



2016 INSTALLER'S PACKET



UNS Energy Corporation
A Fortis Company

WHO SHOULD COMPLETE THIS FORM?

- Any Installer or General Contractor installing or causing to be installed, a Residential and or Non-Residential Solar PV system(s), including leased systems, in the TEP service territory.
- If your company only holds a General Contractor's license, an Installer's Packet must be submitted for all licensed subcontractors employed by the General.

WHY IS THIS INFORMATION REQUIRED?

The information acquired from the "Installer's Packet" is needed for several reasons:

- To confirm the installation company holds the appropriate Business and Arizona Registrar of Contractors (AZROC) licenses (Trade Name Certifications should be provided if the company's name is different from what is reported on either the business license and or AZROC license).
- The information obtained is also used to set up your account within TEP's Distributed Generation (DG) PowerClerk tracking system. This allows TEP to associate the online application with the correct installer.

INSTALLER CHECKLIST

The following items are required:

- PowerClerk Access Request Form
- Completed Company Approval Form (one per company)
- Copy of Business License
- Copy of Trade Name Certification (if applicable)
- Arizona Transaction Privilege Tax (TPT) License
- Copy of AZROC License(s)

Once the Installers Packet is complete:

Residential Solar **PV** installers may scan and e-mail to sunshare@tep.com

Non Residential Solar **PV** installers may scan and e-mail to commrenewables@tep.com



REQUEST FORM

Company Name: _____

Main User's First Name: _____

Main User's Last Name: _____

General Company Email: _____

This will be used as your company's login credential.

**Personal emails, unless under pre-approved circumstances, will result in request form rejection*

Company Main Phone Number: _____



Upon successful establishment of your user account, a link will be provided for you to confirm the setup completion.

For questions, please email sunshare@tep.com



COMPANY APPROVAL FORM

TEP does not endorse any installer. To meet Program requirements, a customer may hire any installer of their choice, so long as said installer holds the appropriate license for the technology they are installing.

Company Name: _____

Trade Name or DBA: _____

Owner Name (If DBA): _____

Legal Structure: LLC LP LLP Corporation Partnership
 Sole-Proprietorship Foreign Company

Arizona Transaction Privilege Tax (TPT) License: _____
(Sales, Resale, Wholesale, Vendor or Tax License)

Authorized Agent / Primary Contact: _____

Street Address: _____

City, State, Zip: _____

Business Telephone: _____

Business Fax: _____

General E-mail Address: _____

Website URL: _____

AZROC LICENSE INFORMATION

INSTALLERS ARE REQUIRED TO PASS A **SOLAR TRADE EXAM** WITH THE ARIZONA REGISTRAR OF CONTRACTORS.

Always refer to the Arizona Registrar of Contractors website for the most up-to-date information, appropriate licensing guidelines and clarification on restrictions. <http://www.azroc.gov>

AZROC License Number: _____

License Expiration Date: _____

License Class: _____

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License Expiration Date: _____

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License Expiration Date: _____

License Class: _____



MARK ALL THAT APPLY AND PROVIDE LICENSE INFORMATION ABOVE FOR EACH APPLICABLE TECHNOLOGY:

Residential PV

Non Residential/Commercial PV

Check here if subcontractor

Subcontracting for (Company Name): _____

A contractor’s license status may change at any given time. **It is the responsibility of the contractor to immediately notify TEP of any changes to their license status and/or the license status of their subcontractors**, regardless of whether the change was voluntary or involuntary.

I certify that the information provided is accurate. I have read and agree to abide by the guidelines outlined in TEP’s Service Requirements (SRs) 1.20, 1.21 and 1.22.

Authorized Agent Name: (print) _____

Title _____

Signature _____

Date _____