



AUSTIN ENERGY ELECTRIC DESIGN REVIEW PORTAL USER GUIDE

INTRODUCTION

Welcome to Austin Energy’s Electric Design Review Portal (Portal) User Guide. This document contains information to help you create an account, navigate the Portal, and descriptions of the fields contained. The portal contains basic information about design plans that are under the review process including contact information for the Austin Energy employees reviewing the design plans, the status of the plans, and the status of the prerequisites necessary for the plan to move to the construction phase of the project. Currently, the portal does not contain any information about the ESPA, construction or energization phases.

*You will need the **Austin Energy generated Work Order** number to search for your design plans.

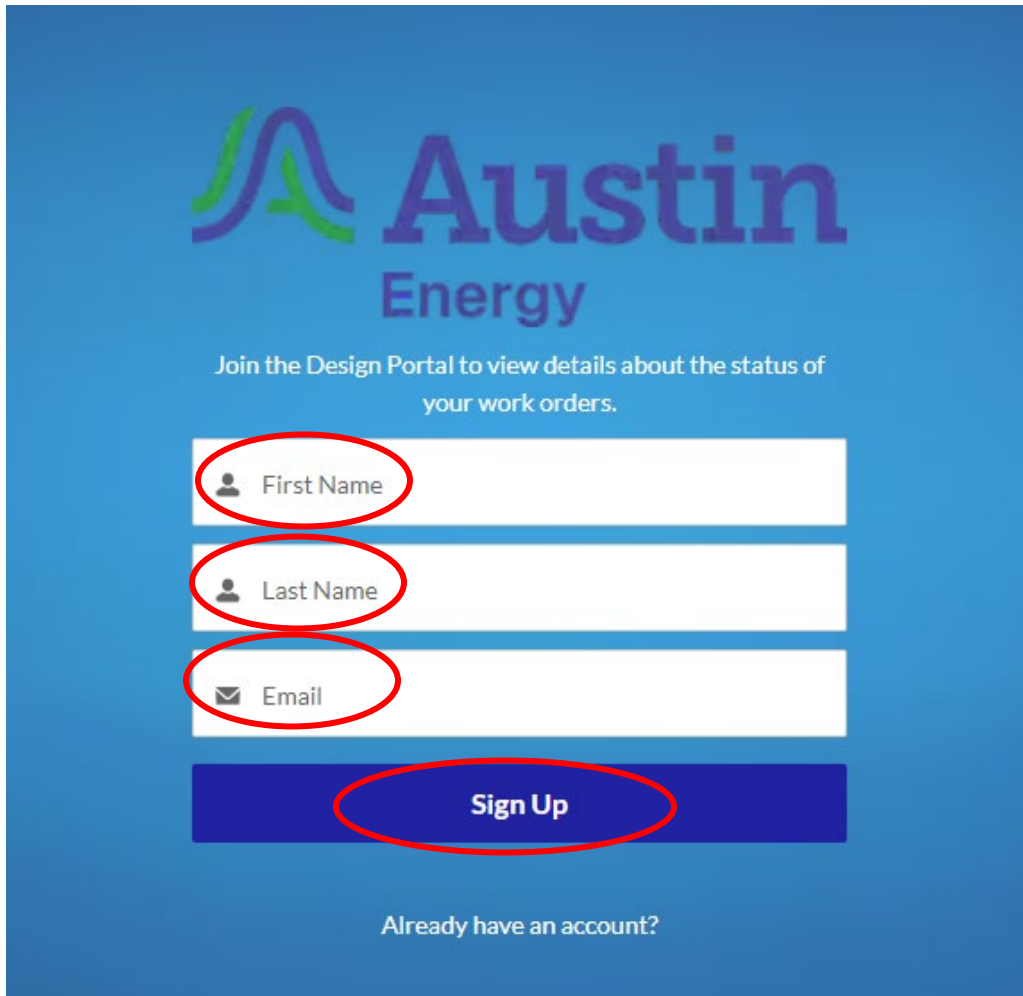
CREATING AN ACCOUNT


Click here to go to the Portal sign-in page: <https://austinenergy.com/designportal>

Click on “New User” to create your new account:


A screenshot of the Austin Energy design portal login and registration interface. The background is a solid blue. At the top center is the Austin Energy logo. Below the logo are two white input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a large blue button with the text 'Log in' in white. At the bottom of the screen, there are two links: 'Forgot Password?' on the left and 'New User?' on the right. The 'New User?' link is circled in red.


Enter your first and last name and a valid email address and click on “Sign Up.” A link will automatically be sent to your email, click on the link in your email to create a password that meets the criteria.


The image shows a sign-up form for the Austin Energy Design Portal. At the top is the Austin Energy logo, which consists of a stylized 'A' in green and blue followed by the words 'Austin Energy' in a blue serif font. Below the logo is the text 'Join the Design Portal to view details about the status of your work orders.' in a small, light blue font. The form itself is a white rectangle with three input fields: 'First Name', 'Last Name', and 'Email'. Each field has a small icon to its left (a person for names, an envelope for email) and is circled in red. Below these fields is a dark blue button with the text 'Sign Up' in white, also circled in red. At the bottom of the form is a link that says 'Already have an account?' in a small, light blue font.

 **Austin
Energy**

Join the Design Portal to view details about the status of
your work orders.

 First Name

 Last Name

 Email

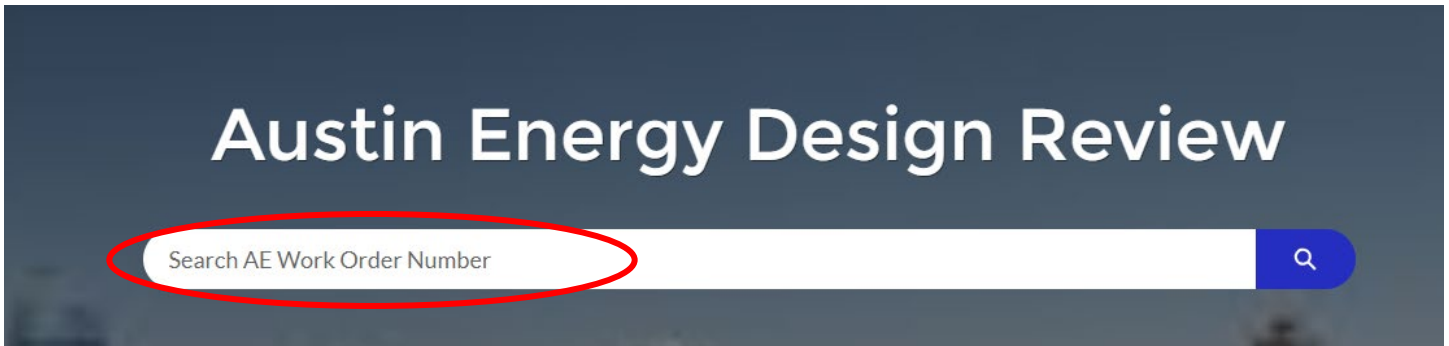
Sign Up

[Already have an account?](#)

*Note: You'll need your password to sign in to the Portal, so **please take note of it** so won't need to create a new password in subsequent visits.

NAVIGATION AND FIELDS

After you have used your email and password to sign into the Portal, you can enter the six-digit Work Order number to search for the status and contact information associated with your project. Please note that only active Work Order numbers can be searched in the Portal. So if your project has been marked “Cancelled” or (need other status here), it will not appear in the results of your search.



After you search for an active Work Order in the search bar, you’ll be shown the basic information about the Work Order. The information will be in a table format with headers that tell you what the info is, see below. (This Work Detail is for a lighting project performed by Austin Energy contractor crews and does not contain any information about a private development project).

Link to Details

1 Result

AE WORK ORDER NUMBER	STATUS	DESIGNER	DESIGNER EMAIL	WORK ORDER DESCRIPTION	LINK TO DETAILS	WO STATUS CHANGE
661721	Approved	Timothy Clark	timothy.clark@austinenenergy.com	661721 - 11820 PEARCE LN - HSIP LIGHTING	00106182	6/30/2025

To see more details about the Work Order, click on the hyperlink under “Link to Details” in the table. The page will now display three sets of information: the status ribbon across the top of the page, a table of basic information, and a table with details on the prerequisites and their status.

Status Ribbon

▼

✓

✓

Approved

Guidance for Success

In the “Approved” status all requirements within the design process have been completed and the project has been paid for and released to Construction. At this time, if the project has underground infrastructure, the customer must install all necessary civil work and pass inspection before it can proceed to Construction. AE Work Management is the point of contact when in “Approved” status. If you are in the North service territory, email kramerwm@austinenenergy.com; if you are in the South service territory, email stelmowm@austinenenergy.com for more information about your project.

The status ribbon gives you a quick visual to let you know what status the Work Under is currently in. Below the ribbon there are blurbs called “Guidance for Success”, which give you guidance about the current status of the Work Order and some information about next steps.

Table of Basic Information

Information

AE Work Order Number

661721

WO Status Change

6/30/2025

Status

Approved

Detail Status

New

Service Center

St Elmo - South

Designer

Timothy Clark

Designer Email

timothy.clark@austinenergy.com

Designer Phone Number

Design Lead

Timothy Clark

Design Lead Email

timothy.clark@austinenergy.com

Design Lead Phone Number






Description

Work Order Description

661721 - 11820 PEARCE LN - HSIP LIGHTING

This table displays the status, the date of the last status change, contact information, which Service Center is working on the project, and a high level description of the project.

Table of Prerequisites

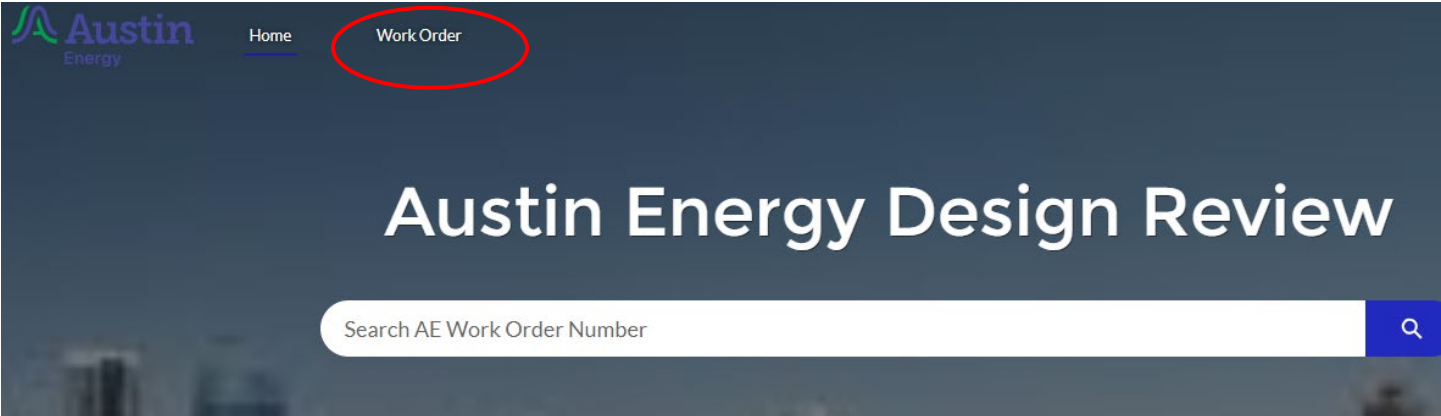
 Design Release to Construction Pre-Requisites (4)				
Line Number	Description	Is Pre-Requisite Requir...	Pre-Requisite Complet...	
00000004	ROWMAN Permit (311, 312)	Not Required	Not Completed	
00000003	Payment Received Prior to Work (430)	Not Required	Not Completed	
00000002	Easement #1 (340)	Not Required	Not Completed	
00000001	Design Approved (420)	Not Required	Not Completed	
				View All

This table displays information about the prerequisites that may be required to move the project to the next phase, Construction/Field Operations. If “Is Prerequisite Required” is listed as “Required” and “Prerequisite Complete” is listed as “Not Completed” there is still work to be done to meet the requirement and move the project to the next phase. In the above table, none of the Prerequisites were required as the project was completed by AE contractor crews and the work was completed completely in the ROW. The hyperlink under the “Line Number” column will take you to a table that may contain more information about the “Prerequisite”, see below table about the ROWMAN prerequisite.

<div> <div> </div> <div> Description </div> </div> <div> ROWMAN Permit (311, 312) </div>
<div> <div> </div> <div> Information </div> </div> <div> <div> Is Pre-Requisite Required? </div> <div> Not Required </div> </div> <div> <div> Pre-Requisite Comment </div> <div> project is entirely in ROW </div> </div> <div> <div> Pre-Requisite Completion </div> <div> Not Completed </div> </div> <div> <div> Pre-Requisite Completion Date </div> <div> </div> </div>
<div> <div> </div> <div> Auto Number </div> </div> <div> <div> Link to Details </div> <div> 00106182 </div> </div>

The "Prerequisite Comment" describes why the ROWMAN is not required. You can click on the Link to Details to return to the page with the Status Ribbon, Information and Prerequisite tables.

If you have several designs under review, search for them individually. The Portal will keep track of what Work Orders you have searched for and by clicking on "Work Order" on the home page, you'll be taken to the list of your recent Work Order searched.



For any questions regarding your designs under review, please contact the AE Designer or Design Lead using the contact information associated with your design in the Portal.

For question about the Design Portal, please contact: DataOfficesupport@austinenergy.com.