user account or company accounts. Duplicate entries can cause missing information and can lead to delays. To determine if you or your company already has an account contact ISO New England via email at [IRTTE@iso-ne.com](mailto:IRTTE@iso-ne.com).

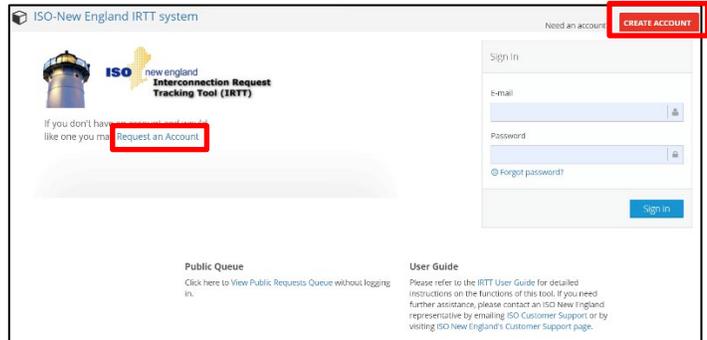
To register your company, you need an [ISO NE Customer ID form](#) (also known as the Generator Interconnection Studies Billing form). To register a user account, you need a [Critical Energy Infrastructure Information \(CEII\) Request form](#) and a CEII Non-Disclosure Agreement (NDA) form in order for the account to be verified. The NDA is included with the CEII Request form. Customers may provisionally submit interconnection requests to IRTT before their account status has been verified.

**To register your company and create the initial IRTT admin account:**

1. Navigate to <https://portal.iso-ne.com>. From iso-ne.com, scroll to the bottom of the page and click IRTT. The ISO New England portal displays.
2. Select the **IRTT** app. The IRTT sign in screen displays.



3. Click **Create Account** (you can also click **Request an Account**). The *PreAccount Registration* page opens. This account will become the company admin account once you complete the registration.



4. Indicate if you submitted the following:

- CEII Request Form
- NDA Form
- ISO Customer ID Form

You can continue if you answer No to these questions.

Links to the [CEII Request form](#) and the [ISO Customer ID form](#) are provided. The NDA is included with the CEII Request form.

5. Click **Continue**.

The screenshot shows the 'ISO New England Interconnection Request Tracking Tool (IRTT) Pre Account Registration' page. It contains three registration questions, each with a 'Yes' or 'No' radio button option. At the bottom, there are 'Back' and 'Continue' buttons.

<b>IRTT - CEII Request Form</b> CRITICAL ENERGY INFRASTRUCTURE INFORMATION (CEII) To request CEII, download the CEII Request form using the link below. <a href="#">CEII Request Form</a>	Have you submitted a CEII Request form to ISO New England? <input type="radio"/> Yes <input type="radio"/> No
<b>IRTT - ISO NE Customer ID Form</b> CUSTOMER INFORMATION FOR GI STUDIES BILLING To request an ISO NE Customer ID, download the request form using the link below. <a href="#">ISO NE Customer ID Request Form</a>	Have you submitted an ISO Customer ID request form? <input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

6. Provide your **Registration, Company Details, and Billing Information.** Required fields are marked with an asterisk.



**Important!** You must match the company name and customer ID exactly to any existing customer account in any ISO New England system.

Your password must contain more than six characters, at least one number, at least one upper and lower case letter, and at least one special character.

7. Type the randomly generated security code exactly as it is presented below the security code.

Click the refresh button if you need a different security code. Click the speaker icon to hear the codes spoken.

8. Click **Register** to continue.

IRTT validates the information you submitted and will notify you via pop-up message if there are any issues. You will be able to modify the submitted information to correct any noted issues. When there are no submission issues, you will be redirected to the *IRTT Post Registration* screen.

9. Close your browser or click **Home** to return to the IRTT Sign In screen.

IRTT will send an email from [IRTTAdmin@iso-ne.com](mailto:IRTTAdmin@iso-ne.com) (an unmonitored email address) to the address you registered which contains a link to confirm the account request and email address.

10. Click the **here** link in the email. The link opens the *Account Confirmation* screen. This completes your registration. You can now sign in to IRTT.

Please contact [IRTT@iso-ne.com](mailto:IRTT@iso-ne.com) if you do not receive the email.

After registration is complete, your account will be validated. The account validation process generally takes three to five business days. During this time you can start entering the details of an interconnection request or modify the company details. Once validated, as the company admin you can [add additional users to IRTT](#) and assign the appropriate roles for users at your company. You will also be able to add company representative users who can help you manage specific interconnection requests or aspects of the process.



**Important!** Make sure you wait for the first company admin account to be validated before adding additional users. Registering user accounts without first initiating it through the Account Management feature of IRTT will result in multiple customer accounts. This will separate the interconnection requests into multiple customer accounts which ultimately will result in delays and you will be asked to resubmit requests under a single account.

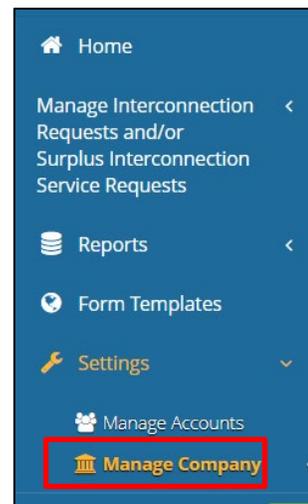
## Creating New User Accounts

User accounts can only be created by a company admin account. If you want to request an account but do not know who the company admin is for your company, contact ISO New England’s IRTT Administrator at [IRTT@iso-ne.com](mailto:IRTT@iso-ne.com). The company admin creates the account and then the [user confirms it](#).

In addition to confirming the account, the user needs to submit a [CEII Request form, the NDA form](#), and the [ISO Customer ID form](#) for verification. These forms are located on the ISO New England web site under *Participate > Support > Library of Participant Support Forms*. Users may provisionally submit interconnection requests to IRTT before the account is verified. For additional information, see *Add a new user to the company* in the Help Portal.

### To create users for your company:

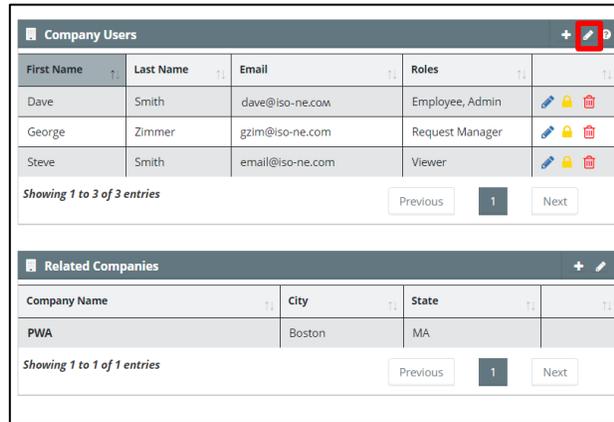
1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



2. Click the **pencil**  in the column on the far right to open the *Company Details* page.

City	State	Zip	Verified	
Boston	MA	02111	False	

3. Click **Create user**  in the *Company Users* table. The *New Account* page opens.



First Name	Last Name	Email	Roles
Dave	Smith	dave@iso-ne.com	Employee, Admin
George	Zimmer	gzim@iso-ne.com	Request Manager
Steve	Smith	email@iso-ne.com	Viewer

Showing 1 to 3 of 3 entries

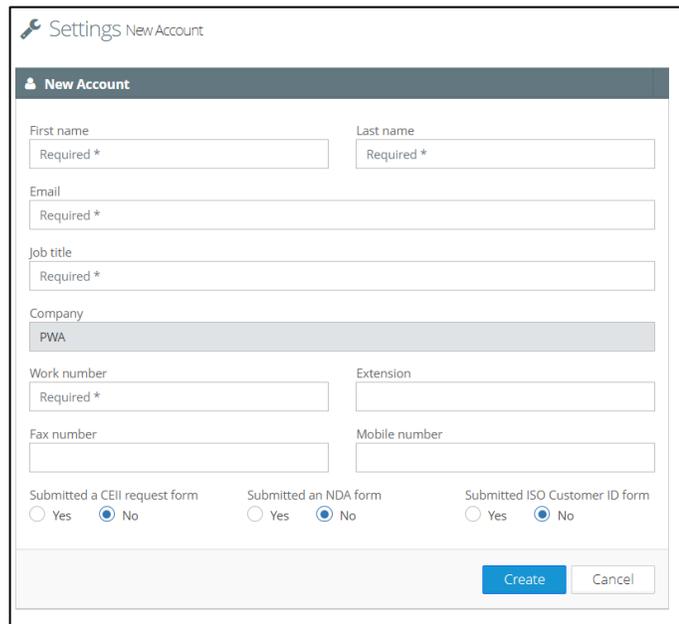
4. Type the new user information. Fields with an asterisk are required. Pre-populated company data cannot be modified.

5. Indicate whether or not the new user has submitted:

- CEII Request Form
- NDA Form
- ISO Customer ID Form

6. Click **Create**. IRTT opens the *Company Details* page and the new user is added to the *Company Users* table.

An email is sent to the user for account confirmation. You can proceed with setting the user's role.



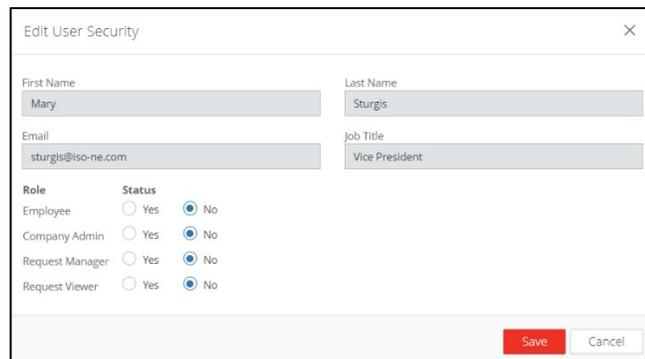
7. Click the **gold padlock**  for the user you just created in the *Company Users* table. The *Edit User Security* page opens.



First Name	Last Name	Email	Roles
Dave	Smith	dave@iso-ne.com	Employee, Admin
George	Zimmer	gzim@iso-ne.com	Request Manager
Mary	Sturgis	sturgis@iso-ne.com	
Steve	Smith	email@iso-ne.com	Viewer

Showing 1 to 4 of 4 entries

8. Select the [role\(s\)](#) for the user and click **Save**. The user security is updated.

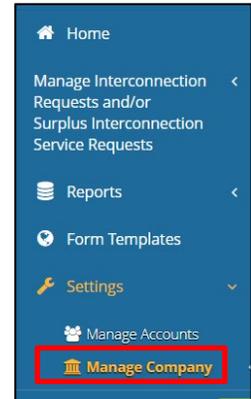


## Adding an Existing User to a Related Company

Company admins can associate a user with an existing account at one company to another related company. The company admins need to be company admins at both companies. This can be beneficial for multiple companies operating as subsidiaries under a parent company. The [companies must be related](#) before you add the existing user.

**To add an existing user to a related company:**

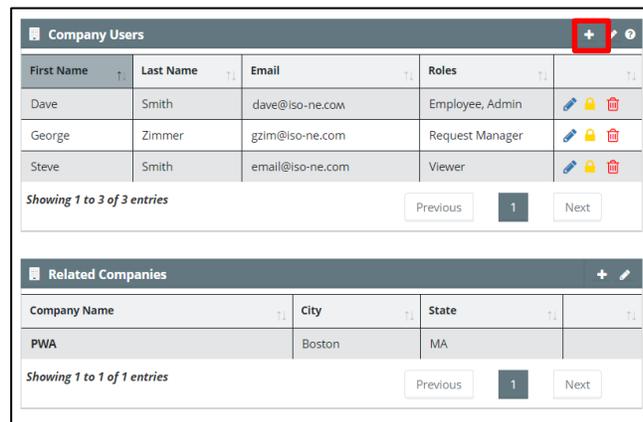
1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



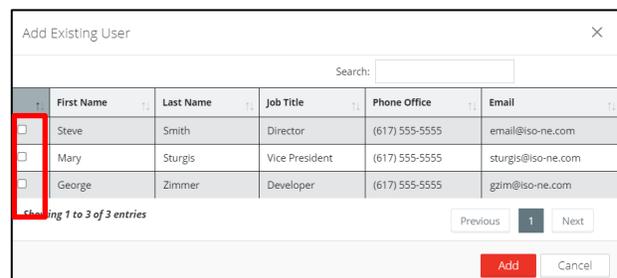
2. Click the **pencil**  for the company that you want to add a user to. The *Company Details* page opens.



3. Click **Add user**  in the *Company Users* table. The *Add Existing Users* dialog box opens.



4. Select one or more users and click **Add**. The *Company Details* page opens and the new user(s) are listed in the *Company Users* table.



# New User Confirmation and Log In

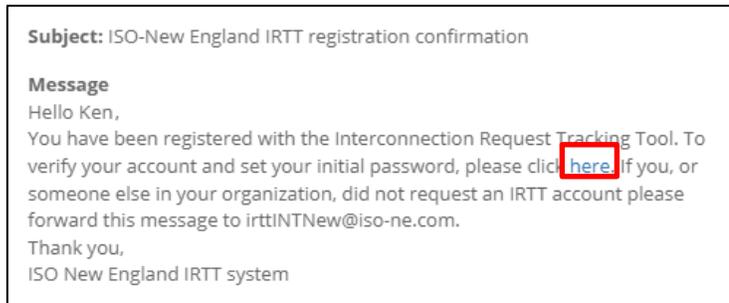
When your company admin creates your account, you need to confirm the account before you can log in for the first time.

## Confirming Your IRTT Account

After your account creation, IRTT sends you an email from [IRTTAdmin@iso-ne.com](mailto:IRTTAdmin@iso-ne.com) (an unmonitored email address) with a confirmation link to create your password.

### To confirm your IRTT account:

1. Click the **here** link in the email message you receive. The *Password Create* screen displays.



2. Type a **password** and **confirm** it. Your IRTT password must contain more than six characters, at least one number, at least one upper and lower case letter, and at least one special character.
3. Click **Create**. The *Password Reset Successful* screen displays.

You can now sign in to IRTT using the new password.

ISO New England Interconnection Request Tracking Tool (IRT)  
Password Create

Create Password

Password

Confirm Password

ISO New England Interconnection Request Tracking Tool (IRT)  
Password Reset Successful

Your password has been reset. Please click on the "Sign In" button in the top right corner of the page.

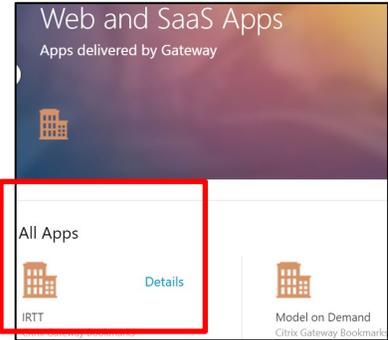
# Signing in to IRTT

Once your account is created, you can sign in to IRTT.

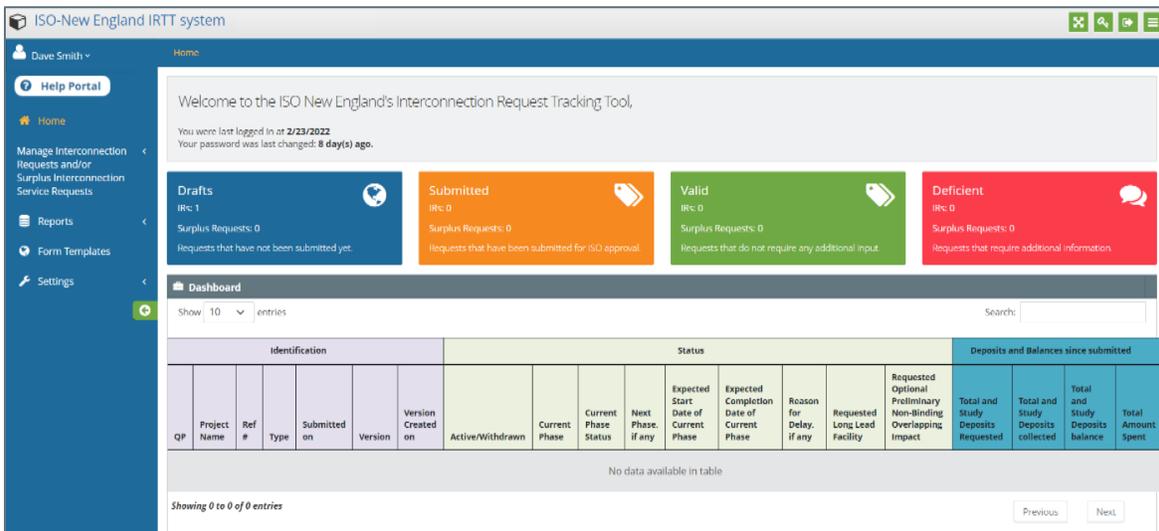
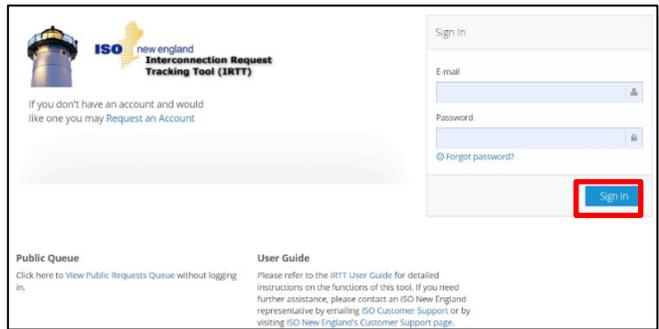
**Note:** IRTT automatically logs you out after 10 minutes of inactivity.

**To sign in to IRTT:**

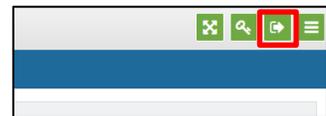
1. Navigate to <https://portal.iso-ne.com>. From iso-ne.com, scroll to the bottom of the page and click IRTT. The ISO New England portal displays.
2. Select the **IRTT** app. The IRTT sign in screen displays.



3. Enter your email address and your password. Click **Sign In**. The IRTT Home page opens.



Once you have finished using IRTT, you can sign out by clicking the **Sign Out** button in the top right corner.



# Managing Settings

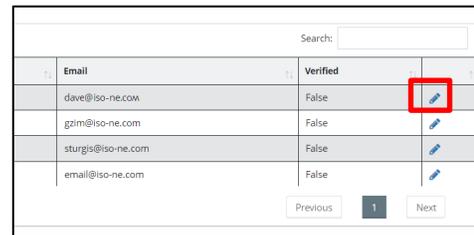
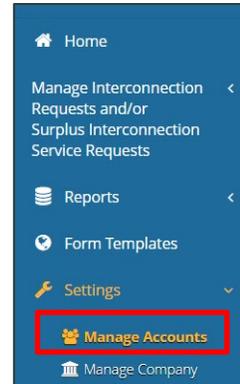
Depending on your role, IRTT enables you to view or modify the details of users and companies.

## Viewing Account Details

Account details include name, email, title, and phone numbers.

To view account details:

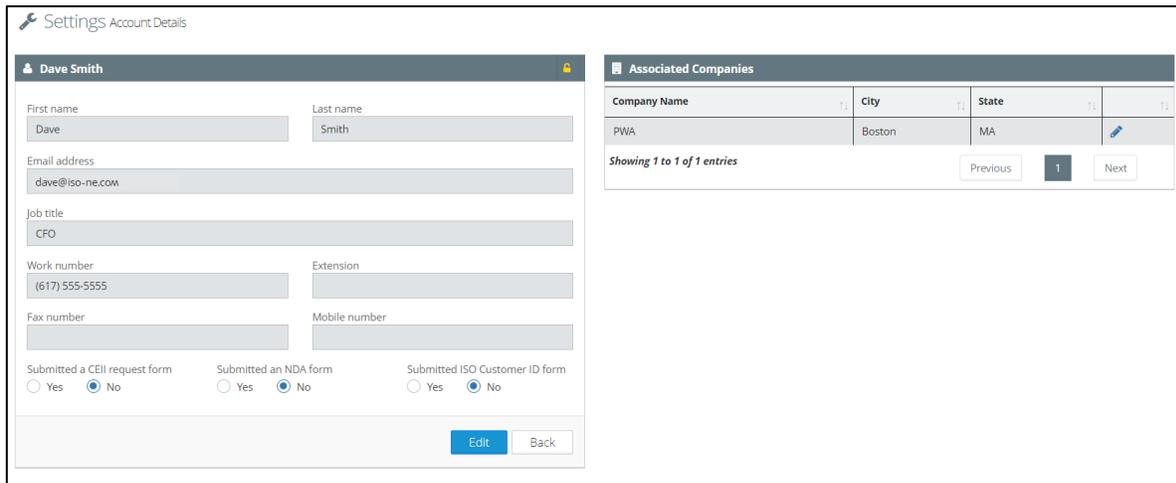
1. Click **Settings > Manage Accounts** from the navigation menu. The *Account Management* page opens.
2. Click the **pencil**  in the column on the far right to open a user's *Account Details* page.



Email	Verified	
dave@iso-ne.com	False	
gzim@iso-ne.com	False	
sturgis@iso-ne.com	False	
email@iso-ne.com	False	

Search:

Previous 1 Next



**Settings Account Details**

**Dave Smith**

First name: Dave, Last name: Smith, Email address: dave@iso-ne.com, Job title: CFO, Work number: (617) 555-5555, Extension: [empty], Fax number: [empty], Mobile number: [empty]

Submitted a CEII request form:  Yes  No, Submitted an NDA form:  Yes  No, Submitted ISO Customer ID form:  Yes  No

**Associated Companies**

Company Name	City	State	
PWA	Boston	MA	

Showing 1 to 1 of 1 entries

Previous 1 Next

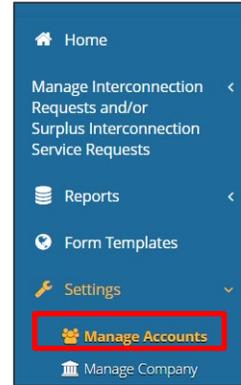
[Edit](#) [Back](#)

# Modifying Account Details

Only a company admin or an account owner can modify their account details. You cannot change your email or the form status designations.

## To modify account details:

1. Click **Settings > Manage Accounts** from the navigation menu. The *Account Management* page opens.



2. Click the **pencil**  in the column on the far right to open your *Account Details* page.

Email	Verified	
dave@iso-ne.com	False	
gzim@iso-ne.com	False	
sturgis@iso-ne.com	False	
email@iso-ne.com	False	

**Settings Account Details**

**George Zimmer**

First name: George, Last name: Zimmer, Email address: gzim@iso-ne.com, Job title: Developer, Work number: (617) 555-5555, Extension: [empty], Fax number: [empty], Mobile number: [empty]

Submitted a CEII request form:  Yes  No, Submitted an NDA form:  Yes  No, Submitted ISO Customer ID form:  Yes  No

**Associated Companies**

Company Name	City	State	
PWA	Boston	MA	
Telos	Boston	MA	
Telos	Boston	MA	

Showing 1 to 6 of 6 entries. Previous 1 Next

**Edit** **Back**

3. Click **Edit**. The *Edit Account* page opens.

Settings Account Details

George Zimmer

First name: George, Last name: Zimmer

Email address: gzim@iso-ne.com

Job title: Developer

Work number: (617) 555-5555, Extension:

Fax number: , Mobile number:

Submitted a CEII request form:  Yes  No

Submitted an NDA form:  Yes  No

Submitted ISO Customer ID form:  Yes  No

**Edit** Back

4. Make your changes.
5. Click **Submit**. Your changes are applied and you return to the *Account Details* page.

Settings Edit Account

George Zimmer

First name: George, Last name: Zimmer

Email address: gzim@iso-ne.com

Job title: Developer

Work number: (617) 555-5555, Extension:

Fax number: , Mobile number:

Submitted a CEII request form:  Yes  No

Submitted an NDA form:  Yes  No

Submitted ISO Customer ID form:  Yes  No

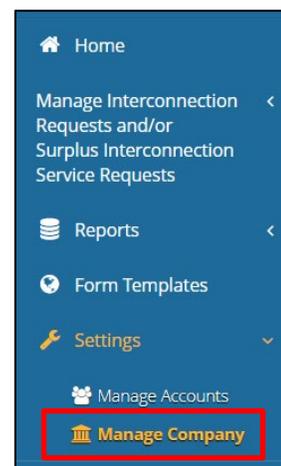
**Submit** Cancel

## Removing a User Account

Only company admins can remove a user account. If you want your account removed and you do not have the company admin role, you need to contact a company admin for your company.

### To remove a user account:

1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



2. Click the **pencil**  for the company that has the user you want to remove. The *Company Details* page opens.



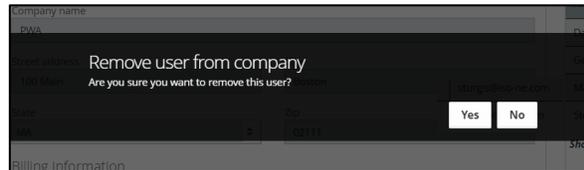
State	Zip	Verified	
MA	02111	False	
MA	02111	False	

3. Click **Remove user**  in the *Company Users* table for the user you want to remove. A removal confirmation opens.



First Name	Last Name	Email	Roles	
Dave	Smith	dave@iso-ne.com	Employee, Admin	
George	Zimmer	gzim@iso-ne.com	Request Manager	
Mary	Sturgis	sturgis@iso-ne.com	Request Manager	
Steve	Smith	email@iso-ne.com	Viewer	

4. Click **Yes** to confirm the removal. You return to the *Company Details* page. The user is removed.

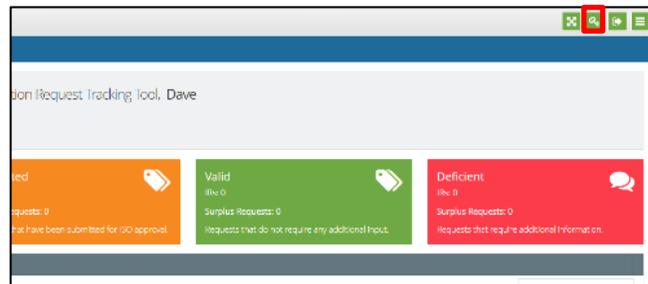


## Changing Your Password

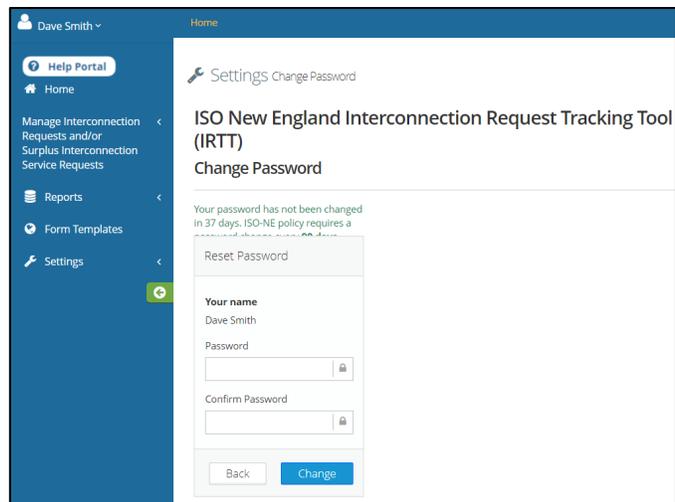
You need to change your IRTT password every 90 days. If you forget your password or your password expires, see [Resetting a Lost Password](#).

### To change your password:

1. Click **Change Password**  in the top right corner of IRTT. The *Change Password* page opens.



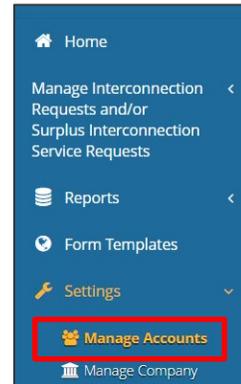
2. Type your new password in the **Password** and **Confirm Password** fields.  
Your IRTT password must contain more than six characters, at least one number, at least one upper and lower case letter, and at least one special character.
3. Click **Change**. Your password changes.



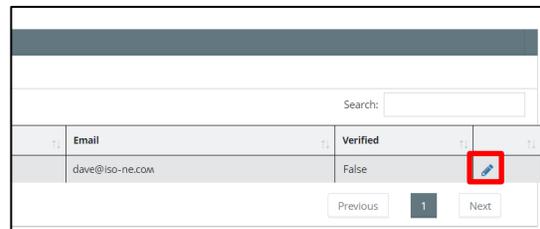
Company admins can reset a password on a user's behalf.

**To reset a password:**

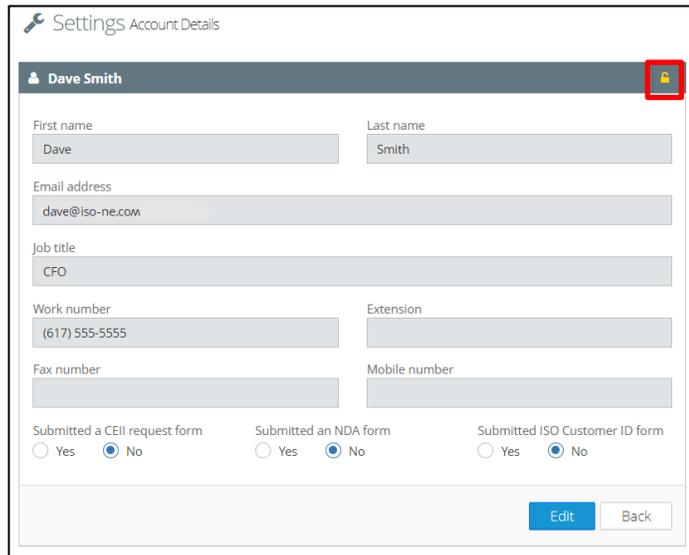
1. Click **Settings > Manage Accounts** from the navigation menu. The *Settings Account Management* page opens.



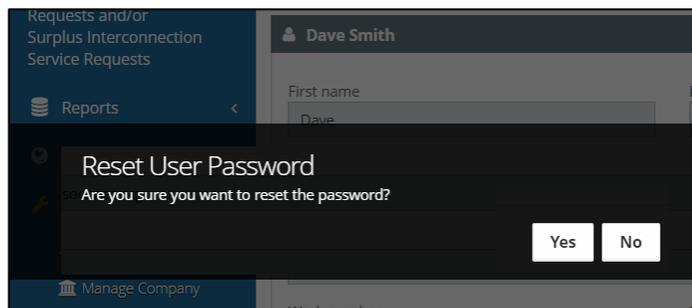
2. Click the **pencil**  in the column on the far right to open the *Account Details* page.



3. Click the **gold padlock**  (Reset password button).

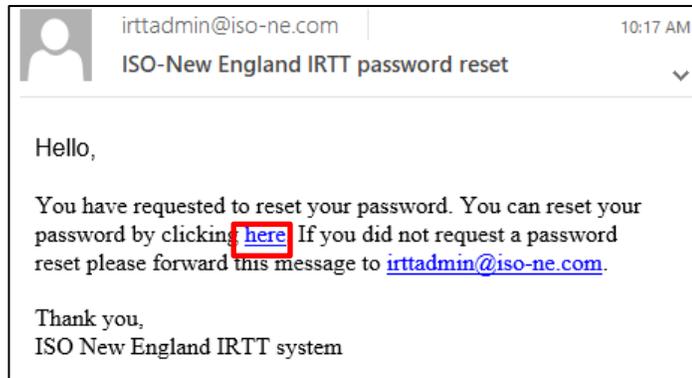


4. Click **Yes** to reset your password. IRTT sends you an email from [IRTTAdmin@iso-ne.com](mailto:IRTTAdmin@iso-ne.com) (an unmonitored email address) which contains a link to reset the password.



5. Click the **here** link.

Please check your spam folder if you do not see the email in your inbox. Contact [IRTT@iso-ne.com](mailto:IRTT@iso-ne.com) if you do not receive the email.

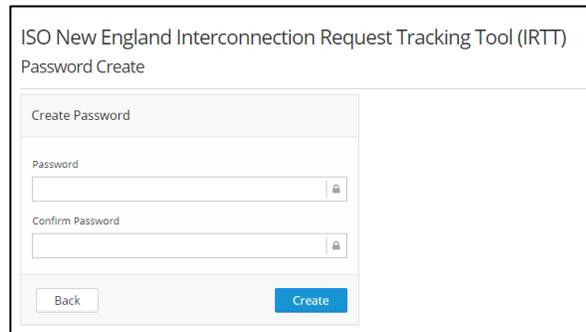


6. Type a new password and confirm it.

Your IRTT password must contain more than six characters, at least one number, at least one upper and lower case letter, and at least one special character.

7. Click **Reset**. The *Password Reset Successful* screen displays.

You can now sign in to IRTT using the new password.

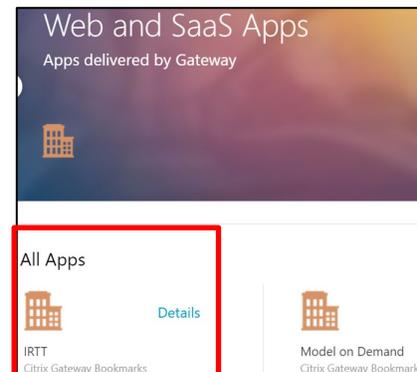


## Resetting a Lost Password

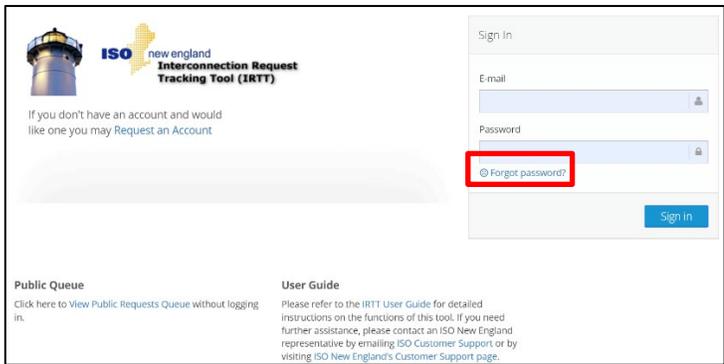
If you forget your password or your password expires, you will need to reset it.

**To reset a forgotten or expired password:**

1. Navigate to <https://portal.iso-ne.com>. The ISO New England portal displays.
2. Select the **IRTT** app. The IRTT sign in screen displays.

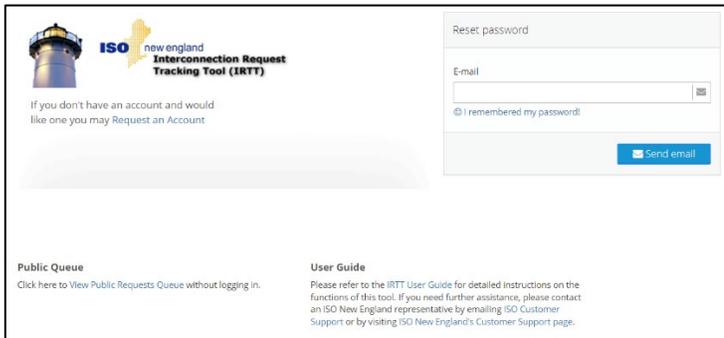


- Click **Forgot password?**. The *Reset password* screen displays.



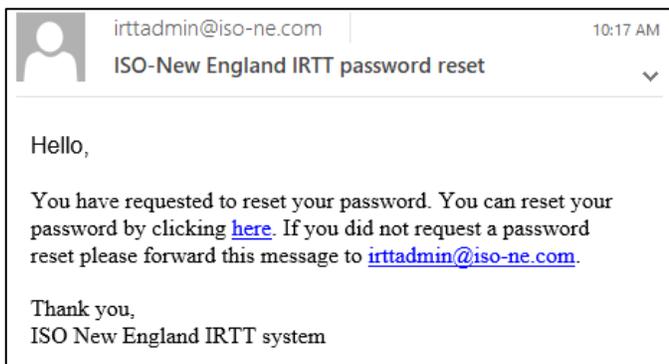
- Type the email address that you registered with IRTT and click **Send email**. IRTT sends password reset email from [IRTTAdmin@iso-ne.com](mailto:IRTTAdmin@iso-ne.com) (an unmonitored email).

Click **I remembered my password** if you want to return to the sign in screen without a password reset.



- Click the **here** link.

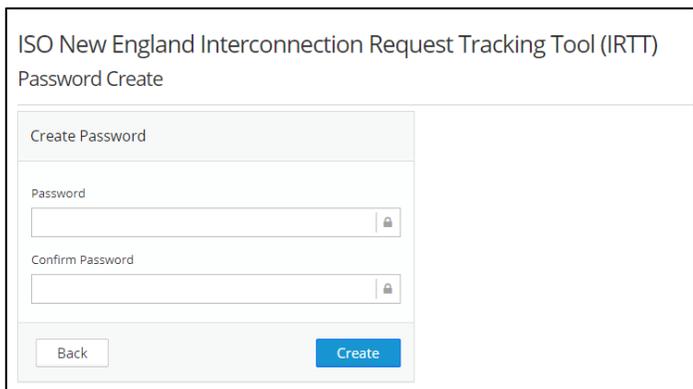
Please check you spam folder if you do not see the email in your inbox. Contact [IRTT@iso-ne.com](mailto:IRTT@iso-ne.com) if you do not receive the email.



- Type a new password and confirm it. Your IRTT password must contain more than six characters, at least one number, at least one upper and lower case letter, and at least one special character.

- Click **Reset**. The *Password Reset Successful* screen displays.

You can now sign in to IRTT using the new password.

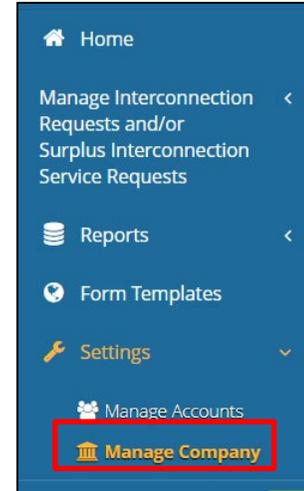


## Modifying a User Account Role

Company admins can change the role of a user account after it has been created. The [role](#) assigned to a user account determines the permissions of that account.

### To modify a user role:

1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



2. Click the **pencil**  for the company that has the user whose role you want to modify. The *Company Details* page opens.

The screenshot shows a table with columns: City, State, Zip, and Verified. There are two rows of data. A red box highlights the pencil icon in the rightmost column of the second row.

City	State	Zip	Verified
Boston	MA	02111	False
Boston	MA	02111	False

3. Click **gold padlock**  (Edit security button) in the *Company Users* table for the user you want to modify. The *Edit User Security* dialog box opens.

The screenshot shows a table with columns: First Name, Last Name, Email, and Roles. There are four rows of data. A red box highlights the gold padlock icon in the rightmost column of the third row.

First Name	Last Name	Email	Roles
Dave	Smith	dave@iso-ne.com	Employee, Admin
George	Zimmer	gzim@iso-ne.com	Request Manager
Mary	Sturgis	sturgis@iso-ne.com	Request Manager
Steve	Smith	email@iso-ne.com	Viewer

4. Select **Yes** for the roles that you want and **No** for roles that should be removed and click **Save**.

The screenshot shows the 'Edit User Security' dialog box. It contains fields for First Name (Steve), Last Name (Smith), and Email (email@iso-ne.com). Below these are radio buttons for 'Yes' and 'No' for four roles: Employee, Company Admin, Request Manager, and Request Viewer. The 'Request Viewer' role has 'Yes' selected. At the bottom right are 'Save' and 'Cancel' buttons.

The *Company Details* page opens and the user's newly assigned role(s) are displayed in the *Company Users* table.

The screenshot shows the 'Company Users' table after the role change. The 'Request Viewer' role is now listed for Steve.

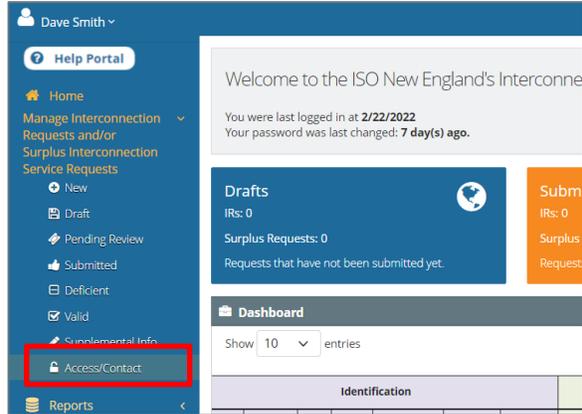
First Name	Last Name	Email	Roles
George	Zimmer	gzim@iso-ne.com	Request Manager
Mary	Sturgis	sturgis@iso-ne.com	Request Manager
Steve	Smith	email@iso-ne.com	Request Manager, Viewer

# Managing Access to Interconnection Requests

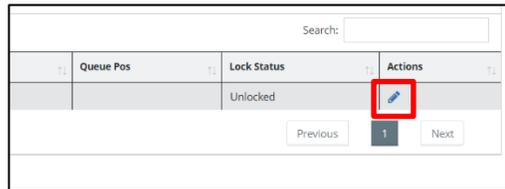
Company admins can manage access to interconnection requests. This restricts who gets to view or take action on a request.

To manage interconnection requests:

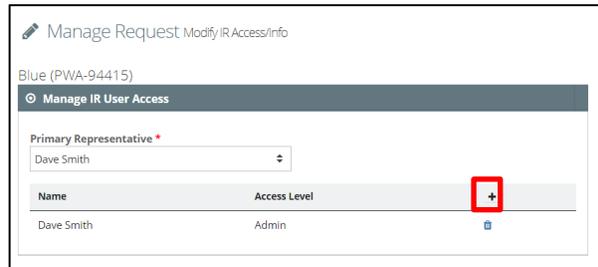
1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Access Contact** from the navigation menu. The *Access Contact Info* page opens.



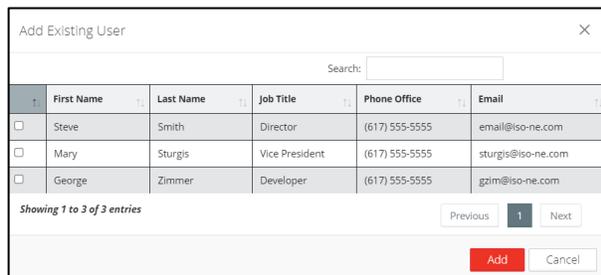
2. Click the **pencil**  for the interconnection request that you want to grant a user access to. The *Modify IR Access/Info* page opens.



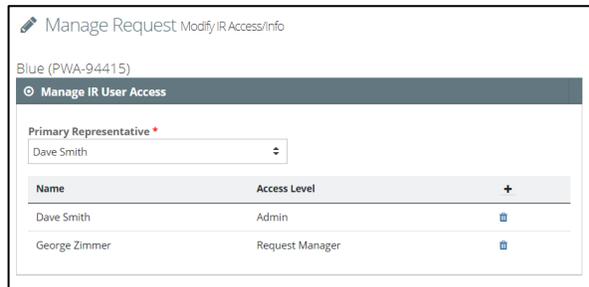
3. Click **Add user**  in the *Manage IR User Access* table. The *Add Existing User* dialog box opens.



4. Select the user(s) that you want to have IR access and click **Add**.



The *Manage Request Modify IR Access/Info* page opens and the *Manage IR User Access* table displays the added user(s).



# Communications

IRTT sends event driven emails to users that submitted an interconnection request and users that are assigned to an interconnection request. The Primary Representative is the primary contact person for a project. You can [change the Primary Representative in IRTT](#).

IRTT system-generated emails come from the IRTTAdmin@iso-ne.com mail box. This mail box is not monitored. If you have questions about a particular message, please contact an ISO New England representative at [IRTT@iso-ne.com](mailto:IRTT@iso-ne.com).

The following are sample notifications generated by IRTT:

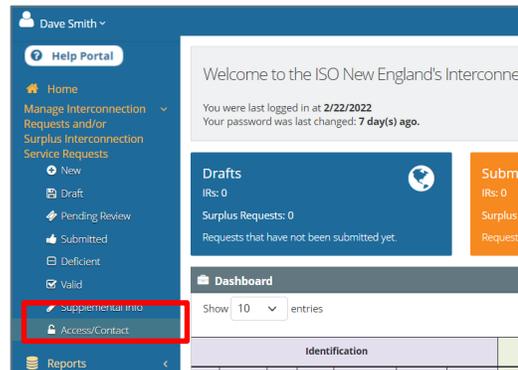
- The ISO has successfully received a customer’s interconnection request.
- The ISO deems a request deficient. This notice acknowledges ISO-NE’s receipt of the request to the customer and provides deficiency details.
- The ISO determines a request to be valid.

## Managing the Primary Representative of an Interconnection Request

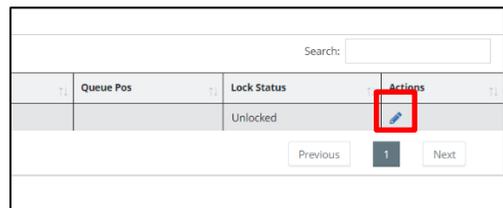
The company admin can change the primary representative for an interconnection request.

**To change the primary representative for an interconnection request:**

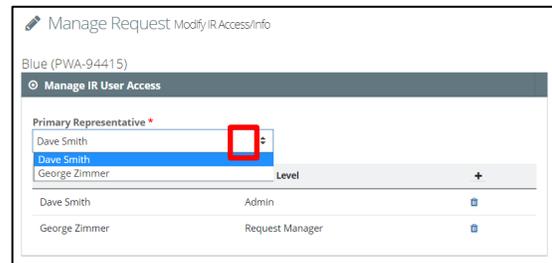
1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Access Contact** from the navigation menu. The *Access Contact Info* page opens.



2. Click the **pencil**  for the interconnection request that you want to change the primary representative for. The *Modify IR Access/Info* page opens.



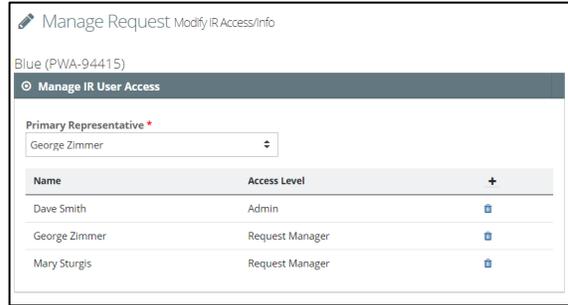
3. Click **Primary Representative**  drop-down list in the *Manage IR User Access* table and select a user.



- Click **Yes** to confirm the new primary representative.



The *Manage Request Modify IR Access/Info* page opens and the *Manage IR User Access* table displays the new primary representative.



## Managing Companies

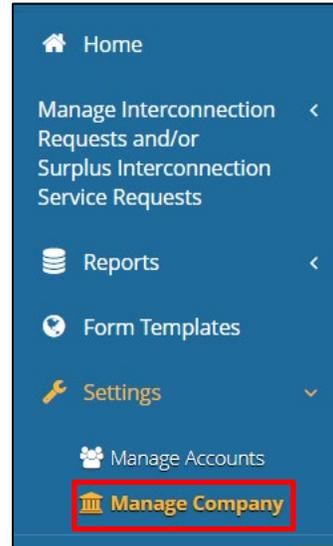
IRTT enables you to create, add existing, or remove subsidiary companies from within the system. It is important to keep parent companies and subsidiaries organized. If you accidentally submit an interconnection request from the wrong company, this could lead to delays with the request. You may have to resubmit the request entirely. Company admins can also edit company details. For more information, see *Modify my company address* in the Help Portal.

### Creating a Subsidiary Company

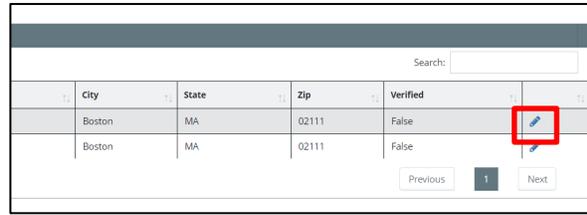
You can create subsidiary companies for a parent company. Only company admins have this ability.

#### To create a subsidiary company:

- Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.

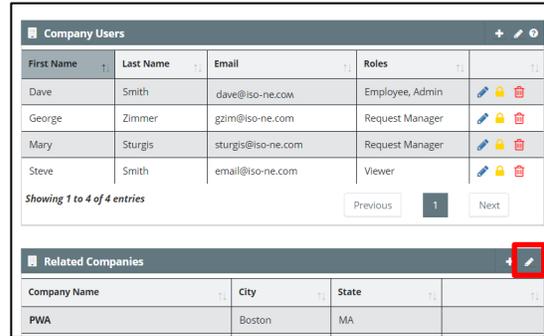


2. Click the **pencil**  for the company that you want to add a subsidiary to. The *Company Details* page opens.



City	State	Zip	Verified	
Boston	MA	02111	False	
Boston	MA	02111	False	

3. Click **Create company**  in the *Related Companies* table. The *Company Details* page opens.

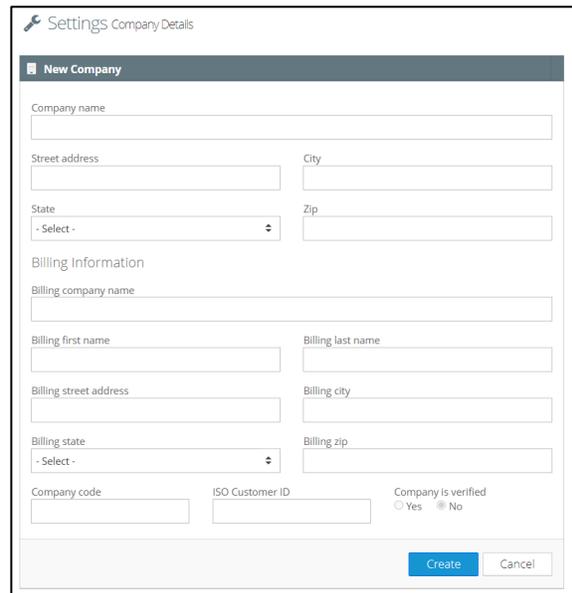


First Name	Last Name	Email	Roles	
Dave	Smith	dave@iso-ne.com	Employee, Admin	
George	Zimmer	gzim@iso-ne.com	Request Manager	
Mary	Sturgis	sturgis@iso-ne.com	Request Manager	
Steve	Smith	email@iso-ne.com	Viewer	

Company Name	City	State	
PWA	Boston	MA	

4. Provide the new company details and click **Create**. The *Company Management* page opens with the new company listed.



Settings Company Details

**New Company**

Company name

Street address  City

State  Zip

Billing Information

Billing company name

Billing first name  Billing last name

Billing street address  Billing city

Billing state  Billing zip

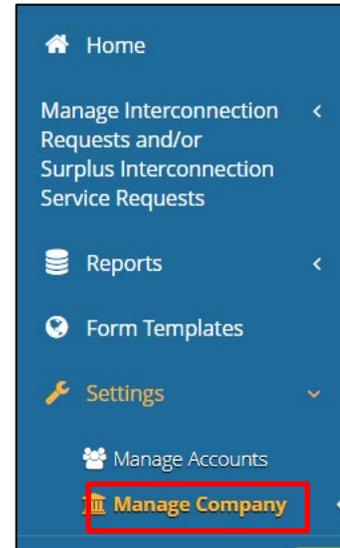
Company code  ISO Customer ID  Company is verified  Yes  No

## Adding an Existing Subsidiary Company

If a company already exists and you want to add it as a subsidiary, you can do so. Only individuals that are company admins at both companies can perform this task. IRs that are in progress remain with the company where they were created. For more information about transferring an IR between companies, see *Transfer an IR to another company* in the Help Portal.

### To add an existing subsidiary company:

1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



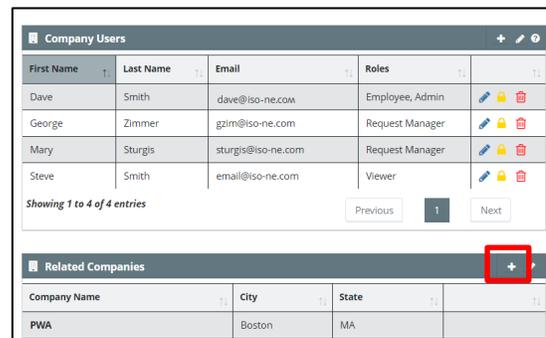
2. Click the **pencil**  for the company that you want to add an existing subsidiary to. The *Company Details* page opens.



A screenshot of a table with columns: City, State, Zip, Verified. The table contains two rows: Boston, MA, 02111, False and Boston, MA, 02111, False. A red box highlights the pencil icon in the rightmost column of the second row.

City	State	Zip	Verified	
Boston	MA	02111	False	
Boston	MA	02111	False	

3. Click **Add company**  in the *Related Companies* table. The *Add Related Company* dialog box opens.

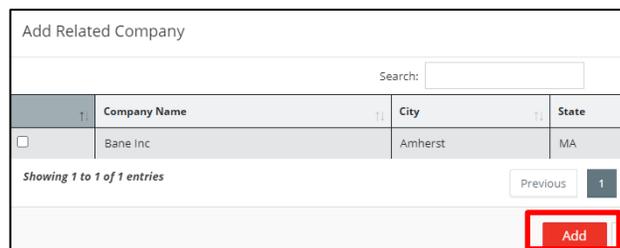


A screenshot showing two tables. The top table is 'Company Users' with columns: First Name, Last Name, Email, Roles. It contains four rows: Dave Smith (Employee, Admin), George Zimmer (Request Manager), Mary Sturgis (Request Manager), and Steve Smith (Viewer). The bottom table is 'Related Companies' with columns: Company Name, City, State. It contains one row: PWA, Boston, MA. A red box highlights the plus icon in the rightmost column of the 'Related Companies' table.

First Name	Last Name	Email	Roles
Dave	Smith	dave@iso-ne.com	Employee, Admin
George	Zimmer	gzim@iso-ne.com	Request Manager
Mary	Sturgis	sturgis@iso-ne.com	Request Manager
Steve	Smith	email@iso-ne.com	Viewer

Company Name	City	State
PWA	Boston	MA

4. Select the company you want to relate and click **Add**. The selected company appears in the *Related Companies* table.



A screenshot of the 'Add Related Company' dialog box. It contains a table with columns: Company Name, City, State. The table contains one row: Bane Inc, Amherst, MA. A red box highlights the 'Add' button at the bottom right.

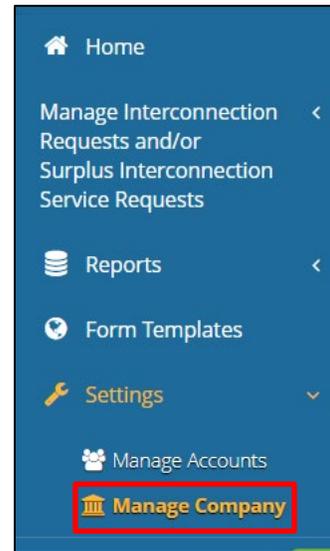
Company Name	City	State
<input type="checkbox"/> Bane Inc	Amherst	MA

## Removing a Subsidiary Company

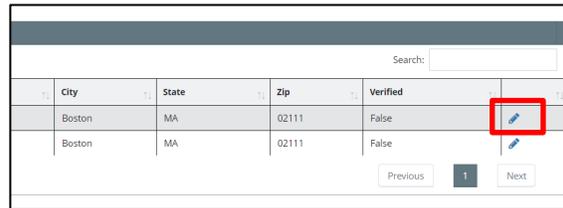
If you no longer want a subsidiary related to a company, you can remove it. Only company admins of the parent company can perform this task.

To remove a subsidiary company:

1. Click **Settings > Manage Company** from the navigation menu. The *Company Management* page opens.



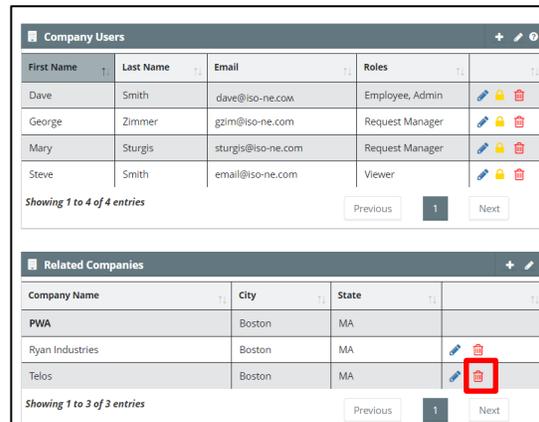
2. Click the **pencil**  for the parent company that you want to remove a subsidiary from. The *Company Details* page opens.



A table with columns: City, State, Zip, Verified. Two rows are shown: Boston, MA, 02111, False and Boston, MA, 02111, False. A pencil icon in the rightmost column of the second row is highlighted with a red box.

City	State	Zip	Verified	
Boston	MA	02111	False	
Boston	MA	02111	False	

3. Click **Remove company**  in the *Related Companies* table. A removal confirmation opens.



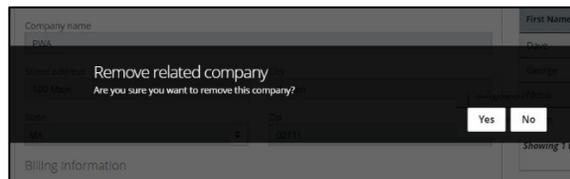
Two tables are shown. The first is 'Company Users' with columns: First Name, Last Name, Email, Roles. The second is 'Related Companies' with columns: Company Name, City, State. In the 'Related Companies' table, the 'Telos' row has a trash icon highlighted with a red box.

First Name	Last Name	Email	Roles	
Dave	Smith	dave@iso-ne.com	Employee, Admin	
George	Zimmer	gzim@iso-ne.com	Request Manager	
Mary	Sturgis	sturgis@iso-ne.com	Request Manager	
Steve	Smith	email@iso-ne.com	Viewer	

Company Name	City	State	
PWA	Boston	MA	
Ryan Industries	Boston	MA	
Telos	Boston	MA	

4. Click **Yes** to confirm subsidiary removal. The *Company Details* page opens with the subsidiary removed from the *Related Companies* table.



# Submitting Interconnection Requests

IRTT allows customers to draft and submit interconnection requests, correct or cure deficient interconnection requests, and view valid requests. The [Dashboard](#) and [Status Area](#) located on the IRTT [Home page](#) indicate an interconnection request’s status and which phase a particular request is in.

An interconnection request’s status changes at various points throughout the processing lifecycle. A change in status triggers IRTT to [send notifications and alerts](#) to users to inform them when an action must occur, such as when a deficiency cure period starts.

For more information on creating IRs, see *Create a new (draft) interconnection request or edit existing one in IRTT tutorial –Video* in the Help Portal. In addition, the Help Portal provides multiple topics regarding interconnection process.

## Submitting a Large Generator Request

A new large generator request can be submitted by company admins or request managers. Once you create a request, there are four tabs that you need to complete in order to submit the request:

- [Project Information](#): Basic information regarding the request
- [Attachments to IR](#): Technical data supported by studies and their attachments
- [Uploads](#): Repository for required documentation.
- [Signature](#): The final signatures for the request.

The **Version History** tab provides an ongoing record of the changes made to the request.



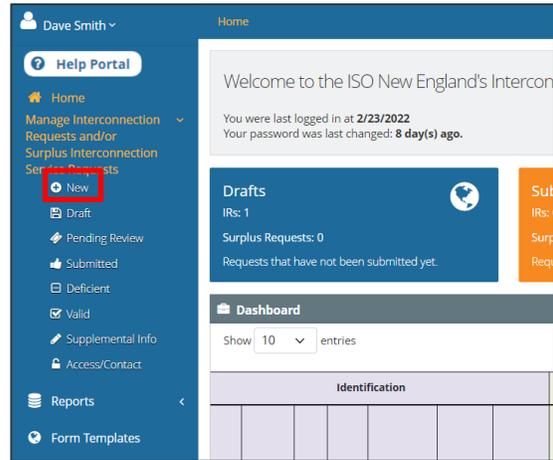
During the creation of a large generator request, you can click the **Save** button to save your work to finish at a later time. Click the **Close** button at the bottom of the page to close the request and return to the *Drafts IR* page. Make sure you save your work before you close the request. You can return to [work on the request draft](#) by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Draft** in the navigation menu.

For additional information regarding the large generator request, see [Schedule 22 Large Generator Interconnection Procedures](#). For a video tutorial, see *Large IR submission tutorial –Video* in the Help Portal.

## Project Information Tab

To submit a large generator request:

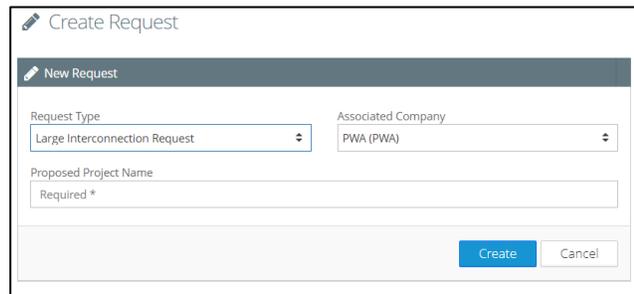
1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > New** from the navigation menu. The *Create Request* page opens.



2. Select **Large Interconnection Request** from the *Request Type* drop-down list.
3. Select the **company** from the *Associated Company* drop-down list.

If you do not see your company on the list, check with your company admin to make sure your account is set up and the appropriate user role is assigned to you before continuing.

4. Type a **name** in the *Proposed Project Name* text box (required).
5. Click **Create**. A draft for the large interconnection request is created with a unique reference ID. The *Requests Large Generator* page opens.



- Complete the questions and fields on the form. Those with an asterisk are mandatory. The site maps and site control evidence sections require file uploads.

The screenshot shows the 'Requests Large Generator' form. At the top, it says 'Fields marked with an asterisk (\*) are required and must be filled in prior to submitting'. The form is divided into several sections:
 

- Project Information:** Includes 'Proposed Project Name \*' (Large 2) and 'Reference ID' (PWR-4507).
- This Interconnection Request is for \*:** Radio buttons for 'A proposed new Generating Facility' (selected), 'An increase in the generating capacity or a modification that has the potential to be a Material Modification of an existing Generation Facility', 'Commencement of participation in the wholesale markets by an existing Generating Facility', and 'A change from Network Resource Interconnection Service to Capacity Network Resource Interconnection Service'.
- The type of Interconnection Service requested \*:** Radio buttons for 'Network Resource Interconnection Service (energy capability only)', 'Capacity Network Resource Interconnection Service (energy capability & capacity capability)' (selected), and 'Network Resource Interconnection Service (energy capability & capacity capability)'.
- This Interconnection Customer requests (check one, selection is not required as part of the initial Interconnection Request):** Radio buttons for 'An Interconnection Feasibility Study', 'An Interconnection System Impact Study' (selected), and 'None'.
- The Interconnection Customer shall provide the following information:** A section for 'Address or Location of the Facility (including Town/City, County & State)' with a table for Name, City, State, County, and Zip. Below the table, it says 'There are currently no Locations associated with this Request' and has an 'Add new' button.
- Approximate location of the proposed Point of Interconnection \*:** A text input field with a small map icon.
- Site Maps:** A section at the bottom with a text input field.

## Uploads Tab

To use the Uploads tab:

- Click the **Uploads** tab.
- Click the **Add** button **+**. The *Upload Attachment* dialog box opens.

The screenshot shows the 'View Uploads' section of the form. It includes:
 

- A 'View Uploads' header with a 'Save' button.
- An 'Uploads' section with a 'Show 10 entries' dropdown and a search box.
- A table with columns for 'Created', 'Name', and 'Classification'. Below the table, it says 'There are currently no attachments'.
- A status bar at the bottom showing 'Showing 0 to 0 of 0 entries' and navigation buttons for 'Previous', 'Next', 'Close', 'Save', and 'Submit'.

- Select the **Document Type** from the drop-down list.
- Click **Browse** to navigate to the file you want to upload.
- Click **Upload** to add the file. IRTT validates the submission and notifies you via pop-up message of any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays.

The screenshot shows the 'Upload Attachment' dialog box. It contains:
 

- A 'Document Type' dropdown menu with the selected option '1 - Geographic Map Demonstrating the Project Layout'.
- An 'Upload Document' text input field with a 'Browse' button.
- 'Cancel' and 'Upload' buttons at the bottom right.

Repeat steps 2-5 for each document you need to upload.

- Click the **Project Information** tab. In the *Site Maps* sections, make the appropriate selections regarding the uploaded documents.

Make sure the remaining project information is complete.

**Site Maps**

**Use "Uploads" tab to attach a Site Map**

Click this checkbox to designate that you have uploaded a valid Site Map document.

- Site maps must be legible when printed on 8 1/2 x 11 or legal-size paper
- Supported File Types include: PDF, JPEG, or PNG images
- Individual file size can not exceed 2.5 MB

**Use "Uploads" tab to attach the Site Control Evidence**

Click this checkbox to designate that you have uploaded a valid Site Control document.

If for Network Resource Interconnection Service: In lieu of evidence of Site Control, a \$10,000 deposit is provided herewith (refundable within the cure period as described in Section 3.3.3 of the LGIP).

Site Control is not provided because the proposed modification is to the Interconnection Customer's existing Large Generating Facility and, by checking this option, the Interconnection Customer certifies that it has Site Control and that the proposed modification does not require additional real property.

**The technical data specified within the applicable attachment to this form (check one):**

Is included with the submittal of this Interconnection Request

Will be provided on or before the execution and return of the Feasibility Study Agreement (Attachment A (and Attachment A-1, if applicable)) or Attachment B, depending on the scope of the study(B) or the System Impact Study Agreement (Attachment A (and Attachment A-1, if applicable)), as applicable

## Viewing an Upload

You can view an upload on the *Uploads* tab. Customers cannot delete an upload. If you want an upload deleted, you will need to contact ISO New England. You can upload a similar file type by using a different name.

**To view an upload:**

- Click **View** . The upload opens.

**Uploads**

Show 10 entries Search:

Created	Name	Classification	
03/26/2022 11:25 PM	21351.txt	1 - Geographic Map Demonstrating the Project Layout	 

Showing 1 to 1 of 1 entries

Previous 1 Next

## Attachments to IR Tab

For additional information, see *Large IR – Add or update System Impact Study Data (Attachment A)* in the Help Portal.

**To use the Attachments to IR tab:**

- Click the **Attachments to IR** tab. The type and number of attachments you need to complete on this tab varies depending on the number of generators required. Select the ones that you need.

Large 2

Project Information Attachments to IR Uploads Signature Version History

### Attachments to IR

The following Technical Data sections will need to be completed accordingly, depending on the number of generators that make up this generating facility:

If you are requesting a **System Impact Study**, you will need to complete a separate Attachment A and Attachment A-1 section for each type of generator.  
 If you are requesting a **Feasibility Study**, you will need to complete a separate Attachment B section for each type of generator.

If you are **not sure** about the type of study you want to request prior to the Scoping Meeting, or the Technical Data required to complete the Attachment A and Attachment A-1 and/or Attachment B sections is not available to you at this time, you can leave Attachment A and Attachment A-1 and/or Attachment B blank. This information can be provided after you have submitted this Interconnection Request.

**Note:** Multiple generators of the same type can be entered in the same Attachment A section.

**Note:** Attachment A-2 and Attachment C are not required to be submitted at the time the Interconnection Request is submitted.

#### System Impact Studies (Attachment A)

Name	Submitted	
There are currently no System Impact Studies associated with this Request		

#### System Impact Study Cluster (Attachment A-2)

Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	
There is currently no System Impact Study Cluster associated with this Request				

#### Attachment A-1 To Attachment A of Appendix 1 Supplementary Wind and Inverter-Based Generating Facility Form

Proposed Name	Submitted	
There is currently no Supplementary Wind and Inverter-Based Generating Facility associated with this Request		

#### Feasibility Studies (Attachment B)

Name	Submitted	
There are currently no Feasibility Studies associated with this Request		

Delete Edit Close

- Click an **Add +** button for one of the following attachments:
  - System Impact Studies (Attachment A)
  - Attachment A-1 to Attachment A
  - System Impact Study Cluster (Attachment A-2)
  - Feasibility Studies (Attachment B)

This screenshot shows the 'Attachments to IR' page with a red box highlighting the '+' button in the 'System Impact Studies (Attachment A)' table, indicating where to click to add a new attachment.

An attachment page or dialog box opens.

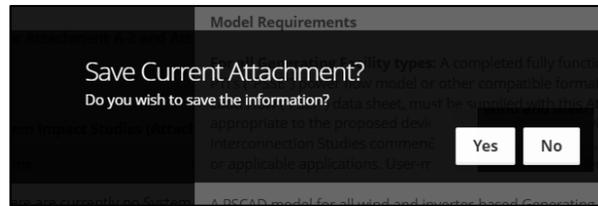
- Provide the necessary information. Fields with an asterisk are required.
- Click **Save**.

This screenshot shows the 'Add System Impact Study' dialog box. It contains the following fields:

- System Impact Study Nickname \*
- Unit Ratings:
  - kVA
  - kVA Fahrenheit
  - Voltage
  - Power Factor
  - Speed (RPM)
  - Connection (e.g. Wye)
  - Short Circuit Ratio
  - Frequency (Hertz)
  - Stator Amperes (at Rated kVA)
  - Field Volts
  - Max Turbine MW
  - Max Turbine MW Fahrenheit

Buttons: Close, Save

5. Click **Yes** to confirm the attachment.
6. Repeat steps 2-5 for each attachment that you need.

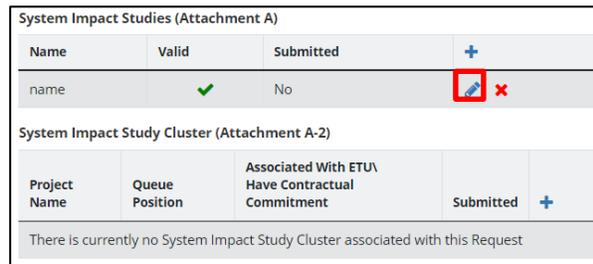


## Editing or Deleting an Attachment Record

You can edit or delete an attachment that was previously added to the request.

### To edit an attachment record:

1. Click **Edit** . The attachment opens.
2. Make the changes you want and click **Save**.

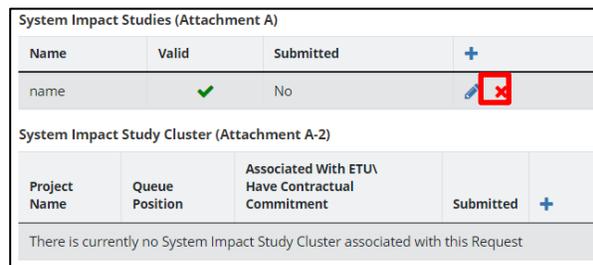


3. Click **Yes** to confirm the attachment edits. The *Attachments to IR* tab reopens.

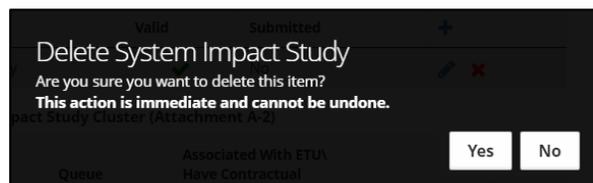


### To delete an attachment record:

1. Click **Delete** .



2. Click **Yes** to confirm the delete. The *Attachments to IR* tab reopens.

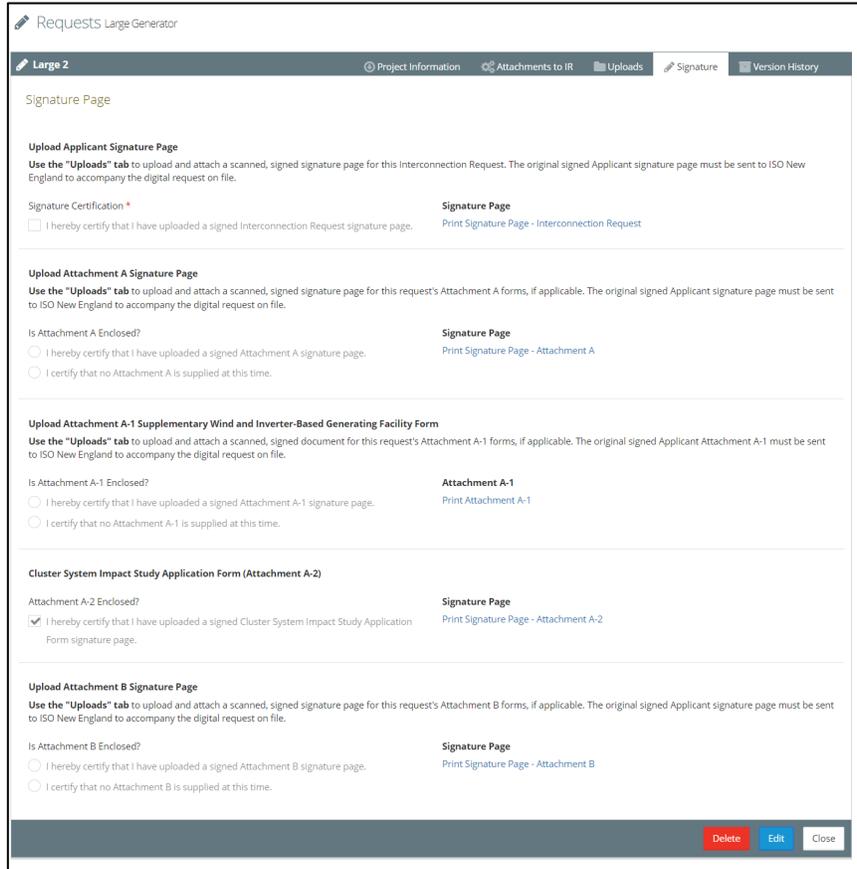


# Signature Tab

For more information about signatures, see *Original Document with Wet Signatures* in the Help Portal.

## To use the Signature tab:

1. Click the **Signature** tab.



2. Click **Edit**. Fields with an asterisk are required. There is a print signature link for each type of attachment.
3. Click **Print Signature Page – Interconnection Request**. The signature page opens in a new browser tab.



4. Download the page, print, sign, and scan it.

Project Name: Large 2 Reference No.: PWA-45507

---

**This Interconnection Request is submitted by:**

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

5. Click the **Uploads** tab.

6. Click the **Add** button . The *Upload Attachment* dialog box opens.

Requests Large Generator

Fields marked with an asterisk (\*) are required and must be filled in prior to submitting

Large 2 Project Information Attachments to IR Uploads Signature Version History

View Uploads Save

Uploads

Show 10 entries Search: \_\_\_\_\_

Created	Name	Classification	
There are currently no attachments			

Showing 0 to 0 of 0 entries Previous Next

Close Save Submit

7. Select **Attachment A-1 Signature Page** from the *Document Type* drop-down list.

8. Click **Browse** to navigate to the file you signed and scanned to upload.

9. Click **Upload** to add the file. IRTT validates the submission and notifies you via a pop-up message of any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays.

Upload Attachment ×

Document Type

Attachment A-1 Signature Page

Upload Document

C:\fakepath\SignaturePage.pdf Browse

Cancel Upload

Repeat steps 6-9 for attachment type you used for the interconnection request.

## Submitting the Request

When you finish filling out the Project Information, Attachments to IR, and Signature tabs, you can submit the request. For more information, see the *Interconnection Request submittal verification* in the Help Portal.

### To submit the request:

1. Click the **Project Information** tab and click **Submit**.

\* Measured at the terminals or interconnection terminals, as applicable, for each generating unit comprising the Generating Facility less any station service at each generating unit's terminals or interconnection terminals, as applicable.  
\* Measured at the Interconnection Customer's proposed Point of Interconnection. The values correspond to the requested levels of Interconnection Service pursuant to Section 3.1 of the LGIP. The values account for any station service buses measured in Interconnection Facilities, station or generator step up transformers, and any other auxiliary systems. After the Interconnection Request is deemed valid, any increases to these values shall be subject to a new, separate Interconnection Request.

General description of the equipment configuration, including any proposed control technologies to restrict the Large-Generating Facility's output to the requested Interconnection Service levels, if applicable (# of units and GSUs): \*

Requested Commercial Operations Date \*      Requested In-Service Date \*      Requested Initial Synchronization Date \*

Clear Save Submit

2. Click **Yes** to confirm the interconnection request.

The interconnection request is submitted and a confirmation page displays. It may take a minute for the page to load.

Submit Large Request?  
 I hereby certify that, to the best of my knowledge, all the information provided in this Interconnection Request is true and correct.

Yes No

Close Save Submit

ISO New England has received your Generator Interconnection Request

Proposed Project	Blue
Date & Time Received	3/28/2022 9:00:39 PM
Request Type	A proposed new Generating Facility
Interconnection Service Requested	Network Resource Interconnection Service (energy capability only)
Interconnection Study Type	An Interconnection Feasibility Study

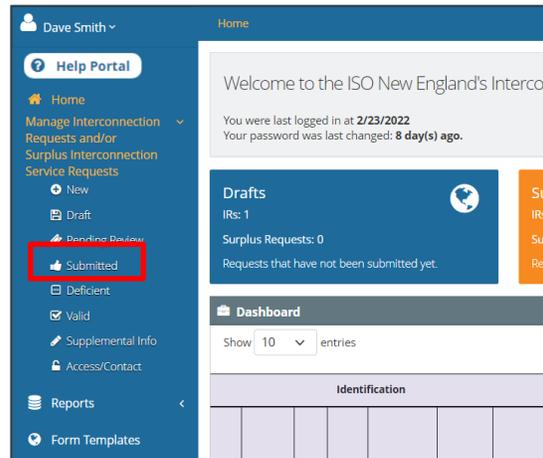
**For Process-Related Inquiries**  
 Please Contact: Cheryl Ruell - Manager, Transmission Services  
 Phone: (413) 540-4219  
 E-mail: cruell@iso-ne.com

**For Technical-Related Inquiries**  
 Please Contact: Kevin Mankouski - Manager, Transmission Service Studies  
 Phone: (413) 535-4133  
 E-mail: kmankouski@iso-ne.com

IRTT notifies the [primary representative](#) via email that the interconnection request was submitted.



You can view this request by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted.**



## Submitting a Small Generator Request

A new small generator request can be submitted by company admins or request managers. Once you create a request, there are five tabs that you need to complete in order to submit the request:

- [Project Information](#): Basic information regarding the request
- [General](#): Details for the Uploads tab.
- [Attachments to IR](#): Technical data supported by studies and their attachments.
- [Uploads](#): Repository for required documentation.
- [Signature](#): The final signatures for the request.

The **Version History** tab provides an ongoing record of the changes made to the request. For more information about submitting a Small Generator Request, see the *Small IR submission tutorial – Video* in the Help Portal.



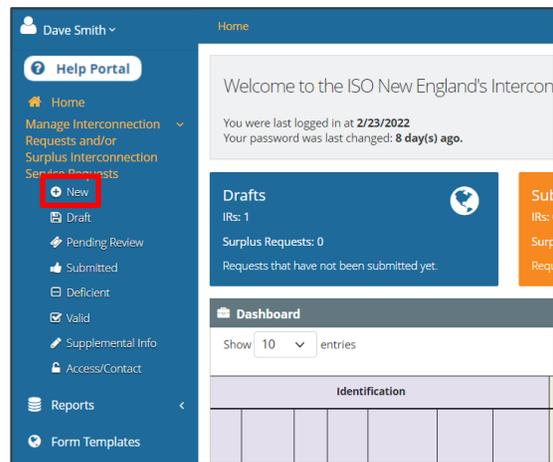
During the creation of a small generator request, you can click the **Save** button to save your work to finish at a later time. Click the **Close** button to close the request and return to the *Drafts IR* page. Make sure you save your work before you close the request. You can return to [work on the request draft](#) by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Draft** in the navigation menu.

For additional information regarding the small generator request, see [Schedule 23 Small Generator Interconnection Procedures](#).

## Project Information Tab

To submit a small generator request:

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > New** from the navigation menu. The *Create Request* page opens.



2. Select **Small Interconnection Request** from the *Request Type* drop-down list.
3. Select the **company** from the *Associated Company* drop-down list.

If you do not see your company on the list, check with your company admin to make sure your account is set up and the appropriate user role is assigned to you before continuing.

4. Type a **name** in the *Proposed Project Name* text box (required).
5. Click **Create**. A draft for the small interconnection request is created with a unique reference ID. The *Requests Small Generator* page opens.

6. Complete the questions and fields on the form. Those with an asterisk are mandatory. The site maps and site control evidence sections require file uploads.

# Attachments to IR Tab

For more information, see *Small IR-Submitting technical data* in the Help Portal.

## To use the Attachments to IR tab:

1. Click the **Attachments to IR** tab. The type and number of attachments you need to complete on this tab varies depending on the number of generators required.

Requests Small Generator

small proj
Project Information
General
Attachments to IR
Uploads
Signature
Version History

Attachments to IR

**Requested Commercial Operations Date \***

**Requested In-Service Date \***

**Requested Initial Synchronization Date \***

**Proposed Point of Interconnection \*** Format should include owner of POI, voltage level and name (ex: CMP 115 kv Line 229). Also, please note that all information entered here is visible on the queue to all parties.

**Energy Source \***

Solar  
 Natural Gas

Wind  
 FuelOil

Diesel  
 Other

Hydro

**Hydro Type \*** (e.g. Run-Of-River)

If Other, Please Describe

If Other, Please Describe

**Prime Mover**

Fuel Cell  
 Microturbine

Recip Engine  
 PV

Gas Turbine  
 Other

Steam Turbine

**Generators**

Name	Type	Valid	Submitted	+
There are currently no Generators associated with this Request				

**Small Generating Facility Characteristic Data (for Inverter-based Machines)**

Name	Type	Valid	Submitted	+
There are currently no Inverters associated with this Request				

**Small Generating Facility Characteristic Data (for Rotating Machines)**

Name	RPM Frequency	Valid	Submitted	+
There are currently no Rotating Machines associated with this Request				

**Interconnection Facilities Information (Transformers)**

Name	Phase	Valid	Submitted	+
There are currently no Transformers associated with this Request				

**Interconnecting Circuit Breaker**

Name	Circuit Type	Valid	Submitted	+
There are currently no Circuits associated with this Request				

**Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)**

Proposed Name	Submitted	+
There is currently no Supplementary Wind and Inverter-Based Generating Facility associated with this Request		

**System Impact Study Cluster (Attachment A-2)**

Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	+
There is currently no System Impact Study Cluster associated with this Request				

Delete
Edit
Close

2. Click **Edit** and complete the questions and fields on the form. Those with an asterisk are mandatory.

Requested Commercial Operations Date \* Requested In-Service Date \* Requested Initial Synchronization Date \*

Proposed Point of Interconnection \* Format should include owner of POI, voltage level and name (ex: CMP 115 kv Line 228). Also, please note that all information entered here is visible on the queue to all parties.

Energy Source \*
   
 Solar  Wind  Diesel  Hydro
   
 Natural Gas  Fuel Oil  Other

Hydro Type \* (e.g. Run-Of-River)
   
If Other, Please Describe

Prime Mover
   
 Fuel Cell  Recip Engine  Gas Turbine  Steam Turbine
   
 Microturbine  PV  Other

If Other, Please Describe

3. Click the **Add +** button for each of the attachments you need to add. The dialog box opens.

For more information on submitting generators, see *Small IR – How to add a generator tutorial – Video* in the Help Portal.

**Generators**

Name	Type	Valid	Submitted	+
There are currently no Generators associated with this Request				

**Small Generating Facility Characteristic Data (for Inverter-based Machines)**

Name	Type	Valid	Submitted	+
There are currently no Inverters associated with this Request				

4. Provide the necessary information. Fields with an asterisk are required.

5. Click **Save**.

Add New Generator

Generator Nickname \*

Generator Nameplate Rating \*  kW (Typical)

Interconnection Customer or Customer-Site Load \*  kW (if none, so state)

Maximum Physical Export Capability Requested \*  kW

Type of Generator \*  - Select -

Generator Nameplate kVAR \*  kVAR

Typical Reactive Load  If known

Is this the primary generator? \*  Yes  No

Will the generator energy storage capacity be in addition to the Maximum Physical Export Capability Requested for the primary inverter? \*  Yes  No

If Yes, describe the energy storage device and specifications:

Provide the maximum output of each generator including each energy storage device

Primary frequency response operating range for electric storage resources

Close Save

6. Click **Yes** to confirm the attachment. The *Attachments to IR* tab reopens.

7. Repeat steps 3-6 for each attachment.

Save Current Attachment?

Do you wish to save the information?

Yes No

8. Submit *Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)* by clicking **Add +**. The *Manage Supplementary Wind and Inverter-Based Generating Facility* page opens.

For more information, see *Supplemental Wind and Inverter-based Generating Facility Form tutorial – Video* in the Help Portal.

**Interconnecting Circuit Breaker**

Name	Circuit Type	Valid	Submitted	+
There are currently no Circuits associated with this Request				

**Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)**

Proposed Name	Submitted	+
There is currently no Supplementary Wind and Inverter-Based Generating Facility associated with this Request		

9. Provide the necessary information. Fields with an asterisk are required.
10. Click **Save**.

Requests Supplementary Wind and Inverter-Based Generating Facility

Fields marked with an asterisk (\*) are required and must be filled in prior to submitting.

small proj Attachment A

Manage Supplementary Wind and Inverter-Based Generating Facility

1. Geographic Map Demonstrating the Project Layout and its Interconnection to the Power Grid.  
Attach a Geographic Map. Attachments can be added on the upload tab.

2. Bus-Breaker Based One-Line Diagram (The diagram should include each of the individual unit generators, generator number, rating and terminal voltage.)  
Attach a Bus-Breaker Based One-Line Diagram. Attachments can be added on the upload tab.

2.1 Collection system detail impedance sheet  
Collector system data sheet in accordance with the one-line diagram attached above. The data sheet should include: the type, length, 20, 21 and X0/B of each circuit (feeder and collector string).  
Attach a Collection System Impedance. Attachments can be added on the upload tab.

2.2 Collection system aggregate (equivalent) model data sheet  
Aggregate (equivalent) collection system data sheet. The data table should include: the type, length, 20, 21 and X0/B of the equivalent circuits (feeders and collector strings).  
Attach a Collection System Aggregate Data Sheet. Attachments can be added on the upload tab.

3. Summary of the Unit Models in the wind or inverter-based generating facility (List all different unit models in the facility)  
**Please save the Supplementary Wind and Inverter-Based Generating Facility (this form) before adding Unit Models.**  
**After saving the form, you will need to click the "Edit" button on the bottom of the page to be able to create/add a unit.**

11. Click **Yes** to confirm the attachment. The *Attachments to IR* tab reopens.

Save Current Attachment?  
Do you wish to save the information?

Yes No

12. Return to the *Attachment A* and click **Edit** . The *Manage Supplementary Wind and Inverter-Based Generating Facility* page reopens.

Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)

Proposed Name	Submitted
small proj	No

13. Click **Attachment A Uploads** tab.
14. Click **Add +**. The *Upload Attachment* dialog box opens. Use this dialog box to add documents related to the *Attachments to IR* tab.

Requests Supplementary Wind and Inverter-Based Generating Facility

Fields marked with an asterisk (\*) are required and must be filled in prior to submitting.

small proj Attachment A Attachment A Uploads

Uploads

Name	Created On	Unit	Attachment Type
21351.txt	3/1/2022 4:20:54 PM		2 - Bus-Breaker Based One-Line Diagram

+ Add

15. Select or click:
  - a. **Inverter** or **Inverter Unit** from the drop-down list.
  - b. **Inverter Unit Name** from the drop-down list.
  - c. **Inverter Attachment Type** from the drop-down list.
  - d. **Browse** to select the attachment.
  - e. **Upload** to attach the document.
16. Click **Save**.

Upload Attachment

Inverter/Unit  
Inverter

Inverter Attachment Type  
- Select -

Upload Attachment  
Browse

Cancel Upload

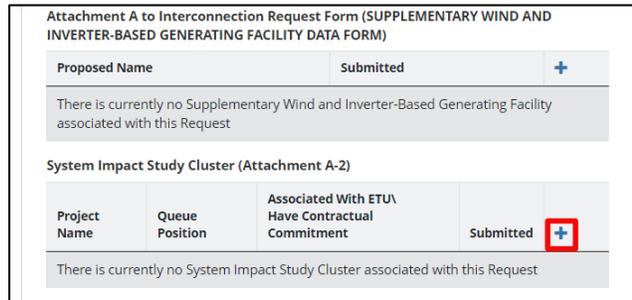
17. Click **Yes** to confirm the attachment. The *Manage Supplementary Wind and Inverter-Based Generating Facility* page reopens.



18. Click **Close**.

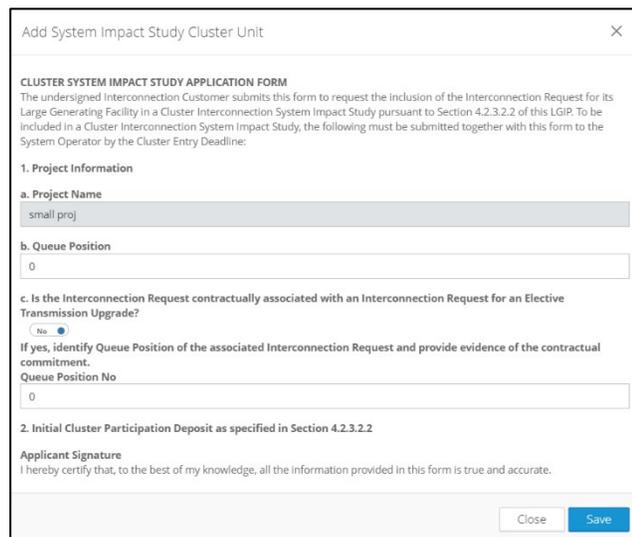
19. Click the *Attachments to IR* tab.

20. Submit *System Impact Study Cluster (Attachment A-2)* by clicking **Add +**. The *Add System Impact Study Cluster Unit* dialog box opens.



21. Provide the necessary information. Fields with an asterisk are required.

22. Click **Save**.



23. Click **Yes** to confirm the attachment. The *Attachments to IR* tab reopens.



## Editing or Deleting Attachment Record

You can edit or delete an attachment that was previously added to the request.

### To edit an attachment record:

1. Click **Edit** . The attachment opens.
2. Make the changes you want and click **Save**.

Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)				
Proposed Name		Submitted		
small proj		No		 

System Impact Study Cluster (Attachment A-2)				
Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	
small proj			Yes	

3. Click **Yes** to confirm the attachment edits. The *Attachments to IR* tab reopens.

Save Current Attachment?

Do you wish to save the information?

Yes No

### To delete an attachment record:

1. Click **Delete** .

Attachment A to Interconnection Request Form (SUPPLEMENTARY WIND AND INVERTER-BASED GENERATING FACILITY DATA FORM)				
Proposed Name		Submitted		
small proj		No		 

System Impact Study Cluster (Attachment A-2)				
Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	
small proj			Yes	

2. Click **Yes** to confirm the delete.

Delete System Impact Study

Are you sure you want to delete this item?

**This action is immediate and cannot be undone.**

Yes No

## General and Upload Tabs

For more information about the General tab, see *Small IR – Upload files to my interconnection request* in the Help Portal.

### To use the General and the Upload tabs:

1. Click the **General** tab.
2. Note that each of the following sections requires an upload:
  - Site Electrical One-line Diagram
  - Site Control Documentation
  - Protection & Control Schemes
  - Protection & Control Circuits
3. Click the **Uploads** tab.

4. Click the **Add** button . The *Upload Attachment* dialog box opens.

Created	Name	Classification
03/01/2022 08:17 PM	21351.txt	2.2 - Collection System Aggregate Model data sheet
03/01/2022 08:14 PM	shift.jpg	19 - Additional Information
03/01/2022 08:07 PM	test.obj	19 - Additional Information
03/01/2022 04:20 PM	21351.txt	2 - Bus-Breaker Based One-Line Diagram
03/01/2022 04:19 PM	background.png	1 - Geographic Map Demonstrating the Project Layout
03/01/2022 03:48 PM	21351.txt	Interconnection Facilities Information - Curves

7. Select the **Document Type** from the drop-down list.
8. Click **Browse** to navigate to the file you want to upload.
9. Click **Upload** to add the file.

IRTT validates the submission and notifies you via pop-up message if there are any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays.

Repeat steps 4-9 for each document you need to upload.

10. Click the **General** tab.
11. Verify the documents were uploaded and provide any additional details regarding the documentation.

Requests Small Generator

small proj | Project Information | General | Attachments to IR | Uploads | Signature | Version History

General Information

**Site Electrical One-Line Diagram**  
Use the "Uploads" tab to enclose one copy of the site electrical one-line diagram showing the configurations of all Small Generating Facility equipment, runways and potential circuits, and protection and control schemes. This one-line diagram must be signed and stamped by a licensed Professional Engineer if the Small Generating Facility is larger than 50 kW.

Comments: [Text Area]

Is one copy of the One-Line Diagram enclosed?  2 copies enclosed | Is the diagram stamped by a licensed Professional Engineer?  document stamped

**Site Control Documentation**  
Use the "Uploads" tab to enclose copy of any site documentation that indicates the precise physical location of the proposed Small Generating Facility (e.g., USGS topographic map or other diagram or documentation).

Site Documentation Comments: [Text Area] | Is Site Documentation Enclosed?  Documentation enclosed

**Proposed Location of Protective Interface**  
Proposed location of protective interface equipment on property (include address if different from the interconnection Customer's address): [Text Area]

Site Control is not provided because the proposed modification is to the interconnection Customer's existing Small Generating Facility and, by checking this option, the interconnection Customer certifies that it has Site Control and that the proposed modification does not require additional real property.

**Protection & Control Schemes**  
Use the "Uploads" tab to enclose copy of any site documentation that describes and details the operation of the protection and control schemes.

Protection & Control Schemes Comments: [Text Area] | Is Available Documentation Enclosed?  Documentation enclosed

**Protection & Control Circuits**  
Use the "Uploads" tab to enclose copies of schematic drawings for all protection and control circuits, relay current circuits, relay potential circuits, and alarm/monitoring circuits (if applicable).

Protection & Control Circuits Comments: [Text Area] | Are Schematic Drawings Enclosed?  Drawings enclosed

Buttons: Delete, Edit, Close

## Viewing an Upload

You can view an upload on the *Uploads* tab. Customers cannot delete an upload. If you want an upload deleted, you will need to contact ISO New England. You can upload a similar file type by using a different name.

To view an upload:

1. Click **View** . The upload opens.

Uploads

Show 10 entries | Search: [Input]

Created	Name	Classification		
03/01/2022 08:17 PM	21351.txt	2.2 - Collection System Aggregate Model data sheet		
03/01/2022 08:14 PM	shift.jpg	19 - Additional Information		
03/01/2022 08:07 PM	test.obj	19 - Additional Information		
03/01/2022 04:20 PM	21351.txt	2 - Bus-Breaker Based One-Line Diagram		
03/01/2022 04:19 PM	background.png	1 - Geographic Map Demonstrating the Project Layout		
03/01/2022 03:48 PM	21351.txt	Interconnection Facilities Information - Curves		

Showing 1 to 6 of 6 entries | Previous 1 Next

## Signature Tab

For additional information see *Original Document with Wet Signatures* in the Help Portal.

### To use the Signature tab:

1. Click the **Signature** tab. There is a print signature link for each type of attachment.
2. Click **Print Signature Page – Interconnection Request**. The signature page opens in a new browser tab.

3. Download the page, print, sign, and scan it.

4. Click the **Uploads** tab.
5. Click the **Add** button . The *Upload Attachment* dialog box opens.

Created	Name	Classification
03/01/2022 08:17 PM	21351.txt	2.2 - Collection System Aggregate Model data sheet
03/01/2022 08:14 PM	shift.jpg	19 - Additional Information
03/01/2022 08:07 PM	test.lobj	19 - Additional Information
03/01/2022 04:20 PM	21351.txt	2 - Bus-Breaker Based One-Line Diagram
03/01/2022 04:19 PM	background.png	1 - Geographic Map Demonstrating the Project Layout
03/01/2022 03:48 PM	21351.txt	Interconnection Facilities Information - Curves

6. Select **Application Signature Page** from the **Document Type** drop-down list.
  7. Click **Browse** to navigate to the file you signed and scanned to upload.
  8. Click **Upload** to add the file. IRTT validates the submission and notifies you via pop-up message if there are any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays.
- Repeat steps 5-9 for each attachment type you need for the interconnection request.

9. Click the **Signature** tab.
10. Select the checkboxes to confirm documents were uploaded.
11. Click **Save**.

## Submitting the Request

When you finish filling out the Project Information, Attachments to IR, General, and Signature tabs, you can submit the request. For more information, see the *Interconnection Request submittal verification* in the Help Portal.

### To submit the request:

1. Click the **Project Information** tab and click **Submit**. IRTT validates all of the submissions and notifies you via pop-up message if there any issues. You will be able to modify the submitted information to correct any noted issues.
2. Click **Yes** to confirm the interconnection request. The interconnection request is submitted and a confirmation page displays.

Proposed Project	small proj
Date & Time Received	3/1/2022 10:43:54 PM
Request Type	New Small Generating Facility
Interconnection Service Requested	Network Resource Interconnection Service (energy capability only)

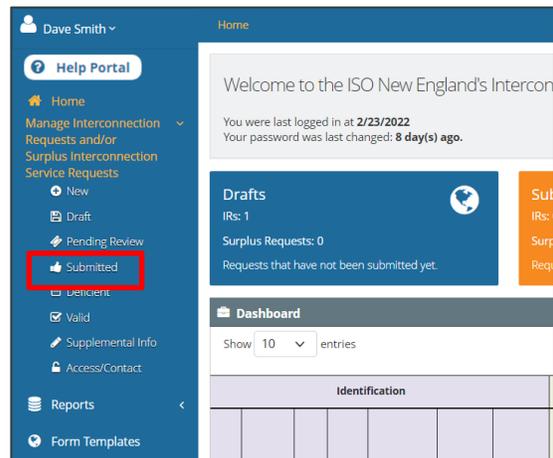
**For Process-Related Inquiries**  
 Please Contact: Cheryl Ruell - Manager, Transmission Services  
 Phone: (413) 540-4219  
 E-mail: cruell@iso-ne.com

**For Technical-Related Inquiries**  
 Please Contact: Kevin Mankouski - Manager, Transmission Service Studies  
 Phone: (413) 535-4133  
 E-mail: kmankouski@iso-ne.com

IRTT notifies the [primary representative](#) via email that the interconnection request was submitted.



You can view this request by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted.**



# Submitting an Elective Transmission Upgrade (ETU) Interconnection Request

A new Elective Transmission Upgrade request can be submitted by company admins or request managers. Once you create a request, there are four tabs that you need to complete in order to submit the request:

- [Project Information](#): Basic information regarding the request
- [Attachments to IR](#): Technical data supported by studies and their attachments
- [Uploads](#): Repository for required documentation.
- [Signature](#): The final signatures for the request.

The **Version History** tab provides an ongoing record of the changes made to the request.



During the creation of an ETU request, you can click the **Save** button to save your work to finish at a later time. Click the **Close** button to close the request and return to the *Drafts IR* page. Make sure you save your work before you close the request. You can return to [work on the request draft](#) by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Draft** in the navigation menu.

For additional information regarding the selective transmission upgrade request, see [Schedule 25 Elective Transmission Upgrade Interconnection Procedures](#).

## Project Information Tab

To submit an elective transmission upgrade request:

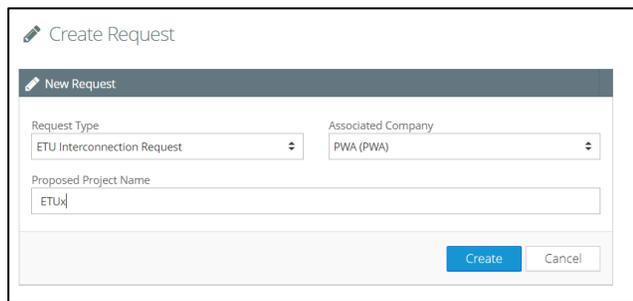
1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > New** from the navigation menu. The *Create Request* page opens.



2. Select **ETU Interconnection Request** from the *Request Type* drop-down list.
3. Select the **company** from the *Associated Company* drop-down list.

If you do not see your company on the list, check with your company admin to make sure your account is set up and the appropriate user role is assigned to you before continuing.

4. Type a **name** in the *Proposed Project Name* text box (required).
5. Click **Create**. A draft for the ETU interconnection request is created with a unique reference ID. The *Requests Elective Transmission Upgrade* page opens.



6. Complete the questions and fields on the form. Those with an asterisk are mandatory.

Requests > ETLU > Transmission Upgrade

**Fields marked with an asterisk (\*) are required and must be filled in prior to submitting.**

ETLU
Project Information
Attachments to IR
Uploads
Signatures
Version History

---

**Project Information** Save

Proposed Project Name \*  Reference ID

Description of the ETLU objective (select 222 of a, b, c, d, or e):

- a. Addition of a specific technology
- b. Modification to existing PTF, MTF or OTF that is part of or interconnected to the Administered Transmission System
- c. Specific performance objective associated with specific Generating Facilities/resources
- d. Increase in transfer capability between points, including
- e. Other specific and clearly described discrete objective

---

**Projected Dates**

Requested Commercial Operations Date \*  Requested In-Service Date \*  Requested Initial Synchronization Date \*

---

This Interconnection Request is for (check either Internal ETLU or External ETLU options):

- an Internal ETLU (check one of (a) or (b))
- an External ETLU (check 1 or 2 or 3 and specify the other Control Area interconnecting)

---

For External controllable OTF or MTF in the Importing direction, applicant requests (check one):

- NI Interconnection Service (i.e., energy only)
- CNI Interconnection Service (i.e., capacity and energy)

---

Evidence of Site Control (check one):

- If for CNI Interconnection Service, Site Control is included with this Interconnection Request form, as required.
- If for NI Interconnection Service, Site Control is included with this Interconnection Request form.
- If for NI Interconnection Service, in lieu of evidence of Site Control, a \$10,000 deposit is provided with this Interconnection Request form (refundable within the cure period as described in Section 3.3.3 of the ETLUPS).
- If for NI Interconnection Service, Site Control is not provided because the proposed modification is either: a) to existing MTF, OTF or PTF and by checking this option, the Interconnection Customer certifies that the proposed modification does not require additional real property, or b) to PTF and the Interconnection Customer does not own such PTF.

---

This Interconnection Customer requests (check one):

- A Feasibility Study to be completed as a separate and distinct study
- A System Impact Study with the Feasibility Study to be performed as the first step of the study

If seeking CNI Interconnection Service, does the Interconnection Customer request a preliminary non-binding, analysis to identify potential upgrades that may be necessary to qualify resources for participation in a Forward Capacity Auction?

Yes  No

*Note: The above selection of a or b is not required as part of the initial Interconnection Request; however, the Interconnection Customer shall select either option and may revise this selection up to within 30 Business Days following the Opening Meeting.*

---

The ETLU technical data specified within the applicable attachment to this form (check one):

- Is included with the submission of this Interconnection Request
- Will be provided on or before the execution and return of the Feasibility Study Agreement (Attachment B) or the System Impact Study Agreement (Attachment A), as applicable

Clear
Save
Submit

## Attachments to IR Tab

### To use the Attachments to IR tab:

1. Click the **Attachments to IR** tab. The type and number of attachments you need to complete on this tab varies depending on the number of generators required.

Requests Elective Transmission Upgrade

ETUx Project Information Attachments to IR Uploads Signature Version History

Attachments to IR

The following Technical Data sections will need to be completed accordingly, depending on the number of terminals within ISO New England:

If you are requesting a **System Impact Study**, you will need to complete a separate Attachment A section for each type of major equipment.  
If you are requesting a **Feasibility Study**, you will need to complete a separate Attachment B section for each type of major equipment.

If you are **not sure** about the type of study you want to request prior to the Scoping Meeting, or the Technical Data required to complete the Attachment A and/or Attachment B sections is not available to you at this time, you can leave Attachment A and/or Attachment B blank. This information can be provided after you have submitted this Interconnection Request.

**Note:** Multiple terminals of the same type can be entered in the same Attachment A section.

**System Impact Studies (Attachment A)**

Name	Valid	Submitted	+
There are currently no System Impact Studies associated with this Request			

**System Impact Study Cluster (Attachment A-2)**

Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	+
There is currently no System Impact Study Cluster associated with this Request				

**Feasibility Studies (Attachment B)**

Name	Valid	Submitted	+
There are currently no Feasibility Studies associated with this Request			

Delete Edit Close

2. Click the **Add +** button for each of the attachments you need to add. The dialog box opens.

**System Impact Studies (Attachment A)**

Name	Submitted	+
There are currently no System Impact Studies associated with this Request		

**System Impact Study Cluster (Attachment A-2)**

Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	+
There is currently no System Impact Study Cluster associated with this Request				

3. Provide the necessary information. Fields with an asterisk are required.
4. Click **Save**.

**Add System Impact Study**

The technical data required below must be submitted no later than the date of execution of the System Impact Study Agreement pursuant to Section 7.2 of the ETU IP. Submit additional data sheets as necessary.

**Geographic Map**  
Geographic map which clearly illustrates the location of the proposed Elective Transmission Upgrade facilities and which includes the location of the proposed Point(s) of Interconnection and a specific transmission line or transmission cable route if applicable.

**One Line Diagram**  
Detailed one-line diagram of the proposed Elective Transmission Upgrades facilities showing the connectivity between all new proposed equipment (i.e., circuit breakers, instrument transformers, surge arresters, transformers, shunt-connected capacitor banks, shunt-connected reactors, dynamic reactive power supply systems, transmission lines, etc.) and the proposed bus configuration at the Point(s) of Interconnection. Equipment grounding configuration should be depicted on the one-line (i.e., for transformers show winding and grounding arrangement)

Study name \*

Proposed Point(s) of Interconnection  
(Include additional points as necessary)

Point of Interconnection A Voltage Level  
kW

Point of Interconnection B Voltage Level

Close Save

5. Click **Yes** to confirm the attachment.
6. Repeat steps 2-5 for each attachment.

**Save Current Attachment?**  
Do you wish to save the information?

Yes No

## Editing or Deleting Attachment Record

You can edit or delete an attachment that was previously added to the request.

### To edit an attachment record:

1. Click **Edit** . The attachment opens.
2. Make the changes you want and click **Save**.

System Impact Study Cluster (Attachment A-2)

Project Name	Queue Position	Associated With ETU Have Contractual Commitment	Submitted	
ETUx	1		No	 

Feasibility Studies (Attachment B)

Name	Valid	Submitted	
feas		No	 

3. Click **Yes** to confirm the attachment edits. The *Attachments to IR* tab reopens.

**Save Current Attachment?**  
Do you wish to save the information?

Yes No

**To delete an attachment record:**

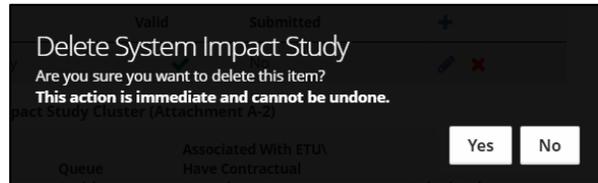
1. Click **Delete** .

System Impact Study Cluster (Attachment A-2)				
Project Name	Queue Position	Associated With ETUx Have Contractual Commitment	Submitted	
ETUx	1		No	 

Feasibility Studies (Attachment B)				
Name	Valid	Submitted		
feas		No		 

2. Click **Yes** to confirm the delete. The *Attachments to IR* tab reopens.

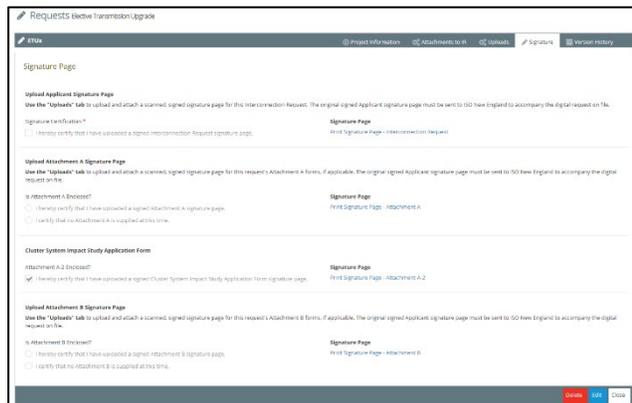


## Uploads and Signature Tabs

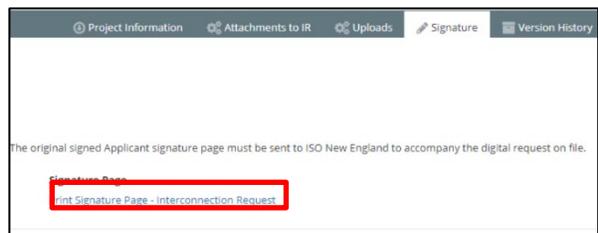
For additional information, see *Original Document with Wet Signatures* in the Help Portal.

**To use the Uploads and Signature tabs:**

1. Click the **Signature** tab.



2. Click **Print Signature Page – Interconnection Request**. The signature page opens in a new browser tab.



3. Download the page, print, sign, and scan it.

Project Name: ETUx Reference No.: PWA-57335

---

**This Interconnection Request is submitted by:**

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

4. Click **Print Signature Page – Attachment A**. The signature page opens in a new browser tab.

Project Information Attachments to IR Uploads Signature Version History

The original signed Applicant signature page must be sent to ISO New England to accompany the digital request on file.

**Signature Page**  
Print Signature Page - Interconnection Request

---

forms, if applicable. The original signed Applicant signature page must be sent to ISO New England to accompany the digital request on file.

**Signature Page**  
Print Signature Page - Attachment A

5. Download the page, print, sign, and scan it.

Project Name: ETUx Reference No.: PWA-57335

**Applicant Signature**

I hereby certify that, to the best of my knowledge, all the information provided in this Attachment A to the Interconnection Request is true and accurate.

For Interconnection Customer: \_\_\_\_\_ Date: \_\_\_\_\_

6. Click **Print Signature Page – Attachment A-2**. The signature page opens in a new browser tab.

forms, if applicable. The original signed Applicant signature page must be sent to ISO New England to accompany the digital request on file.

**Signature Page**  
Print Signature Page - Attachment A

---

**Signature Page**  
Print Signature Page - Attachment A

7. Download the page, print, sign, and scan it.

8. Click **Print Signature Page – Attachment B**. The signature page opens in a new browser tab.

**Signature Page**  
Print Signature Page - Attachment A-2

---

forms, if applicable. The original signed Applicant signature page must be sent to ISO New England to accompany the digital request on file.

**Signature Page**  
Print Signature Page - Attachment B

9. Download the page, print, sign, and scan it.

10. Click the **Upload** tab.

11. Click the **Add** button **+**. The *Upload Attachment* dialog box opens.

12. Select the **Document Type** from the drop-down list.

13. Click **Browse** to navigate to the print signature file that you want to upload.

14. Click **Upload** to add the file. IRTT validates the submission and notifies you via pop-up when there is an issue. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays.

Repeat steps 11-14 for each document you need to upload.

15. Click the **Signature** tab again. Confirm that the necessary documentation has been uploaded.

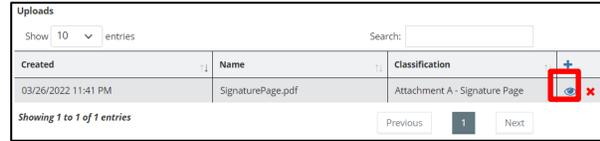
16. Click **Save**.

## Viewing an Upload

You can view an upload on the *Uploads* tab. Customers cannot delete an upload. If you want an upload deleted, you will need to contact ISO New England. You can upload a similar file type by using a different name.

### To view an upload:

1. Click **View** . The upload opens.



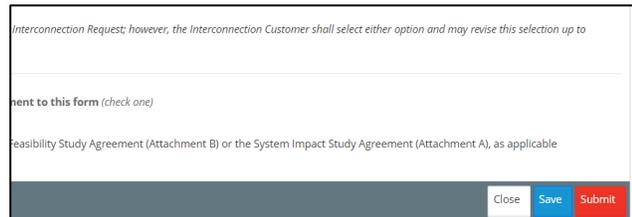
Created	Name	Classification
03/26/2022 11:41 PM	SignaturePage.pdf	Attachment A - Signature Page

## Submitting the Request

When you finish filling out the Project Information, Attachments to IR, and Signature tabs, you can submit the request.

### To submit the request:

1. Click the **Project Information** tab.
2. Click **Submit**.
3. Click **Yes** to confirm the ETU request. The ETU request is submitted and a confirmation page displays.

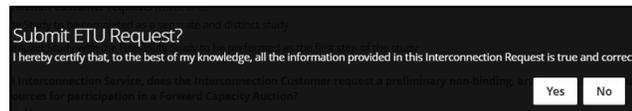


Interconnection Request; however, the Interconnection Customer shall select either option and may revise this selection up to

ment to this form (check one)

feasibility Study Agreement (Attachment B) or the System Impact Study Agreement (Attachment A), as applicable

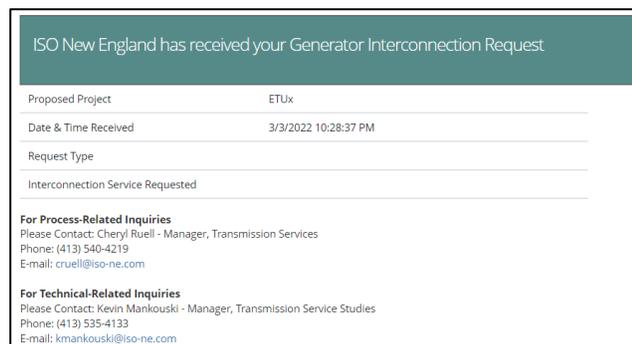
Close Save Submit



Submit ETU Request?

I hereby certify that, to the best of my knowledge, all the information provided in this Interconnection Request is true and correct

Yes No



ISO New England has received your Generator Interconnection Request

Proposed Project	ETUx
Date & Time Received	3/3/2022 10:28:37 PM
Request Type	
Interconnection Service Requested	

**For Process-Related Inquiries**  
Please Contact: Cheryl Ruell - Manager, Transmission Services  
Phone: (413) 540-4219  
E-mail: cruell@iso-ne.com

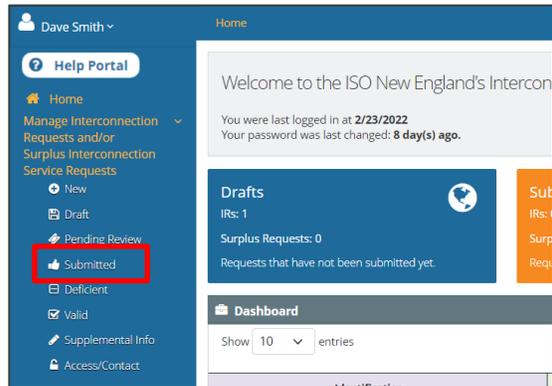
**For Technical-Related Inquiries**  
Please Contact: Kevin Mankouski - Manager, Transmission Service Studies  
Phone: (413) 535-4133  
E-mail: kmankouski@iso-ne.com

- 4. IRTT notifies the [primary representative](#) via email that the interconnection request was submitted.

For more information on this topic, see *Interconnection Request submittal verification* in the Help Portal.



You can view this request by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted.**



# Submitting a Surplus Interconnection Service Request

A surplus service request can be submitted by company admins or request managers. Once you create a request, there are three tabs that you need to complete in order to submit the request:

- **Project Information:** Basic information regarding the request.
- **Uploads:** Repository for required documentation.
- **Signature:** The final signatures for the request.

The **Version History** tab provides an ongoing record of the changes made to the request.



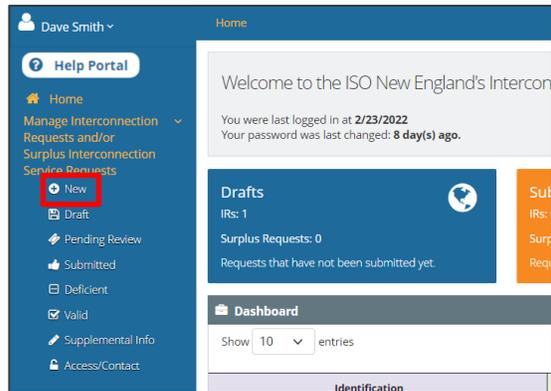
During the creation of a surplus service request, you can click the **Save** button to save your work to finish at a later time. Click the **Close** button to close the request and return to the *Drafts IR* page. Make sure you save your work before you close the request. You can return to [work on the request draft](#) by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Draft** in the navigation menu.

For additional information regarding the surplus service request, see 3.3 of [sch 22 lgip.pdf \(iso-ne.com\)](#).

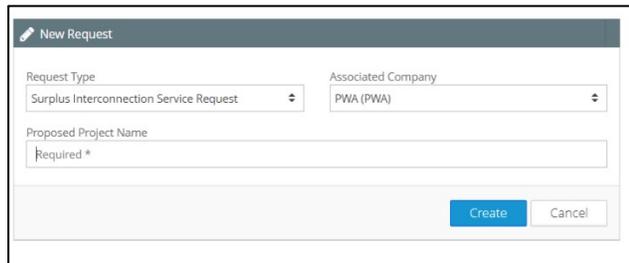
## Project Information Tab

To submit a surplus service request:

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > New** from the navigation menu. The *Create Request* page opens.



2. Select **Surplus Interconnection Service Request** from the *Request Type* drop-down list.
3. Select the **company** from the *Associated Company* drop-down list.
4. Type a **name** in the *Proposed Project Name* text box (required).
5. Click **Create**. A draft for the surplus interconnection service request is created. The *Surplus Interconnection Service Request* page opens.



- Complete the questions and fields on the form. Those with an asterisk are mandatory. The site maps and site control evidence sections require file uploads.

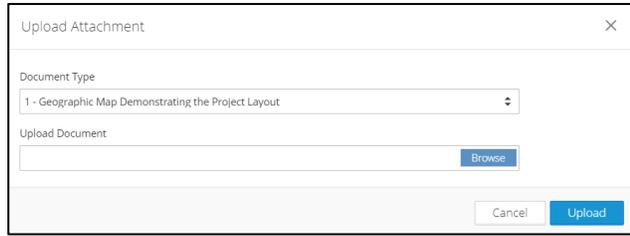
## Uploads Tab

You can view an upload on the *Uploads* tab. Customers cannot delete an upload. If you want an upload deleted, you will need to contact ISO New England. You can upload a similar file type by using a different name.

**To use the Uploads tab:**

- Click the **Uploads** tab.
- Click the **Add** button **+**. The *Upload Attachment* dialog box opens.

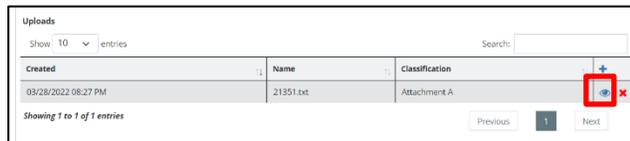
3. Select the **Document Type** from the drop-down list.
4. Click **Browse** to navigate to the file you want to upload.
5. Click **Upload** to add the file. IRTT validates the submission and notifies via pop-up message if you have any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *View Uploads* page displays. Repeat steps 2-5 for each document you need to upload.
6. Click **Save**.



## Viewing an Upload

To view an upload:

1. Click **View** . The upload opens.

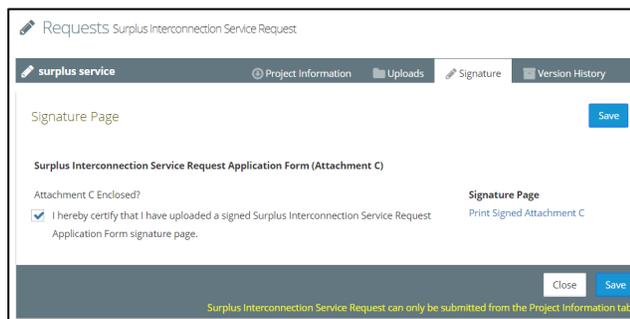


## Signature Tab

For additional information, see *Original Document with Wet Signatures* in the Help Portal.

To use the Signature tab:

1. Click the **Signature** tab. Select the **Attachment C Enclosed?** checkbox.
2. Click **Save**.



## Submitting the Request

When you finish filling out the Project Information and Signature tabs, you can submit the request.

### To submit the request:

1. Click the **Project Information** tab and click **Submit**.

System Operator and Interconnecting Transmission Owner reserve the right to request additional technical and non-technical information necessary from the Original Interconnection Customer or the Surplus Interconnection Customer as may reasonably become necessary to facilitate their review of the Surplus Interconnection Service request.

**Applicant Signature**  
I hereby certify that, to the best of my knowledge, all the information provided in this form is true and accurate.

Name:  Title:

Date: 3/28/2022 8:08 PM

2. Click **Yes** to confirm the interconnection request.

The interconnection request is submitted and a confirmation page displays.

**Submit Surplus Interconnection Service Request?**  
I hereby certify that, to the best of my knowledge, all the information provided in this Surplus Interconnection Service Request is true and correct.

ISO New England has received your Surplus Interconnection Service Request

Proposed Project	surplus service
Date & Time Received	3/28/2022 8:50:30 PM

**For Process-Related Inquiries**  
Please Contact: Cheryl Ruell - Manager, Transmission Services  
Phone: (413) 540-4219  
E-mail: cruell@iso-ne.com

**For Technical-Related Inquiries**  
Please Contact: Kevin Mankouski - Manager, Transmission Service Studies  
Phone: (413) 535-4133  
E-mail: kmankouski@iso-ne.com

IRTT notifies the [primary representative](#) via email that the interconnection request was submitted.

For more information see *Interconnection Request submittal verification* in the Help Portal.

**Notification Message**

**Recipient:** **Timestamp:**  
06/24/2022 11:10:54 AM

**Category:** Information **Severity:** None

**Subject:**  
ISO New England has received your Interconnection Request - L Generator - KYL-07150

**Message**  
ISO New England has received your Interconnection Request - L Generator.

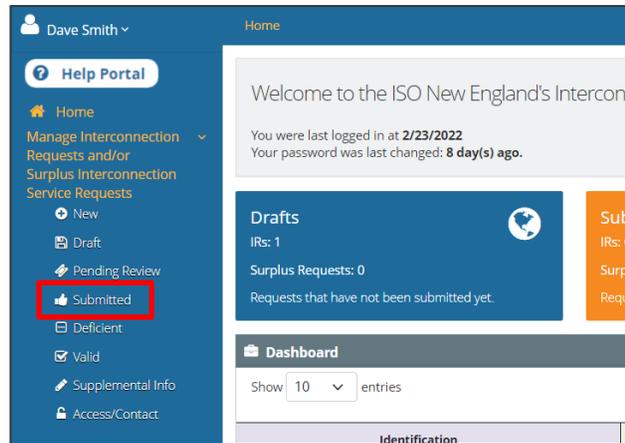
**Date & Time received:** 24 June 2022 at 11:10 AM  
**Proposed Project:** KYL Large (test)  
**Reference Number:** KYL-07150

**Request Type:** Interconnection Request - L Generator  
**Interconnection Service Requested:** Network Resource Interconnection Service (energy capability only)

**For Process-Related Inquiries contact:**  
[Redacted] Manager, Transmission Services  
Telephone: [Redacted]  
E-mail: [Redacted]

**For Technical-Related Inquiries contact:**  
[Redacted] Manager, Transmission Service Studies  
E-mail: [Redacted]

You can view this request by clicking **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted.**



# Editing or Curing Interconnection Requests

The status of an interconnection request during its lifecycle determines what you can edit. Prior to submission, a request remains in *draft* status and you can make any changes to the draft that you want. Once you submit a request, it is *locked* and there are limits the type of [changes you can make to a locked request](#).

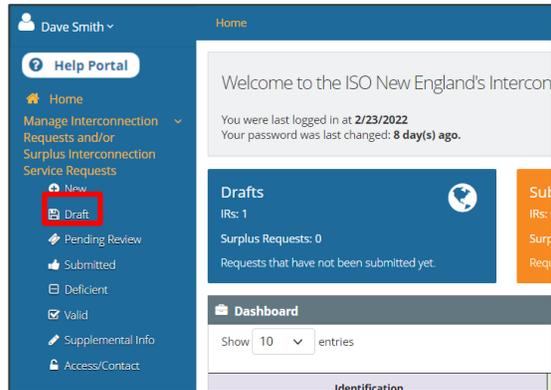
## Modifying a Draft Interconnection Request

Company admins or request managers can modify interconnection requests that are still drafts. If a request has already been submitted, and you want to provide additional information, you need to follow a different process. See [Modifying a Locked Interconnection Request](#) for instructions on providing additional information to a submitted request.

**To modify a draft interconnection request:**

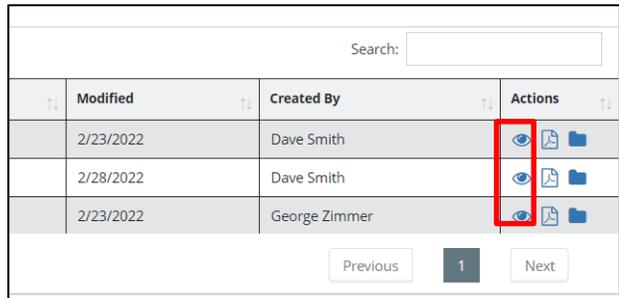
1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Draft** from the navigation menu. The *Manage Requests Draft IRs and Surplus Interconnection Service Requests* page opens.

If desired, use the **Select Company to Manage** or the **Select Generator Type** drop-down lists to filter the drafts.



2. Click **View request and manage attachments**  for the draft you want to edit. Depending on the selection you made, one of the following opens:

- Large Generator Request page
- Small Generator Request page
- Elective Transmission Upgrade Request page
- Surplus Interconnection Service Request page



Modified	Created By	Actions
2/23/2022	Dave Smith	  
2/28/2022	Dave Smith	  
2/23/2022	George Zimmer	  

3. Click **Edit** and modify the request as needed. For details on each request, see:

- [Submitting a Large Generator Request](#)
- [Submitting a Small Generator Request](#)
- [Submitting an Elective Transmission Upgrade \(ETU\) Interconnection Request](#)
- [Submitting a Surplus Interconnection Service Request](#)

# Modifying a Locked Interconnection Request

Locked requests limit the type of changes that are available to you. You can [add attachments](#) and [uploads](#), but if you need to [change project information](#) there are guidelines you need to follow.

The following processes are for requests that have already been submitted. If you need to make changes to a request that has not been submitted and is still in draft status, see [Modifying a Draft Interconnection Request](#).

For more information, see *Submitting files once Interconnection Request* in the Help Portal.

## Attachments and Locked Requests

For a locked request, you can view an attachment but you cannot change it. You can, however, add an attachment that was not previously submitted.

The screenshot shows the 'Interconnection request is locked.' status for a 'Small Generator' request. The form includes sections for 'Attachments to IR', 'Requested Commercial Operations Date', 'Requested In-Service Date', 'Requested Initial Synchronization Date', 'Proposed Point of Interconnection', 'Energy Source', 'Prime Mover', 'Generators', and 'System Impact Study Cluster'. Annotations highlight that new attachments can be added and existing ones can be viewed.

**Interconnection request is locked.**

**Attachments to IR**

Requested Commercial Operations Date \* 05/12/2022  
Requested In-Service Date \* 05/09/2022  
Requested Initial Synchronization Date \* 05/10/2022

Proposed Point of Interconnection \* Format should include owner of POI, voltage level and name (ex: CMP 115 kv Line 229). Also, please note that all information entered here is visible on the queue to all parties.  
stuff

Energy Source \*  
 Solar  Wind  Diesel  Hydro  
 Natural Gas  FuelOil  Other

Prime Mover  
 Fuel Cell  Recip Engine  Gas Turbine  Steam Turbine  
 Microturbine  PV  Other

Generators

Name	Type	Valid	Submitted	
sunny	Synchronous	✓	Yes	

Small Generating Facility Characteristic Data (for Inverter-based Machines)

Name	Type	Valid	Submitted	
nick	RMS	✓	Yes	

System Impact Study Cluster (Attachment A-2)

Project Name	Queue Position	Associated With ETU Have Contractual Commitment	Submitted	
There is currently no System Impact Study Cluster associated with this Request				

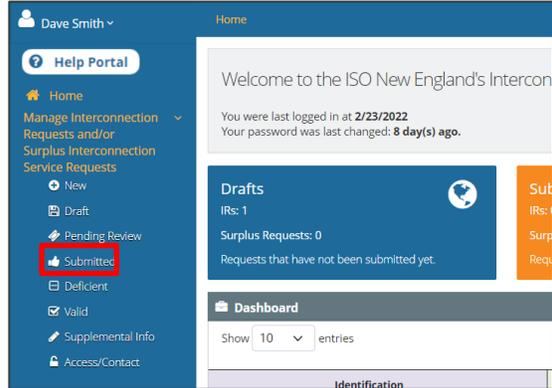
**An unsubmitted attachment can be added to a locked request.**

**Existing attachments can be opened for view only.**

Attachments can be submitted by company admins or request managers.

**To add an attachment to a locked interconnection request:**

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted** from the navigation menu. The *Submitted IRs and Surplus Interconnection Service Requests* page opens.



2. Click **View request and manage attachments** for the request that you want to view. The request opens.

Submitted	Submitted By	Queue Pos	Actions
3/1/2022	Dave Smith		  
3/3/2022	Dave Smith		  
2/26/2022	Dave Smith		  

3. Click the **Attachments to IR** tab.

4. Click **Add** for the type of attachment you want to add. The attachment dialog box opens.

Project Name	Queue Position	Associated With ETU\ Have Contractual Commitment	Submitted	+
There is currently no System Impact Study Cluster associated with this Request				

5. Provide the necessary information. Fields with an asterisk are required.

6. Click **Submit**.

**Note:** The actual attachment type will vary depending on your selection and the interconnection request you are submitting.

7. Click **Yes** to confirm the attachment.

## Submitting Supplemental Information

Supplemental information can be submitted by company admins or request managers.

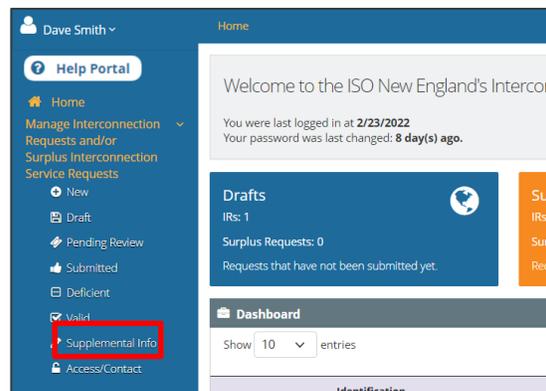
### Uploads and Locked Requests

For a locked request, you cannot delete an existing upload but you can add a new one using the *Supplemental Info* page.

**To add supplemental information:**

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Supplemental Info** from the navigation menu. The *Supplemental Info Upload* page opens.

If desired, use the **Select Company to Manage** or the **Select Generator Type** drop-down lists to filter the entries.



Supplemental Info Upload

**Upload Supplemental Information**

Select Company to Manage: --All Companies--  
 Select Generator Type: -- All --

Show 10 entries Search:

Ref. #	Version	Type	Company	Project Name	Submitted	Submitted By	Queue Pos	Actions
PWA-84878	1	Small	PWA	small proj	3/1/2022	Dave Smith		
PWA-57335	1	ETU	PWA	ETUx	3/3/2022	Dave Smith		
PWA-45507	1	Large	PWA	Large 2	2/26/2022	Dave Smith		

Showing 1 to 3 of 3 entries

Previous 1 Next

- Click **Upload Document** for the request that you want to supplement with additional information. The *Upload Attachment* dialog box opens.

Search:

Submitted	Submitted By	Queue Pos	Actions
3/1/2022	Dave Smith		
3/3/2022	Dave Smith		
2/26/2022	Dave Smith		

Previous 1 Next

- Select the **Document Type** from the drop-down list.
- Click **Browse** to navigate to the file you want to upload.
- Click **Upload** to add the file.

Upload Attachment

Document Type: Applicant Signature Page

Upload Document:  **Browse**

**Cancel** **Upload**

IRTT validates the submission and notifies you via pop-up message if there are any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *Upload Supplemental Information* page displays.

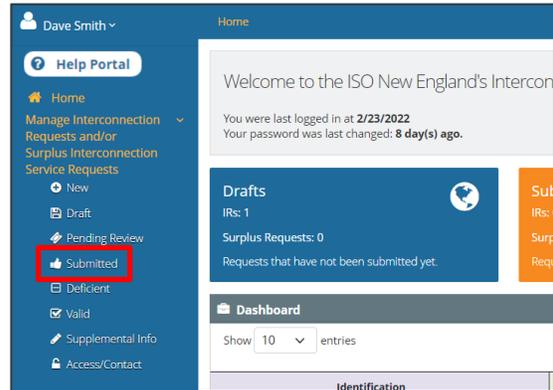
Repeat steps 2-5 for each document you need to upload.

# Changing Project Information for an Interconnection Request

When you want to make changes to project information for a request that you previously submitted, you need to upload an updated request. The updated request will then be reviewed by ISO-NE to determine if the changes can be allowed.

To make changes to project information of an interconnection request:

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Submitted**



Manage Requests Submitted IRs and Surplus Interconnection Service Requests

Submitted

Select Company to Manage: --All Companies-- | Select Version: --All Versions-- | Select Type: -- All --

Show 10 entries

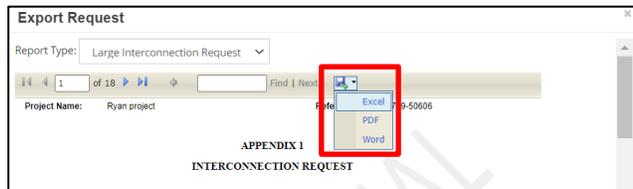
Ref. #	Ver	Created	Type	Modified	Customer	Project Name	Submitted by	QP
PWA-45507	1	2/24/2022	Large	2/26/2022	PWA	Large 2	Dave Smith	
PWA-57335	1	3/1/2022	ETU	3/3/2022	PWA	ETUx	Dave Smith	
PWA-65471	1	2/28/2022	Small	3/7/2022	PWA	small	Dave Smith	
PWA-84878	1	2/28/2022	Small	3/1/2022	PWA	small proj	Dave Smith	

Showing 1 to 4 of 4 entries

2. Click **Export request and attachments as PDF** for the request you want to export. The *Export Request* dialog box opens.

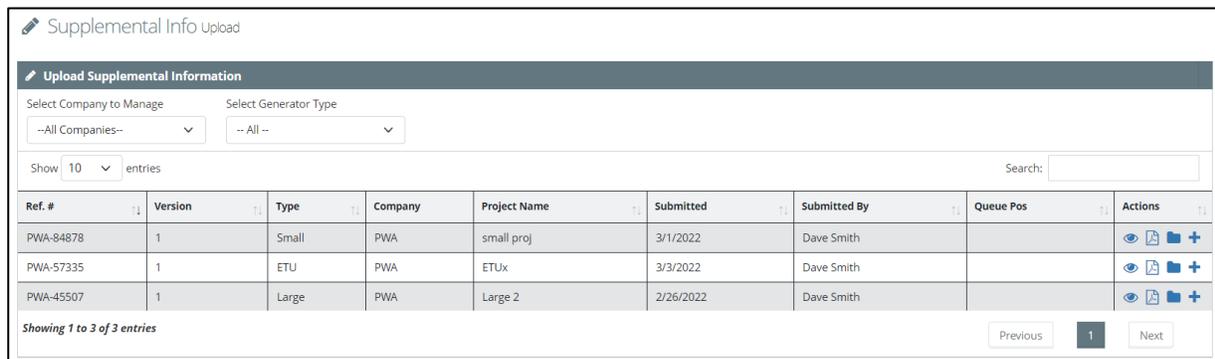
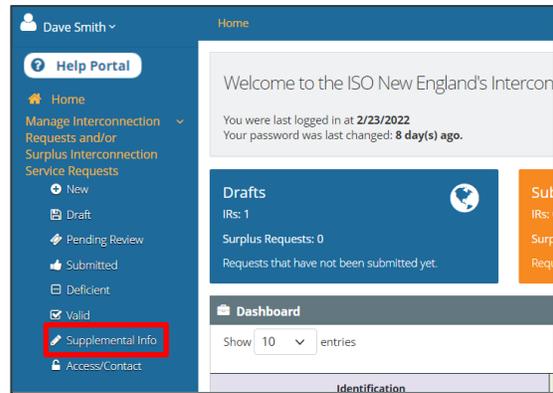


3. Click the **Export drop down menu**. Select a format. The request is created and downloaded.

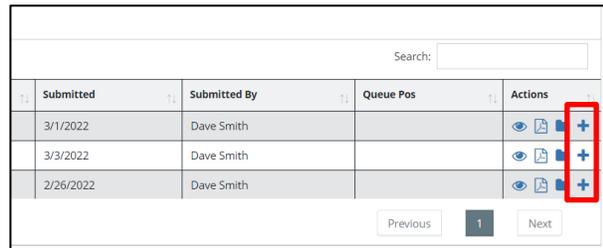


4. Make redline changes to the project information you want to update.

- Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Supplemental Info** from the navigation menu. The *Supplemental Info Upload* page opens.



- Click **Upload Document**  for the request that you want to upload changes for. The *Upload Attachment* dialog box opens.



- Select the **Project Information** from the **Document Type** from the drop-down list.
- Click **Browse** to navigate to the file you want to upload.
- Click **Upload** to add the file.



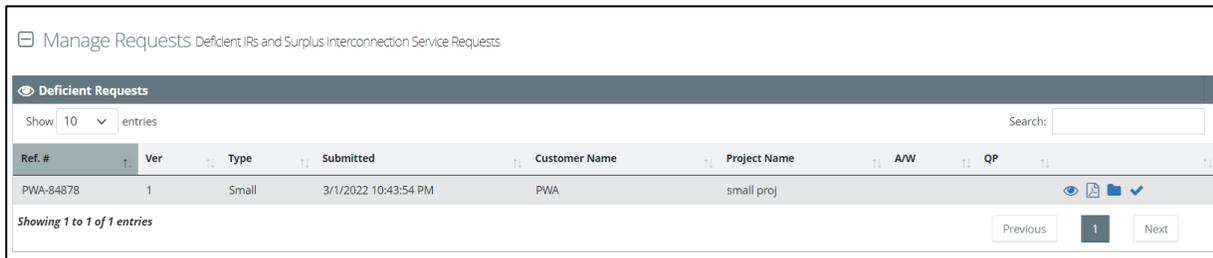
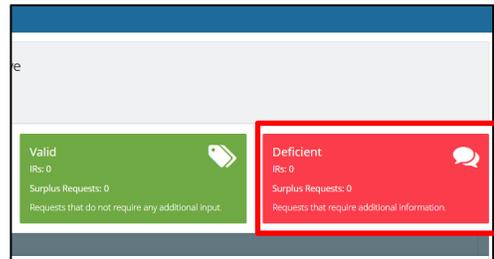
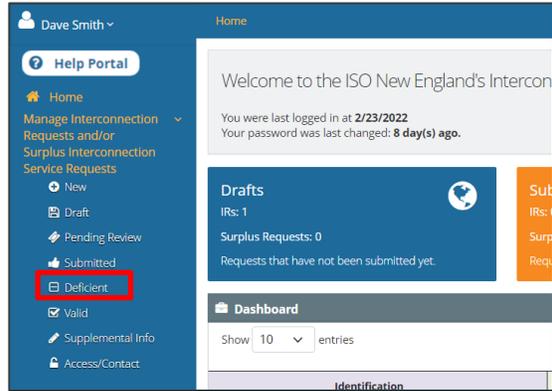
IRTT validates the submission and notifies you via pop-up message if there are any issues. You will be able to modify the submitted information to correct any noted issues. When complete, the *Upload Supplemental Information* page displays.

# Curing a Deficient Interconnection Request

Company admins and request managers can cure deficient interconnection requests. When a request is deficient, IRTT sends an email with any time limits to the assignee for that request.

To cure a deficient request:

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests > Deficient** from the navigation menu. You can also click the **Deficient** tile. The *Deficient IRs and Surplus Interconnection Service Requests* page opens.



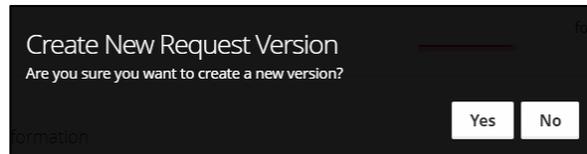
2. Click **View Validation** ✓ for the deficient request you want to cure. The *Request Validation Information* page opens.



3. Click **Create new version**.



4. Click **Yes** to confirm the new request version. The *Manage Requests Draft IRs and Surplus Interconnection Service Requests* page opens with a new version of the request you just created.



5. Click **View request and manage attachments**  for the request you want to cure. Depending on the selection you made, one of the following opens:

Type	Modified	Created By	Actions
Large	2/23/2022	Dave Smith	  
Small	3/1/2022	Dave Smith	  
Large	2/23/2022	George Zimmer	  

Previous 1 Next

- Large Generator Request page
- Small Generator Request page
- Elective Transmission Upgrade Request page
- Surplus Interconnection Service Request

6. Click **Edit** to modify the request and resubmit it. For details on each interconnection request type, see:

Contact Name	Contact Title
Address	E-mail Address
Phone (day)	Phone (evening)

Delete Edit Close

- [Submitting a Large Generator Request](#)
- [Submitting a Small Generator Request](#)
- [Submitting an Elective Transmission Upgrade \(ETU\) Interconnection Request](#)
- [Submitting a Surplus Interconnection Service Request](#)

# Viewing Interconnection Requests

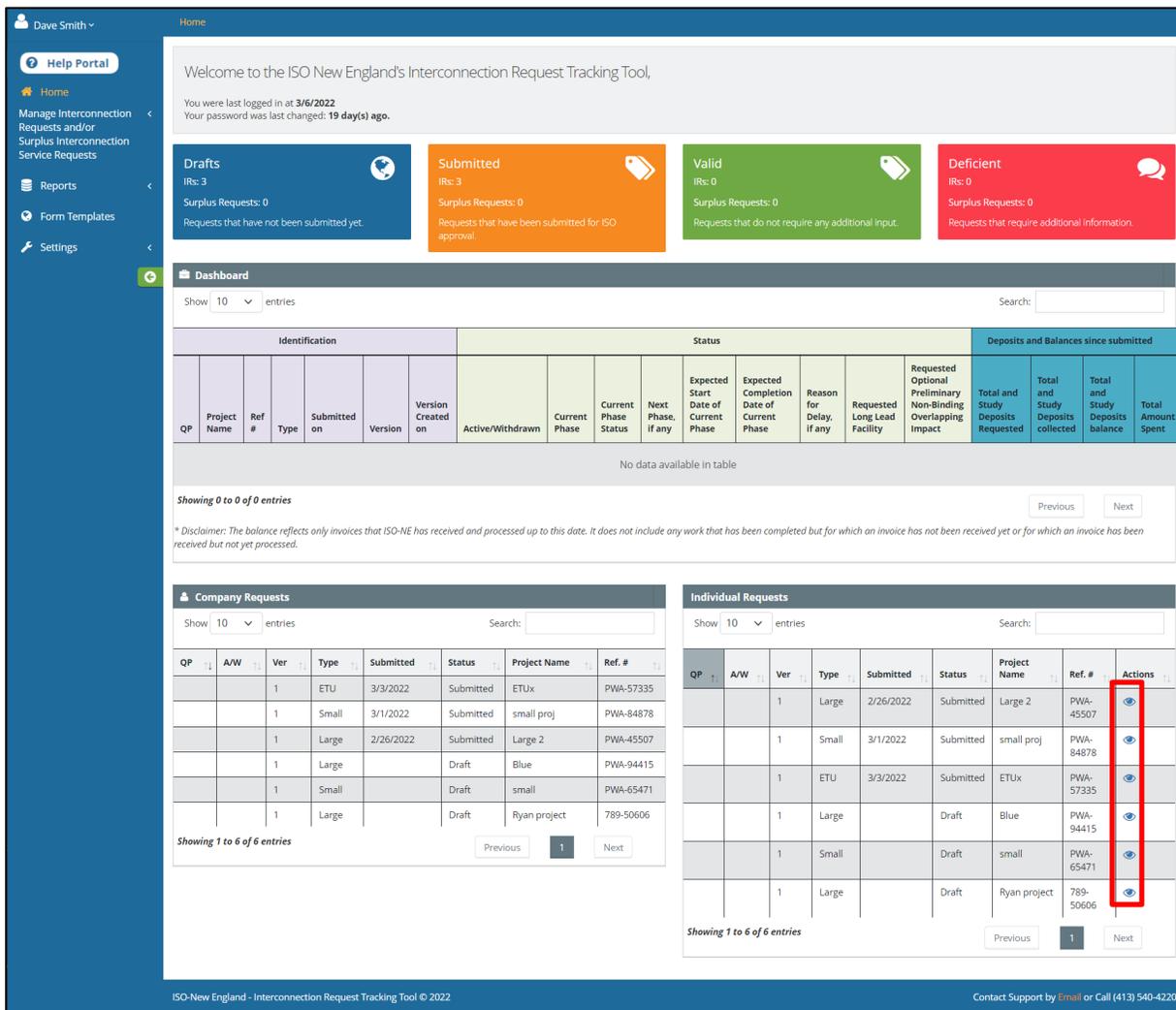
There are several statuses (Draft, Pending Review, Submitted, Deficient, and Valid) that an interconnection request can move through on its way to approval. You can view a list of requests on the *Home* page or view request summaries for each status.

## Viewing an Interconnection Request

An interconnection request can be viewed by company admins, request managers, and request viewers. If you cannot find a request, you may not have access to it. If you need access to an interconnection request, contact the company admin for your company. Use the *Individual Requests* table on the *Home* page to view requests.

To view a request from the *Individual Requests* table:

1. Select **View**  for a request. The request page opens.



Welcome to the ISO New England's Interconnection Request Tracking Tool.

You were last logged in at 3/6/2022  
Your password was last changed: 19 day(s) ago.

**Drafts**  
IRs: 3  
Surplus Requests: 0  
Requests that have not been submitted yet.

**Submitted**  
IRs: 3  
Surplus Requests: 0  
Requests that have been submitted for ISO approval.

**Valid**  
IRs: 0  
Surplus Requests: 0  
Requests that do not require any additional input.

**Deficient**  
IRs: 0  
Surplus Requests: 0  
Requests that require additional information.

**Dashboard**

Show 10 entries

Identification							Status							Deposits and Balances since submitted					
QP	Project Name	Ref #	Type	Submitted on	Version	Version Created on	Active/Withdrawn	Current Phase	Current Phase Status	Next Phase, if any	Expected Start Date of Current Phase	Expected Completion Date of Current Phase	Reason for Delay, if any	Requested Long Lead Facility	Requested Optional Preliminary Non-Blinding Overlapping Impact	Total and Study Deposits Requested	Total and Study Deposits collected	Total and Study Deposits balance	Total Amount Spent
No data available in table																			

Showing 0 to 0 of 0 entries

\* Disclaimer: The balance reflects only invoices that ISO-NE has received and processed up to this date. It does not include any work that has been completed but for which an invoice has not been received yet or for which an invoice has been received but not yet processed.

**Company Requests**

Show 10 entries

QP	A/W	Ver	Type	Submitted	Status	Project Name	Ref. #
		1	ETU	3/3/2022	Submitted	ETUx	PWA-57335
		1	Small	3/1/2022	Submitted	small proj	PWA-84878
		1	Large	2/26/2022	Submitted	Large 2	PWA-45507
		1	Large		Draft	Blue	PWA-94415
		1	Small		Draft	small	PWA-65471
		1	Large		Draft	Ryan project	789-50606

Showing 1 to 6 of 6 entries

**Individual Requests**

Show 10 entries

QP	A/W	Ver	Type	Submitted	Status	Project Name	Ref. #	Actions
		1	Large	2/26/2022	Submitted	Large 2	PWA-45507	
		1	Small	3/1/2022	Submitted	small proj	PWA-84878	
		1	ETU	3/3/2022	Submitted	ETUx	PWA-57335	
		1	Large		Draft	Blue	PWA-94415	
		1	Small		Draft	small	PWA-65471	
		1	Large		Draft	Ryan project	789-50606	

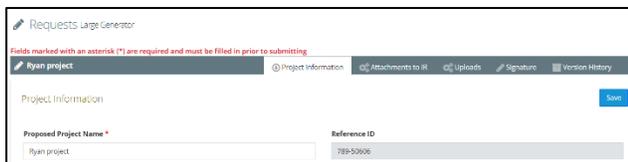
Showing 1 to 6 of 6 entries

ISO-New England - Interconnection Request Tracking Tool © 2022

Contact Support by Email or Call (413) 540-4220

2. Click the tab you wish to view:

- **Project Information:** Basic information regarding the request
- **Attachments to IR:** Technical data supported by studies and their attachments.
- **General:** Details for the Uploads tab.
- **Uploads:** Repository for required documentation.
- **Signature:** The final signatures for the request.



If the request is still a draft and you're a company admin or request manager, you can make changes. For more information see [Modifying a Draft Interconnection Request](#).

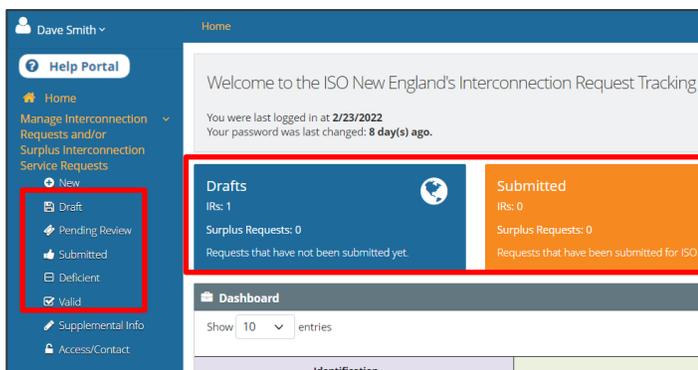
## Viewing a Summary of Interconnection Requests

Company admins, request managers, and request viewers can view interconnection requests based on status. If you cannot find a request, you may not have access to it. If you need access to an interconnection request, contact the company admin for your company.

**To view a request status:**

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests**

Select the status of the request you wish to view (Draft, Pending Review, Submitted, Deficient, Valid). You can also click a status tile. The page of the status you selected opens.



If desired, use the **Select Company to Manage** or the **Select Generator Type** drop-down lists to filter the drafts.

Manage Requests Draft IRs and Surplus Interconnection Service Requests

**Draft IRs and Surplus Interconnection Service Requests**

Select Company to Manage: --All Companies-- | Select Generator Type: -- All --

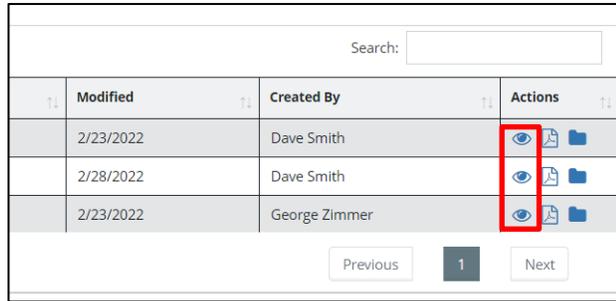
Show 10 entries | Search: [ ]

Ref. #	Customer	Version	Project Name	Type	Modified	Created By	Actions
789-50606	Ryan Industries	1	Ryan project	Large	2/23/2022	Dave Smith	[View] [Edit] [Delete]
PWA-65471	PWA	1	small	Small	2/28/2022	Dave Smith	[View] [Edit] [Delete]
PWA-94415	PWA	1	Blue	Large	2/23/2022	George Zimmer	[View] [Edit] [Delete]

Showing 1 to 3 of 3 entries | Previous 1 Next

2. Click **View request and manage attachments**  for the request you want to view. Depending on the selection you made, one of the following opens:

- Large Generator Request page
- Small Generator Request page
- Elective Transmission Upgrade Request page
- Surplus Interconnection Service Request



Modified	Created By	Actions
2/23/2022	Dave Smith	  
2/28/2022	Dave Smith	  
2/23/2022	George Zimmer	  

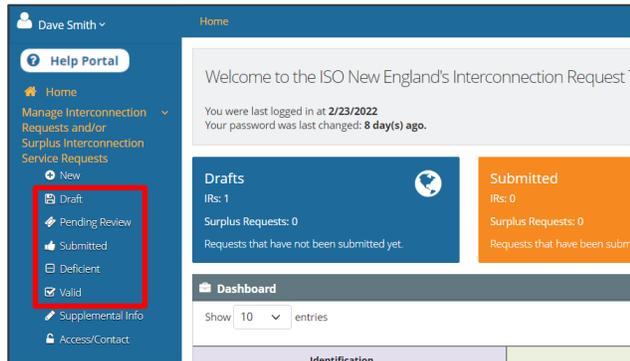
## Viewing Uploads for an Interconnection Request

Company admins, request managers, and request viewers can view attached documents for an interconnection request. If you cannot find a request, you may not have access to it. If you need access to an interconnection request, contact the company admin for your company.

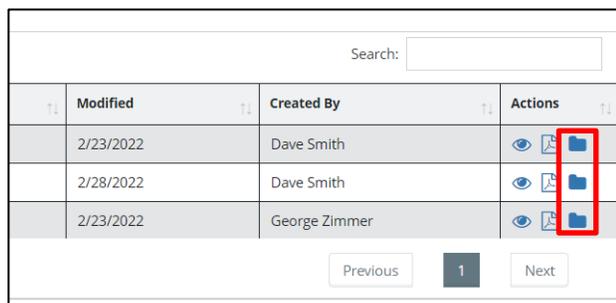
**To view uploaded documents:**

1. Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests**

Select the status of the request you wish to view (Draft, Pending Review, Submitted, Deficient, Valid). You can also click a status tile. The page of the status you selected opens.

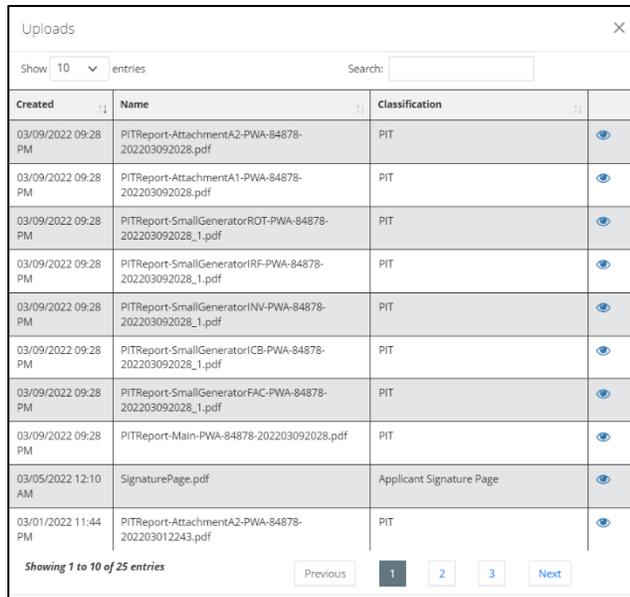


2. Click **View Uploads**  for the attachment you want to view. The *Uploads* dialog box opens.



Modified	Created By	Actions
2/23/2022	Dave Smith	  
2/28/2022	Dave Smith	  
2/23/2022	George Zimmer	  

- Click **View**  for the attachment you want to view. The attachment opens.



Created	Name	Classification	
03/09/2022 09:28 PM	PITReport-AttachmentA2-PWA-84878-202203092028.pdf	PIT	
03/09/2022 09:28 PM	PITReport-AttachmentA1-PWA-84878-202203092028.pdf	PIT	
03/09/2022 09:28 PM	PITReport-SmallGeneratorROT-PWA-84878-202203092028_1.pdf	PIT	
03/09/2022 09:28 PM	PITReport-SmallGeneratorIRF-PWA-84878-202203092028_1.pdf	PIT	
03/09/2022 09:28 PM	PITReport-SmallGeneratorINV-PWA-84878-202203092028_1.pdf	PIT	
03/09/2022 09:28 PM	PITReport-SmallGeneratorICB-PWA-84878-202203092028_1.pdf	PIT	
03/09/2022 09:28 PM	PITReport-SmallGeneratorFAC-PWA-84878-202203092028_1.pdf	PIT	
03/09/2022 09:28 PM	PITReport-Main-PWA-84878-202203092028.pdf	PIT	
03/05/2022 12:10 AM	SignaturePage.pdf	Applicant Signature Page	
03/01/2022 11:44 PM	PITReport-AttachmentA2-PWA-84878-202203012243.pdf	PIT	

Showing 1 to 10 of 25 entries

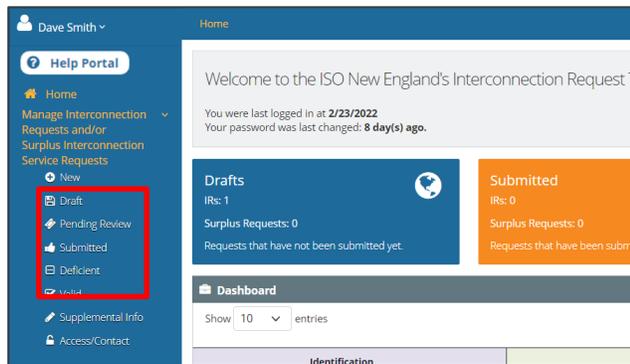
## Exporting an Interconnection Request

Company admins, request managers, and request viewers can export an interconnection request as a PDF, Word, or Excel document. If you cannot find a request, you may not have access to it. If you need access to an interconnection request, contact the company admin for your company.

### To export a request:

- Click **Manage Interconnection Requests and/or Surplus Interconnection Service Requests**

Select the status of the request you wish to access (Draft, Pending Review, Submitted, Deficient, Valid).



Home

Welcome to the ISO New England's Interconnection Request T

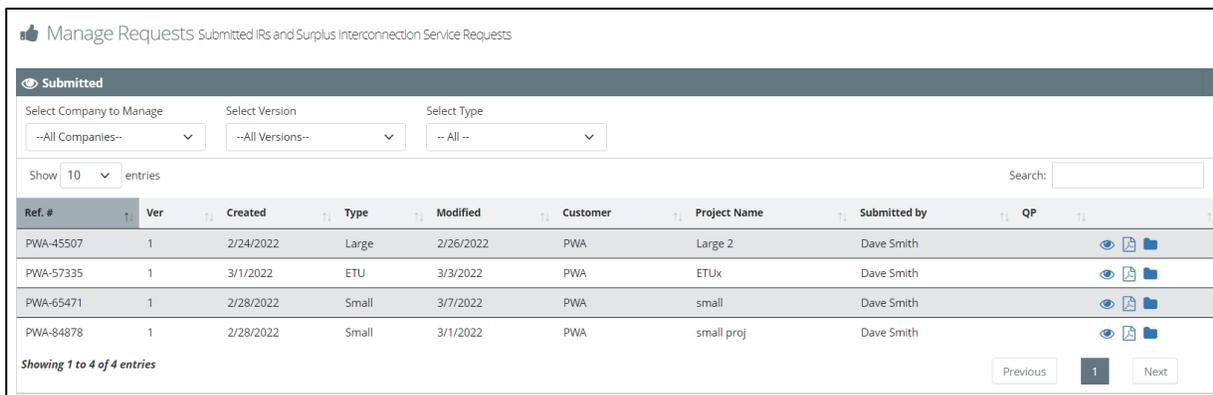
You were last logged in at **2/23/2022**  
Your password was last changed: **8 day(s) ago**.

**Drafts**  
IRs: 1  
Surplus Requests: 0  
Requests that have not been submitted yet.

**Submitted**  
IRs: 0  
Surplus Requests: 0  
Requests that have been submit

**Dashboard**  
Show 10 entries

Identification



Manage Requests Submitted IRs and Surplus Interconnection Service Requests

**Submitted**

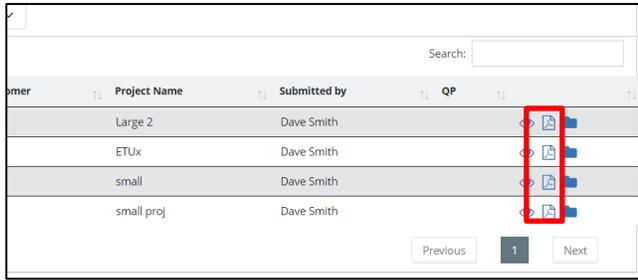
Select Company to Manage: --All Companies--  
Select Version: --All Versions--  
Select Type: -- All --

Show 10 entries

Ref. #	Ver	Created	Type	Modified	Customer	Project Name	Submitted by	QP
PWA-45507	1	2/24/2022	Large	2/26/2022	PWA	Large 2	Dave Smith	
PWA-57335	1	3/1/2022	ETU	3/3/2022	PWA	ETUx	Dave Smith	
PWA-65471	1	2/28/2022	Small	3/7/2022	PWA	small	Dave Smith	
PWA-84878	1	2/28/2022	Small	3/1/2022	PWA	small proj	Dave Smith	

Showing 1 to 4 of 4 entries

2. Click **Export request and attachments as PDF**  for the request you want to export. The *Export Request* dialog box opens.



Project Name	Submitted by	QP
Large 2	Dave Smith	
ETUx	Dave Smith	
small	Dave Smith	
small proj	Dave Smith	

3. Use the page functions to view the pages of the selected request.



Report Type: Large Interconnection Request

1 of 18

Project Name: Ryan project Reference No.: 789-50806

**APPENDIX 1**  
**INTERCONNECTION REQUEST**

The undersigned Interconnection Customer submits this request to interconnect its Large Generating Facility to the Administered Transmission System under Schedule 22 - Large Generator Interconnection Procedures ("LGIP") of the ISO New England Inc. Open Access Transmission Tariff (the "Tariff"). Capitalized terms have the meanings specified in the Tariff.

**PROJECT INFORMATION**

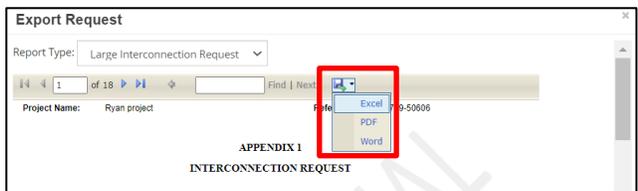
Proposed Project Name: Ryan project

Close

4. Click the **Export drop down menu** . Select the desired export format (Excel, PDF, or Word).

The request is created in the selected format.

Click **Close** to return to the request page.



Report Type: Large Interconnection Request

1 of 18

Project Name: Ryan project Reference No.: 789-50806

**APPENDIX 1**  
**INTERCONNECTION REQUEST**

Excel  
PDF  
Word

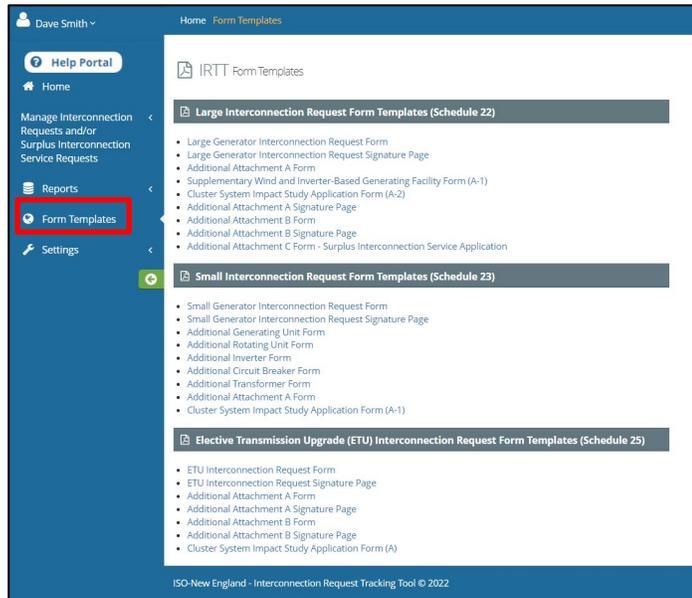
Close

# Interconnection Requests Form Templates

Company admins, request managers, and request viewers can view the large, small, elective transmission update, and surplus interconnection requests as templates. The Form Templates page lists all of the components required for each interconnection request as separate PDF pages that you can download and print.

## To access the Form Templates page:

1. Click **Form Templates** from the navigation menu. The *Form Templates* page opens.
2. Select the template you want to view. The template opens as a PDF.

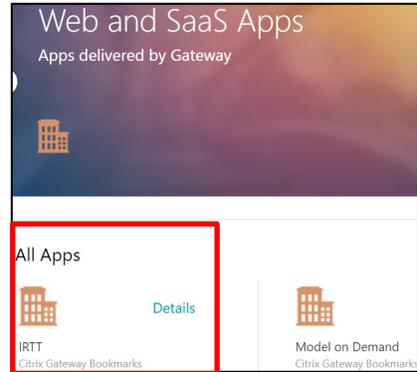


# Viewing the Public Queue

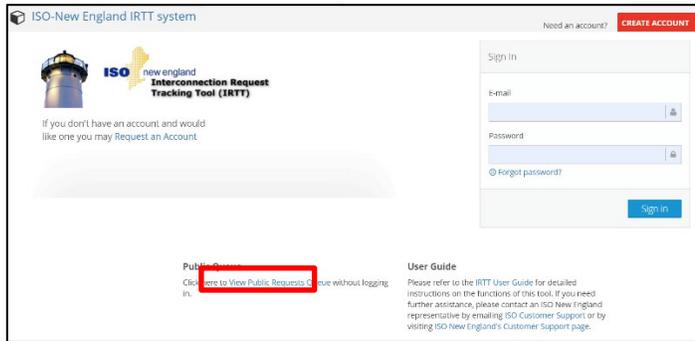
The public queue lists all the active, withdrawn, commercial, and pending requests for public viewing. You can access the public queue from the IRTT sign in page or from the navigation menu. For more information, see *Access Public version of ISO Queue* in the Help Portal.

To view the public queue from the sign in page:

1. Navigate to <https://portal.iso-ne.com>. The ISO New England portal displays.
2. Select the IRTT app. The IRTT sign in screen displays.



3. Click **View Public Requests Queue**. The *Generator Interconnection Queue* page opens.  
For more information, see *Find developer or project names, or other details for generator interconnections in the ISO Queue* in the Help Portal.



ISO-New England IRTT system

Need an account? [CREATE ACCOUNT](#)

**Generator Interconnection Queue**

As of: 3/9/2022  
[Export to Excel](#)  
[Export to PDF](#)

Under Study     In Progress  
 Under Construction     Document Posted  
 Partially In Service     Interim Study  
 In Service     ISA Not Executed  
 Suspended     Not Required  
 Not Started  
 IA Executed

**Public Queue**

Filter by Jurisdiction:     Filter by Queue Status:

QP	Updated	Type	Requested	Alternative Name	Unit	Fuel Type	Net MW	Summer MW	Winter MW	County	ST	Op Date	Sync Date	W/D Date	POI	Serv	SIS	I39	TO Report	Dr
1225	2/3/2022	G	2/3/2022	Offshore Wind	WT	WND	1200	1200	1200	NA	MA	1/31/2019	9/30/2028		Bourne 345 kV Switching Station	CNR	N	N		PT
1224	2/3/2022	G	1/25/2022	Solar plus Battery	OT	SUN BAT	1	1	1	Worcester	MA	4/29/2022	4/29/2022		National Grid MA 13.8 kV, Whittins Pond 320W5	CNR	N	N		
1223	1/24/2022	G	1/18/2022	Battery Storage	OT	BAT	9.99	9.99	9.992	Worcester	MA	4/29/2022	3/31/2022		2P Battery DevCo, LLC, 13.2kV, National Grid Feeder #413L3	CNR	N	N		
1222	1/19/2022	G	1/14/2022	Group @ Berkshire 18C	OT	SUN BAT	7.65	7.65	7.65	Hampden	MA	12/1/2022	10/1/2022		Eversource Berkshire 18C	NA	N	N		PT
1221	1/19/2022	G	1/14/2022	Cumberland 22B - WMA ASO	OT	SUN BAT	4.99	4.99	4.99	Hampden	MA	9/18/2022	7/18/2022		Eversource Cumberland 22B	NA	N	N		PT

To view the public queue from the navigation menu:

1. Click **Reports > Queue Reports > Public Queue Report** from the navigation menu. The *Generator Interconnection Queue* page opens.

The screenshot shows a web application interface for the 'Generator Interconnection Queue'. The left-hand navigation menu is visible, with 'Public Queue Report' highlighted in a red box. The main content area displays a table with the following data:

QP	Updated	Type	Requested	Alternative Name	Unit	Fuel Type	Net MW	Summe MW
1		G	6/7/1996	Millennium-K117	CC	DFO NG		
2		G	11/8/1996	EM-Tverton	CC	NG		

## Appendix

### Functions Available to Roles

The following table details the functions available to the different user roles:

IRTT Function	Company Admin	Request Manager	Request Viewer
Create new draft interconnection requests	X	X	
Assign users to view/edit interconnection requests	X	X	
Submit completed draft interconnection requests (if assigned)	X	X	
Edit/delete draft interconnection requests (if assigned)	X	X	
Cure interconnection requests (create new interconnection request version)	X	X	
View interconnection requests (if assigned)	X	X	X
Modify company details	X		
Add new users	X		
Add new customer representatives	X		
Set permissions for users in company	X		
Edit user contact information (all users in company)	X		
Edit user contact information (self only)	X	X	X
View public queue	X	X	X

## Helpful Links

The following is a list of helpful links:

- **ISO New England Home Page:** <http://www.iso-ne.com>
- **ISO New England Training Page:** <http://www.iso-ne.com/participate/training>
- **ISO New England FAQ Page:** <http://www.iso-ne.com/participate/support/faq>
- **SMD Site for ISO Applications:** <https://smd.iso-ne.com/>
- **SMD Site for ISO Sandbox Applications:** <https://sandboxsmd.iso-ne.com/>
- **ISO New England Glossary and Acronyms:** <http://www.iso-ne.com/participate/support/glossary-acronyms>