

SURGE Compliance Portal Guide:

Project Registration

Overview

The Prime Contractor is responsible for registering all applicable AB 2143 projects in the [SURGE Compliance Portal](#). If you are the Prime Contractor for multiple AB 2143 projects, you must complete a separate Project Registration form for each project. The following guide can be used to complete the SURGE Project Registration.

Once your Project Registration has been reviewed and approved by the SURGE Team, you will receive a Project Identification Number (PIN). Keep this number for your records, as is required to:

- Submit Certified Payroll Records to the SURGE Compliance Portal for work completed on AB 2143 projects
- Share the PIN with all Subcontractors so that they can also submit Certified Payroll Records

Required Information

Please have the following information available before you begin:

- Prime's Contractor Identification Number (CIN)
- Prime Contractor Name
- Are you self-performing?
- Will there be Subcontractors submitting payroll for this project?
- Project Information
 - Project Name
 - Estimated Project Start Date
 - Estimated Project End Date
 - Project Interconnection Application ID Number (Utility Assigned Number)
 - DIR Project ID #
 - Electric Utility Name
 - Electrical Generation Facility (EGF)
 - Would you like to add another EGF?
 - Project Location (Physical Street Address)
- Contact Information
 - Project Owner Contact Name
 - Project Owner's Phone
 - Project Owner's Email Address
 - Is the project owner's address different than the physical address listed above?

🚧 Before You Get Started 🚧 :

Before registering projects with SURGE, the Prime Contractor must ensure that the following has been completed:

✓ **AB 2143 Project is Registered with the California Department of Industrial Relations (DIR):**

- A valid DIR Project ID # is required to complete your SURGE Project Registration.
- Per AB 1104, Prime Contractors are now considered the Awarding Body for AB 2143 projects. This means that the Prime can register as an Awarding Body with the DIR and as the Awarding Body register the project with the DIR.
- For more information, please visit the DIR's [Create New Awarding Body guide](#) or [Register a Project guide](#).
- If you have already registered your project with DIR, you can search for your DIR Project ID Number here: [DIR Project Database](#).

✓ **Completed the SURGE Contractor Registration and Received a Contractor Identification Number (CIN):**

- To register eligible projects with SURGE, you will need to provide your Contractor Identification Number (CIN). This number was provided to you upon the approval of your Contractor Registration.
- If you have not yet registered as a contractor with SURGE, please complete here: [SURGE Contractor Registration form](#). For assistance with your Contractor Registration, please refer to the following [walkthrough guide](#).

✓ **Understand Whether Your Project Is Subject to AB 2143:**

- If you are unsure whether your project is subject to the requirements of AB 2143, review the eligibility criteria below.
- Your project is subject to AB 2143 if it involves the construction of a customer-sited renewable electrical generation facility or associated battery storage and does not fall under one of the following exemptions:
 - A residential facility with a maximum generating capacity of 15 kW or less, or to be installed on a single-family home.
 - A project that is already classified as a public works project under existing law.
 - A facility that serves only a modular home, modular home community, or multiunit housing with two or fewer stories.

Step-By-Step Guide

1. To begin your registration with SURGE, go to www.cpucsurge.org. Then go to the “SURGE Compliance Portal” button in the banner at the top of the webpage. You can also click on this link to access the [SURGE Compliance Portal](#).



2. On the SURGE Compliance Portal landing page, please read the instructions and the reporting deadline reminder.



Welcome to the Solar-Utilities Reporting Guidance and Education (SURGE) Compliance Portal!

Please follow the steps listed below:

- **Step 1:** Please register as a contractor for the SURGE Compliance Program.
- **Step 2:** If you currently have an eligible project, proceed to the SURGE Project Registration and complete the eligibility requirement questions.
- **Step 3:** Once you have confirmed your project's eligibility, please proceed with registering your project using the SURGE Project Registration Form.
- **Step 4:** When you are ready to submit payroll, proceed to the Payroll Submission Form.

Reporting Deadlines

Prime Contractors and Subcontractors must provide certified payroll records at least biannually but are encouraged to report more frequently (i.e., monthly). Below are the reporting deadlines for 2025:

- **Wednesday, July 1, 2026, at 5:00 pm (PST/PDT):** Submit certified payroll records from December 1, 2025, to May 31, 2026.
- **Thursday, December 31, 2026, at 5:00 pm (PST/PDT):** Submit certified payroll records from June 1, 2026, to November 30, 2026.

Questions

If you have any questions regarding the SURGE registration or reporting requirements, please contact info@cpucsurge.org or call (800) 549-2143 and we will respond to your query within 24 - 48 hours. You are also welcomed to visit our FAQ page at www.cpucsurge.org. Thank you!

3. Then, scroll down to “SURGE Project Registration” and click the “Guidelines” button to view the dropdown instructions.

SURGE Project Registration

Guidelines ^ Submit

All eligible projects must be registered and approved using the SURGE Compliance Portal.

You will need to enter your Contractor Identification Number (CIN). This number was shared with you upon completion of your Contractor Registration. The number can be found by accessing your contractor registration and clicking your initials in the upper-right-hand corner of the screen. Go to submissions > Click on your company name > Go to the Messages tab > Copy and paste your CIN.

In addition to the CIN, you will also be required to enter the project's interconnectivity application number and other project-related information.

Subcontractor Notice: Subcontractors are **NOT** required to register an eligible project. The prime contractor is responsible for registering the project. Once the prime contractor has registered the project, you will obtain the unique project identification number (PIN) from the prime contractor. Subcontractors will use the PIN provided by the prime contractor to upload certified payroll records.

Eligibility Requirements for Qualified Projects (under AB 2143)

Your project will be eligible under AB 2143 if it involves the construction of a customer-sited renewable electrical generation facility, or associated battery storage, and is NOT:

- A residential facility with a maximum generating capacity of 15 kW or less, or to be installed on a single-family home.
- A project that is already a public work under existing law.
- A facility that serves only a modular home, modular home community, or multiunit housing with two or fewer stories.

Next Steps:

Once you have submitted your Project Registration, SURGE will determine whether your project meets all eligible criteria listed above. Upon approval, you will receive a notification via the Submittable platform, which will include a project identification number (PIN). The notification will include a link to submit all applicable payroll. Please share this PIN and link with all project staff and subcontractors responsible for submitting payroll.

If you have questions about the registration process or the status of your registration, please contact the SURGE Support Team at info@cpucsurge.org or call (800) 549-2143.

If you experience any technical issues when trying to register, please contact [Submittable's Technical Support Team](#).

4. Once you have read the instructions, click the “Submit” button.

SURGE Project Registration

Guidelines ^ Submit

5. The SURGE Compliance Portal is hosted on Submittable. You should have created a **FREE** Submittable account when you completed your SURGE Contractor Registration.

🔔 If you have not completed your SURGE Contractor Registration STOP HERE and complete that requirement first.

6. You will be prompted to complete an eligibility form to ensure that your project is subject to AB 2143.

To submit eligible projects you will need to provide your Contractor Identification Number. This number was provided to you upon the approval of your Contractor Registration.

To register a contractor click the following link:
<https://cpucsurge.submittable.com/submit/281850/surge-contractor-registration>

Are you a registered contractor? (required)

☐ Yes

☐ No

Is the project a residential facility with a maximum generating capacity of 15 kW or less that will be installed in a single-family home? (required)

☐ Yes

☐ No

Is the project already a public work under existing law? (required)

☐ Yes

☐ No

Is the project a facility that serves only a modular home, modular home community, or multiunit housing with two or fewer stories (required)

☐ Yes

☐ No

Next

Drafts may be visible to the administrators of this program.

7. Next, fill out the SURGE Project Registration form. You will need the following information:
- a. **Prime's Contractor Identification Number (CIN):** This is the number that you received after approval of your Contractor Registration form on the SURGE Compliance Portal. To retrieve your Contractor Identification Number (CIN), log in to the SURGE Compliance Portal, open your Contractor Registration submission, and navigate to the Messages section. Your approved CIN will be included in the approval message.
 - b. **Prime Contractor Name:** Enter the company name for the Prime Contractor.
 - c. **Are you self-performing?** If the Prime is performing work on the project, select "Yes" to this question. If not, select "No".
 - d. **Will there be Subcontractors submitting payroll for this project?** If you select "Yes" to this question, then you will need to provide Subcontractor information. Be sure to include all Subcontractors working on the project on the Project Registration, as they are also required to submit copies of certified payroll records. When you receive approval of this project from SURGE, please share the Project Identification Number (PIN) with your Subcontractors so that they can complete their Certified Payroll Submission(s).
 - e. **Project Name:** Please enter the name of the project that you are registering. This should also match the project name provided on the utility interconnection application.
 - f. **Estimated Project Start and End Dates:** Enter the dates for when the project is estimated to start and end. This will help us track payroll submissions for your project.
 - g. **Project Interconnection Application ID Number (Utility Assigned Number):** This is the number you received from the Utilities after completing your interconnection application.

PGE: This will be referred to as the Project Number

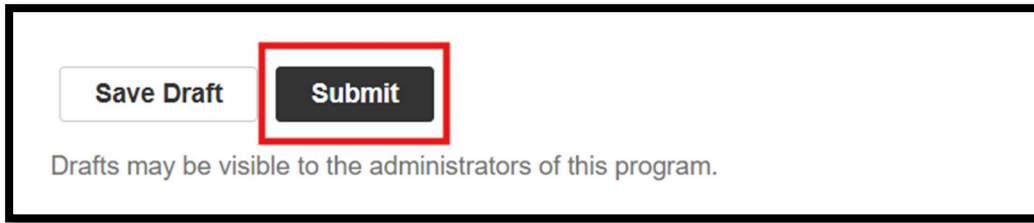
SCE: This will be referred to as the Project #

SDGE: This will be referred to as the Application ID

If you have not yet completed the interconnection application process and received this number, please do **not** submit a SURGE Project

Registration. Wait until your interconnection application has been completed and you have received the required number before submitting your registration.

- h. **DIR Project ID #:** The number you received from the Department of Industrial Relations when you registered the project with them. The Prime Contractor should have completed the DIR Project Registration **BEFORE** registering the project with SURGE. You will need this number to complete your Project Registration. Please do not put "N/A" or leave this field blank, as it will cause delays in processing your registration.
 - i. **Electric Utility Name:** This is the name of the Utility that you completed the interconnection application for. This will be either Pacific Gas & Electric (PG&E), Southern California Edison (SCE), or San Diego Gas & Electric (SDG&E).
 - j. **Electrical Generation Facility (EGF) Information:** The [Public Utilities Code Section 2827](#) defines an Electrical General Facility as: "a facility that generates electricity from a renewable source listed in paragraph (1) of subdivision (a) of Section 25741 of the Public Resources Code. A small hydroelectric generation facility is not an eligible renewable electrical generation facility if it will cause an adverse impact on instream beneficial uses or cause a change in the volume or timing of streamflow." For the purposes of registering a project in SURGE, you can use the address or some other unique identifier for the EGF.
 - k. **Project Location:** Please enter the full address of where the project is located.
 - l. **Project Owner Contact Information:** Please enter the organization/individual name who owns the project and their contact information (phone and email). Also, if the Project Owner's address is different than the physical address, please include this information.
8. Once you have completed all the required fields, click the "Submit" button at the bottom of the page. If you need to come back to your submission, you can click the "Save Draft" button to save your progress and return to it later.



Save Draft Submit

Drafts may be visible to the administrators of this program.

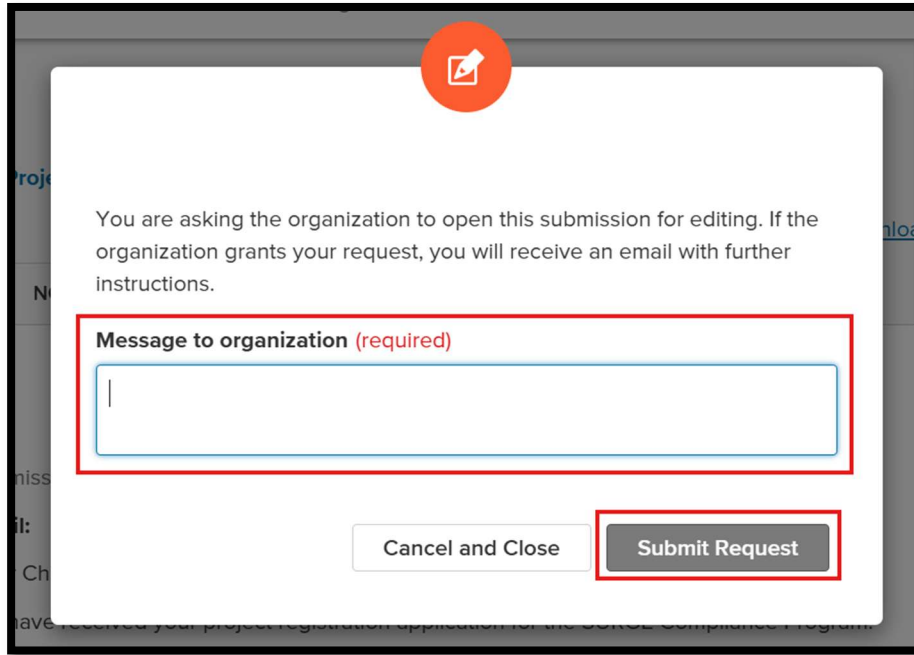
9. Next, SURGE will review your Project Registration and determine whether your project meets all eligible criteria. Upon approval, you will receive Submittable notification which will include the Project Identification Number (PIN) and a link to submit all applicable payrolls. Please share this PIN and link with all project staff and Subcontractors responsible for submitting payroll.
 - a. Make sure to look for Submittable notifications from the SURGE Team regarding your status. These Submittable notifications may include status updates or revision requests. Ensure that you check your spam folder if you do not see a notification.
 - b. Please note that if Subcontractors do not submit payrolls for the applicable reporting period, the whole project will be considered non-compliant, and the Prime Contractor will be notified.
10. Each AB 2143 project only needs to be registered **ONCE** by the Prime Contractor. The SURGE Compliance Portal does not permit duplicate Project Registrations. If you attempt to register the project more than once, the duplicate submission will be declined and withdrawn. If you have already completed your Project Registration, no further action is required.
11. If you need to make edits to your Project Registration after it has been completed and approved, you need to go to "My Submissions" and click on the project. Then, click "Edit" in the top right-hand corner.



Received

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

12. You will be prompted to provide a reason for the edits. Once you have entered that information, click “Submit Request” and the SURGE Team will review and open the project for editing as needed.



You are asking the organization to open this submission for editing. If the organization grants your request, you will receive an email with further instructions.

Message to organization (required)

Cancel and Close Submit Request

- a. Common scenarios for Project Registration edits include:
- Adding or removing Subcontractors
 - Updating the estimated project start and end dates
 - Updating incorrect information (wrong interconnection number, DIR project number, etc.)