



APS POWERCLERK APPLICANT USER GUIDE

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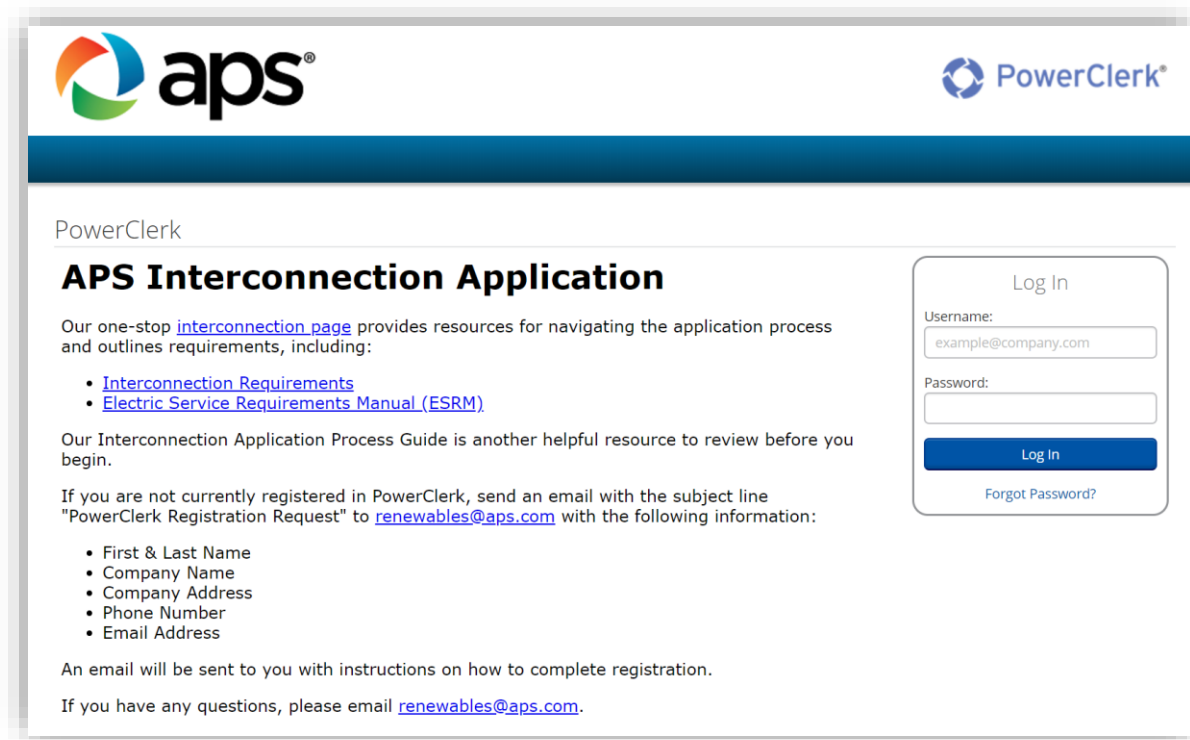


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A. Accessing PowerClerk

The APS portal is located at apsint.powerclerk.com

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



The screenshot shows the APS PowerClerk login interface. At the top, there are logos for APS and PowerClerk. Below the logos, the text "PowerClerk" is displayed. The main heading is "APS Interconnection Application". Below this, a paragraph states: "Our one-stop [interconnection page](#) provides resources for navigating the application process and outlines requirements, including:" followed by a bulleted list:

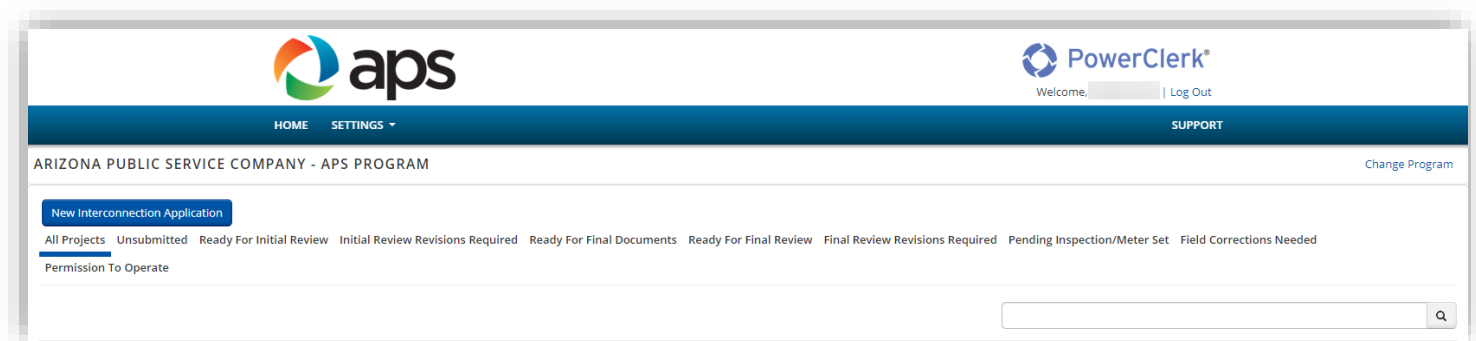
- [Interconnection Requirements](#)
- [Electric Service Requirements Manual \(ESRM\)](#)

 Another paragraph follows: "Our Interconnection Application Process Guide is another helpful resource to review before you begin." Below that, a paragraph says: "If you are not currently registered in PowerClerk, send an email with the subject line 'PowerClerk Registration Request' to renewables@aps.com with the following information:" followed by a bulleted list:

- First & Last Name
- Company Name
- Company Address
- Phone Number
- Email Address

 The next paragraph states: "An email will be sent to you with instructions on how to complete registration." The final paragraph says: "If you have any questions, please email renewables@aps.com." On the right side, there is a "Log In" box with fields for "Username:" (containing "example@company.com") and "Password:", a "Log In" button, and a "Forgot Password?" link.

The APS PowerClerk Home Page will appear as below



The screenshot shows the APS PowerClerk home page. At the top, there are logos for APS and PowerClerk. Below the logos, there is a navigation bar with "HOME" and "SETTINGS" (with a dropdown arrow). To the right of the navigation bar, there is a "SUPPORT" link. Below the navigation bar, the text "ARIZONA PUBLIC SERVICE COMPANY - APS PROGRAM" is displayed. To the right of this text, there is a "Change Program" link. Below the text, there is a "New Interconnection Application" button. Below the button, there is a list of project statuses: "All Projects", "Unsubmitted", "Ready For Initial Review", "Initial Review Revisions Required", "Ready For Final Documents", "Ready For Final Review", "Final Review Revisions Required", "Pending Inspection/Meter Set", and "Field Corrections Needed". Below the list, there is a "Permission To Operate" link. At the bottom right, there is a search bar with a magnifying glass icon.

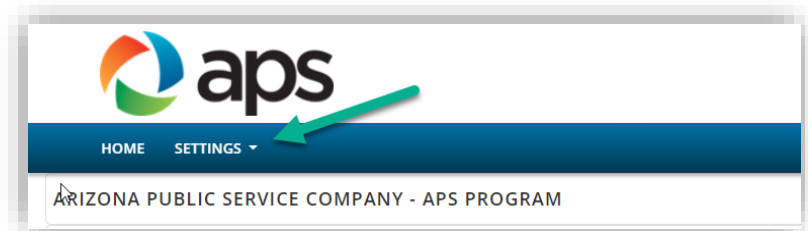


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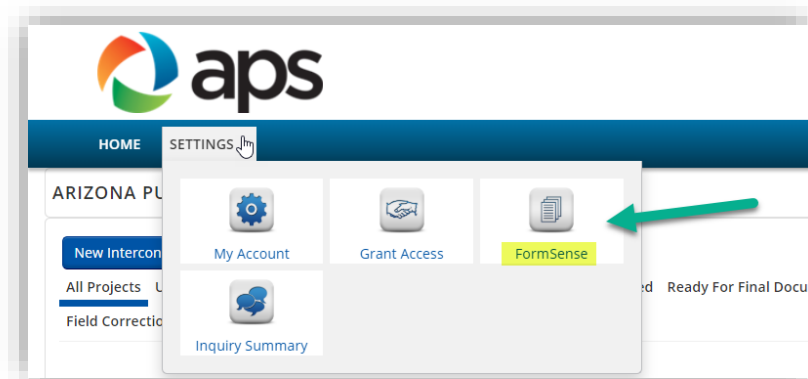
B. FormSense

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)

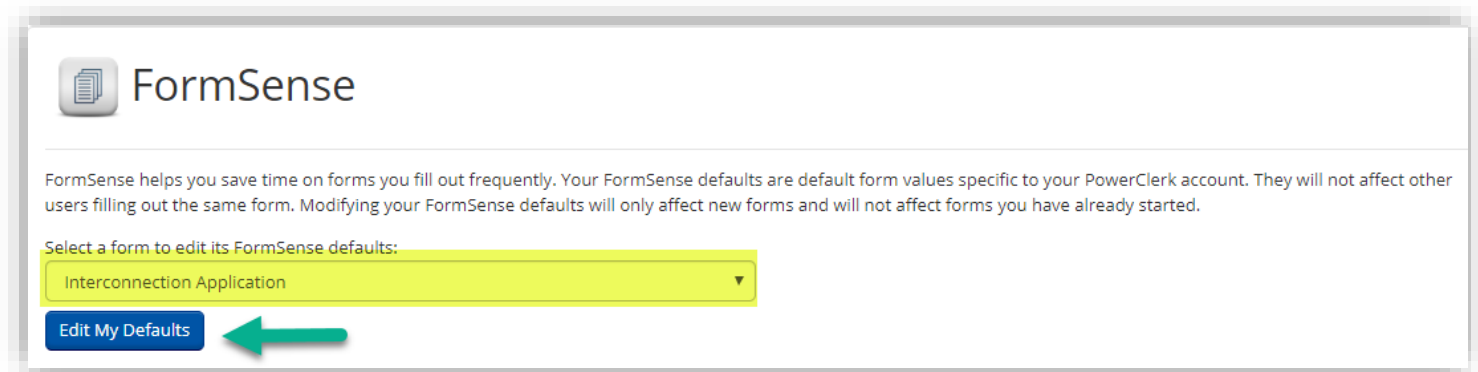
1. Click on the Settings menu



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 *

First Name: [Blank] Last Name: [Moreno]

Company * ⓘ

Installer: [Select...]

Address *

Address: [1234 Sample App Dr]

City: [Phoenix] State: [AZ] Zip: [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.

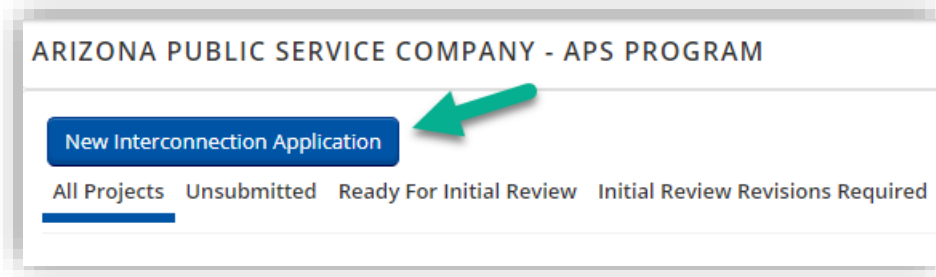
Data Field Label	Type	Default Value	On Forms
Address City	Address	Phoenix	Interconnection Application, Application Corrections Needed, Migrating Interconnection Application, Migrating Solar Communities Application
Address Line 1	Address	1234 Sample App Dr	Interconnection Application, Application Corrections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



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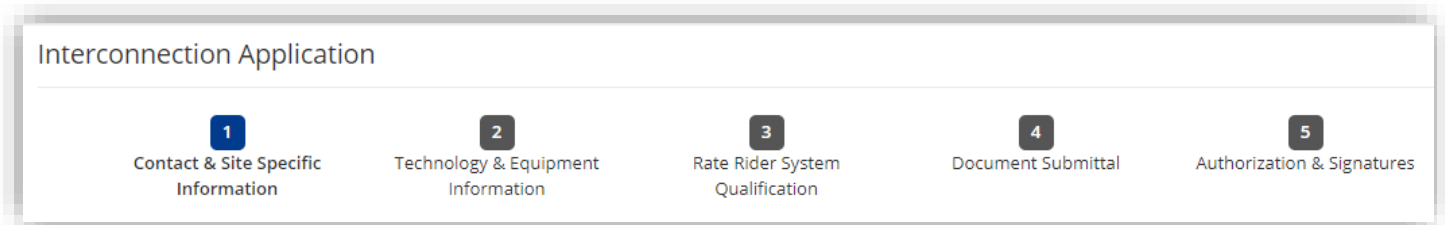
C. Initiating A New Application

1. Click the New Interconnection Application button to begin

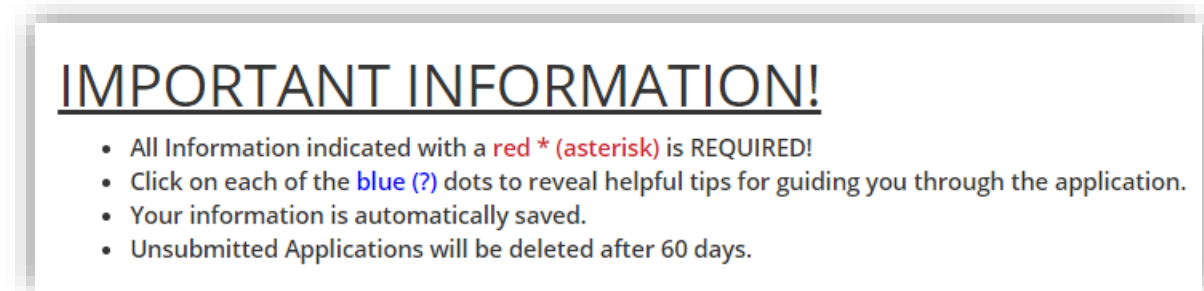


2. The Application form is comprised of five pages:

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





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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



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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



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A screenshot of a web form with a light gray border. It contains two input fields. The first field is labeled "Customer Contact Email Address (for all communications) * ?" in a small, dark gray font. Below the label is a white rectangular input box. The second field is labeled "Customer Contact Phone (preferred phone number) *" in a small, dark gray font. Below the label is another white rectangular input box.

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

A screenshot of a web form with a light gray border. It contains four questions, each with radio button options. The first question is "Is there existing generation interconnected behind this meter? * ?" with "Yes" and "No" options. The second question is "Is the APS account holder the system owner? *" with "Yes" and "No" options. The third question is "Is this a leased system? *" with "Yes" and "No" options. The fourth question is "Is the APS account holder the property owner? *" with "Yes" and "No" options.

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 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

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 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 Efficiency Rating: 0.965

PV Array [Delete Array](#)

Qty Canadian Solar 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

The screenshot shows a web form titled "RATE RIDER SYSTEM QUALIFICATION". It includes a header bar with the title. Below the header, there is a section "Select a rate rider" with a red asterisk and a help icon. A light blue banner contains the text "Please visit www.aps.com/adjustors to learn more." with a close button. Two radio buttons are listed: "RCP-Resource Comparison Proxy Export Rate" (selected) and "EPR-2 - Net Billing (<100 kW-AC)". Below this, a section titled "Eligibility for the Resource Comparison Proxy (RCP) Export rate is subject to the requirements found in:" lists four bullet points: "The Arizona Administrative Code Distributed Generation Interconnection Requirements", "APS's Interconnection Manual", "APS's Interconnection Agreement", and "APS's Electric Service Requirements Manual". At the bottom, there is a checkbox labeled "I have read and understand the information provided regarding the rate rider selection and intend to move forward as indicated." which is checked.

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

The screenshot shows a web form titled "DOCUMENT SUBMITTAL". It includes a header bar with the title. Below the header, there is a "Please note:" section stating that failure to follow APS sample diagrams and APS Interconnection Requirements may cause delays in the approval process, and refers to aps.com/dg for resources and the APS Interconnection Process Guide. The form contains several input fields, each with a red asterisk and a help icon, and a "Browse" button: "Executed Contract", "Consumer Acknowledgement", "Disclaimer", "Three-Line Diagram", "Site Plan Diagram", "Additional Supporting Documents", and "Load Calculations (if applicable)".

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

[Preview Document](#)

Interconnection Agreement *

Interconnect Agreement - Customer of Record and System Owner

[Preview Document](#)

eSignature Status

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

Property Owner : [REDACTED]

APS Account Holder : [REDACTED]

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

System Owner : [REDACTED]

APS Account Holder : [REDACTED]

[Request Signatures](#)

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'.

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:	eSignature request sent
Interconnect Agreement - Customer of Record.pdf	eSignature request sent: 3/15/2023 2:01:55 PM
APS Account Holder:	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

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

Interconnect Agreement - Customer of Record.pdf
APS Account Holder

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

[Other Options](#) Resend Notifications

Close



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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

New Interconnection Application New Migrating Solar Communities Application

All Projects Unsubmitted Ready For Initial Review Initial Review Revisions Required Ready For Final Documents Ready For Final Review Final Review Revisions Required Pending Inspection/Meter Set Field Corrections Needed

Permission To Operate

Queue Position Project# Legacy# Current Status Current Status Timestamp Application Type Technology APS Account Holder Project Address Project City

>			Unsubmitted	03/31/2020	Commercial	PV Only	Shivani Horvath,	555 5th Ave	Tempe
>			Unsubmitted	03/31/2020	Commercial		Sarah Brown,	123456 85th Ave	Tempe
>			Unsubmitted	03/23/2020					

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

Queue Position Project# Legacy# Current Status Current Status Timestamp

▼ Unsubmitted 03/31/2020

View/Edit Project Delete Project

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

▼ Available Forms

Description	Form Status
Interconnection Application	In Progress

Continue View

33. Go to **Page 5**

Interconnection Application

1 Contact & Site Specific Information

2 Technology & Equipment Information

3 Rate Rider System Qualification

4 Document Submittal

5 Authorization & Signatures

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]

Cancel Pending Signatures

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

- 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

Continue

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: [Input Field]

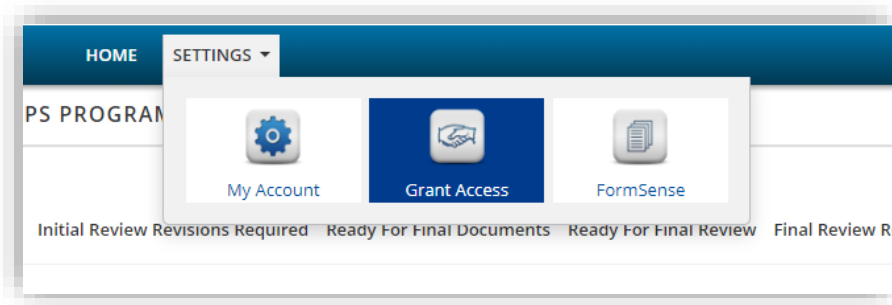
☒ Read Only
☐ Read/Write

Add Grant

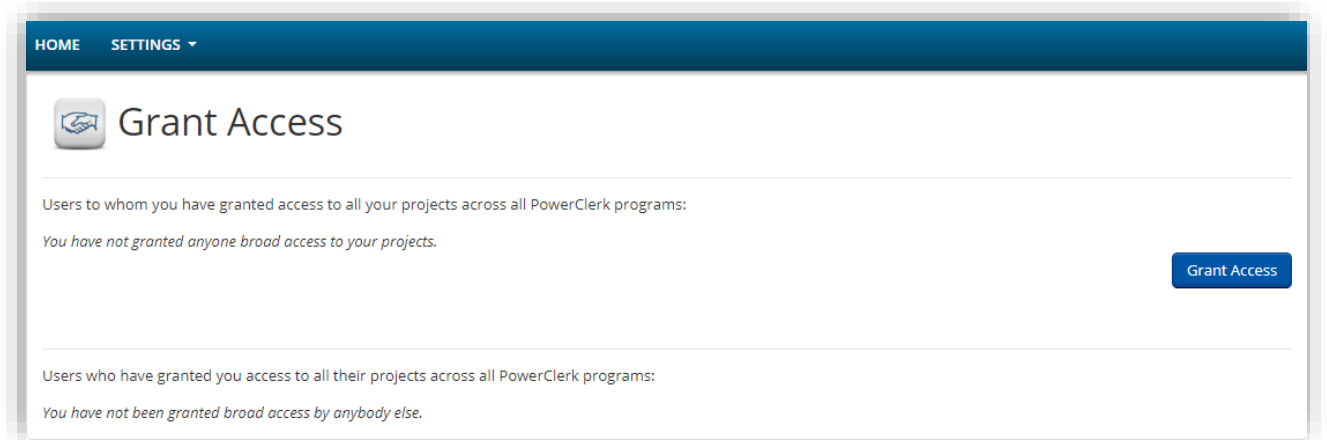
2. To grant broad access (access to all projects)
 - a. Go to **Settings** and select **Grant Access**



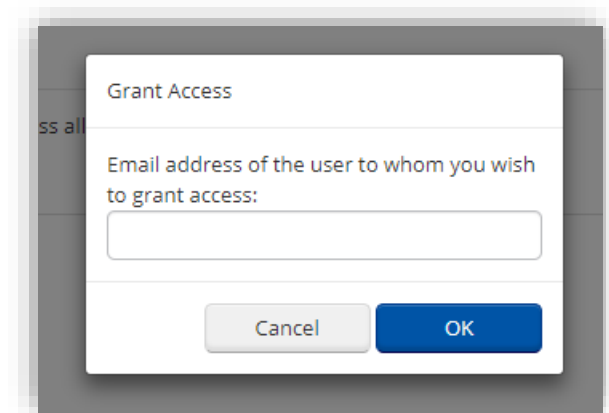
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b. Click **Grant Access**



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

Queue Position	Project#	Legacy#	Current Status
▼ 46	APS-01237		Application Revisions Required

View/Edit Project

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

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

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

Application Corrections Needed Project Number: APS-00015

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



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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.

- 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

- Click **View** to download the attachment

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

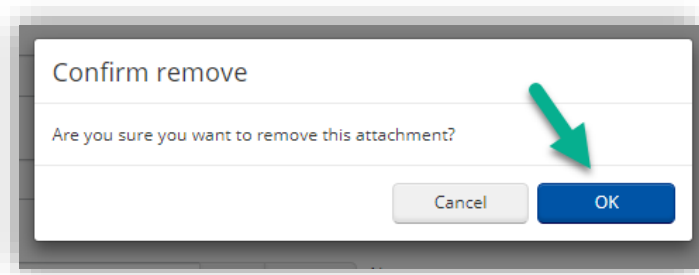
- Click **Remove** to remove the attachment and upload a corrected document

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

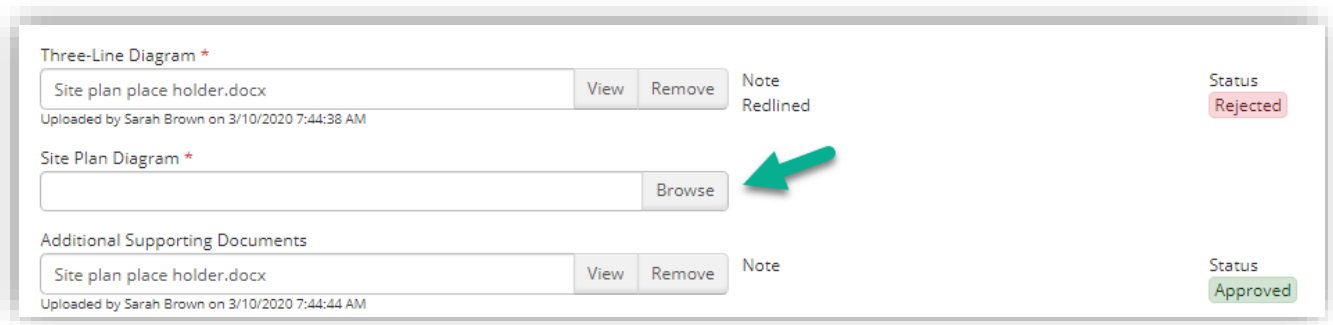


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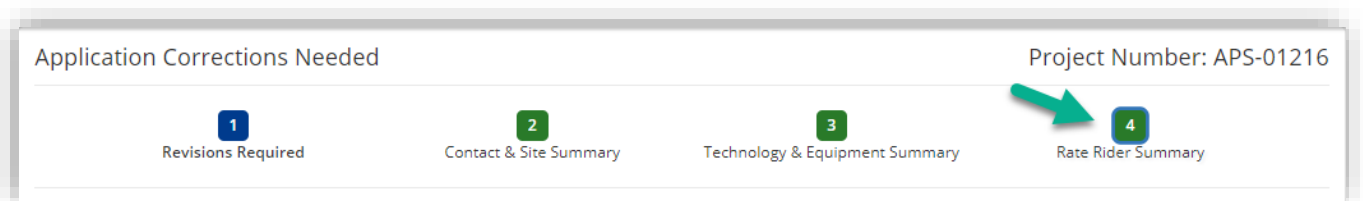
10. Click **OK**



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.

Back

Submit

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)

F. Application – Engineer Revisions Required

- There will be a communication sent stating that the application requires revisions
- On the Home page, click on **Initial Review Revisions Required** to locate Projects that require revisions
 - 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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All Projects	Unsubmitted	Ready For Initial Review	Initial Review Revisions Required	Ready For Final Documents	Ready For Final Review
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

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.

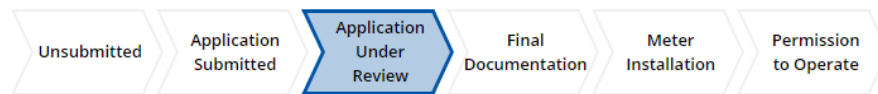
Engineer Comments

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



▼ 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
- If the selection is incorrect or has changed, refer to section **K. Addendum Request**
4. Will the Meter Socket Adapter be available on site?
- If **Yes**, APS will install the Meter Socket Adapter within 5 business days.
 - 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.
 - 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.

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

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

Submit

- 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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All Projects Unsubmitted Ready For Initial Review Initial Review Revisions Required <u>Ready For Final Documents</u> Ready For				
Queue Position	Project#	Legacy#	Current Status	Current Status Time
▼ 43	APS-01239		Application Approved	04/02/2020
View/Edit Project				
► 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**

▼ Available Forms	
Description	Form Status
Equipment Addendum Request	<input type="button" value="Begin"/> New Form Became available on 4/2/2020 at 2:18 PM
Final Documents	<input type="button" value="Begin"/> 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 ?	<input type="text" value="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

All Projects

Unsubmitted

Ready For Initial Review

Initial Review Revisions Required

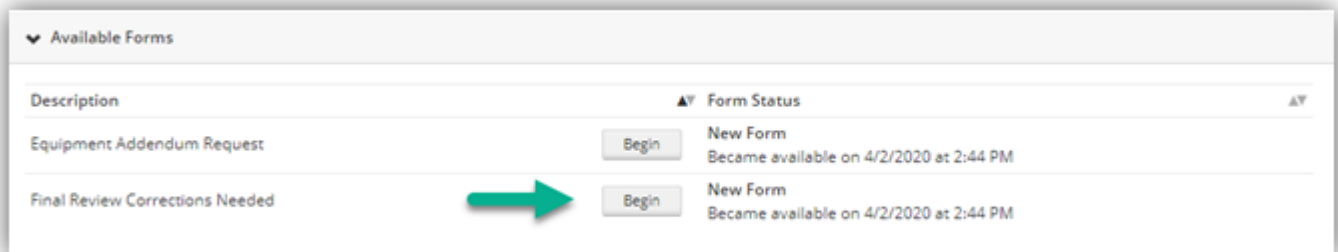
Ready For Final Documents

Ready For Final Review

Final Review Revisions Required

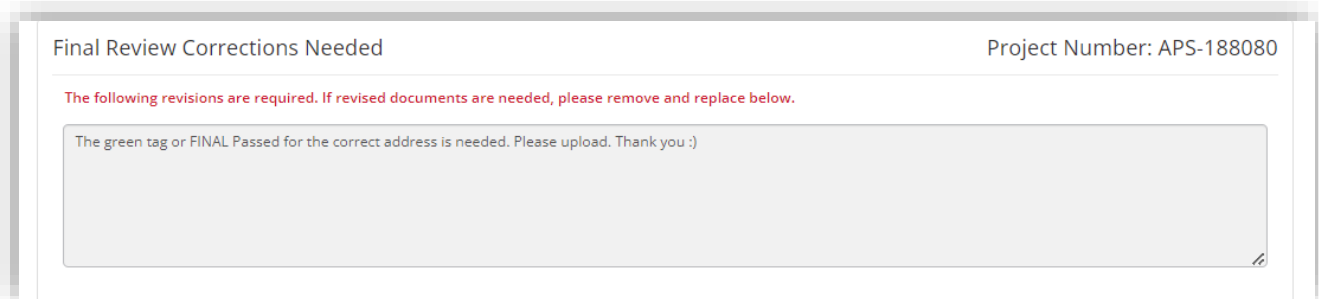
Queue Position	Project#	Legacy#	Current Status	Current Status Timestamp	Application Type
▼ 20	APS-01221		Final Review Deficient	03/17/2020	Residential
View/Edit Project					
▶ 23	APS-01231	258258	SCP Final Review Deficient	03/30/2020	

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

The screenshot shows a web form for APS PowerClerk. At the top, there is a 'Clearance Received Date' field with a calendar icon. Below it is a section for 'Electrical Clearance or Letter in Lieu of Electrical Clearance' with a red asterisk and a help icon. A file named 'fic.pdf' is listed, with a 'View' button and a 'Remove' button. To the right of the file list, a 'Note' states: 'This is not the correct address. Please upload the document to match the application address: 368 E JUAREZ ST. Thank you,'. The 'Status' is 'Rejected'. Below the file list is a 'Supporting Documents' section with a 'Browse' button. At the bottom, there is a checkbox for a certification statement and a red 'IMPORTANT' note: 'In order for the application to be placed back in queue, click submit.'

6. Click **OK**

The screenshot shows a 'Confirm remove' dialog box. It asks 'Are you sure you want to remove this attachment?'. There are 'Cancel' and 'OK' buttons. A green arrow points to the 'OK' button. At the top of the dialog, there is a small text note: 'This green tag is for the wrong address'.

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

The screenshot shows a close-up of the 'Electrical Clearance or Letter in Lieu of Electrical Clearance' field. It has a text input area and a 'Browse' button to its right.

8. 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

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

Note: Please have [NEW APS CUSTOMER] sign

Status: Rejected

Authorization Form *

Sample Executed Contract.docx View Remove

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

Note: Please have [NEW APS CUSTOMER] sign

Status: Rejected

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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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

- 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.

- 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 *

- 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

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

▼ Available Forms

Description

Equipment Addendum Request

Final Documents

▲▼ Form Status

Begin

Begin

New Form

Became available on 4/13/2020 at 8:32 AM

New Form

Became available on 4/13/2020 at 8:32 AM

1. Locate the Equipment Addendum Request form under Available Forms, then click Begin
2. Select Yes or No to the question, "Is the total system size changing?"

Equipment Addendum Request

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

Is the total system size changing? * ?

- ☒ Yes
☐ No



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- If there is a change to a model or manufacturer, then enter the new inverter and module information.

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

System Rating:

Not yet calculated

Inverter Rating:

Not yet calculated

Calculate

- If there is a change to a battery model or manufacturer, enter that in the **Change to Battery System** field.

Change to Battery System:

- If there a change to any other equipment, for example, utility disconnect switches, enter in the **Additional changes to equipment** field.

Additional changes to equipment:

- Upload a new three-line diagram, one-line diagram, and site plan that shows these equipment changes.

Three Line Diagram *

Browse

One Line Diagram

Browse

Site Plan *

Browse

- Click **Submit**

- The status will change to **Revisions Submitted** and be back in APS queue for review.



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- A communication will be sent to confirm that your request has been received.

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.

Form Name	Form Status
90-Day Extension	New Form Became available on 3/14/2024 at 2:26 PM

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
2. Once a project is canceled, a communication will be sent to confirm