# APS POWERCLERK APPLICANT USER GUIDE

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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 APS PowerClerk Home Page will appear as below
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’
4. 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.

5. Save default values on each page by clicking ‘Save Form Sense Default’

6. Saved default values will be shown on the bottom of the FormSense List.
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
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)

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.
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
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

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

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
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.

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.

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
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.**
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](image)

![Signature Request Options](image)
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**
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**
b. Click **Grant Access**

c. Enter the email address, then click OK

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**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.

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.
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.

9. Click **Remove** to remove the attachment and upload a corrected document.
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**
13. The Project status will automatically change to **Revisions Submitted** and it is now ready for APS review.

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

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

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
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 Form]

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

6. 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
   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 **Final Documents** form, then click **Begin**
   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
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

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

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

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 Final Review Corrections Needed form, click Begin

4. Corrections needed will be noted in the comment box
5. Deficient documents will be noted at the bottom of the form. To replace a deficient document, click **Remove**

6. Click **OK**

7. Click **Browse** to locate the corrected document
8. When the revised attachment(s) have been uploaded, click **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

J. **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**
4. Corrections needed will be noted in the comment box

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

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

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**
• 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**

K. **Addendum Request (if applicable)**

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

1. Locate the Equipment Addendum Request form under **Available Forms**, then click **Begin**

2. 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.

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

**L. 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