

Self-Registration and Enrollment Application Process: Custom Energy Solutions

Registration

Facility Owners and Program Allies are encouraged to go to the Custom Energy Solutions [Home Page](#).

To self-register, Facility Owners and Program Allies will need to provide the following information:

- Contact Information: First and Last Name, Email Address
- Company Information: Company Name, Mailing Address, Phone Number

The system will prompt the user to provide a password that contains at least one upper case letter, one number, one special character, and be a minimum of eight characters.

Please note: The email address provided and selected password will be the user's **USER ID** and **PASSWORD** for entering the portal from this point forward.

Next, the User will need to provide the following:

- Additional Company Information: Company Name as indicated on your Canadian Revenue Agency Form, Mailing Address, Website, and Tax ID (TIN/BN)

Users will now be registered and able to log in using their credentials (USER ID and PASSWORD).

Enrollment Application

The Home Page will appear after a Facility Owner or Program Ally has registered or logged into the system. Users will now be able to create new applications for the Custom Energy Solutions program in this screen by selecting "New Incentive Application".

Energy Efficiency Alberta

Welcome, Angelina Jolie Contact Us Log Out

Home Offers Payment Requests Payments Messages MyProfile

Payment History: \$0 (view details)

Messages: 1 (1 new)

Corrections Required: 0 Applications

New Incentive Application

Unsubmitted In Process Corrections Required Completed All Projects

Action	Incentive Number	Date Created	Customer	Address	Municipality	Province	Incentive Amount	Submitted By	Paid On

Next, the User will need to provide the following:

- Contractor Contact Information: Company Name Office Phone, Mobile, Email Address, Address Information (User can also choose “Self-Install” as Contractor)
- Payee Information (Who rebate will be sent to): Payee Company, Payee Contact Info, Payee Address Info, Payee TIN
- Contact for Technical Questions
- Project-Specific Information: Questions on project type, start and estimated completion dates

All applications will require the attachment of specification sheets and cost estimate(s) for all proposed new equipment. Supported File formats: PDF, PNG, JPG, JPEG, BMP, CSV, XLS, XLM, XLSX, XLSM, DOCX, DOC, DWG. Maximum file size 50 MB.

Documentation needs to include:

- Annotated, line item project quote (pre-construction) or invoices (post construction).
- Existing equipment make, model, and specification sheets.
- New equipment make, model, and specification sheets.
- Copy of recent utility bills for the project installation address.
- In addition, please make sure to include the following documentation for custom measures includes:
 - Summary of project scope.
 - Facility description (hours of operation, type of business, processes impacted by project).
 - Schematic or line drawings of system (if available).
 - Plan for measuring and verifying savings.
 - Baseline and proposed energy use calculations demonstrating pre- and post-project energy consumption, expected annual energy savings. Include spreadsheets, simulation files, and/or metered data.

The User is required to sign the application and accept terms & conditions to submit the application as shown below:

Signature

I certify that all equipment for which I am requesting an incentive has been installed within the last 60 days (unless applying for pre-approval), that the products meet the eligibility requirements for incentives, and that all information submitted as part of this application, including proof of purchase, is correct to the best of my knowledge. By completing and submitting this form, I hereby consent to the purposes for which Energy Efficiency Alberta, an agency of the Province of Alberta, is collecting, using and disclosing personal information as set out in Energy Efficiency Alberta's Privacy Policy. More information on Energy Efficiency Alberta's Privacy Policy can be found online, <https://www.energycanada.ca/privacy-policy/> or by email, hello@efficiencyalberta.ca

Sign here (just use your finger or your mouse) [Clear](#)

[Handwritten Signature]

[Save as Draft](#) [Confirm and Submit](#)

The system will prompt Users to provide missing critical information requirements in the following section shown below. Users will not be able to submit applications with incomplete information. Users can save the application in draft form at the bottom if they do not have all of the required application.

Open issues preventing submission of this application

Issue Number	Issue Title	Action Required
1	Missing Cost Estimate	Please submit a cost estimate.
2	Signature not provided via Portal	Please scroll down to the signature section and sign the application
3	You must provide an installation address.	You must provide an installation address.