



:: Generator Application Process Guide ::

This guide outlines the standardized procedures for safely connecting a generator to the electric utility grid. Prior to applying, PowerClerk registration is required.

PowerClerk Registration

- Please contact renewables@aps.com with the following information:
 - First Name and Last Name
 - Company Name
 - Email address
- Once registration has been completed, an email from APS through PowerClerk will be sent to the email address provided.
 - PowerClerk sign-in page: <https://apsint.powerclerk.com/MvcAccount/Login>

Application Process

The project owner / applicant will apply online using our PowerClerk application.

1. Contact & Site-Specific Information:

- Under 'Installer Contact Information' Provide contact information of who will be monitoring the application and who can address any issues or provide additional information for the project, etc.
- There is an Installer drop-down list to choose the company working on the project. If they are not listed, please provide the Company name to renewables@aps.com to have them added to the list.
- (For Separate Service Generator Application Only) If Service has not been established, the Applicant can bypass the Account Number and APS Billing Meter by entering a "0" for the account number and "TBD" for the APS Billing Meter.

2. Technology & Equipment Information:

- **IMPORTANT:** Select the correct technology type (either Separate Service Generator or Rotating Machinery) for the application. The application fields will populate accordingly and are different for each type of equipment.
- Transfer Switch catalog number and product description are required as part of the Manufacturer Submittal.
- When the available fault current is greater than the Transfer Switch withstand rating, identify the fuse current limiting type or submit spec sheet or TCC (Time Current Curve) illustrating 0.050 seconds of total clearing time of the upstream breaker feeding the normal side of the Transfer Switch.



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3. Document Submittal

- Separate Service Generator applications require the following documentation, and will be rejected if any documents are missing (*APS reserves the right to require additional information after review of the specific design*):
- One Line diagram - An Electrical Professional Engineer stamp registered in the State of Arizona may be required. Diagram to be specific to the project being submitted.
- The Manufacturer Specification Sheet Submittal for the specific Transfer switch in the design. Specifics include:
 - catalog number
 - optional accessories
 - product description
 - neutral configuration (switched or not switched)
 - service rating
 - voltage/frequency
 - bypass operation indication
 - number of switched poles
 - transfer switch fault withstand table
 - dimensional drawings
 - transition type
 - Spec sheet or TCC curve illustrating 0.050 seconds of total clearing time, if there is an upstream breaker feeding the normal side of the transfer switch.

4. Authorization and Signatures:

The following signatures will be required on the Authorization form according to the parties associated with project:

- Sole Authorization Form - APS Customer of record signature only
- Dual Authorization Form - Property Owner and APS Customer of record signature
 - If service has already been established, the authorization form will be automatically filled out when selecting "preview document". Then the document can be sent to the customer for signature. (Note: "Request signatures" only becomes available after the document has been previewed.)
 - If service has **not** been established, the Authorization Form generated in Power Clerk will be incomplete. Please do the following in order to complete and submit the form:
- Completely fill out the Authorization Form applicable (Forms provided on the following pages).
- Email the completed form to renewables@aps.com, so we can upload the form to the application. Please provide the Applicant's email address, so we can search for the application. There will be no application number at this point.
- If the application is submitted successfully, an application number will generate and will also be emailed to all recipients listed on the application.
- Once submitted, the application is in queue for APS Review.

Please email renewables@aps.com for any questions or further assistance.