1) Login to the Power Plant Outage Reporting (PPOR) web portal at: <u>https://apps.cpuc.ca.gov/apex/f?p=111:LOGIN:14593894459469</u>.

Make sure you have a Login and Password assigned by the CPUC IT department. Email <u>go167@cpuc.ca.gov</u> if you have questions about your login and password.

Californi Public Utili Commissi	ia ities ion	
	Sign in to PPOR	
	User	
	Password Sign in	

2) Once you are logged in, choose the tab "CPUC Outage Report Screen" which is shown below.

Under the section titled, "Annual GO 167 Compliance Documents", select your Plant name from the Asset List field.

Outage Report Screen

California Public Utilities Commission	User Manual Reporting Instructions Logo		
CPUC Outage Query			
Create New Report			
Create New Report			
Power Plant Outage Query			
Generator Type Outage Type			
Equipment Involved Agawatts Curtailed			
Outage Start Date			
Outage End Date			
CAISO OMS Outage ID			
Outage Cause			
Search Clear			
Outage Report Results			
If you have any questions, please email GO167@cpuc.ca.gov for assistance. no data found			
Annual GO167 Compliance Documents (e.g. Certification of Compliance with Maintenance/Operations Standards, Maintenance and Operations Plan Summaries, Thermal Verified Logbook Statement)			
Asset List			
Upload File Browse			
File Submit			

Select the Browse button and select the compliance document from your hard drive that you wish to upload to submit.

Select the "File Submit" button.

3) Repeat Step 2 for the next compliance document that you wish to upload. Repeat this step until all compliance documents have been uploaded.