

Complete Energy Solutions

Customer Portal Summary

Welcome to the SMUD Complete Energy Solutions (CES) program. We are excited to start this journey with you. To begin, please follow the steps listed below under "*Creating your CES profile*," then follow the steps listed under "*Creating your Validation Application*" to confirm program eligibility and request a site assessment.

Creating your CES profile

Creating your SMUD CES Profile:

1. Select this link:
<https://smudcompleteenergysolutions.programprocessing.com/content/Home>
2. Click "Apply Now"
3. Click "Begin Application"
4. Click "Create Account"

Account details:

5. Enter first name: (Your first name)
6. Enter last name: (Your last name)
7. Enter email: (Your preferred email)
8. Enter utility account number: (This can be any of your commercial SMUD account numbers)
9. Create password: (Your preferred password)
10. Click "Submit"

Creating your validation application

Validation application:

1. Click "Account Login"

Property name:

2. Enter project name (A name of your choosing to identify this project)

Contact entry: Facility and Contact Information

3. Enter first name: (Your first name; first & last name or company are accepted)
4. Enter last name: (Your last name, first & last name or company are accepted)
5. Enter company name: (Name of company, first & last name or company are accepted)
6. Enter acct #: (must be the account number associated with the work and installation)
7. Meter ID: (Not mandatory, but if you have it, please enter)

8. Enter full address: (Street name, city, state/province/postal code of where the work will be completed)
9. Enter phone number: (Your preferred phone number)
10. Enter email: (Your preferred email)
11. Save contact for later use in your contact list
 - a. By checking the box, contacts can be saved and used for future use
 - b. Some examples include a deferral of project components until budget is available, an additional project phase is planned, or the same contacts being involved in multiple projects

Primary Contact Information

12. Check box "Same as Above": (Will populate above information for primary contact. If a different person is the primary contact, please fill in this section.)
13. Enter first name first & last or company: (Your first name; first & last name or company are accepted)
14. Enter last name first & last or company: (Your last name; first & last name or company are accepted)
15. Enter company name first & last or company: (Name of company; first & last name or company are accepted)
16. Enter phone number: (Your preferred phone number)
17. Enter email: (Your preferred email)
18. Save contact for later use in your contact list
 - a. By checking the box, contacts can be saved and used for future use
 - b. Some examples include a deferral of project components until budget is available, an additional project phase is planned, or the same contacts being involved in multiple projects
19. Click "Continue"

Site Access Agreement: Business Owner or Manager

20. Read though Site Access Agreement
 - a. This agreement allows a program representative to conduct an on-site visit
 - b. If any restrictions or safety concerns need to be noted, that can be covered in the follow up call to schedule the visit
21. Check box "Do you agree to the above Terms & Conditions?" (If you agree to the Terms & Conditions)
22. Click "Complete Applications"

Application completed

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Please note that a single profile needs to be created in the CES program, with only one set of credentials. However, multiple applications can be associated per profile. Some examples include: more than one account on site (i.e. interior and exterior), multiple locations requiring an assessment, or multiple phases of the same project.

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