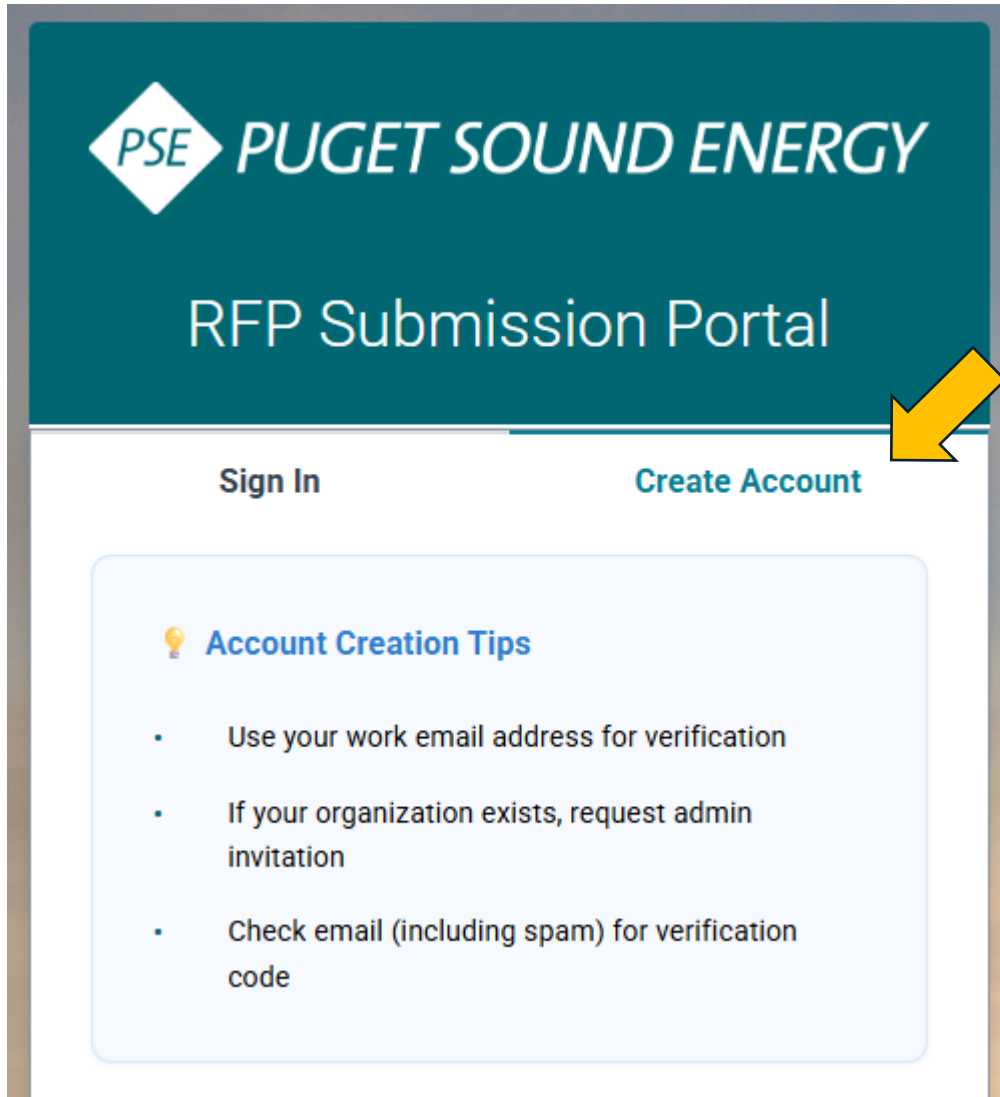


2026 Voluntary Utility Scale RFP Web Portal Instructions

Creating an account

1. Visit the web portal at rfp.pse.com



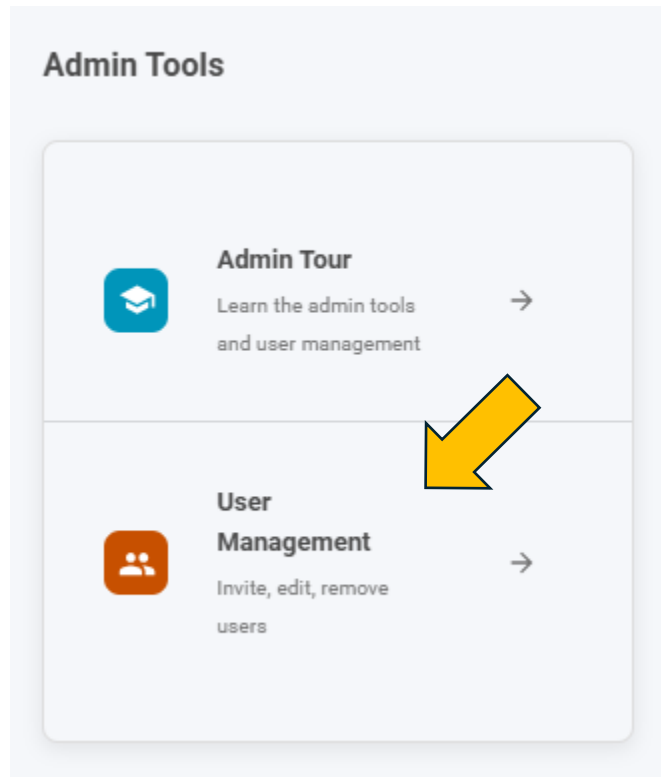
2. **If you are the first person from your organization to create an account:**
 - a. Click "Create Account" and enter your account details
 - b. Use your organizational email address to sign up
 - c. You will automatically become the admin for your organization with the ability to add other admin users and members
3. **If another member of your organization has already created an account:**
 - a. Request that they send you an invitation to join

- b. This allows members of your organization to collaborate on proposals

Adding Users to Your Organization (Admin Only)

1. Navigate to your profile in the upper right corner
2. Click on "User Management" under "Admin Tools" in the bottom right corner

c.



3. Click the "Invite" button in the upper right corner
4. Fill out the invitation form in the pop-up window

Invite User

Email *

Email is required

Role *

role selection required

Full name

Job title

Phone number

CANCEL INVITE

5. Select the appropriate role from the "Role" drop-down menu
6. Send the invitation - this will email the new user allowing them to access your organization. The temporary password in the invitation email will expire after 72 hours if the new account has not been created. To send a new invitation email, click the reset password button (indicated as a check in a circle) on the right side of the "Organization Users" table under "User Management."
 - a. **Note:** The first person to create an account automatically becomes the organization admin and can invite additional users as needed. The admin can choose other admins on the "User Management" page.

Selecting an RFP

For the 2026 Voluntary Utility-Scale RFP, there are two separate submission portals:

1. **PSE Self-Build Proposals:** Submit to the "2026 Voluntary Utility-Scale RFP (PSE Self-Build Submissions)" tile
2. **All Other Proposals:** Submit to the "2026 Voluntary Utility-Scale RFP (General Submissions)" tile

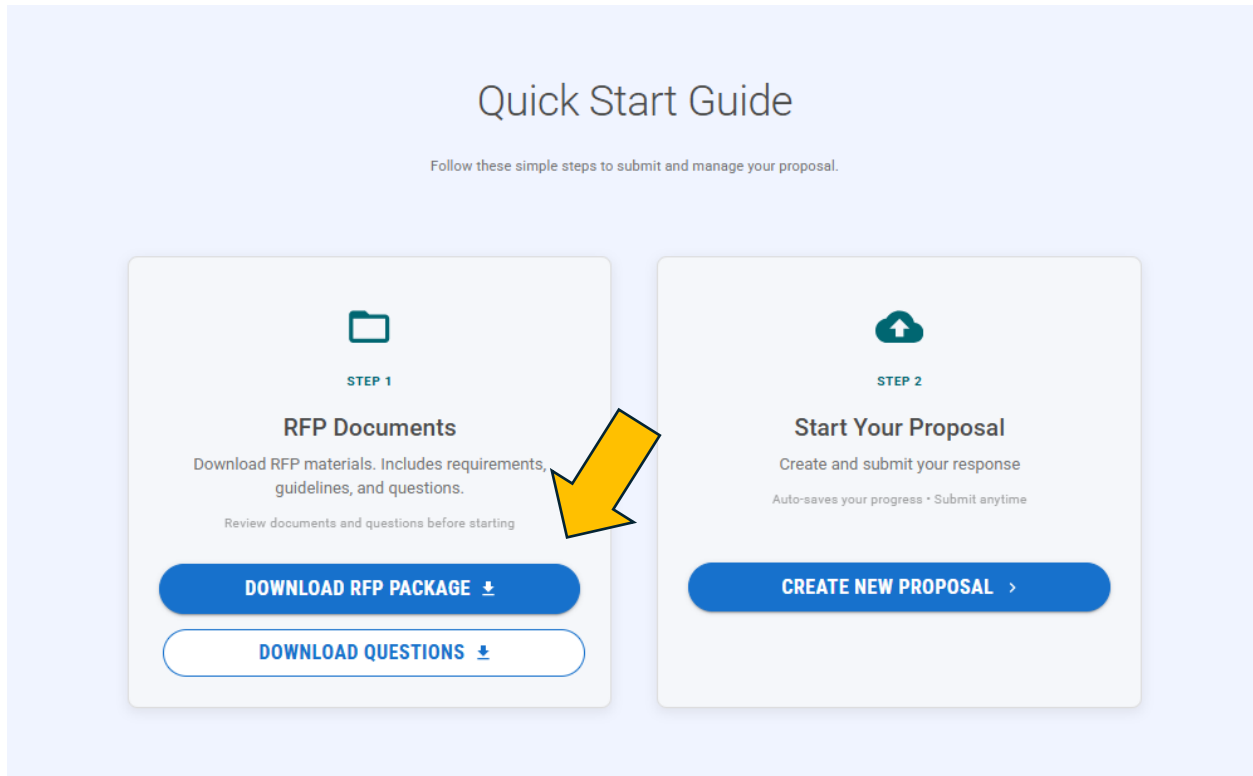
Note: Make sure to select the correct submission portal based on your proposal type before proceeding. Submission due dates and the RFP support email is listed on each tile.

The screenshot displays a banner titled "Available Opportunities" with the text "Browse through our current RFP listings and find the perfect opportunity for your business." Below the banner are two side-by-side RFP tiles. Each tile has a green header for "General Submissions" and a blue header for "PSE Self-Build Submissions". Both tiles include a calendar icon, submission start and end dates, a contact email, and a "SUBMIT PROPOSAL" button with a right arrow.

Submission Type	Start Date	End Date	Contact Email
2026 Voluntary Utility-Scale RFP (General Submissions)	Jan 25, 2026 at 11:00 PM PT	Apr 10, 2026 at 11:59 PM PT	AllSourceRFPmailbox@pse.com
2026 Voluntary Utility-Scale RFP (PSE Self-Build Submissions)	Jan 26, 2026 at 12:00 AM PT	Mar 13, 2026 at 11:59 PM PT	AllSourceRFPmailbox@pse.com

Reviewing the RFP Document

After clicking "Submit Proposal" on the appropriate RFP tile, please download and review the RFP Document, which contains essential guidelines and information needed to complete your proposal.



To access RFP materials:

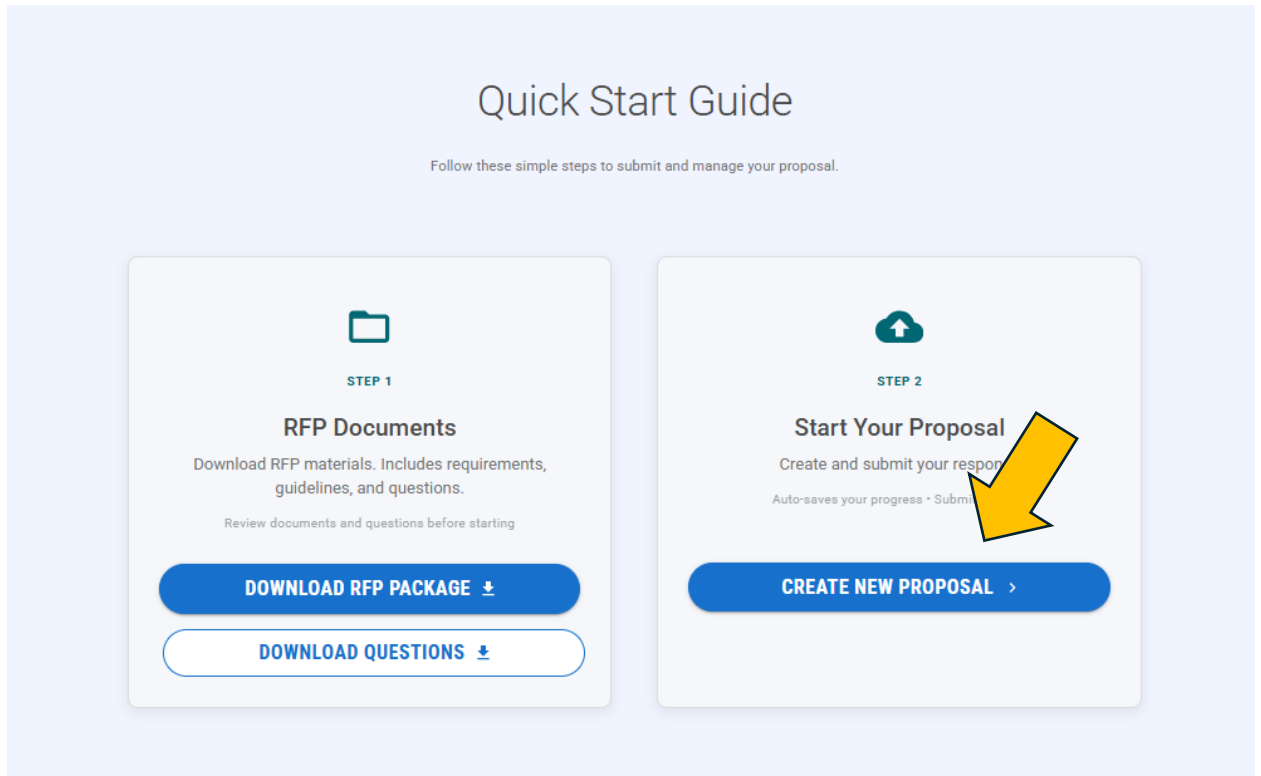
1. Scroll down to the "Quick Start Guide" section
2. **Download the RFP Document:** Click the "Download RFP Document" button on the "RFP Documents" tile
3. **Download the Questions PDF:** Click the "Download Questions" button to access a complete list of all proposal questions

Note:

- Review all documents thoroughly before proceeding with your proposal
- The Questions PDF shows all possible questions, but questions in the online form are filtered based on your selections and will not include all questions shown in the PDF

Creating a proposal

1. **Start a new proposal:** Click "Create New Proposal" under the "Quick Start Guide" section



2. Name your proposal:

- Enter a descriptive and unique proposal name in the pop-up window
- This can include your official project name but doesn't have to match it exactly
- Choose a name that will help you easily identify this proposal
- Click "Create Proposal"

The image shows a 'Create New Proposal' form. At the top, it says 'Create New Proposal'. Below that, a note states: 'After creating your proposal, you'll be automatically redirected to start filling it out.' There is a text input field labeled 'Proposal Name' with a placeholder text 'Enter a name for your proposal'. Below the input field, a hint says 'Give your proposal a descriptive name'. At the bottom, there are two buttons: 'CANCEL' and 'CREATE PROPOSAL'.

3. **Proposal ID assignment:** Once created, your proposal will automatically be assigned a random proposal ID, which you can find in the top right corner of the page

PUGET SOUND ENERGY v1.4.1

NAVIGATION VALIDATION < 2026 Voluntary Utility-Scale RFP / Proposal Registration

Proposal ID: rfp2026-usa-7753

Proposal Registration

Bidders must enter Project Name and select Deal Type and Technology Type. Only questions relevant to the Deal and Technology types selected will be displayed throughout the form, so question numbering may have gaps on some pages. For hybrid resources, select the technology types of all components of the hybrid. For solar, wind, and BESS projects, please download the Design Guidelines at the bottom of this page and review them before completing this proposal.

Fields marked with * are required.

1. Project/Facility Name *

Required for all proposals 8/396

Note: Keep track of your proposal ID for future reference and correspondence.

Completing the proposal

1. **Registration:** Fill out the proposal registration page by selecting your deal type and technology type
2. **Review minimum requirements:**
 - Review the Minimum Requirements page before proceeding
 - These questions can be answered while completing the form or used as a checklist after filling out the rest of the form
3. **Complete the form:**
 - Fill out all remaining sections of the proposal
 - Use the "Navigation" pane on the left to move between different pages and sections
 - Questions with a red asterisk are required. You must respond to these questions in order to submit the proposal.
 - If questions are left blank at submission, PSE may request additional information during the review process.
4. **Validate your proposal:**
 - When you have completed the form, validate your proposal using the "Validation" pane (located next to "Navigation" on the left)

5. Final review and submission:

- Resolve any errors before submitting your proposal
- Review all warnings carefully
- **Important:** Proposals with outstanding errors cannot be submitted
- Most errors result from unanswered required questions

1.

Managing Submitted Proposals

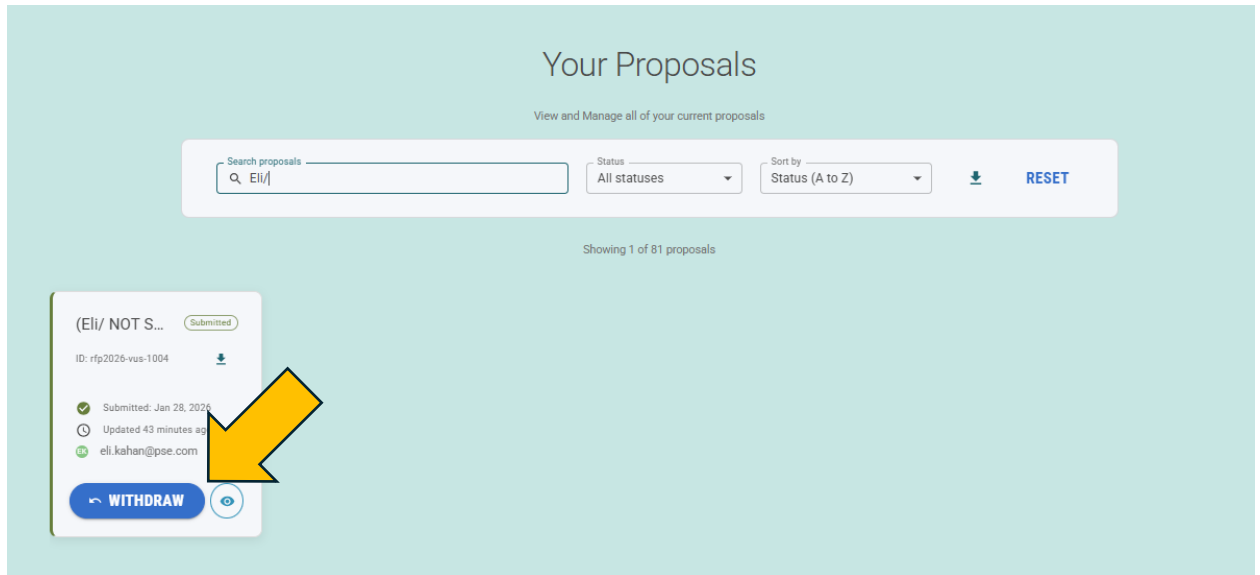
Once the proposal has been submitted, you can view, withdraw, make changes and resubmit up until the submission deadline.

To manage your submitted proposals:

1. **Locate your proposal:** In the "Your Proposals" section, use the search function and filters to find your proposal
2. **View your proposal:** Click the view button (circular eye icon) to review your proposal without making any changes
3. **Withdraw your proposal (if needed):**
 - Click the "Withdraw" button to withdraw your proposal. The "Withdraw" button will only be visible after a proposal has been submitted.
 - Withdrawn proposals may be modified and resubmitted through the portal until the proposal submission deadline.
 - The button will now display the word "Continue".

- If the button doesn't update after you click "Withdraw," try refreshing your screen.
- Remember to **resubmit your proposal before the submission deadline**

Important: All withdrawals and resubmissions must be completed before the final submission deadline.



Troubleshooting webform issues

If you encounter issues while working in the web portal, follow these steps to resolve them. Common issues include:

- Errors when downloading or uploading files
- Disappearing answers
- Proposal status not updating
- Unresponsive buttons

Resolution Steps:

1. Refresh the web page:

- All answers in the proposal form are automatically saved
- Refreshing should not result in data loss
- **Best practice:** Copy any large text entries to a safe location before refreshing to prevent potential data loss

2. Contact support:

- If problems persist after refreshing, contact AllSourceRFPmailbox@pse.com for further assistance
- Include details about the specific issue you're experiencing and your proposal ID when contacting support