

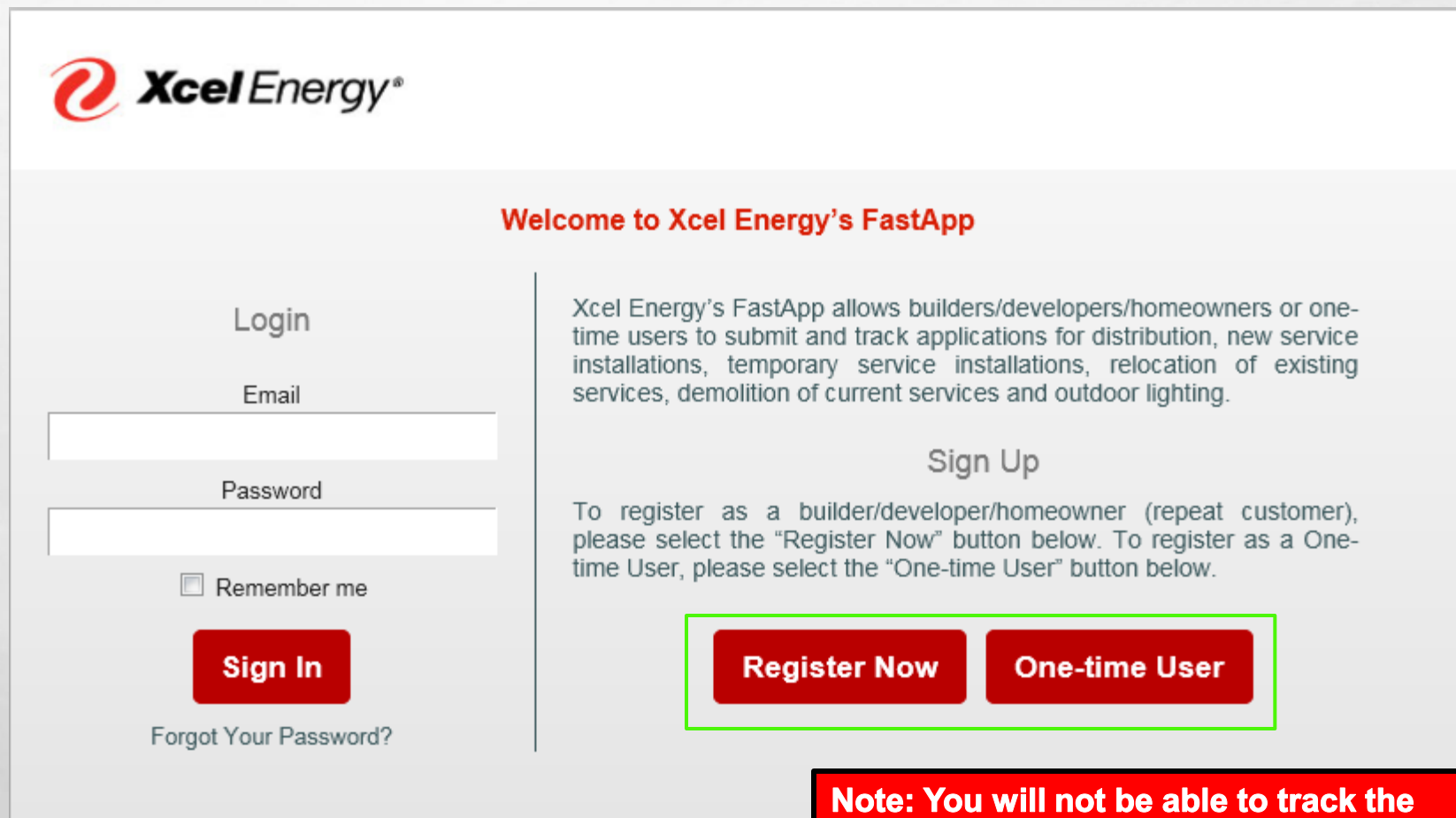
# ***FastApp Online Service Request Self-Guided Application Tutorial***

# TEACH YOURSELF FASTAPP

- Use this self-guided PowerPoint application, to learn how to:
  - Create a FastApp user account to track your submitted applications
    - This includes creating your password for the first time
    - Once your account is created, you won't need to go through this process again
  - Fill out a FastApp application for Single Family Residential service – this includes electric and natural gas service
    - Follow step-by-step instructions and fill out each section of the application
    - We'll show you where to get your questions answered quickly
  - Attach important documents to complete your application and get it processed quickly!
    - Then you're all set and ready to submit your applications!
  - Get started on your own by going to:
    - <https://xcelenergy.force.com/FastApp>

## Getting Started

- Select the **Register Now** button to create an account so you can track the progress of your applications and come back multiple times to fill out new applications.
- By selecting the **One-time User** button you are using FastApp as a guest. You will not be able to track the progress of your applications as a guest user of the system.
- The following slides demonstrate how to use the **Register Now** selection.



The screenshot shows the Xcel Energy FastApp interface. At the top left is the Xcel Energy logo. Below it, the text "Welcome to Xcel Energy's FastApp" is displayed in red. The page is divided into two main sections by a vertical line. The left section is for login, with a "Login" heading, "Email" and "Password" labels, input fields, a "Remember me" checkbox, a red "Sign In" button, and a "Forgot Your Password?" link. The right section is for sign up, with a "Sign Up" heading, a descriptive paragraph about the app's features, and two red buttons: "Register Now" and "One-time User". The "Register Now" button is highlighted with a green border.

**Xcel Energy®**

**Welcome to Xcel Energy's FastApp**

**Login**

Email

Password

☐ Remember me

**Sign In**

Forgot Your Password?

Xcel Energy's FastApp allows builders/developers/homeowners or one-time users to submit and track applications for distribution, new service installations, temporary service installations, relocation of existing services, demolition of current services and outdoor lighting.


**Sign Up**

To register as a builder/developer/homeowner (repeat customer), please select the "Register Now" button below. To register as a One-time User, please select the "One-time User" button below.

**Register Now** **One-time User**

**Note: You will not be able to track the progress of your application or view it again using the One-time User selection.**

- After selecting **Register Now**, fill in the required fields shown below with a red \* to register your personal account and select **Submit**.



\* = Required Information

---

### New User Registration


Company Name

First Name \*

Last Name \*

Email \*

- Then check your email account for instructions on creating your password for your personal FastApp account. Make sure to check your junk and spam folders if the email does not appear in your “in” box.



---

### New User Registration

An email will be sent to  to reset your FastApp password.

[Return to Login](#)

- Below is an example of the email that will be sent to you to set your FastApp password.
- Select the **Hyperlink** – in blue – below to create your password.

Hi JOHN,

Welcome to FastApp!

The Xcel FastApp Portal site is a one stop shop and provides you access to create/manage your profile, manage contacts and create/manage Applications.

Your user name and temporary password are below:

User Name: Your e-mail address

Password: Set the first time you login

You'll be asked to choose a password when you first log in. Note that passwords are case sensitive.

Make sure to choose a password question and answer that you will easily remember since you will use this information in the future.


Log in automatically by clicking <https://uat-xcelenergy.cs10.force.com/bp/login?c=nmeiVJJqllgYZvy8P0syZUtsXalWbqcTf1RyNhi14ZV0qg78fhYm%2BfN6xxy3E5e0fDcoHJjzOMzk%2FZDZ4JUTTKvkV4vw9snWWno8mdyn1GZBM5ipQR%2FnjoxjplivmsAMQ%3D>

If you have any questions, at any time, for any reason, you can reach Xcel Energy, Builders Call Line at (800)-628-2121.

Thanks,  
Xcel Energy



- Type in your password – which needs to be 8 characters with at least 1 number – and select the **Change Password** button.



### Change Your Password

Your e-mail address here  
**diane.resseman@xcelenergy.com.** Your password must have at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

\* New Password

\* Confirm New Password

**Change Password**


Password was last changed on 11/19/2015 12:15 PM


## Here you can do multiple things:


- **First**, fill in the required fields and click **Save** to complete the registration process.
- Select the **New Application** icon to start a **new** application.
- Select **Manage Existing Applications** to view, copy, add attachments or edit **existing** applications.
- Select **Manage Contacts** to add, edit or delete contacts to be used in existing or future applications.

[Contact Us](#)  
Questions? [Contact Us](#)

[Additional Resources](#)  
  
[Site Information](#)  
[Standards for Electric Installation and Use Manual \(Blue Book\)](#)  
[Xcel Energy Glossary](#)

  
**New Application**

  
**Manage Existing Application**

  
**Manage Contacts**

Cancel

Save

**Contact Detail** \* = Required Information

First NameJOHN

Company00162580

Phone\*

License Num

Tax Exempt☺☐ (Selecting this box does not ensure your tax exempt status)

Last Name\*SMITH

Email\*jsmith@hotmail.com

Type\*--NONE--

MOBILE

Fax

**Billing Address** \* = Required Information

Address 1\*

Address 2

City\*

State\*

Zip Code\*

Country\*

Copy

**Correspondence Address** \* = Required Information

Address 1

Address 2

City

State

Zip Code

Country



## Application for Single Family Residential

- The next slides show how to create a New Application for Single Family Residential.
- All fields with an \* next to them are required fields. You will not be able to continue without populating these fields.
- Fill in all required fields and select **Next**.

[Home](#)

[Contact Us](#)  
Questions? [Contact Us](#)

[Additional Resources](#)  
  
[Site Information](#)  
[Standards for Electric Installation and Use Manual \(Blue Book\)](#)  
[Xcel Energy Glossary](#)

### New Application

**Reminder:** Your Application will not be received by the BCL until you select **Submit** on the last page.

**Cancel** **Next**

\* = Required Information

⊞ How to Determine Request Type

Service Area ?\* WISCONSIN

I am Requesting ?\* NEW CONSTRUCTION

Type of New Construction ?\* RESIDENTIAL-SINGLE FAMILY

**Cancel** **Next**

- Filling in all required fields and any additional fields helps expedite your application.
- In the **comments** field, type any additional comments or concerns that you would like your Xcel Energy representative to know.
- Hover your cursor over the blue squares with the ? for additional tool tips.
- Select **Next** when completed.

[Contact Us](#) New Application

Questions? Contact Us

Additional Resources

Wisconsin

Site Information

Standards for Electric Installation and Use Manual (Blue Book)

Xcel Energy Glossary

Clearance Requirements for Gas & Electric Meters

Builders Service Guide

Electric Inspection Certificate

Gas Conversion Brochure

Gas Conversion Sewer Sketch

Multiple Dwelling Unit Identification Form

Natural Gas Inspection Certificate

Overhead to Underground Conversion Bid Sheet

Overhead to Underground Conversion Brochure

Plot Submittal Form

PSCW Website for Solar Applications

Site Sketch Form

Wisconsin Agreement

Reminder: Your Application will not be received by the BCL until you select **Submit** on the last page.

Back Cancel Save Next

\* = Required Information

### Service Location Address

Non Standard Address ☐

House #

Street Name

Dir. Suffix

Unit Type

State

Zip Code

Dir. Prefix

Street Type

Unit Number

City

County

Comments

### Building / Lot

Setback

Type

Square Feet

### Urban

Lot Number

Subdivision

Cross Streets

Block #

Directions

### Rural

Section

Range

Longitude

Directions

Township

Latitude

Cross Streets

### Information

Foundation Dug Date

- If you have an Xcel Energy account number you would like to use for this application, enter it now.
- Fill in all required fields in the **Bill To & Primary Contact** sections.
- If applicable, please provide your contactor Electrician's and contractor HVAC's information.
- If you would like to change one of your contacts, select the **Create New Contact** box and edit your existing contact. Or select a contact from your existing contacts by clicking on the **Select Contact from Address Book** link.
- Select **Next** when completed.

\* = Required Information

Back Cancel Save Next

Do you want to use your existing Xcel Energy account number?

Please scroll down to include your Electrician & HVAC if Applicable.

#### Bill To

Select Contact from Address Book

Create New Contact

Last Name or Company Name \*

First Name   
(If using Company name, include Full Name of contact person here, E.g. John Smith)

Email

Day Phone \*

Extension

Mobile Phone

Fax

Mailing Address 1 \*  (I.e. 123 Main St)

Mailing Address 2  (I.e. APT 123/ UNIT 123)

City \*

State \*

Zip Code \*

Country \*

Type \*

Tax Exempt ☐ (Selecting this box does not ensure your tax exempt status)

#### Primary Contact

Select Contact from Address Book  Same as Bill To ☐

Create New Contact

Last Name or Company Name \*

First Name   
(If using Company name, include Full Name of contact person here, E.g. John Smith)

Email

Day Phone \*

Extension

Mobile Phone

Fax

Mailing Address 1 \*  (I.e. 123 Main St)

Mailing Address 2  (I.e. APT 123/ UNIT 123)

City \*

State \*

Zip Code \*

Country \*

Type \*

#### Contractor ELEC(Optional)

Select Contact from Address Book

Create New Contact

Last Name or Company Name

First Name   
(If using Company name, include Full Name of contact person here, E.g. John Smith)

Email

Day Phone

Extension

Mobile Phone

Fax

Mailing Address 1  (I.e. 123 Main St)

Mailing Address 2  (I.e. APT 123/ UNIT 123)

#### Contractor HVAC(Optional)

Select Contact from Address Book

Create New Contact

Last Name or Company Name

First Name   
(If using Company name, include Full Name of contact person here, E.g. John Smith)

Email

Day Phone

Extension

Mobile Phone

Fax

Mailing Address 1  (I.e. 123 Main St)

Mailing Address 2  (I.e. APT 123/ UNIT 123)

- Select the **Available Service Options** required for your project.
  - Fill in all required fields.
  - Select **Next** when completed.
- **NOTE: Residential Temp Services are only available in WI. All other states require a separate Commercial Application.**

BackCancelNext

\* = Required Information

Available Service Options

☒ Residential Electric  
☒ Residential Gas  
☐ Temporary Electric

Do you have any Alternative Energy Sources? \* NO

What is your primary heating source? \* GAS

Do you have an On Demand water heater? NO

BackCancelNext

- Fill in all required fields.
- Select **New Residential Gas Service** when completed.

Home

Contact Us

Questions? Contact Us

Additional Resources

Wisconsin

Site Information

Standards for Electric Installation and Use Manual (Blue Book)

Xcel Energy Glossary

Clearance Requirements for Gas & Electric Meters

Builders Service Guide

Electric Inspection Certificate

Gas Conversion Brochure

Gas Conversion Sewer Sketch

Multiple Dwelling Unit Identification Form

Natural Gas Inspection Certificate

Overhead to Underground Conversion Bid Sheet

Overhead to Underground Conversion Brochure

Plat Submittal Form

PSCW Website for Solar Applications

Site Sketch Form

New Application

Reminder: Your Application will not be received by the BCL until you select **Submit** on the last page.

Back

Cancel

Save

Next

\* = Required Information

New Residential Electric Service

**New Residential Gas Service**

Service Address Info

Service Information

\*For details on Amps/voltage contact your electrician for help.

Service Type \* UNDERGROUND

Service Amps \* 200

Voltage Required \* 120/240

Number of Outdoor Lights

Phase Requested \* 1 PH

Type of Outdoor Light --NONE--

Meter Information

Number of Meters \* 1

Connected Load

Meter Location OUTSIDE

Meter Side \* FRONT

Feet From Corner \* 12

[View Location Restriction](#)

Service Date

Desired Install Date \* 6/23/2016 [ 3/30/2016 ]

Additional Comments for Electrical Service

Comments

Important Note: Enter additional meter information in the comments box. i.e. Limited off-peak, Time of day.

Electrical Load Information

Add Equipment

Back

Cancel

Save

Next

- Fill in all required fields.
- Select **Next** when completed.

[Home](#)
[Contact Us](#)
[Questions? Contact Us](#)
[Additional Resources](#)

[Wisconsin](#)
[Site Information](#)
[Standards for Electric Installation and Use Manual \(Blue Book\)](#)
[Xcel Energy Glossary](#)
[Clearance Requirements for Gas & Electric Meters](#)
[Builders Service Guide](#)
[Electric Inspection Certificate](#)
[Gas Conversion Brochure](#)
[Gas Conversion Sewer Sketch](#)
[Multiple Dwelling Unit Identification Form](#)
[Natural Gas Inspection Certificate](#)
[Overhead to Underground Conversion Bid Sheet](#)
[Overhead to Underground Conversion Brochure](#)
[Plat Submittal Form](#)
[PSCW Website for Solar Applications](#)
[Site Sketch Form](#)

New Application

Reminder: Your Application will not be received by the BCL until you select **Submit** on the last page.

[Back](#)
[Cancel](#)
[Save](#)
[Next](#)

\* = Required Information

[New Residential Electric Service](#)
[New Residential Gas Service](#)
[Service Address Info](#)

Service Information

\*For details on Heating/Cooling contact your contractor for help.

Total Gas BTU
50000

Delivery Service Pressure
2 LB

Meter Information

Number of Meters
1

Meter Location
OUTSIDE
Important note: Please refer to Section 4.14.1 in the Installation and Use Manual for exception requirements for inside meter locations.

Meter Side
RIGHT

Feet From Corner
12
[View Location Restriction](#)

Service Date

Desired Install Date
6/23/2016
3/30/2016

Additional Comments for Gas Service

Comments

Important Note: Enter additional meter information in the comments box. i.e. Limited off-peak, Time of day.

Gas Load Information

[Add Equipment](#)

[Back](#)
[Cancel](#)
[Save](#)
[Next](#)



- To expedite your application, please review and attach any **required documents** to the application.
- Select the **Browse** button to attach a document.

Home
Contact Us
Questions? Contact Us
Additional Resources
Wisconsin
Site Information
Standards for Electric Installation and Use Manual (Blue Book)
Xcel Energy Glossary
Clearance Requirements for Gas & Electric Meters
Builders Service Guide
Electric Inspection Certificate
Gas Conversion Brochure
Gas Conversion Sewer Sketch
Multiple Dwelling Unit Identification Form
Natural Gas Inspection Certificate
Overhead to Underground Conversion Bid Sheet
Overhead to Underground Conversion Brochure
Plat Submittal Form
PSCW Website for Solar Applications
Site Sketch Form
Wisconsin Agreement
Winter Construction Work Information

Application Number: 01062116

Reminder: Your Application will not be received by the BCL until you select **Submit** on the last page.

To ensure timely processing of your request, please review the links on the Additional Resources section and attach any required documents or images required to assist in fulfillment of your request.

**Important Note: Your Application will not be processed without all of the required documents being received.**

**Additional Required Information needed**

**Wisconsin:**

All Applications for service, including Electric or Gas Relocations, Gas Conversions and Overhead to Underground requests, require a [Site Sketch](#). Items listed below are in addition to the Site Sketch requirement.

**New Gas Service and Gas Conversion applications** - [Wisconsin Natural Gas Service Agreement](#)

**Overhead to Underground Conversion applications** - [Overhead to Underground Conversion Bid Sheet](#)

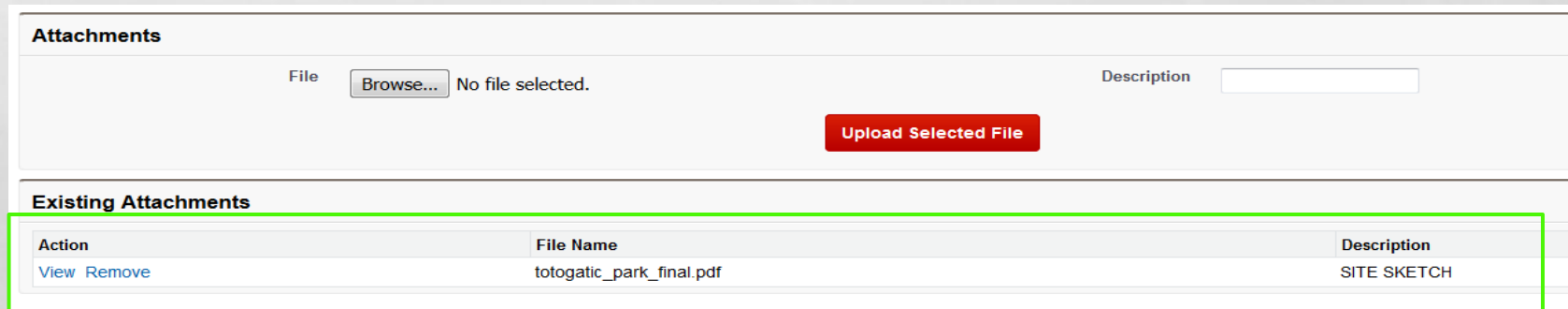
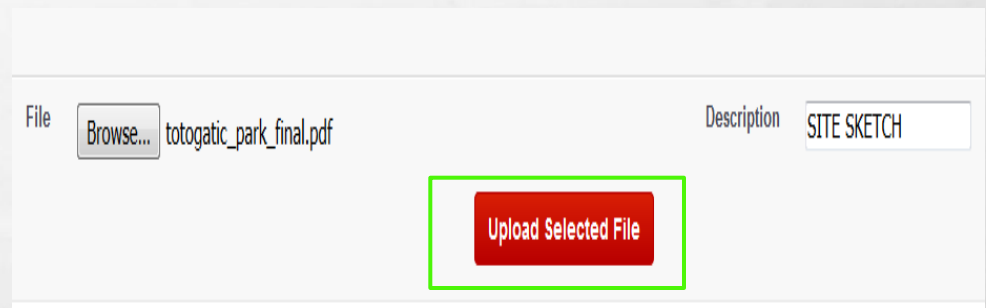
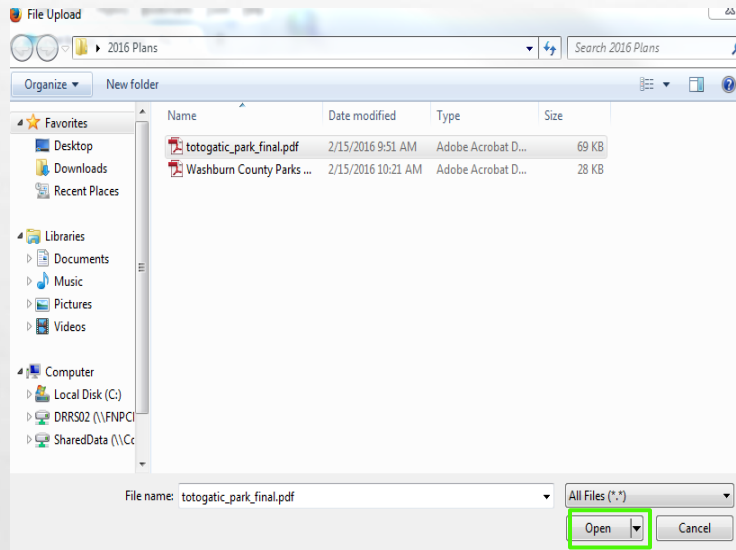
**Attachments**

File
No file selected.
Description

**Existing Attachments**

Action	File Name	Description
<a href="#">View</a> <a href="#">Remove</a>	Cabin.JPG	SITE SKETCH

- Once you have found the document you want to attach, select it and click on the **Open** box.
- Once the document is shown next to the **Browse** button, give it a description and select **Upload Selected File**.
- The document will now show up under the **Existing Attachments** section.



- Email questions to a BCL agent by using **Contact Us** or review the **Additional Resources** on the left side of the screen.
- Please note the **Application number** at the top of the screen. This is how the BCL quickly and easily finds your application.
- Lastly, select the **Submit** button to submit your application.

Home
Contact Us
Questions? Contact Us
Additional Resources
Wisconsin
Site Information
Standards for Electric Installation and Use Manual (Blue Book)
Xcel Energy Glossary
Clearance Requirements for Gas & Electric Meters
Builders Service Guide
Electric Inspection Certificate
Gas Conversion Brochure
Gas Conversion Sewer Sketch
Multiple Dwelling Unit Identification Form
Natural Gas Inspection Certificate
Overhead to Underground Conversion Bid Sheet
Overhead to Underground Conversion Brochure
Plat Submittal Form
PSCW Website for Solar Applications
Site Sketch Form
Wisconsin Agreement
Winter Construction Work Information

Application Number: 01062116
Reminder: Your Application will not be received by the BCL until you select **Submit** on the last page.
Back
Save & Exit
Submit

To ensure timely processing of your request, please review the links on the Additional Resources section and attach any required documents or images required to assist in fulfillment of your request.

**Important Note: Your Application will not be processed without all of the required documents being received.**

### Additional Required Information needed

**Wisconsin:**

All Applications for service, including Electric or Gas Relocations, Gas Conversions and Overhead to Underground requests, require a [Site Sketch](#). Items listed below are in addition to the Site Sketch requirement.

**New Gas Service and Gas Conversion applications** - [Wisconsin Natural Gas Service Agreement](#)  
**Overhead to Underground Conversion applications** - [Overhead to Underground Conversion Bid Sheet](#)

### Attachments

File
No file selected.
Description

Upload Selected File

### Existing Attachments

Action	File Name	Description
<a href="#">View</a> <a href="#">Remove</a>	totogatic_park_final.pdf	SITE SKETCH

**Congratulations!**  
**You have successfully submitted**  
**a residential electric and gas**  
**application through FastApp.**



© 2016 Xcel Energy Inc.