2020 PEC Residential Rebate Program

P3 User Guide For Market Actors

Updated April 2020
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P3 Registration Process

   a. Click on the Create Account link in blue or use your existing Google and/or Facebook account
Standard P3 registration with email address

1. Enter all required information *(Please note: your email address and password entered will be your login credentials)*
   a. First Name
   b. Last Name
   c. Email address
   d. Password
   e. Confirm Password
P3 Registration via Google Account

1. You will need to provide your Google account username and password
   a. Once your account is linked to P3 you will use these credentials to log in to P3

Choose an account

to continue to enertrek.com

Tracie Cooper
cfleeisaid@1@gmail.com

Use another account

To continue, Google will share your name, email address, and profile picture with enertrek.com.
P3 Registration via Facebook

2. You will need to provide your Facebook account username and password
   a. Once your account is linked to P3 you will use these credentials to log in to P3
Email validation

2. Users attempting to register with P3 will be sent a verification email to the email address provided. Please check your spam/junk folders if you do not receive this email within 5 minutes.
Creating your Company Profile

a. Upon clicking the link provided, users will be taken to the P3 site and select the User type associated with their profile
   a. Select the Market Actor Icon if you are a service provider that assists a Utility with energy conservation programs. This includes Trade Ally, Contractors, Builders, Raters etc.
   b. Click the Next button
2. Complete Market Actor Profile – Verify Tax ID
   a. Provide Company Tax Id

* Please note: If Tax ID entered already exists you will be provided a link to the individual that has registered your business with P3

3. Provide Additional Company Information.
   a. Please note that all required fields are indicated with a red asterisk
   b. Click the **Next** button to continue
Complete Market Actor Profile

Profile Form

Verify Tax ID

Company Contact First Name *
Mike

Company Contact Last Name *
Evans

Phone 1 *
(555)555-5555

Phone 2 *
(555)444-4444

Email *
mikeevans@gmail.com

Physical Address 1 *

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Next
4. Submit Market Actor Profile

Complete Market Actor Profile

Verify Tax ID
Profile Form
Submit Profile

Submit Profile

Sanders Construction
Your profile is now ready to submit.
Creating and Submitting Rebate Applications in P3

1. Navigate to the Projects icon at the top of the screen
   a. Click Project List from the drop-down menu
   b. Click the + New Project button in blue

2. The New Project modal will appear
   a. Select the PEC Residential Program from the drop-down menu
   b. Select a program offering from the next drop-down menu that appears
3. The New Project modal will expand to display the New Project form
   a. Please note that you will need to scroll down the access all required fields within the form
4. Please note that installation information fields are specific to the selected program offering
   a. Drop-down fields will be available for certain fields
   b. Required fields are indicated with a red asterisk
5. Projects that have multiple units can be entered by clicking the **Add New Unit** button
   a. An additional installation information form will appear in the New Project Modal
   b. Additional units can be removed by pressing the “Remove” button
6. Please note that contractors/market actors are required to submit a Member Authorization form
   a. Click the **Choose File** button to upload a Member Authorization form from your computer
   b. Click the **Submit** button at the bottom to submit the form
7. The Project Home page will load
   a. The project is now in *Submitted* status
Checking the status of a Rebate

Projects will remain in a Submitted status pending Approval by the Program Administrator. After submission, rebates can go through the following statuses:

- Assigned for Approval
- Approved
- Denied
- Paid

Market Actor users can check the status of rebates they submitted at any time by navigating to the Projects Icon on the top navigation bar and selecting Project List from the drop-down menu.