



# PROJECT ROLES UPDATE FORM

## NYSERDA Large-Scale Renewables

**Project Name:**

**Developer:**

**NEIS Contract ID:**

**Status:**

**Please review the current Project Roles NYSERDA has associated with this project and indicate:**

- No Changes Needed – All Project Roles are current and accurate
- Changes Needed – If yes, complete the following section

**Current Project Roles:**

<i>Role</i>	<i>Name</i>	<i>Company</i>	<i>Phone</i>	<i>E-Mail</i>	<i>Primary Contact</i>	<i>Portal Access</i>	<i>Portal User Admin</i>

**New Project Roles:**

If changes to the above or additional Project Roles are necessary, please complete the following. Each project should list at a minimum one of the following Project Roles: **Seller: Asset Manager, Seller: Legal Notice, Seller: Authorized Signatory, Seller: Billing, Seller: Insurance.** If identifying more than one for a given Project Role, list the additional individuals on a separate line.

Indicate if the individual should be considered a primary contact for the Project Role identified, as applicable to this project. You may also request Salesforce Portal access. Access will be set up and additional details including a guide and log-in information will be provided at a later date.

Project Roles not identified below will be inactivated from the project.

**\*Please note:** NYSERDA’s Salesforce portal allows Admin users to control who has access to their project record(s), which may contain commercially sensitive information that you may consider confidential. If you grant Portal Access, those users will have access to this project and all other projects under the “Account”. Admin users are responsible for keeping all access current and should revoke access to users who no longer need access to the project(s).

<i>Role</i>	<i>Name</i>	<i>Company</i>	<i>Phone</i>	<i>Email</i>	<i>Primary Contact</i>	<i>Interested in Portal Access</i>	<i>Portal User Admin</i>

*(Legal to review)*

*I attest that the information provided above is true and accurate. I understand it is my responsibility to contact NYSERDA directly if there are any changes to roles.*

**Authorized Signatory**

Name:

Title:

Email:

Phone:

Signature:

Date: