

# SRP PowerClerk

Residential Applicant User Guide



Delivering water and power®

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## A. Accessing PowerClerk

The SRP portal is located at [srpinterconnect.powerclerk.com](http://srpinterconnect.powerclerk.com).

Instructions for new users on how to register can be found on the login page. Registration to the site must be completed before you can access the portal. To register, click on **Register a new account** located under the blue **Log In** button.

PowerClerk

### SRP Interconnection Application Portal

Open for new applications

**News:** Welcome to the new PowerClerk!

Before you begin, make sure you've reviewed the interconnection process, see links below. When ready, use PowerClerk to complete your interconnection application package. To register for PowerClerk, click on *Register a new account* in the Log In box on the upper right.

#### Interconnection process

1. Apply in PowerClerk
2. SRP Application Review
3. SRP Technical Review
4. Construct Facility
5. SRP Inspection and Commission
6. Permission to Operate

#### More resources

- [Tutorials for new PowerClerk users](#)
- [Frequent users FormSense](#)
- Commercial - If you have questions, please email [SRPSolarBiz@srpnet.com](mailto:SRPSolarBiz@srpnet.com)
  - [Interconnection Process](#)
  - [Frequently asked questions](#)
  - [SRP contractor process](#)
  - [Handbook](#)
  - [ESS Configuration](#)
- Residential - If you have any questions, please email [DER@srpnet.com](mailto:DER@srpnet.com)
  - [Program Requirements](#)
  - [Frequently asked questions](#)

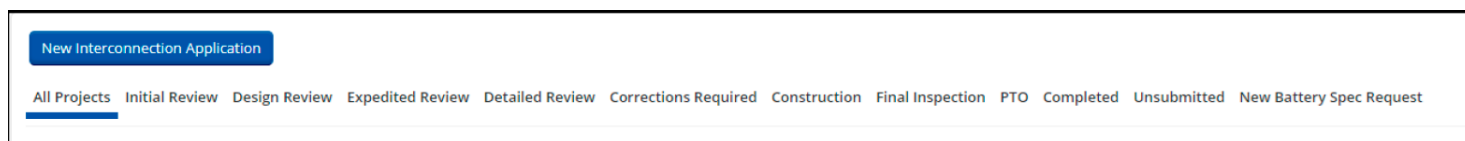
If you have a PowerClerk account with APS, Go to Settings > Add Programs > Program to Add: Agency, select SRP from the dropdown, then, select Add Program. To change between other utilities, click on the “Change Program” on the top right.

SALT RIVER PROJECT - COMMERCIAL INTERCONNECTION - TEST

 Change Program

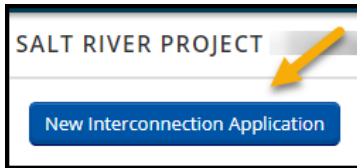
The SRP PowerClerk dashboard page will appear as below. The dashboard is designed to provide a list of active applications within their respective process status.

1. **All Projects:** This view contains a list of all projects. Here you can keep track of all projects, whether they are unsubmitted or submitted.
2. **Initial Review:** Once an application has been submitted, it will move to Initial Review. In this status, SRP is reviewing the application to ensure it meets all program requirements.
3. **Design Review:** This view contains a list of all applications in this process status.
4. **Expedited Review:** For projects greater than 300 kW-AC, a study is required by various distribution technical teams. For additional details, please visit [srpnet.com/environment/solar/business/docsandforms.aspx](http://srpnet.com/environment/solar/business/docsandforms.aspx).
5. **Detailed Review:** For projects 1 MW AC and above, a more in-depth study is required by various distribution technical teams and will address the requirement for telemetry. For additional details, please visit [srpnet.com/environment/solar/business/docsandforms.aspx](http://srpnet.com/environment/solar/business/docsandforms.aspx).
6. **Corrections Required:** When an application is denied in Initial Review or Design Review or turned down in Final Inspection, it will move into this status and will require action on your end.
7. **Construction:** This status is given when an application is being installed and SRP still requires City Clearance (CC) or a Certificate In-Lieu of Electrical Clearance (CILC).
8. **Final Inspection:** Once an application has passed Initial Review and Design Review and we have received CC or a CLIC, the application will move into this status. This does not replace the process for scheduling an inspection via SharePoint.
9. **PTO:** This status is for commercial interconnections.
10. **Completed:** This view contains a list of commissioned applications.
11. **Unsubmitted:** This view contains a list of all unsubmitted projects.
12. **New Battery Spec Request:** This view contains applications that are waiting for new battery specification approvals.



## B. Initiating a New Application

1. Click the **New Interconnection Application** button to begin.



2. The Application form is composed of nine pages:

- Welcome
- Applicant
- Customer
- Installer
- System Owner
- Interconnection
- System Information
- Documents
- Submit

## B.1. Welcome

### Welcome

#### This is the SRP application for Distribution Interconnection.

Any interconnection request of a DER (Distributed Energy Resource) facility on the SRP Distribution System (voltage levels less than 69KV) will require an application. A customer sited DER facility operates in parallel to SRP's distribution system and includes behind the meter generation, energy storage and back-up generation.

Keep in mind these tips as you fill out your application:

- PowerClerk automatically saves your progress.
- You can log out and when you return you'll be able to pick up where you left off. Navigate using the buttons at the bottom of the page or the page boxes above.
- Click the "Submit" button at the end of the application to submit.
- If you frequently submit applications for a company, FormSense is for you. It will automatically load company and applicant profiles. Learn how to set up your FormSense at [FormSense](#).

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If you have any questions about the application or program requirements please contact:

SRP Commercial Interconnection at (602) 236-4663 or [SRPSolarBiz@srpnet.com](mailto:SRPSolarBiz@srpnet.com), technical specifications visit [SRP Commercial Interconnection](#) website.

SRP Residential Interconnection at (602) 236-4448 or [DER@srpnet.com](mailto:DER@srpnet.com), technical specifications visit [SRP Residential Interconnection](#) website


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**Now, let's get started on your application...**

## B.2. Applicant

### Applicant

*Who is completing this application? The person providing this information is the Applicant. You may be the Customer of Record or anyone else authorized to apply by the Customer of Record.*

Applicant 

Name \*


Company

Address \*

City   Zip Code

Email \*

Phone \*

Additional Applicant Email 

### B.3. Customer of Record

1. If the customer has an SRP account at this site, select **Yes**.
2. Enter the customer's SRP account number and billing meter number, then click **Retrieve Customer Information**. If there is no meter, type "0" in the Meter Number field.
  - The customer's name, address information and current price plan will populate validating the information provided against SRP's Customer Information System.

The screenshot shows a web form with the following sections:

- Account Number from SRP Bill \***: A text input field.
- Meter Number from SRP Bill \***: A text input field.
- Retrieve Customer Information**: A button with a yellow arrow pointing to it from the right.
- Description of Service**: A text input field containing "New Facility at Existing Service".
- Customer of Record**: A dropdown menu with "New Contact" selected.
- Name \***: Two text input fields labeled "First" and "Last".
- Company**: A text input field labeled "Company".
- Address \***: Three text input fields labeled "Street", a blank field, and "City".
- Zip Code**: A text input field.
- Email \***: A text input field labeled "Email".
- Phone \***: A text input field with a placeholder "(###) ###-####".

3. Enter the customer's email address and phone number.
  - All communications will be sent here.
4. Select **Yes** or **No** for the following question: Is access to any required metering by SRP personnel in any way restricted or impeded (locks, gates, walls, etc.)?
5. If property is a rental, select **Rental Property**.

- If property is in the name of a trust or LLC, select **Yes** from the drop-down menu, select **New Contact**, and then fill in the required fields. Enter Trust or LLC name in the “Company” field and select the “Title of Authorized Signatory.”

- If the customer of record is the property owner, select **Customer of Record** from the drop-down menu. Otherwise, select **New Contact** and fill in all the fields.
- Click **Next** when ready to move to the next page.

### B.4. Installer

- If the installer is the same as the applicant, select **Applicant** from the drop-down menu and the applicant information will automatically populate.



- If there is a separate dealer, select **yes**, select new contact and then enter the contact information for the dealer.

- Click **Next** when ready to move to the next page.

## B.5. System Owner

1. In contract type, if the system owner is the same as the customer, select **Customer of Record** from the drop-down menu. If the system owner is the property owner, Trust or LLC, then select **Property Owner** from the drop-down menu. If it is someone else, then select **New Contact**.

2. Click **Next** when ready to move to the next page.

## B.6. Interconnection

1. Select either **Line Side Tap** or **Load Side Tap**.
2. Choose the inverter voltage from the drop-down menu that is being added.
3. Click **Next** when ready to move to the next page.

## B.7. System Information

1. Select the project scope: **Generation**, **Storage**, or **Generation & Storage**.
2. Identify the type of generation: Inverter-Based or Spinning Mass.
  - If Inverter-Based:
    1. Specify the Inverter: quantity, manufacturer and model.
    2. Specify the PV Array: quantity, manufacturer and model.
    3. Enter the Tilt, Azimuth and Tracking of the array.
    4. Tracking is fixed, single-axis or dual-axis.
    5. If an additional inverter or array is needed, click on either **Add Inverter** or **Add Array**.
    6. Press the **Calculate** button to determine the PV DC rating, Inverter AC rating and Energy Capacity if there is a battery attached to the PV inverter.

The screenshot shows a web form titled "PV System Specification". It contains two main sections: "Inverter" and "PV Array".

**Inverter Section:**

- Qty: 1
- Manufacturer: Tesla
- Model: 3.9 kW (Model 1534000-xx-y (240V) [S11])
- Efficiency Rating: 0.955

**PV Array Section:**

- Qty: 15
- Manufacturer: Tesla
- Model: 25W (Model SR25T3)
- PTC Rating: 0.0219
- Tilt: (0° to 90°)
- Azimuth: (0° to 359°)
- Tracking: Fixed

Buttons: Add Array, Add Battery, Add Inverter.

**Summary Table:**

System Rating:	Needs to be recalculated
Inverter Rating:	Needs to be recalculated
Estimated Annual Production:	Needs to be recalculated
Design Factor:	Needs to be recalculated
Total Nameplate Energy Capacity:	Needs to be recalculated

Calculate button is present at the bottom right.

**NOTE:** If you have selected **Generation** as the project scope, **DO NOT** use the **Add Battery** button. This will give you an error message. To add a battery project, you must select **Generation & Storage** or **Storage** only.

- If installing a battery that is connected to the PV inverter, add the battery in the PV system specification section. If installing a battery that has its own inverter or is an integrated battery, then select the battery checkbox and add the battery to the Energy Storage System Component (see screenshot below).
- Press the **Calculate** button to determine the Total Nameplate Energy Capacity (kWh) and Total Max. Continuous Discharge Rate (kW).

- If the battery that is being installed is not on the list of batteries, then upload the battery specifications for the new battery in the field provided.
  1. Select the type of ESS configuration.
  2. Choose the primary battery use.
  3. Provide the battery location.
  4. Select **yes** or **no**: Is battery located in a climate-controlled space?
  5. Select **New Price Plan**.
  6. Select **yes** or **no**: Does the project include a Demand Management System?
  7. Provide the total cost of the system.
  8. Click **Next** when ready to move to the next page.

## B.8. Documents

1. Upload all required documents (marked with a red asterisk\*).
2. If the customer is applying for a rebate, they must submit a W9. Select **one** option from the highlighted fields below:

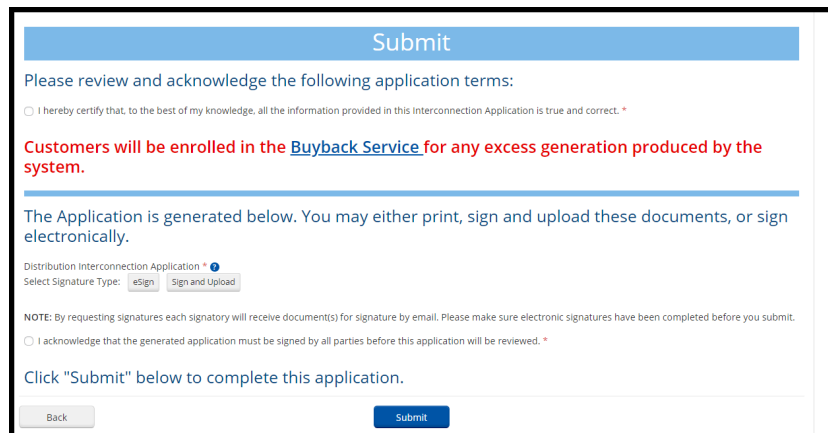
The following fields are used to populate the W9 form. Please select only one option.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

3. Click **Next** when ready to move to the next page.

## B.9. Submit

1. Applicant must confirm that the information provided on the application is true and correct.
2. If the customer is electing to provide a wet signature, click on **Sign and Upload**.
3. If the customer is electing to **eSign** all documents, select **eSign**. Then, click on **Preview Document** to preview the Distribution Interconnection Application and any other documents that are visible.
4. Once documents have been previewed, click on **Request Signatures**. An email from DocuSign will be sent to each recipient for document eSignature.

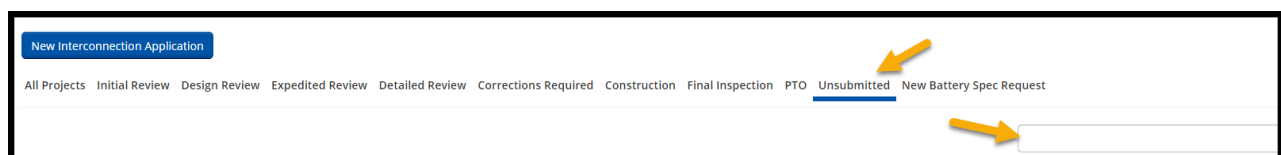


The screenshot shows a web form titled "Submit". At the top, it says "Please review and acknowledge the following application terms:" followed by a checkbox: "I hereby certify that, to the best of my knowledge, all the information provided in this Interconnection Application is true and correct.\*". Below this is a red text warning: "Customers will be enrolled in the Buyback Service for any excess generation produced by the system." A horizontal line separates this from the next section: "The Application is generated below. You may either print, sign and upload these documents, or sign electronically." There is a dropdown menu for "Distribution Interconnection Application" and a "Select Signature Type:" section with radio buttons for "eSign" (selected) and "Sign and Upload". A "NOTE:" follows, stating that signatories will receive documents by email and that all parties must sign before review. At the bottom, there is a "Click 'Submit' below to complete this application." instruction and two buttons: "Back" and "Submit".

5. 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.

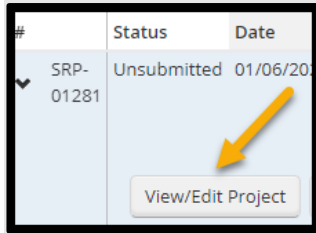
## B.10. Submitting Application After Signatures Are Complete in DocuSign

1. Unsubmitted applications can be found under the **Unsubmitted** or **All Projects** views on the dashboard page.
2. Once eSignatures are received, locate the application by searching for customer name or address in the search box.



The screenshot shows a dashboard with a "New Interconnection Application" button at the top left. Below it is a navigation menu with several tabs: "All Projects", "Initial Review", "Design Review", "Expedited Review", "Detailed Review", "Corrections Required", "Construction", "Final Inspection", "PTO", "Unsubmitted", and "New Battery Spec Request". The "Unsubmitted" tab is highlighted with a blue underline and a yellow arrow pointing to it. Below the navigation menu is a search bar with a yellow arrow pointing to it.

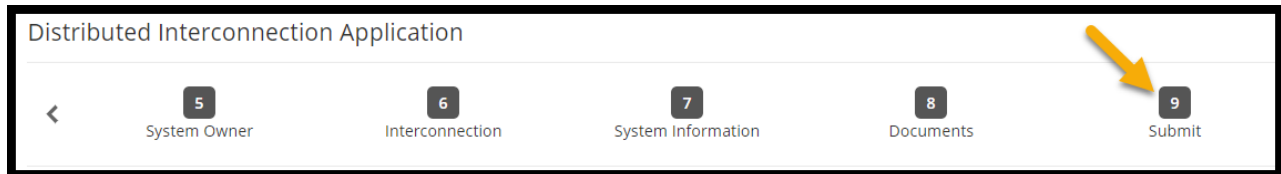
3. Click on the arrow in the first column, then click **View/Edit Project**.



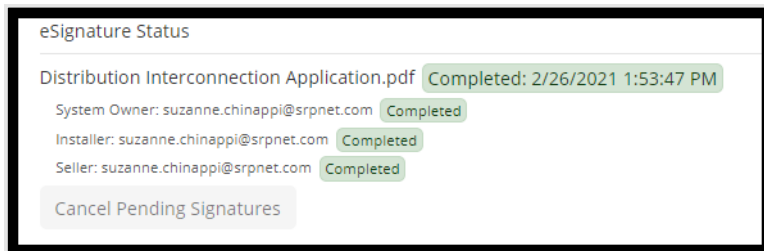
4. Under **Available Forms**, locate the **Interconnection Application** form and click **Continue**.



5. Go to **Page 9**.



6. All signatures will show as **Completed** with a time stamp. Click **Submit**.



- When the application is successfully submitted, a project number will be generated. Click **Continue**.
- The application status has been changed to **Initial Review** and is now ready for SRP review. There will be a communication sent stating that the application has been received.

## C. Application Corrections Required

1. There will be a communication sent stating that the project requires corrections.
2. On the dashboard page, click on **Corrections Required** to locate projects that require corrections. Use the search box to search by project number or address.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
4. Under **Available Forms**, locate the **Application/Design Corrections** form, then click **Begin**.



5. There are four pages on this form:
  - On Page 1, review the corrections needed (located in the **first box**). The comments are located below Initial Review Comments.
  - Page 1 also displays the equipment selected.
  - Page 2 displays the customer of record information.
  - On the Documents page, remove and replace deficient attachments (if necessary).
  - Click **View** to download the attachment.
  - Click **Remove** to remove the attachment.



- Click **OK** when you get the Confirm remove message.
- Click **Browse** to upload a corrected document.



- Please explain what changes have been made before submitting on Page 4.

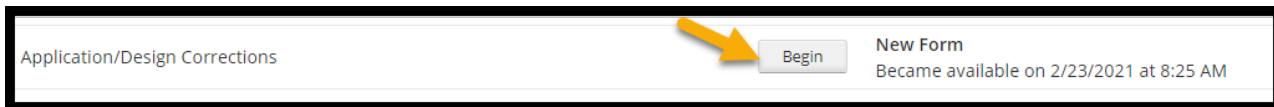
The screenshot shows a web form with a navigation bar at the top containing four items: '1 System Information', '2 Application Information', '3 Documents', and '4 Submit'. Below the navigation bar is a large blue header with the word 'Submit'. Underneath is a text input field labeled 'Initial Review Customer Response \*'. Below the input field is the instruction 'Click "Submit" below to complete the form.' At the bottom of the form, there are two buttons: a grey 'Back' button on the left and a blue 'Submit' button on the right. A yellow arrow points to the 'Submit' button.

- The project status will automatically change to **Initial Review - Modifications** and it is now ready for SRP review.

The screenshot displays a project status page for 'View/Edit: SRP-01110'. At the top right, there are two buttons: 'Go To Admin' and 'Go to SRP'. Below these is a progress bar with five stages: 'Initial Application', 'Application Review', 'Construction', 'Interconnection Request', and 'Complete'. The 'Application Review' stage is highlighted in blue. Below the progress bar is a section titled 'Current Status' with a dropdown arrow. The status details include: 'Status marked as Initial Review - Modifications on 2/25/2021 at 8:20 AM', 'Project Owner: Susanna Varghese (ProgramDes)', 'Created on 1/27/2021 at 7:54 AM (30 days ago)', and 'Last Updated on 2/25/2021 at 8:20 AM (1 day ago)'.

## D. Design Corrections Required

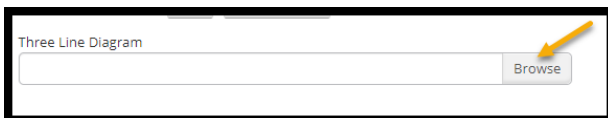
1. There will be a communication sent stating that the project requires corrections.
2. On the dashboard page, click on **Corrections Required** to locate projects that require corrections. Use the search box to search by project number or address.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
4. Under **Available Forms**, locate the **Application/Design Corrections** form, then click **Begin**.



5. There are four pages on this form:
  - On Page 1, review the corrections needed (located in the **first box**).
  - Page 1 also displays the equipment selected.
  - Page 2 displays the customer of record.
  - On the Documents page, remove and replace deficient attachments (if necessary).
  - Click **View** to download the attachment.
  - Click **Remove** to remove the attachment.



- Click **OK** when you get the Confirm remove message.
- Click **Browse** to upload a corrected document.

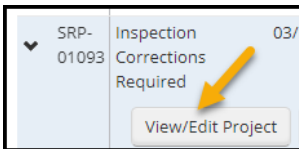


- Please explain what changes have been made before submitting on Page 4.

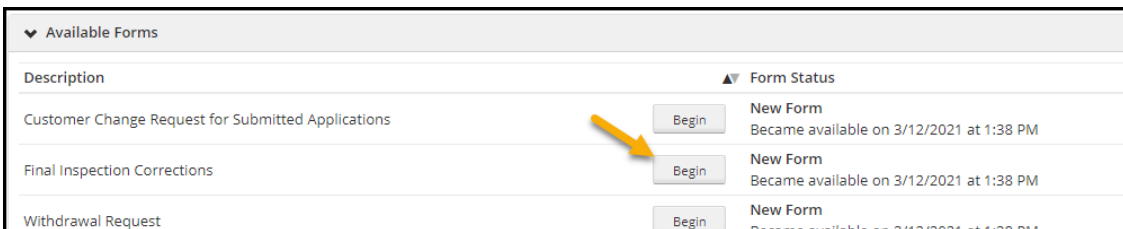


## E. Inspection Corrections Required

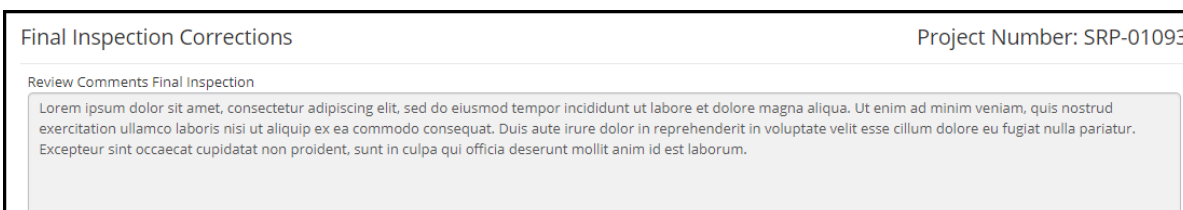
1. There will be a communication sent stating that the application requires revisions.
2. On the homepage, click on **Corrections Required** to locate projects that require revisions.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
  - Or, search by project number or site address in the search box to locate a specific project.



4. Under **Available Forms**, locate the **Final Review Corrections Needed** form and click **Begin**.



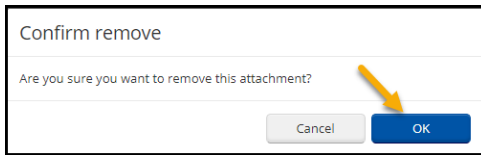
5. Corrections needed will be noted in the comment box.



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



7. Click **OK**.



Confirm remove

Are you sure you want to remove this attachment?

Cancel OK

A yellow arrow points to the OK button.

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



Three Line Diagram

Browse

A yellow arrow points to the Browse button.

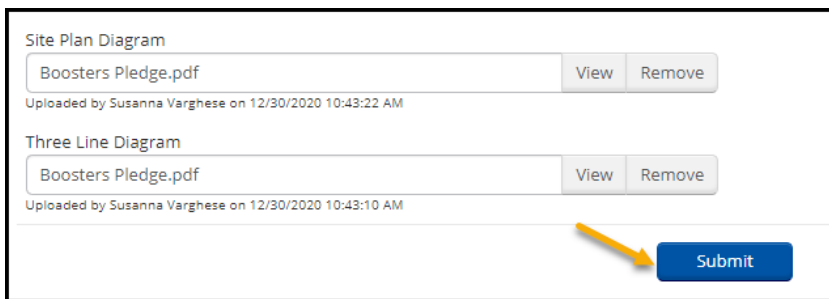
9. Enter Corrective Action Taken in the box provided.



Corrective Action Taken \*

An empty text input field.

10. When the revised attachments have been uploaded, click **Submit**.



Site Plan Diagram

Boosters Pledge.pdf View Remove

Uploaded by Susanna Varghese on 12/30/2020 10:43:22 AM

Three Line Diagram

Boosters Pledge.pdf View Remove

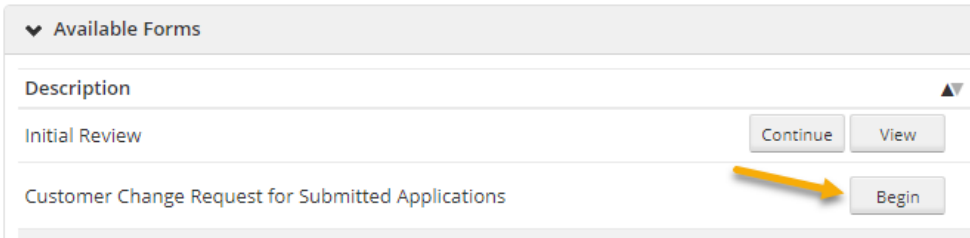
Uploaded by Susanna Varghese on 12/30/2020 10:43:10 AM

Submit

A yellow arrow points to the Submit button.

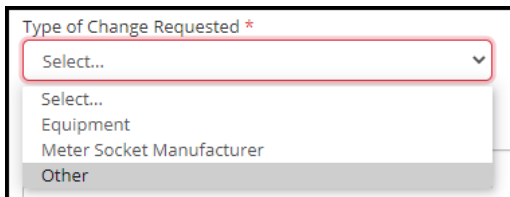
## F. Customer Change Request

1. The **Customer Change Request for Submitted Applications** form will be available after the application is submitted and until permission to operate has been given.
2. Locate the **Customer Change Request for Submitted Applications** form under Available Forms, then click **Begin**.



▼ Available Forms	
Description	▲▼
Initial Review	Continue View
Customer Change Request for Submitted Applications	Begin

3. Enter the name of the person who is making the request.
4. Select the type of change requested from the drop-down menu.



Type of Change Requested \*

Select... ▼

Select...

Equipment

Meter Socket Manufacturer

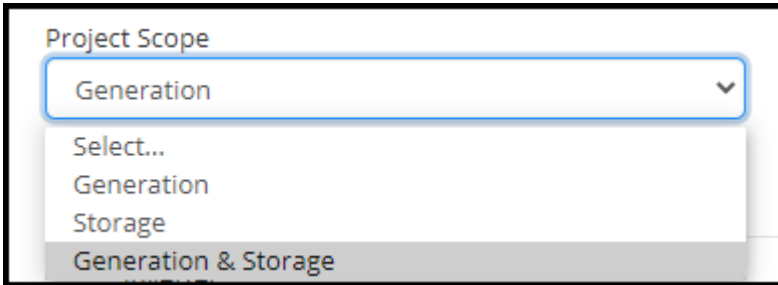
Other

5. Please describe the requested changes.



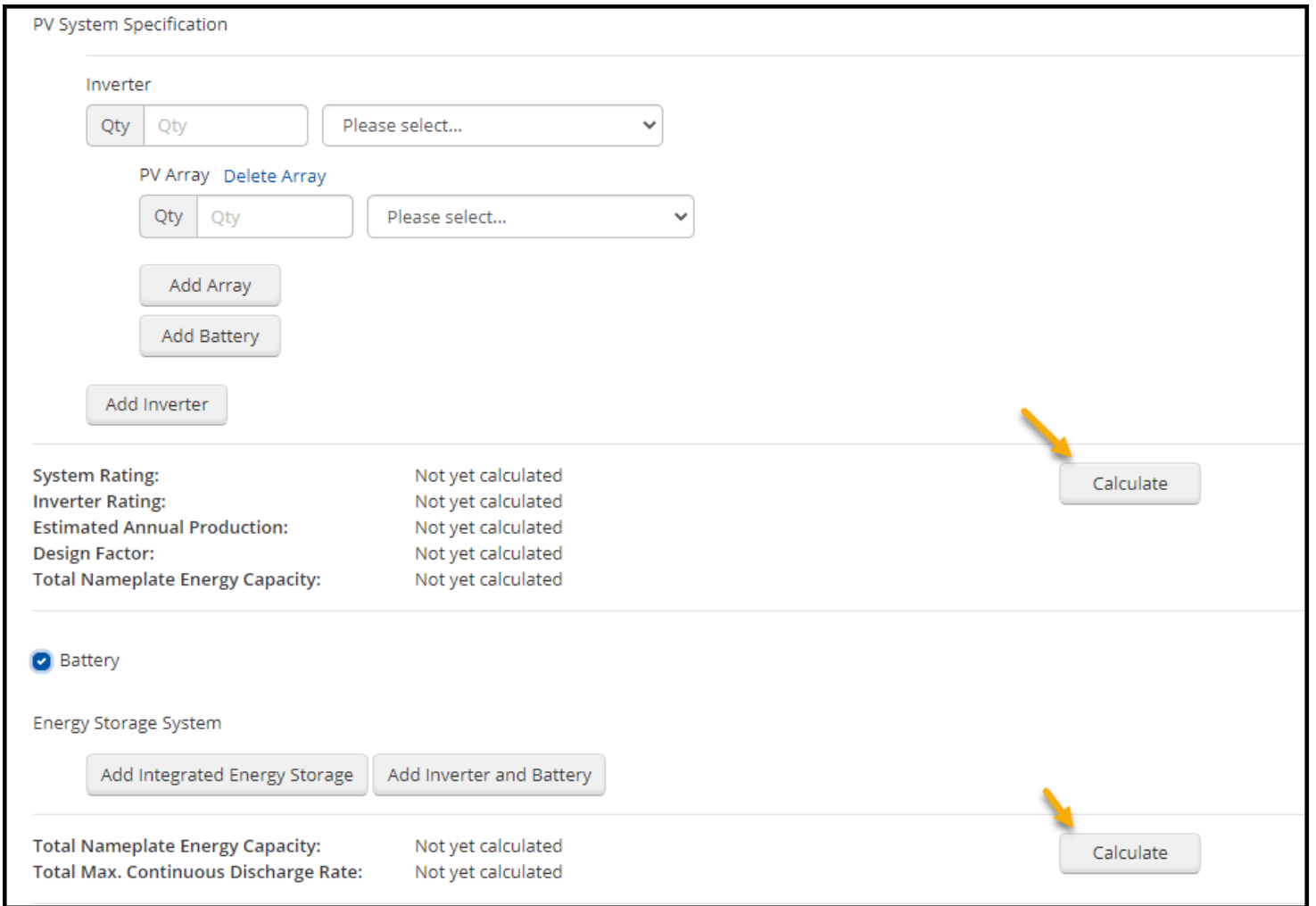
Please describe change requested \*

6. Update the **Project Scope** if it is changing.



The screenshot shows a dropdown menu titled "Project Scope". The current selection is "Generation". The dropdown is open, showing the following options: "Select...", "Generation", "Storage", and "Generation & Storage". The "Generation & Storage" option is highlighted with a grey background.

7. If there is a change to a PV or battery model or manufacturer, then enter the new inverter and module information. Make sure you press the calculate button to recalculate the size of the system.



The screenshot shows the "PV System Specification" form. It includes the following sections:

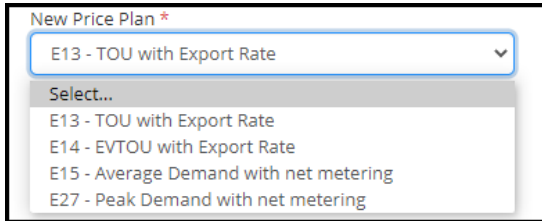
- Inverter:** Qty [input], [input] Please select... [dropdown]
- PV Array:** Qty [input], [input] Please select... [dropdown]
- Buttons:** Add Array, Add Battery, Add Inverter
- System Rating Summary:**

System Rating:	Not yet calculated
Inverter Rating:	Not yet calculated
Estimated Annual Production:	Not yet calculated
Design Factor:	Not yet calculated
Total Nameplate Energy Capacity:	Not yet calculated
- Battery:**  Battery
- Energy Storage System:** Add Integrated Energy Storage, Add Inverter and Battery
- Energy Storage Summary:**

Total Nameplate Energy Capacity:	Not yet calculated
Total Max. Continuous Discharge Rate:	Not yet calculated

Two yellow arrows point to the "Calculate" buttons on the right side of the form, one for the PV system and one for the energy storage system.

8. If there is a change to the **Price Plan**, then select the correct one from the drop-down menu.

A screenshot of a web form field labeled "New Price Plan \*". The field is a dropdown menu with a blue border and a downward arrow on the right. The selected option is "E13 - TOU with Export Rate". Below the field, a list of options is visible, starting with "Select..." and followed by "E13 - TOU with Export Rate", "E14 - EVTOU with Export Rate", "E15 - Average Demand with net metering", and "E27 - Peak Demand with net metering".

9. If removing or adding a Demand Management System, fill in those fields.

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

11. Enter the date you are requesting the change.

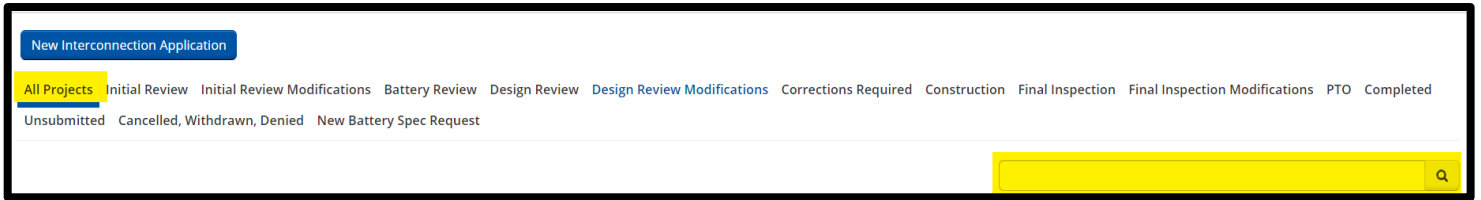
12. **A new Interconnection Agreement is required when changes are made to the system AC capacity or system owner. Sign the new application and a new Interconnection Agreement.**

13. Click **Submit**.

- The status will change to **Initial Review - Modifications** and be sent back to the SRP queue for review.

## G. Withdrawal Request

- 1.1. The **Withdrawal Request** form will be available after the application is submitted and until permission to operate has been given.
- 1.2. On the dashboard, select **All Projects** and search the customer's name or project number in the search box.



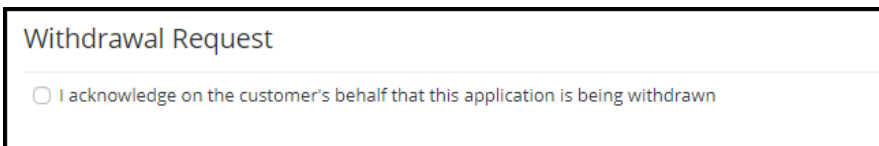
The screenshot shows a dashboard navigation menu. At the top left is a blue button labeled "New Interconnection Application". Below it is a horizontal list of menu items: "All Projects" (highlighted in yellow), "Initial Review", "Initial Review Modifications", "Battery Review", "Design Review", "Design Review Modifications", "Corrections Required", "Construction", "Final Inspection", "Final Inspection Modifications", "PTO", and "Completed". Below this list are two more items: "Unsubmitted" and "Cancelled, Withdrawn, Denied", followed by "New Battery Spec Request". At the bottom right of the menu is a yellow search box with a magnifying glass icon.

- Once the customer record has been located, click on **View/Edit Project**.
- Click **Begin**.



The screenshot shows the header of the "Withdrawal Request" form. It features the text "Withdrawal Request" on the left and a "Begin" button on the right. To the right of the "Begin" button, the letters "M" and "B" are partially visible.

- 1.3 Check the box requesting the withdrawal of the application.

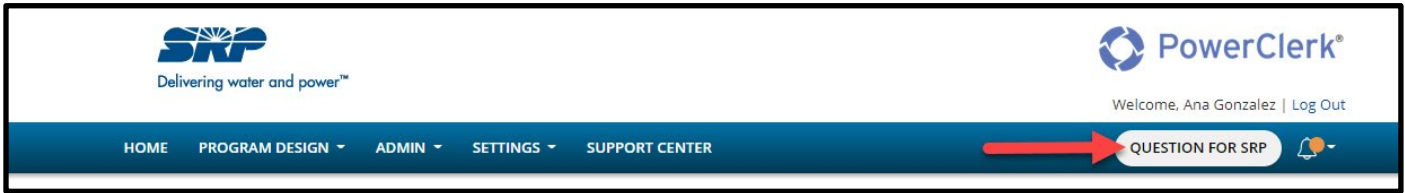


The screenshot shows the body of the "Withdrawal Request" form. It contains a single line of text with a radio button: "I acknowledge on the customer's behalf that this application is being withdrawn".

- 1.4 A communication will be sent to the customer confirming that the application has been withdrawn.

## H. Question for SRP

1.1. To send a **Question for SRP**, click on “Question for SRP” button.



1.2. If the question is specific to a project, **select “Yes”** and continue to respond to the remaining questions, then, click “Submit Question”.

The screenshot shows the "Question for SRP" form. It contains the following fields and options:

- Is your question related to a specific project?  
 Yes  
 No
- Which project do you have a question about? \*  
Select...
- Which of these categories best describes your question? \*  
Select...
- Enter a title for your question: \*
- Please describe your question in detail: \*

A red arrow points to the "Submit Question" button at the bottom right of the form.

1.3 To view responses for Question for SRP that are application specific, click on View/Edit Project in the application record.

The screenshot shows a table of application records. A red circle with the number "1" is next to the first row. A red circle with the number "2" is next to the "View/Edit Project" button. The table has the following columns: Status, Date, Program Type, Project Size, Residential Reviewer, Account #, and Loca #.

Status	Date	Program Type	Project Size	Residential Reviewer	Account #	Loca #
SRP- Initial 01128 Review	04/01/2021	Residential	Level 1	None	192016004	5330

Buttons: View/Edit Project, Admin

1.4 Scroll down to “Question for SRP Threads” and you will see SRP’s reply.

