

PG&E

Login & Company Registration Guide

For further assistance, please contact:

PG&E Building and Renovation Services Center at 1-877-743-7782.



Overview

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Register as an Individual



Register a New Company & Company Information

Create An Account

Account Type

Individual Account (Sole Proprietor, Independent Contractor, Small Business, Homeowner)

This provides a user full access to all features of Your Projects. Users may also share projects with other individuals by using the "Link User" feature.

Member of a Company (with multiple users)

This feature allows collaboration and sharing among company members. If your company is not yet registered, please follow the registration prompts.

Select this option to join an existing registered company or register a new company.

Users who are not affiliated with a company, or users who do not need an account with multiple users, can register as an individual.



Personal and Account Information:

After selecting Individual Account, users enter Personal Information and Account Information.



Personal Information ^

First Name

Last Name

Mailing Address

City State Zip

Phone

Phone Type



Account Information

Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Account Information

Please be sure to use a valid email address.

Please create a password that meets password requirements.

NOTE: After the creation of this account, follow the steps before attempting to login.



Registration Code & Registration Email

Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.

Confirmation Code

[Submit](#)

If registration is successful, the user will receive an email with a confirmation code.





Registration Email

Once a member clicks on the [blue registration link](#), a new browser window will open.



Your registration is almost complete

 aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To 

*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hello,

Your registration is almost complete. In order to complete your registration, please go to the link below.
<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fficportal.test.pge.us-east-1.aws.gridunity.com%2FUser%2F40pge.com%7Ce2900759e7524046564808da037e7833%7C44ae661aece641aabc967c2c85a08941%7C0%7C637826138972FJB5Dd85ehKYsXJZLFiy4vK1s%3D&reserved=0>

In case you have a problem or question about your registration process, here is the information you will need:
 Your username is: JSmith12345
 Your confirmation code: 191d00c4-9e01-4e69-96dc-4db84d0eb961

Please contact the BRSC (1-877-PGE-SRVC) if your Company request has not been approved within two business days.



Complete Registration & Login

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith12345

Confirmation Code ⓘ

191d00c4-9e01-4e69-96dc-4db84d0eb961

Submit ▶

The member's username and confirmation code are auto populated.

Congratulations! You are one click away from registering your new Your Projects account. Click Submit.



Back to login

Users are redirected to the login page.

Enter the registered username and click continue.



Welcome to [YourProjects.pge.com](#)! Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

[Contact us](#) • [Go to the pge.com main site](#)

Sign in to your account

Username

JSmith12345

Remember my username on this device

Continue ▶

[Need help signing in?](#)

[Don't have an account yet?](#)

Sign Up



Your Projects Dashboard

Outstanding Actions
There are no outstanding actions at this time.

What's New

- Greenbook Manual
- Rates and Tariffs Library
- Electric Generation: Standard NEM
- Electric Generation: Larger Self-Generation
- Electric Generation: Wholesale Generation
- Building & Renovation: Business
- Building & Renovation: Residential

Start New Application ▶

Learn how to use the Portal

- Applications User Guide
- Share My Project Guide
- Glossary of Terms

Message for All Interconnection Applicants

Status of Applications

Upon successful login, a user will have immediate access to Start a New Application.

Company Management





New User & Account Type

Pacific Gas & Electric
Application Portal

Welcome to **YourProjects.pge.com!** Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

[Contact us](#) • [Go to the pge.com main site](#)

Sign in to your account

Username

Remember my username on this device

[Continue >](#)

[Need help signing in?](#)

Don't have an account yet? [Sign Up](#)

New User

Click on the “Sign up” button to create an account in Your Projects. Follow on screen instructions to activate your account before proceeding to login.



Account Type

Users will have two Account type options, *Individual Account* or *Member of a Company*. Select *Member of a Company* for Company Management.



Create An Account

Account Type

Individual Account (Sole Proprietor, Independent Contractor, Small Business, Homeowner)

This provides a user full access to all features of Your Projects. Users may also share projects with other individuals by using the "Link User" feature.

Member of a Company (with multiple users)

This feature allows collaboration and sharing among company members. If your company is not yet registered, please follow the registration prompts.

Select this option to join an existing registered company or register a new company.

Register a New Company



Company Type

Company Registration

Register a new Company

Please allow up to two business days for PG&E to approve your company. Your account will be pending until approval is received.

The user who requests to Register a New Company will automatically become the Company Administrator. The Company Administrator can:

- Invite others to join the company by email address or username
- Access all applications created by all members of the company
- Receive email notices when users request to join the company
- Approve or reject requests by users to join the company
- Assign level of access to company members, including adding another Company Administrator (recommended)

Join an existing Registered Company

An email request will be sent to the Company Administrator, who will need to approve your request.

Note: You will not be able to submit or view applications until the Company Administrator approves your request. Once approved, your projects will be shared with other company members. You will only be allowed to join one company.

Customers who do not currently have a Company registered in Your Projects will need to register a New Company.

NOTE: The user who requests to register a New Company will automatically become the Company Administrator.



Company, Personal and Account Information:

After selecting the Company Type, you will have to enter your Company Information, Personal Information followed by Account Information.



Company Name

Company Primary Email for all Project Notifications

Confirm Company Primary Email

Mailing Address

City State Zip

Phone

Phone Type

CSLB Number optional

Personal Information ^

First Name

Last Name

Mailing Address

City State Zip

Phone

Phone Type

Please enter Personal Information here.



Account Information

Please be sure to use a valid email address.

Please create a password that meets password requirements.

NOTE: After the creation of this account, follow the steps below before attempting to login.



Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Registration Code & Registration Email

Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.

Confirmation Code

[Submit](#)

If registration is successful, the user will receive an email with a confirmation code.





Registration Email

Once a customer clicks on the [blue registration link](#), a new browser window will open.



Your registration is almost complete

 aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To 

*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hello,

Your registration is almost complete. In order to complete your registration, please go to the link below.
<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fficportal.test.pge.us-east-1.aws.gridunity.com%2FUser%2F40pge.com%7Ce2900759e7524046564808da037e7833%7C44ae661aece641aabc967c2c85a08941%7C0%7C637826138972FJB5Dd85ehKYsXJZLFY4vK1s%3D&reserved=0>

In case you have a problem or question about your registration process, here is the information you will need:
 Your username is: JSmith12345
 Your confirmation code: 191d00c4-9e01-4e69-96dc-4db84d0eb961

Please contact the BRSC (1-877-PGE-SRVC) if your Company request has not been approved within two business days.

Complete Registration & Login

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith12345

Confirmation Code ⓘ

191d00c4-9e01-4e69-96dc-4db84d0eb961

Submit ▶

The username and confirmation code are auto populated.

Congratulations! You are one click away from registering your New Company. Click submit.



Back to login

Users are redirected to the login page.

Enter the registered username and click



Welcome to [YourProjects.pge.com](#)! Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

[Contact us](#) • [Go to the pge.com main site](#)

Sign in to your account

Username

JSmith12345

Remember my username on this device

Continue ▶

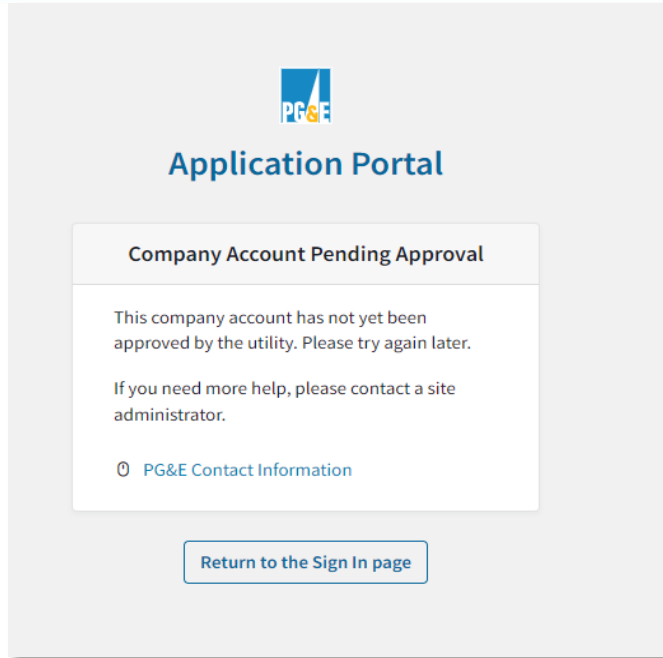
[Need help signing in?](#)

[Don't have an account yet?](#)

Sign Up



Account Pending & Company Approval



Your Company Account is pending approval by PG&E. Please allow up to 2-3 business days for PG&E to approve your Company.

Once your Company is approved, a confirmation email will be sent to the customer.

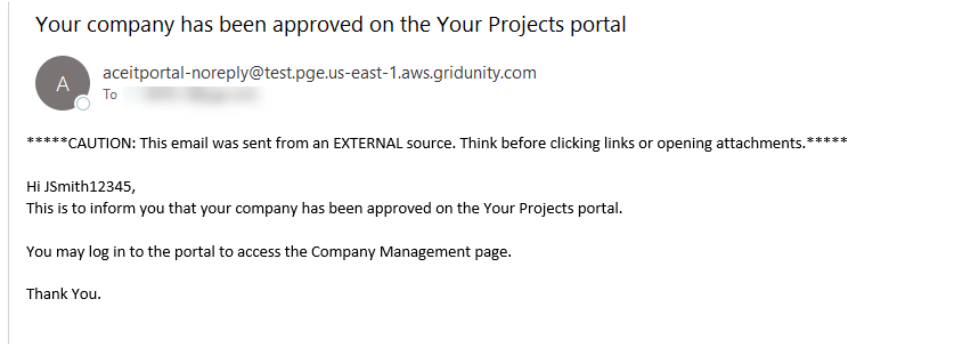
Users who register as a member of a company cannot proceed until their company is approved.



Company Approval email from PG&E

Company Members will receive an email informing them that their Company has been approved.

Company Members are now able to sign into their account.



Join an Existing Registered Company



Join an existing Registered Company

Company Type ^

Company Registration

Register a new Company

Please allow up to two business days for PG&E to approve your company. Your account will be pending until approval is received.

The user who requests to Register a New Company will automatically become the Company Administrator. The Company Administrator can:

- Invite others to join the company by email address or username
- Access all applications created by all members of the company
- Receive email notices when users request to join the company
- Approve or reject requests by users to join the company
- Assign level of access to company members, including adding another Company Administrator (recommended)

Join an existing Registered Company

An email request will be sent to the Company Administrator, who will need to approve your request.

Note: You will not be able to submit or view applications until the Company Administrator approves your request. Once approved, your projects will be shared with other company members. You will only be allowed to join one company.

New users who wish to become members of a Company can sign up to Join an existing Registered Company.

NOTE: An email request will be sent to the Company Administrator who will need to approve your request. This is NOT managed by PG&E.



Users can search for their company in the drop box provided. Once the Company is selected that companies address and CSLB number (if applicable) will auto populate. This gives users an opportunity to confirm they are joining the correct Company.



Company

Test

TEST COMPANY 123

Note: Your account will be pending until the Company Administrator approves your request. Once approved, your projects will be shared with other company members

Join an existing Registered Company

Company

TEST COMPANY 123
✕ ▾

Mailing Address

123 Test Company Road

City **State** **Zip**

Lodi

CA

95240

CSLB Number ⓘ

An email request will be sent to the Company Administrator, who will need to approve your request to join.

Note: Your account will be pending until the Company Administrator approves your request. Once approved, your projects will be shared with other company members

Users accounts will be pending until the Company Administrator approves their request. Once approved, your projects will be shared with other Company members.

NOTE: Member requests are NOT managed by PG&E.

Personal Information ^

First Name

Last Name

Mailing Address

City State Zip

Phone

Phone Type

Please enter Personal Information here.



Account Information

Please be sure to use a valid email address.

Please create a password that meets password requirements.

NOTE: After the creation of this account, follow the steps below before attempting to login.



Account Information ^

Please enter your username:

Login Email

Please confirm your email address

Enter New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character

Re-Enter and Confirm New Password:

Password Requirements

- Must be at least 8 characters long
- Must not exceed 15 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric character
- Must contain at least 1 special character



Registration Code & Registration Email

Enter Registration Code

Please complete your registration process by clicking on the link sent in the confirmation email or pasting the registration confirmation code in the field below.

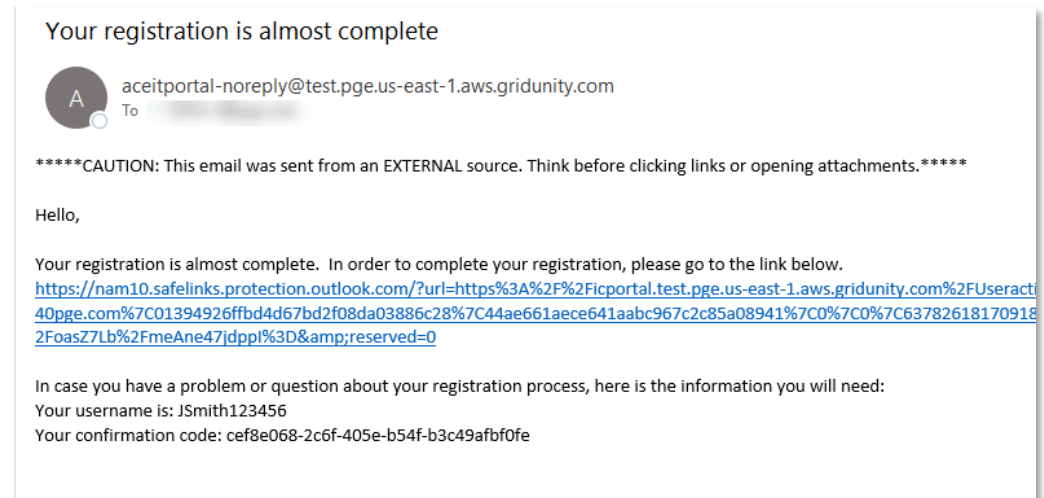
Confirmation Code

If registration is successful, the user will receive an email with a confirmation code.



Registration Email

Click on the Link to complete registration.





Complete Registration & Login

Complete Registration

Registration Completion

Please confirm the username and confirmation code from your registration confirmation email.

Username to be confirmed ⓘ

JSmith123456

Confirmation Code ⓘ

cef8e068-2c6f-405e-b54f-b3c49afb0fe

Submit ▶

Once a user clicks on the [blue registration link](#), a new browser window will open. The username and confirmation code are auto populated.

Congratulations! You are one click away from joining an existing Registered Company. Press submit.



Back to login

Users are redirected to the login page.

Enter your new username.



Pacific Gas & Electric

Application Portal

Welcome to [YourProjects.pge.com](#)! Registering for an account will allow you to submit requests to PG&E to receive energy, generate energy or request a change to your existing services.

Log in anytime to check the status and progress of your requests and to take follow up actions when needed.

[Contact us](#) • [Go to the pge.com main site](#)

Sign in to your account

Username

JSmith12345

Remember my username on this device

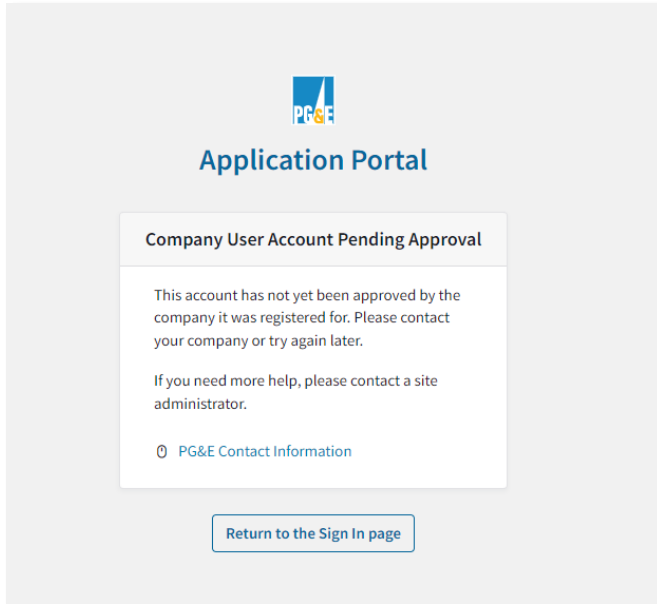
Continue ▶

[Need help signing in?](#)

[Don't have an account yet?](#)

Sign Up

Account Pending & Company Approval



If a user logs into Your Projects before the Company Administrator has approved the member, this message will display.

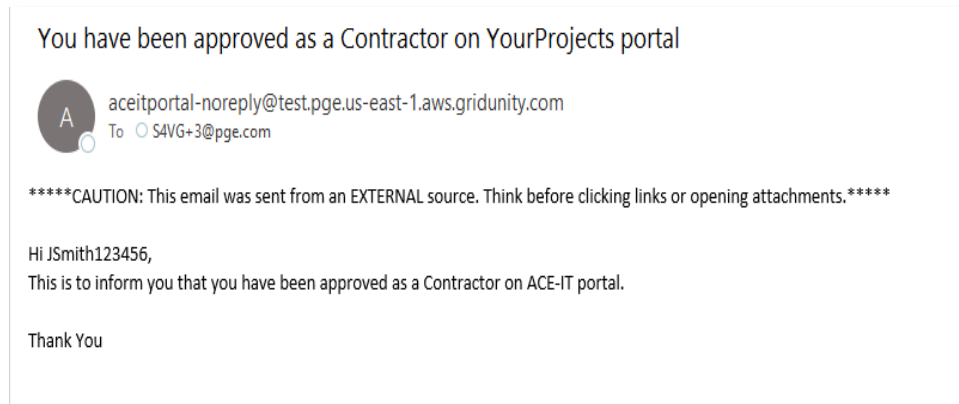
An email has been sent to the Company Administrator with the user's request to join their Company.



Member Approval email from Company Administrator

Users will receive an email informing them that their request to join a company has been approved.

Users are now able to sign into their account.



Company Administrator

- Invite a Member
- Approve or Reject Member Requests
- Assign Level of Access to Company Members

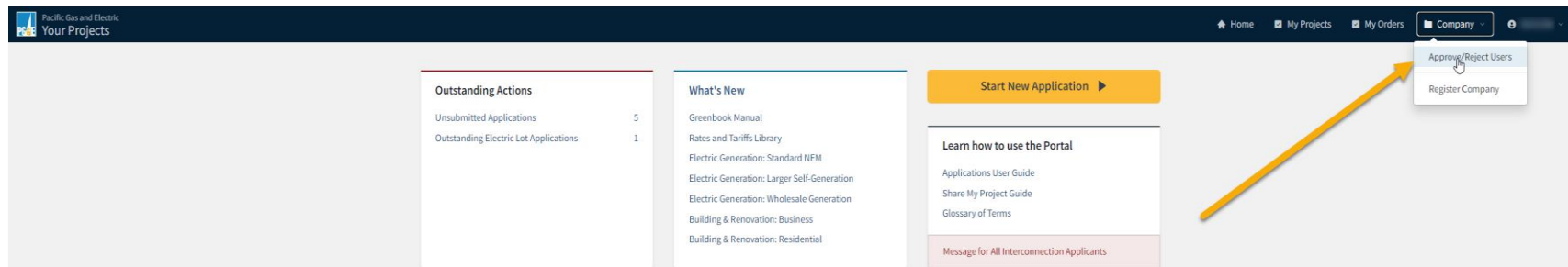


Invite a Member



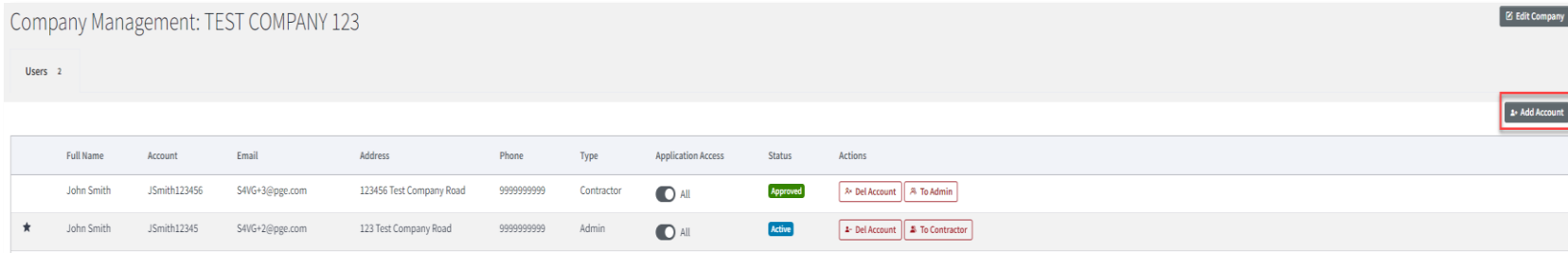


Add a Member



Invite a Member

Company Administrators – To invite a member, click Approve/Reject Users from the Company button



Click Add Account



Find Account & Manage Access

Find Account

Search Account

Find Account - Search by Login or Email Address

Login Name *optional*

SV1234

Login Email *optional*

sheena.vaccarezza@gmail.com

Find Account ▶

Find Account

Company Administrators – Enter the members Login Name or Login Email.



Manage Access

Confirm the member information displayed is the member you intend to invite.

Choose the permission level for the member, Company Administrator or Contractor (member).



Manage Access

Company

TEST COMPANY 123

Account Name

SV1234

Account Email

sheena.vaccarezza@gmail.c

Account Type

Please select a value

Please select a value

Company Admin

Contractor

Add to company ▶

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Find Account & Manage Access

Thank you

An invitation was sent to JSmith1234567 for the approval of this request.

[Return to company view](#) ▶

Confirmation that the invitation to the member was sent.



Members will receive an email from the Company Administrator to join their Company.



You are invited to join TEST COMPANY 123



aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com

To S4VG+4@pge.com

Cc S4VG+2@pge.com

*******CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*******

Hi JSmith1234567,

You are invited to join TEST COMPANY 123 as Contractor

You need to [respond to this invitation](#) online.

Thank you,

Pacific Gas and Electric Company

I



Invitation Email

Enter Response

Company
TEST COMPANY 123 x ▾

Account Type
Contractor ▾

Accept this invitation?
Please select a value ▾

- Please select a value
- Yes
- No

Enter Response ▶

Members enter their response to either accept or reject an invitation to join a Company.

Approve or Reject Member Requests





New User Approval Email

PG&E Your Projects - New User Approval Request



aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com
To: S4VG+2@pge.com

*******CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*******

New user(s) have requested to join TEST COMPANY 123 on Your Projects and are awaiting your approval.

Please log into yourprojects.pge.com and go to the 'Company Tab' to approve (or reject) the new user(s).

You are receiving this message because you are a designated Company Admin for TEST COMPANY 123 in the PG&E Your Projects application portal.

Thank you,
Pacific Gas and Electric Company

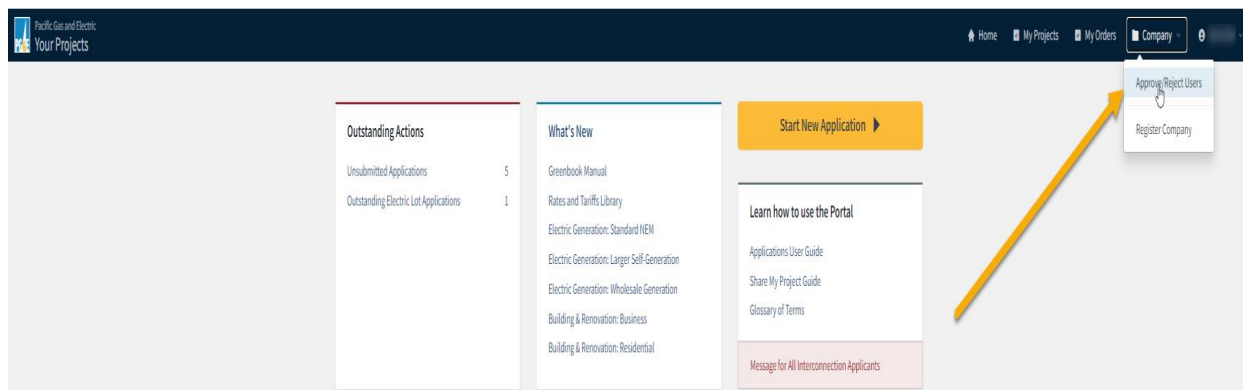
[pge.com](#) : [privacy](#) : [disclosure](#)

For inquiries, please do not reply to this e-mail. Submit feedback via [Contact Us](#). "PG&E" refers to Pacific Gas and Electric Company, a subsidiary of PG&E Your Projects and are awaiting your approval.

Company Administrators receive an email alerting them to a pending request to join their company.



Administrators access these requests by choosing Approve/Reject Users from the Company button.





Pending Member Request

The screenshot shows the 'Company Management: COMPANY 123' interface. At the top, there is a navigation bar with 'Home', 'My Projects', 'My Orders', and 'Company'. A dropdown menu for 'Company' is open, showing 'Approve/Reject Users' (highlighted with a red box), 'Company', and 'Register Company'. Below the navigation bar, the page title is 'Company Management: COMPANY 123' and there is a 'Users 12' indicator. A table lists the users, with one row highlighted in light blue. The table has columns for Full Name, Account, Email, Address, Phone, Type, Application Access, Status, and Actions. The highlighted row shows a user with Type 'Contractor', Application Access 'None', and Status 'Pending'. The Actions column for this row contains two buttons: a green 'Approve' button and a red 'Reject' button. A mouse cursor is pointing at the 'Approve' button.

Full Name	Account	Email	Address	Phone	Type	Application Access	Status	Actions
					Contractor	None	Pending	Approve Reject

All pending requests are displayed, in addition to approved members and the role of the members.

Company Administrators **Approve** or **Reject** join requests by clicking the buttons.



Member Approval Email

You have been approved as a Contractor on YourProjects portal



aceitportal-noreply@test.pge.us-east-1.aws.gridunity.com

To

*****CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****

Hi JSmith123456,

This is to inform you that you have been approved as a Contractor on ACE-IT portal.

Thank You

A notification will be sent to the members email informing them of their approved or rejected status to join the Company.

Assigning Access Level





Company Management – Application Access Slider

Application Access Slider

Company Administrators can choose a user's access with the **Application Access Slider** found under Type.

Application Access – if the slider is set to “All” that member will be able to see all applications associated with all members of the company who also have “Application Access” set to “All”.

If the slider is set to “Personal” that member will only be able to see the applications that they have made in the queue view.

The screenshot shows the PG&E Application Portal interface. At the top, there is a navigation bar with links for Home, My Projects, My Orders, Company, and a user profile for SLV1234. Below the navigation bar, the page title is "Company Management: COMPANY 123". There are buttons for "Edit Company" and "Add Account". A "Users" section shows 2 users. Below this is a table with columns: Full Name, Account, Email, Address, Phone, Type, and Application Access. The table contains two rows: one for an Admin user with the "All" slider selected, and one for a Contractor user (John Smith) with the "Personal" slider selected. A yellow callout box with an arrow points to the "Type" column, stating: "Company Admin can choose if a contractor can view all or select applications".

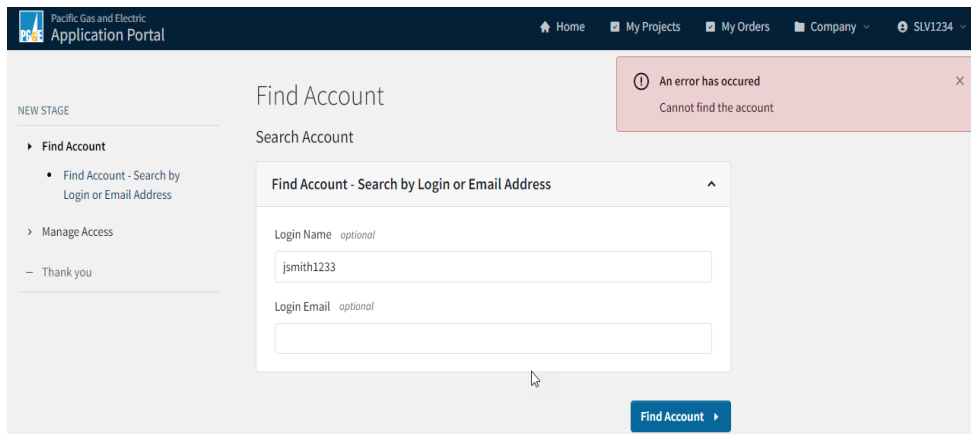
Full Name	Account	Email	Address	Phone	Type	Application Access
★ [Redacted]	SLV1234	[Redacted]	1234 Company Road	[Redacted]	Admin	<input checked="" type="checkbox"/> All
John Smith	jsmith1234	[Redacted]	1234 Rodeo Drive	[Redacted]	Contractor	<input type="checkbox"/> Personal

Error Messages





Errors



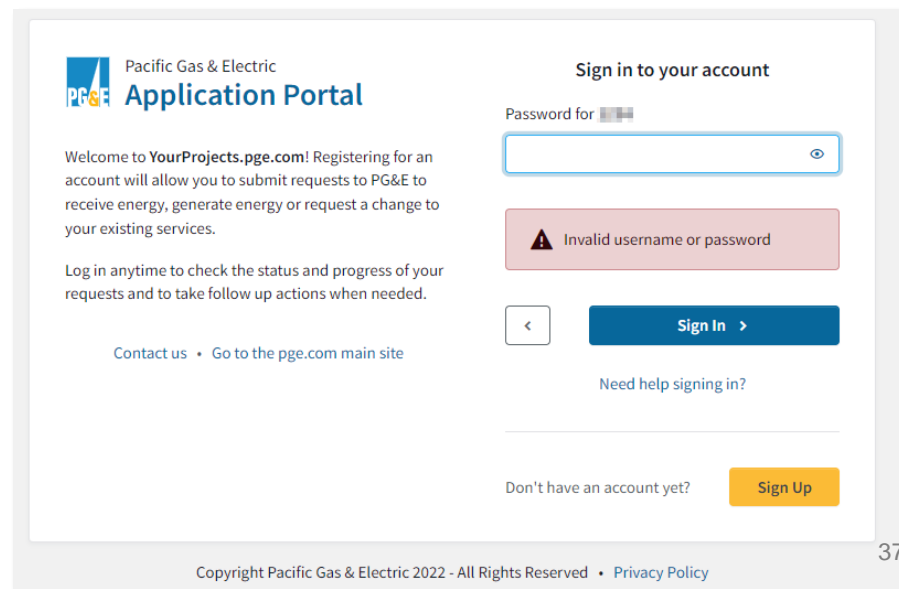
Find Account

Search by Login or Email Address
If you enter the wrong Username
or Email you will receive the
following error.



Invalid Username or Password

If you enter the wrong Username or
Password, you will receive the following
error.





Company Management – Account Suspended

Account Suspended

- If you have registered an account, but have not complete the email confirmation, you will land on the Account Suspended page
- If you have registered an account as a new company and completed the registration process, but PG&E have not yet approved the company, you will land on the Account Suspended page
- If you have registered an account with an existing company and have not yet been approved by the Company Administrator, you will land on the Account Suspended page
- If you are still experiencing issues logging in, please reach out to **PG&E Building and Renovation Services Center** at 1-877-743-7782 You may also send us an email at YourProjects@pge.com or Rule21Gen@pge.com.

Thank you!

We appreciate your business and stand ready to support our customer needs.

If you need further assistance, please consult the *Your Projects Portal* for additional guidance or call ***PG&E Building and Renovation Services Center*** at 1-877-743-7782.

