



# APS POWERCLERK APPLICANT USER GUIDE

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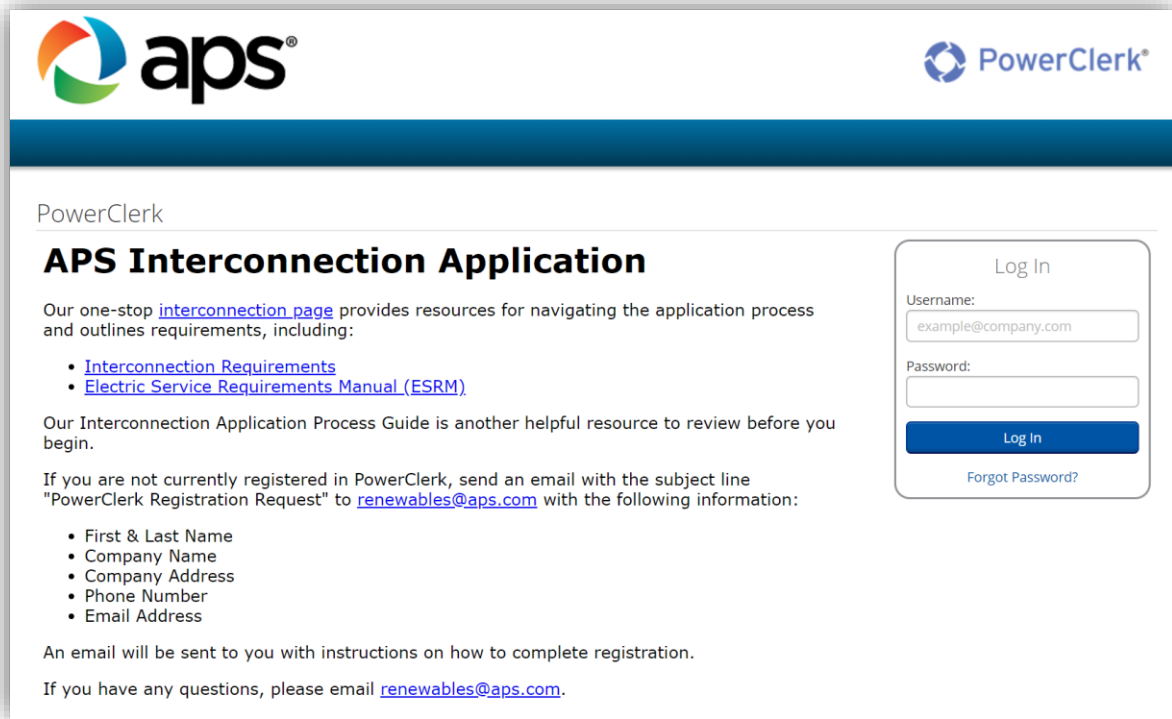
# APS POWERCLERK APPLICANT USER GUIDE

## A. Accessing PowerClerk

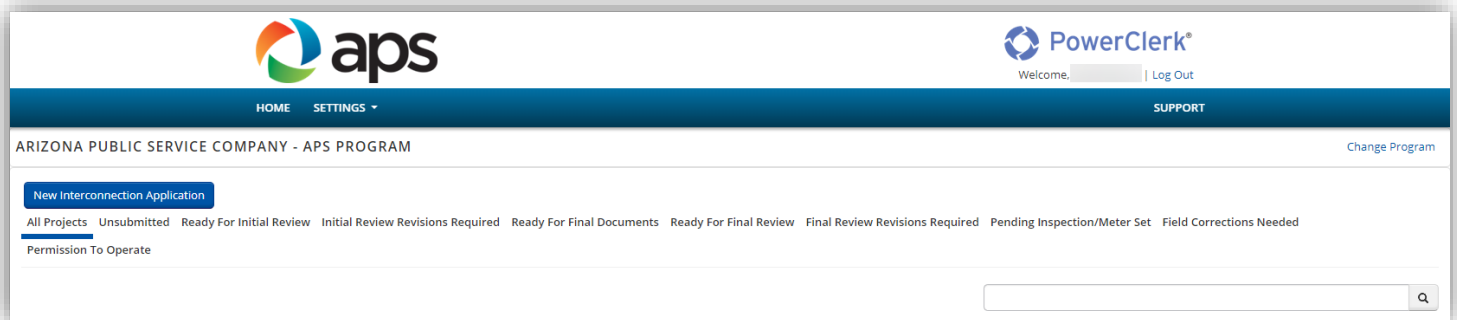
The APS portal is located at [apsint.powerclerk.com](https://apsint.powerclerk.com)

**APS Customers** installing their own system can initiate an application by logging into [aps.com](https://aps.com) and selecting the 'Interconnecting to the grid' tab, then click 'View existing applications'.

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



The APS PowerClerk Home Page will appear as below



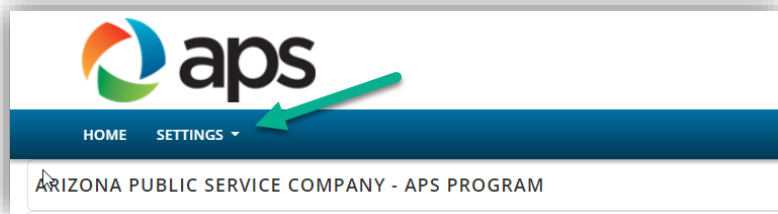


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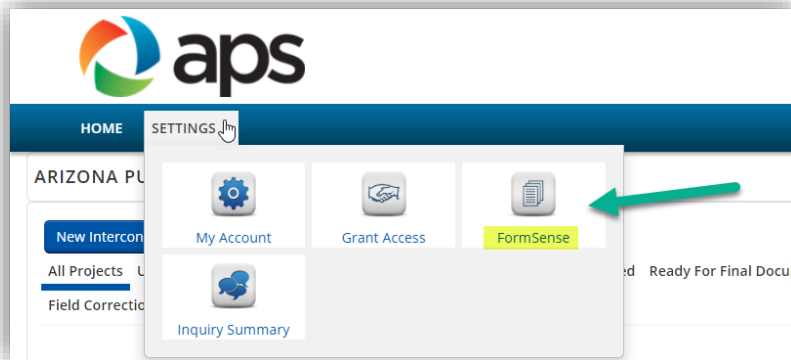
## B. FormSense

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)

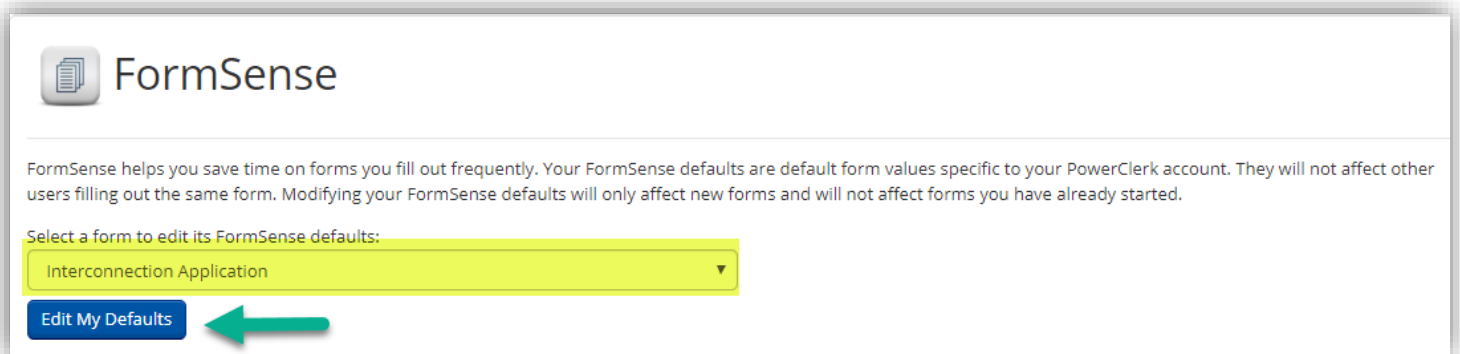
1. Click on the Settings menu



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.

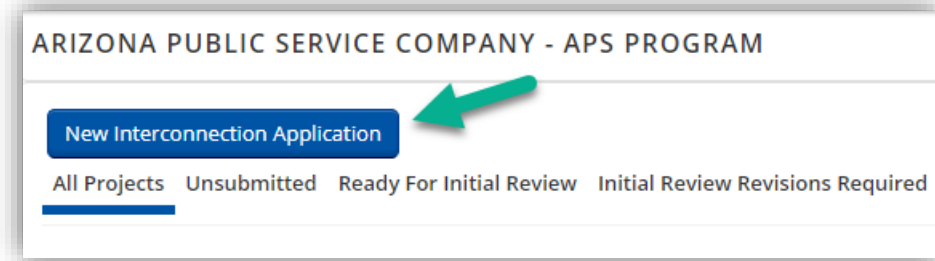
Data Field Label	Type	Default Value	On Forms
Address City	Address	Phoenix	Interconnection Application, Application Corrections Needed, Migrating Interconnection Application, Migrating Solar Communities Application
Address Line 1	Address	1234 Sample App Dr	Interconnection Application, Application Corrections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



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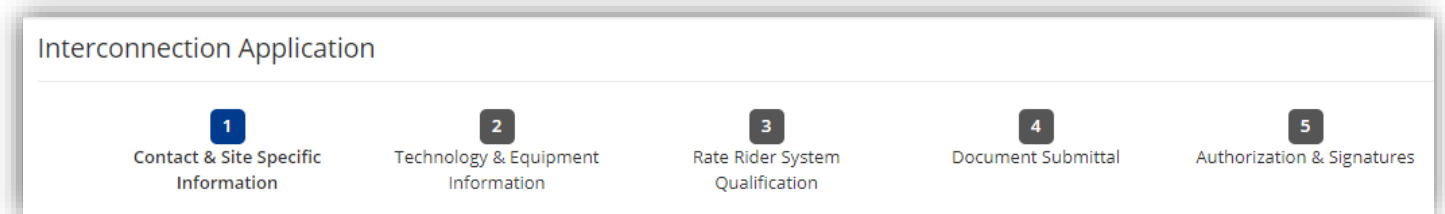
## C. Initiating A New Application

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.



## APS POWERCLERK APPLICANT USER GUIDE

### 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





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## 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
13. Total cost of the system

Technology \*  
PV Only ▼

This selection requires voltage regulating capabilities in accordance with the APS Interconnection Requirements Manual.

Connection type \* ?  
Select... ▼

Is an electrical permit and/or inspection required by the Authority Having Jurisdiction? \*  
 Yes  
 No

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.)? \*  
 Yes  
 No

What is the total cost of the system?  
\$



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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/DER ready)

Load side tap

Supply side tap



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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)

22. If the system is over **10kW AC** the Maximum One-Hour Peak Demand is required

- 150% of Entered Demand (kW DC) will be calculated
- Qualification for the Rate Rider will be determined (qualifies or does not)



# APS POWERCLERK APPLICANT USER GUIDE

23. 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 \* ?

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

Eligibility for the Resource Comparison Proxy (RCP) Export rate is dependent on several factors:

- For systems over 10 kW DC, the system cannot exceed 150% of the customer's maximum one-hour peak demand measured in AC over the prior 12 months.
- For systems over 15 kW DC, the following electrical service limits apply:
  - 200 Amp service, a maximum of 15 kW DC
  - 400 Amp service, a maximum of 30 kW DC
  - 600 Amp service, a maximum of 45 kW DC
  - 800 Amp service, a maximum of 60 kW DC

Maximum One-Hour Peak Demand \* ?

---

150% of Entered Demand (kW DC)  
225 [Show Details](#)

---

The system qualifies for the RCP Rate Rider.

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

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

## C.5. Document Submittal

25. 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 \* ?

Consumer Acknowledgement \* ?

Disclaimer \* ?

Three-Line Diagram \* ?

Site Plan Diagram \* ?

Additional Supporting Documents ?

Load Calculations (if applicable) ?



# APS POWERCLERK APPLICANT USER GUIDE

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

## C.6. Authorization & Signatures

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

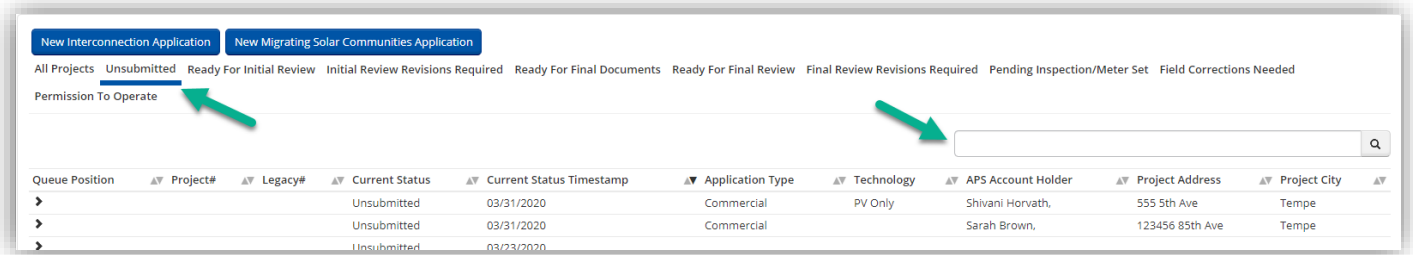
28. Once both documents have been previewed, click on **Request Signatures**. An email from DocuSign will be sent to each recipient for document eSignature
- The Authorization Form will need to be signed by the APS Account Holder and, if different, the Property Owner
  - The Interconnection Agreement will need to be signed by the APS Account Holder and, if different, the System Owner
29. 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**

## C.7. Submitting Application after DocuSign

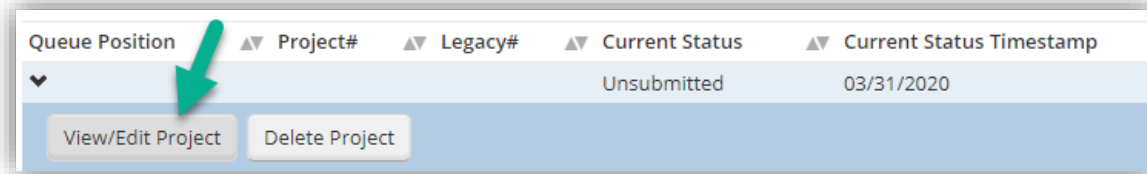
- Unsubmitted Applications can be found under **Unsubmitted** or **All Projects** views on the Home Page
29. Once eSignatures are received, locate the application by searching for the project address in the search bar



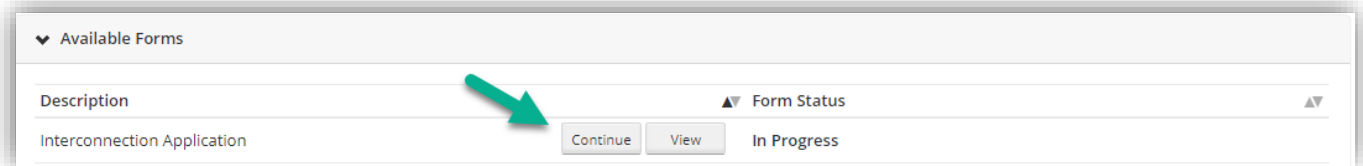
# APS POWERCLERK APPLICANT USER GUIDE



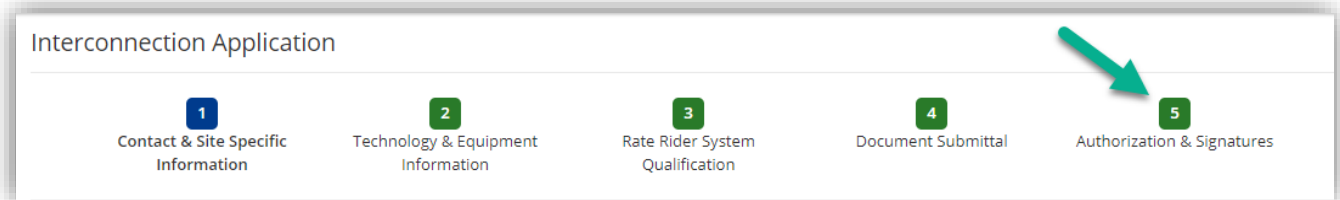
30. Click on the arrow under **Queue Position**, then click **View/Edit Project**



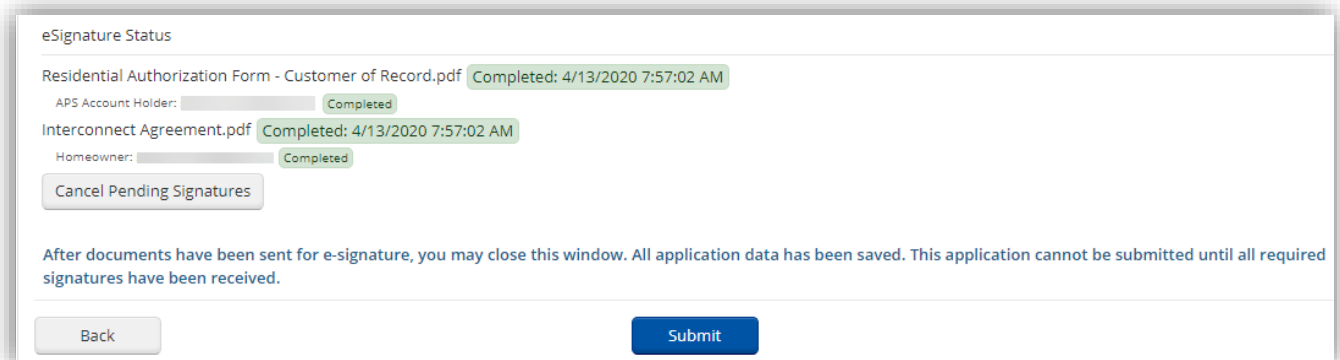
31. Under **Available Forms**, locate the **Interconnection Application** form, click on **Continue**



32. Go to **Page 5**



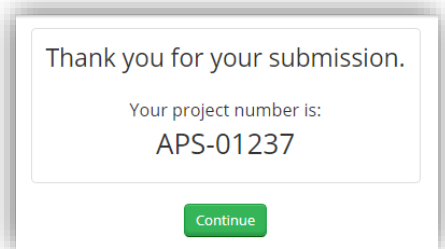
33. Both Signatures will show **Completed** with a timestamp. Click **Submit**





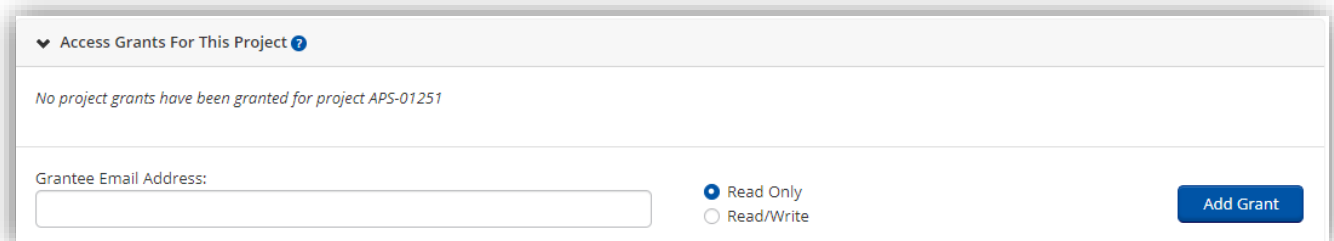
## APS POWERCLERK APPLICANT USER GUIDE

- 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

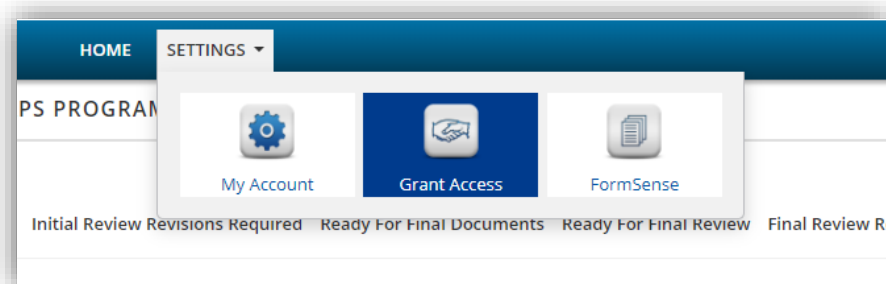


### D. Granting Project Access

- 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**



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

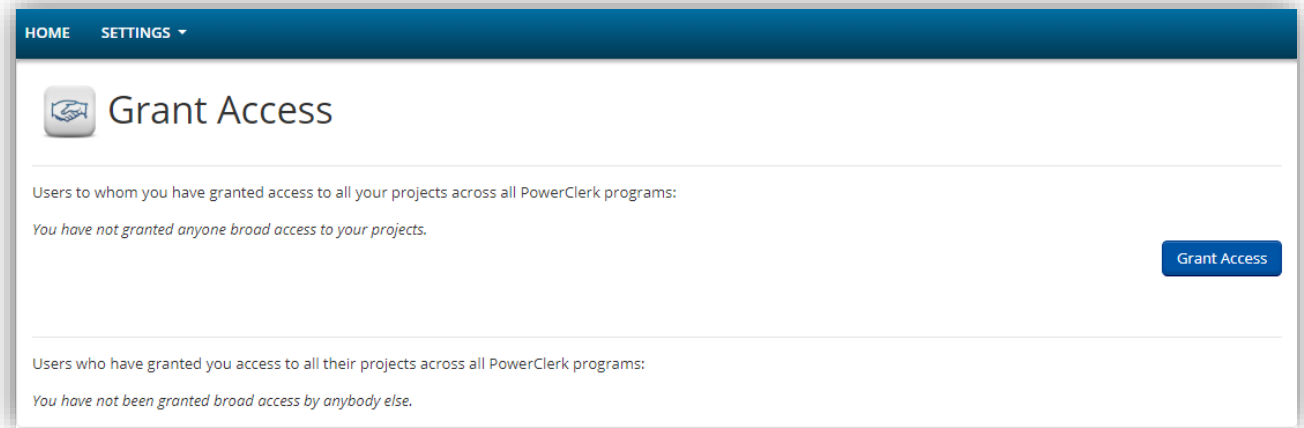




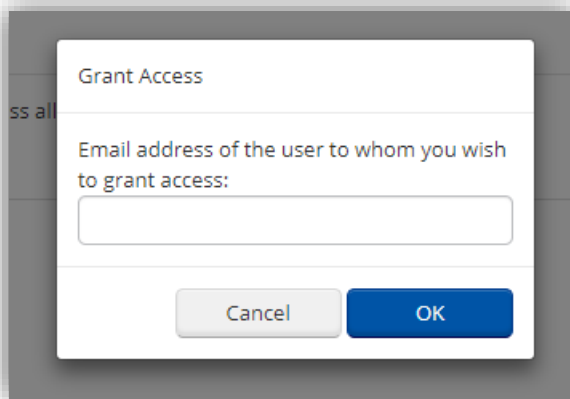


# APS POWERCLERK APPLICANT USER GUIDE

b. Click **Grant Access**

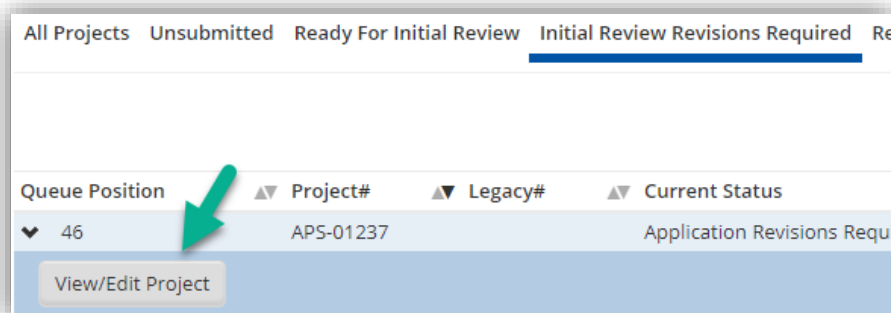


c. Enter the email address, then click OK



## E. Application - Revisions Required

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





# APS POWERCLERK APPLICANT USER GUIDE

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

The screenshot shows a table with the following content:

Description	Form Status
Application Corrections Needed	New Form Became available on 3/31/2020 at 10:56 AM

A green arrow points to the 'Begin' button located below the 'Application Corrections Needed' row.

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

The screenshot shows the form header with the title 'Application Corrections Needed' and 'Project Number: APS-00015'. Below the header is a progress bar with four steps:

- 1 Revisions Required
- 2 Contact & Site Summary
- 3 Technology & Equipment Summary
- 4 Rate Rider Summary

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

The screenshot shows two text boxes with the following text:

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.

Green arrows point to each of the two text boxes.

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



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

Attachment Name	View	Remove	Note	Status
Consumer Acknowledgement * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:32 AM	View	Remove	Note	Approved
Disclaimer * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:35 AM	View	Remove	Note Redlined	Rejected
Three-Line Diagram * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM	View	Remove	Note Redlined	Rejected

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

Attachment Name	View	Remove	Note	Status
Consumer Acknowledgement * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:32 AM	View	Remove	Note	Approved
Disclaimer * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:35 AM	View	Remove	Note Redlined	Rejected
Three-Line Diagram * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM	View	Remove	Note Redlined	Rejected

10. Click **OK**

Confirm remove

Are you sure you want to remove this attachment?

Cancel OK

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

Attachment Name	View	Remove	Note	Status
Three-Line Diagram * Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM	View	Remove	Note Redlined	Rejected
Site Plan Diagram * [Empty field]		Browse		
Additional Supporting Documents Site plan place holder.docx Uploaded by Sarah Brown on 3/10/2020 7:44:44 AM	View	Remove	Note	Approved



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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**

Application Corrections Needed Project Number: APS-01216

1 Revisions Required      2 Contact & Site Summary      3 Technology & Equipment Summary      4 Rate Rider Summary

Application Corrections Needed Saved ✓ Project Number: APS-01216

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 dependent on several factors:

- For systems over 10 kW DC, the system cannot exceed 150% of the customer's maximum one-hour peak demand measured in AC over the prior 12 months.
- For systems over 15 kW DC, the following electrical service limits apply:
  - 200 Amp service, a maximum of 15 kW DC
  - 400 Amp service, a maximum of 30 kW DC
  - 600 Amp service, a maximum of 45 kW DC
  - 800 Amp service, a maximum of 60 kW DC

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

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 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)



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### 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

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**

Available Forms

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

5. On Page 1, review the corrections needed located in the **1st box**



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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. Final Documents

- There will be a communication sent stating that the application has been approved and final documents can be uploaded
1. On the Home page, click on **Ready for Final Documents** to locate Projects that are ready for final documents



## APS POWERCLERK APPLICANT USER GUIDE

- 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 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

- 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	Begin
Final Documents	New Form Became available on 4/2/2020 at 2:18 PM	Begin

- 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

Installer Checklist \* ?  
Browse



## APS POWERCLERK APPLICANT USER GUIDE

- 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

Clearance Received Date ?

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

Browse

- 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

- 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)

### H. Final Review – Corrections Needed

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





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1. On the Home page, click on **Final 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 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	

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

Description	Form Status
Equipment Addendum Request	<input type="button" value="Begin"/> New Form Became available on 4/2/2020 at 2:44 PM
Final Review Corrections Needed	<input type="button" value="Begin"/> New Form Became available on 4/2/2020 at 2:44 PM

4. Corrections needed will be noted in the comment box

Final Review Corrections Needed Project Number: APS-01239

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

installer checklist needs completed and signed

5. The **APS Account Holder & Site Information** will be populated



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

Clearance Received Date  
4/2/2020

Installer Checklist \* ?  
Installer Checklist.pdf  
View Remove Note not completed or signed  
Status Rejected  
Uploaded by Sarah Brown on 4/2/2020 2:39:07 PM

7. Click **OK**

This green tag is for the wrong address

Confirm remove

Are you sure you want to remove this attachment?

Cancel OK

8. Click **Browse** to locate the corrected document

Installer Checklist \* ?  
Browse

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

Installer Checklist \* ?  
Installer Checklist.pdf  
View Remove  
Uploaded by Sarah Brown on 4/2/2020 2:48:31 PM

Supporting Documents  
Browse

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

Submit



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10. **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

Document Name	View	Remove	Note	Status
Interconnection Agreement * Sample Executed Contract.docx Uploaded by Blanca Moreno on 5/5/2020 9:17:24 AM	View	Remove	Note Please have [NEW APS CUSTOMER] sign	Rejected
Authorization Form * Sample Executed Contract.docx Uploaded by Blanca Moreno on 5/5/2020 9:17:33 AM	View	Remove	Note Please have [NEW APS CUSTOMER] sign	Rejected

### I. 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**

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

Inspection/Meter Set Corrections Needed Project Number: APS-01252

**The meter(s) could not be set for the following reason(s):**

Please ensure that all applicable labels are used.



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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

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.

Access Scheduled Date \*

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

Supporting Documents ?

Browse

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**

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**



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## J. Amendment Request

- The Equipment Addendum Request form will be available after the application is approved and until permission to operate

Description	Form Status
Equipment Addendum Request	New Form Became available on 4/13/2020 at 8:32 AM
Final Documents	New Form 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

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

Change to PV System Specification:

Inverter

Qty Qty Please select...

PV Array Delete Array

Qty Qty Please select...

Add Array

Add Inverter



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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 is 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

### **K. 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