



APS POWERCLERK APPLICANT USER GUIDE

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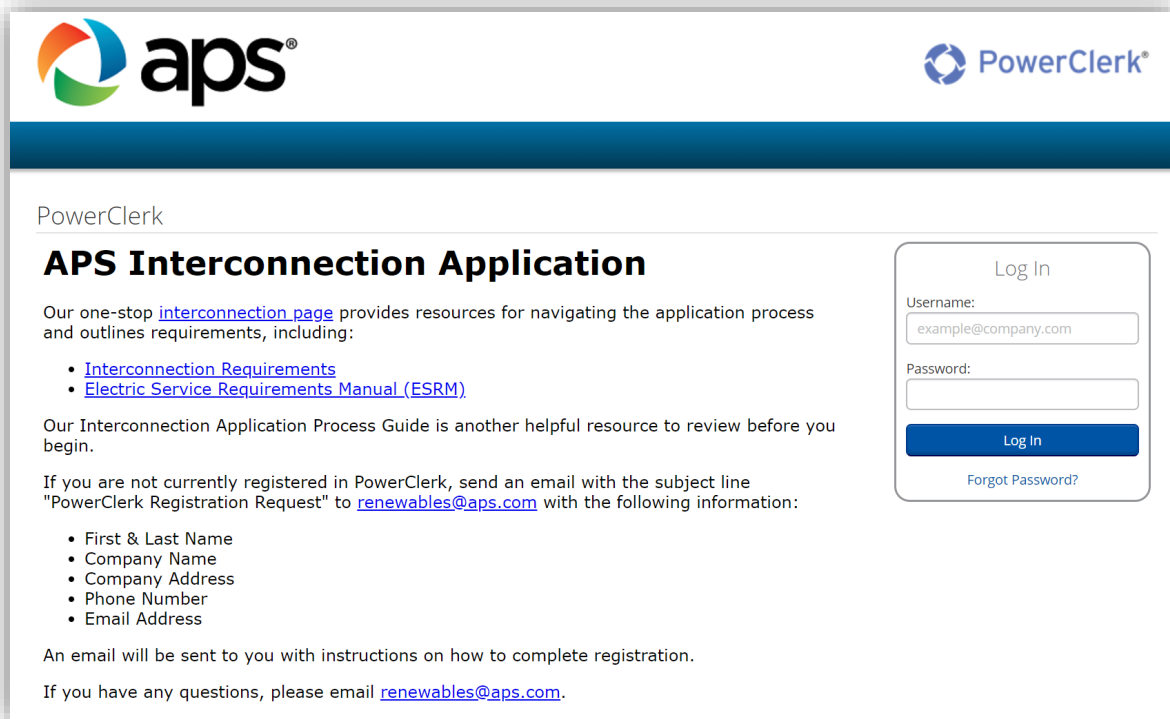


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A. Accessing PowerClerk

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 heading, there is a paragraph explaining that a one-stop interconnection page provides resources for navigating the application process and outlines requirements, including:

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

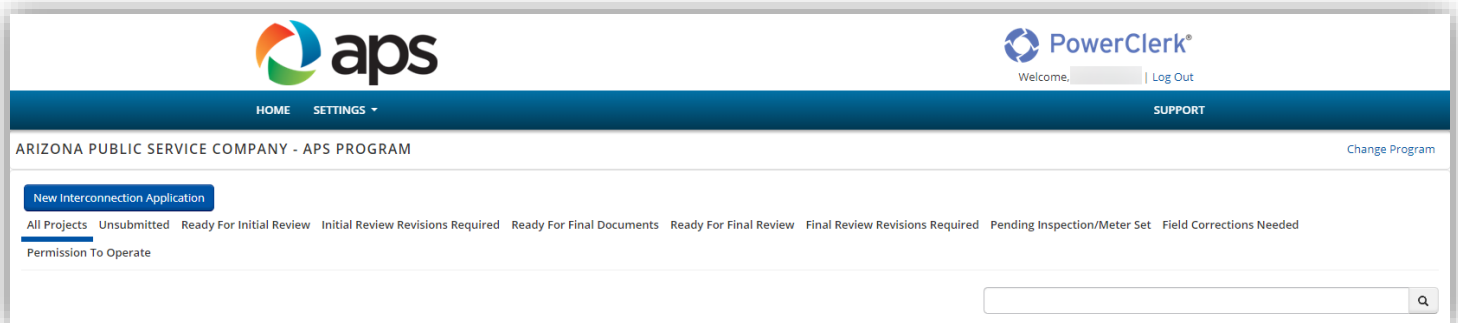
Below the list, there is a paragraph stating that the Interconnection Application Process Guide is another helpful resource to review before beginning. Further down, there is a paragraph instructing users who are not currently registered in PowerClerk to send an email with the subject line "PowerClerk Registration Request" to renewables@aps.com with the following information:

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

Below the list, there is a paragraph stating that an email will be sent to the user with instructions on how to complete registration. Finally, there is a paragraph stating that if the user has any questions, they should email renewables@aps.com.

On the right side of the page, there is a "Log In" box. It contains a "Username:" label, a text input field with the placeholder "example@company.com", a "Password:" label, a text input field, 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, there is a heading "ARIZONA PUBLIC SERVICE COMPANY - APS PROGRAM" and a "Change Program" link. Below the heading, 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 of the page, there is a search bar with a magnifying glass icon.

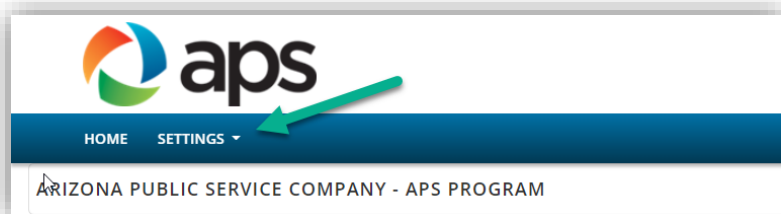


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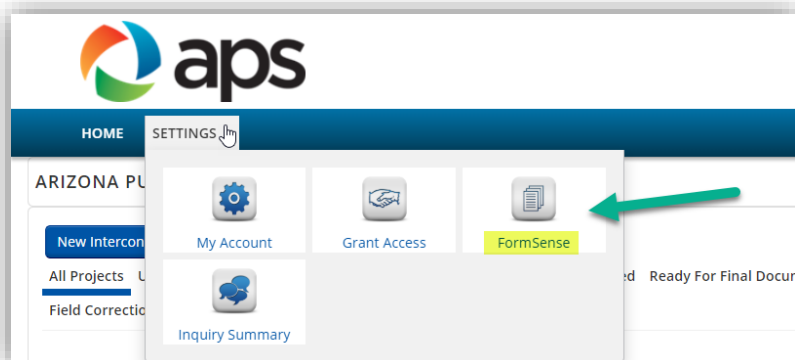
B. FormSense

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)

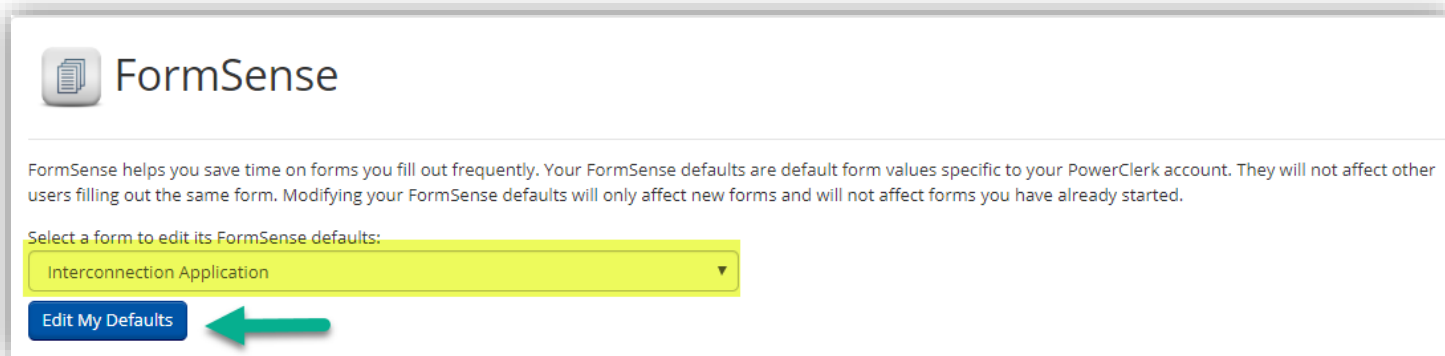
1. Click on the Settings menu



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.

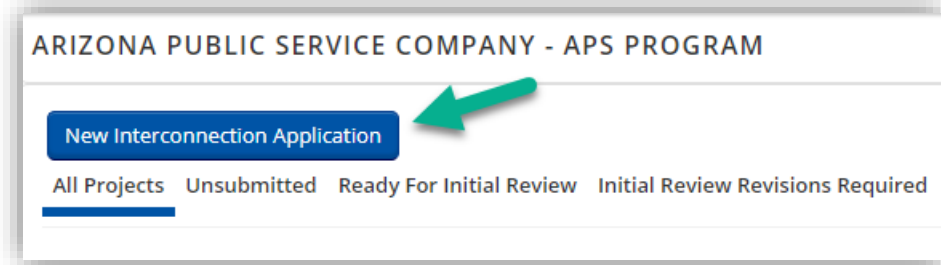
Data Field Label	Type	Default Value	On Forms
Address City	Address	Phoenix	Interconnection Application, Application Corrections Needed, Migrating Interconnection Application, Migrating Solar Communities Application
Address Line 1	Address	1234 Sample App Dr	Interconnection Application, Application Corrections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



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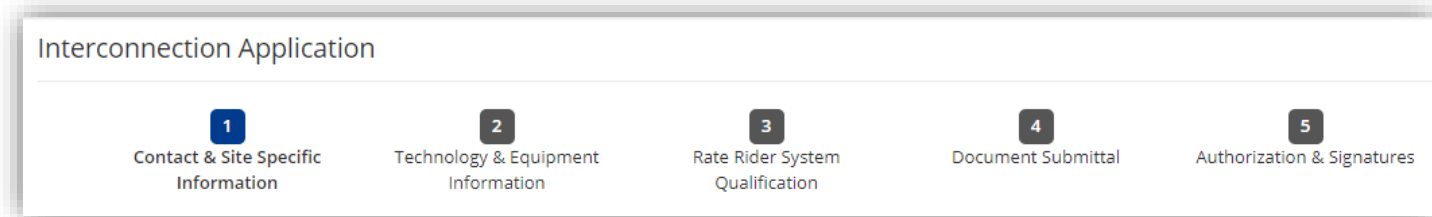
C. Initiating A New Application

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

IMPORTANT INFORMATION!

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



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C.2. Contact & Site Specific Information

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

CONTACT & SITE SPECIFIC INFORMATION

Application Type *

☐ Commercial

☐ Residential

Installer Contact Information

Name *

First

Last

Company * ?

Installer *

Select...

Address *

Street

City

Zip Code

Email Address *

Phone Number *

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




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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 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 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 sets of radio button questions. 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

1

ABB

▼

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

▼

Efficiency Rating: 0.965

PV Array [Delete Array](#)

Qty

24

Canadian Solar

▼

250W (Model CS5P-250M)

▼

PTC Rating: 0.2273

Tilt

18

(0° to 90°)

Azimuth

90

(0° to 359°)

Tracking

Fixed

▼

Shading

% Solar Access
(100 or blank = No Shading)

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Add Array

Add Inverter

System Rating:

6 kW DC

Inverter Rating:

6 kW AC

Calculate



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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". At the top, it says "Select a rate rider * 2". Below this is a light blue box with the text "Please visit www.aps.com/adjustors to learn more." and a close button (X). There are two radio button options: "RCP-Resource Comparison Proxy Export Rate" (which is selected) and "EPR-2 - Net Billing (<100 kW-AC)". Below these options, it states "Eligibility for the Resource Comparison Proxy (RCP) Export rate is subject to the requirements found in:" followed by a bulleted list: "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 that is checked, with the text "I have read and understand the information provided regarding the rate rider selection and intend to move forward as indicated. *".

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

C.5. Document Submittal

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

The screenshot shows a web form titled "DOCUMENT SUBMITTAL". At the top, it says "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 for these resources and the APS Interconnection Process Guide." Below this are several document upload fields, each with a "Browse" button: "Executed Contract * 2", "Consumer Acknowledgement * 7", "Disclaimer * 2", "Three-Line Diagram * 2", "Site Plan Diagram * 2", "Additional Supporting Documents 2", and "Load Calculations (if applicable) 2".

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

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**

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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The screenshot shows the 'eSignature Status' window. It lists two documents: 'Residential Authorization Form - Customer of Record.pdf' and 'Interconnect Agreement.pdf', both marked as 'Completed' with a timestamp of '4/13/2020 7:57:02 AM'. Below the documents are input fields for 'APS Account Holder' and 'Homeowner', both also marked as 'Completed'. A 'Cancel Pending Signatures' button is present. A message states: '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.' At the bottom are 'Back' and 'Submit' buttons.

- 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

The screenshot shows a confirmation screen with the text 'Thank you for your submission.' Below it, it says 'Your project number is: APS-01237'. At the bottom is a green 'Continue' button.

D. Granting Project Access

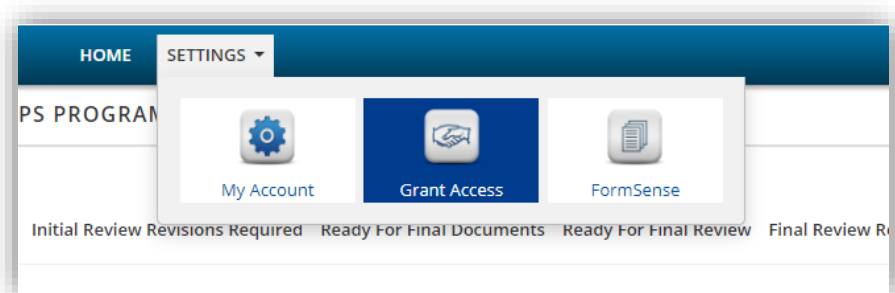
- A **Project Owner** may grant access to a specific Project, or grant broad access to all Projects
1. To grant access to a specific Project:
 - a. Go to the **View/Edit Page**
 - b. Under Access Grants For This Project, enter grantee email address
 - c. Select **Read Only** access or **Read/Write**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

The screenshot shows the 'Access Grants For This Project' section. It has a dropdown arrow and a help icon. Below it, a message states: 'No project grants have been granted for project APS-01251'. There is a text input field for 'Grantee Email Address:'. To the right of the input field are two radio buttons: 'Read Only' (selected) and 'Read/Write'. At the bottom right is a blue 'Add Grant' button.

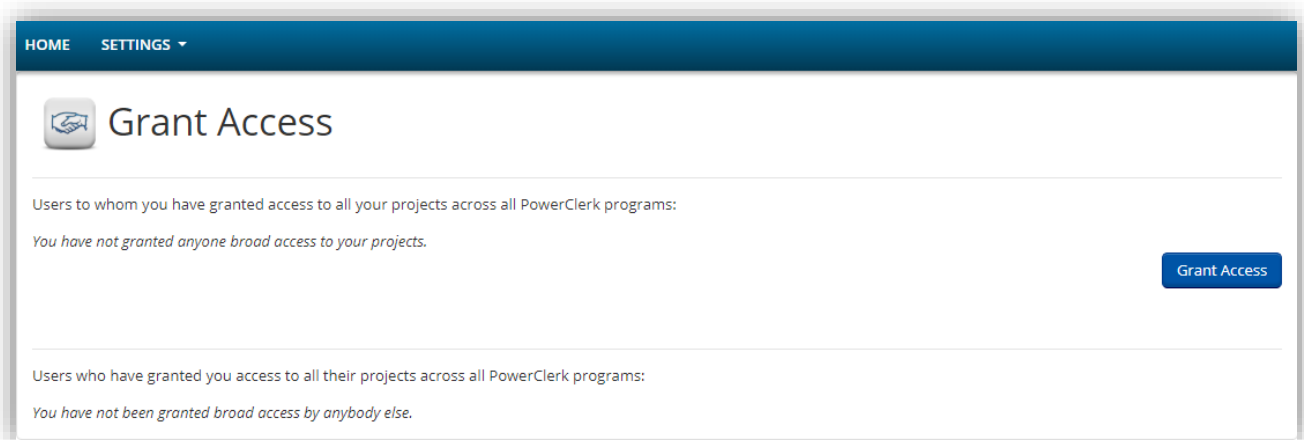
2. To grant broad access (access to all projects)
 - a. Go to **Settings** and select **Grant Access**



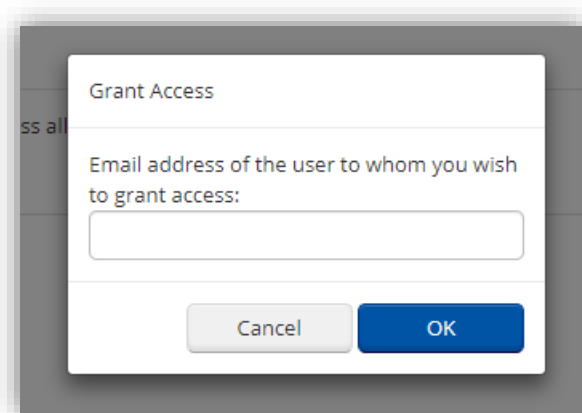
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b. Click **Grant Access**



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	2	3	4
Revisions Required	Contact & Site Summary	Technology & Equipment Summary	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 *			Note	Status
Site plan place holder.docx	View	Remove		Approved
Uploaded by Sarah Brown on 3/10/2020 7:44:32 AM				
Disclaimer *			Note	Status
Site plan place holder.docx	View	Remove	Redlined	Rejected
Uploaded by Sarah Brown on 3/10/2020 7:44:35 AM				
Three-Line Diagram *			Note	Status
Site plan place holder.docx	View	Remove	Redlined	Rejected
Uploaded by Sarah Brown on 3/10/2020 7:44:38 AM				

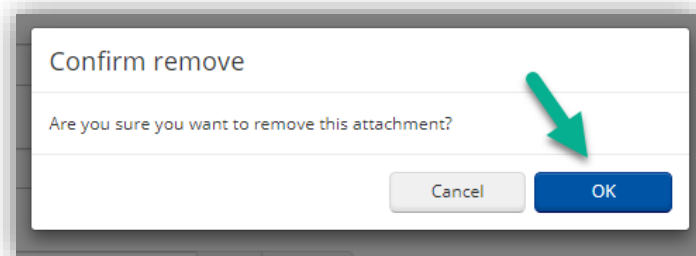
- Click **Remove** to remove the attachment and upload a corrected document

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

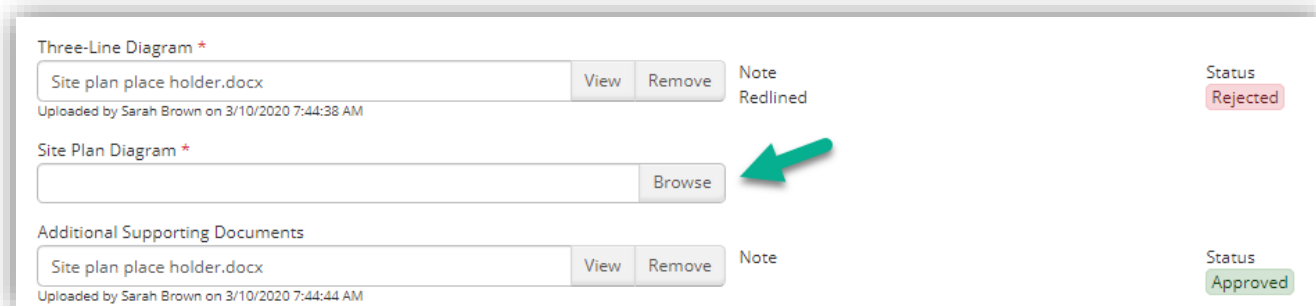


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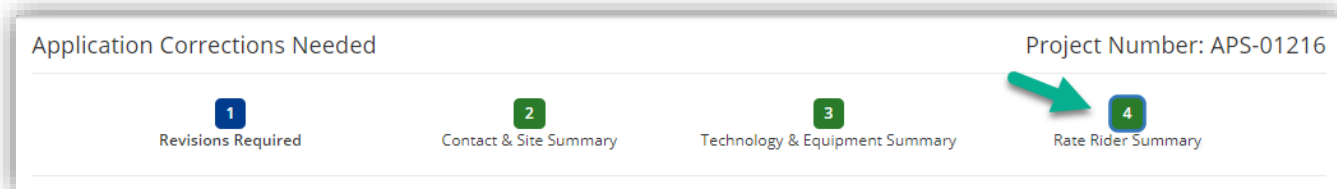
10. Click **OK**



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



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All Projects Unsubmitted Ready For Initial Review <u>Initial Review Revisions Required</u> 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	Begin 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

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

▼ Current Status

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

Project Owner: Sarah Brown (Applicant)

Created on 3/31/2020 at 10:22 AM (44 minutes ago)

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

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

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



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

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

Meter Socket Adapter Install Request Project Number: APS-00003

Type of connection

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

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

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

3. The type of connection will match the selection made on the application
- 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. 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

All Projects Unsubmitted Ready For Initial Review Initial Review Revisions Required Ready For Final Documents 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	

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

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

- 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



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Clearance Received Date ?

4/2/2020

A green arrow points to the 'Clearance Received Date' field.

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

Clearance Received Date ?

Electrical Clearance or Letter in Lieu of Electrical Clearance * ?

Browse

A green arrow points to the 'Electrical Clearance or Letter in Lieu of Electrical Clearance' field.

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



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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)

I. Final Review – Corrections Needed

- There will be a communication sent stating that the application requires revisions
- On the Home page, click on **Final 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 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**

▼ Available Forms

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

- Corrections needed will be noted in the comment box



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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 :)

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

Clearance Received Date

Electrical Clearance or Letter in Lieu of Electrical Clearance * ?

fic.pdf View Remove Note Status

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

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

Supporting Documents

Browse

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

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

- Click **OK**

this green tag is for the wrong address

Confirm remove

Are you sure you want to remove this attachment?

Cancel OK

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

Electrical Clearance or Letter in Lieu of Electrical Clearance * ?

Browse



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

Clearance Received Date ?

Electrical Clearance or Letter in Lieu of Electrical Clearance * ?

Helder Green Tag.pdf View Remove

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

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

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

Submit

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

Interconnection Agreement *

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

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

Authorization Form *

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

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

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**



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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

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.

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**



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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**

K. Addendum Request (if applicable)

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

▼ Available Forms

Description

Equipment Addendum Request

Final Documents

▲▼ Form Status

New Form

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

New Form

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

Begin

Begin

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

Equipment Addendum Request

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

Is the total system size changing? * ?

☒ Yes

☐ No

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

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



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The screenshot shows a web form titled "Equipment Addendum Request". Below the title is a note: "This form is required for minor modifications to the design of the generating facility." The first question is "Is the total system size changing?" with radio button options for "Yes" and "No". The "No" option is selected. Below this is a section titled "Change to PV System Specification:". It contains two rows of input fields. The first row is for "Inverter" and the second is for "PV Array". Each row has a "Qty" input field, a "Delete" link, and a dropdown menu labeled "Please select...". At the bottom of the form are two buttons: "Add Array" and "Add Inverter".

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