

Issued Date 08/2020

Table of Contents

APP	LICA	ATION PROCESS	2
l.	AC	CESSING THE APPLICATION	2
II.	APF	PLICATION SECTIONS	3
	1.	GENERAL INFORMATION	.4
	2.	SERVICE LOCATION	.5
	3.	MAILING ADDRESS	6
	4.	CONTRACTOR INFORMATION	.6
	5.	GENERATOR INFORMATION	.7
	6.	BATTERY STORAGE	10
	7.	COMMENTS	11
	8.	ONE LINE DIAGRAM	11
	9.	SUBMIT THE FORM	11
III.	ONI	INEPAYMENTS	13
IV.		AIL NOTIFICATIONS	
V.	APF	PLICATION STATUS	17



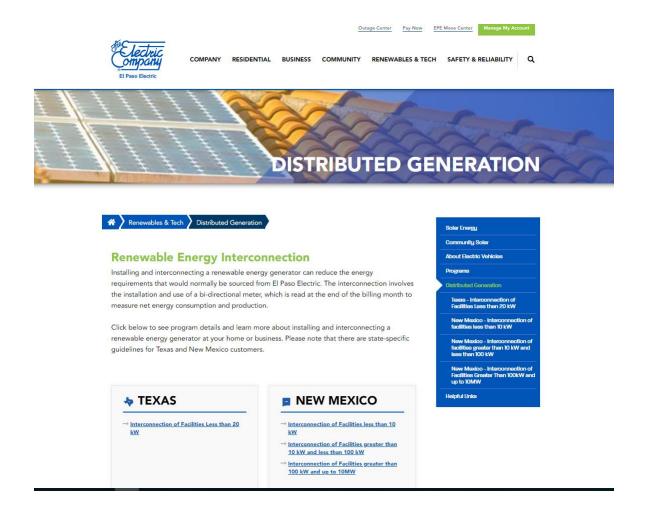
Issued Date 08/2020

Application Process

I. Accessing the Application

The application forms can be accessed through the El Paso Electric Distributed Generation Site:

https://www.epelectric.com/renewables-tech/distributed-generation





Issued Date 08/2020

II. Application Sections

The application form includes the following sections:

- 1. General Information
- 2. Service Location
- 3. Mailing Address
- 4. Contractor Information
- 5. Generation Information
- 6. Battery Storage
- 7. Comments
- 8. One line Diagram Attachment
- 9. Submit the Form
- You cannot submit the application if it's missing any of the required information.
- After each section is successfully completed with the minimum required information, the section will display a check mark highlighting the section is complete.
- If the section is missing any required information, and you attempt to submit the form, you will see a red "x" indicating the section is incomplete.

General Information ⊘
Service Location ⊘
Mailing Address ⊗
Contractor Information
Generator Information
Battery Storage

Comments

Required fields for each section will include a red asterisk (*) after the field name.



Fields with a drop-down arrow have pre-defined answers to select from.

Service Location

Premise Type *

~

Non-Residential

Residential



08/2020

General Information

behalf of a customer? *				
			Leased System.	
)wned				
em				
				•
nber and correspondi	ng Zip Code. Th	en select "SEAR(CH" to validate the a	account
tion in our system or select no in	n the previous question t	o enter the information yo	urself.	
Zip Code *				SEARCH
	Preparer Name field e include the first name the system, select Cused from a third-party owned em	Preparer Name field is only required to include the first name and last name the system, select Customer-Owned sed from a third-party vendor\contract Dwned em tion in our system or select no in the previous question to	Preparer Name field is only required for Contractors so include the first name and last name of the person contractors are included the first name and last name of the person contractor at the system, select Customer-Owned System. Seed from a third-party vendor/contractor, select Facility owned seem.	Preparer Name field is only required for Contractors submitting the applicate include the first name and last name of the person completing the application of the app

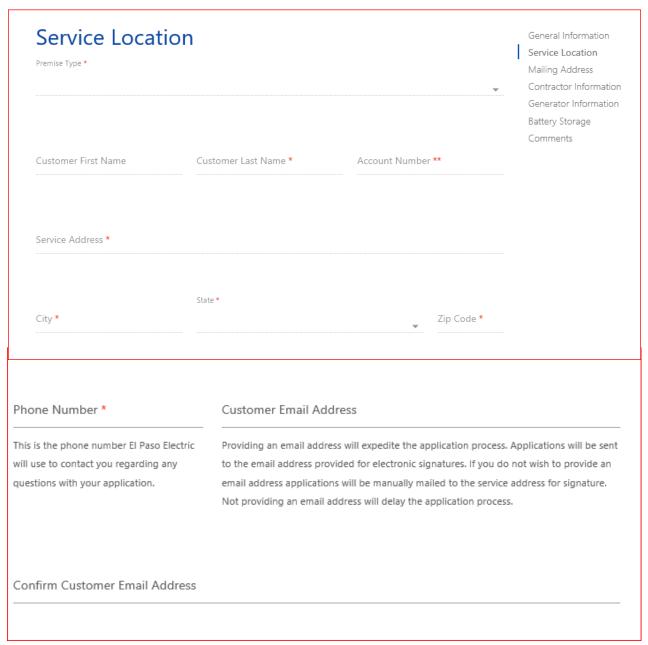
Note: The Account Number and Zip Code must match EPE's records. Please refer to the El Paso Electric billing statement for the Account Number and corresponding Zip Code.



Issued Date	08/2020

Service Location

5. With a valid Account Number, the Service Location fields will be pre-filled with the Customer's information.



Note: Please <u>verify</u> and enter the Customer's email address twice. The email address will be used to send notifications to the Customer and to request electronic signatures on for the application.



Issued Date	08/2020

Mailing Address

6. With a valid Account Number, the application will also populate the Customer's Mailing Address with the information on file.

Mailing Address

Mailing Address *		
	State *	
City *		Zip Code *

Contractor Information

7. Provide the Contractor's contact information.

Contractor Information

Contractor Company Name *	Contractor Company Phone Number *		
Contractor Company Email Address *			

Add multiple emails address separated by commas if additional people needs to be copied on communications regarding this application

Note: The Contractor Company Email Address will be used for all electronic notifications for the status of the application.



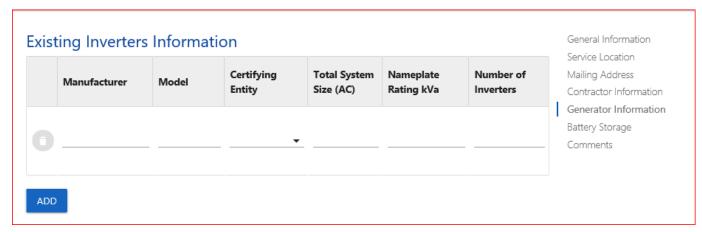
Issued Date	08/2020

Generator Information

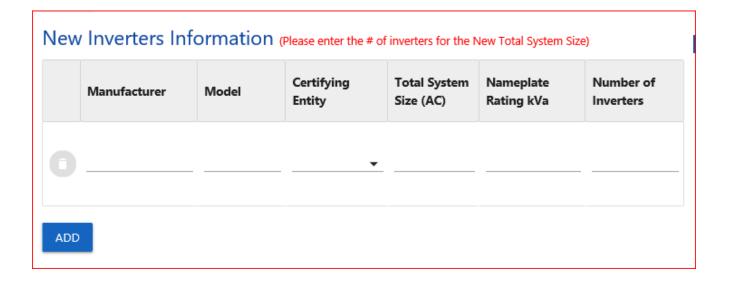
8. The following required fields ask for equipment data and technical details for the Existing and New system.

For Inverter Information:

- When using Microinverters, add one entry and specify the amount under Number of Inverters.
- When using multiple <u>Centralized Inverters</u>, add an entry for each model and indicate the amount under **Number** of Inverters.



Note: If a copy of the previous install is available in our records, information for the existing system will be pre-filled.





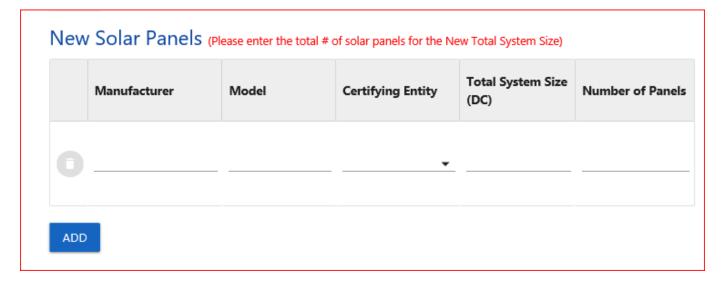
Issued Date	08/2020

9. Enter the Existing Solar Panels Information on the fields below.

Existing Solar Panels						General Information
	Manufacturer	Model	Certifying Entity	Total System Size (DC)	Number of Panels	Service Location Mailing Address Contractor Information
						Generator Information Battery Storage Comments
ADD						

Note: If a copy of the previous install is available in our records, information for the existing system will be pre-filled.

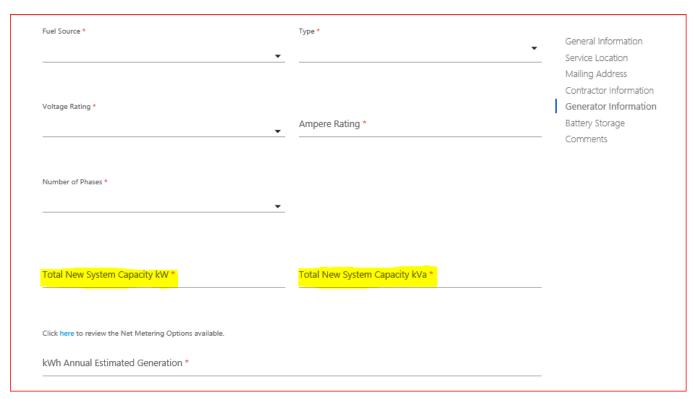
10. Enter New Solar Panels Information for the Total New System Size on the fields below.





Issued Date	08/2020

11. On the hi-lighted fields below, confirm the KW and KVA (AC) for the Total New System.



Note: With a valid Account Number and if 12-month consumption history is available, the Customer's recent consumption will be displayed.

- The kWh Annual Generation of the system cannot be greater than 100% of the Annual Consumption to qualify for the most economical net metering rate in Texas.
- The kWh Annual Generation of the system cannot be greater than 120% of the Annual Consumption to qualify for the most economical net metering rate in New Mexico.



8/2020

Battery Information

12. Select **Yes** to provide the Battery's technical details in the following section. If no battery storage is being installed, select **No** to bypass this section

Battery Storage	
Are you using a battery storage? * Yes	•
Number of Batteries*	
Battery Manufacturer*	
Battery Model*	
Battery Chemistry®	
*	Max Storage Capacity (KW)*
Storage Voltage (V)*	Energy Storage Capacity (KWH)*



Issued Date	08/2020

Comments

13. Use this section to provide any additional information or considerations for the application.

Comments

Comments

One Line Diagram

14. Upload a one-line diagram <u>no more than 10 megabytes</u> in size. The diagram will be reviewed against the application. If there are any discrepancies, the application will be delayed.

Please attach a PDF version of the One Line Diagram for the interconnection to successfully submit your application. *

Click here to review a the guidelines an example of the minimum information required on the one-line diagram.

ONE LINE DIAGRAM

One line diagram

Note: The application may not be submitted without uploading system one-line diagram. Files over 10 megabytes in size will not be received.

Submit the Form

15. Once all the sections are highlighted as completed, the application is ready to be submitted.

General Information 🛇

Service Location ⊘

Mailing Address 🛇

Contractor Information ⊗

Generator Information ⊘

Battery Storage ⊗

Comments 🔗



Issued Date	08/2020

16. Please complete the security Captcha and click "SUBMIT".



SUBMIT

Confirmation Page

17. After successfully submitting an application, a confirmation page will be displayed. To help facilitate the interconnection process, you may pay the application fee online by clicking "SUBMIT PAYMENT".

Success - Your application was received.

Your application number is

Please submit the processing fee to finalize your application.

After the payment is received the Customer will receive an email to sign the agreement electronically.

Once the agreement is electronically signed, El Paso Electric will begin processing your request to interconnect your renewable energy system.

Thank You.

SUBMIT PAYMENT



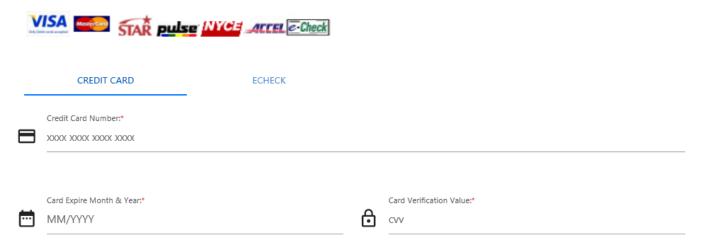
Issued Date	08/2020

Online Payments

For faster processing, you may submit an online payment using an Electronic Check, Debit or Credit Card.

To help facilitate the interconnection process, you may pay the application fee online using Forte, our third party vendor. Please note, a service fee will be applied and El Paso Electric does not receive any portion of this fee. The maximum payment amount per transaction is \$1,000.00.

Please choose from the following payment options: Electronic Check ATM Debit card with a PULSE, STAR, NYCE or ACCEL logo or DISCOVER, MASTERCARD or VISA Credit card or Check Card.





Issued Date	08/2020

Email Notifications

1. After successfully submitting the application, a confirmation email will be sent to both the customer and contractor. A link to submit an online payment for the application fee will be provided on this email as well.

Email Notification to Customer and Contractor Application Received

Dear Customer,

Your Interconnection application has been received. Contractors submitting an application on behalf of a customer please click <u>here</u> to submit your payment.

Customer Information:

Customer Name:

Address:

Application reference number:

Click here to review the progress and status of your application at any time.



Distributed Generation | El Paso Electric Company

P.O. Box 982 | El Paso, Texas 79960 100 N. Stanton | Loc. 143 | El Paso TX, 79901 T: (915) 872-4595 smallrenewables@epelectric.com

Note: If an online payment was successfully submitted, clicking the link will provide a message advising payment has been received for the application. An email with payment confirmation will be sent once payment is received.

2. Once payment is received, an email with payment confirmation will be sent.

Email Notification to Customer and Contractor Application Received

Dear Customer.

The payment of your application has been processed successfully.

Customer Information:

Customer Name:

Address:

Application reference number:

Application Fee: Service Fee: Total Amount: Payment Reference:

Click here to review the progress and status of your application at any time.



Distributed Generation | El Paso Electric Company

P.O. Box 982 | El Paso, Texas 79960 100 N. Stanton | Loc. 143 | El Paso TX, 79901

T: (915) 872-4595

smallrenewables@epelectric.com



Issued Date	08/2020

3. During the application review, El Paso Electric may place the application on hold. An email will be sent highlighting the reason(s) for this hold. Please note, if an application is ON HOLD for over 180 days, a new application will be required.

- 1. Please click here to begin reviewing your interconnection agreement.
- Agree to sign electronically: Review the consumer disclosure and select the checkbox "I agree to use Electronic Records and Signatures". Click CONTINUE to begin the signing process.



Issued Bate	08/2020

5. After receiving signed documents, the application will be processed and sent for Technical Review. An email notification will be sent to advise the application is under review.

Email Notification to Customer and Contractor Application Received

This email is to inform you that your Interconnection Application has been received and is currently under review.

- 1		4.5
Custome	r Intorn	nation:
Custonic		nauvn.

Business Name:

Customer Name:

Address:

City, State & Zip Code:

6. If the one line diagram requires any corrections or if a transformer upgrade is required, an email notification will be sent to the contractor.

Email Notification to Customer and Contractor Pending Application

Your Interconnection Application has not been approved.

The necessary requirements (listed below) must be met before re-evaluating your application.

Requirements:

Please send revised documentation to smallrenewables@epelectric.com.

Customer Information:

Business Name:

Customer Name:

Address:

City, State & Zip Code:



Issued Date 08/2020

7. If Technical Review is approved, an e-mail is sent to the customer and contractor notifying them of approval of the plans.

Email Notification to Customer and Contractor Application Reviewed

Your Interconnection Application has been reviewed and you may proceed with system installation.

Once the system is installed and has passed City/County inspection, please send an email to smallrenewables@epelectric.com requesting El Paso Electric field inspection.

Approval of the system installation must meet El Paso Electric requirements, prior to installation of the meter.

Please note that El Paso Electric must have access to meter socket to perform field inspection. If there is no free access to the meter socket, please inform us when requesting field inspection.

Customer Information:

Note: Upon receiving the approval email and City/Local entity inspection is approved, the customer or contractor may request a field inspection by sending an e-mail to: smallrenewables@epelectric.com

Application Status

1. Most email notifications include the following link where you can check the progress and status of the application. You can click on the link at any time to review the current status of the application.

Customer Information:

Customer Name:

Address:

Application reference number:

Click here to review the progress and status of your application at any time.



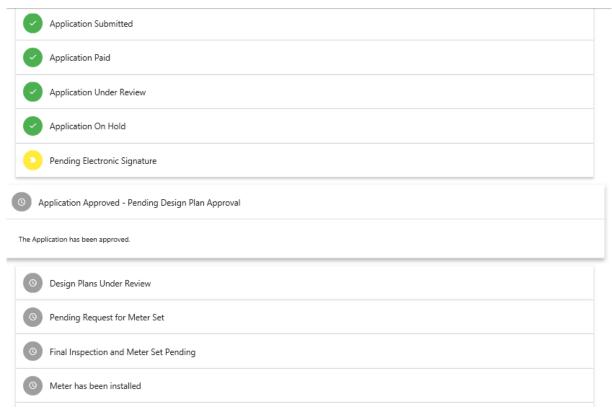
Distributed Generation | El Paso Electric Company P.O. Box 982 | El Paso, Texas 79960 100 N. Stanton | Loc. 143 | El Paso TX, 79901 T: (915) 872-4595 smallrenewables@epelectric.com

CONFIDENTIALITY NOTICE: The information contained in this electronic mail transmission is CONFIDENTIAL, and it may qualify as material protected pursuant to the Texas Uniform Trade Secrets Act, the New Mexico Uniform Trade Secrets Act, or other laws. If you are not the intended recipient, please destroy or delete this message and any attachments and immediately notify the sender.



Issued Date	08/2020

2. When the link to review the Status is clicked, a new page will be displayed. Please review the Status Bar below as this is the chronological order of steps each application flows through.



Note:

- Green = Step has been completed
- Yellow = Current step the application is on
- Gray = Steps pending to be completed.