



El Paso Electric

Online Project Submission Manual

**EPE Residential, Low Income and Small Commercial
Solution Programs**

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Welcome to the El Paso Electric Online Contractor Portal!

The El Paso Electric Online Contractor Portal is a user friendly system used to submit and review all your projects for the Residential, Low Income Residential and Small Commercial Solutions Programs. Ahead of creating your username and password please contact your CLEAResult Program Consultant to provide you with the necessary enrollment and program documents to get you started.

The Residential, Low Income Residential and Small Commercial Solution Programs are Market Transformation Programs offered by El Paso Electric as part of their attempt to cause lasting changes in the market resulting in an increase in energy efficient products, services or practices. The energy efficiency goals are set by the Public Utility Commission of Texas (PUCT) to reduce peak electrical demand.

El Paso Electric contracts with CLEAResult to help implement the Solutions Programs. CLEAResult makes sure projects are processed properly, quality assurance is maintained, and budget and goals are met.

For any questions about the Online Contractor Portal or Program related questions you may contact:

EPE Residential, Low Income Residential and Small Commercial Solution Programs

Delilah Buenrostro

Program Consultant
Direct 915.255.4286 • Mobile 915.929.5228

CLEAResult

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We change the way people use energy™

EPE Small Commercial Solutions Program



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Residential and Low Income Residential Solutions Programs



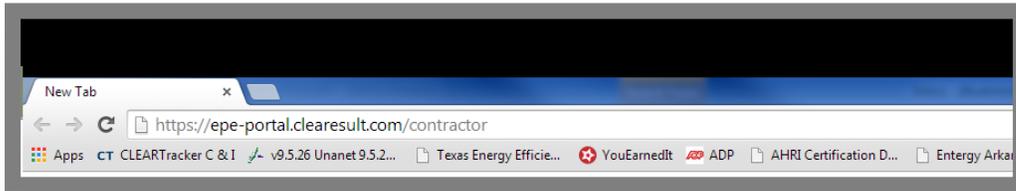
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New Users

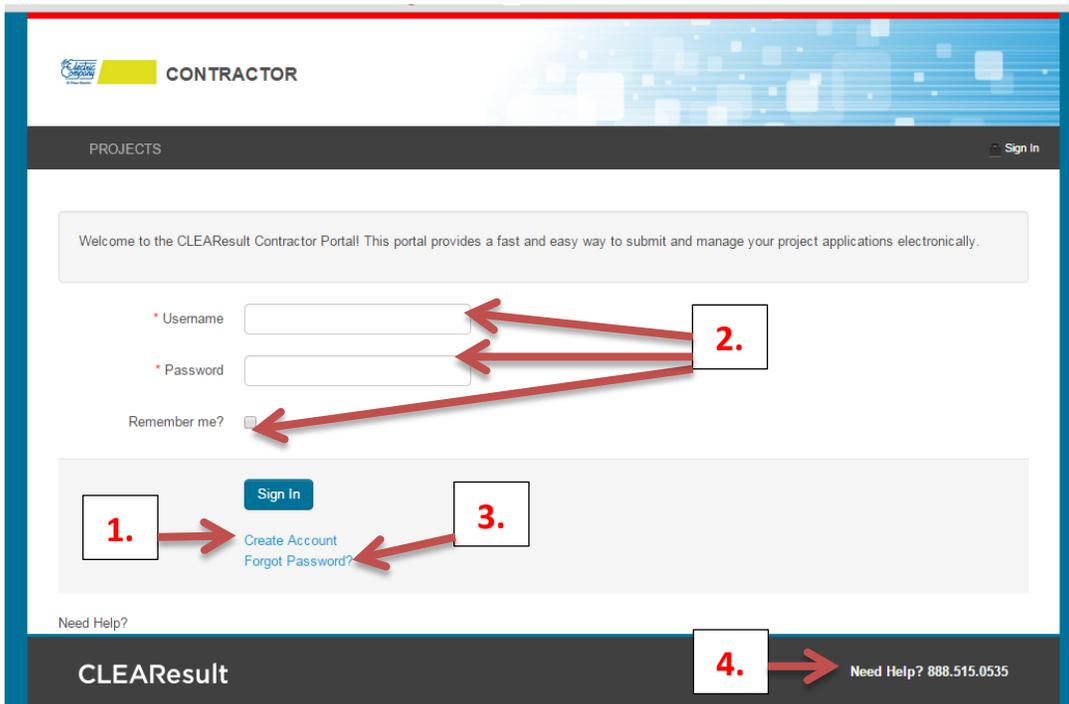
How to create your online account

Getting Started (New Users)

Please copy and paste the following URL: <https://epe-portal.clearesult.com/contractor> to the address bar on your browser. We recommend you bookmark or save this link to your favorites on your browser.



Log In Screen



1. New Users click on [Create Account](#).
2. Returning Users enter "Username", "Password" and click on the [Sign In](#) button.
3. If you forgot your password, click on [Forgot Password?](#)
4. Need Help? Call 888.515.0535 or you may contact your EPE or CLEARResult contacts listed above on page 3.

Sign up for a new account

CONTRACTOR

PROJECTS [Sign In](#)

Sign up for a new account

* Username User creation requirements here.

* Password

* Confirm Password

* Email

* Security Question

* Security Answer

[Create Account](#)

CLEAResult [Need Help? 888.515.0535](#)

- **All Fields with a RED asterisk are required to proceed.**
- **Username:** Must be 5-10 characters long and include at least one number and one letter.
- **Password:** Must be 10-15 characters long and include at least one number, one letter and one special character (i.e. & or %).
- **Security Question:** Please make sure to enter a question you will remember as this will be used to reset your password if needed.
- **Security Answer:** Please make sure to enter an answer to your security question that only you will know and remember as this will be used to reset your password if needed.
- Click on [Create Account](#) to proceed to next screen.

My Profile

Your name is not displayed as your profile is not fully created yet.

You may Logout here.

CONTRACTOR

PROJECTS

Hello | Profile | Logout

My Profile



Profile

[Change Password](#)

Update Your Profile

First Name *

Last Name *

E-mail *

Phone Number

Company Name

Address 1

Address 2

City

State

Zip Code

Nickname

Public Profile Copy

Title

Web Site

CLEAResult

Need Help? 888.515.0535

You may Change your Password here.

- **All Fields with a RED asterisk are required to proceed.**
- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **E-mail:** Auto-generated from previous screen, "Sign up for a new account."
- **Phone Number:** May be entered with or without dashes. It must include the area code followed by a seven digit number.
- **Company Name:** Enter your Company Name here as it is listed on your W-9.
- **Address 1:** Enter your physical address for your business.
- **Address 2:** Enter additional address information here such as a suite number or building number
- **City:** Enter the name of the city.
- **State:** Enter the two letter state abbreviation.
- **Zip Code:** Enter the five digit zip code for the address provided.
- **Nickname:** You may enter a nickname for your profile.
- **Public Profile Copy:** This is currently not being used.
- **Title:** Enter your title in the company.
- **Web Site:** Enter your company's web site address if applicable.
- Click on  to proceed to next screen.



Stop right here! And contact Delilah Buenrostro from CLEAResult at 915-255-4286 or epeincentives@clearesult.com to complete your online account registration. You will receive an email or phone call once you may start submitting projects.

Projects

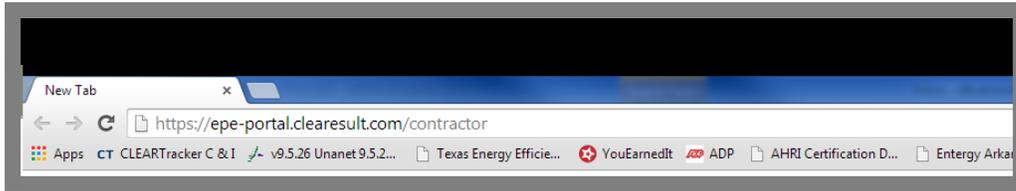
The screenshot shows the 'PROJECTS' page in the CLEAResult system. At the top, there is a navigation bar with the CLEAResult logo and the text 'CONTRACTOR'. Below this, a dark grey bar contains the user's name 'Hello Mike Tyson' and links for 'Profile' and 'Logout'. A callout box points to the 'Profile' link with the text 'You may update your Profile by clicking here.' Below the navigation bar, there is a search bar and an 'Add Project' button. A callout box points to the 'Add Project' button with the text 'You may Logout here.' Below the search bar, there is a message: 'There are no rebates to display.' A callout box points to this message with the text 'Projects will display here, after you create your first project.' At the bottom right, there is a footer with the text 'Need Help? 888.515.0535'.

- Click on **Add Project** to create a new project.
- If you did not contact CLEAResult to complete your account registration, you will not be able to proceed to the next screen after you click on **Add Project**.
- **Proceed to page 14 for residential contractors or to page 25 for small commercial contractors.**

Existing Users

Login refresher and Forgotten Password Assistance

Please copy and paste the following URL: <https://epe-portal.cleareresult.com/contractor> to the address bar on your browser. We recommend you bookmark or save this link to your favorites on your browser.

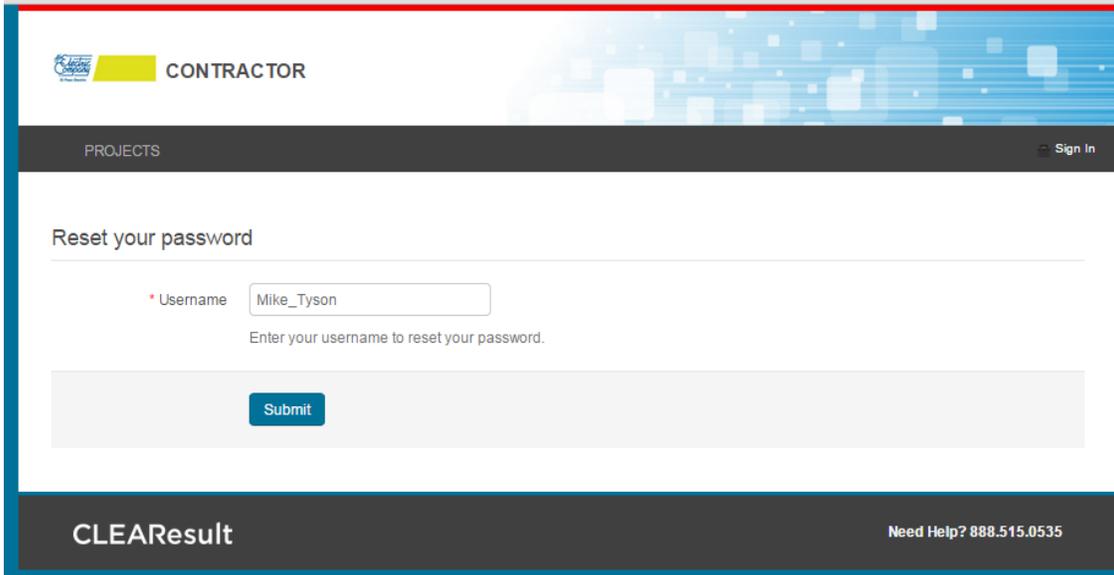


Log in screen

A screenshot of the CLEARResult Contractor Portal login screen. The page has a blue header with the CLEARResult logo and the word "CONTRACTOR". Below the header is a dark grey bar with the word "PROJECTS" and a "Sign In" button. The main content area is white and contains a welcome message: "Welcome to the CLEARResult Contractor Portal! This portal provides a fast and easy way to submit and manage your project applications electronically." Below the message are two input fields: "Username" with the value "Mike_Tyson" and "Password" with a masked password "*****". There is a "Remember me?" checkbox which is checked. Below the input fields is a large grey button labeled "Sign In". Underneath the "Sign In" button are two links: "Create Account" and "Forgot Password?". At the bottom of the page, there is a dark grey footer with the CLEARResult logo on the left and the text "Need Help? 888.515.0535" on the right.

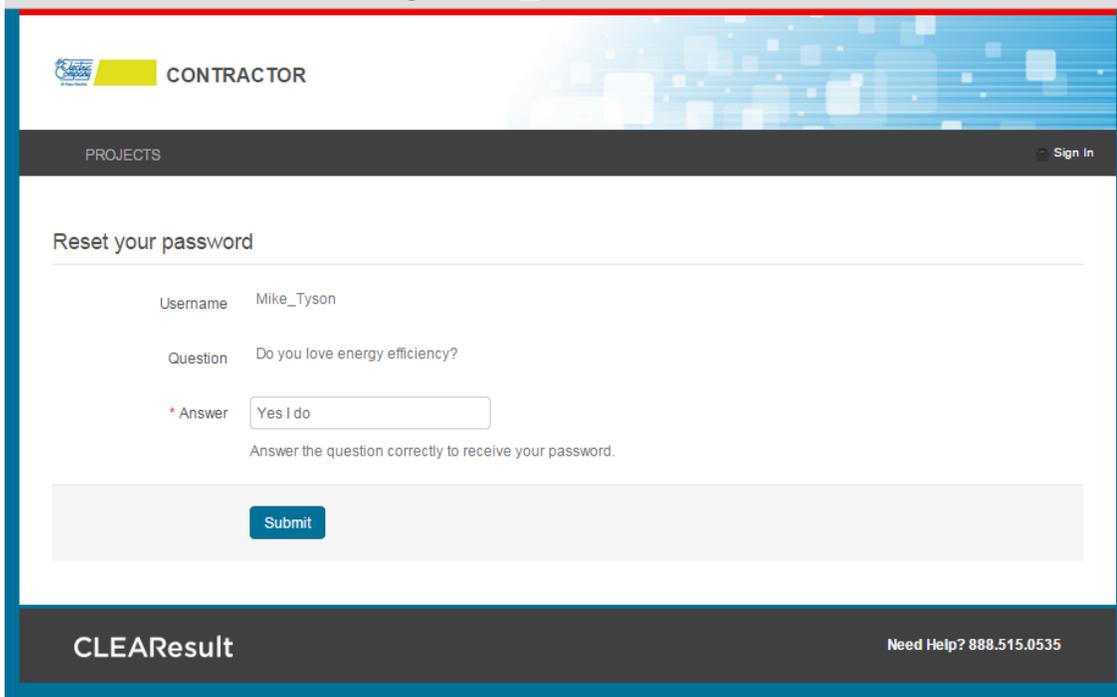
- **Username:** Enter your "Username."
- **Password:** Enter your "Password."
- **Remember me?** : Click on the for the system to remember your Username.
- Click on the **Sign In** button.
- **Forgot Password?** : Click on [Forgot Password?](#) to reset your password.

Forgotten Password



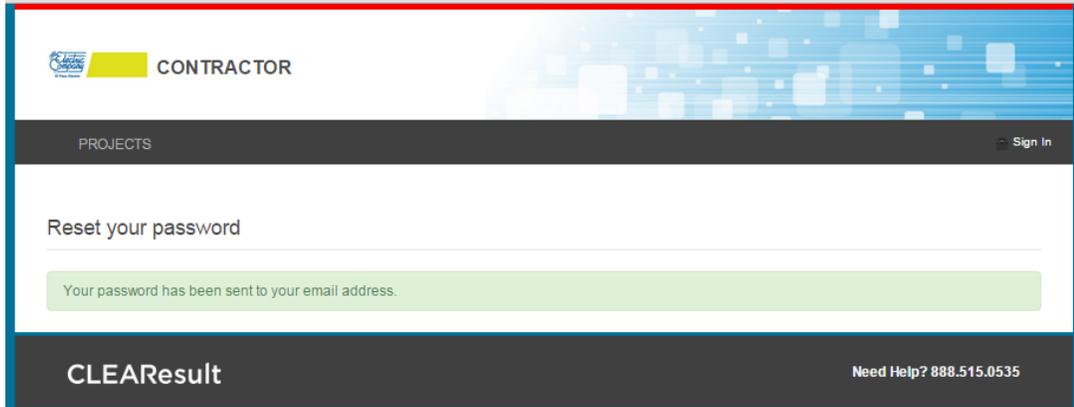
The screenshot shows the CLEARResult Contractor portal. At the top left is the logo for The Electric Company, El Paso Electric. The header includes 'CONTRACTOR' and 'PROJECTS' with a 'Sign In' link. The main content area is titled 'Reset your password'. It features a form with a 'Username' field containing 'Mike_Tyson' and a 'Submit' button. Below the form, it says 'Enter your username to reset your password.' The footer contains the CLEARResult logo and the text 'Need Help? 888.515.0535'.

- **Username:** Enter your Username, if you don't remember it please contact us.
- **Click on** **to reset password.**



The screenshot shows the CLEARResult Contractor portal. At the top left is the logo for The Electric Company, El Paso Electric. The header includes 'CONTRACTOR' and 'PROJECTS' with a 'Sign In' link. The main content area is titled 'Reset your password'. It features a form with three fields: 'Username' (Mike_Tyson), 'Question' (Do you love energy efficiency?), and 'Answer' (Yes I do). Below the form, it says 'Answer the question correctly to receive your password.' There is a 'Submit' button. The footer contains the CLEARResult logo and the text 'Need Help? 888.515.0535'.

- **Answer*:** Enter your Answer to your Question, if you don't remember it please contact us.
- **Click on** **to reset password.**



- **Your password has been sent your email address.**
- **Click on Sign In in the top right corner.**
- **This will take you back to the login screen.**

Project Submission

For

Residential and Low Income Residential Solution Programs

Required Cooling Types per Measure and Program		
Measure	Refrigerated Air Cooled	Evaporative Air Cooled
Energy Star Windows	R L	L
Solar Screens	R L	L
Insulation	R L	L
Duct Sealing	R L	
Air Infiltration	R L	
HVAC Upgrades	R L	

R = Residential Solutions Program

L = Low Income Residential Solutions Program

Program (tab)

The screenshot shows the 'Program' tab in the CLEARResult Contractor portal. The page header includes the El Paso Electric logo and the word 'CONTRACTOR'. Below the header, there is a navigation bar with 'PROJECTS' and a user profile 'Hello Mike Tyson | Profile | Logout'. The main content area features a breadcrumb trail: 'Program' (active), 'Customer', 'Equipment', 'Documents', and 'Terms & Submit'. The form fields are as follows:

Contractor	Mike Tyson
Utility	El Paso Electric Co. ▼
EPE Meter Number*	S189083908
Utility Account #	23749378487
Program*	Select... ▼ Select... El Paso Electric - Low Income El Paso Electric - Residential Solutions El Paso Electric - Small Commercial Solutions

A 'Next' button is located at the bottom left of the form area. The footer contains the 'CLEARResult' logo and the text 'Need Help? 888.515.0535'.

- All Fields with a BLACK asterisk are required to proceed.
- **Contractor:** Pre-filled with contact's first and last name as entered in the Profile page.
- **Utility:** Select El Paso Electric Co. from dropdown. This will be the only option.
- **EPE Meter Number*:** Enter the first letter of the Meter Manufacturer Name followed by the Meter Number.
- **Utility Account #:** This is an optional field. Enter utility account # if you have this information.
- **Program*:** Select the appropriate program from the drop down list. You will only see the programs that you have enrolled in.
- Click on the  button to proceed.

Customer (tab)

The screenshot shows a web interface for a contractor. At the top, there is a header with the logo and the word "CONTRACTOR". Below this is a navigation bar with "PROJECTS" and a user profile "Hello Mike Tyson | Profile | Logout". A secondary navigation bar contains "Program", "Customer" (which is highlighted), "Equipment", "Documents", and "Terms & Submit".

The main content area is divided into two sections:

- Customer:** This section contains five input fields: "Last Name" (with "Last" entered), "First Name" (with "First" entered), "Home Phone" (with "9154445555" entered), "Email" (with "last.first@noemail.com" entered and highlighted in yellow), and "Installation Location".
- Installation Location:** This section contains several input fields and dropdown menus: "Address 1" (with "123 Somewhere" entered), "Home Type" (dropdown menu with "Single-Family Home" selected), "Address 2" (empty), "Rent or Own" (dropdown menu with "Own" selected), "City" (with "El Paso" entered), "State" (with "TX" entered), "Zip Code" (with "79912" entered), and "County" (with "El Paso" entered).

At the bottom of the form, there are two buttons: "Previous" and "Next".

- **Customer**
 - **Last Name:** Enter the homeowner's last name.
 - **First Name:** Enter the homeowner's first name.
 - **Home Phone:** Enter the homeowner's ten digit telephone number with or without dashes.
 - **Email:** Enter the homeowner's email address if applicable. (Not required)
- **Installation Location**
 - **Address 1:** Enter the installation physical address.
 - **Address 2:** Enter additional address information if needed.
 - **City:** Enter the city name of the location.

- **State:** Enter the two letter abbreviation for the state of the location.
- **Zip Code:** Enter the five digit zip code.
- **County:** Enter the county name.
- **Home Type:** Select from drop down if installation location is a “Single-Family Home” or “Multi-family Home.”
- **Rent or Own:** Select from drop down, “Own” or “Rent.”



- Click on the **Next** button to proceed.

Equipment (tab)

- All Fields with a **RED** asterisk are required to proceed.
- **Total Project Cost***: Enter total project cost before deducting the incentive amount. Please note: Total Project Cost must exceed the Total Incentive Amount.
- **Estimated Project Completion***: Enter the estimated completion date.
- **Application Submitted***: This will default to the date you are entering the project information.
- Click on **Add Measure** to add measure information.

Add Installed Measure

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration:

- Air Infiltration:2840
- Duct Sealing:2842
- Energy Star Windows:2843
- Insulation:2841
- Solar Screens:2844
- HVAC:2845

CLEAResult 535

- **Measure Configuration**
 - **Select from drop down**
 - **Air Infiltration**
 - **Duct Sealing**
 - **Energy Star Windows**
 - **Insulation**
 - **Solar Screens**
 - **HVAC**

Air Infiltration, Duct Sealing, Energy Star Windows, Solar Screens

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration: Air Infiltration:2840

Efficient Measure: Air Infiltration

Quantity Installed *
1500

Cooling Type
Electric

Heating Type
Electric
Gas

01/06/2015

Cancel Clear Add

CLEARResult Need Help? 888.515.0535

- All Fields with a **RED** asterisk are required to proceed.
- **Efficient Measure:** This will be the same as the “Measure Configuration.”
- **Quantity Installed *:** For Air Infiltration and Duct Sealing: Enter the square footage of the area being affected by the measure. Square footage must be obtained from the El Paso County Central District Appraisal District’s website: <http://www.epcad.org/>. For Energy Star Windows and Solar Screens: Enter the total square footage (ft²) of the windows or solar screens being installed.
- **Cooling Type:** Select from dropdown “Gas” or “Electric.” Gas refers to Evaporative Cooling and Electric refers to Refrigerated Air conditioning (DX units). *Reminder: Duct Sealing and Air Infiltration is not eligible for “Gas” cooled homes and ALL homes in the Residential Program must have “Electric” for the cooling type.*
- **Heating Type:** Select from dropdown “Gas” or “Electric.”
- **Install Date*:** Enter the date of installation.
- Click on  to proceed.

Insulation

Electric Company
CONTRACTOR

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration: Insulation:2841

Efficient Measure: Select...
Ceiling/Roof Insulation: R-0 to R-30
Ceiling/Roof Insulation: R-1-4 to R-30
Ceiling/Roof Insulation: R-5-8 to R-30
Ceiling/Roof Insulation: R-9-14 to R-30
Ceiling/Roof Insulation: R-15-22 to R-30

CLEARResult Need Help? 888.515.0535

- **Measure Configuration:** Select Insulation from dropdown.
- **Efficient Measure:** Select the appropriate pre-installation R-Value range from the dropdown.

Add Installed Measure

Measure Configuration: Insulation:2841

Efficient Measure: Ceiling/Roof Insulation: R-1-4 to R-30

Quantity Installed *

Cooling Type

Heating Type

Install Date *

Cancel Clear Add

- All Fields with a **RED** asterisk are required to proceed.
- **Efficient Measure:** Select from the dropdown the applicable pre-existing R-Value range.

Efficient Measure: Select...
Select...
Ceiling/Roof Insulation: R-15-22 to R-30
Ceiling/Roof Insulation: R-0 to R-30
Ceiling/Roof Insulation: R-5-8 to R-30
Ceiling/Roof Insulation: R-1-4 to R-30
Ceiling/Roof Insulation: R-9-14 to R-30

Back

- **Quantity Installed ***: Enter the square footage of the area being affected by the measure. Square footage must be obtained from the El Paso County Central District Appraisal District's website: <http://www.epcad.org/>.
- **Cooling Type**: Select from dropdown "Gas" or "Electric." Gas refers to Evaporative Cooling and Electric refers to refrigerated air (DX units). Reminder: ALL homes in the Residential Program must have "Electric" for the cooling type to qualify for incentives.
- **Heating Type**: Select from dropdown "Gas" or "Electric."
- **Install Date***: Enter the date of installation.
- Click on  to proceed.

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration:

Please identify the installed (efficient) measure

Manufacturer *

Condenser Model # *

AHRI # *

Evaporator Model # *

SEER (must be 14.5 or greater) *

Air Conditioning BTU/hr (must be 15,000 - 62,999) *

- **Must be upgrading from existing Refrigerated Air Conditioning unit to a more efficient unit to qualify. Evaporative Air conversions to Refrigerated Air Conditioning units are not eligible for incentives.**
- **Manufacturer*:** Enter the Manufacturer Name.
- **Condenser Model #*:** Enter the Condenser Model #.
- **AHRI #*:** Enter the AHRI # from which may be obtained from The AHRI website: <https://www.ahridirectory.org/ahridirectory/pages/home.aspx>.
- **Evaporator Model #*:** Enter the Evaporator Model #.
- **SEER (must be 14.5 or greater)*:** Enter the SEER obtained from the AHRI website or from the specification sheet.
- **Air Conditioning BTU/hr (must be 15,000 – 62,999)*:** Enter the BTU/hr for unit. The unit must range from 1.5 tons to 5 tons in order to qualify for incentives. (Multiply tonnage by 12,000 to obtain BTU/hr)
- **Click on the  button to proceed.**

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration: HVAC:2845

Please enter the following additional information

Cooling Type

Heating Type

Install Date *

- **Cooling Type:** Select from dropdown “Gas” or “Electric.” Gas refers to Evaporative Cooling and Electric refers to Refrigerated Air (DX units).
- **Heating Type:** Select from dropdown “Gas” or “Electric.”
- **Install Date*:** Enter the date of installation.
- Click on to proceed.

Review your project(s)

The screenshot displays the 'CONTRACTOR' interface for reviewing a project. The top navigation bar includes 'PROJECTS' and user information 'Hello Mike Tyson | Profile | Logout'. Below this, a breadcrumb trail shows 'Program', 'Customer', 'Equipment', 'Documents', and 'Terms & Submit'. On the left, a form contains three fields: 'Total Project Cost *' with the value '5000.00', 'Estimated Project Completion *' with the date '01/06/2015', and 'Application Submitted *' with the date '01/06/2015'. The main area features a table with three columns: 'Install Date', 'Installed Measure', and 'Rebate Amount'. The table lists three measures: 'Air Infiltration' (\$195.00), 'Ceiling/Roof Insulation: R-1-4 to R-30' (\$0.00), and 'RBT-289262_Carrier_HD1893789978' (\$0.00). Each row has an 'Edit' button on the left and a 'Remove' button on the right. A 'Next' button is located at the bottom left, and an 'Add Measure' button is at the bottom right. Red arrows and callout boxes highlight the 'Remove' button for the first measure, the 'Edit' button for the second measure, and the 'Add Measure' button.

	Install Date	Installed Measure	Rebate Amount	
Edit	1/6/2015	Air Infiltration	\$195.00	Remove
Edit	1/6/2015	Ceiling/Roof Insulation: R-1-4 to R-30	\$0.00	Remove
Edit	1/6/2015	RBT-289262_Carrier_HD1893789978	\$0.00	Remove

- Review you entered all Equipment information properly.
- Click on **Next** to proceed.

Project Submission for Small Commercial Solutions Program

Customer (tab)

PROJECTS Hello Mike Tyson | Profile | Logout

Program Customer Equipment Documents Terms & Submit

Customer / Applicant Information

Business Name *	Contact Last Name *
<input type="text"/>	<input type="text"/>
Tax ID Number	Contact First Name *
<input type="text"/>	<input type="text"/>
Street *	Email
<input type="text"/>	<input type="text"/>
Street 2	Business Phone *
<input type="text"/>	<input type="text"/>
City *	Mobile Phone
<input type="text"/>	<input type="text"/>
State *	Home Phone
<input type="text"/>	<input type="text"/>
Zip *	
<input type="text"/>	

Installation Location

Same as mailing address

Building Name *

Street 1 *

Street 2

City *

State *

Zip Code *

Building Information

Construction Type *

Building Type *

Previous Next

If the Installation Location is the same as the Customer/Applicant Information, click on the check box to prefill the Installation Location. Don't forget to enter the Building Name!

- All Fields with a **RED** asterisk are required to proceed.
- **Building Information Construction Type***: Select from Retrofit or New Construction.
- **Building Type***: Select proper building type.
- Click on  to proceed.

Equipment (tab)

PROJECTS Hello Mike Tyson | Profile | Logout

Program Customer Equipment Documents Terms & Submit

Total Project Cost *
5000.0000

Estimated Project Completion *
12/30/2014

Application Submitted *
12/30/2014

Install Date	Installed Measure	Rebate Amount
No measures have been added to your project.		

[Add Measure](#)

Previous [Next](#)

- All Fields with a **RED** asterisk are required to proceed.
- **Total Project Cost***: Enter total project cost before deducting the incentive amount. Please note: Total Project Cost must exceed the Total Incentive Amount.
- **Estimated Project Completion***: Enter the estimated completion date.
- **Application Submitted***: This will default to the date you are entering the project information.
- Click on  to add measure information.

Add Installed Measure

CONTRACTOR

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration: Roofing:4122

Efficient Measure: Roofing:4122
HVAC:4120
Lighting Measures:4121

- **Measure Configuration:** Select measure from dropdown list.
- **Please note: Roofing is only eligible for incentives for Retrofit projects and not for New Construction.**

Energy STAR Roof

PROJECTS Hello Mike Tyson | Profile | Logout

Add Installed Measure

Measure Configuration: Roofing:4122

Efficient Measure: ENERGY STAR Roof

Entered kW Savings *

Entered kWh Savings *

Install Date *

Cancel Clear Add

- **All Fields with a RED asterisk are required to proceed.**
- **Entered kW Savings*:** Contact CLEARResult for kW savings for Roofing.
- **Entered kWh Savings*:** Contact CLEARResult for kWh savings for Roofing.
- **Install Date*:** Enter date of installation.
- Click on **Add** to proceed.

Lighting

The screenshot shows the 'Add Installed Measure' form in the CLEARResult system. The 'Measure Configuration' dropdown is set to 'Lighting Measures:4121'. The 'Efficient Measure' dropdown is open, showing a list of options including Halogen, High Intensity Discharge (HID), Integrated-ballast CCFL Lamps, Integrated-ballast CFL Lamps, Integrated-ballast LED Lamps, LED Fixtures replacing T12, Light Emitting Diode (LED), Lighting Controls, Linear Fluorescent, Modular CFL and CCFL Fixtures, Non-LED Fixtures replacing T12, and Removed Fixtures. A 'Back' button is visible on the left. The footer contains the CLEARResult logo and the text 'Need Help? 888.515.0535'.

- **Efficient Measure:** Select from dropdown the most closely associated measure to the scope of work of the lighting project. Most commonly used selections should be the following:
 - Integrated-ballast CCFL Lamps
 - Integrated-ballast CFL Lamps
 - Integrated-ballast LED Lamps
 - Light Emitting Diode (LED)
 - Linear Fluorescent
 - Modular CFL and CCFL Fixtures

Add Installed Measure

Measure Configuration:

Efficient Measure:

Entered kW Savings *

Entered kWh Savings *

Peak Period

Install Date * 

CLEARresult

Need Help? 888.515.0535

- All Fields with a **RED** asterisk are required to proceed.
- **Entered kW Savings***: Enter kW savings obtained from Lighting Survey Form (LSF).
- **Entered kWh Savings***: Enter kWh savings obtained from Lighting Survey Form (LSF).
- **Peak Period**: Select from dropdown “Summer” for interior lighting and “Winter” for exterior lighting. Please Note: If you have an LSF with both interior and exterior lighting you will need to submit two separate measures.
- **Install Date***: Enter date of installation.
- Click on  to proceed.

HVAC

The screenshot shows the 'Add Installed Measure' page in the CLEARResult system. At the top left is the logo for 'The Electric Company CONTRACTOR'. Below the logo is a navigation bar with 'PROJECTS' and a user profile 'Hello Juan Pablo Moreno | Profile | Logout'. The main content area has the title 'Add Installed Measure'. Below the title is a form with two main sections: 'Measure Configuration:' with a dropdown menu showing 'HVAC:4120', and 'Efficient Measure:' with a dropdown menu. The 'Efficient Measure' dropdown is open, showing a list of options: 'Select...', 'Chiller Air Cooled - Centrifugal', 'Chiller Air Cooled - Screw/Scroll/Reciprocating', 'Chiller Water Cooled - Centrifugal', 'Chiller Water Cooled - Screw/Scroll/Reciprocating', 'HVAC-DX/Heat Pump', and 'Room AC/HP'. A 'Back' button is located to the left of the dropdown menu. At the bottom of the page, there is a dark blue footer with the 'CLEARResult' logo on the left and the text 'Need Help? 888.515.0535' on the right.

- **Efficient Measure:** Select from dropdown appropriate measure based on scope of work.

Add Installed Measure

Measure Configuration:

Efficient Measure: HVAC-DX/Heat Pump

Entered kW Savings *

Entered kWh Savings *

Manufacturer

Model

Serial #

Replacement Type

Install Date *

- All Fields with a **RED** asterisk are required to proceed.
- **Entered kW Savings ***: Enter the kW savings from the ACE form.
- **Entered kWh Savings ***: Enter the kWh savings from the ACE form.
- **Manufacturer**: Input the manufacturer name from the unit or nameplate.
- **Model**: Input the model number from the nameplate. This information is needed to obtain tonnage of unit.
- **Serial #**: Input the serial # obtained from the nameplate. This information is needed to obtain the age of the unit.
- **Replacement Type**: From the dropdown select:
 - Chillers
 - Early Retirement: 1979 – now
 - Replacement on Burnout: 0-1979 or unknown or unit is not operational
 - DX Units
 - Early Retirement: unit age is from 1990 - now
 - Replacement on Burnout: unit age is from 0-1979 or unknown or unit is not operational
- **Install Date ***: Enter installation date.
- Click on to proceed.

Uploading Documents

How to upload documents and naming conventions

Documents (tab)

PROJECTS Hello Mike Tyson | Profile | Logout

Program Customer Equipment **Documents** Terms & Submit

Uploaded Documents

File	Description
No documents have been added to your project.	

Upload Another Document

Supported File formats: pdf,png,jpg,bmp,xls,csv

Select

Upload

Previous Next

- **Select:** Click here to select the document you want to upload.

Open Libraries Documents Search Documents

Organize New folder

Documents library Includes: 3 locations Arrange by: Folder

Name	Date modified	Type	Size
2015 Contractor Training	1/6/2015 5:17 AM	Microsoft PowerP...	3,538 KB
35201094007AMP-6.3-12 Rev G INSS00 Attic Card (1)	1/6/2015 5:04 AM	Adobe Acrobat D...	735 KB
2015 RES LIR PP_Des 12314 Notes	1/6/2015 4:31 AM	Microsoft PowerP...	3,553 KB
Morning 2014 RES LIR PP 12513 Final	1/6/2015 4:29 AM	Microsoft PowerP...	1,136 KB
Contractor Portal Training Manual_1_06	1/6/2015 3:56 AM	Microsoft Word D...	13,152 KB
Copy of epe_2014_Isf_250rows	12/30/2014 2:11 PM	Microsoft Excel M...	959 KB
Contractor Portal Manual	12/30/2014 1:19 PM	Microsoft Word D...	6,005 KB
Portal Feedback	12/30/2014 11:08 ...	Outlook Item	2,796 KB
Rebate Intake Notes	12/10/2014 2:59 PM	Microsoft Word D...	15 KB
12-10-14 Delilah Metrics EPE_ Revised	12/10/2014 2:15 PM	Microsoft Word D...	20 KB
Office Supply List	12/10/2014 10:41 ...	Microsoft Word D...	16 KB
Client Meeting Metrics_db	12/10/2014 10:22 ...	Microsoft Word D...	18 KB
316 kitt insul docs	11/14/2014 4:21 PM	Adobe Acrobat D...	53 KB
ChatLog EPE Pulse Training 2014_11_14_14_42	11/14/2014 2:42 PM	Rich Text Format	1 KB
2015 Planning Meeting- SCORE_SmComm_RES_LIR	11/14/2014 1:35 AM	Microsoft Excel W...	14 KB
Small Comm Program Timelines	11/14/2014 12:44 ...	Microsoft Word D...	17 KB
EPE SCORE Program Timelines	11/14/2014 12:15 ...	Microsoft Word D...	17 KB
HVAC Tune Up Report_db_11_13	11/13/2014 9:03 PM	Microsoft Excel W...	24 KB

File name: All Files

Open Cancel

Previous Next

CLEARResult Need Help? 888.515.0535

- Select the document you would like to Upload.

[Program](#)
[Customer](#)
[Equipment](#)
[Documents](#)
[Terms & Submit](#)

Uploaded Documents

File	Description
No documents have been added to your project.	

Upload Another Document

Supported File formats: pdf,png,jpg,bmp,xls,csv

● Office Supply List.docx Remove

Description:

Select

Upload

Previous **Next**

- **Description:** Enter a description for the document being uploaded.
 - Pre Inspection** – Pre-installation Photos or Field notes
 - Supporting Docs** – Specification Sheets, Invoice, Incentive Reservation Forms, Calculators, etc.
 - Post Inspection** – Post-installation Photos
- Click Upload to finish uploading your selected document

Program Customer Equipment **Documents** Terms & Submit

Uploaded Documents

To remove a document click here.

File	Description	
Office Supply List.docx	Pre Inspection	Remove

Upload Another Document

Supported File formats: pdf,png,jpg,bmp,xls,csv

- Once you click on your document will be saved on the system.
- Click on to proceed.

Terms & Submit (tab)

Program Customer Equipment Documents Terms & Submit

Customer / Installation Location
First Last
23749378487

Contractor
Mike Tyson
123 Kilowatt St
El Paso, TX 79912

Project Savings Summary

Total Project Cost:	\$5,000.00	Estimated KW Savings:	0
Total Project Rebate:	0	Estimated KWh Savings:	0

Scope of Work

Install Date	Installed Measure	Rebate	kW Savings	kWh Savings
1/8/2015	Air Infiltration	\$195.00		
1/8/2015	Ceiling/Roof Insulation: R-1-4 to R-30	\$0.00		
1/8/2015	RBT-289282_Carrier_HD1893789978	\$0.00		

Acknowledgement

I hereby certify that:

1. The information contained in this application is accurate and complete.
2. All rules of this incentive application have been followed.
3. I have read and understand the Terms and Conditions included with this application. I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

I certify that I have read, understood and agree to the terms and conditions listed above and that I am authorized to sign on behalf of the participant.

Previous Submit

- Review to ensure that your project has been submitted correctly.
- Click on the check box to agree to the Acknowledgement.
- Click on to proceed.

Project Submitted

PROJECTS Hello Mike Tyson | Profile | Logout

You have successfully submitted your project

Rebate Tracking ID	Date Submitted
<input type="text" value="RBT-289262"/>	<input type="text" value="01/06/2015"/>
Last Name	Account Name
<input type="text" value="Last"/>	<input type="text"/>
First Name	
<input type="text" value="First"/>	
Building Name	City
<input type="text"/>	<input type="text" value="El Paso"/>
Address 1	Zip Code
<input type="text" value="123 Somewhere"/>	<input type="text" value="79912"/>
Address 2	State
<input type="text"/>	<input type="text" value="TX"/>

- You have successfully submitted your project.
- Click on Projects on the top to view all your pending and paid projects.

Projects (tab)

The screenshot shows a web interface for managing projects. At the top, there is a 'PROJECTS' tab. Below it is a search bar and an 'Add Project' button. A table lists project details with columns for Rebate ID, Application Received Date, Program, Created Location, and Stage. A callout box points to the 'Add Project' button with the text 'View your project summary by clicking here.' Another callout box points to the 'RBT-289282' entry in the table with the text 'View your project detail by clicking here.' A third callout box points to the 'i' icon in the table row with the text 'View your project summary by clicking here.'

Rebate ID	Application Received Date ↑	Program	Created Location	Stage ↓
RBT-289282	01/06/2015	El Paso Electric - Residential Solutions	123 Somewhere	UNDERWAY

- **Your projects will be listed here.**
- **Rebate ID:** This is the project specific number. If you have any questions about a particular project always have this number available.
- **Application Received Date:** Date your application/project was received.
- **Program:** Program project was submitted under.
- **Created Location:** Customer address.
- **Stage:** Stage project is in.
 - Saved – Application in process but not submitted.
 - Underway – Application has been submitted and project is in process, but has not been reviewed by CLEAResult.
 - Qualify – Project is in review by CLEAResult.
 - NIGO (Not in Good Order) – Project standing prevents it from moving forward due to a discrepancy. For example: missing paperwork, unqualified measure, unqualified client.
 - Payment – Project has been approved and submitted for incentive payment.

Project Details

Project Details

Rebate ID	Submit Date
RBT-289262	01/08/2015
Total Project Cost	Est Project Completion
\$5,000.00	01/08/2015

Customer/Accountholder

Account Name	Address 1
EPE Meter Number	Address 2
S189083908	
Account Number	City
23749378487	
First Name	State
First	
Last Name	ZipCode
Last	
Business Phone	
Home Phone	
0154445555	
Email	
last.first@noemail.com	

Installation Location

Building Name	Building Type
	Single-Family Home ▼
Address 1	Rent or Own
123 Somewhere	Own ▼
Address 2	Construction Type
	▼
City	
El Paso	
State	
TX	
Zip Code	
79912	

Supporting Documents

File Name
Office Supply List.docx

Installed Measures

	Rebate	Install Date	Installed Measure
>	\$195.00	1/6/2015	Air Infiltration:2840
>	\$0.00	1/6/2015	HVAC:2845
>	\$0.00	1/6/2015	Insulation:2841

- Provides overall project summary of a specific project.

Appendix

Required pictures/documents for ALL projects:

- **Photo of meter:**



- **Invoice with El Paso Electric incentive as a line item and deducted from total:**

Your Company, Inc.		INVOICE	
Address City, State, ZIP		(555) 555-555	
SOLD TO: Name Address City, State, ZIP		INVOICE NUMBER	538524
		INVOICE DATE	October 4, 2013
		OUR ORDER NO.	726278
		YOUR ORDER NO.	1892727
		TERMS	Net 30
SHIPPED TO: Same		SALES REP	Name
		SHIPPED VIA	Air
		F.O.B.	City, State
		PREPAID or COLLECT	COLL
Sales Tax Rate:		8.25%	
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
120	Product	10.00	\$1,200.00
120	Product	10.00	1,200.00
		SUBTOTAL	2,400.00
		TAX	198.00
		El Paso Electric Incentive	(400.00)
			\$2,198.00
DIRECT ALL INQUIRIES TO: Name (555) 555-555 email: someone@somename.com		MAKE ALL CHECKS PAYABLE TO: Your Company, Inc. Attn: Accounts Receivable Address City, State, ZIP	
		PAY THIS AMOUNT	

THANK YOU FOR YOUR BUSINESS!



Required photo for all RESIDENTIAL projects:

- Photo of house front showing address:



Required photo for all Small Commercial projects:

- Photo of store/business front showing address:



Measure Specific Required Pictures/Documents:

- Insulation

- Pre/Post Area shot of affected area:

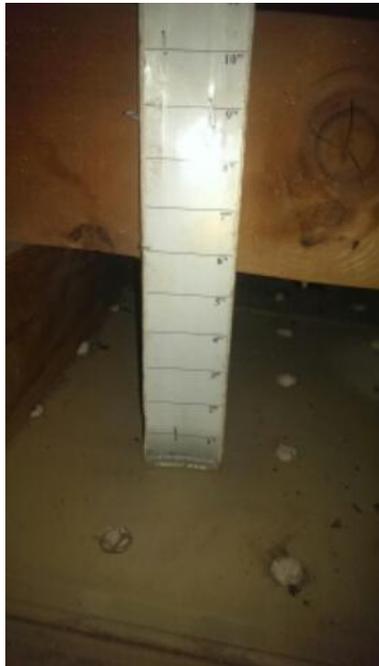


Pre Picture



Post Picture

- Pre/Post Close up of R-Ruler:



Pre Picture



Post Picture

○ Attic Card:



ATTIC CARD

THIS IS GREENFIBER® STABILIZED FOR ATTICS ONLY
CELLULOSE INSULATION

Application Coverage Chart		30 lbs (13.6 kg)		INS500	
R-Value at 75°F Mean Temp. Value in parentheses indicates R-value at a 90°F temperature inside	Minimum Thickness (inches) Exceed minimum per applicator		Net Coverage (to adjust for handling) Recommendations with (in compression per sq. of material)		Minimum Weight per Sq. Ft. (lb/ft²) Exceed minimum per applicator (lb/ft²)
	Initial Installed Thickness Exceed minimum	Settled Thickness Exceed minimum	Maximum Sq. Ft. per Bag Exceed minimum in sq. ft. per bag	Minimum Bags per 1,000 Sq. Ft. Exceed minimum in bags per 1,000 sq. ft.	
11	3.30	3.07	105.2	9.5	0.95
13	3.59	3.36	102.2	11.5	0.94
15	3.74	3.53	99.7	13.5	0.93
22	6.64	6.18	49.9	20.0	0.86
23	8.42	7.95	36.2	27.6	0.83
25	9.10	8.57	33.4	29.5	0.82
32	9.58	8.91	30.9	32.5	0.80
38	11.32	10.53	25.2	39.7	1.79
40	11.86	11.06	23.7	42.2	1.97
44	13.03	12.12	21.1	47.4	1.42
48	14.17	13.17	18.9	52.8	1.38
49	14.45	13.44	18.5	54.2	1.83
50	14.71	13.70	18.0	55.5	1.87
50	17.53	16.40	14.3	70.0	2.10

THE ABOVE COVERAGE CHART IS BASED ON A NOMINAL BAG WEIGHT OF 30 LBS. USING A VOLUMATIC III, 3RD GEAR AND 8" GATE. THE CHART IS BASED ON SETTLED THICKNESS AND IS FOR ESTIMATING PURPOSES ONLY. DO NOT EXCEED MAXIMUM SQUARE FEET COVERAGE PER BAG. THE APPLICATOR MUST INSTALL BOTH THE MINIMUM NUMBER OF BAGS PER 1,000 SQ. FT. AND THE MINIMUM INSTALLED THICKNESS TO INSURE THE STATED R-VALUE HAS BEEN REACHED. FAILURE TO MEET BOTH THESE REQUIREMENTS MAY PREVENT THE APPLICATION OF SPECIFIED R-VALUE. THE INSTALLED MOISTURE CONTENT MUST BE BETWEEN 16% AND 25% IN ATTIC APPLICATIONS. THIS COVERAGE CHART DOES NOT APPLY TO DRY LOOSE-FILL ATTIC/FLOOR APPLICATIONS. THIS PRODUCT IS NOT INTENDED FOR SPRAY APPLIED OR DRY DENSE-PACK WALL APPLICATIONS. JOB CONDITIONS, APPLICATION TECHNIQUES, EQUIPMENT, AND SETTINGS CAN INFLUENCE ACTUAL COVERAGE. MINIMUM NET WEIGHT IS 28.5 LBS.

ATTIC INSULATION R-

Insulation has been installed to the R-value indicated above with GreenFiber insulation. GreenFiber provides outstanding thermal performance, fire-resistance and sound control. Consisting of 85% recycled content, GreenFiber Insulation is specially treated for flame resistance.

R-value means resistance to heat flow - the higher the R-value, the greater the insulation power.

Residence Address: _____

Installed by: _____

Builder Company Name: _____

Builder Signature: _____

Date Installed: _____

CERTIFICATION

Attic: GreenFiber Stabilized for Attics Only Insulation, manufactured by GreenFiber. This is to certify that the attic insulation has been installed in conformance with the coverage chart recommendations above using _____ bags to cover _____ sq. ft. to obtain an R-value of _____.

Manufacturing Locations: Albany, NY; Charlotte, NC; Delphos, OH; Norfolk, NE; Phoenix, AZ; Salt Lake City, UT; Tampa, FL; Waco, TX.
FOR MORE INFORMATION CONTACT GREENFIBER: 800.228.0024 greenfiber.info@greenfiber.com
Corporate Office: 2500 Distribution Street, Suite 200; Charlotte, NC 28203; (p) 800.228.0024 (f) 704.379.0685; www.greenfiber.com



PM-6.3-12 Rev G 02/10
TM-6.4-11 Rev B 08/09

○ Baffles at Soffit Vents:



- Non-IC Recessed Lights Clearance:



- Windows

- Pre/Post Area shot of installation site:



Pre Picture



Post Picture

- Specification Sticker:



- Solar Screens

- Pre/Post Area shot of installation site:



Pre Picture



Post Picture

- AHRI Certificate:

AHRI CERTIFIED
www.ahridirectory.org

Certificate of Product Ratings

AHRI Certified Reference Number: 5381184 Date: 1/21/2015 †Status: Active

Product: Packaged Terminal Air Conditioner
 Model Number: GAE15AB-P3RNC1B(WITH5KW)
 Manufacturer: GREE ELECTRIC APPLIANCES INC. OF ZHUHAI
 Trade/Brand name: GREE

Rated as follows in accordance with AHRI Standard 310/380-2004 for Packaged Terminal Air Conditioners and Heat Pumps and subject to verification of rating accuracy by AHRI-sponsored, independent, third party testing:

Heating Type:	Electric
Electrical Resistance Heat(KW):	5
Cooling Capacity 208 (Btuh):	15000
EER Rating 208 (Cooling):	9.80
Heating Capacity 208 (Btuh):	17000

AHRI CERTIFIED
www.ahridirectory.org

† Models with an "Active" status are those that are currently in production. Models with a "Discontinued" status are those that the manufacturer has elected to stop producing, yet stock is still available. Models with an "Obsolete" status are those that the manufacturer is required to stop manufacturing due to an AHRI certification program test failure.
 * Ratings followed by an asterisk (*) indicate a voluntary rerate of previously published data, unless accompanied with a WAS, which indicates an involuntary rerate.

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AIR-CONDITIONING, HEATING, & REFRIGERATION INSTITUTE
we make life better™

CERTIFICATE NO.: 130063569191934776

- Air Infiltration

- Pre/Post CFM50 leakage reading (minimum 10% reduction):



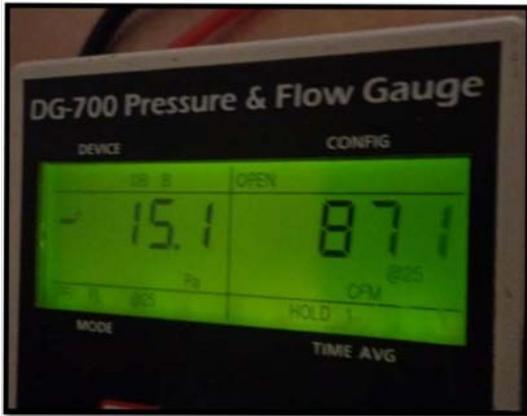
Pre Picture



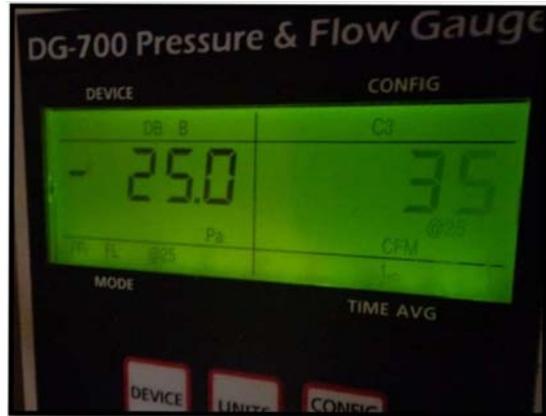
Post Picture

- **Duct Sealing**

- Pre/Post CFM25 leakage reading (minimum 50% reduction):



Pre Picture



Post Picture

- **Lighting:**

- Pre/Post Area installation site:



Pre Picture



Post Picture

- Pre/Post picture of fixtures:



Pre Picture

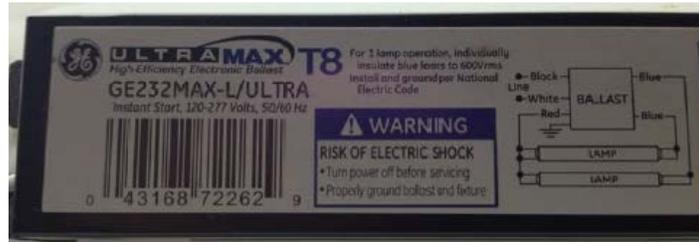


Post Picture

- Pre/Post pictures of all unique lamp & ballast combinations:



Pre Pictures



Post Pictures



Pre Pictures



Post Pictures

- Roofing

- Pre/Post Pictures of installation site



Pre Pictures



Post Pictures

- Pictures of all A/C units with nameplates (see HVAC pictures).