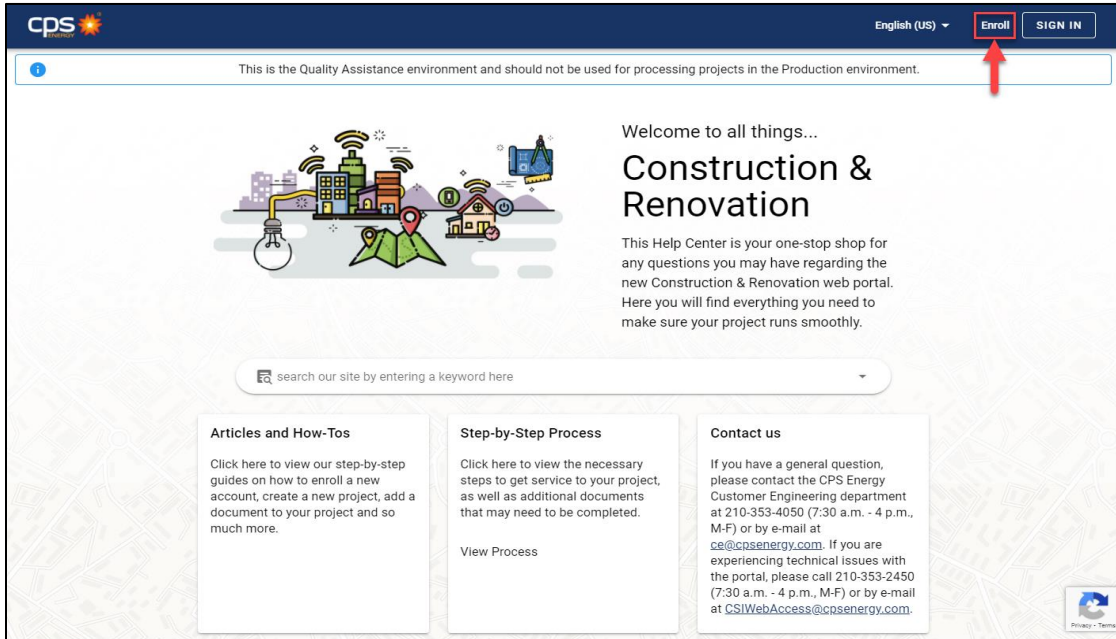
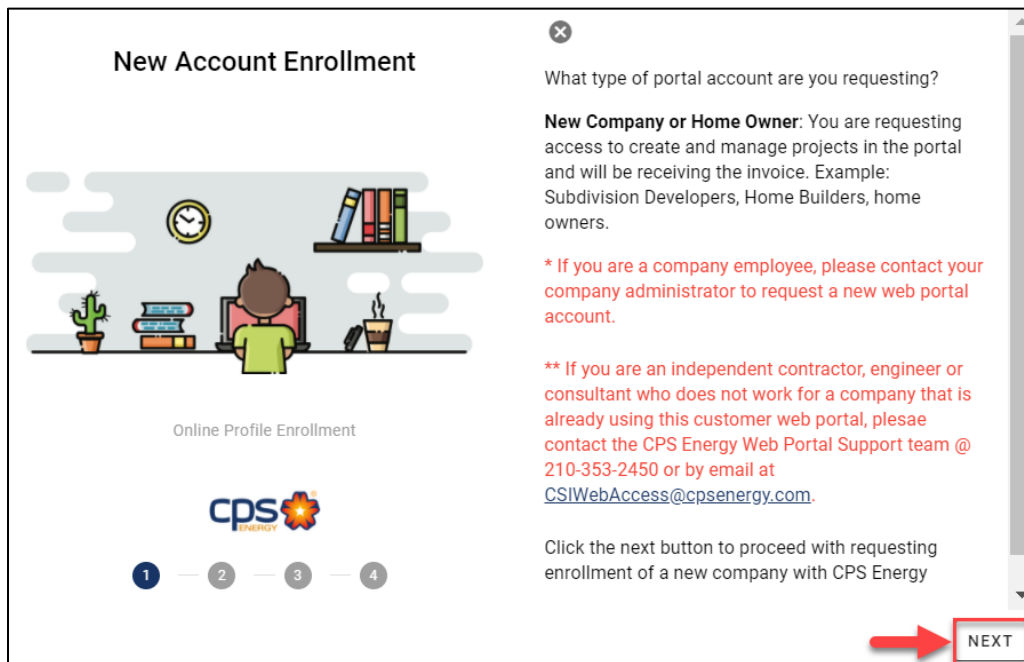


NEW COMPANY/USER ENROLLMENT

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



4. Click on **NEXT** from the New Account Enrollment view.



5. Enter **Company Name, Company User Name, Federal Tax ID/EIN/TIN/SSN, EIN PDF file, Company Email, Confirm Company Email Address** and scroll down using the side Bar.

New Company Details

Through the next few screens, please complete all relevant details. Missing information may cause delays in registration.

A company account will be created for this registration, which will be the primary account for the company. All users accounts registered for the company will be associated to this account. Therefore, a username is required for this account since there will be a separate login for the customer web portal. It is also recommended that the company admin email be a group address, if possible, as well as a company phone, to help with notifications and updates. A primary Tax Id should be provided for use in project creation and management, additional Ids can be created once the company account is active.

<input type="text" value="Company Name *"/> <small>Company Name is required 0 / 60</small>	<input type="text" value="Company User Name"/> <small>User Name is required 0 / 40</small>
<input type="text" value="Federal Tax ID/EIN/TIN/SSN *"/> <small>You must provide a tax Id</small>	<input type="file" value="Select the EIN PDF file to include"/> <small>PDF version of the EIN letter is required</small>
<input type="text" value="Company Email"/> <small>Company email is required</small>	<input type="text" value="Confirm Email Address"/>

BACK NEXT

6. Enter **Company phone number, select the Phone type, Street number, Street Name, City, State and Zip code** and scroll down using the side Bar.

<input type="text" value="Company phone number *"/> <small>Company Phone is required 0 / 10</small>	<input type="text" value="Phone Type"/> <small>Phone type is required</small>	
<input type="text" value="Alternate Phone Number"/> <small>0 / 10</small>	<input type="text" value="Phone Type"/>	
<input type="text" value="Street number *"/> <small>Street # is required</small>	<input type="text" value="Street name *"/> <small>Street name is required</small>	<input type="text" value="Apt/Unit/Blc"/>
<input type="text" value="City *"/> <small>City is required</small>	<input type="text" value="State *"/> <small>State is required 2</small>	<input type="text" value="Zip code *"/> <small>Zip code is required 5</small>
Provide the address for company billing		
<input type="checkbox"/> Check if same as company address		
<input type="text" value="Street number *"/>	<input type="text" value="Street name *"/>	<input type="text" value="Apt/Unit/Blc"/>

BACK NEXT

7. Mark the Check Box if the Company Billing Address is same as Company Address. If not enter the **Street number, Street name, City, State, Zip Code** and click on **Next**.

Provide the address for company billing

Check if same as company address

Street number *
Only numbers are allowed

Street name *
Valid billing street name is required

Apt/Unit/Blc

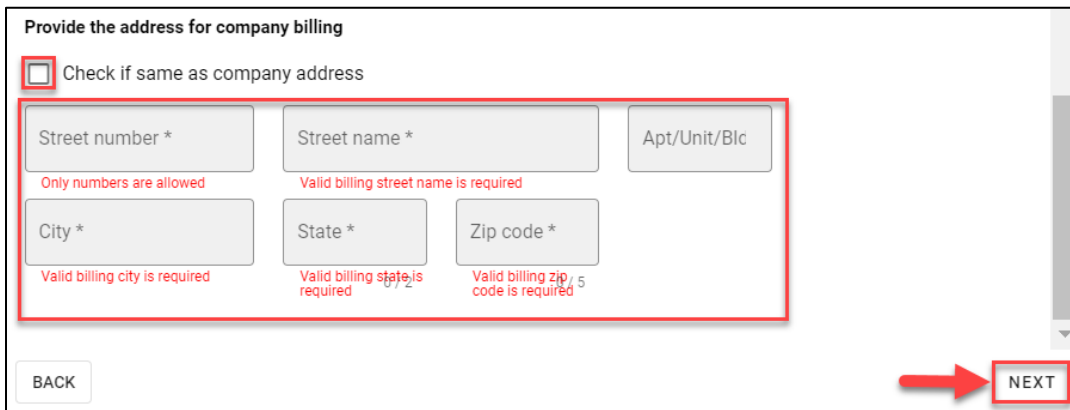
City *
Valid billing city is required

State *
Valid billing state is required

Zip code *
Valid billing zip code is required

BACK

NEXT



8. Enter **First Name, MI, Last Name, Desired user name, Email Address, Confirm Email Address, Contact Phone, Select Company admin Phone type, Additional notes** and click on **Next**.

Contact Details

Please provide the details for the company contact. Please note, this information will be used to create the administrator account for the company, which will give the ability to manage the company projects and additional user accounts.

First Name *
First name is required 0 / 9

MI
0 / 1

Last Name *
Last name is required 0 / 18

Desired user name (if
User Name is required 0 / 40

Email Address *
Contact Email is required

Confirm Email Address *
Confirmation must match provided email

Contact Phone *
Contact Phone is required 0 / 10

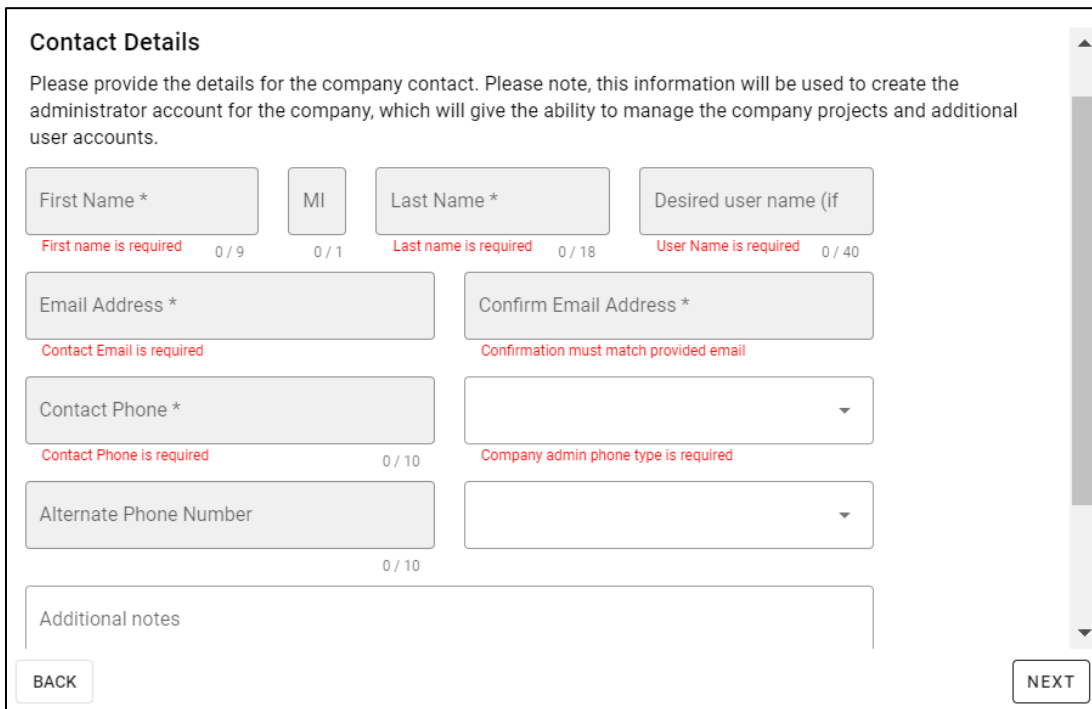
Company admin phone type is required

Alternate Phone Number
0 / 10

Additional notes

BACK

NEXT



9. Check the details from the Enrollment Details window and click on **Submit**.

Enrollment Details

Please review the details entered to ensure all information is accurate. Once ready, click the complete button to submit your enrollment request.

New Company Details

Company Name: JADE Construction
Federal Tax ID/EIN/TIN/SSN: 24738581346
Federal Tax ID/EIN/TIN/SSN letter: EIN Letter.pdf
Company Address
123 Any Street San Antonio, TX 78210
Company Billing Address
123 Any Street San Antonio, TX 78210
Company Email: janedoe@cpsenergy.com
Office Phone Number: (407) 341-9849
Company User Name: JADEJOE

Contact Details

Name: Jane S Doe
Email Address: janedoe@cpsenergy.com
Office Phone Number: (407) 341-9849
User Name: JJDDoe

Additional Comments

Testing Account

BACK SUBMIT

10. Click on **Close** from the Enrollment Submitted confirmation view.

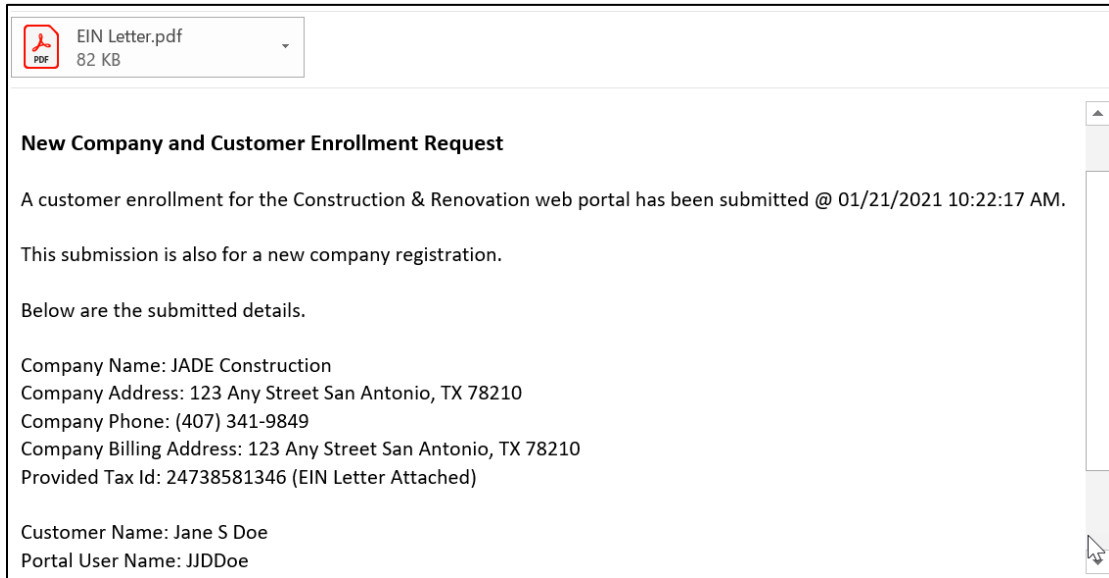
csiwebaccess@cpsenergy.com or call 210-353-2450, and be prepared to provide the following information.' At the bottom center is a 'CLOSE' button, which is highlighted with a red box and a red arrow pointing to it from the left."/>

Enrollment Submitted

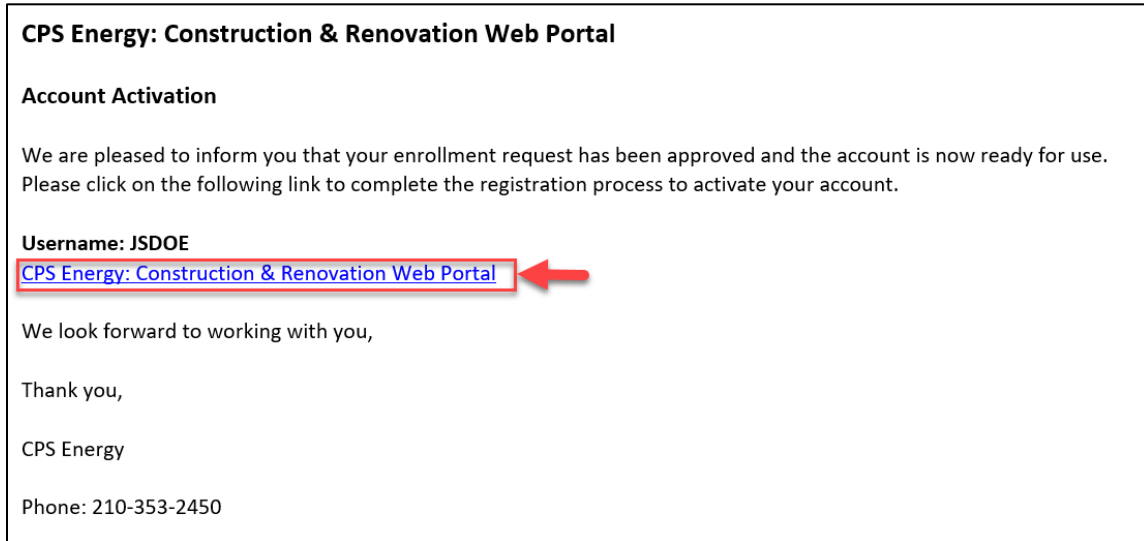
Your request to create the new account is now underway!
Expect to see confirmation from us within the next 24-48 hrs.
For Questions regarding general enrollment and subcontractor access please contact csiwebaccess@cpsenergy.com or call 210-353-2450, and be prepared to provide the following information.

CLOSE

11. Check your email for a confirmation of submission.



12. Check out for the second email with **Username** and click on **CPS Energy-Customer Engineering** hyperlink



13. Enter your **Password** and in both **Password, field's** following the criteria mentioned above. Select the security question and enter **Security Answer** and click on **Submit**.

Profile

Please complete your profile details.

Please note that the password must be 8-16 characters, contain at least one Upper or Lower Case letter, at least one number, AND at least one of the following special characters: !@# \$ % . ^ * () _ +

Enter your password

Invalid password, confirm against requirements Password must match Password Confirmation


Please select a security question.

- What is your mother's maiden name?
- What is your pet's name?
- What city or town were you born in?
- Who's your favorite superhero?
- What's your favorite food?
- What is the name of your CEO?
- What is the month and year your company was founded? (e.g., 11/2008)
- What is the State where your company was founded?
- What is the City where your company was founded?
- What is Street Name of your Company Headquarters? (e.g., Main Avenue)
- What type of business do you own or manage?

Security answer

Security answer

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




Sign in

Use your CPS Energy user name

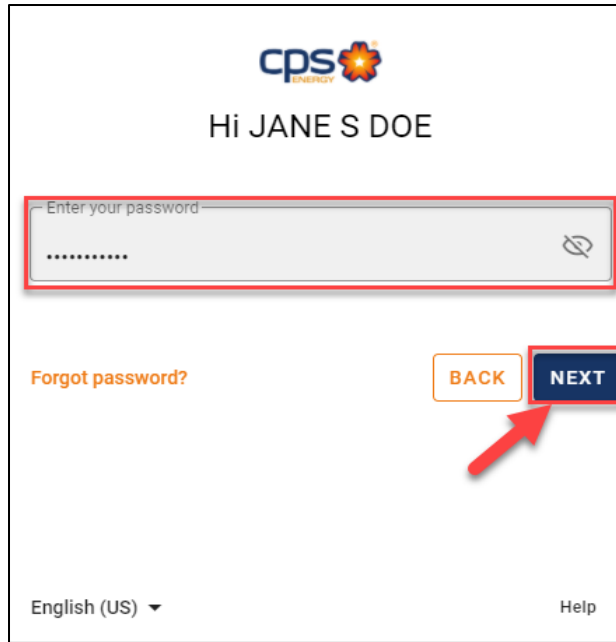
Enter your user name

JSDOE

[Forgot password?](#)

English (US)  [Help](#)

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



16. Projects listing page will be displayed

