



## :: Generator Power Clerk Application Submittal Guide ::

The following are the steps for submitting a Generator application in Power Clerk:

### 1. Applicant Power Clerk Registration:

- Applicant must be registered to APS Power Clerk Interconnection. Please contact [renewables@aps.com](mailto:renewables@aps.com) with the following information to initiate the registration process:
- First Name and Last Name
- Company Name
- Email address
- Once the Power Clerk registration is initiated, please look for an email from Power Clerk. If you do not receive anything in your inbox, please be sure to check the Junk mail.
- Power Clerk Sign-in page: <https://apsint.powerclerk.com/MvcAccount/Login> We recommend Bookmarking this page.
- The application will have technical questions, so we recommend the Applicant filling out the application understands the technology they are submitting for.

### 2. There are 5 steps shown once the application is started. Step 3 will not be applicable for Separate Service Generator applications. Please review the following information to assist with completing the application:

#### • **Step 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](mailto: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.
- Continue answering the remaining questions specific for the project.

#### • **Step 2: Technology & Equipment Information:**

- Select the correct Technology Type for the application. The application fields will populate accordingly.
- Continue answering the remaining questions specific for the project.
- Manufacturer Submittal for the specific Transfer Switch including catalog number and product description must be submitted.
- 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 curve illustrating 0.050 seconds of total clearing time of the upstream breaker feeding the normal side of the Transfer Switch.



## :: Generator Power Clerk Application Submittal Guide ::

- **Step4: Document Submittal**

- Separate Service Generator applications require the following documentation (*or will be immediately rejected*).  
*\*Do keep in mind our engineers may 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.
  - The Manufacturer Specification Sheet Submittal for the specific Transfer switch in the design. Catalog number, optional accessories, product description, neutral configuration (switched or not switched), service rating, voltage/frequency, bypass operation or not, number of switched poles, transfer switch fault withstand table, dimensional drawings, Transition type, and field connection wiring diagrams are to be included.
  - 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.

- **Step 5: Authorization and Signatures:**

- For Generator applications where service has not been established, the Authorization Form that generates from Power Clerk will be incomplete.  
*\*If the Applicant clicks the Preview button next to the Authorization form, Power Clerk will auto send the incomplete form for Customer Signature. The Applicant will NOT be able to click submit until Power Clerk recognizes the Authorization Form is uploaded to the application:*
  - If service has not been established, please review bullet point 3 under "Step 1: Contact & Site Specific Information" on how to complete the Authorization form.
  - The following signatures will be required on the Authorization form according to the project:
  - Completely fill out the Authorization Form applicable (Forms provided on the following pages).
  - Single Authorization Form for APS Customer of record signature only.
  - Double Authorization Form for Property Owner and APS Customer of record signature.
  - Email the completed form to [renewables@aps.com](mailto: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](mailto:renewables@aps.com) for any questions or further assistance.

## **Authorization Form**

Thank you for your interest in the APS Interconnection Application Program. Interconnecting a Distributed Energy Resource, including a solar photovoltaic electric system, to the APS grid is an easy process. The first step in the process is to initiate an application. This step has already been initiated by \_\_\_\_\_. This authorization form must be electronically signed in order for the application to be completed.

I, \_\_\_\_\_, am the APS Customer of Record, receiving electric service at \_\_\_\_\_.

By signing this form, I am allowing \_\_\_\_\_ to act on our behalf in regard to all aspects of the interconnection process and understand:

1. I am authorizing the party listed above to submit an application on our behalf.
2. I hereby grant APS permission to coordinate the interconnection process with the following party:

Name of Entity: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

3. I am authorizing the party listed above to select a qualifying rate rider, which works in combination with our service plan, if interconnecting a renewable resource.
4. APS reserves the right to reject any Interconnection Application which it deems illegible or does not meet the requirements set forth in the APS Interconnection Requirements Manual or the APS sample designs.

Customer of Record: \_\_\_\_\_

Signature of Customer: \_\_\_\_\_

Date: \_\_\_\_\_

## **Authorization Form**

Thank you for your interest in the APS Interconnection Application Program. Interconnecting a Distributed Energy Resource, including a solar photovoltaic electric system, to the APS grid is an easy process. The first step in the process is to initiate an application. This step has already been initiated by \_\_\_\_\_. This authorization form must be electronically signed in order for the application to be completed.

I, \_\_\_\_\_, the Property Owner and I, \_\_\_\_\_, the APS Customer of Record, at \_\_\_\_\_.

By signing this form, we are allowing \_\_\_\_\_ to act on our behalf in regard to all aspects of the interconnection process and understand:

1. We are authorizing the party listed above to submit an application on our behalf
2. We hereby grant APS permission to coordinate the interconnection process with the following party:

Name of Entity: \_\_\_\_\_  
Name of Individual: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

3. We are authorizing the party listed above to select a qualifying rate rider, which works in combination with our service plan, if interconnecting a renewable resource.
4. APS reserves the right to reject any Interconnection Application which it deems illegible or does not meet the requirements set forth in the APS Interconnection Requirements Manual or the APS sample designs.

Customer of Record: \_\_\_\_\_  
Signature of Customer: \_\_\_\_\_  
Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Signature of Property Owner: \_\_\_\_\_  
Date: \_\_\_\_\_