

California Community Power

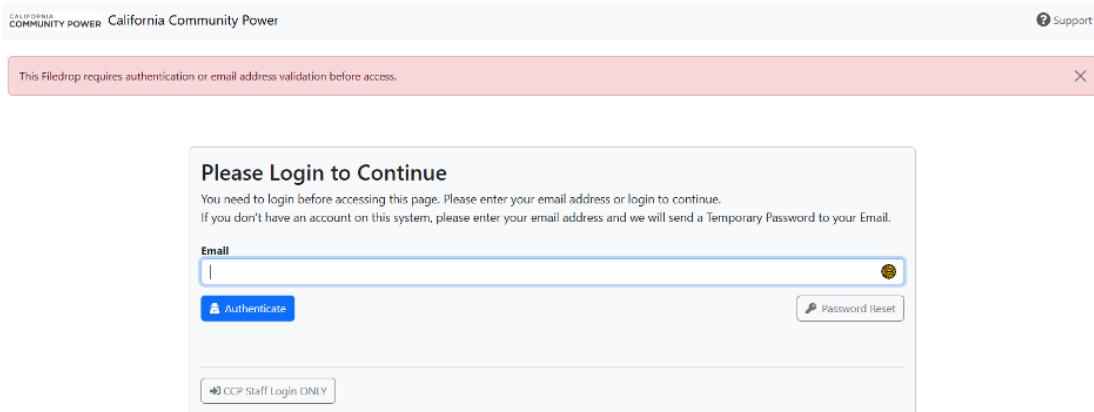
Submission Directions Via Secure File Submission Portal

I. Files Submittal Via Secure File Submission Portal (“Portal”)

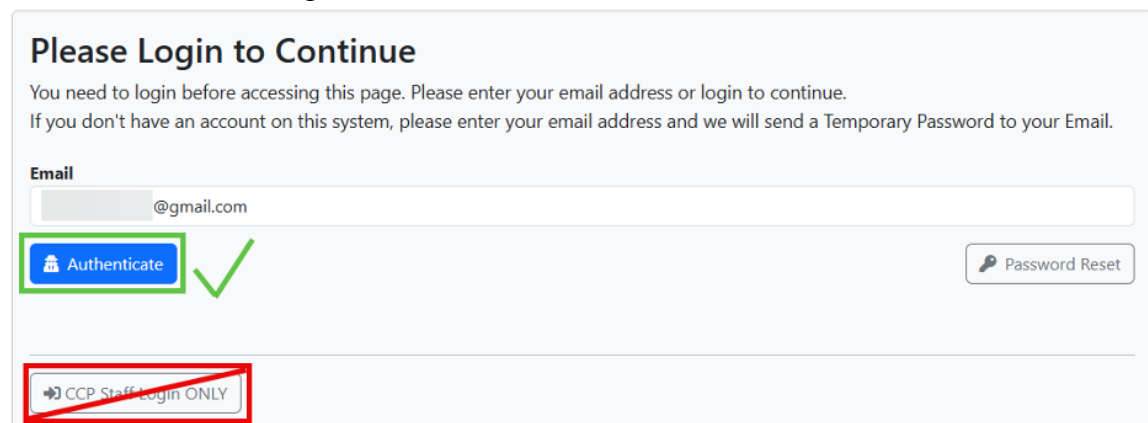
1. Click on the link below to be taken to the specific page for this RFP.

<https://files.cacommunitypower.org/filedrop/2025CleanGenandCapacity?subject=2025%20Clean%20Generation%20and%20Capacity%20RFP%20Submission>

2. You will see a screen like the one below.



3. Enter your e-mail address in the e-mail box and click “Authenticate”. DO NOT CLICK “CCP Staff Login ONLY”.



4. The screen below will appear and a verification code will be sent to your e-mail address from files@cacommunitypower.org. Please allow up to 5-10 minutes for your code to be delivered. Make sure to check your SPAM and junk mail folders.

Validate Your Email: [redacted]@gmail.com

A Secure Token has been sent to your email address: [redacted]@gmail.com. Please either click on the link or enter the Secure Token here to verify your email address and continue.

- When you receive the message, enter the code into the “Verify” and click “Verify” box OR click the “Validate E-Mail” link in the message.

files@cacommunitypower.org
to me

Validate Email

You are trying to access: <https://files.cacommunitypower.org>. In order to verify your email please either enter the Secure Token below, or click on the Validate Email button/link.

Secure Token: 5RXP-8su7

OR

Secure Token Expires at: 16:42:28

If you need assistance accessing or using this system, please contact support at files@cacommunitypower.org.

**CALIFORNIA
COMMUNITY POWER**

California Community Power — Secure File Transfer System: <https://files.cacommunitypower.org>

Validate Your Email: [redacted]@gmail.com

A Secure Token has been sent to your email address: [redacted]@gmail.com. Please either click on the link or enter the Secure Token here to verify your email address and continue.

5RXP- [redacted]

- You will be taken to the account creation page. Please enter your name in the “Name” box and a strong password then click “Save” when you are done. Remember to store your password in a safe place such as a password wallet so you can login again.

Register

Thank you! In order to continue, please enter your details to create an account.
Next time, you can authenticate with your email address and password.

Name

Email

Password

Password Confirmation



Password Complexity

Your Password **cannot be based on a dictionary word** and you need at least 3 out of

- At least 8 characters
- At least 11 characters
- At least 15 characters
- At least 1 lower case and 1 upper case character
- At least 1 digit (0-9)
- At least one out of: !, @, #, \$, %, ^, &, *, ?, ~, -, ,

7. You will be taken to the RFP submission form. Please complete it as follows.
ONLY fields marked with a * are required.
- Subject: 2025 Clean Gen and Capacity RFP Submission
 - Company Name*: Company name as it appears on your RFP response
 - Project Name: Project name affiliated with this RFP response (if any)
 - Submitter's Name*: Name of the person submitting the RFP response
 - Phone Number: A good contact number
 - Message: You can leave this box empty, if desired.

From

@gmail.com

Subject

2025 Clean Generation and Capacity RFP Submission

*Company Name

Acme Clean Energy

Project Name

Please enter the project name affiliated with this RFP response.

*Submitter's Name

Jane Doe

Phone Number

Please enter a good contact phone number.

Message

Drop Files Here

+ Add Files...

Send

Limitations

1024 MB

[Permitted Extensions](#)

- Drop Files Here

+ Add Files...

Send

Limitations

1024 MB

Permitted Extensions

Permitted Extensions

Only these filetypes will be permitted:
doc, docx, xls,xlsx, ppt, pptx, png, gif,
jpg, jpeg, pdf, zip, kmz

- 4

10. When you have added your files, click “Send”.

Drop Files Here

Limitations
1024 MB
[Permitted Extensions](#)

+ Add Files...

Send

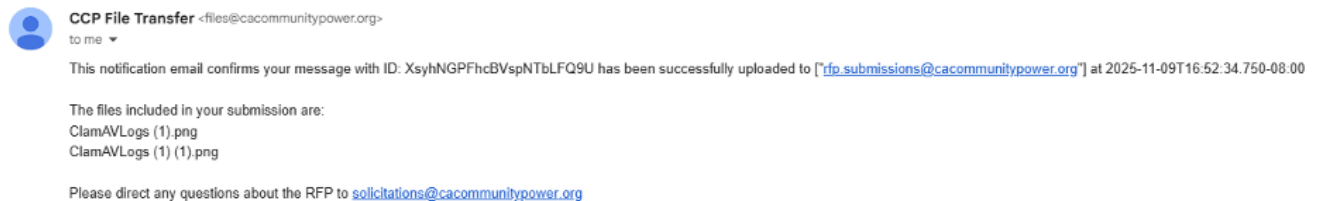
Attached files

ClamAVLogs (1).png	108.28 KB	Cancel
ClamAVLogs (1) (1).png	108.28 KB	Cancel

11. You will receive a confirmation message when the upload is complete.

Files Sent, Thank you!

12. You will receive a confirmation e-mail when the files have been delivered to CC Power.



13. If you wish to amend your submission, you may go to the link listed in step 1 again and submit new materials. You will NOT be prompted to create a new account however you will need to login using the password you created in step 6.

II. NOTES

1. If you have technical issues with your message submission, please contact CC Power support at msp-support@hbcg.com and in the subject line note: “CC Power File Submission Portal Help”.
2. Though multiple people from a company may register, please note that only one email address per company should submit files, and the multiple accounts will not be able to view each other’s submissions.
3. All files must be submitted via the CC Power “Secure File Submission Portal”.
4. Once you have submitted files, you will not have visibility to them anymore, but you will get a log via email of the file names that were submitted through the File Submission Portal.
