



# APS POWERCLERK APPLICANT USER GUIDE

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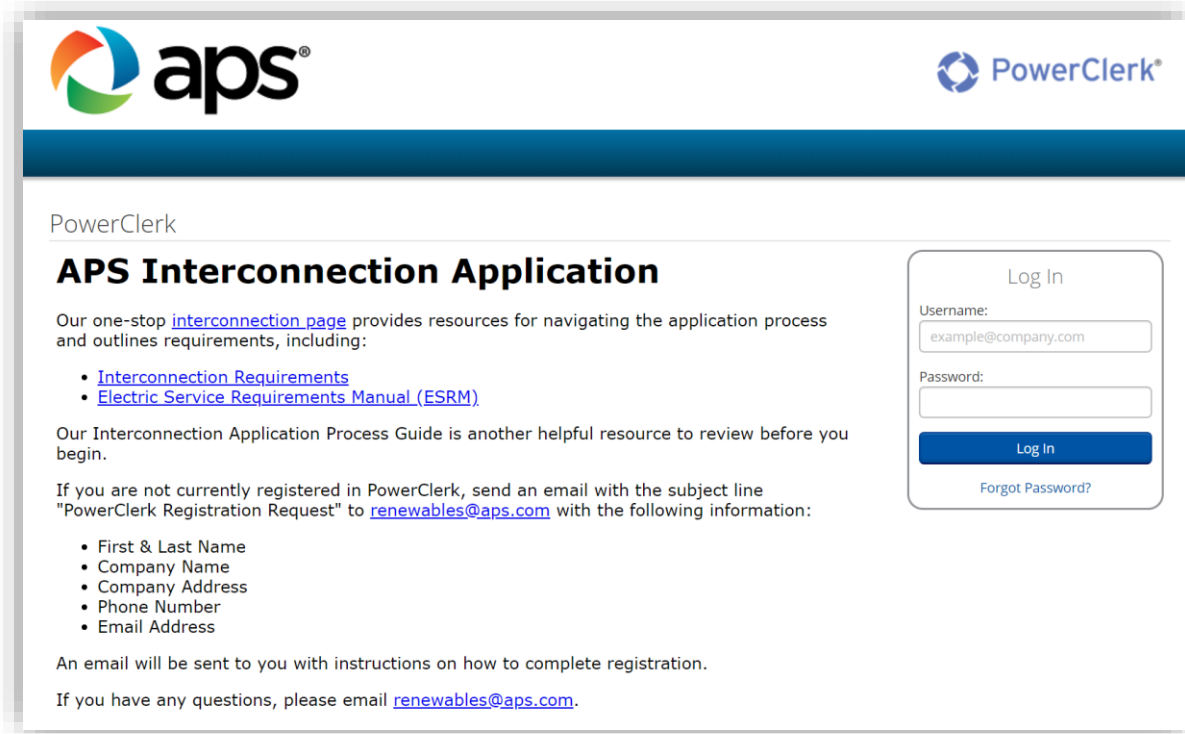


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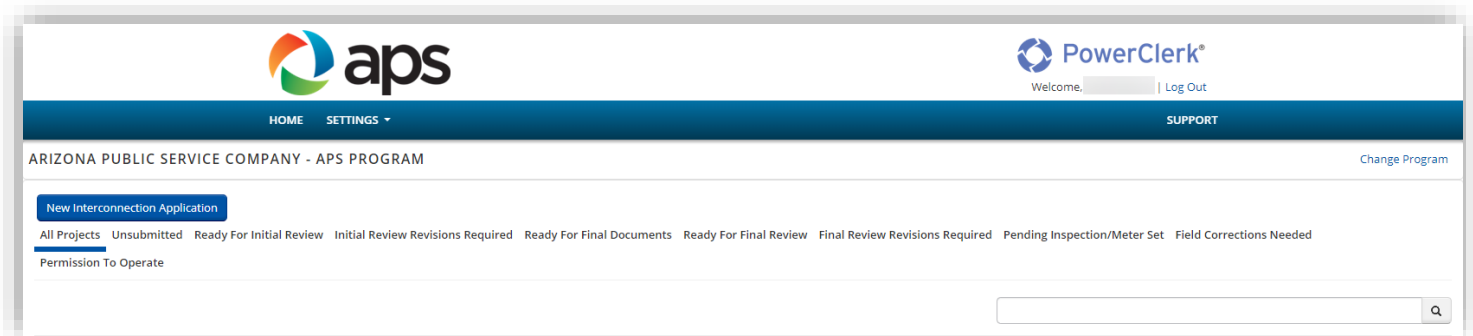
## A. Accessing PowerClerk

The APS portal is located at [apsint.powerclerk.com](https://apsint.powerclerk.com)

Instructions for new users on how to register can be found on the Login Page



The APS PowerClerk Home Page will appear as below



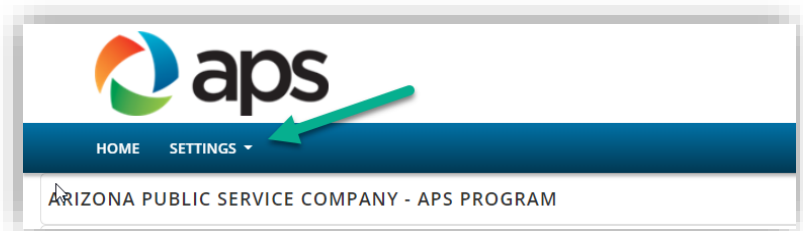


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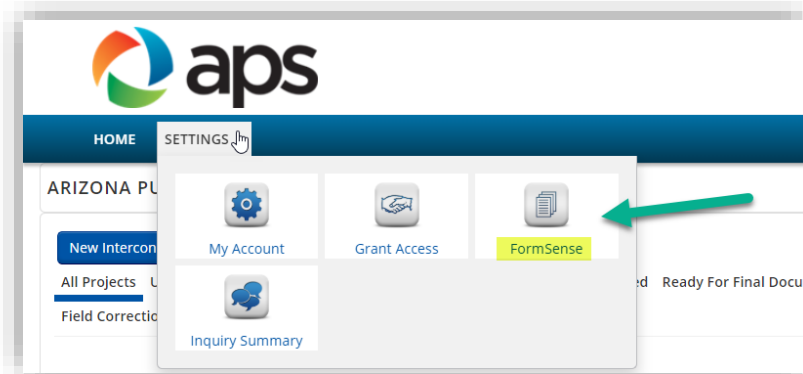
## B. FormSense

The FormSense feature in PowerClerk allows you to save time submitting a new application by setting default values to certain fields that are filled out frequently (e.g., Applicant name and contact, Company address)

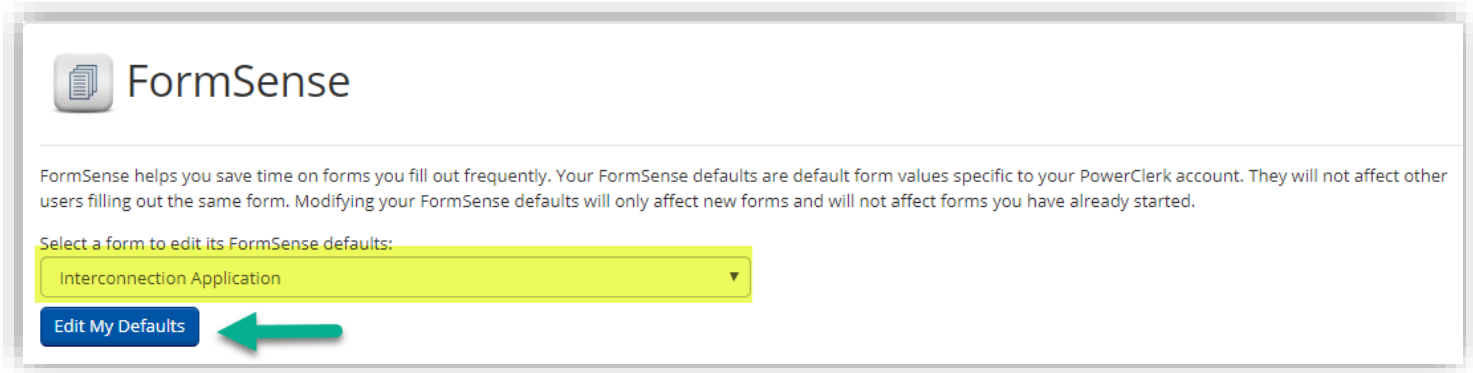
1. Click on the Settings menu



2. Select FormSense



3. Select the Application form from the dropdown list, then click on 'Edit My Defaults'





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- Fill out data fields in the form that would typically contain the same information every time (e.g., Installer contact information, company address). Please note: Gray fields cannot contain default values

**Installer Contact Information**

**Name \***  
Blanca Moreno

**Company \*** ⓘ  
*Installer \**  
Select...

**Address \***  
1234 Sample App Dr

Phoenix AZ 85004

- Save default values on each page by clicking 'Save Form Sense Default'

Back

Cancel Save FormSense Defaults

- Saved default values will be shown on the bottom of the FormSense List

### My FormSense Defaults

This page lists all the FormSense defaults configured for your account across all forms in this program.

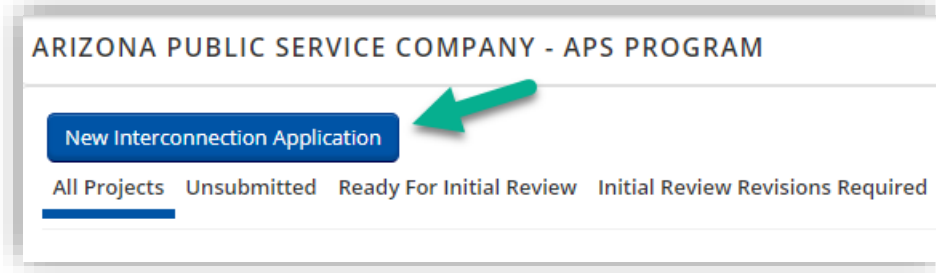
Data Field Label	Type	Default Value	On Forms
Address City	Address	Phoenix	Interconnection Application, Application Corrections Needed, Migrating Interconnection Application, Migrating Solar Communities Application
Address Line 1	Address	1234 Sample App Dr	Interconnection Application, Application Corrections Needed, Migrating Interconnection Application, Migrating Solar Communities Application



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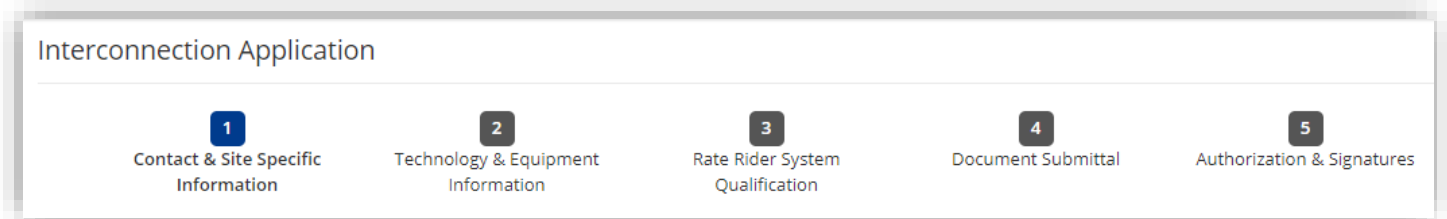
## C. Initiating A New Application

1. Click the New Interconnection Application button to begin



2. The Application form is comprised of five pages:

1. Contact & Site Specific Information
2. Technology & Equipment Information
3. Rate Rider System Qualification
4. Document Submittal
5. Authorization & Signatures



3. Note the **Important Information** on Page 1

## IMPORTANT INFORMATION!

- All Information indicated with a red \* (asterisk) is REQUIRED!
- Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.
- Your information is automatically saved.
- Unsubmitted Applications will be deleted after 60 days.



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### C.2. Contact & Site Specific Information

- Page 1 begins with the Application Type and Installer information
4. The Application Type depends on the type of service at the site (Commercial or Residential)

#### CONTACT & SITE SPECIFIC INFORMATION

Application Type \*

Commercial


Residential

Installer Contact Information

Name \*

First

Last

Company \* 

Installer \*

Select...

Address \*

Street

City   Zip Code

Email Address \*

Phone Number \*

5. Enter the APS customer's account number and billing meter number, then click 'Retrieve APS Account Holder Data'.
- The Service Point ID, Premise ID, Service Plan, and Account Holder information will populate, validating the information provided against APS' Customer Information System



## APS POWERCLERK APPLICANT USER GUIDE


Customer account number and meter number are required for customer verification.

APS Customer Account Number \*

APS Meter Number \*

Retrieve APS Account Holder Data 

Service Point ID

Premise ID

Service Plan

APS Account Holder and Site Information

*Name*

First  Last

*Company*

Company

*Address*

Street

City   Zip Code

*Email*

Email

*Phone*

(###) ###-####

6. If the customer's email address or phone number that populate are not their preferred contact information, enter a different email address and phone number
  - All communications will be sent here
  - If they are the same as above, reenter the same email and phone number



# APS POWERCLERK APPLICANT USER GUIDE

Customer Contact Email Address (for all communications) \* ?

Customer Contact Phone (preferred phone number) \*

7. The remaining information on Page 1 is;

### Existing Generation

- If yes, information regarding the existing system is required

### APS Account Holder is System Owner

- If no, add the system owner information

### Leased System

- If yes, add the lessor information

### Property Owner

- If no, enter the property owner's information

Is there existing generation interconnected behind this meter? \* ?

Yes

No

Is the APS account holder the system owner? \*

Yes

No

Is this a leased system? \*

Yes

No

Is the APS account holder the property owner? \*

Yes

No

8. Click Next when ready to move to the next page





# APS POWERCLERK APPLICANT USER GUIDE

## C.3. Technology & Equipment Information

9. Page 2 begins with the type of technology being installed. Select one from the drop down
  - If multiple technologies are being installed, separate applications may be required
10. Identify the Connection Type: Parallel or Non-Parallel (off grid)
  - If Parallel – Select the Operation Mode (exporting or non-exporting)
11. Electrical Permit and/or an inspection by the AHJ
  - If required by AHJ, a copy may be requested by APS
  - If not required by AHJ, an APS notarized Letter in Lieu will be required by APS after installation is complete
12. Unrestricted Access – 24 Hr. unrestricted access is required for the utility disconnect(s) and production meter(s)
  - If access is impeded, please provide additional details which may include a gate code or 24/7 security personnel. Provide the gate code or contact information, as applicable.
13. Total cost of the system

The screenshot shows a web form with the following elements:

- Technology \***: A dropdown menu with "PV Only" selected.
- Connection type \* ?**: A dropdown menu with "Select..." selected.
- Is an electrical permit and/or inspection required by the Authority Having Jurisdiction? \***: Two radio buttons, "Yes" and "No", both of which are unselected.
- Is access by APS personnel to the Utility Disconnect Switch, the facility SES and any utility-required inverter production metering in any way restricted or impeded (e.g. fences, locks, gates, walls, animals, etc.)? \***: Two radio buttons, "Yes" and "No", both of which are unselected.
- What is the total cost of the system?**: A text input field with a "\$" symbol to its left.



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14. Enter the electrical service panel information

**Service Entrance Panel:**

Electrical Service Amperage \*

AC Voltage \*

Main Breaker Rating Amps

Main Breaker Poles

Backfed Breaker Amperage \*

Backfed Breaker Poles \*

15. Identify if the system is three phase, and specify the type of connection

**System Features:**

Is this a three phase system? \*

Yes

No

Specify the type of connection \* ?

Load side

Supply side (solar ready)

Load side tap

Supply side tap

Meter socket adapter



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### 16. Add the PV System Information

- Specify the Inverter: quantity, manufacturer and model
- Specify the PV Array: quantity, manufacturer and model
- Enter the Tilt, Azimuth, and Tracking of the array
- Tracking is fixed, single-axis or dual-axis
- Enter the Shading values for each month as a percentage of solar access, where blank or 100 specifies no shading
- If an additional inverter or array is needed, click on either Add Inverter or Add Array
- Press the Calculate button to determine the PV DC rating and Inverter AC rating

PV System Specification \* ?

**Inverter**

Qty     ABB    6.0 kW (Model PVI-6000-OUTD-S-US-Z (240V))

Efficiency Rating: 0.965

**PV Array** [Delete Array](#)

Qty     Canadian Solar    250W (Model CS5P-250M)

PTC Rating: 0.2273

**Tilt**     **Azimuth**     **Tracking**

(0° to 90°)    (0° to 359°)

**Shading**

% Solar Access  
(100 or blank = No Shading)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**System Rating:** 6 kW DC   

**Inverter Rating:** 6 kW AC



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17. Select the Utility Disconnect Switch

18. If additional meter disconnect switches are required per the system design, select Yes

- May add up to 4 additional disconnect switches

19. Enter the estimated installation date

The following disconnect switch(es) must be located in an accessible location that provides 24/7 unrestricted access.

Utility Disconnect Switch \*

Utility Disconnect Switch Manufacturer \*

Select... ▼

Utility Disconnect Switch Model \*

▼

Based on the system design, are there additional meter disconnect switches required by APS? \*

Yes

No

---

Estimated Install Date

20. Click Next when ready to move to the next page

## C.4. Rate Rider System Qualification

21. Select a Rate Rider to review the eligibility requirements

- Rate Rider options will vary depending on the Technology selected and the customer's service type

**RATE RIDER SYSTEM QUALIFICATION**

Select a rate rider \*

RCP-Resource Comparison Proxy Export Rate

EPR-2 - Net Billing (<100 kW-AC)



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22. Applicant must check off that they read and understand the information provided regarding the rate rider selection and intend to move forward as indicated

**RATE RIDER SYSTEM QUALIFICATION**

Select a rate rider \* ?

Please visit [www.aps.com/adjustors](http://www.aps.com/adjustors) to learn more. x

RCP-Resource Comparison Proxy Export Rate  
 EPR-2 - Net Billing (<100 kW-AC)

Eligibility for the Resource Comparison Proxy (RCP) Export rate is subject to the requirements found in:

- The Arizona Administrative Code Distributed Generation Interconnection Requirements
- APS's Interconnection Manual
- APS's Interconnection Agreement
- APS's Electric Service Requirements Manual

I have read and understand the information provided regarding the rate rider selection and intend to move forward as indicated. \*

23. Click Next when ready to move to the next page

### C.5. Document Submittal

24. Upload all required documents. Required documents will differ depending on the type of technology and system configuration

**DOCUMENT SUBMITTAL**

Please note: Failure to follow the APS sample diagrams and APS Interconnection Requirements may cause delays in the approval process. Refer to [aps.com/dg](http://aps.com/dg) for these resources and the APS Interconnection Process Guide.

Executed Contract \* ?  Browse

Consumer Acknowledgement \* ?  Browse

Disclaimer \* ?  Browse

Three-Line Diagram \* ?  Browse

Site Plan Diagram \* ?  Browse

Additional Supporting Documents ?  Browse

Load Calculations (if applicable) ?  Browse

25. Click Next when ready to move to the next page

### C.6. Authorization & Signatures

26. First click on **Preview Document** to preview both the Authorization Form and the Interconnect Agreement
- Specific projects may follow a different Interconnect Agreement process



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**AUTHORIZATION & SIGNATURES**

In order to have the customer and/or the system owner electronically sign the Authorization Form and the Interconnection Agreement:

1. Click on **Preview Document** to review each document (required)
2. Click on **Request Signatures**

The customer and/or the system owner can expect to receive an email from DocuSign immediately after clicking on Request Signatures.

Authorization Form \*

Residential Authorization Form - Customer of Record and Property Owner

Interconnection Agreement \*

Interconnect Agreement - Customer of Record and System Owner

eSignature Status

Residential Authorization Form - Customer of Record and Property Owner Not yet previewed

Property Owner :

APS Account Holder :

Interconnect Agreement - Customer of Record and System Owner Not yet previewed

System Owner :

APS Account Holder :

After documents have been sent for e-signature, you may close this window. All application data has been saved. This application cannot be submitted until all required signatures have been received.

27. Once both documents have been previewed, click on **Request Signatures**. An email from DocuSign will be sent to each recipient for document eSignature
- The Authorization Form will need to be signed by the APS Account Holder and, if different, the Property Owner
  - The Interconnection Agreement will need to be signed by the APS Account Holder and, if different, the System Owner
28. After the documents have been sent for eSignature, the application can be closed. All application data has been saved. **An application cannot be submitted until all required signatures have been received**



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29. eSignature requests can be resent within the Interconnection Application. To resend the notification, go to page 5 of the Interconnection Application, select 'Manage eSignature Request', and click 'Resend Notifications'.

The screenshot shows the 'Interconnection Application' interface. At the top, there are five numbered steps: 1. Contact & Site Specific Information, 2. Technology & Equipment Information, 3. Rate Rider System Qualification, 4. Document Submittal, and 5. Authorization & Signatures. The 'Authorization & Signatures' section is highlighted. It contains instructions for electronic signing, a list of documents to be signed (Residential Authorization Form and Interconnect Agreement), and a table showing the eSignature status for each document. A 'Manage eSignature Request' button is visible. At the bottom, there are 'Back' and 'Submit' buttons.

Interconnection Application Saved ✓

1 Contact & Site Specific Information    2 Technology & Equipment Information    3 Rate Rider System Qualification    4 Document Submittal    5 Authorization & Signatures

**AUTHORIZATION & SIGNATURES**

In order to have the customer and/or the system owner electronically sign the Authorization Form and the Interconnection Agreement:

1. Click on **Preview Document** to review each document (required)
2. Click on **Request Signatures**

The customer and/or the system owner can expect to receive an email from DocuSign immediately after clicking on Request Signatures.

Authorization Form \*  
Residential Authorization Form - Customer of Record Out for signing

Interconnection Agreement \*  
Interconnect Agreement - Customer of Record Out for signing

eSignature Status

Residential Authorization Form - Customer of Record.pdf	eSignature request sent: 3/15/2023 2:01:55 PM
APS Account Holder: [redacted]	eSignature request sent
Interconnect Agreement - Customer of Record.pdf	eSignature request sent: 3/15/2023 2:01:55 PM
APS Account Holder: [redacted]	eSignature request sent

Manage eSignature Request

After documents have been sent for e-signature, you may close this window. All application data has been saved. This application cannot be submitted until all required signatures have been received.

Back Submit

The screenshot shows a 'Signature Request Options' dialog box. It has a title bar and a close button. The main content area contains the title 'Resend eSignature Notifications', a paragraph of instructions, a list of documents to be resent, and a note. At the bottom, there are 'Resend Notifications' and 'Close' buttons.

**Signature Request Options**

**Resend eSignature Notifications**

If one or more of the eSignature signatories did not receive the notification email from DocuSign, use this dialog to resend it. If you need to correct the contact info of a signatory, close this dialog, update the relevant contact info on the form, and return to this dialog.

The following documents will be resent to the specified recipients:

- Residential Authorization Form - Customer of Record.pdf  
APS Account Holder: [redacted]
- Interconnect Agreement - Customer of Record.pdf  
APS Account Holder: [redacted]

Note that it may not be possible to resend all documents to all recipients at this time. ?

[Other Options](#) Resend Notifications

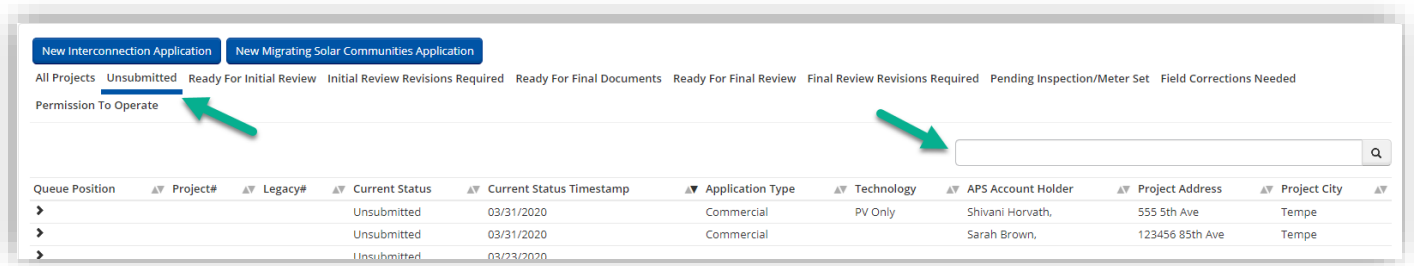
Close



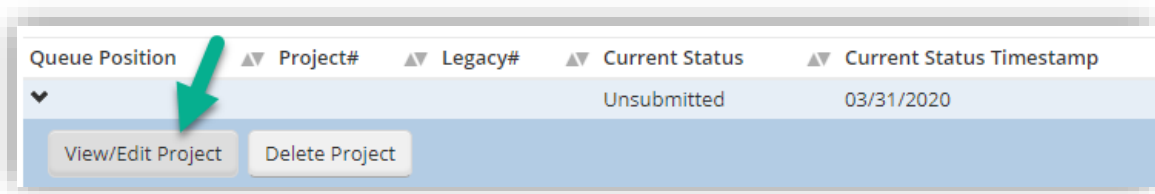
# APS POWERCLERK APPLICANT USER GUIDE

## C.7. Submitting Application after DocuSign

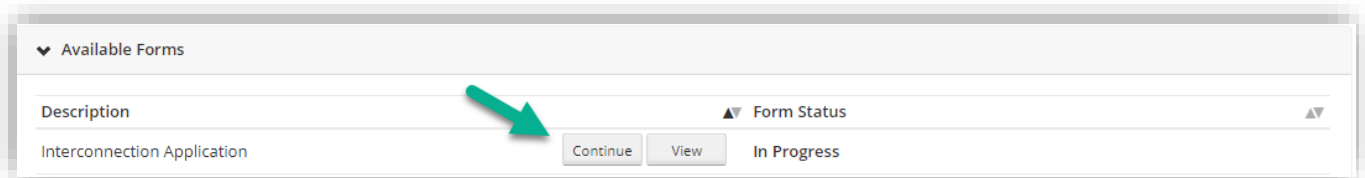
- Unsubmitted Applications can be found under **Unsubmitted** or **All Projects** views on the Home Page
30. Once eSignatures are received, locate the application by searching for the project address in the search bar



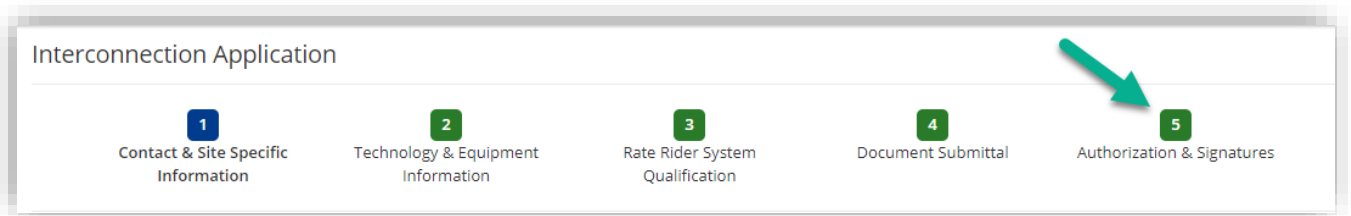
31. Click on the arrow under **Queue Position**, then click **View/Edit Project**



32. Under **Available Forms**, locate the **Interconnection Application** form, click on **Continue**



33. Go to **Page 5**



34. Both Signatures will show **Completed** with a timestamp. Click **Submit**





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eSignature Status

Residential Authorization Form - Customer of Record.pdf Completed: 4/13/2020 7:57:02 AM

APS Account Holder:  Completed

Interconnect Agreement.pdf Completed: 4/13/2020 7:57:02 AM

Homeowner:  Completed

After documents have been sent for e-signature, you may close this window. All application data has been saved. This application cannot be submitted until all required signatures have been received.

- When the application is successfully submitted, a **Project Number** will be generated, then click continue
- The application status has been changed to **Application Submitted**, and is now under the **Ready for Initial Review** for APS review. There will be a communication sent stating that the application has been submitted

Thank you for your submission.

Your project number is:  
APS-01237

## D. Granting Project Access

- A **Project Owner** may grant access to a specific Project, or grant broad access to all Projects
1. To grant access to a specific Project:
    - a. Go to the **View/Edit Page**
    - b. Under Access Grants For This Project, enter grantee email address
    - c. Select **Read Only** access or **Read/Write** access (Read/Write allows users to submit and/or edit Forms)
    - d. Click **Add Grant**

▼ Access Grants For This Project ?

No project grants have been granted for project APS-01251

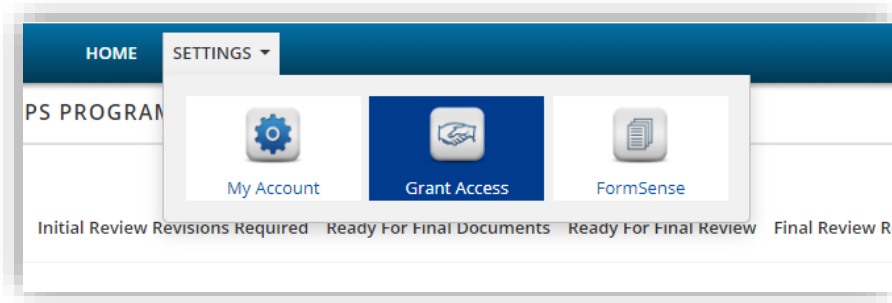
Grantee Email Address:

Read Only  
 Read/Write

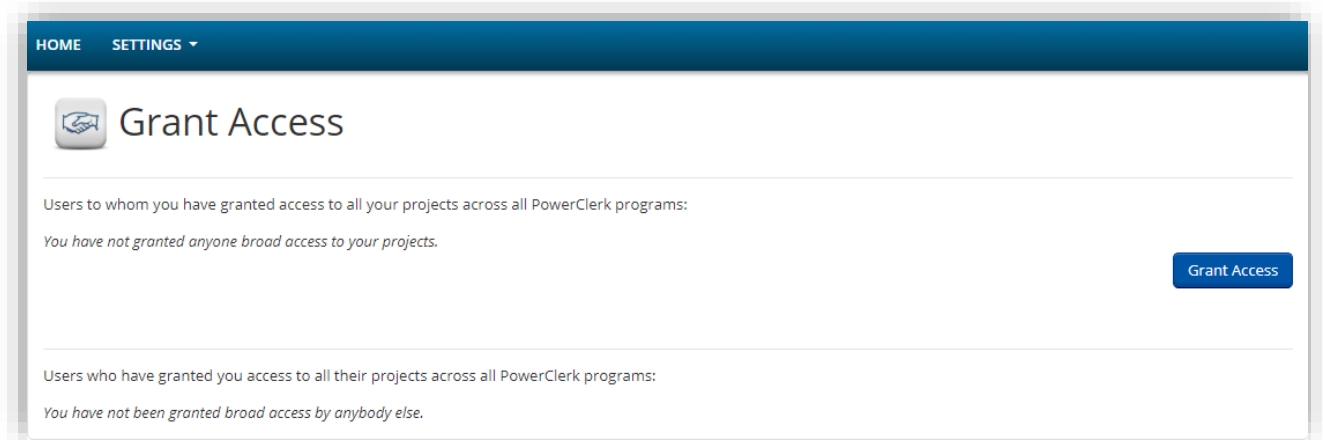
2. To grant broad access (access to all projects)
  - a. Go to **Settings** and select **Grant Access**



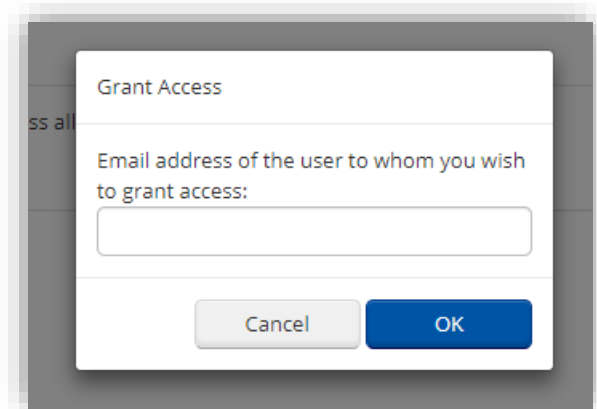
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b. Click **Grant Access**



c. Enter the email address, then click OK



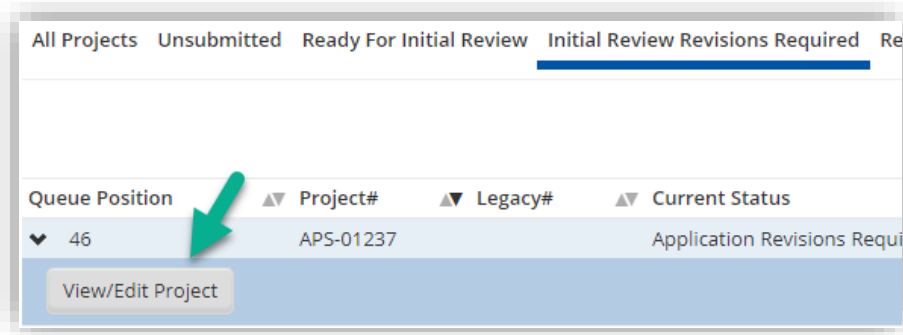
## E. Application - Revisions Required

- There will be a communication sent stating that the Project requires revisions

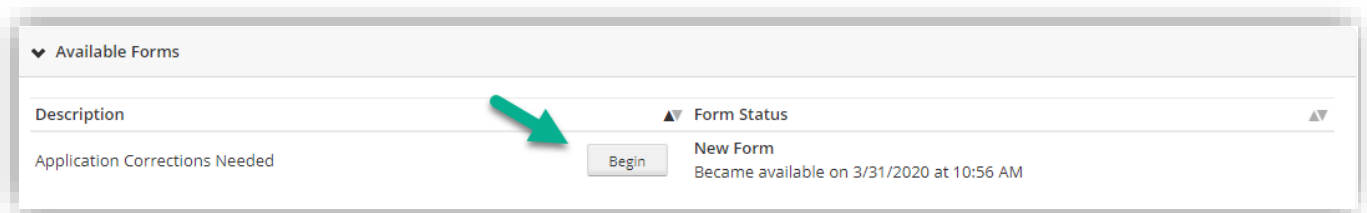


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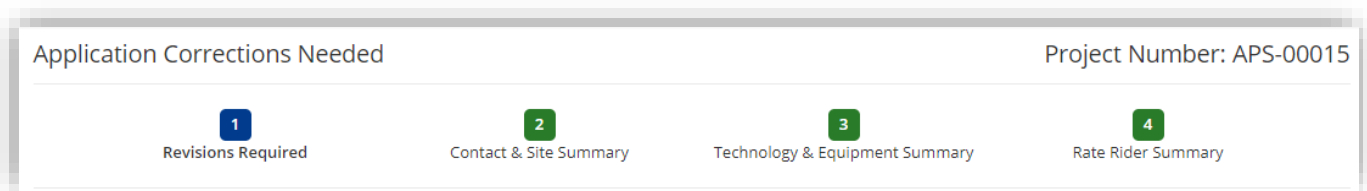
1. On the Home page, click on **Initial Review Revisions Required** to locate Projects that require revisions
2. Click on the arrow under **Queue Position**, then click on **View/Edit Project**
  - Or, search by Project Number or Project Address in the search bar to locate a specific Project



3. Under **Available Forms**, locate the **Application Corrections Needed** form, then click **Begin**



4. There are 4 pages on this form:
  - The revisions required are located on Page 1
  - Pages 2-4 provide a summary of the application submitted for reference (if necessary)
  - This form must be Submitted on Page 4



5. On Page 1, review the corrections needed located in the **1st box**
6. If changes to information in the application are needed, note the changes in the **2nd box** and APS will update the application



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The following revisions are required. If revised documents are needed, please remove and replace in the Attachments section below.

If changes to the application are necessary, please note them below and we will update the application.

7. Under the **Attachments section**, remove and replace deficient attachments (if necessary). The correction needed will be noted next to the attachment, or, the note may refer Applicant to view redlines on the attachment

8. Click **View** to download the attachment

Consumer Acknowledgement *		Note	Status
Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:32 AM</small>	<a href="#">View</a> <a href="#">Remove</a>		Approved
Disclaimer * Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:35 AM</small>	<a href="#">View</a> <a href="#">Remove</a>	Note Redlined	Rejected
Three-Line Diagram * Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM</small>	<a href="#">View</a> <a href="#">Remove</a>	Note Redlined	Rejected

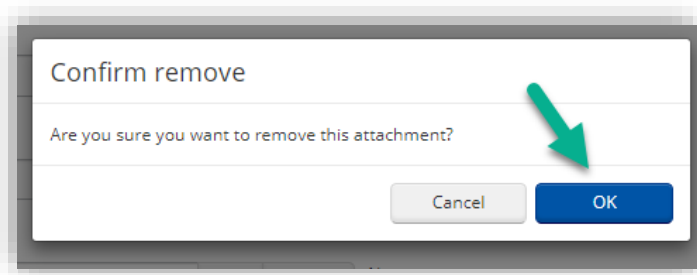
9. Click **Remove** to remove the attachment and upload a corrected document

Consumer Acknowledgement *		Note	Status
Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:32 AM</small>	<a href="#">View</a> <a href="#">Remove</a>		Approved
Disclaimer * Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:35 AM</small>	<a href="#">View</a> <a href="#">Remove</a>	Note Redlined	Rejected
Three-Line Diagram * Site plan place holder.docx <small>Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM</small>	<a href="#">View</a> <a href="#">Remove</a>	Note Redlined	Rejected

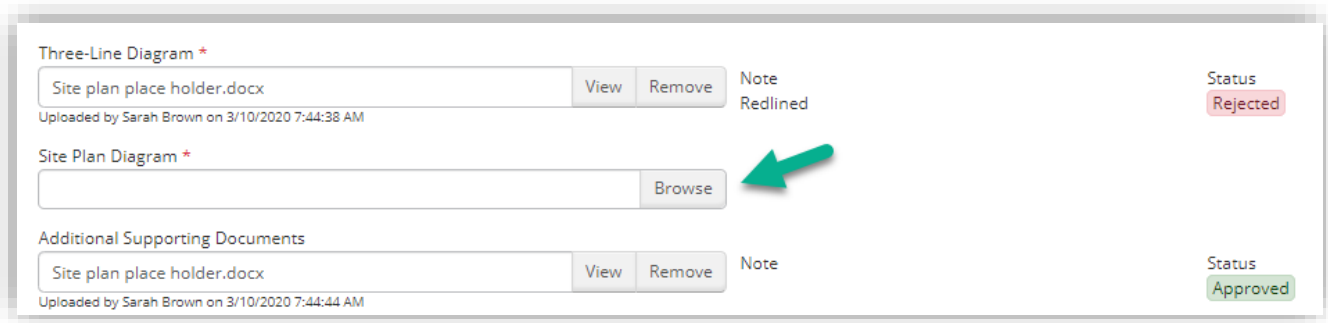


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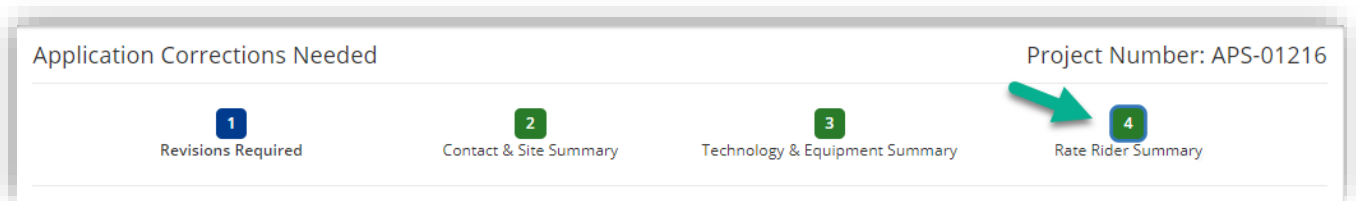
10. Click **OK**



11. Click **Browse** to upload a corrected document



12. Click **Next** at the bottom of each Page to get to Page 4, or, at the top of the form click on **Page 4**, then click **Submit**





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Application Corrections Needed Saved ✓ Project Number: APS-189916

1  
Revisions Required

2  
Contact & Site Summary

3  
Technology & Equipment Summary

4  
Rate Rider Summary

**RATE RIDER SYSTEM QUALIFICATION**

Select a rate rider

RCP-Resource Comparison Proxy Export Rate  
 EPR-2 - Net Billing (<100 kW-AC)

Eligibility for the Resource Comparison Proxy (RCP) Export rate is subject to the requirements found in:

- The Arizona Administrative Code Distributed Generation Interconnection Requirements
- APS's Interconnection Manual
- APS's Interconnection Agreement
- APS's Electric Service Requirements Manual

---

I have read and understand the information provided regarding the rate rider selection and intend to move forward as indicated.

BackSubmit

13. The Project status will automatically change to **Revisions Submitted** and it is now ready for APS review

## View/Edit: APS-01237

Unsubmitted

Application Submitted

Application Under Review

Final Documentation

Meter Installation

Permission to Operate

▼ Current Status

Status marked as **Revisions Submitted** on 3/31/2020 at 11:07 AM

Created on 3/31/2020 at 10:22 AM (44 minutes ago)Project Owner: Sarah Brown (Applicant)

Last Updated on 3/31/2020 at 11:07 AM (0 seconds ago)

## F. Application – Engineer Revisions Required

- There will be a communication sent stating that the application requires revisions
1. On the Home page, click on **Initial Review Revisions Required** to locate Projects that require revisions
  2. Click on the arrow under **Queue Position**, then click on **View/Edit Project**
    - Or, search by Project Number or Project Address in the search bar to locate a specific Project



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Queue Position	Project#	Legacy#	Current Status	Current Status Timestamp
46	APS-01237		Application Revisions Required	03/31/2020

View/Edit Project

3. Under **Available Forms**, locate the **Engineer Review Corrections Needed** form, then click **Begin**

Description	Form Status
Engineer Review Corrections Needed	New Form Became available on 3/31/2020 at 11:21 AM

Begin

4. There are 3 pages on this form:
- The revisions required are located on Page 1
  - Pages 2 & 3 provide a summary of the application submitted for reference (if necessary)
  - This form must be Submitted on Page 3

Engineer Review Corrections Needed		Project Number: APS-01249
1 Revisions Required	2 Contact & Site Summary	3 Technology & Equipment Summary



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5. On Page 1, review the corrections needed located in the **1st box**
6. If changes to information in the application are needed, note the changes in the **2nd box** and APS will update the application

See comments for revisions required in the section below. Remove deficient diagrams and replace with revised versions in the Attachments section below.

Engineer Comments

Please review redlines under attachments section.

If changes to the application are necessary, please note them below and we will update the application.

7. Follow steps **7-12** under **Section E**
8. The Project status will automatically change to **Revisions Submitted** and it is now ready for APS review

View/Edit: APS-01237

Unsubmitted Application Submitted Application Under Review Final Documentation Meter Installation Permission to Operate

▼ Current Status

Status marked as Revisions Submitted on 3/31/2020 at 11:07 AM Project Owner: Sarah Brown (Applicant)

Created on 3/31/2020 at 10:22 AM (44 minutes ago)  
Last Updated on 3/31/2020 at 11:07 AM (0 seconds ago)

### G. Meter Socket Adapter Install Request Form (if applicable)

- The Meter Socket Adapter Install Request form will be available once the application has been approved.
1. Under **Available Forms**, locate the **Meter Socket Adapter Install Request Form**, then click **'Begin.'**





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Form Name	Form Status
Equipment Addendum Request	New Form Became available on 3/15/2023 at 3:20 PM
Final Documents	New Form Became available on 3/15/2023 at 3:20 PM
Meter Socket Adapter Install Request	New Form Became available on 3/15/2023 at 3:20 PM
Migrating Interconnection Application	New Form Became available on 3/15/2023 at 3:20 PM

2. If Meter Socket Adapter was selected on the application, the selection on the **Meter Socket Adapter Install Request Form** will be shown as below:

Meter Socket Adapter Install Request Project Number: APS-00003

Type of connection

- Load side
- Supply side (solar ready)
- Load side tap
- Supply side tap
- Meter socket adapter

A meter socket adapter must be in accordance with APS Interconnection Requirements section 8.1. H.

- An MSA is not allowed to be installed on electric panels that:
  - have deteriorated parts
  - are rated above 200 amps
  - do not meet the equipment Clearances
  - are located on poles or inside cabinets
  - have an overhead to underground service adapter
  - are a stand-alone meter socket attached to a stem wall or uninstalled separate from a residential building or structure at which service is delivered
  - where the MSA and/or wires cannot be routed and terminated appropriately

3. The type of connection will match the selection made on the application
  - a. If the selection is incorrect or has changed, refer to section **K. Addendum Request**
4. Will the Meter Socket Adapter be available on site?
  - a. If **Yes**, APS will install the Meter Socket Adapter within 5 business days.
  - b. If **No**, Allow up to 10 business days for APS to schedule an appointment to install the Meter Socket Adapter. A confirmation email with the appointment details will be sent to notify the customer and installer.
  - c. Installer technician information will be required.

Will the meter socket adapter be available on site?

Yes  
 No

Installer Technician \*

First  Last

Installer Technician Contact Number \*



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- When the system is ready for Meter Socket Adapter installation, select the acknowledgement and click **Submit**.

I the installer, acknowledge that I have read and understand the information provided above and confirm the site is ready for APS to install a meter socket adapter. \*

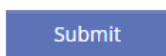
Submit

## H. Meter Socket Adapter Installation Status (if applicable)

- The Meter Socket Adapter must be installed prior to submitting the Final Documents form.
  - If the Meter Socket Adapter passed and installed successfully: A communication will be sent.
    - Proceed to step I.
  - If the Meter Socket Adapter requires corrections: A communication will be sent informing you of the actions required.
    - When corrections have been made, navigate to the View/Edit page in PowerClerk.
    - Select Edit/Continue on the Install Request form.

Form Name	Form Status
Meter Socket Adapter Install Request	Submitted Last submitted on 3/14/2024 at 2:29 PM

- Select the blue *Submit* icon to re-submit the form.



- Repeat steps H1.

## I. Final Documents

- There will be a communication sent stating that the application has been approved and final documents can be uploaded
  - On the Home page, click on **Ready for Final Documents** to locate Projects that are ready for final documents
  - Click on the arrow under **Queue Position**, then click on **View/Edit Project**
    - Or, search by Project Number or site address in the search bar to locate a specific Project



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Queue Position	Project#	Legacy#	Current Status	Current Status Time
43	APS-01239		Application Approved	04/02/2020
40	APS-01215	123456	SCP Diagrams Approved	03/06/2020
38	APS-01191		SCP Diagrams Approved	02/05/2020

3. Under **Available Forms**, locate the **Final Documents** form, then click **Begin**

Description	Form Status
Equipment Addendum Request	New Form Became available on 4/2/2020 at 2:18 PM
Final Documents	New Form Became available on 4/2/2020 at 2:18 PM

4. If APS has received notice of the city clearance, the **Clearance Received Date** will be populated

- A copy of the **Electrical Clearance or Letter in Lieu of Electrical Clearance** will not be required

Clearance Received Date ?

4/2/2020

5. If APS has not received notice of the city clearance, the **Clearance Received Date** will not be populated

- A copy of the **Electrical Clearance or Letter in Lieu of Electrical Clearance** will be required



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Clearance Received Date ?

Electrical Clearance or Letter in Lieu of Electrical Clearance \* ?

Browse

6. Acknowledgements and documents will be required as applicable, then click **Submit**

Tap Authorization ?

Browse

As the installer, I acknowledge that the CT rated production meter enclosure(s) have been submitted and approved by the APS Meter Shop. ?

As the Installer I certify that the Generating Facility is in accordance with all APS Requirements (i.e. ESRM and Interconnection Requirements for Distributed Generation), the National Electric Code (NEC), all applicable building and safety codes, and local permitting requirements. Additionally, the system is installed per the design drawings approved by APS and all the information on this application is accurate to the best of my knowledge. \*

**IMPORTANT - In order for the application to be placed back in queue, click submit.**

Submit

7. The Project status will automatically change to **Final Review Ready** and is in queue for APS review

View/Edit: APS-01239

Unsubmitted Application Submitted Application Under Review **Final Documentation** Meter Installation Permission to Operate

Current Status

Status marked as Final Review Ready on 4/2/2020 at 2:28 PM

Project Owner: Sarah Brown (Applicant)

Created on 4/2/2020 at 2:07 PM (21 minutes ago)

Last Updated on 4/2/2020 at 2:28 PM (1 second ago)

## J. Final Review – Corrections Needed

- There will be a communication sent stating that the application requires revisions
1. On the Home page, click on **Final Review Revisions Required** to locate Projects that require revisions



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- Click on the arrow under **Queue Position**, then click on **View/Edit Project**
  - Or, search by Project Number or site address in the search bar to locate a specific Project

Queue Position	Project#	Legacy#	Current Status	Current Status Timestamp	Application Type
20	APS-01221		Final Review Deficient	03/17/2020	Residential
<input type="button" value="View/Edit Project"/>					
23	APS-01231	258258	SCP Final Review Deficient	03/30/2020	

- Under **Available Forms**, locate the **Final Review Corrections Needed** form, click **Begin**

Description	Form Status
Equipment Addendum Request	New Form Became available on 4/2/2020 at 2:44 PM
Final Review Corrections Needed	New Form Became available on 4/2/2020 at 2:44 PM

- Corrections needed will be noted in the comment box

Final Review Corrections Needed Project Number: APS-188080

The following revisions are required. If revised documents are needed, please remove and replace below.

The green tag or FINAL Passed for the correct address is needed. Please upload. Thank you :)



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- Deficient documents will be noted at the bottom of the form. To replace a deficient document, click **Remove**

Clearance Received Date

Electrical Clearance or Letter in Lieu of Electrical Clearance \* ?

fic.pdf View Remove Note

Uploaded by Lakevia Stormer on 5/4/2022 12:39:01 PM

This is not the correct address. Please upload the document to match the application address: 368 E JUAREZ ST. Thank you,

Status Rejected

Supporting Documents

Browse

As the Installer I certify that the Generating Facility is in accordance with all APS Requirements (i.e. ESRM and Interconnection Requirements for Distributed Generation), the National Electric Code (NEC), all applicable building and safety codes, and local permitting requirements. Additionally, the system is installed per the design drawings approved by APS and all the information on this application is accurate to the best of my knowledge. \*

**IMPORTANT - In order for the application to be placed back in queue, click submit.**

- Click **OK**

This green tag is for the wrong address

Confirm remove

Are you sure you want to remove this attachment?

Cancel OK

- Click **Browse** to locate the corrected document

Electrical Clearance or Letter in Lieu of Electrical Clearance \* ?

Browse

- When the revised attachment(s) have been uploaded, click **Submit**



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Clearance Received Date ?

Electrical Clearance or Letter in Lieu of Electrical Clearance \* ?

Helder Green Tag.pdf View Remove

Uploaded by Grace Eidson on 6/1/2022 12:25:55 PM

As the Installer I certify that the Generating Facility is in accordance with all APS Requirements (i.e. ESRM and Interconnection Requirements for Distributed Generation), the National Electric Code (NEC), all applicable building and safety codes, and local permitting requirements. Additionally, the system is installed per the design drawings approved by APS and all the information on this application is accurate to the best of my knowledge. \*

**IMPORTANT - In order for the application to be placed back in queue, click submit.**

Submit

9. **Homeowner Changes** - If the reason Final Review is deficient is due to a new customer on the APS account (typical in instances where a Homebuilder applies for interconnection)
- An **Interconnection Agreement** and an **Authorization Form** will be uploaded into the corrections form for the applicant to download
  - Instructions on what to do with these documents will be in the corrections needed instructions box at the top of the form

Interconnection Agreement \*

Sample Executed Contract.docx View Remove Note Please have [NEW APS CUSTOMER] sign Status Rejected

Uploaded by Blanca Moreno on 5/5/2020 9:17:24 AM

Authorization Form \*

Sample Executed Contract.docx View Remove Note Please have [NEW APS CUSTOMER] sign Status Rejected

Uploaded by Blanca Moreno on 5/5/2020 9:17:33 AM

## K. Inspection/Meter Set – Corrections Needed

- There will be a communication sent stating that the meters were not able to be set
1. On the Home page, click on **Field Corrections Needed** to locate Projects that require corrections or access
  2. Click on the arrow under **Queue Position**, then click on **View/Edit Project**
    - Or, search by Project Number or site address in the search bar to locate a specific Project
  3. Under **Available Forms**, locate the **Inspection/Meter Set Corrections Needed** form, click **Begin**



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A screenshot of a web interface showing a table of available forms. The table has two columns: 'Description' and 'Form Status'. There are two rows of data. The first row is 'Equipment Addendum Request' with a 'Begin' button and a status of 'New Form' and 'Became available on 10/20/2019 at 12:00 AM'. The second row is 'Inspection/Meter Set Corrections Needed' with a 'Begin' button and the same status. A green arrow points to the 'Begin' button for the second row.

Description	Form Status
Equipment Addendum Request	New Form Became available on 10/20/2019 at 12:00 AM
Inspection/Meter Set Corrections Needed	New Form Became available on 10/20/2019 at 12:00 AM

4. Corrections needed will be noted in the comment box

A screenshot of the 'Inspection/Meter Set Corrections Needed' form. The title is 'Inspection/Meter Set Corrections Needed' and the project number is 'APS-01252'. Below the title, there is a red error message: 'The meter(s) could not be set for the following reason(s):'. Below the error message is a text area containing the instruction: 'Please ensure that all applicable labels are used.'

5. If access is needed, there is a phone number listed to call and schedule a meter set. There is also a spot to enter the access scheduled date

A screenshot of the 'Access Scheduled Date' field. Above the field is a paragraph of text: 'APS needs safe access to all breakers, billing and production meters, and the utility disconnect switch. Please ensure gates are unlocked and/or any pets are secured so that APS can install the appropriate meters. Please call APS at (602) 216-0318 to schedule safe access to all meters and breakers. Provide the scheduled date below.' Below the text is a text input field with a calendar icon to its right.

6. If corrections in the field are required, complete those corrections and return to this form. There is a place to attach a picture if needed or any other support showing the corrections were completed

A screenshot of the 'Supporting Documents' field. The title is 'Supporting Documents' with a help icon. Below the title is a text input field with a 'Browse' button to its right.

7. The **APS Account Holder & Site Information** will be populated
8. Once access has been arranged, or corrections are made in the field, return to the **Inspection/Meter Set Corrections Needed** form and acknowledge that the site is ready to be placed queue for meter set once again, then click **Submit**





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I acknowledge that all corrections have been made and/or access requirements addressed. The site is ready to be placed in queue for meter set. \*

**IMPORTANT - In order for the application to be placed back in queue, click submit.**

[Submit](#)

- Once meters are set, there will be a door hanger left stating that the customer has permission to operate. Further, a communication will be sent stating permission to operate and the status will change to **Permission to Operate**

## L. Addendum Request (if applicable)

- The Equipment Addendum Request form is available after application approval for any changes or minor modifications.

▼ Available Forms	
Description	▲▼ Form Status ▲▼
Equipment Addendum Request	<a href="#">Begin</a> <b>New Form</b> Became available on 4/13/2020 at 8:32 AM
Final Documents	<a href="#">Begin</a> <b>New Form</b> Became available on 4/13/2020 at 8:32 AM

- Locate the Equipment Addendum Request form under Available Forms, then click Begin
- The first question asks if the total system size is changing. Per APS Interconnection Requirements, a change in total system size is not considered a minor modification. If the total system size is changing, the application will be canceled and a new application must be submitted

### Equipment Addendum Request

This form is required for minor modifications to the design of the generating facility.

Is the total system size changing? \* ?

Yes  
 No

**Per APS Interconnection Requirements, a change in total system size is not considered a minor modification. Therefore, this application will be canceled and a new application must be submitted for review.**

- If the answer is no, and there is only a change to a model or manufacturer, then enter the new inverter and module information




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4. If there is a change to a battery model or manufacturer, enter that in the **Change to Battery System** field
5. If there a change to any other equipment, for example, utility disconnect switches, enter in the **Additional changes to equipment** field
6. Upload a new three-line diagram, one-line diagram, and site plan that shows these equipment changes
7. Click **Submit**
  - The status will change to **Revisions Submitted** and be back in APS queue for review

## M. 90-Day Extension Request

1. The 90-Day Extension Request Form is available after application approval. The form is used to request a one-time 90-day extension to the 180-day deadline.
2. Locate the 90-Day Extension form on the View/Edit page, under Available Forms
3. Select Begin.

Available Forms	
Form Name	Form Status
90-Day Extension	 <b>Begin</b> New Form Became available on 3/14/2024 at 2:26 PM



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4. Select the check box if you acknowledge the Installer Acknowledgement terms.

90-Day Extension Request Form

- This form is used to request a one-time 90-day extension to the 180-day deadline.
- APS will grant a one-time 90-day extension after this form is submitted.
- Please see the Deadlines section of the application to view the new due date.
- **IMPORTANT NOTE:** This form can only be used once. Attempting to submit the form multiple times will not extend the project deadline.

**Installer Acknowledgment:**

As the Installer, I acknowledge this form will add a one-time 90-day extension to the 180-day deadline. If the installation is not completed by the new deadline the application may be canceled. \*

Submit

5. Select Submit.
6. The 90-day extension will automatically be granted to the application.

### N. Withdraw Request

1. Withdrawal requests must be sent to [renewables@aps.com](mailto:renewables@aps.com)
2. Once a project is canceled, a communication will be sent to confirm