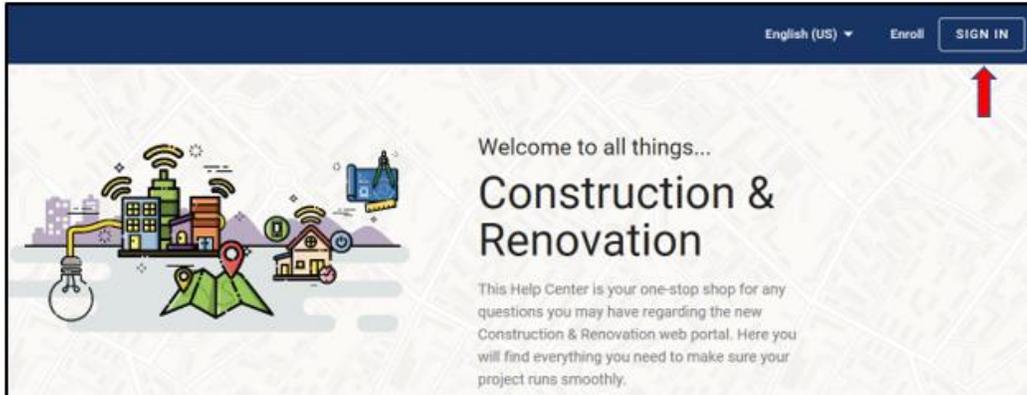
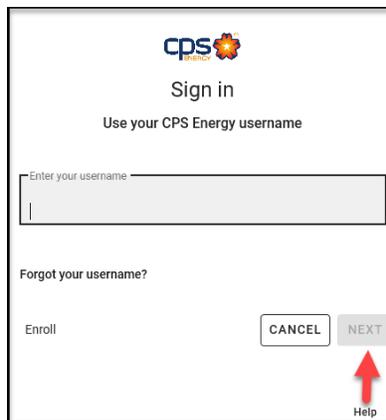


# GAS ROUGH-IN INSPECTION

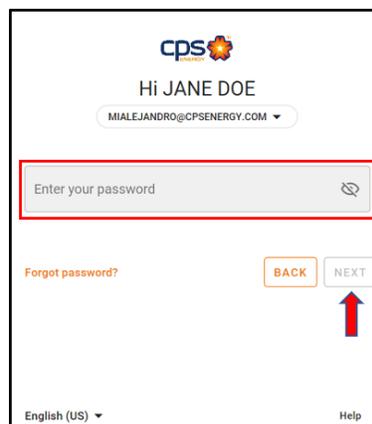
1. Open your internet web browser.
2. In the address bar, type in <https://secure.cpsenergy.com/crportal/#/>
3. Click **SIGN IN** located in the top right corner of the page.



4. Enter your **User Name** and click **NEXT**.

A screenshot of the CPS Energy "Sign in" page. The page displays the CPS Energy logo, the heading "Sign in", and the instruction "Use your CPS Energy username". There is a text input field labeled "Enter your username". Below the field are links for "Forgot your username?" and "Enroll". At the bottom, there are "CANCEL" and "NEXT" buttons, with a red arrow pointing to the "NEXT" button. A "Help" link is located at the bottom right.

5. Enter your **password** and click **NEXT**.

A screenshot of the CPS Energy password entry page. The page displays the CPS Energy logo, a personalized greeting "Hi JANE DOE", and the email address "MIALE.JANDRO@CPSENERGY.COM". There is a text input field labeled "Enter your password" with a red box around it and a toggle icon. Below the field are links for "Forgot password?", "BACK", and "NEXT" buttons, with a red arrow pointing to the "NEXT" button. The page footer includes "English (US)" and "Help" links.

6. Select the project you want initiate a Gas Rough-in Inspection under a company/user.

Projects

There are a total of 0 projects available

How to find your projects?

Start Date: 2020-12-09 | End Date: 2021-01-06 | Status: Open

Check users to retrieve their projects in search results

SCOTTY GREEN: 22578 |  PEGGY J SCOTT: 22577

Check All | Uncheck All | Search

PEGGY J SCOTT (Click to view the projects for this account)

SAIFUL H SARKAR (Click to view the projects for this account)

BUILDING HOME (Click to close)

Residential Service - New Accelerated  
**Testing for script**  
123 Happy Street SAN ANTONIO, TX 78210

Application Pending #108568

7. Click the appropriate **work request (WR) card**.

WR #102855  
SMRAU - SERV METER RES  
AC - UG

Requesting  
Work Request Status ⓘ

0 Work Request tasks  
requiring action

11/04/2019  
Estimated Completion

WR #102854  
NRSMG - SERV/MET RES -  
GAS

Requesting  
Work Request Status ⓘ

0 Work Request tasks  
requiring action

12/06/2019  
Estimated Completion



**Please Note:**

**A green checkmark appears in the top right corner of whichever card is currently selected.**

**\*\* All cards and options are specific to the object with the green checkmark. \*\***

8. In the menu bar underneath the work request card, click **TASKS**.
9. When you have completed all requirements, click **MARK GAS PIPE READY** for the **Inspect Customer House Pipe** task.

The screenshot shows a work request card for WR#40360511. At the top, there are tabs for GENERAL, TASKS, COMMENTS, PERMITS, and ATTACHMENTS. The TASKS tab is selected and highlighted with a red box and an upward-pointing red arrow. Below the tabs, it says "10 TASKS FOR WR#40360511". There are two status indicators: "5 Customer" (orange) and "5 CPS Energy" (grey). The first task is "Confirm Customer Site Ready for Construction" (In-Progress), with a "SITE READY?" button. The second task is "Obtain Governmental Permits" (Not Required). The third task is "Inspect Customer House Pipe" (In-Progress), with a "MARK GAS PIPE READY" button highlighted by a red box and a downward-pointing red arrow.

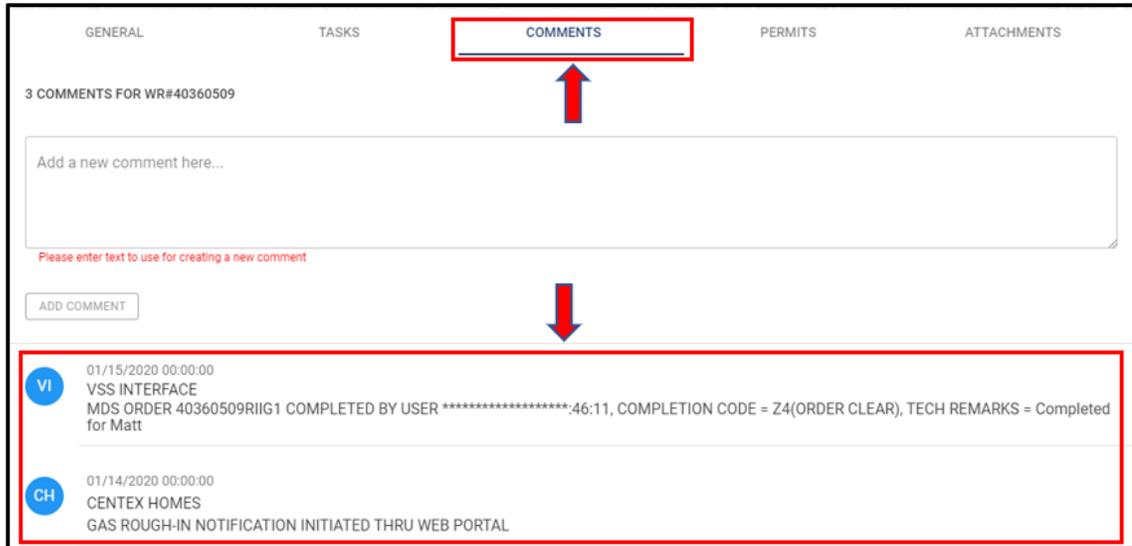
10. The **Site Ready Acknowledgement** checklist will pop up. Please ensure you have completed all the required steps in the checklist, then click **Confirm Ready For Inspection**.

The screenshot shows a "Site Ready Acknowledgement" checklist. The title is "Site Ready Acknowledgement". Below the title, it says "The following requirements must be satisfied for inspection". The checklist items are:

- BUILDING MUST BE FREE OF DRYWALL AT TIME OF INSPECTION.
- If you are installing gas service, ensure your home interior lines and appliances are ready for either your city's Gas Inspection or CPS Energy's Gas Rough-in Inspection, depending on your location.
- Clear the service location of all water and drain lines, and underground facilities; including septic systems, culverts, irrigation systems, underground wiring, and other impediments.
- Ensure the site is within 6 inches of final grade.
- Stub house gas structure pipe out 26 inches above final grade.
- Sign and return any required easements to CPS Energy.

At the bottom right, there is a "Confirm Ready For Inspection" button highlighted with a red box and a downward-pointing red arrow.

11. As the inspection progresses, **COMMENTS** will indicate the progress. These messages indicate a successful completion.

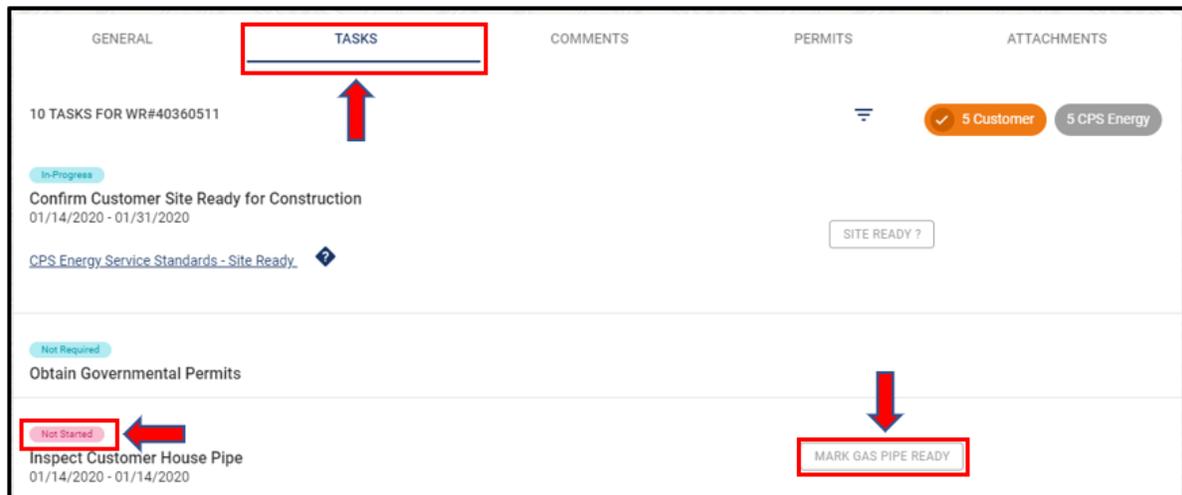


12. When the inspection is completed, successfully, the task will display as **Completed** with no buttons available.



## Inspection Failed

If the inspection fails, the **Task Status** will change to **Not Started** with a **MARK GAS PIPE READY** button displayed.



Notes will be added to the **COMMENTS** tab (this is a general example, not necessarily for this specific task).

- 13. Once the necessary corrections to the site have been made, click **MARK GAS PIPE READY** for your **Inspect Customer House Pipe** task on the **TASKS** tab. An updated **Site Ready Acknowledgement** checklist will pop up.
- 14. When all the items on the checklist are complete, click **Confirm Gas Pipe Is Ready**.

**Site Ready Acknowledgement**

Due to recent failed inspection, please refer to the comments tab for more details. In addition, the following requirements must be satisfied.

- BUILDING MUST BE FREE OF DRYWALL AT TIME OF INSPECTION.
- If you are installing gas service, ensure your home interior lines and appliances are ready for either your city's Gas Inspection or CPS Energy's Gas Rough-in Inspection, depending on your location.
- Clear the service location of all water and drain lines, and underground facilities; including septic systems, culverts, irrigation systems, underground wiring, and other impediments.
- Ensure the site is within 6 inches of final grade.
- Stub house gas structure pipe out 26 inches above final grade.
- Sign and return any required easements to CPS Energy.

 **Confirm Gas Pipe Is Ready**

- 15. Your task will re-display in the **TASKS** tab, with a status of **In-Progress** and no buttons.

**In-Progress**   
**Inspect Customer House Pipe**  
01/14/2020 - 01/14/2020