

# Introduction

There are instances in which NYSERDA Portal Access must be transferred to an alternate Community Representative, such as when there is a change with who the community chooses as their Community Representative for Clean Energy Community programs. This page provides guidance for communities when requesting a change of this type.

# Instructions

To request a change to the Community Representative who has access to the NYSERDA Portal, please **email the Project Manager** assigned to your community. Be sure to provide all relevant information necessary for this change, including the new Community Representative's:

- Full Name
- Email Address
- Effective Date

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[NYSERDA Portal Registration](#)

[Clean Energy Communities Home](#)

[Accessing the NYSERDA Portal](#)