



Expansion Interconnection Application Form User Guide

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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>

Outage Center Pay Now EPE Move Center Manage My Account

COMPANY RESIDENTIAL BUSINESS COMMUNITY RENEWABLES & TECH SAFETY & RELIABILITY

DISTRIBUTED GENERATION

Renewables & Tech Distributed Generation

Renewable Energy Interconnection

Installing and interconnecting a renewable energy generator can reduce the energy requirements that would normally be sourced from El Paso Electric. The interconnection involves the installation and use of a bi-directional meter, which is read at the end of the billing month to measure net energy consumption and production.

Click below to see program details and learn more about installing and interconnecting a renewable energy generator at your home or business. Please note that there are state-specific guidelines for Texas and New Mexico customers.

TEXAS

- Interconnection of Facilities Less than 20 kW

NEW MEXICO

- Interconnection of Facilities less than 10 kW
- Interconnection of Facilities greater than 10 kW and less than 100 kW
- Interconnection of Facilities greater than 100 kW and up to 10MW

Solar Energy

Community Solar

About Electric Vehicles

Programs

Distributed Generation

Texas - Interconnection of Facilities Less than 20 kW

New Mexico - Interconnection of facilities less than 10 kW

New Mexico - Interconnection of facilities greater than 10 kW and less than 100 kW

New Mexico - Interconnection of Facilities Greater Than 100kW and up to 10MW

Helpful Links



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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.

Preparer Name*
El Paso Electric

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

Service Location

Premise Type *

Non-Residential

Residential





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General Information

1. If you are a Contractor completing the application on behalf of a Customer, please select **Yes**.
If you are the Customer completing the application on your behalf, please select **No**.

Are you a contractor completing the application on behalf of a customer? *

No

Yes

2. **For Contractors Only:** The Preparer Name field is only required for Contractors submitting the application on behalf of a Customer. Please include the first name and last name of the person completing the application.

Preparer Name*

3. Facility Ownership Status:

- If purchasing or financing the system, select **Customer-Owned System**.
- If the system is being leased from a third-party vendor/contractor, select **Facility Leased System**.

Facility Ownership Status *

Interconnection Facility Customer-Owned

Interconnection Facility Leased System

4. Enter the EPE Account Number and corresponding Zip Code. Then select "SEARCH" to validate the account information.

Enter the information below to search your information in our system or select no in the previous question to enter the information yourself.

Account Number *

Zip Code *

SEARCH

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.



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Service Location

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

Service Location

- General Information
- Service Location**
- Mailing Address
- Contractor Information
- Generator Information
- Battery Storage
- Comments

Premise Type *

Customer First Name Customer Last Name * Account Number **

Service Address *

City * State * Zip Code *

Phone Number *

Customer Email Address

Confirm Customer Email Address

Note: Please verify 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.



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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.



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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 Centralized Inverters, add an entry for each model and indicate the amount under **Number of Inverters**.

Existing Inverters Information

	Manufacturer	Model	Certifying Entity	Total System Size (AC)	Nameplate Rating kVa	Number of Inverters
	_____	_____	_____ ▼	_____	_____	_____

ADD

- General Information
- Service Location
- Mailing Address
- Contractor Information
- Generator Information**
- Battery Storage
- Comments

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

New Inverters Information (Please enter the # of inverters for the New Total System Size)

	Manufacturer	Model	Certifying Entity	Total System Size (AC)	Nameplate Rating kVa	Number of Inverters
	_____	_____	_____ ▼	_____	_____	_____

ADD



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

Existing Solar Panels

	Manufacturer	Model	Certifying Entity	Total System Size (DC)	Number of Panels
	_____	_____	_____ ▼	_____	_____

ADD

- General Information
- Service Location
- Mailing Address
- Contractor Information
- Generator Information
- Battery Storage
- Comments

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.

New Solar Panels (Please enter the total # of solar panels for the New Total System Size)

	Manufacturer	Model	Certifying Entity	Total System Size (DC)	Number of Panels
	_____	_____	_____ ▼	_____	_____

ADD



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

Fuel Source *	Type *	General Information
<input type="text"/>	<input type="text"/>	Service Location
		Mailing Address
		Contractor Information
Voltage Rating *	Ampere Rating *	Generator Information
<input type="text"/>	<input type="text"/>	Battery Storage
		Comments
Number of Phases *		
<input type="text"/>		
Total New System Capacity kW *	Total New System Capacity kVa *	
<input type="text"/>	<input type="text"/>	
Click here to review the Net Metering Options available.		
kWh Annual Estimated Generation *		
<input type="text"/>		

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.



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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)*



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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 no more than 10 megabytes 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



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



SUBMIT

iyG16

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



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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.



CREDIT CARD

ECHECK

Credit Card Number:*



XXXX XXXX XXXX XXXX

Card Expire Month & Year:*



MM/YYYY

Card Verification Value:*



CVV



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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 [here](#) 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.



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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.

Email Notification to Customer and Contractor Application Received

Dear Customer,

Your Interconnection application has been reviewed, however some revisions are needed before the application may be processed.

- List of revisions needed

You may submit revisions to via e-mail to smallrenewables@epelectric.com

Customer Information:

Customer Name:

Address:

Application reference number:

Click [here](#) to review the progress and status of your application at any time.

4. Once the application packet is complete and accurate, we will send the customer an email with the link to review and sign the application.

Email Notification to Customer Electronic Signature Required

Dear Customer,

Please follow the instructions below to review your interconnection agreement and indicate your acceptance of the agreement by electronically signing the highlighted areas.

Customer Information:

Customer Name:

Address:

Application reference number:

Instructions:

1. Please click [here](#) to begin reviewing your interconnection agreement.
2. 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.



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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.

Customer Information:

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:



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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.



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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.













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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.

 Application Submitted
 Application Paid
 Application Under Review
 Application On Hold
 Pending Electronic Signature
 Application Approved - Pending Design Plan Approval
The Application has been approved.
 Design Plans Under Review
 Pending Request for Meter Set
 Final Inspection and Meter Set Pending
 Meter has been installed

Note:

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