

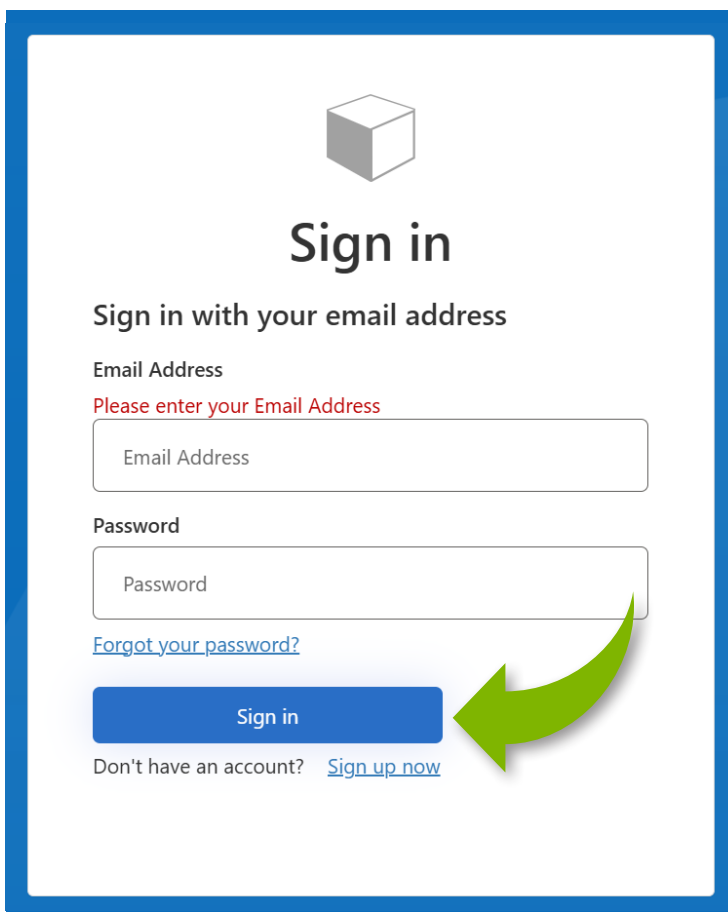
Transfer switch

Online portal process

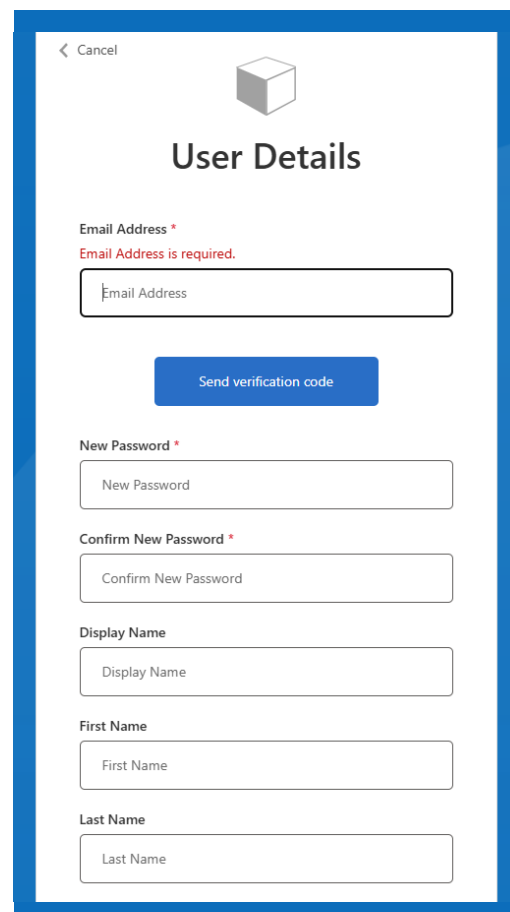
Follow the step-by-step guide to apply for transfer switch installation using the online portal. If you are working with a generator dealer, licensed electrician or another licensed contractor for your generator installation, they can assist you in gathering the necessary documentation for this approval.

Step 1

Log in to the portal using your credentials. If this is your first time visiting the site, sign up for an account using your email address.



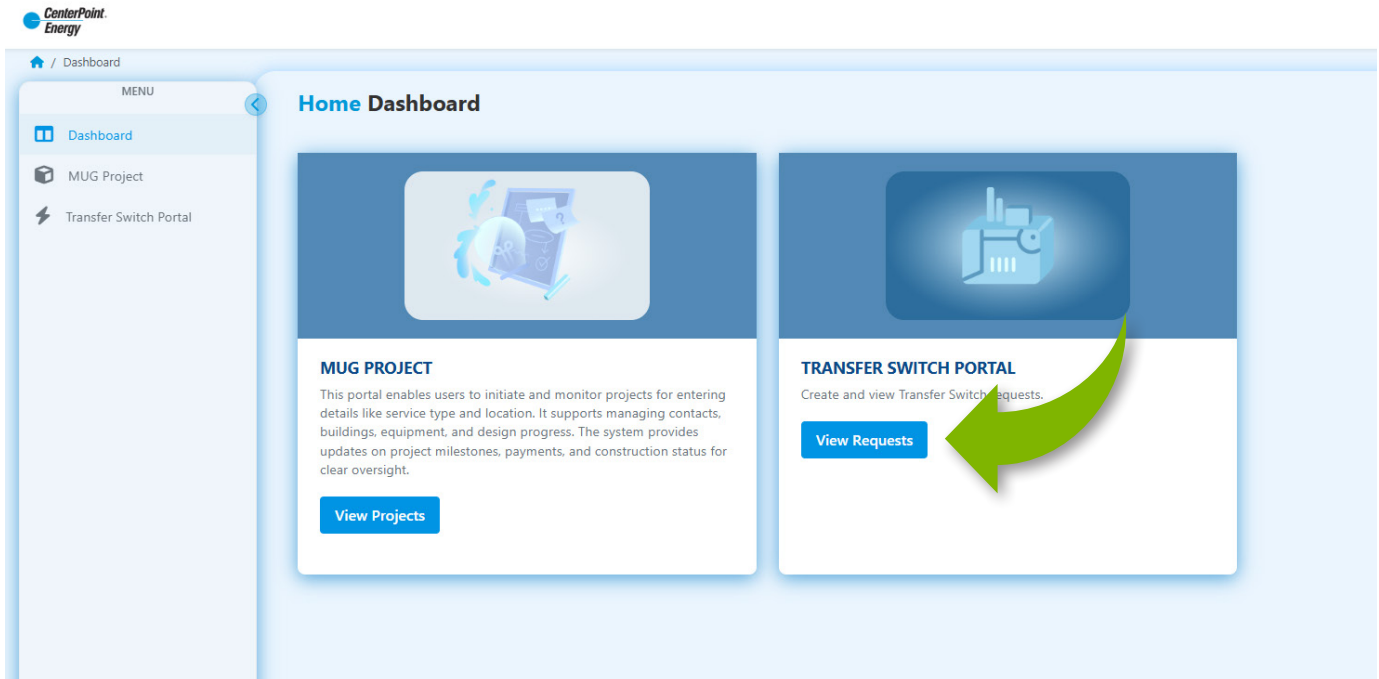
The sign in screen features a 3D cube icon at the top. Below it, the text "Sign in" is displayed in a large font, followed by "Sign in with your email address". There are two input fields: "Email Address" and "Password". A red error message "Please enter your Email Address" is shown above the email field. A blue "Sign in" button is at the bottom, with a green arrow pointing to it from the right. Below the button, there is a link "Forgot your password?" and the text "Don't have an account? [Sign up now](#)".



The user details screen has a "Cancel" link at the top left and a 3D cube icon at the top center. The title "User Details" is centered. Below the title, there are several input fields: "Email Address" (with a red error message "Email Address is required."), "New Password", "Confirm New Password", "Display Name", "First Name", and "Last Name". A blue "Send verification code" button is positioned between the email and new password fields.

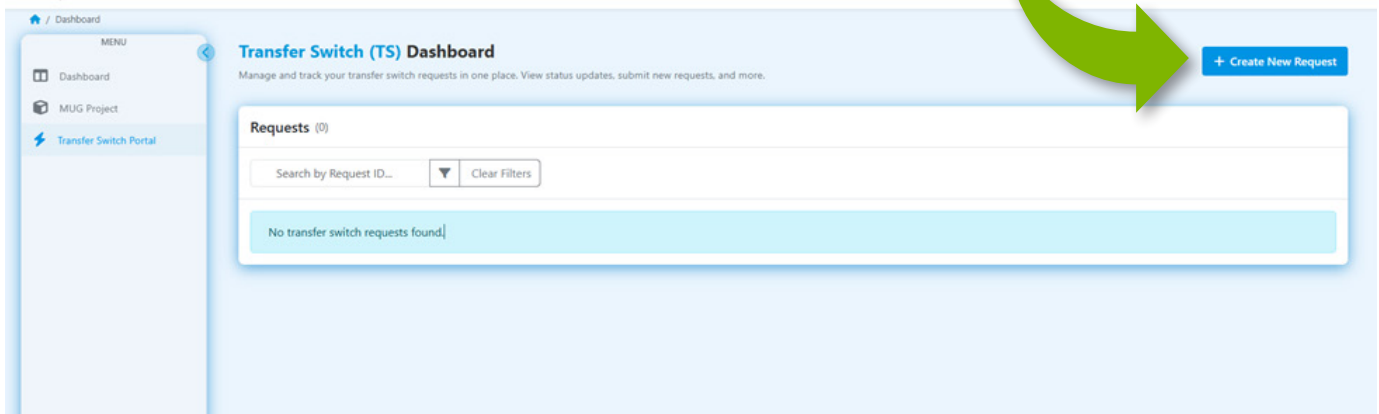
Step 2

Once you are logged in, you will arrive at the portal dashboard. Here you can apply by selecting **View Requests** under Transfer Switch Portal.



Step 3

The Transfer Switch Dashboard will show your open requests. Submit a request by selecting **Create New Request**.



Step 4

Complete **steps 1 - 6** as prompted with all required information and documents.

Transfer switch

Add the transfer switch model information. This is required to submit your application. If you do not have the information on hand, you can return to this step later. The application will not be considered complete until the model information is added.

One-line diagrams

Here, you can attach any diagrams provided by the licensed electrician or licensed contractor that is completing the installation.

Documents

Attach any supplemental documents (ex: transfer switch specifications) that may be specific to your home and would be helpful in reviewing the application. Select "Submit for Review" to complete the application.

Additional information

Include any other necessary comments or information for the review, including the generator size.

Home / Transfer Switch Requests / Create New Transfer Switch Request

1 Basic Info Requestor — 2 Service Address — 3 Additional Info — 4 Transfer Switch >

CenterPoint Energy Home sunni.sanders@centerpointenergy.com

1 Basic Info

- Requestor E-mail
- Requested By
- Phone

2 Service Address

3 Additional Info

4 Transfer Switch

5 One-Line Diagrams

6 Attachments

Step 1: Basic Information

Requestor

Requestor E-mail *


Requested By *

Requestor name is required

Phone *

Phone number is required

[Next →](#)



Step 2: Service Address

Address Line 1 *

Address Line 2

City *

State *

-- Select State --

Postal Code *

← Previous

Save as Draft

Next →



Step 3: Additional Info

Comments

ESID

22 character identifier

Electrician Name

Electrician License Number

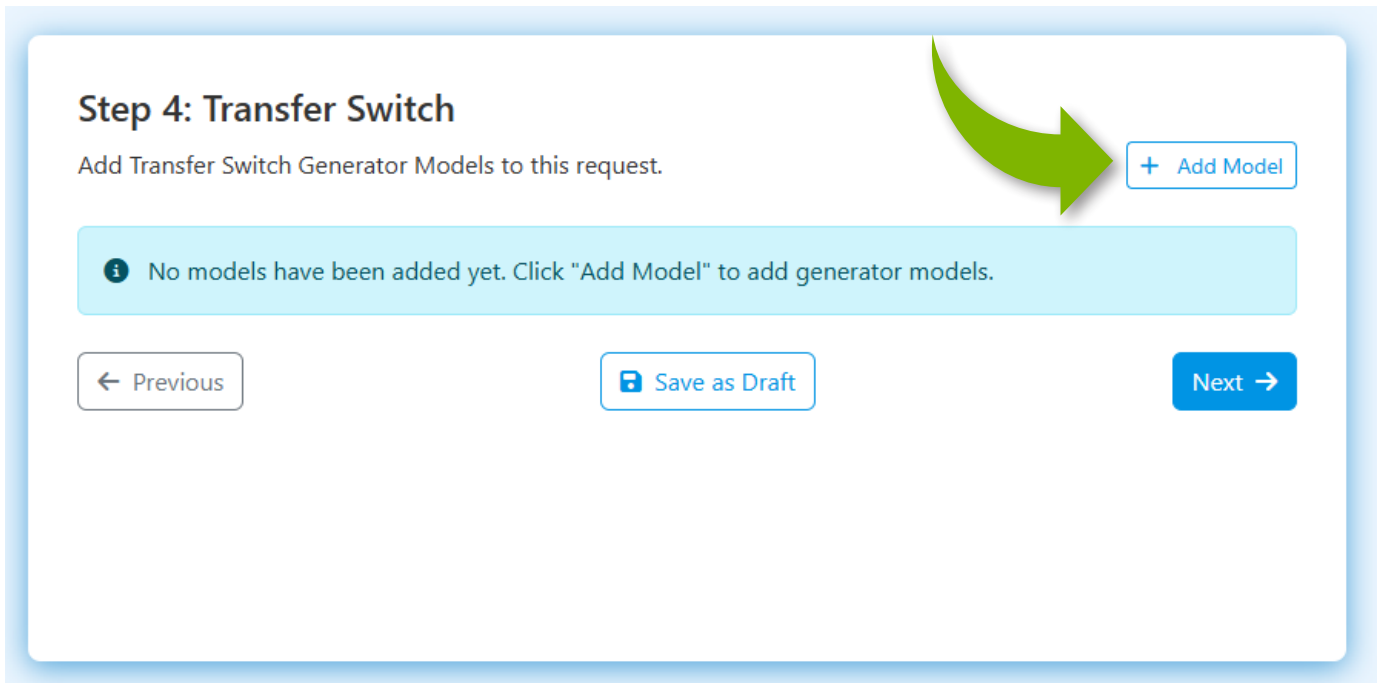
← Previous

Save as Draft

Next →





Add the transfer switch model information. This is required to submit your application. If you do not have the information on hand, you can return to this step later. **The application will not be considered complete until the model information is added.**



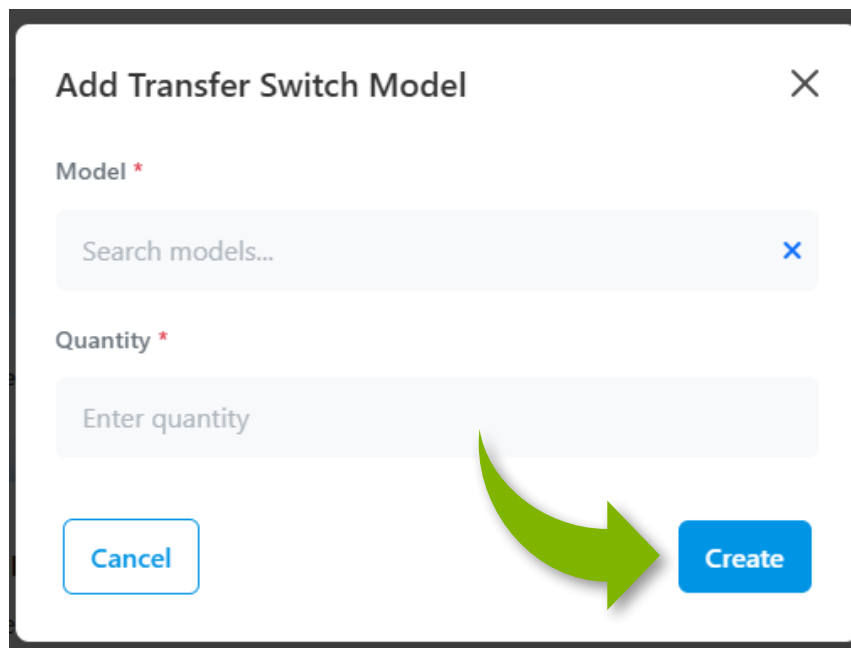
Step 4: Transfer Switch

Add Transfer Switch Generator Models to this request.

 [+ Add Model](#)

 No models have been added yet. Click "Add Model" to add generator models.

[← Previous](#) [Save as Draft](#) [Next →](#)




Add Transfer Switch Model ✕

Model *

✕

Quantity *

[Cancel](#)  [Create](#)


Here, you can attach any diagrams provided by the licensed electrician or licensed contractor that is completing the installation.

✔ Draft saved successfully.

Step 5: One-Line Diagrams

Drag and drop or click to browse. Allowed file types: PDF, DOCX, XLSX, PNG, JPG, GIF.

+
click or drop here

← Previous Save as Draft  Next →


Attach any supplemental documents that may be specific to your home and would be helpful in reviewing the application. Select **Submit for Review** to complete the application.

✔ Draft saved successfully.

Step 6: Attachments

Drag and drop or click to browse. Allowed file types: PDF, DOCX, XLSX, PNG, JPG, GIF.

+
click or drop here

← Previous Save as Draft  Submit for Review

Once your application has been completed, the submission will show on the Transfer Switch Dashboard. Access your application here to view the status, edit details or cancel your submission.