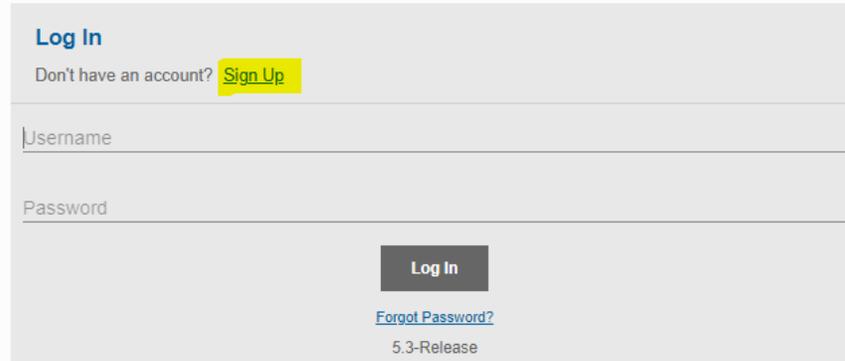


## CREATING A CASE IN THE EPCOR PUBLIC PORTAL

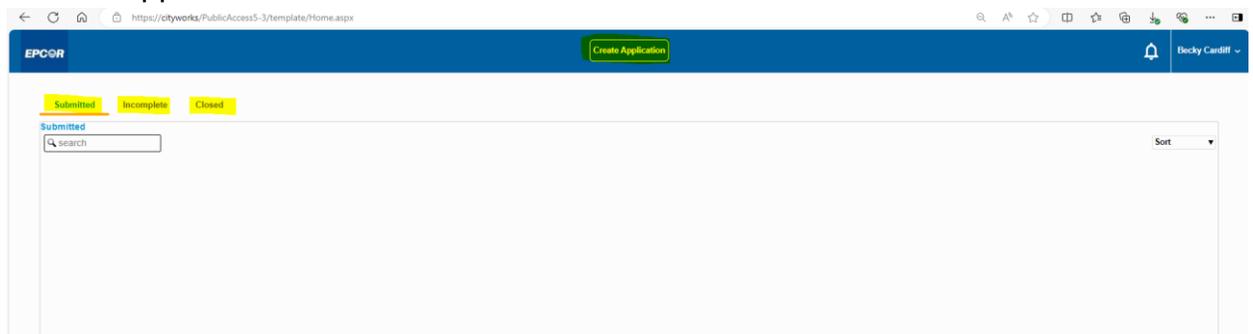
### Helpful Tips:

Scrolling Over the  will give you more information

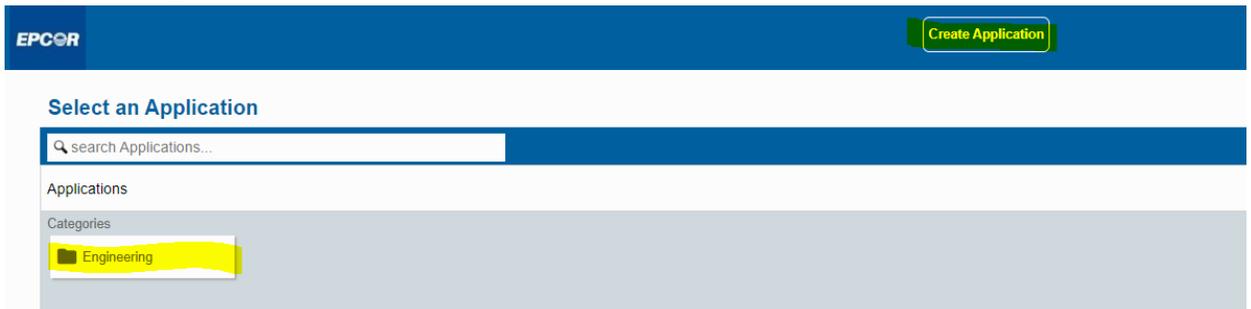
1. Click on “Sign Up” if this is your first time accessing this site, otherwise login using your previously set up credentials.



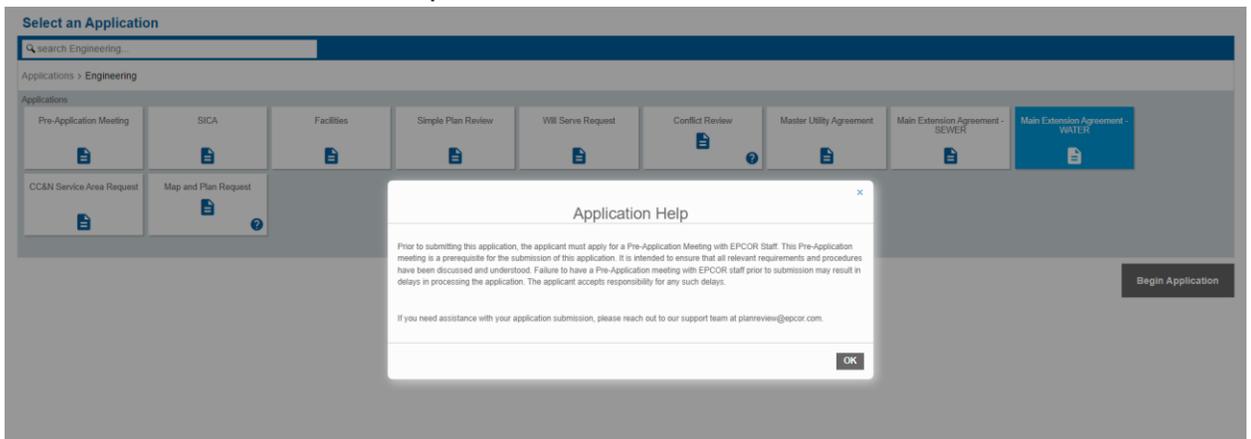
2. The first screen that opens after login will allow you to sort any applications that have been “Submitted” have been started but have not been finished and are “Incomplete” or that have been “Closed” along with starting a new application “Create Application”



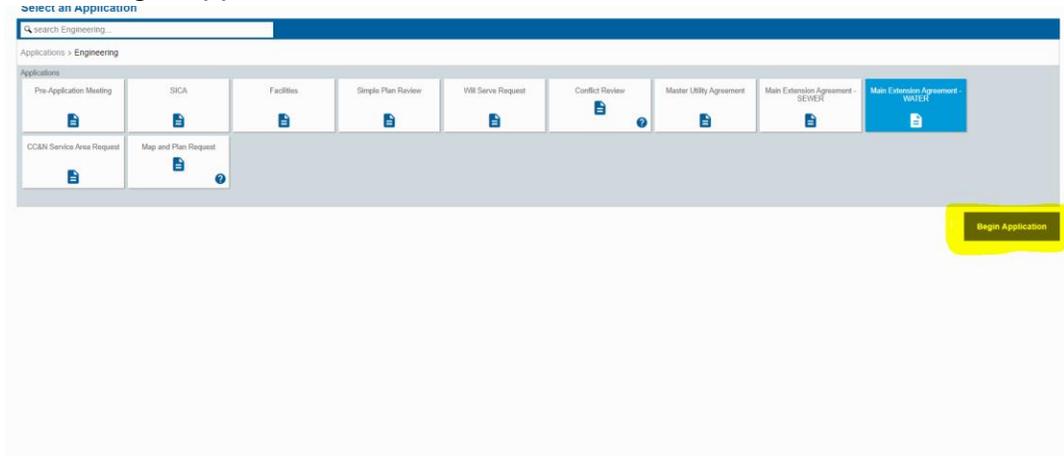
3. To begin a new application click on “Create Application” and click the “Engineering” folder



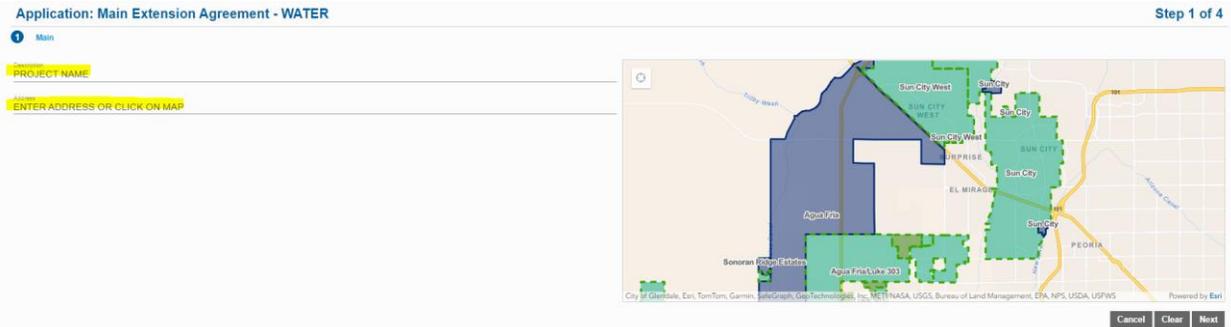
4. You will select the appropriate case type for your project, read thru the application help and click “ok” once you confirm you have met the requirements. \*Please note that the only case types exempt from a Pre-application meeting are Simple Plan Review, Will-Serve Request, Conflict Review and Map/Plan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



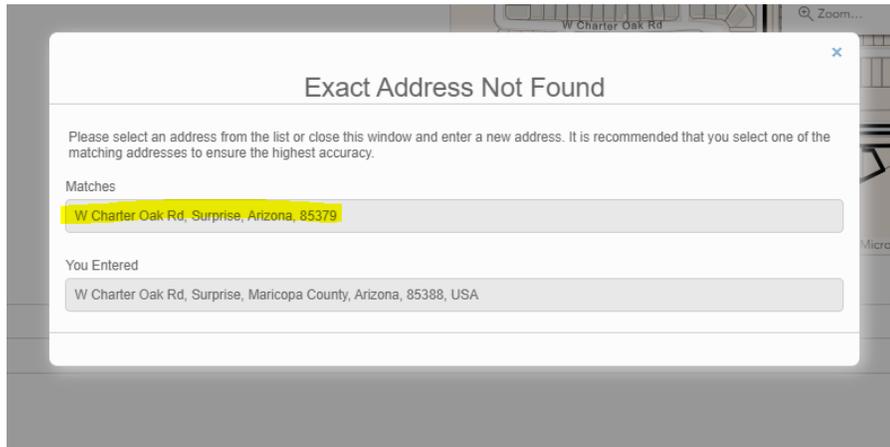
5. Click “Begin Application”



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



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 Extension Agreement - WATER Step 2 of 4

[Main](#)  
[People](#)

<b>Applicant</b> <a href="#">more...</a>			<b>Business Name</b> <a href="#">more...</a>			<b>Developer</b> <a href="#">more...</a>		
Applicant Name Applicant Address City Name Applicant City      State      Zip Code Phone (Home)      Phone (Mobile) 123-456-7890			Name Address Line1 City Name      State      Zip Code Phone (Home)      Phone (Mobile)			Name Address Line1 City Name      State      Zip Code Phone (Home)      Phone (Mobile)		
Email ApplicantEmail@expor.com Comment			Email Comment			Email Comment		
<b>Property Owner</b> <a href="#">more...</a>			<b>Engineer</b> <a href="#">more...</a>			<b>Contractor</b> <a href="#">more...</a>		
Name Address Line1 City Name      State      Zip Code Phone (Home)      Phone (Mobile)			Name Address Line1 City Name      State      Zip Code Phone (Home)      Phone (Mobile)			Name Address Line1 City Name      State      Zip Code Phone (Home)      Phone (Mobile)		
Comment			Comment			Comment		

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? Text LLC? Corporation?
! What is the state of incorporation? Text Which State is Business Incorporated?
! Who is the primary contact person? Text Who is the contact for the Agreement?

10. 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).**

Application: Main Extension Agreement - WATER

- 1 Main
- 2 People
- 3 DataGroup
- 4 Rel Docs

 Add  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 <input checked="" type="checkbox"/> 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.

← Back

### Application

Main Extension Agreement - WATER  
25-0008

No Location Specified  
No Application Name

Pending

Actions...

Created:11/27/2024  
Expires:05/27/2025

### Addresses

Address	Location Type	Location Id
-	-	-

### People

Add Person

Title	Name	Address
Applicant	[REDACTED]	[REDACTED]
Business Name	[REDACTED]	[REDACTED]

### Data

#### Main Extension Agreement Info - Water

When is the MXA estimated construction start date?  
03/7/2025

When is the MXA estimated construction completion date?  
03/7/2025

What is the number of meters?  
Number  
1

### Workflow

< 1 to 10 of 27 items > Show All

Description	Result	Target End	Completed	M	Comments
Application Intake		03/12/2025 12:03 PM		1	
Invoice Sent				2	
Fees Paid?				3	
DV Plan Review				4	
DV Engineering Review				4	
Template Agreements Distributed				4	
Review Cycle Outcome				5	
Signed MXA Received from Applicant				6	
Operations Director Executes				7	
Invoice Sent				8	

### Related Documents

See Required

[REDACTED]	Engineer's Estimate	199.83 KB 2025-03-07T18:57:56Z
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