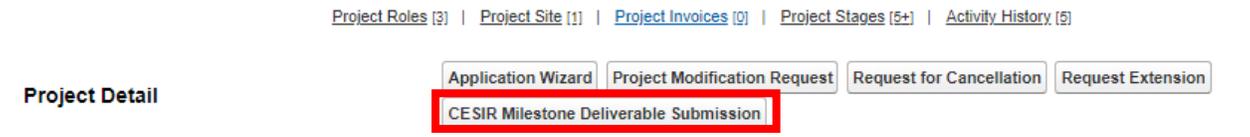# Contractor Submission - CESIR Milestone How to Guide

Welcome to the NYSERDA NY-Sun Commercial/Industrial - CESIR Milestone How to Guide. In this process guide we will explain how to submit a CESIR Milestone into Salesforce for an NY-Sun Project. Please see the Upstate and Long Island Program Manual here for more information on application submissions.

1. Login to your Salesforce account. Next, select the "Projects" tab to see your projects.

2. Select the relevant project under "Project Name" by clicking the project's link.

3. Next, select the "CESIR Milestone Deliverable Submission" button at the top of the page.



4. Upload the "Proof of 75% Interconnection Upgrade Payment" document by selecting "Choose File." Next, upload the document from your desktop.
   a. The document uploaded can be an email from the Utility. Note, that the submission must include the following items or else it will be rejected:
      i. The document must include the projects CESIR ID.
      ii. The document must include the project address for the project.
      iii. The document must include a written confirmation from the project's utility identifying the date payment was accepted.



5. Upload the "Executed Interconnection Agreement" document by selecting "Choose File." Next, upload the document from your desktop.
   a. Interconnection Agreements are created by the Utility. Note, that the submission must include the following items or else it will be rejected:
      i. The Interconnection Agreement must include the project's address.
      ii. The Interconnection Agreement must include the project's CESIR ID.
      iii. The Interconnection Agreement must be signed and dated by both the Customer and the Utility.

## CESIR Deliverable Submission

### Required Documents

| Document Name | Recent Uploaded Document | Upload History | Status | Add / Update Document ❓ |
|---|---|---|---|---|
| Executed Interconnection Agreement | | | | Choose File \| No file chosen |
| Proof of 75% Interconnection Upgrade Payment | | | | Choose File \| No file chosen |

6. You may submit "Optional Documents" to the project as needed. Note that this is not a required step.

### Optional Documents

| Document Name | Recent Uploaded Document | Upload History | Status | Add / Update Document ❓ |
|---|---|---|---|---|
| Any supporting documents | | | | Choose File \| No file chosen |

7. Next, select the "Submit Request" button. NYSERDA will then review the documents and accept or reject the submission and reach out to the Contactor if necessary.

**SUBMIT REQUEST**     **CANCEL**