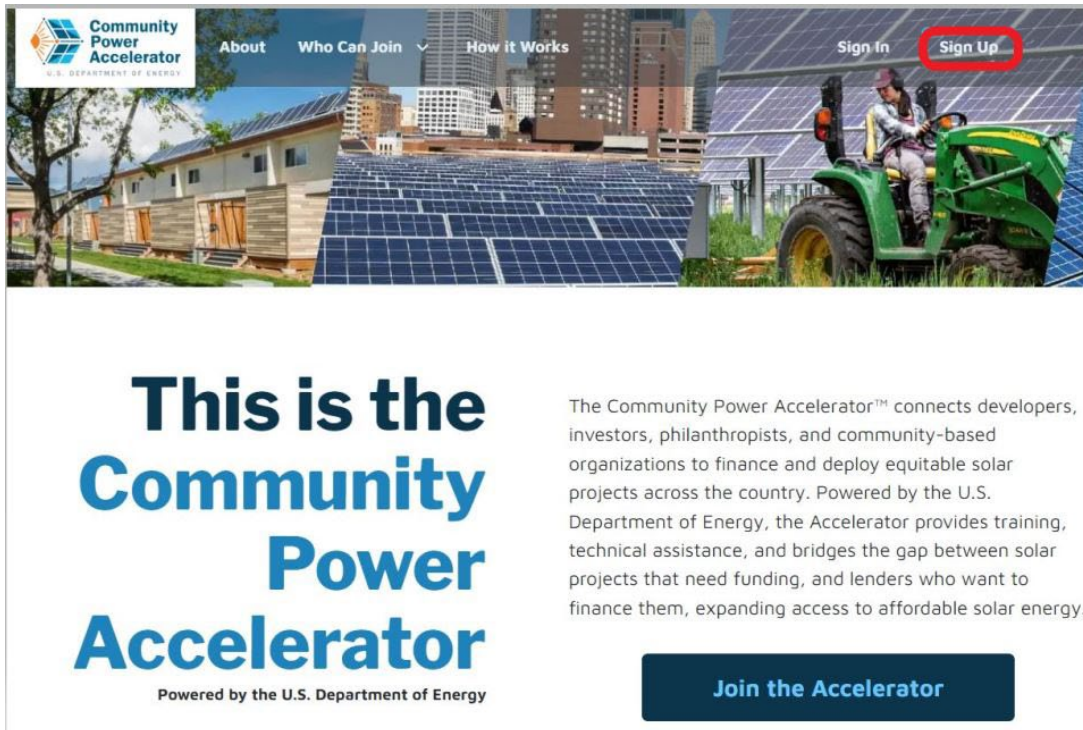


Instructions for creating an account on Community Power Accelerator platform

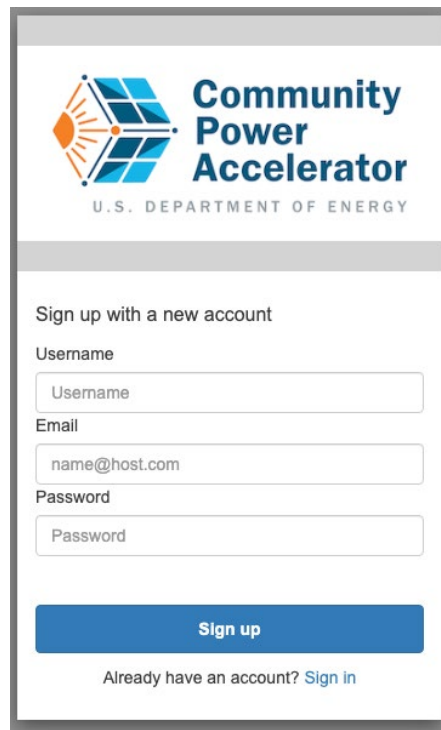
1. On the [home page](#), click on “Sign up” button on the upper right of the page.



2. Check the “I Accept” box once you have read the legal agreement on the intended uses of the platform. Then click on “Sign Up”.

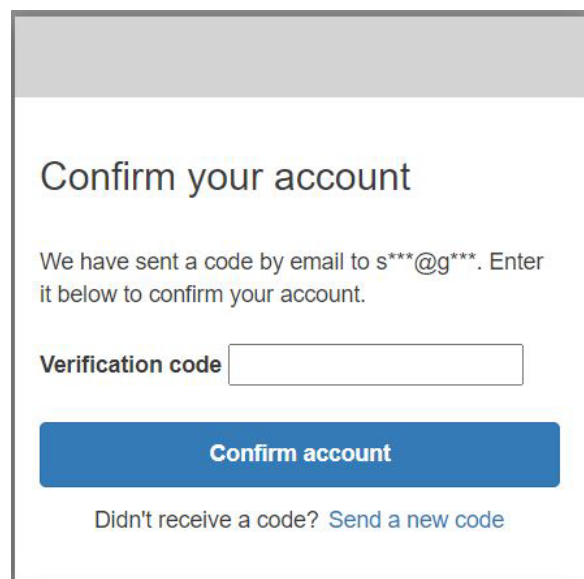
The image shows a 'Sign Up' form page with a dark background. At the top, the title 'Sign Up' is displayed in white. Below the title is a scrollable text area containing a detailed legal agreement. At the bottom of the form, there is a checkbox labeled 'I Accept' and a dark blue 'Sign Up' button.

3. Choose your username, enter your email address and a password and click on “Sign Up”.



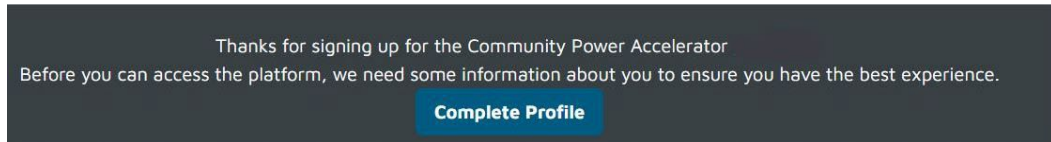
The image shows a sign-up form for the Community Power Accelerator, part of the U.S. Department of Energy. At the top left is the logo, which consists of a stylized sun with rays and a grid pattern. To the right of the logo, the text reads "Community Power Accelerator" in a bold, sans-serif font, with "U.S. DEPARTMENT OF ENERGY" in a smaller font below it. Below the header, the text "Sign up with a new account" is centered. Underneath, there are three input fields: "Username" with a placeholder "Username", "Email" with a placeholder "name@host.com", and "Password" with a placeholder "Password". A blue button labeled "Sign up" is positioned below the fields. At the bottom, there is a link that says "Already have an account? Sign in".

4. You will receive an email from no-reply@verificationemail.com at the given email address to activate your account. Enter the verification code and click on “Confirm account”.

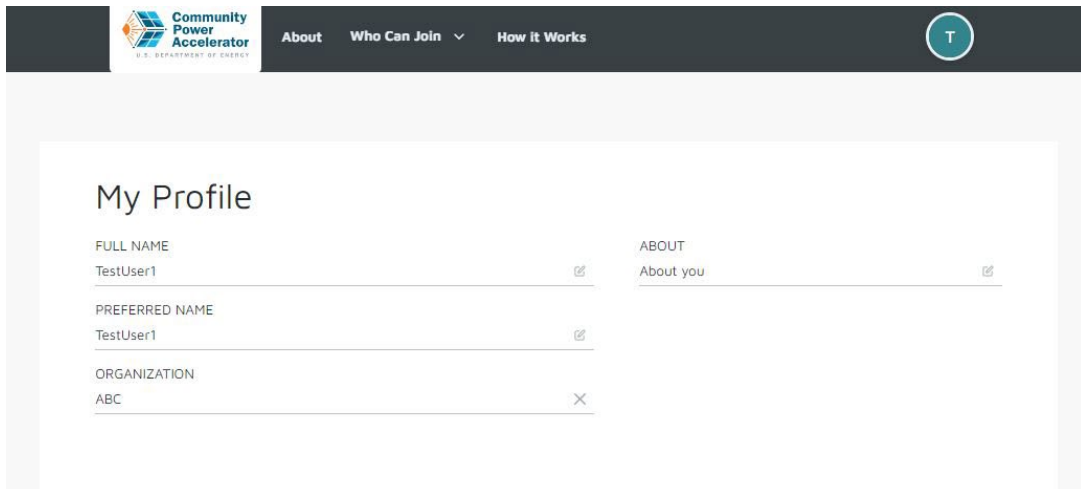


The image shows a confirmation form titled "Confirm your account". Below the title, there is a message: "We have sent a code by email to s***@g***. Enter it below to confirm your account." Below this message is a single input field labeled "Verification code". A blue button labeled "Confirm account" is located below the input field. At the bottom of the form, there is a link that says "Didn't receive a code? Send a new code".

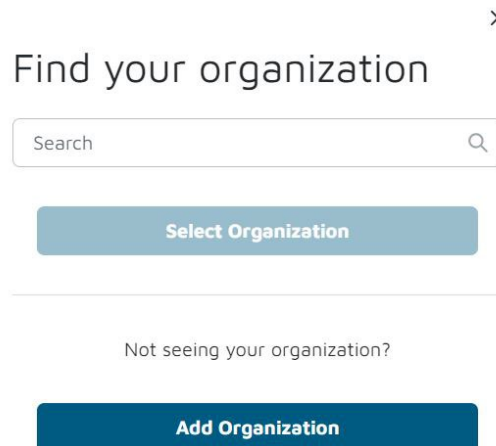
5. Your account is now activated. You will be prompted to complete your profile. Click on “Complete Profile”.






6. Fill out your profile and choose if you are a developer, investor, or a philanthropist.



7. Find your organization by typing in your organization name in the search box. If you are the first person from your organization on this platform, click on “Add Organization”, and add your organization details. Skip step 8 and proceed to step 9. **Note:** By being the first user from your organization, you become your organization’s admin by default (See step 9 and proceed to step 10). If you are not the first user from your organization on this platform, see step 8.



My Profile





FULL NAME Org Z User 1 	ABOUT About you 
PREFERRED NAME Org Z User 1 	
ORGANIZATION Test Org Z	

Organization Verification

The admin team is currently reviewing your organization's profile and will reach out to your organization's representative in 8-10 business days. As the next steps, please add your community solar projects [here](#) to complete your onboarding process.

- Choose your organization after entering it in the search box. Your user account will be sent to your organization admin to be verified.



My Profile

FULL NAME Org Z User 2 	ABOUT About you 
PREFERRED NAME Org Z User 2 	
ORGANIZATION Test Org Z 	

Organization Verification

An email has been sent to your organization's Community Power Accelerator representative to verify and approve you as a participant. You will receive an email notification once verified.

- If you are the organization admin, when another user from your organization creates an account, you will receive a join request which you can "Approve" or "Reject". If you approve the user account, you will have an option of making the user either an admin or a normal user.

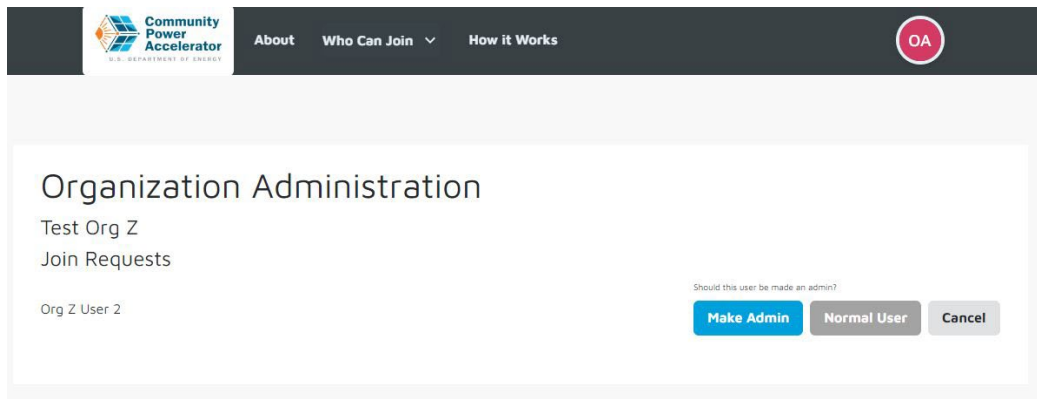

About
Who Can Join 
How it Works
OA

Organization Administration

Test Org Z

Join Requests

Org Z User 2	Approve Reject
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10. Create your developer/investor/philanthropist organization profile. Fill out all the sections and click on “Submit”.

Create Your Developer Organization Profile

Thank you for signing up your organization to join the Community Power Accelerator and completing the partnership commitment.

Next, complete and submit this form to create your organization's developer profile, which will provide access to the accelerator for connecting with other partners. Based on the profile, your organization will also receive community solar project finance recommendations.

Note: If you are unable to complete the profile in one sitting, you may save it to finish later.

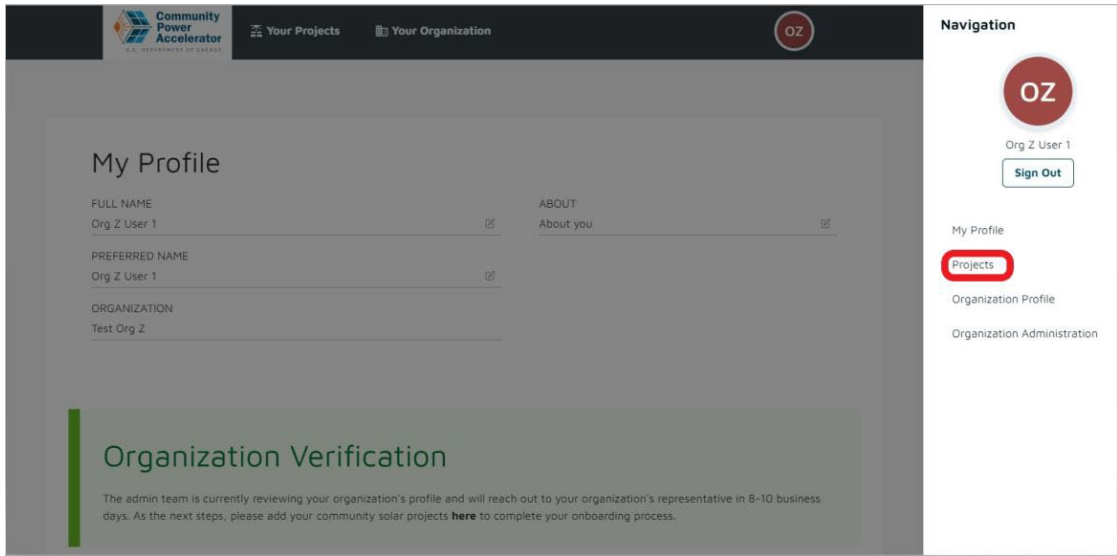
Questions with a privacy toggle allow you to choose whether or not to publish an answer. Answers to questions without a privacy toggle will be published automatically.

* Indicates a required question

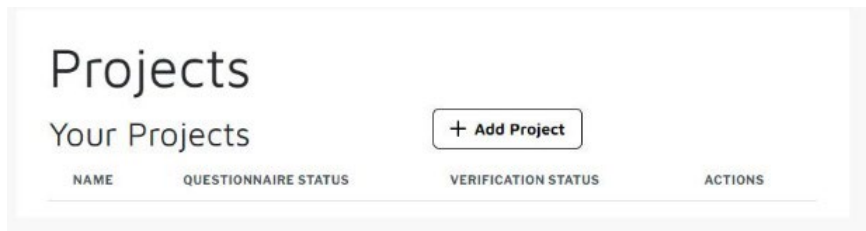
Contact Information	+
Organization Information	+
Project Development Experience	+
Support and Project Partner Preferences	+

Submit

11. Please note that if you are a **developer**, you also need to add projects so that interested funders can find you on the platform. To do this, click on your account logo, in the list of options, click on “Projects”.



12. Click on “Add Projects” and fill out the details of the project.



Add a Community Solar Project

Complete this form to add a community solar project to your developer profile.

Once added, it will be reviewed by a technical assistance provider. The provider will work with you to submit a qualified project. When approved, your project will receive a gold star, and Community Power Accelerator investors and philanthropic organizations will be able to view the project and connect with you about it.

* Indicates a required question

Project Details	+
Team and Financial Information	+
Equity Considerations	+

[Submit](#)

13. Congratulations on completing your organization and project profile! Your projects and organization will be verified by a Community Power Accelerator administrator. Once verified, you will be able to network with other organizations on the platform. For any questions, please reach out to community.solar@ee.doe.gov for additional help.