Generlink Program Process

1. The first step in the process is a **visual inspection** to ensure the customer is eligible for the program. The Electric Department will send an employee to inspect the customer's service to ensure the meterbase is the correct size (100 or 200 Amp Service), is attached securely, and is not otherwise in need of repair (at our discretion.) That is done by simply contacting City Utilities and requesting an inspection for Generlink installation.

2. If/When the customer's existing service passes the inspection, the customer will then **complete the Liability Waiver Form**. That form is located both on columbiacity.net under the Electric Department tab and at the Utilities office. The customer will need to **pay the $80 installation fee at that time**.

3. Once the waiver is signed and the installation fee is paid, they will need to **order the equipment** directly from the manufacturer. https://globalpowerproducts.com/transfer-switches/generlink-transfer-switch/l (Also on the city's website) or by calling (800) 886-3837. The current lead time is 4-5 weeks. This equipment will permanently be the customer's property.

4. When the GenerLink switch is delivered to the customer, they can contact City Hall to have a work order created to **schedule an appointment for installation**. Our staff will install the switch and reseal the meterbase. Again, this equipment is owned by the customer, but can be removed at any time by our crews if the need arises.

Columbia City Utilities Office: 260-248-5100 ext. 5227