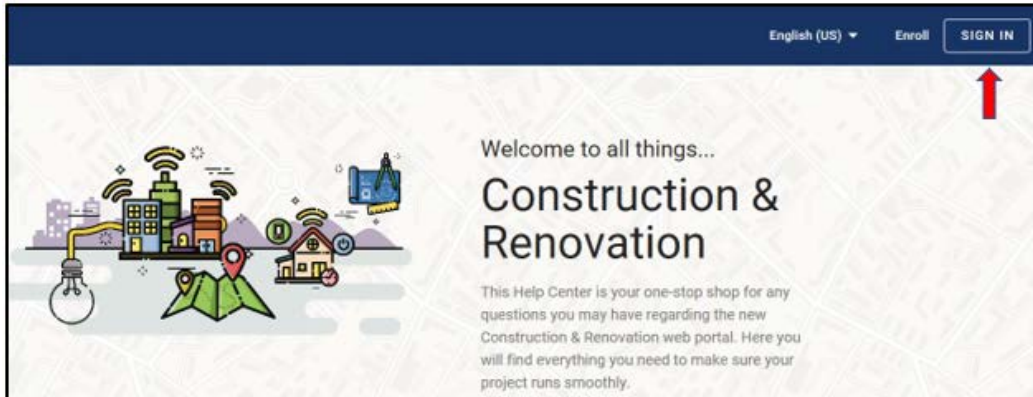


REQUEST A RESIDENTIAL SUBDIVISION PROJECT

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 **Account ID** and click **NEXT**.

A screenshot of the CPS Energy 'Sign in' page. The page has the CPS Energy logo at the top. Below the logo, it says 'Sign in' and 'Use your CPS Energy Account ID'. There is a text input field with the placeholder text 'Enter your Account ID', which is highlighted with a red border. Below the input field, there is a link for 'Forgot your account ID?'. At the bottom, there are 'Enroll', 'CANCEL', and 'NEXT' buttons. A red arrow points to the 'NEXT' button. There is also a 'Help' link at the bottom right and a language dropdown set to 'English (US)' at the bottom left.

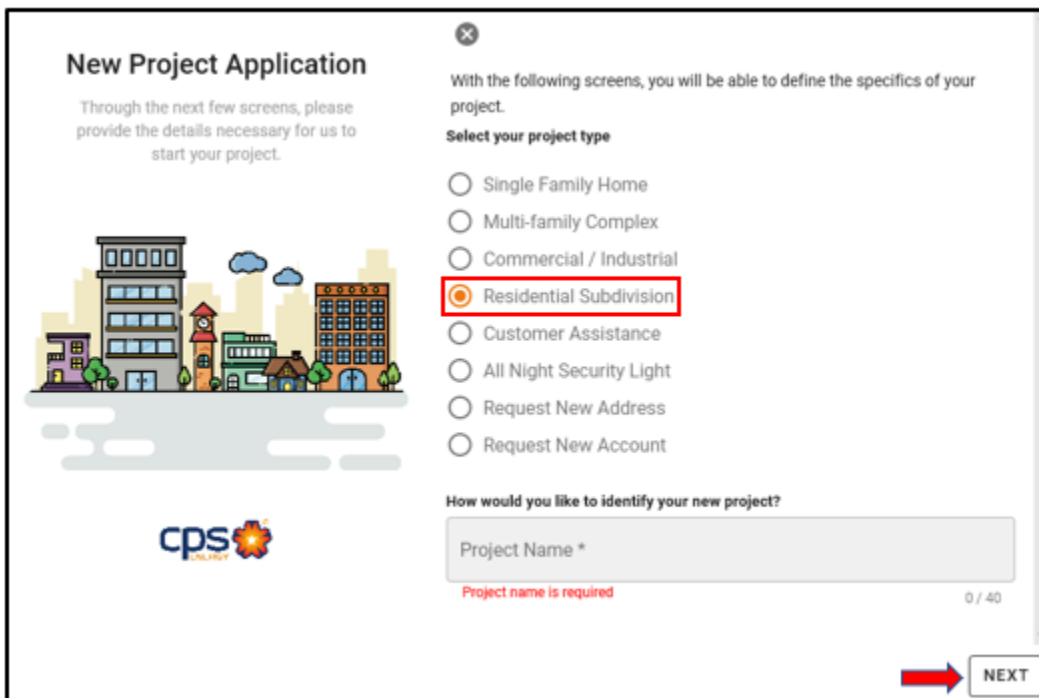
5. Enter your **password** and click **NEXT**.

A screenshot of the CPS Energy password entry page. The page has the CPS Energy logo at the top. Below the logo, it says 'Hi JANE DOE' and 'MIALE.JANDRO@CPSENERGY.COM'. There is a text input field with the placeholder text 'Enter your password', which is highlighted with a red border. Below the input field, there is a link for 'Forgot password?'. At the bottom, there are 'BACK' and 'NEXT' buttons. A red arrow points to the 'NEXT' button. There is also a 'Help' link at the bottom right and a language dropdown set to 'English (US)' at the bottom left.

6. Click the **orange plus sign (+)** in the upper right corner to add a new project.




7. Select **Residential Subdivision** as your project type.
8. Enter the **Project Name** (required) and click **Next**.



9. Select which type of services you will be managing at this address, as well as the installation type. If **Gas** or **Both electric and gas** is selected, a list of gas options is displayed. Click to check all which apply. Click **NEXT**.


What type of services will you be manage at this address?

Select your service type * 

Electric

Gas


Both electric and gas

Select your installation type * 

Permanent
Installation Type is required

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> COOKTOP | <input checked="" type="checkbox"/> DRYER | <input type="checkbox"/> FIREPLACE |
| <input type="checkbox"/> GAS FURNACE | <input checked="" type="checkbox"/> GRILL | <input checked="" type="checkbox"/> HEATER |
| <input type="checkbox"/> HOT TUB | <input type="checkbox"/> OVEN | <input type="checkbox"/> POOL |
| <input type="checkbox"/> WATER HEATER | | |

Additional options and details for your project will be on the following screens.



10. Type in the additional details related to your project, including your **Site Ready Date**, **Requested Start Date**, trenching, etc. (You'll need to **scroll**). Click **NEXT**.

Additional Service Details

What date do you estimate your site will be ready for CPS Energy to begin construction? *

Site Ready Date

Site Ready Date is required

Note: Please allow time to complete your responsibilities and make applicable payments in advance of the date you estimate your site will be ready.

What date would you like electric and/or gas service to start? *

Requested Start Date

Requested Start Date is required

Have you already had a preliminary meeting with CPS Energy?

No

Yes

What is the location or nearest intersection?

What is the expected average square footage?

Will installation be overhead or underground?

Overhead

Underground

Is there infrastructure requiring removal or relocation?

Yes

No

Describe the trenching soil conditions.

Rock

Hard Rock

Dirt

Soil

Soil Condition is required

Who will perform the trenching installation?

Developer

CPS Energy

Will there be heat pumps on these premises?

No

Yes

Will there be gas furnaces on these premises?

No

Yes


Will the homes be zero lot line?

No

Yes

Please provide additional details to help process your request.



Additional details...



11. Select (click) the **billing account** (a green checkmark will appear in the upper, right-hand corner of the selected account), or **Request a new account** to use for this project and click **Next**.

New Project Application

Through the next few screens, please provide the details necessary for us to start your project.




Select the billing account you would like to use for this project.

(0105203562)GRACE TABERNACLE

Request a new account

BACK NEXT

12. Enter the appropriate contact information for the project (you'll need to **scroll**) and click **Next**.

 Project Contact & Billing Details

Contact Name *
John Smith 10 / 40

Would you like to receive project notifications? *

Do not receive updates/status messages

Receive updates/status messages

Tax Id
123456789

Email Address *
Test@gmail.com

Contact Phone *
2105555555 10 / 10

Phone Type *
Cell

13. Click **SUBMIT** on the **Project Details** page for your new project.

The screenshot shows a 'Project Details' form with a close button (X) in the top left. Below the title is a message: 'Please review the details entered to ensure all information is accurate. Once ready, click the complete button to create your project.' The form is divided into five sections:

- General Information:** Project Type: Residential Subdivision (highlighted in yellow).
- Address Information:** (Permanent) (Electric / Gas).
- Project Specifics:** Name: Test Project, Site Ready Date: 02/28/2020, Requested Start Date: 03/20/2020, Soil Condition: Soil.
- Project Contact:** Joe Smith, Test@g.com, Cell: (210) 555-5555, Receive notifications? No.
- Billing Details:** (New billing account was requested), Tax Id: 2222222222, 1234 Bill Ave Schertz, TX 78261.

At the bottom, there is a message: 'Click the complete button to create the project.' and two buttons: 'BACK' on the left and 'SUBMIT' on the right.

Once the project is created, tasks will display, based on the type of project. To see those tasks and upload attachments in response to those tasks, please follow these steps:

1. To upload completed document to your project, click to select the project from the project list.

Projects

There are a total of 16 projects available

16 Open

0 Closed

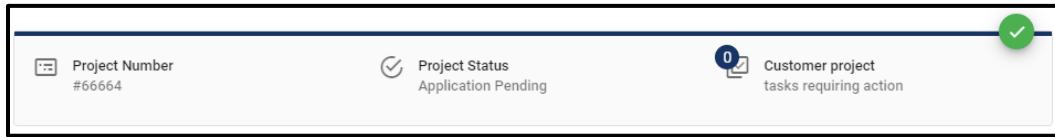


Sort by Newest

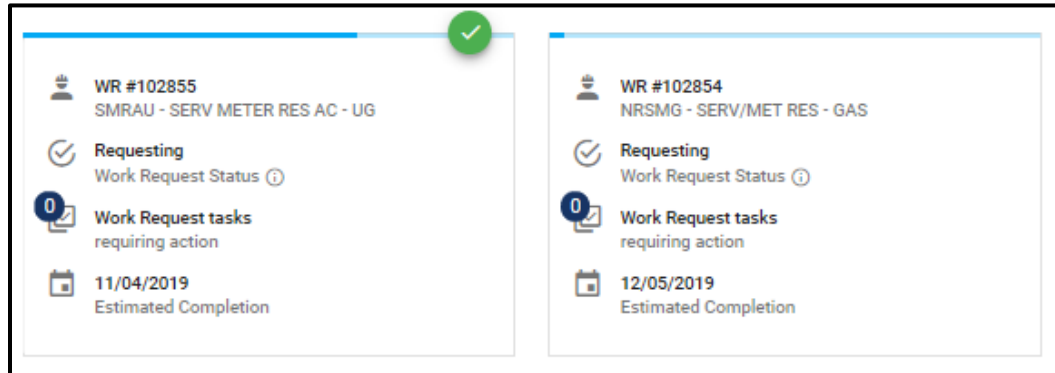


| Number | Name | Type | Address | Status |
|--------|--------------------|---------------------------------------|---|---------------------|
| 66810 | TAZ | Residential Service - New Accelerated | 11811 HONDO CREEK SAN ANTONIO, TX 78245 | Application Pending |
| 66809 | Amanda bar | Residential Service - New | 123 ANY STREET SAN ANTONIO, TX 78210 | Application Pending |
| 66808 | Jennas Test | Residential Service - New Accelerated | 7811 BLUEWATER CV SAN ANTONIO, TX 78254 | Application Pending |
| 66806 | test 123 | Relocate Remodel Service | 5003 QUARTZ BLN SAN ANTONIO, TX 78253 | Application Pending |
| 66805 | irmas sub division | Residential Service - New | 239 juanita SAN ANTONIO, | Application Pending |
| 66781 | Test | Residential Service - New Accelerated | 123 Main St SAN ANTONIO, 78245 | Application Pending |
| 66767 | Residential Home | Residential Service - New Accelerated | 1267 Main SAN ANTONIO, TX 78254 | Application Pending |

2. If you would like to see tasks for the project, click the **project card**.



3. If you would like to see tasks for a work request, click the appropriate **work request card**.

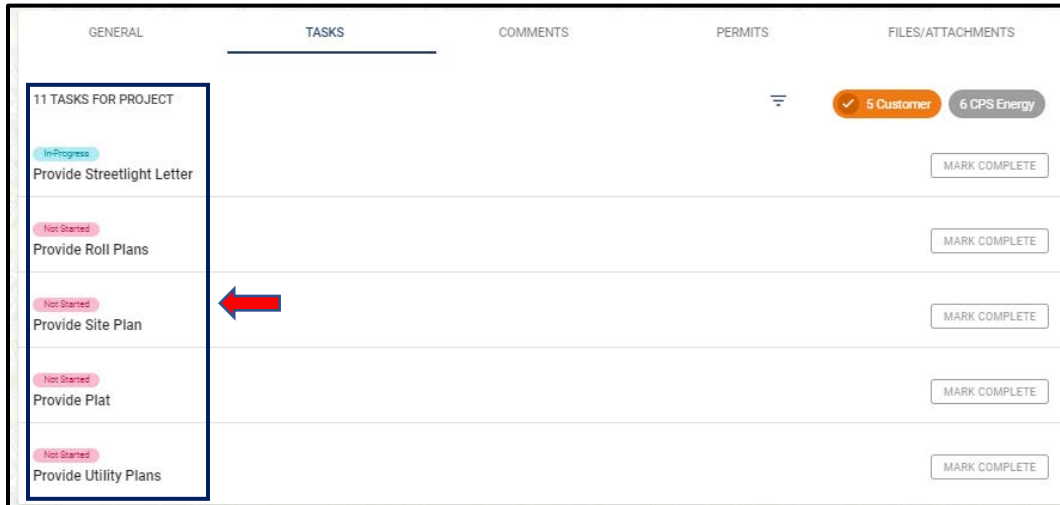


Please Note:

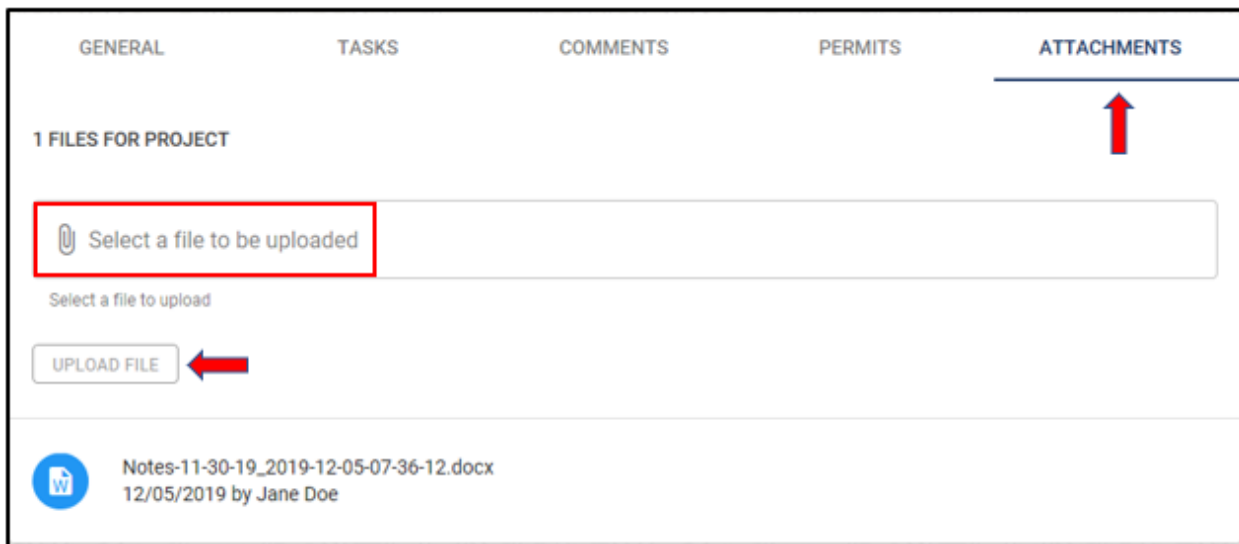
A green checkmark appears in the top right corner of whichever card is currently selected.

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

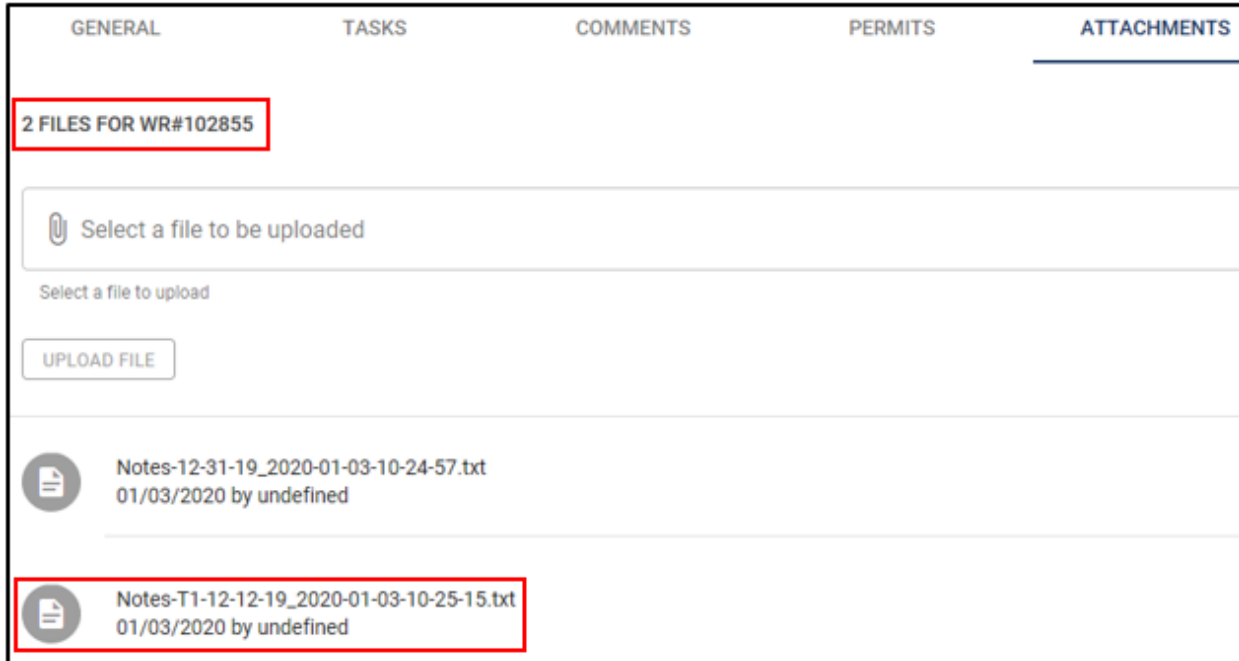
4. In the menu bar underneath the work request cards, click **TASKS**.
5. Notice the list of tasks which reflect documents CPS Energy needs to progress your project request.



6. Once a document is ready to submit, Click **ATTACHMENTS** on the menu.
7. Click **Select a file to be uploaded** in the text box, to the right of the **paperclip** icon. Once you have chosen your file and clicked **Open**, in the file navigation window, click **Upload File**.



8. Once the upload is complete, notice the **FILES FOR** number was incremented (from 1 to 2 in this example) and the file information appears below the **UPLOAD FILE** button. This may take a few seconds to complete.



9. To access a document which has been uploaded, click on the document and select from the **Open**, **Save**, **Save as**, or **Cancel** options in the dialog box (**Save as** is accessed by clicking the **Up-Arrow** . next to **Save**).

