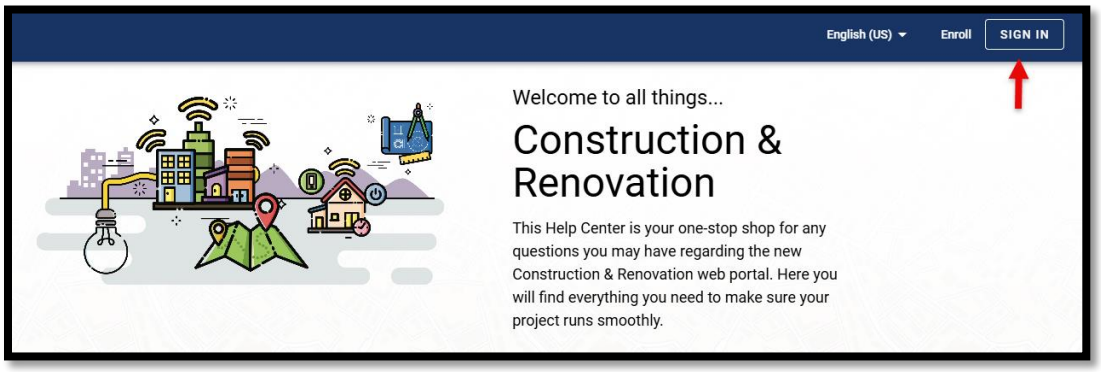
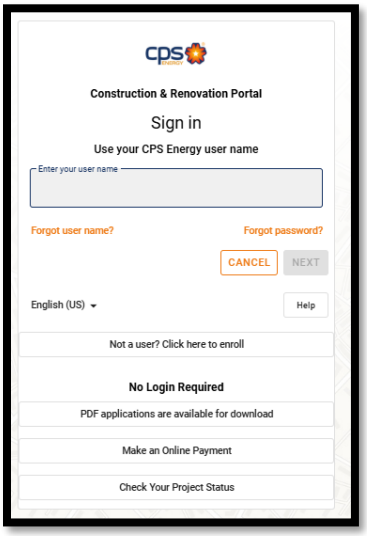
REQUEST A MULTI-FAMILY PROJECT

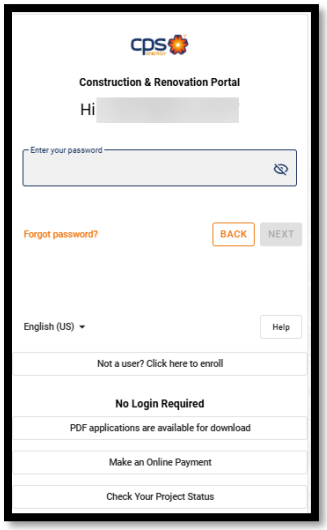
1. Open your internet web browser.
2. In the address bar, type in https://secure.cpsenergy.com/crportal/#/
3. Click **SIGN IN** located in the top right corner of the page.



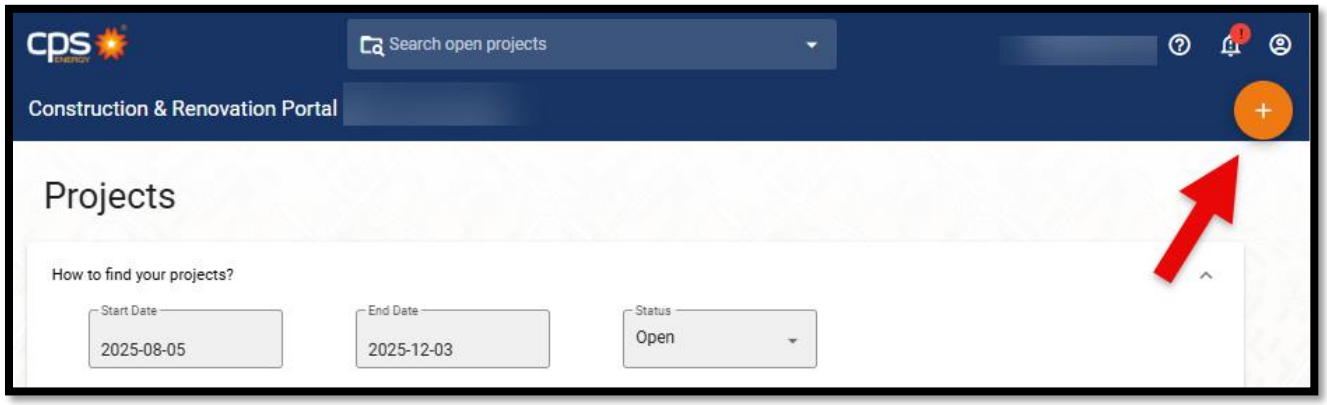
4. Enter your **Account ID** and click **NEXT**.



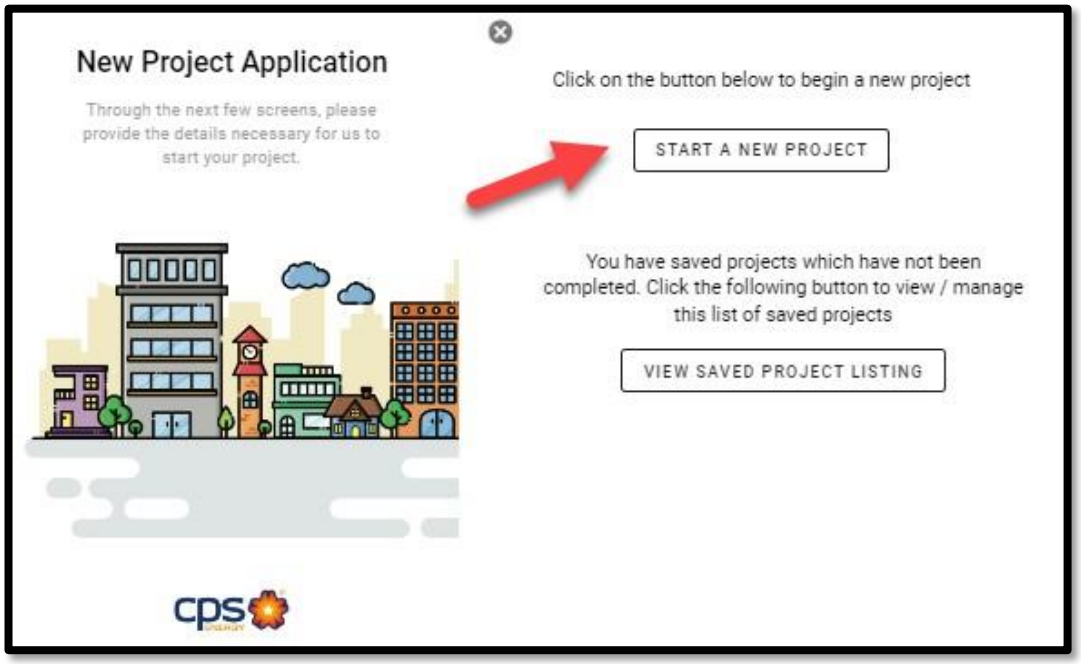
5. Enter your **password** and click **NEXT**.



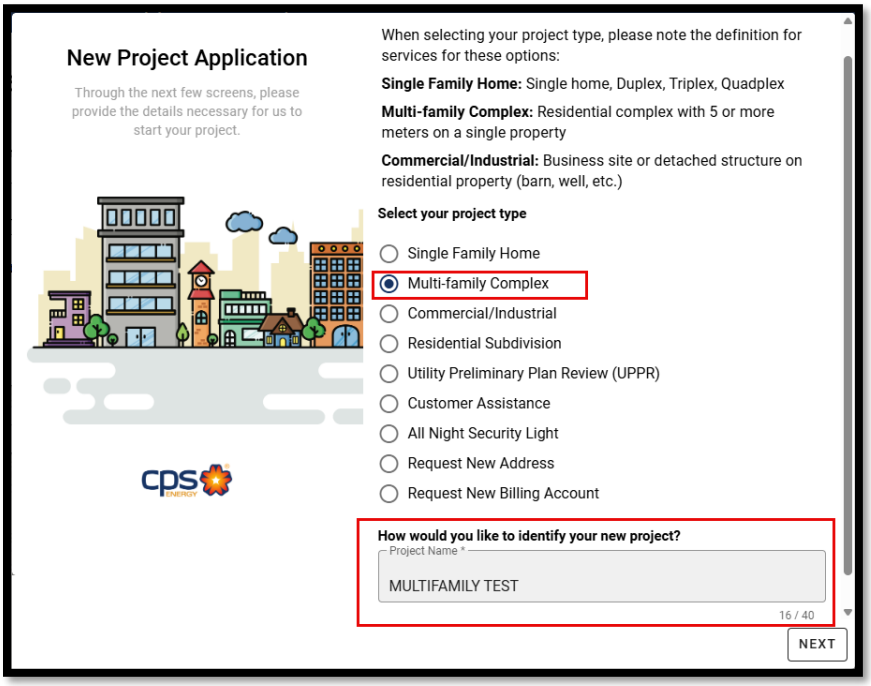
6. Click the **orange plus sign (+)** in the upper right corner to add a new project.



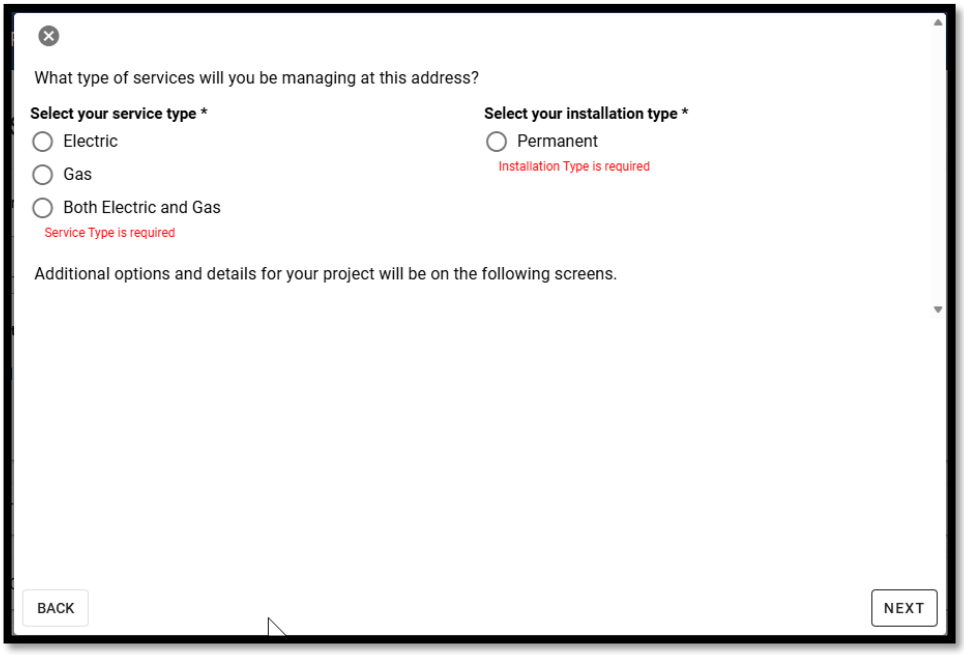
7. Select Start A New Project



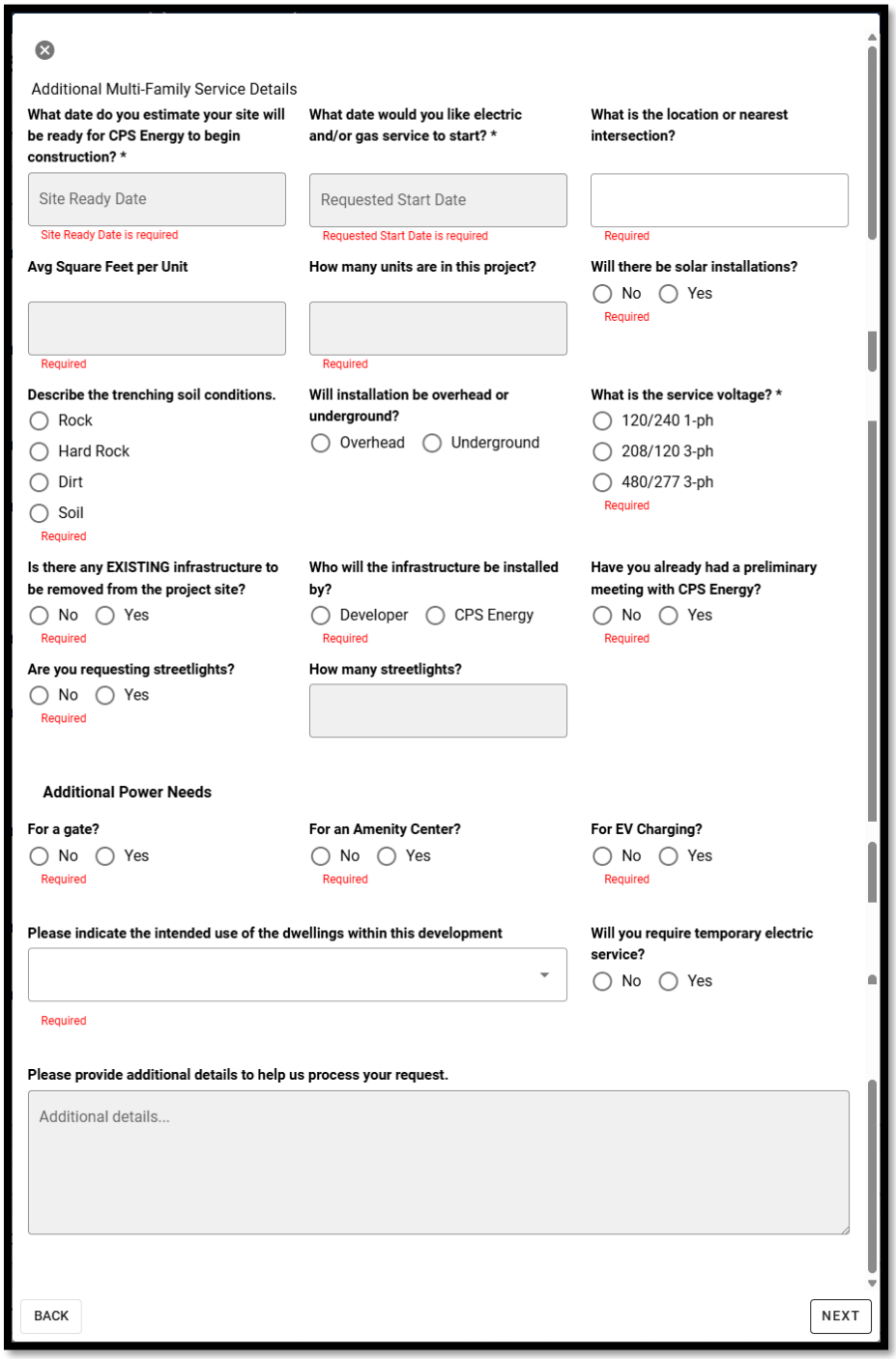
8. Select **Multi-family Complex** as your project type.
9. Enter the **Project Name** (required)and click **Next**.



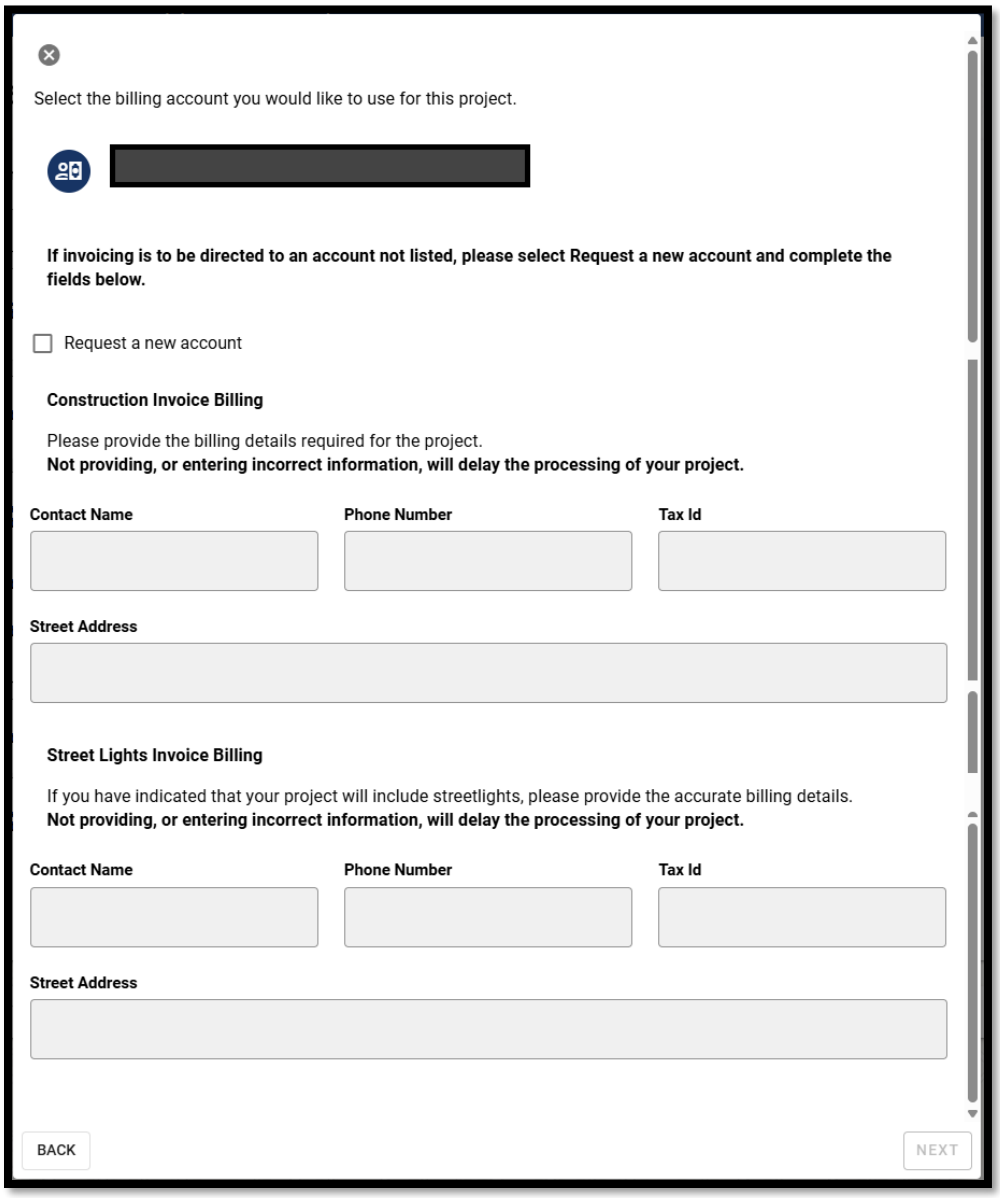
10. Select which type of **services** you will be managing at this address, as well as the **installation type**.



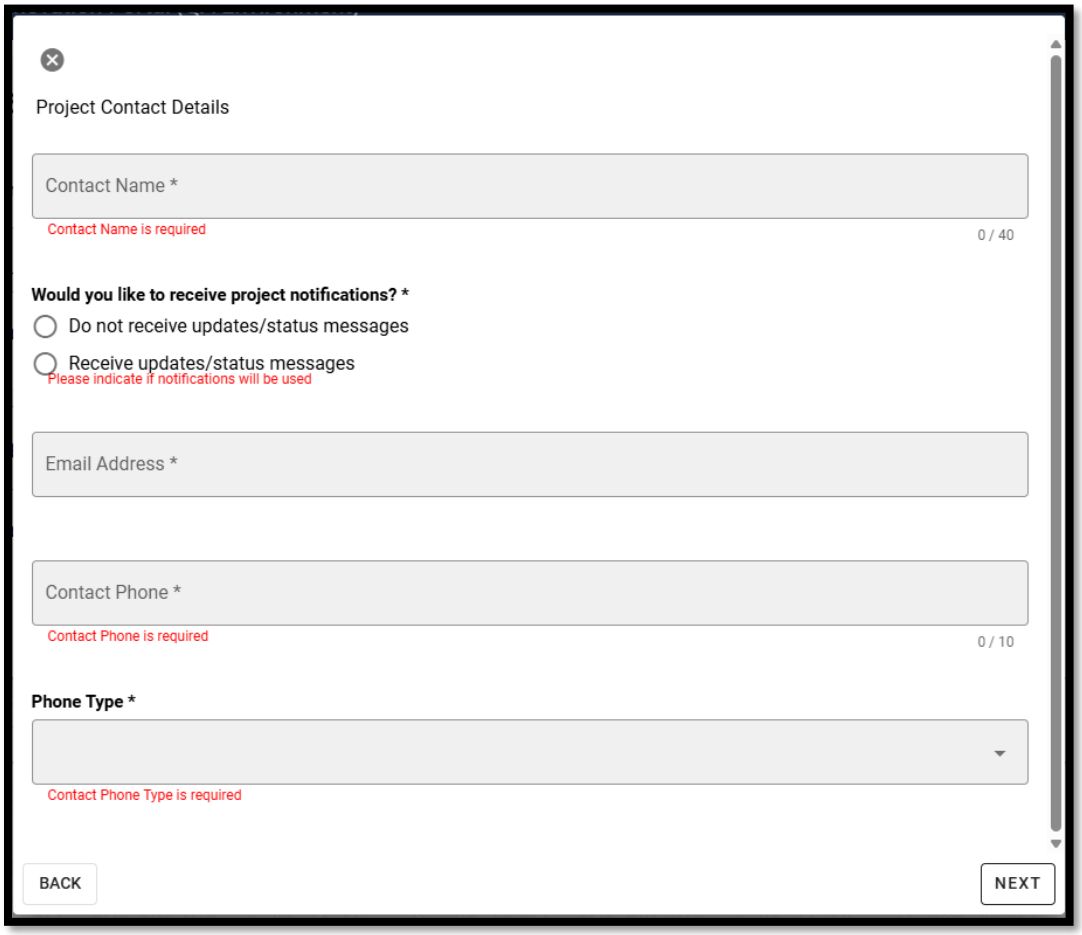
11. Enter the Additional Service Details for your Multi-Family project. Ensure you review all **REQUIRED** fields noted in red. Click **NEXT**.



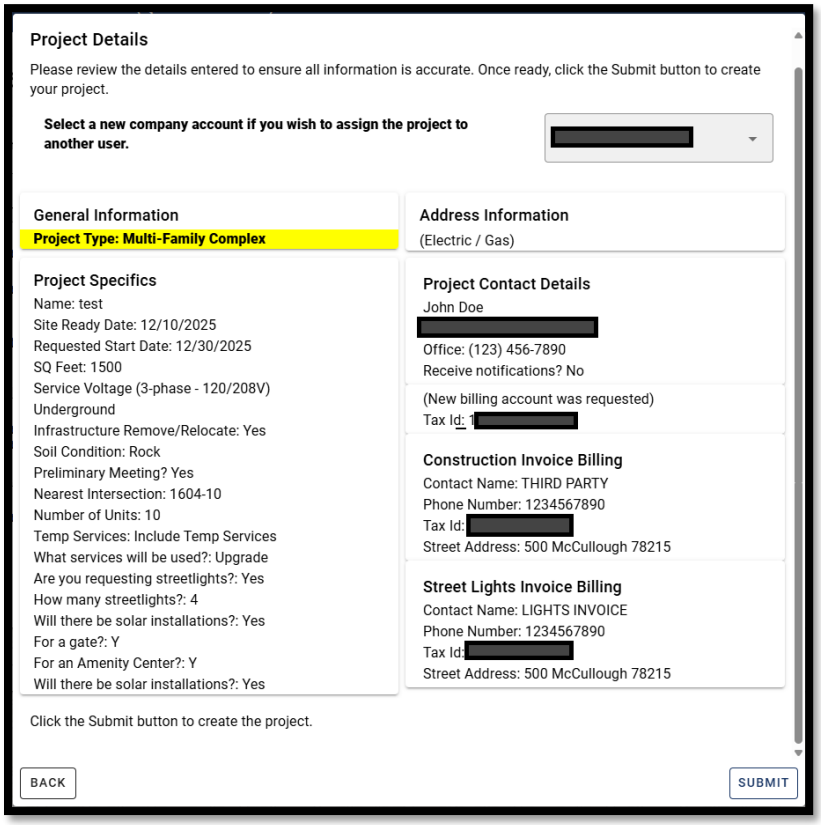
12. Select (click) your **Billing Account** (a green checkmark will appear when selected), or check the **Request a new account** box and fill in your New Billing Account details to use for this project and click **Next**.



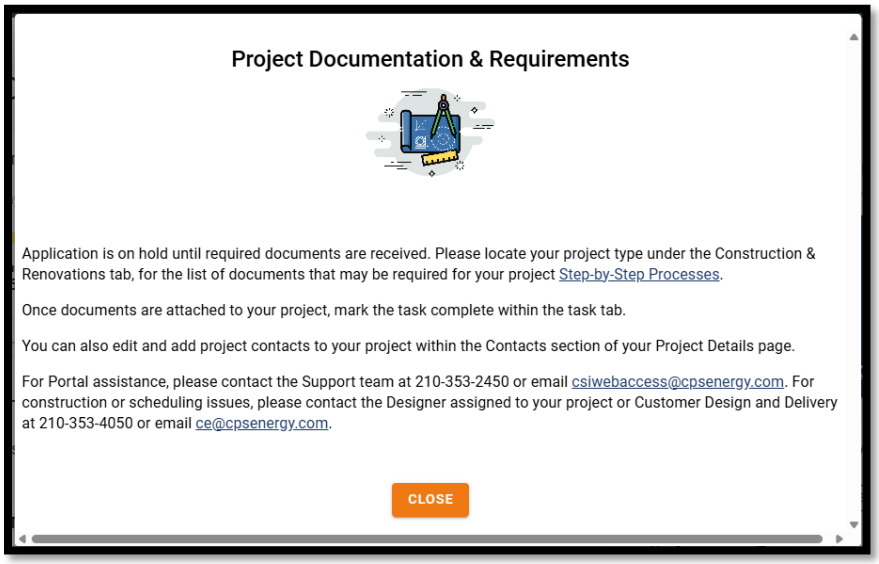
13. Enter the appropriate **contact information** for the project (you'll need to **scroll**) and click **Next**.



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

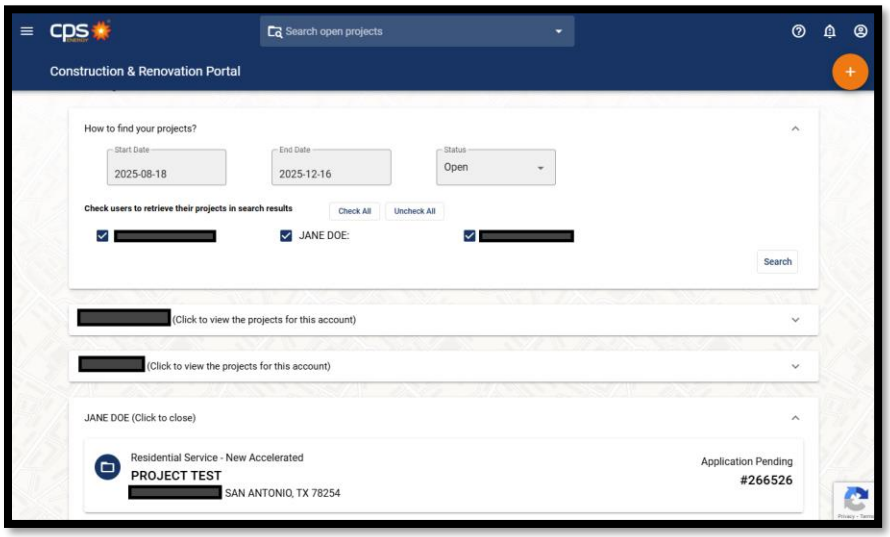


15. Note that Project Documentation may be required and can be uploaded at this time. This confirms your application has been received and a Project was created. Click on CLOSE.

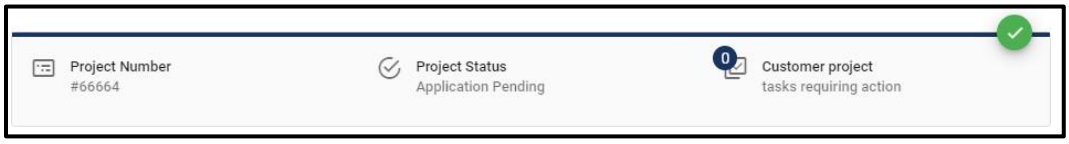


Once the project is created, it can be found under the assigned portal user. Tasks can be viewed at any point during your project. To see those tasks and upload attachments in response to those tasks, please follow these steps:

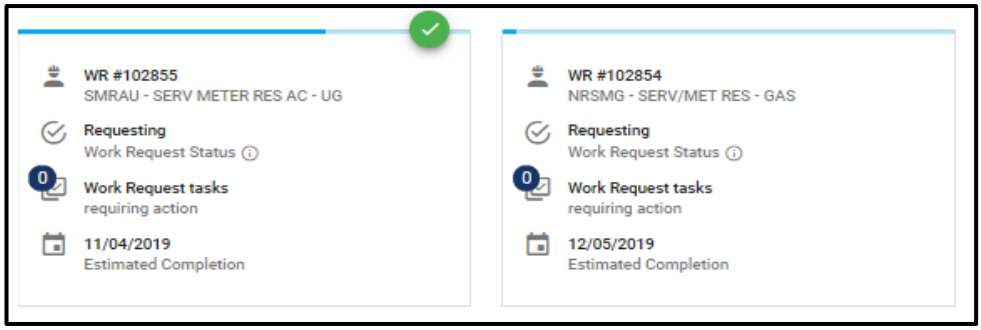
1. Click to select the project from the user account project drop-down list.



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**.

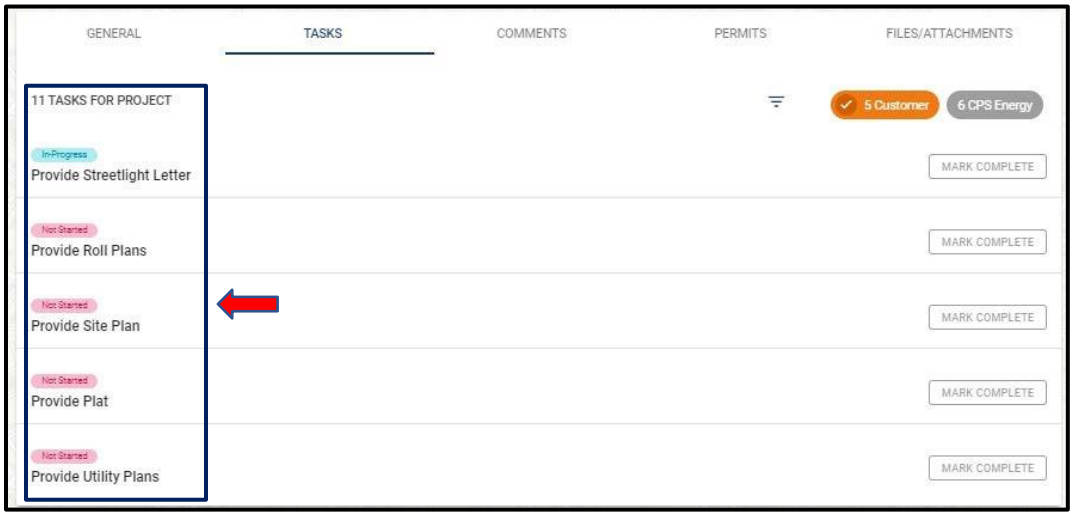


Please Note:

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**).

