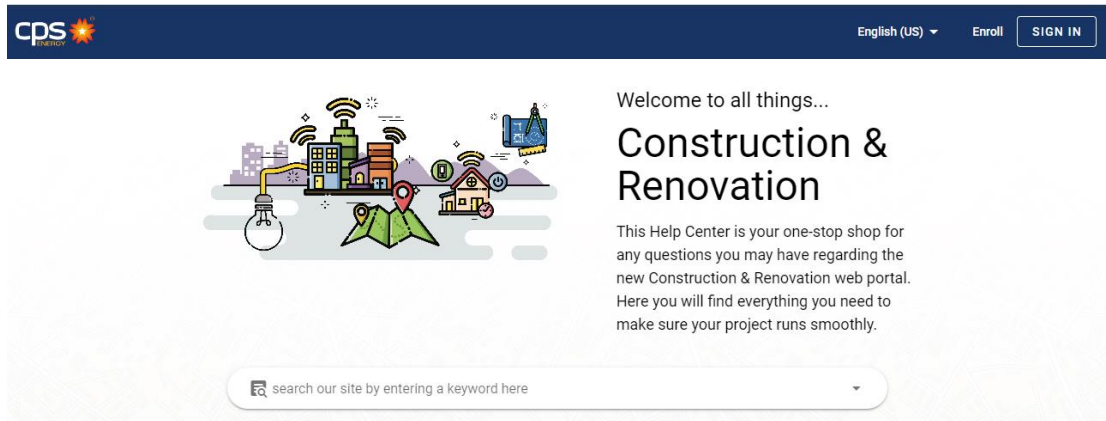


# INDICATE YOUR SITE IS READY FOR CONSTRUCTION

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**.

The screenshot shows the 'Sign in' page of the Construction & Renovation Portal. It features the CPS Energy logo at the top. Below the logo, the text reads 'Construction & Renovation Portal' and 'Sign in'. A prompt says 'Use your CPS Energy user name'. There is a text input field with the placeholder 'Enter your user name'. Below the field is a link for 'Forgot password?'. To the right of the field are two buttons: 'CANCEL' and 'NEXT'. Below the input field is a language selector showing 'English (US)' and a 'Help' button. At the bottom, there is a link 'Not a user? Click here to enroll' and a list of links: 'No Login Required', 'PDF applications are available for download', 'Make an Online Payment', and 'Check Your Project Status'.

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

The screenshot shows the password entry page of the Construction & Renovation Portal. It features the CPS Energy logo at the top. Below the logo, the text reads 'Construction & Renovation Portal' and 'Hi'. There is a text input field with the placeholder 'Enter your password'. To the right of the field is a toggle icon for password visibility. Below the field is a link for 'Forgot password?'. At the bottom are two buttons: 'BACK' and 'NEXT'.

6. Locate the project you wish to update and open it to view.

The screenshot shows the CPS Energy Construction & Renovation Portal. At the top, there's a header with the CPS Energy logo, a search bar for open projects, and the user name JANE S DOE. Below the header, the 'Projects' section is visible. It includes filters for Start Date (2021-02-03), End Date (2021-06-03), and Status (Open). There are also buttons for 'Check All' and 'Uncheck All'. A search button is at the bottom right of the filter section. Below the filters, there's a dropdown menu showing 'CONSTRUCTION (Click to view the projects for this account)'. Underneath, a list of projects is shown. The first project is 'Residential Service - New Accelerated TEST PROJECT 2021' with address '123 ANY STREET SAN ANTONIO, TX 78254'. A red box highlights this project, and a red arrow points to it. To the right of the project name, it says 'Application Pending #109492'.

### Please Note:

*The Site Ready button may not be available for 48-72 hours after the application has been submitted.*

Work may not be scheduled for permanent services UNTIL the Site Ready button has been clicked. By clicking the Site Ready button, gas & electric requests will be updated at the same time. The CPS Energy Standards link can be accessed for review to confirm if you meet the Site Ready requirements before clicking the Site Ready button.

7. Click Site Ready.

The screenshot shows the project details page for Project Number #217373. The project status is 'Application Pending'. There are two tabs for 'Requesting' work requests. The first tab shows 'WR #40821085' for '15538 PEPPERCORN ISLE - NOT IN COSA (ELECTRIC SERVICE)'. The second tab shows 'WR #40821084' for '15538 PEPPERCORN ISLE - NOT IN COSA (GAS SERVICE)'. Both tabs show 'Requesting Work Request Status' and 'Work Request tasks requiring action'. At the bottom, there's a yellow banner with the text 'Confirm Customer Site Ready for Construction'. It asks 'Is your site ready? Click the provided button to process all associated work requests'. Below this, it says 'WR # 40821084 : 10/10/2023 - 10/12/2023 (In-Progress)'. There is a 'SITE READY ?' button. At the bottom left of the banner, there's a link 'CPS Energy Service Standards - Site Ready'.

8. Once Site Ready is clicked, a window will open for final confirmation to proceed. Click on **SITE READY:**

**Confirm Customer Site Ready for Construction**

Is your site ready? Click the provided button to process all associated work requests

**WR # 40518474** : 06/03/2021 - 06/03/2021 (In-Progress)

**WR # 40518475** : 06/03/2021 - 06/04/2021 (In-Progress)

[CPS Energy Service Standards - Site Ready](#)

**SITE READY ?**

9. The **Site Ready Acknowledgement** checklist will pop up. Please ensure you have completed all the required steps in the checklist, then click **CONFIRM SITE IS READY**.

**Site Ready Acknowledgement**

Please confirm the following

This action will process this task for the following work requests:

**WR # 40518474** : TEST PROJECT 2021 (GAS SERVICE)

**WR # 40518475** : TEST PROJECT 2021 (ELECTRIC SERVICE)

- Install all equipment in compliance with [CPS Energy Service Standards - Site Ready \[Underground Service\]](#).
- If you are digging your own trench, ensure it complies with Trench Design section of the document.
- Ensure the grade along the underground service route is within 6 inches of final grade.
- Securely mounted electric meter loop and meter can on the structure's wall.
- Stub gas structure pipe out 26 inches above final grade.
- 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.

In addition to infrastructure preparation, ensure that you:

- Clear the service location of all water and drain lines, and underground facilities; including septic systems, culverts, irrigation systems, underground wiring, and other impediments.
- Clear all obstructions and/or debris from cable, gas, transformer, secondary enclosure, and meter location route.
- Sign and return any required easements to CPS Energy.

**CONFIRM SITE IS READY**

10. Site Ready for Construction will be completed successfully for both electric & gas requests at the same time. Notice there is no more **SITE READY** tab under the Work Requests:

Project Number #109492

Project Status Application Pending

Customer Project requiring action

**WR #40518474**  
TEST PROJECT 2021 (GAS SERVICE)

Requesting Work Request Status

Work Request tasks requiring action

06/03/2021  
Estimated Customer Ready Date

**WR #40518475**  
TEST PROJECT 2021 (ELECTRIC SERVICE)

Requesting Work Request Status

Work Request tasks requiring action

06/03/2021  
Estimated Customer Ready Date

GENERAL TASKS COMMENTS PERMITS ATTACHMENTS

Name: TEST PROJECT 2021 (GAS SERVICE)

Entry Date: 06/02/2021

Type: NRSMG - SERV/MET RES - GAS

## Site Ready Turndowns

11. Turndown explanations will be listed on the General tab. The Site Ready button will again become available for your update once corrections have been made.

Confirm Customer Site Ready for Construction

Is your site ready? Click the provided button to process all associated work requests

WR # 40724403 : 12/23/2022 - 12/27/2022 (In-Progress)

[CPS Energy Service Standards - Site Ready](#)

GENERAL TASKS COMMENTS PERMITS ATTACHMENTS 1

GENERAL DETAILS FOR WR#40724403

Name BLUE HOUSE (ELECTRIC SERVICE) Entry Date 12/23/2022 Type SMRAU

CONSTRUCTION INFORMATION

Item	Status	Date/Date Range
Inspect Customer Site - CPS Installed Trench Reason: > Meter Can is not to CPS standards. CPS approved socket is needed. Technician Remarks: test	TURNDOWN	12/29/2022
Item	Status	Date/Date Range
Inspect Customer Site - CPS Installed Trench Reason: > Meter Can is not installed or secured. Technician Remarks: test	TURNDOWN	12/29/2022

12. If your project has received more than 3 Site Ready inspection denials, the electronic option of indicating your site readiness will no longer be available and only a CPS Energy representative can initiate your inspection. The following message will appear.

Confirm Customer Site Ready for Construction

Is your site ready? Click the provided button to process all associated work requests

WR # 40724403 : 12/23/2022 - 12/27/2022 (In-Progress)

Please contact a CPS Energy representative at 210-353-4050 to review the site readiness requirements and schedule the next CPS Energy inspection of your project

[CPS Energy Service Standards - Site Ready](#)

***Please contact a CPS Energy Representative at 210-353-4050 to review the site readiness requirements and schedule the next CPS Energy inspection of your project.***

**Contact the Web Portal Support Team if you have any questions regarding portal functionality or access:**

**Email: [CSiWebaccess@cpsenergy.com](mailto:CSiWebaccess@cpsenergy.com) Ph: 210-353-2450  
(Mon – Fri 7:30AM – 4PM)**