



# HOW TO LOOK UP A SOLAR RETAILER

1. Navigate to the Search Portal by [Clicking Here](#)
2. In the company name field, type in the name of the Solar Retailer you're looking to verify **(PLEASE NOTE – DESPITE MULTIPLE FIELDS, YOU ONLY HAVE TO PROVIDE THE COMPANY NAME):**

The screenshot shows a web browser window displaying the 'Solar Retailer Criteria Lookup' form. The form is titled 'Solar Retailer Criteria Lookup' and is located within a 'Reports' section of the 'State of Rhode Island Department of Business Regulation' website. The form contains the following fields: 'Company Name' (with a yellow highlight), 'Company Street Address', 'Zip Code', 'Registration Number', 'Registration Status' (a dropdown menu), 'Issued On (From)' (with a calendar icon and a '(MM/DD/YYYY)' format), and 'Issued On (To)' (with a calendar icon and a '(MM/DD/YYYY)' format). Below the form, there is a 'Search' button and a note: 'At least one search criteria must be entered. Select or enter one search criteria and click Search again.'

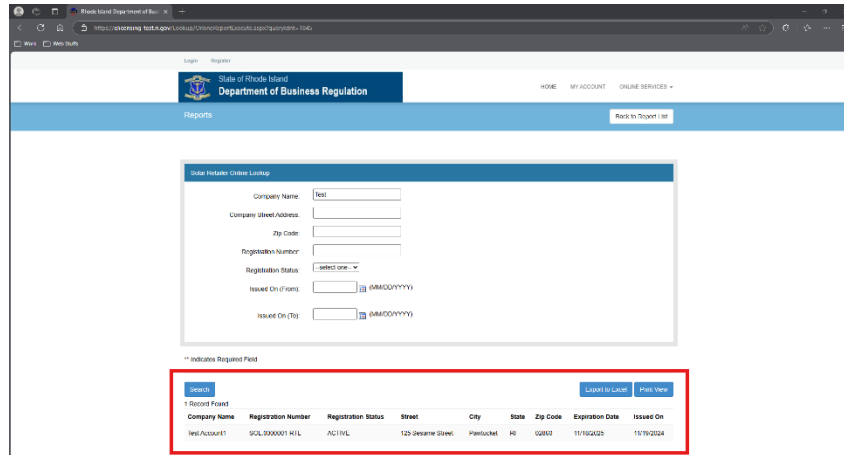
3. Click on SEARCH

This screenshot is identical to the previous one, showing the 'Solar Retailer Criteria Lookup' form. In this version, the 'Search' button at the bottom of the form is highlighted with a yellow background, indicating the next step in the process.

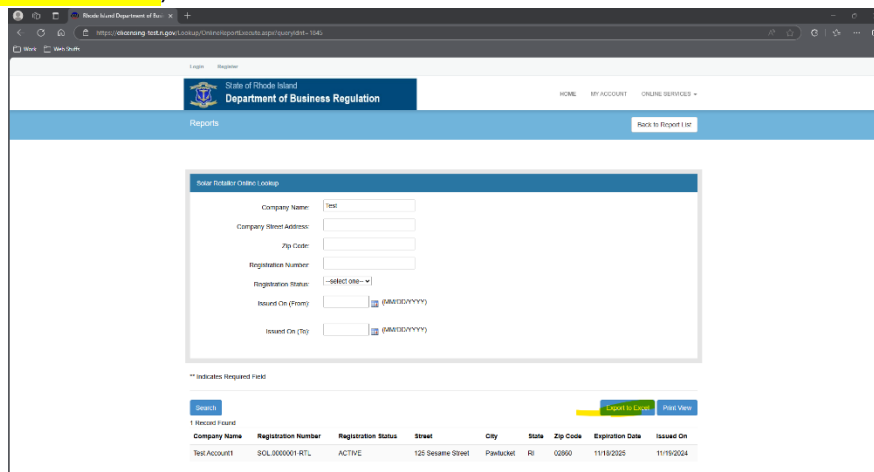


State of Rhode Island  
Department of Business Regulation  
Division of Commercial Licensing  
1511 Pontiac Avenue, Bldg. 69-1, Cranston, RI 02920

4. If the company is registered, it will return just below the search button:



5. If you would like to EXPORT the listing to an Excel Spreadsheet, click on the EXPORT TO EXCEL button (**PLEASE NOTE – YOUR BROWSER WILL AUTOMATICALLY DOWNLOAD THE EXCEL SPREADSHEET TO WHICHEVER FOLDER YOU’VE SELECTED AS YOUR DOWNLOAD DEFAULT**):





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6. If you would like a print view of the returned search, click on the PRINT VIEW button:

Company Name	Registration Number	Registration Status	Street	City	State	Zip Code	Expiration Date	Issued On
Test Account1	SOL0000001-RTL	ACTIVE	125 Sesame Street	Pawtucket	RI	02860	11/18/2025	11/19/2024

7. Your browser will return a separate window with the PRINT VIEW of the search results:

Company Name	Registration Number	Registration Status	Street	City	State	Zip Code	Expiration Date	Issued On
Test Account1	SOL0000001-RTL	ACTIVE	125 Sesame Street	Pawtucket	RI	02860	11/18/2025	11/19/2024

a. To Print the view, please press CTRL+P and follow your printing prompts