

RECREATION ENERGY CONSERVATION PROGRAM PORTAL FAQs

July 2020

This Frequently Asked Questions (FAQs) document provides assistance to municipalities when navigating through the REC Portal and helps to answer questions regarding the process of participation in the Recreation Energy Conservation Program.



**Municipal
Climate Change
Action Centre**

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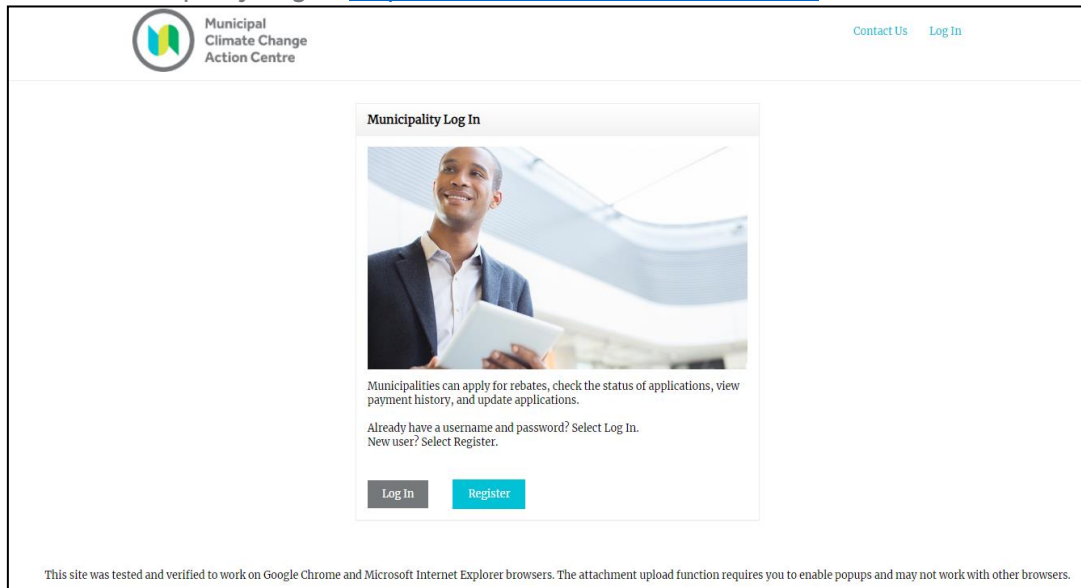
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1.0 Logging In

1.1 Where can I find the Recreation Energy Conversation (REC) Program Portal Login?

- Municipality Log In: <https://cr107.secure.force.com/rec/>



The screenshot shows the 'Municipality Log In' page. At the top left is the 'Municipal Climate Change Action Centre' logo. At the top right are links for 'Contact Us' and 'Log In'. The main content area is titled 'Municipality Log In' and features a photo of a smiling man holding a tablet. Below the photo, text states: 'Municipalities can apply for rebates, check the status of applications, view payment history, and update applications.' It then asks: 'Already have a username and password? Select Log In. New user? Select Register.' At the bottom of this section are two buttons: 'Log In' (grey) and 'Register' (teal). A footer note at the bottom of the page reads: 'This site was tested and verified to work on Google Chrome and Microsoft Internet Explorer browsers. The attachment upload function requires you to enable popups and may not work with other browsers.'

1.2 How do I create a REC Portal account?

- If you do not have an account, click the **Register** button to create one.

1.3 How do I login to the REC Portal?

- Go to <https://cr107.secure.force.com/rec/> and click the **Log In** button.

1.4 I do not remember my password/Where can I find my password?

- Go to: <https://cr107.secure.force.com/rec/>
- Click the **Log In** button and select the Forgot Password button.
Forgot Password?
- You will receive an email with a link to change your password.

1.5 What is my Application Number and where can I find it?

- Go to <https://cr107.secure.force.com/rec/> and click the **Log In** or **Register** button.
- Application numbers are a unique identifier linked to all information for an application. All draft and submitted application numbers are located in the "All Projects" header under the home tab, screen as seen below:

Unsubmitted

In Process

Corrections Required

Completed

All Projects

1.6 The Portal is not working properly, what should I do?

- Contact the REC Program Team at (587) 319-2889 or email REC@clearesult.com.

2.0 Uploading Documents

2.1 I am having troubles uploading documents (Section C). What do I do?

- Click the **Upload Spec Sheets** **Upload Cost Estimate** buttons to attach the associated supporting documentation. If you are applying for a scoping audit or engineering study, you can upload the cost estimate/quote for both requirements.
- If you continue to experience any issues, please contact the REC Program Team at (587) 319-2889 or email REC@clearesult.com. Our team is here to assist you.

2.2 When I click to upload documents, nothing happens. What do I do?

- Please ensure that you have enabled popups.
- Please check and ensure that all documents being uploaded are one of these file types only: PDF, PNG, JPG, JPEG, BMP, CSV, XLS, XLM, XLSX, XLSM, DOCX, DOC, DWG.
- If you still experience any issues, please contact the REC Program Team at (587) 319-2889 or email REC@clearesult.com.

2.3 How do I submit a Payment Request?

- **Step 1:** <https://cr107.secure.force.com/rec/> and click the **Log In** button
- **Step 2:** In the top ribbon of the portal dashboard, click "Payment Request"
- **Step 3:** Please see Section 8.2 titled "How to Log in to the Portal to create a Payment Request".
- If you have any questions, please contact the REC Program Team at (587) 319-2889 or email REC@clearesult.com.

2.4 How to accept and sign the REC Offer Letter for your Scoping Audit, Engineering Study, or Implementation Project?

- Upon approval of your Scoping Audit, Engineering Study, or Implementation Project, you will receive a REC Offer Letter. The offer letter will include the total rebate that has been pre-approved for your project and the specific location and facility.
- **Important:** Offer Acceptance - you must review, accept, and sign the Offer Letter via the application portal dashboard.
 - o OR you can download, print, and sign the form on page 2 (Offer Acceptance) of the Offer Letter and submit a scanned copy to REC@clearesult.com.

- You must fill in all blanks including expected implementation project completion date, municipality name, name and title of representative, signature of representative, date of signing.

2.5 What type of browser is recommended to use for the REC Portal?

- This site was tested and verified to work on Google Chrome and Microsoft Internet Explorer browsers. The attachment upload function requires you to enable popups and may not work with other browsers.

2.6 What type of supporting file formats are accepted?

- PDF, PNG, JPG, JPEG, BMP, CSV, XLS, XLM, XLSX, XLSM, DOCX, DOC, and DWG.

2.7 What is the maximum file size for uploading supporting documents?

- 50 MB

2.8 What if I need to upload a file or document that is larger than 50 MB?

- Contact the REC Program Team at **(587) 319-2889** or email REC@clearesult.com.

2.9 Is there a required naming format when submitting documents?

- Yes. Please ensure all documents are named according to the format provided in the REC Documentation Guidelines which are available on the REC Program [webpage](#) under "Resources".

3.0 Participant and Program Ally Questions

3.1 What is my Participant Name (as it appears on your utility bill)?

- List the customer or account holder name that appears on your current utility bill(s). This is likely the municipality name.

3.2 What is a Program Ally or Contractor?

- Program Allies are professional firms with the ability to deliver Scoping Audits and Engineering Studies through the REC program. Program Allies can help participating municipalities identify and quantify energy saving opportunities in their facilities that can be acted upon through an Implementation Project. Municipalities are invited to contact a Program Ally from the list of approved Program Allies for quotes to complete a Scoping Audit or Engineering Study through the REC program. This list is available on the REC Program [webpage](#) under "Resources".
- Implementation Projects do need to be completed by an approved REC Program Ally. Municipalities are responsible for exercising their own due diligence to select qualified contractors to complete Implementation Projects.

3.3 Where can I see the list of available Program Allies?

- The List of Program Allies is available on the REC Program [webpage](#) under "Resources".

3.4 What if I do not have a Program Ally or Contractor?

- A quote must be provided by a Program Ally or Contractor and be included in the application.
- If you do not have a quote, contact the REC Program Team at **(587) 319-2889** or email at REC@clearesult.com
- For implementation projects, you may have more than one contractor. If that is the case, you can leave that section of the application blank.

4.0 General Project Questions

4.1 Can the payee participant name be different than the participant name?

- No. The payee and the participant are both the municipality. Payments will not be issued to Program Allies, Contractors, or third parties.

4.2 What information do you require for Project Description (Section A)?

A Project Description: *

- Use this section to provide a brief description of your project.
- Examples are pump replacements, pump VFDs, smart thermostats, rooftop unit replacements.

4.3 Is there a specific timeline for project completion?

- When filling out the application, you must provide an estimated completion date. The start and completion dates can be adjusted as required.
- Upon approval of a Project, the Municipality is responsible for ensuring their Project and all associated Work is completed within 12 months of the date listed on the executed Offer Letter.

4.4 If we require additional time to complete the project than the original anticipated completion date, what should we do?

- Changes to completion timelines should be communicated to the REC Program Team at **(587) 319-2889** or email at REC@clearesult.com.
- If you require an extension beyond the original 12 months, please contact the REC Program Team at **(587) 319-2889** or email at REC@clearesult.com. Extension requests are assessed on a case by case basis and approval is not guaranteed.

4.5 What do I need to upload for Scoping Audits?

- The Documentation Guidelines available on the REC Program [webpage](#) outline the specific document requirements for each stage of a Scoping Audit, Engineering Study, and Implementation Project application.
- Note that additional documentation or information may be requested, as required.

4.6 What do I need to upload for Engineering Studies?

- The Documentation Guidelines available on the REC Program [webpage](#) outline the specific document requirements for each stage of a Scoping Audit, Engineering Study, and Implementation Project application.
- Note that additional documentation or information may be requested, as required.

4.7 What do I need to upload for Implementation Projects?

- The Documentation Guidelines available on the REC Program [webpage](#) outline the specific document requirements for each stage of a Scoping Audit, Engineering Study, and Implementation Project application.
- Note that additional documentation or information may be requested, as required.

5.0 Payment Questions

5.1 What is a Payment Request?

- Once the pre-approved audit, study, or implementation project is complete, municipalities must submit a Payment Request to receive their rebate payment(s).
 - o This allows the REC Program and the MCCAC Teams time to review your audit, study, or project to ensure it has been completed to program standards.

5.2 When are Payment Requests submitted for a Scoping Audit or Engineering Study?

- The Program Ally will submit the Scoping Audit Report or Engineering Study Report to REC@clearesult.com for review.
- **First Payment (50%):** The REC Program Team will notify you when it is time to submit your first Payment Request for a Scoping Audit or Engineering Study. This will be after our technical review team has completed their review of the report that was submitted by your Program Ally.
- **Second Payment (50%):** If you have signed and submitted the Offer Acceptance Letter for an Implementation Project and are expecting the second payment for the associated audit or study, there is no need to submit a Payment Request as this is triggered automatically.

5.3 What documentation is required when submitting my Payment Request?

- The Documentation Guidelines available on the REC Program [webpage](#) outline the specific document requirements for each stage of a Scoping Audit, Engineering Study, and Implementation Project application.
- Note that additional documentation or information may be requested as necessary.

5.4 After submitting my payment request, how long does it take for my payment to be processed?

- The processing times for payment requests depend on various factors including the scope of the project and whether all required information has been submitted.
- If your Payment Request is missing information, our team will reach out to you for clarification.
- Once the review of your payment request is complete, you will receive an email notification.

6.0 Project Description Questions

6.1 In the section after G, "Measure Implementation Address – Where will the work be done", when I enter my Installation Address / Equipment and click submit, why can I only view the facility address and not the measure details?

- Please continue to submit your application and trust the content you submitted for your measure implementation. Once you submit your application, you will receive a confirmation for your measure implementation address and associated measures.

6.2 When entering the Project Description and upon refreshing the page, why is the description erased and reverted to the application name?

- We are experiencing technical difficulties on this specific issue and will update you once it is fixed. In the meantime, please continue to submit your application and the project description field can be updated at a later date.

6.3 When entering Measure Implementation Address, why does the information keep getting deleted before submission?

- We are experiencing technical difficulties on this specific issue and will update you once it is fixed. In the meantime, please ensure that you do not copy and paste any of the fields, and to click directly in each field box.

6.4 What happens if I do not provide all the necessary documentation listed in the application process?

- If you do not include all necessary documentation, our technical review team will reach out to you to obtain it. Please note that if complete information is not provided, our team will not be able to process your application.
- Please review the Documentation Guidelines that are available on the REC Program [webpage](#) to ensure you have included and uploaded all necessary supporting documentation before submitting your application.
- If you have any questions or issues uploading these documents, please contact the REC Program Team at **(587) 319-2889** or email at REC@clearesult.com.

7.0 Contact

7.1 Who can I contact if I need help or have additional questions?

- Contact the REC Program Team at **(587) 319-2889** or email REC@clearesult.com.

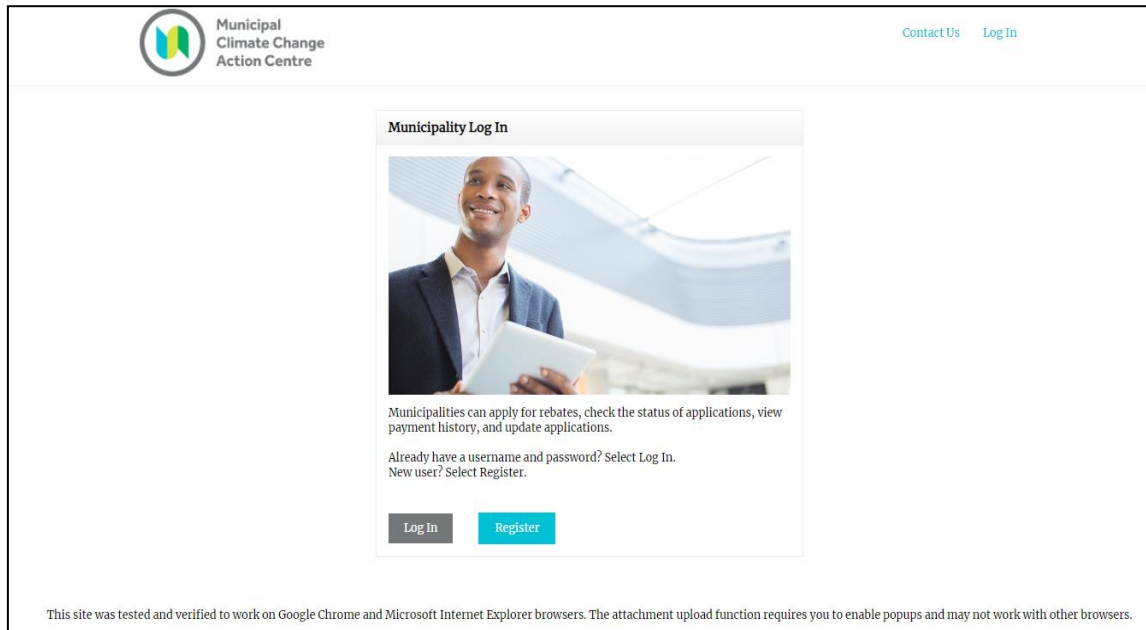
8.0 Walkthroughs

8.1 How to Enter an Application in the Portal

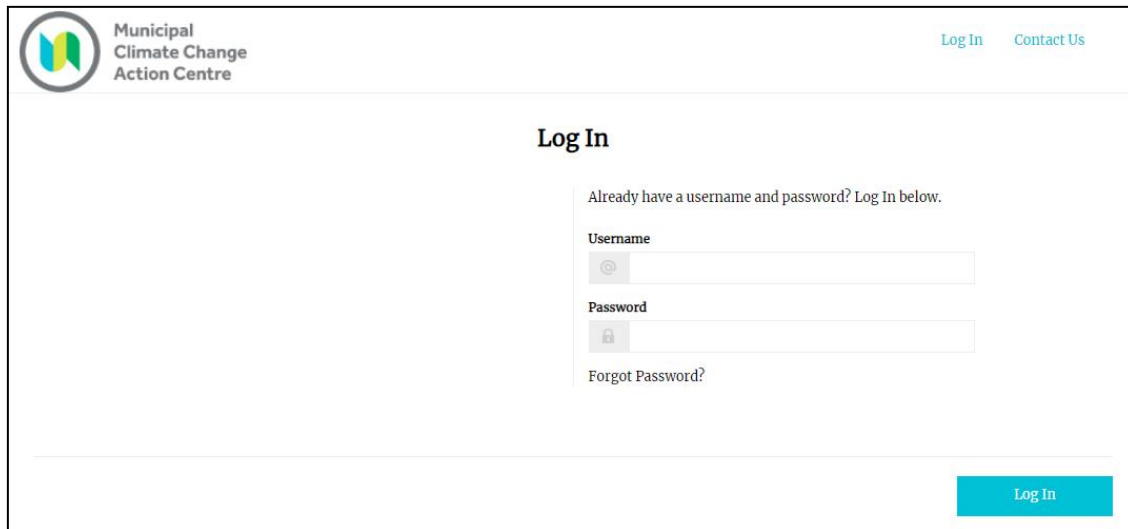
Open Google Chrome or Microsoft Internet Explorer and go to the login page at:

<https://cr107.secure.force.com/rec/>

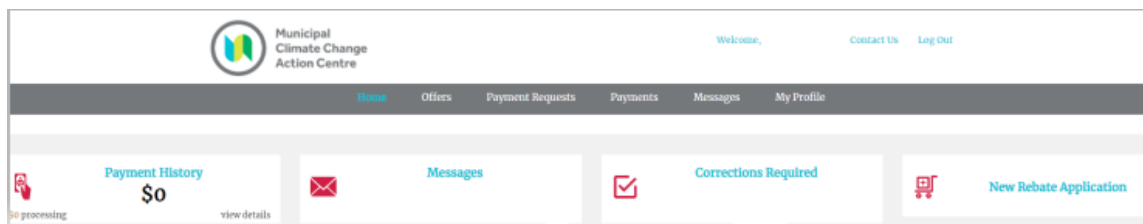
Select the “Log In” button to login to your portal account:



1. Enter your username in the field provided
2. Enter your password in the field provided

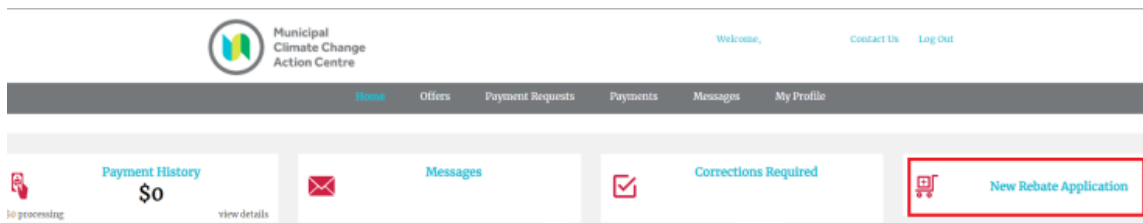


This is the home page where you can view multiple tabs across the top and access your applications below:



How to Create a New Rebate Application

1. Click on the New Rebate Application button to start the process:



This is your New Application Screen. Your application number is automatically generated and will appear in the top left hand corner of the screen:

Municipal Climate Change Action Centre

Application No: **EA-000000** Save as Draft

[Contact Information](#)
[Project Information](#)
[Installation Locations](#)
[Attachments](#)
[Application Checklist and Issues](#)
[Signature](#)

Application

Municipality*

Participant Name (as it appears on your utility bill)*

First Name* Last Name*

Office Phone* Mobile

Email Address* Municipal Address*

Municipality* Province* Postal Code*

AB

Municipality:

This section should auto-fill with the information used to create your account.

1. Participant Name (as it appears on your utility bill)
 - i. This should be the municipality name
2. First Name
 - i. Enter municipality contact's first name here
3. Last Name
 - i. Enter municipality contact's last name here
4. Office Phone
 - i. Enter contact person's office phone number here
5. Mobile
 - i. Enter contact person's mobile phone number here
6. Email Address
 - i. Enter the primary email address that will be used for your application
7. Municipality Address
 - i. Enter the address of the facility where the audit, study, or implementation project will take place
8. Province
 - i. Select your province from the dropdown menu. Only facilities in Alberta are eligible to participate in the MCCAC's REC Program
9. Postal Code
 - i. Enter the facility's postal code. Please note that a space is required between the first three and last three characters

Please note: any fields with an * are required fields that you must enter your information to submit your application

Municipal Climate Change Action Centre

Application No: **EA-000000** Save as Draft

[Contact Information](#) [Project Information](#) [Installation Locations](#) [Attachments](#) [Application Checklist and Issues](#) [Signature](#)

Application

Municipality*

Participant Name (as it appears on your utility bill)*

First Name* **Last Name***

Office Phone* **Mobile**

Email Address* **Municipal Address***

Municipality* **Province*** **Postal Code***

Program Ally/Contractor Contract Information:

If you are applying for a Scoping Audit or Engineering Study, you must use an approved Program Ally. The list of approved Program Allies can be found on the REC Program [webpage](#) under 'Resources'.

1. Self Install costs are not eligible for the REC Program. Please check off the box to indicate "I do not see my contractor listed"
2. If you are using multiple contractors, please enter the information for 1 of them.
3. Company Name
 - i. Enter the company name of program ally or contractor
4. First Name
 - i. Enter the first name of program ally or contractor contact person
5. Last Name
 - i. Enter the last name of program ally or contractor contact person
6. Office Phone
 - i. Enter the office phone number of program ally or contractor
7. Mobile
 - i. Enter the cell phone or secondary phone number of program ally or contractor
8. Email Address
 - i. Enter the email address of program ally or contractor

9. Address
 - i. Enter the address of program ally or contractor
10. Municipality
 - i. Enter the municipality of program ally of contractor
11. Province
 - i. Select the province of the program ally or contractor
12. Postal Code
 - i. Enter the postal code of the program ally or contractor

Program Ally/Contractor Contact Information

Lookup the contractor or enter Self Install. If you do not find your contractor, select I do not see my contractor listed and complete the form.

Clear Selected Account

☐ I do not see my contractor listed

Company Name

First Name

Last Name

Office Phone

Mobile

Email Address

Address

Municipality

Province

Postal Code

Technical Contact Section:

1. Who is the primary contact for technical questions?
 - i. Select either the municipality or the program ally/contractor

Technical Contact Section

Who is the primary contact for technical questions?
 ☒ Municipality
 ☐ Program Ally/Contractor

Payee Information:

1. **If a rebate is awarded, who should receive payment**
 - i. 'Municipality' is automatically selected as the municipality will always receive the payment.
2. **Payee Participant Name**
 - i. Enter the name of the municipality that the payment will go to.
3. **Payee First Name**
 - i. Enter the first name of the contact person for payments.
4. **Payee Last Name**
 - i. Enter the last name of the contact person for payments.

5. **Payee Phone Number**
 - i. Enter the phone number of the contact person for payments.
6. **Payee Email Address**
 - i. Enter the email address of the contact person for payments.
7. **Payment Mailing Street**
 - i. Enter the mailing address for the payment.
8. **Payment Mailing Municipality**
 - i. Enter the municipality mailing address for the payment.
9. **Payment Mailing Postal Code**
 - i. Enter the mailing postal code for the payment.

Please note: any fields with an * are required fields that you must enter your information to submit your application

Payee Information

If a rebate is awarded, who should receive payment?

☒ Municipality

Payee Participant Name*

Payee First Name *

Payee Last Name *

Payee Phone Number*

Payee Email Address *

Payment Mailing Street *

Payment Mailing Municipality *

Payment Mailing Province *

AB

Payment Mailing Postal Code *

Project Questions:

- A. **Project Description – use this field to enter a brief description of your project.**
 - i. Examples are pump replacement, pump VFDs, smart thermostats, or rooftop unit replacements.
 - ii. If you are completing an audit or study, include that information.
- B. **Have you already signed a purchase order / contract, ordered equipment, or started construction?**

***Please note that an executed Offer Letter must be submitted prior to starting the project. This includes signing PO's/contracts.**

 - i. Select Yes if you have signed a purchase order, ordered equipment, or started construction related to this project.
 - ii. Select No if you have not signed a purchase order, ordered any equipment, and have not started construction to date.
- C. **Please attach supporting documentation for your application. Further details are shown below.**

- i. Upload Cost Estimate, click and upload relevant quote. All applications will require this.
 - ii. Upload Spec Sheets, click and upload relevant file using browser. This will only be applicable to the equipment for implementation projects. If you are completing an audit or a study, please upload the cost estimate a second time to fulfill the requirement.
- D. Was this project identified through a previous Report, Scoping Audit, or Engineering Study? (If yes, an attachment button will appear to upload the report)**
- i. This question is to determine if your project was identified through a previous report, scoping audit, or engineering study.
 - ii. If “Yes”, you will be prompted to click and upload the previous report.

Project Questions

A Project Description: *

B Have you already signed a purchase order / contract, ordered equipment, or started construction? *

☐ Yes ☒ No

C Please attach supporting documentation for your application. Further details are shown below.

[Upload Spec Sheets](#) [Upload Cost Estimate](#)

D Was this project identified through a previous Report, Scoping Audit, or Engineering Study? (If yes, an attachment button will appear to upload the report) *

☒ Yes ☐ No [Upload Report](#)

Project Questions Continued:

- E. If a rebate was not available for the measures identified in this application, would the Municipality:**
 - i. Select 1 of 5 responses by checking the appropriate circle.
- F. Please enter the anticipated start date for the Scoping Audit, Engineering Study, or Implementation Project**
 - i. Enter the estimated start date for your Scoping Audit, Engineering Study, or Implementation Project.
 - ii. This can be adjusted later if required.
- G. Please enter the anticipated completion date for the Scoping Audit, Engineering Study, or Implementation Project**
 - i. Enter the estimated completion date for your Scoping Audit, Engineering Study, or Implementation Project.
 - ii. This can be adjusted later if required.

Project Questions

A Project Description: *

B Have you already signed a purchase order / contract, ordered equipment, or started construction? *

☐ Yes
☒ No

C Please attach supporting documentation for your application. Further details are shown below.

Upload Spec Sheets
Upload Cost Estimate

D Was this project identified through a previous Report, Scoping Audit, or Engineering Study? (If yes, an attachment button will appear to upload the report) *

☒ Yes
☐ No
Upload Report

E If a rebate was not available for the measures identified in this application, would the Municipality.

☐ Purchase and install the entire project
☐ Purchase and install some, but not all, of the high efficiency equipment
☐ Purchase and install standard equipment
☐ Not purchase nor install any equipment
☐ Don't know

F Please enter the anticipated start date for the Scoping Audit, Engineering Study, or Implementation Project.

mm/dd/yyyy

G Please enter the anticipated completion date for the Scoping Audit, Engineering Study, or Implementation Project.

mm/dd/yyyy

Measure Implementation Address – Where will the work be done?

1. Click on the “Add Installation Address \ Equipment” button

Measure Implementation Address - Where will the work be done?
Add Installation Address \ Equipment

| Municipality Name | Account No. | Street Address | Municipality | Provi... | Postal Code | Action |
|-------------------|-------------|----------------|--------------|----------|-------------|--------|
| | | | | | | |

2. Fill in the required fields with information specific to the facility. Once complete, click “Save”

Project Address

Electric Account Number

Electric account number for installation address

Gas Account Number

Gas Account number for installation address

Electric Account Provider

--Select--

Gas Account Provider

--Select--

Account Holder Name - Electric

Account Holder Name - Electric

Account Holder Name - Gas

Account Holder Name - Gas

Participant Name

Participant Name

Address

Address

Province

--Select--

Postal Code

Postal Code

Facility Type

Aquatic centres and swimming pools

Municipality Type

City

Facility Name

Total Premise Project Cost

Save

3. "Select" the correct facility


Please select the address where the project will be completed. If the address is not listed, then use the section above to add a new address.

| Municipality Name | Account No. | Street Address | Participant Name | Province | Postal Code | Action |
|-------------------|-------------|----------------|------------------|----------|-------------|--------|
| TEST | | | | AB | | Select |

4. Select the appropriate application type

Select Measure

INCENTIVES

Implementation Projects and Audits

Select Sub Category

AB > Implementation Projects and Audits

Please select the initiative for which you are submitting your application.

Audit or Study

Implementation Projects

Complete the required fields and click “Save and Close” to continue or “Save and Add Another Measure” to add additional measures. Note that only implementation project applications can include more than one measure.

Documents and Attachments:

1. Click on the “Upload Attachment” button in the top right.
2. Proceed to upload all required and supporting documentation for your audit, study, or implementation project.
3. For a list of required documents, refer to the Documentation Guidelines that are available on the REC Program [webpage](#).

Documents and Attachments

Upload Attachment

| Document Name | Document Type | Created Date | Download URL | Action |
|---------------|---------------|--------------|--------------|--------|
|---------------|---------------|--------------|--------------|--------|

DO NOT FORGET TO PROVIDE THE NECESSARY DOCUMENTATION! (Please remember, we cannot process your application without it.)

Please upload the following documentation as an attachment, as applicable:

- For Scoping Audits:
 - a. A copy of the Scoping Audit quote
 - b. A minimum of 12 months of utility consumption and cost data
- For Engineering Studies:
 - a. A copy of the Engineering Study quote.
 - b. A minimum of 36 months of utility consumption and cost data.
- For Implementation Projects:
 - a. A copy of an annotated, line item Implementation Project quote for equipment and installation (clearly describing each cost separately).
 - b. A minimum of 36 months of utility data.
 - c. A facility description including hours of operation, type of facility, processes impacted by the Project.
 - d. A copy of the analysis document, Scoping Audit, or Engineering Study that includes the financial, energy, and greenhouse gas emission analysis for the intended Implementation Project. (NOTE: The contents of all Scoping Audits and Engineering Studies must adhere to the Engineering Requirements provided on the REC Program website.)
 - e. Copies of the existing equipment make, model, and specification sheets, if available.
 - f. A copy of all applicable specification sheets for all new equipment included in the application and distinct proof or product certification with CSA, or cUL and/or qualified product list compliance.
 - g. A copy of the lighting calculator results in your submission email that includes financial and greenhouse gas analysis for the intended Implementation Project (for Lighting Implementation Projects only).
 - h. Schematics and drawings of the system (if available).
 - i. Other documentation as requested.
- Supporting file formats:
 - PDF, PNG, JPG, JPEG, BMP, CSV, XLS, XLM, XLSX, XLSM, DOCX, DOC, DWG
- Max file size (MB):
 - 50


Virtual Signature and Submit Application:

1. At this stage you are ready to submit your application.
2. Click the box that you accept the REC Program Terms and Conditions and provide your virtual signature.
3. The Terms and Conditions are available on the REC Program [webpage](#).
4. Click "Confirm & Submit".

Signature

☒ I certify that I acknowledge and agree to the Terms & Conditions found on the Municipal Climate Change Action Centre (MCCAC), Recreation Energy Conservation (REC) program website. By completing and submitting this form, I hereby consent to the purposes for which the Municipal Climate Change Action Centre, is collecting, using and disclosing project information as set out in the Terms & Conditions.

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




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

5. If there are any errors preventing the submission of the application, you will get a prompt explaining the issue and required action (examples below).

| Open issues preventing submission of this application | | |
|---|---|--|
| Issue Number | Issue Title | Action Required |
| 1 | A Minimum of one Measure is Required | A minimum of one measure is required for submission. |
| 2 | Please submit a cost estimate. | Please submit a cost estimate. |
| 3 | Signature not provided via Portal | Please scroll down to the signature section and sign the application |
| 4 | You must provide an installation address. | You must provide an installation address. |

- If you wish to save your application and finish it later, click “Save as Draft” or the “Back” button at the top of the screen.



Municipal Climate Change Action Centre

[Back](#)
Welcome,
Contact Us
Logout

Application No: EA-00000
Save as Draft


8.2 How to Log in to the Portal to create a Payment Request

- Open Google Chrome or Microsoft Internet Explorer and go to the login page at: <https://cr107.secure.force.com/rec/>
- Select the “Log In” button to access to your portal account:


Municipal Climate Change Action Centre

Contact Us
Log In

Municipality Log In

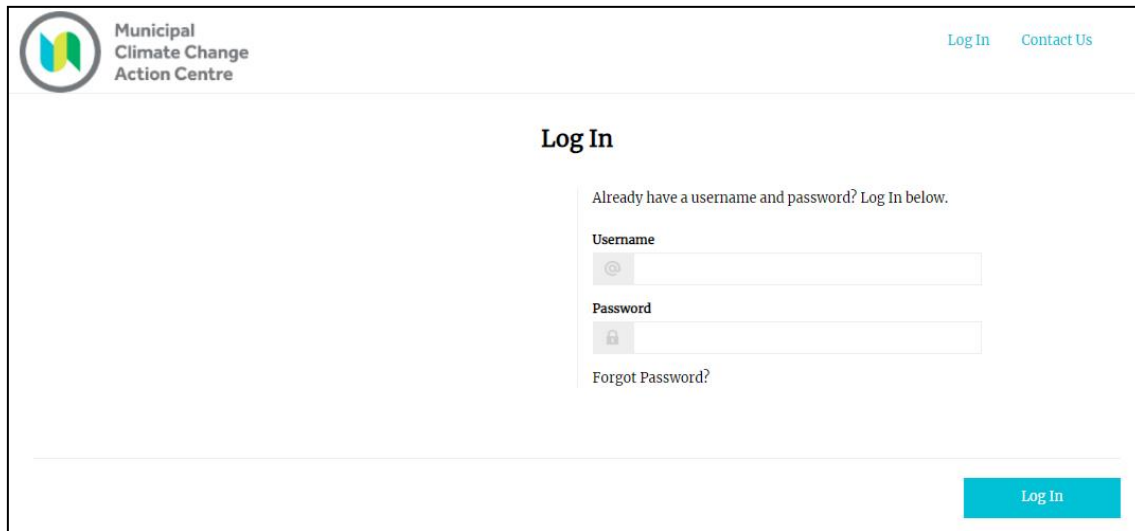


Municipalities can apply for rebates, check the status of applications, view payment history, and update applications.
Already have a username and password? Select Log In.
New user? Select Register.

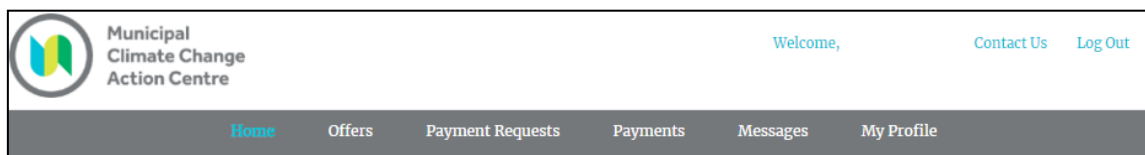
Log In
Register

This site was tested and verified to work on Google Chrome and Microsoft Internet Explorer browsers. The attachment upload function requires you to enable popups and may not work with other browsers.

Enter your (1) Username and (2) Password in the blank spaces provided and click the “Log In” button:

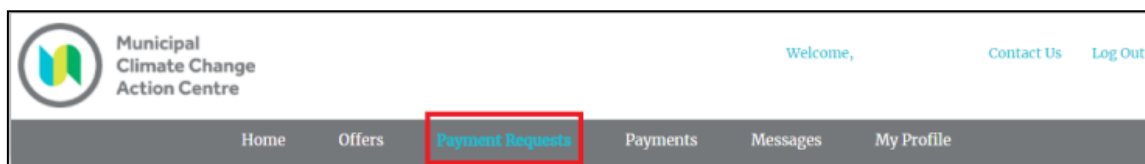


This is the home page where you can view multiple tabs across the top and access your applications




How to Create a Payment Request

1. Click on the Payment Requests tab to start the process:



2. Click on the credit card icon under the 'Action' heading to create a Payment Request. If there is no credit card icon, or if you have already started and saved the Payment Request as a draft, click "Edit":

| | Status | Action |
|--|-------------|---|
| | | |
| | Submitted | |
| | Draft | Edit |
| | Draft | Edit |
| | Unsubmitted |  |
| | Draft | Edit |

Payment Request - Payee Information

1. Requested Amount
 - i. Enter the amount of rebate you are requesting for this payment request.
 - ii. Use Table 1.0 on page 2 of your Offer Letter to determine the correct amount.
2. If an incentive is awarded, who should receive payment?
 - i. Select 'Customer'. The rebate payment will always be made to the municipality. The following section will auto-fill, and should reflect the payment mailing address. If changes are required, complete them in this section.
3. Company Name
 - i. Enter the name of the municipality
4. First Name
 - i. Enter the first name of the contact from the municipality
5. Last Name
 - i. Enter the last name of the contact from the municipality
6. Street
 - i. Enter the street address where the cheque should be mailed
7. Municipality
 - i. Enter the municipality where the cheque should be mailed
8. Province
 - i. Select the province where the cheque should be mailed
9. Postal Code
 - i. Enter the postal code where the cheque should be mailed
10. Payee TIN
 - i. This field requires a 9 digit numerical place holder. You can use any 9 numbers. For example, 000000000
11. Click Save – Ensure you click the save button in the bottom right corner to proceed

Save

Please note: any fields with an * are required fields that must be completed to submit your payment request

Payment Request

[Download Offer letter](#)
Accepted on 05/06/2020 09:41

Payee information

Requested Amount *

If an incentive is awarded, who should receive payment? *

☒ Customer
 ☐ Contractor
 ☐ Other
 W9 Obtained, click to replace

Company Name *

First Name * Last Name *

Street * Municipality * Province *

Postal Code * Payee TIN *

000000000

Save
Cancel

Check off the box on the left hand side under the 'Select' heading:

| Select | Line Number | Description | Quantity | Reserved Incentive | Incentive | | | | Savings Information | Install |
|-------------------------------------|---------------|-------------|----------|--------------------|-----------|-----------|-----|------------------|---------------------|---------|
| | | | | | Paid | Available | Fee | Requested Amount | | |
| <input type="checkbox"/> | | | | | | | | | | |
| <input checked="" type="checkbox"/> | MLI - 0005524 | | 0 | \$0.00 | \$0 | \$0.00 | \$0 | \$0.00 | | |

1 — Records from 1 to 1 of 1

Documents and Attachments

1. Use the "Upload Payment Request / Invoice Documents" button to attach required supporting documentation for your payment request

| Documents and Attachments | | | | Upload Payment Request / Invoice Documents |
|---------------------------|---------------|--------------|--------------|--|
| Document Name | Document Type | Created Date | Download URL | Action |

2. All applications must be submitted with supporting documents per the Documentation Guidelines which are available on the REC Program [webpage](#) under "Resources".

Open issues preventing submission of the Payment Request

1. If your Payment Request submission has any issues or requires any actions to proceed, you will see those issues and actions required listed here
2. Please review the issues and actions required and complete your Payment Request accordingly

| Open issues preventing submission of the Payment Request | | |
|--|-------------|---|
| Issue # | Issue Title | Action Required |
| 1 | | Please provide invoice for the installed equipment. |
| 2 | | Completed payment request form (page 3 of the offer letter) |

| Checklist for completing the Payment Request | |
|--|--|
| INCOMPLETE APPLICATIONS WILL RESULT IN PROCESSING DELAYS. Before submitting the application and the required supplementary information, use the following checklist to ensure that your application is complete and the information in the application is accurate. (Note: this checklist is for your use only.) | |
| Section No. & Title | |

How to submit your Payment Request

1. Review the details and information you have provided for your Payment Request
2. Once you are confident you have included all required documentation and filled in all required fields, please click on the "Submit" button at the top of the screen

| Payment Request PR-0000 for Application No : EA-00000 | | Cancel | Submit | Save as Draft |
|--|-----------|-------------|-----------------------|---------------|
| Payee Information | Documents | Open Issues | Application Checklist | |

How to save a draft of your Payment Request

1. Click on the "Save as Draft" button at the top of the screen

| Payment Request PR-0000 for Application No : EA-00000 | | Cancel | Submit | Save as Draft |
|--|-----------|-------------|-----------------------|---------------|
| Payee Information | Documents | Open Issues | Application Checklist | |



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t @MCCAC_Alberta**