CREATING A CASE IN THE EPCOR PUBLIC PORTAL

Helpful Tips:

Scrolling Over the 👩 will give you more information

1. Click on "Sign Up" if this is your first time accessing this site, otherwise login using your previously set up credentials.

Log In					
Don't have an account?	<u>Sign Up</u>				
Username					
Password				 	
		Log In			
		Forgot Password	<u>1?</u>		
		5.3-Release			

2. The first screen that opens after login will allow you to sort any applications that have been "Submitted" have been started but have not been finished and are "Incomplete" or that have been "Closed" along with starting a new application "Create Application"



3. To begin a new application click on "Create Application" and click the "Engineering" folder

EP	COR	Create Application
	Select an Application	
	Search Applications	
	Applications	
	Categories	

4. You will select the appropriate case type for your project, read thru the application help and click "ok" once you confirm you have met the requirements. *Please note that the only case types exempt from a Pre-application meeting are Simple Plan Review, Will-Serve Request, Conflict Review and Map/Plan Request. All other Case types must submit for a pre-application meeting before a formal submittal will be accepted.*

Select an Applicatio	n								
Select an Applications									
Applications > Engineering									
Applications	pelication exerge specerica server the Meeting SICA Facilies Single Plan Review Will Serve Regear Confic Review Biology and Plan Regear Biology and Plan Review Regeares Biology and Plan Regear Biology and Plan Review Registrate Biology and Plan Review Regear Registrate Biology and Plan Review Regear Registrate Biology and Plan Review Registrate Biology and Plan Review Regear Registrate Biology and Plan Review Registrate Biology and Plan Review Registrate Biology and Plan Review Regear Registrate Biology and Plan Review Registrate Biology and								
Pre-Application Meeting	SICA	Facilities	Simple Plan Review	Will Serve Request	Conflict Review	Master Utility Agreement	Main Extension Agreement - SEWER	Main Extension Agreement - WATER	
				8	0	8	8	B	
CCân Sanke Area Reguest	Mep and Plan Request		Prior to submitting this application meeting is a prerequiste for the is have been discussed and underst oblays in processing the applicate if you need assistance with your a	Application , the applicant must apply for a Pri- definition of this application. It is in code Failure to have a Pri-Applica- tion. The applicant acceptor response application submission, please reac-	Con Help -Application Meeting with EPCOR 35 too meeting with EPCOR staff provide the start of the start of the start of the start start of the start of the start of the start of the start the out to our support learn at planness	X staff. This Pre-Application reparaments and procedures to submission may result in view@epcor.com.		I	Begin Application
						_			

5. Click "Begin Application"

search Engineering		i							
plications > Engineering									
plications									
Pre-Application Meeting	SICA	Facilities	Simple Plan Review	Will Serve Request	Conflict Review	Master Utility Agreement	Main Extension Agreement - SEWER	Main Extension Agreement - WATER	
					8			Ð	
C&N Service Area Request	Map and Han Hoquest								
CC&N Service Area Request	Map and Man Request								

6. Enter your **Project Name** under the "Description" field (**must be less than 80 characters**) as it printed on your construction drawings or documents. Enter the address in the "Address" field, if your property does not have an address please use the map to find the location and click on the property. **Click "Next"**



7. If the exact address match was not located the system will want to validate the address, please select "matches" from the options

		×
	Exact Address Not Found	
Please select an address matching addresses to e	s from the list or close this window and enter a new address. It is recommended that you select on Insure the highest accuracy.	one of the
Matches		
W Charter Oak Rd, Sur	prise, Arizona, 85379.	
You Entered		
W Charter Oak Rd, Sur	prise, Maricopa County, Arizona, 85388, USA	
		_

8. Enter Applicant information or click "Use my information" if the person logged into the portal, is the Applicant. Enter Business name, Developer, Engineer etc. Any people role that is entered with an email address will have access to the project in the public portal. The information entered will be used for communication for all plan review comments, payment invoices, etc. **Click** "**Next**"

Application: Main Exten	sion Agreement - V	VATER						Step 2 of
Main People								
								Add Perso
Applicant more		Use My Information	Business Name more		Use My Information	Developer more		Use My Information
Applicant Name			Name			Name		
Address Line1 Applicant Address			Address Line1			Address Line1		
Applicant City	Az	20 Code 85306	City Name	State	Zip Code	City Name	State	Zp Code
Phone (Home)	Phone (Multie) 123-456-7890		Phone (Home)	Phone (Mobile)		Phone (Horne)	Phone (Mobile)	
Enal applicantemail@epcor.com			Email			Email		
Comment			Comment			Comment		
Property Owner more		Use My Information	Engineer more		Use My Information	Contractor more		Use My Information
Nama			Name			Name		
Address Line1			Address Line1			Address Line1		
City Name	State	Zip Code	City Name	State	Zip Code	City Name	State	Zip Code
Phone (Home)	Phone (Mobile)		Phone (Home)	Phone (Mobile)		Phone (Home)	Phone (Mobile)	

9. Answer all Data group questions (ensure that you are entering only numbers in the number required fields no other text and dates in the date fields or you will get an error message) All questions highlighted RED are required to be answered before continuing Click "Next"

Main Extension Agreement Info - Water
When is the MXA estimated construction start date?
02/11/2025
When is the MXA estimated construction completion date?
02/27/2025
What is the number of meters?
Number 1
How many Domestic Meters are being requested?
Number
2
What is the Domestic Service size(s)?
Text 1"
How many Landscape Meters are being requested?
Number
1
What is the Landscape Meter size(s)?
Text 4"
What is the legal entity Name?
Text
Legal Entity Entering Into Agreement
What is the type of business?
LLC? Corporation?
· · · · · · · · · · · · · · · · · · ·
What is the state of incorporation?
Text
Which State is Business Incorporated?
Who is the primary contact person?
Who is the contact for the Agreement

Click "Add" to add all related documents relative to your project. All required documents must be uploaded to the project before project can be submitted.
 *NOTE Documents over 56MB must be broken into smaller documents to be uploaded at this time (a software update is coming to correct this issue in the future).

A	oplication: Main Extension Agreement - WATER	
1	Main	
2	People	
3	DataGroup	
4	Rel Docs	
Û	Add Triangle Delete all See Required	Show Map

11. Once documents are uploaded, documents must be Labeled by clicking on "Label" and labeling each document the appropriate label (all required documents marked with an asterisk must be uploaded)

🕕 Add 🍵 Delete all 🔽 See Required			Show Map
	Engineer's Estimate	199.83 KB 2025-03-07T18:57:56Z	
	Design Report	198.89 KB 2025-03-07T18:58:04Z	
	Design Plans	63.37 KB 2025-03-07T18:58:17Z	
	Label	5.67 MB 2025-03-07T19:00:04Z	

12. Click "Submit" and accept the Terms and Conditions.

The case has now been created and sent for processing, the case number that will now be referenced is in the top left corner, the status of the case can be follow via the workflow steps.

Abdresses Addresse Ad	Back								
Application Application Pading Cedied: 11/27/224 Address es Pading Cedied: 11/27/224 Address es Vorkflow Address i Location Type Location I/ Vorkflow People I to 10/27 thmm 2 Description Result Target End I No Application Name Vorkflow Vorkflo									
Manda Speedid Padaga Centerin 12072025 Address Vorticov Address Osna A Costoo Type Location Id Co	Application								
Address Vorkflow Address Location Type Location Id Location Type Location Id Location I	Main Extension Agree	ment - WATER	No Location Specified		Pending			Created:11/27/2024 Expires:05/27/2025	
Address Location Type Location Id Address Location Type Location Id Complete Location Id People The Name Address A	25-0000		No Application Name		Actions		~		
Address Workflow Address Location Type Location Type Location Type Complete M Complet M									
Addess Location type Location type </td <td>Addresses</td> <td></td> <td></td> <td></td> <td>Workflow</td> <td></td> <td></td> <td></td> <td></td>	Addresses				Workflow				
Image: Normal Section 2 Result Taget End Complete M Complete People Add Person 03/12/02/51/0.03 PM 1 Table Name Address 03/12/02/51/0.03 PM 1 Add Person Fees Pald? 3 3 Table Name Address 01/12/02/51/0.03 PM 4 Application table Fees Pald? 3 3 Pople Name OV Pala Review 4 4 Pala Review VP Pala Review 4 4 Operation Review VP Pala Review 4 4 Pala Review VP Pala Review 5 4 Versigneender Inder Water Signed MDA Received from Applicant 6 4 Versigneender Inder Water Signed MDA Received from Applicant 6 4 Versigneender Inder Water Signed MDA Received from Applicant 7 6 Versigneender Inder Water Signed MDA Received from Applicant 7 6 Versigneender Inder Water Signed MDA Received from Applicant 7 6 Versigneender Inder Water Signed MDA Received from Applicant 8 8 Versigneender Inder Water Signed MDA Received from Applicant 8 8 Versigneender Inder Water	Address	Location Type	Location Id						
Application Intals Optization Intals					Description	Result	Target End	Completed	M Comments
People India Section Section Section Section Indexes Addreso 3 Applant Addreso 3 Applant Addreso 4 Business Name Addreso 5 Business Name Geradion Discloter Executes 6 Whin is the MAX estimated construction completion data? Geradion Discloter Executes 6 Marker Streamed construction completion data? Marker Streamed 6 Marker Streamed construction completion data? Marker Streamed 6 Marker Streamed construction completion data? Geradion Discloter Executes 7 Marker Streamed construction completion data? Marker Streamed 6 Marker Streamed construction completion data? Marker Streamed 6 Marker Streamed construction completion data? Marker Streamed 6 Marker Streamed construction					Application Intake		03/12/2025 12:03	PM	1
Add Perion Fees Paid? 3 Tob Name Addres1 0V Plan Review 4 Applicant VP Engineeng/Review 4 4 Data VE Engineeng/Review 4 4 Data Versite in engineenge/Review 4 4 Main & Kaderson Argementer Into - Water 5 6 When is the MCA estimated construction start date? 0perations Director Executes 6 VPAIn is the MCA estimated construction start date? 0perations Director Executes 7 VMain is the MCA estimated construction start date? 0perations Director Executes 8 VMain is the MCA estimated construction start date? 0perations Director Executes 8 VMain is the MCA estimated construction start date? 0perations Director Executes 8 VMain is the MCA estimated construction start date? 0perations Director Executes 8 VMain is the number of meters? if Pointers if Pointers if Pointers	People				Invoice Sent				2
Name Address OP Flam Review 4 Applicant OP Flam Review 4 Applicant OP Flam Review 4 Business Name OP Flam Review 6 State Op Flam Review 6				Add Person	Fees Paid?				3
Applicant VM Engineering Review 4 Bushess Name Implicate Agreement Inde Water 4 Bushess Name Implicate Agreement Inde Water 5 Data Signed MCA Received from Applicant 6 Man Elements Agreement Inde Water 09/7.0025 7 When is the MCA sestimated construction start date? 09/7.0025 8 09/7.0025 Implicate Agreements 8 When is the number of meters? Implicate Agreement Ind State agreement Inde Water 8 When is the number of meters? Implicate Agreement Ind State agreement Inde Water 100 231XB When is the number of meters? Implicate Agreement Ind State agreement Inde Water 100 231XB When is the number of meters? Implicate Agreement Ind State agreement Inde Water 100 231XB When is the number of meters? Implicate Agreement Ind State agreement Inde Water 100 231XB When is the number of meters? Implicate Agreement Inde Water 100 231XB When is the Number of meters? Implicate Agreement Inde Water 100 231XB	Title	Name Address			DV Plan Review				4
Business Name Implate Agreements Distributed 4 Review Cycles Outcome 5 Signed MXA Resements Distributed 5 Man Extension Agreements Info. Water 6 When is the MXA estimated construction start dater? 6 09/7.0225 0 When is the number of meters? 8 1 1 1 1 1 1 1 1	Applicant			/	DV Engineering Review				4
Data Barkers Cycle Outcome 5 Data Signed MXA Recircuted from Applicant 6 Main Extension Agreement Into - Water Operations Director Executes 7 Main Mode estimated combuccion start dater? Works Start dater 7 Main Mode estimated combuccion start dater? Invoice Start 8 When is the number of meters? Main Executes 8 Main Executes Invoice Start 10 Main Executes Invoice Start <td>Business Name</td> <td></td> <td></td> <td>/</td> <td>Template Agreements Distributed</td> <td></td> <td></td> <td></td> <td>4</td>	Business Name			/	Template Agreements Distributed				4
Data Signed MXA Received from Applicant 6 Man Extension Agreement Into - Woder Operations Director Executes 7 When is the MXA estimated construction completion date? 0 0 03/7.0225 Image: Construction completion date? 8 03/7.0225 Image: Construction completion date? 8 03/7.0225 Image: Construction completion date? 0 04 dd Image: Construction completion date? Image: Construction completion date? 1 Image: Construction completion date? 199.81 XB 1 Image: Construction completion date? Image: Construction completion date?					Review Cycle Outcome				5
Mann Extension Agreement Into - Water Operations Director Executes 7 When is the MCA estimated construction start date? Invoice Sent 8 03/7,025 Invoice Sent 8 04 dig To Delete all Information See Required Information 199,83,XEB 2025-03-07118,57.562 2025-03-07118,57.562	Data				Signed MXA Received from Applicant				6
When is the MCA estimated combination start date? invoice Sent 8 037/2025 Image: Sent start date? 1 1 Image: Sent start date? 1	Main Extension Agree	ment Info - Water		~	Operations Director Executes				7
Noncompletion date? Add To Dete all See Required Noncompletion date? Add To Dete all See Required	When is the MXA estim 03/7/2025	ated construction start date?			Invoice Sent				8
When is the MAX estimated construction completion date? Related Documents 01/7/2025 Image: Construction completion date? What is the number of meters? Image: Construction completion date? Number Image: Construction completion date? Image: Construction completion date? Image: Construction completion date? Image: Construction dat	0.01112020								
What is the number of meters? Add in polete all is see Required 1 2022-03-07118.57.562	When is the MXA estim 03/7/2025	ated construction completion date?			Related Documents				
Image: Number Image: Tengineer's Estimate 199.83 KB 2022-03-07718.57.562 2022-03-07718.57.562 199.83 KB	What is the number of r	neters?			🛛 Add 👕 Delete all 🗹 See Requi	red			
Engineer's Estimate 2025-03-07118:57:562	Number 1					_			199.83 KB
	-						Eng	gineer's Estimate	2025-03-07T18:57:56Z