

Resource Assist – Contractor Portal Step by Steps

Updating crew makeup - Shall be verified/updated weekly	
Steps for updating contract crews, allocated to an OpCo's baseload request	
NOTE: Resource Request may be used for Mutual Assist Resources - non baseload/off system	
1	Log in to ARCOS Contractor Portal Enter Username and Password. NOTE: Username is your email address
2	Select the Request Name (blue link under request column, with AEP and your company name in the title)
3	Select Allocations (red link on right side)
4	Verify Crew Makeup is correct - if correct, no further action is necessary NOTE: Check employees, vehicles and equipment for accuracy
5	If updates are necessary, complete steps 5 - 10:
5	Click Release on the resource that needs removed or moved to another crew NOTE: Perform all Releases first, before moving to the next steps REMINDER: A Release refreshes the screen and erases and changes that were not submitted, via the Send Response button.
6	Select the spot (resource type) on the new crew for the released employee to be re-allocated. NOTE: Click the blue box with the pencil in it, on the resource type row that will be filled
7	Select name in the drop-down menu (if the Resource Type is assigned to the employee you need to allocate). If the name does not appear in the drop-down menu (means the employee is not assigned the resource type you're filling), select the magnifying glass ('advanced selection').
8	If you've selected the magnifying glass, a new menu will pop-up with the library of all your company's resources. NOTE: The Resource Locator screen defaults to Employees. If you need to change to Vehicles or Equipment, make the appropriate selection in the drop-down menu on the top right of the Resource Locator screen.
9	Search for the resource (either scroll through the list or use CTRL-F to search for the resource) and click the gray Assign button to the right of the resource name. NOTE: The selected resource will appear in the Crew Card (without the release button). NOTE: The Current Assignment field will be blank for the available resources, to be allocated.
10	When completed with allocating all resources to the appropriate crews, select the Send Response button, to submit all changes to AEP. NOTE: A better practice is to Send Response after each crew is updated, to avoid losing any changes.
If you're modifying/updating your crew makeup for a storm restoration, complete the steps above, then complete the following steps.	
1	Go to the 'Requested Roster Updates' page NOTE: This page is accessible by clicking on 'Incoming Requests'; select the Request Name; select 'Requested Roster Updates'.
2	For each crew that is responding the storm restoration, modify the 'BP_Availability' selection. Available - Working normal blue sky work orders for Home Operating Company Home OpCo Storm - Engaged in storm restoration for your Home OpCo Sister OpCo Storm - Travelling to another AEP OpCo for storm restoration - Update ETA Working Off System - Travelling off system, to another utility for storm restoration
3	This update immediately notifies your AEP Contract Support team which crews are responding to the storm restoration. NOTE - There is no save changes or send response button. NOTE - When your crews return home, following storm restoration; change status to Available.