

New Service Next Steps

Step 1: Member shall complete and return **Membership Application, Excavation Authorization Form** and **Preconstruction Load Checklist**. The new service process will not move forward until the above items are returned to ECEC. These can be emailed to operations@ecec.com

Step 2: ECEC will reach out once the above items are received to schedule a time with one of the Staking Technicians to meet in the field to conduct a site walk through visit. ECEC Staking Technician will put together a preliminary design and flag proposed cable route.

Step 3: ECEC will provide an easement that will need to be signed, notarized and returned to the cooperative. Member can also schedule a time to come into the office to meet with a staff member to sign and notarize the easement.

Step 4: Member will need to work with their electrician to have an approved meter socket installed. It's the members responsible to ensure that a copy of the electrical inspection and wiring affidavit are returned to the Cooperative prior to installation being scheduled.

Step 5: Member will need to review proposed cable route and notify staking technician if there are any issues with the proposed route. Once the member has verified with ECEC that the proposed route is acceptable, the final Work Order and job cost statement will be created.

Step 6: ECEC staking technician will put together a job cost invoice and email it out to the member. Winter charge will be added for all work after November 1st.

Step 7: **Member is responsible** for ensuring that all of the following items are received by ECEC prior to new service installation being scheduled

Membership Application	Wiring Affidavit (filled out by electrician)
Excavation Authorization Form	Electrical Inspection
Preconstruction Load Checklist	Payment in Full
Easement	Winter Charge after November 1 st

Once all of these items are received by ECEC the job will be sent to scheduling.

Depending on the time of year, scheduling may take 2-4 weeks.