



## Construction & Renovation Web Portal Administrator Authorization Form

The intent of this form is to designate an Administrator(s) to manage the access of employees, engineers, subcontractors and/or other individuals working on your project in the CPS Energy Construction & Renovation Web Portal. This form does not grant access to any customer or billing information in the "Manage My Account" web portal. Please note that you can add or delete Administrators at any time by simply completing and submitting a new form.

Please complete all fields, sign, date, and submit the completed form to [CSIWEBACCESS@CPSENERGY.COM](mailto:CSIWEBACCESS@CPSENERGY.COM).

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Authorized Representative Name/Title:** \_\_\_\_\_

**Authorized Representative Phone:** \_\_\_\_\_

**Authorized Representative Email:** \_\_\_\_\_

### Designated Administrator(s)

Add or Delete (A/D)	Administrator Name	Administrator's Phone Number	Administrator's Email
Ex: [A]	Ex: [John Doe]	Ex: [210-XXX-XXXX]	Ex: [John.Doe@xyz.com]

### Acknowledgment and Signature

By signing this form, I understand that as my company's Authorized Representative, I am granting the above-listed Administrator(s) the ability to create and manage my projects, manage my company's user accounts, manage my tax IDs, and assign subcontractors or engineers to my projects in the CPS Energy Construction & Renovation Web Portal as designated above. I also understand that CPS Energy is released from any and all claims of any type arising from sharing this information with the Administrator(s). I represent and warrant that I have the full and complete authority to sign on behalf of my Company.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date