

# Application Portal Guide

## Commercial & Industrial Rebate Program

**Login / Registration (page 1)**

**Apply for a Rebate (page 5)**



# Application Portal Guide

This document will take you step-by-step through the application process in the portal.

## Login / Registration

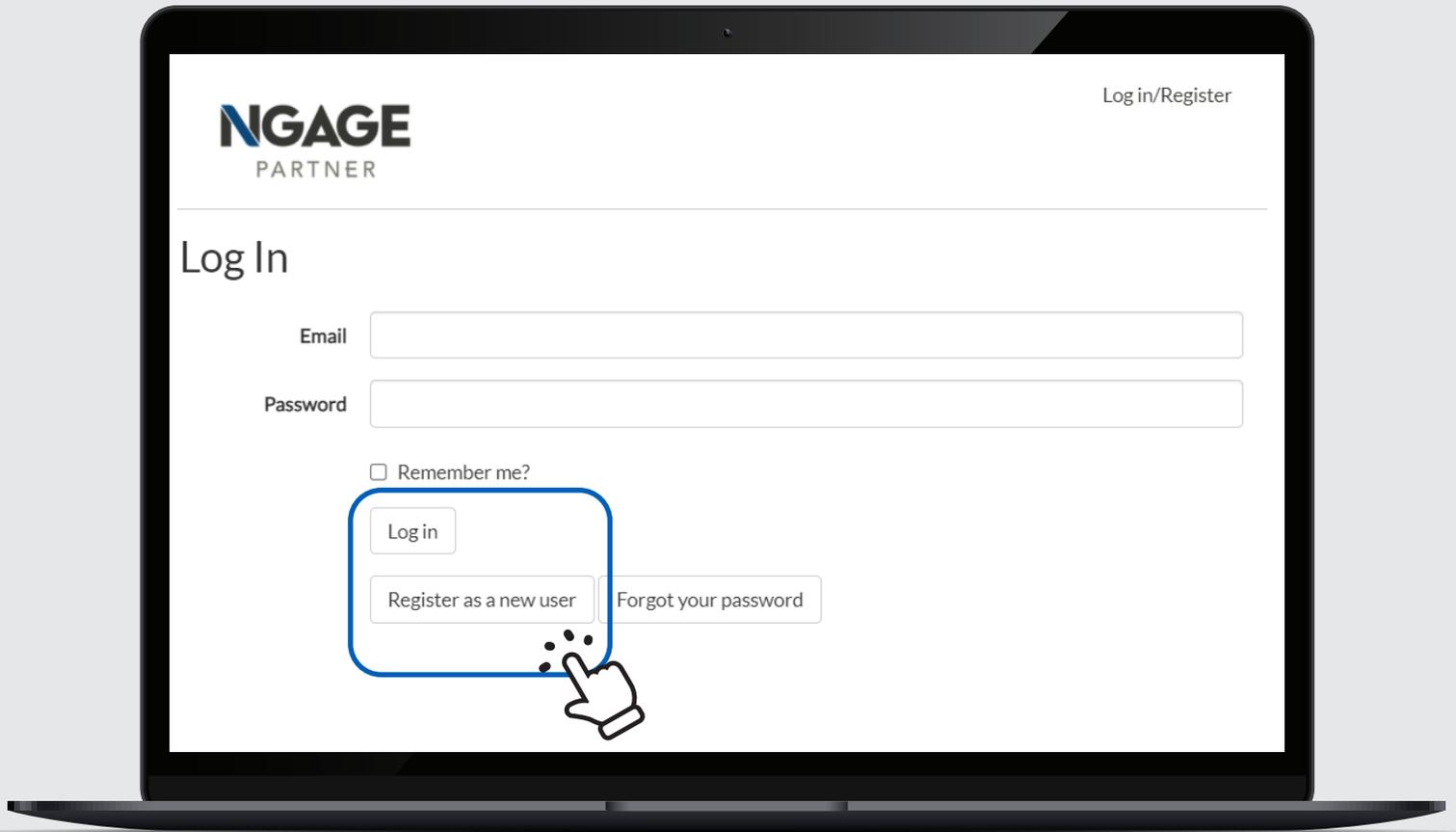
1. Navigate to portal:

[www.nyseg.com/cirp](http://www.nyseg.com/cirp)

[www.rge.com/cirp](http://www.rge.com/cirp)



2. Log in if you have an existing account or select "Register as a new user" if needed.



# Registration Page

Choose the account type that's appropriate for you:

- Customers should select "Customer/Representative"
- Contractors and other entities should select "Trade Ally"

**NGAGE**  
PARTNER

## Register

Fill out your account information below.

### User Information

Account Type \*  Trade Ally  Customer/Representative  Program Staff

Email \*

First name \*

Last name \*

Password \*

Confirm password \*

Security question

Answer \*

An email confirmation will be sent for verification

Notifications (0)

## Profile Management

Welcome! You're on your way to managing your free account anytime, anywhere. Simply, fill out the information in the tabs below to access online applications, check project statuses and customize your featured profile within our 'Find a Contractor' tool for customer users. You will also find details on how to become a registered Trade Ally with programs currently available on Efficiency Navigator.

Upon completing the following tabs your information will be reviewed within 3-5 business days. Once approved you will have full rights to the site and be able submit applications, track status, and have your company profile appear in the find a contractor search option for customers.

Step 2: Business Step 3: Locations Step 4: Uploads

### Business Information

The information you provide will match you with participating utilities, including full access to their program benefits.

Business Name *	DBA (If Applicable)
License Number	Number of employees

### Insurance Information

Liability insurance limit	Insurance Expiration Date
---------------------------	---------------------------

### Tax Information

Tax Status \*

This field is required. Corporation

This field is required. Tax Exempt

This field is required. Individual

This field is required. Other, please specify

Tax ID \*

111111109

### Training Information

Training Certificate Number	Training Date MM/DD/YYYY
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### Other Information

Check all that apply

- Member of union
- Minority owned business
- Women owned business
- Veteran owned business

### Terms and Conditions

Terms and Conditions

I have read and agree with all the terms and conditions set forth in the Terms and Conditions document \*

Continue To Step 3 of 4

Select the desired program from the list:



Part of the AVANGRID Family

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## Select a Program

//New Application



Part of the AVANGRID Family

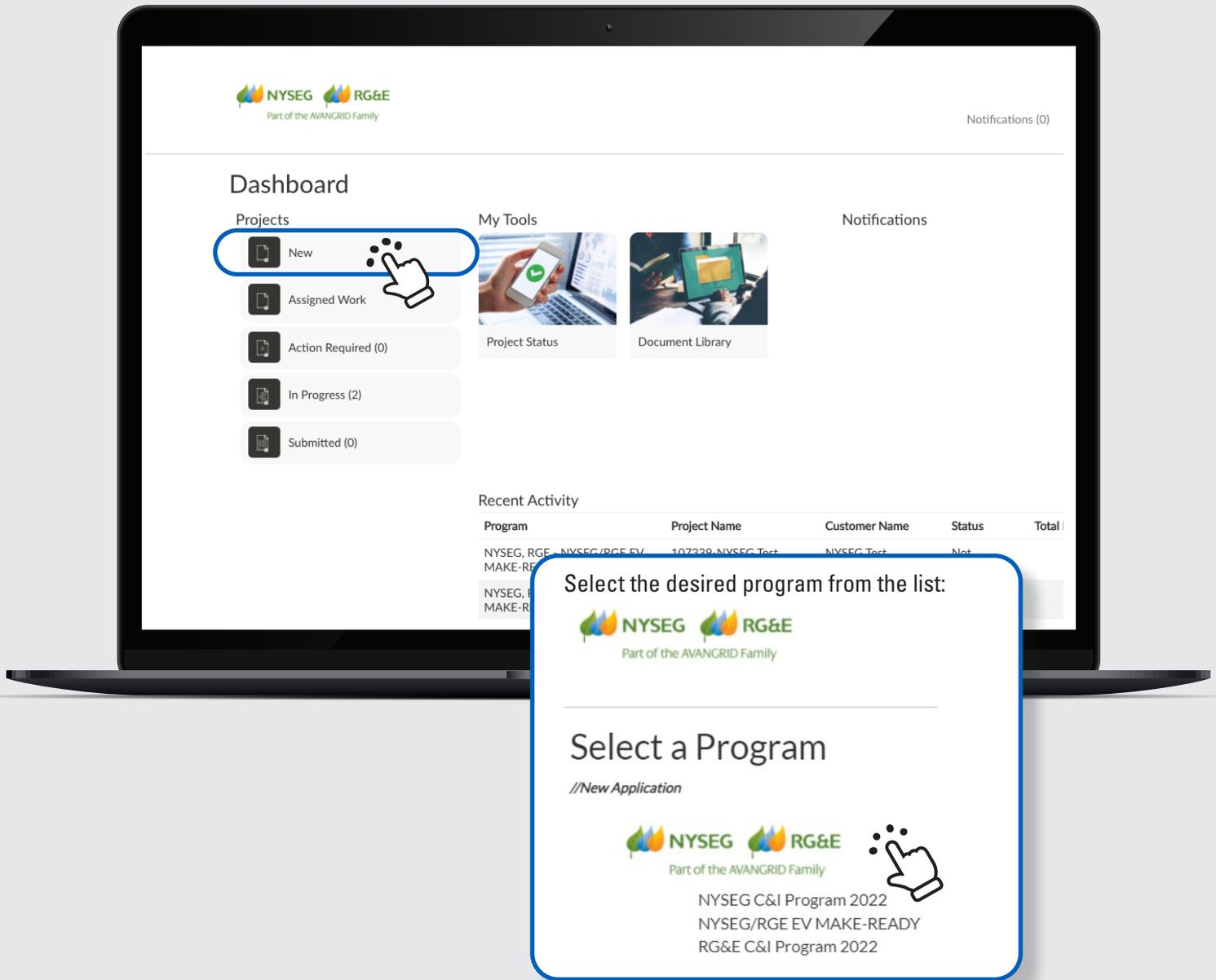
- NYSEG C&I Program 2022
- NYSEG/RGE EV MAKE-READY
- RG&E C&I Program 2022

Your account request will now be sent to the program for approval. Please allow three (3) business days for approval.

# Apply for a Rebate

Entering an application:

1. Open Efficiency Navigator and log in.
2. From the Dashboard, click "New" to create a new application.
3. Choose the desired program from the list of programs that appear.



## Apply for a Rebate (cont.)

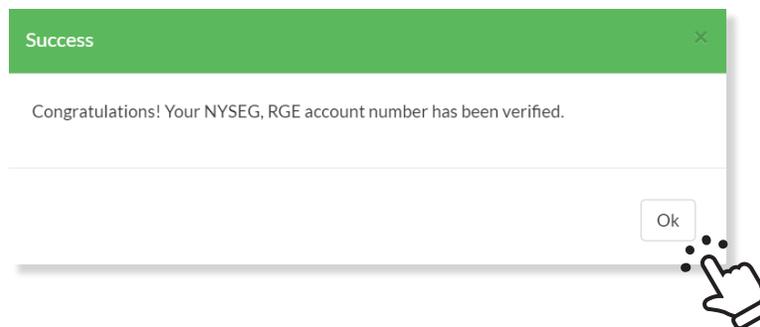
4. Enter the account number and ZIP code given on the application and click “Validate Account Number”.

**Customer Details**  
//New Application/NYSEG C&I Program 2022

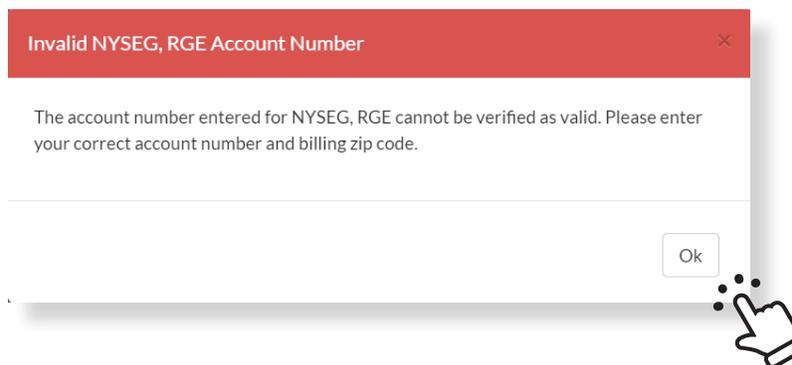
Account Number  Zip Code

**Validate Account Number**

a. If the account number is valid, a “Success” banner will appear. Click “Ok” and proceed to step 5.



b. If the account number is not valid, an “invalid” banner will appear. Click “Ok”.



- If not found, contact program for assistance.
  - Call **888.316.8023**
  - Or, email **cienergysavings@franklinenergy.com**

## 5. Enter the Customer Details.

### Customer Details

//New Application/NYSEG C&I Program 2022

Account Number  Zip Code

---

Account Name \*  Mailing Address 1 \*  Mailing Address 2  Zip Code \*

---

Account Contact

Name \*  Title  Email Address  Phone \*

*This field is required.*

---

### Additional Information

\*Please select a Building Type and then a HVAC System Type from the corresponding group (1-4). Both selections must be in the same grouping.

\*Building Type \*  \*HVAC System Type \*

*An option is required*

How is your building heated? \*  Is the customer's average monthly electric demand less than or equal to 110 kW? \*

*An option is required* *An option is required*

Are you applying for preapproval? (Required for custom, Optional for prescriptive measures) \*

*An option is required*

**Save & Continue**



a. Click "Save & Continue".

## 6. On the Available Rebates page, click the image to select your desired rebate category:

### Available Rebates

//New Application/NYSEG C&I Program 2022/

[← Customer Details](#)

Search by Keyword:

Filter By

- All
- Agriculture
- Custom Rebate
- HVAC and Plumbing
- Kitchen Equipment
- Lighting
- Process Systems
- Refrigeration

All Rebates (49)

 Anti-Condensation Door Heater up to \$40 per door	 Boiler Economizer \$2-\$4 per MBH	 Boiler Reset Controls \$150 per control	 Boiler Tune-Up \$0.30 per MBH
 Chiller Tune-Up up to \$5 per ton	 Combination Oven \$500-\$2,000 each	 Compressed Air Flow Controller up to \$1,000 per controller	 Compressed Air Heat Recovery \$50 per HP
 Compressed Air Low Pressure Drop Filter \$500 per filter	 Condensing Hydronic Boiler \$3 per MBH	 Convection Oven \$500-\$1,000 each	 Conveyor Oven \$1,000 each

1 - 12 Of 49 Results

108190  Edit Name

**View Exceptions** **Continue →**



## Apply for a Rebate (cont.)

7. Select the desired rebate.

Available Rebates  
//Existing Application/NYSEG C&I Program 2022/

← Customer Details

Search by Keyword:  
Search for... Q

Filter By

- All
- Agriculture
- Custom Rebate
- HVAC and Plumbing
- Kitchen Equipment
- Lighting
- Process Systems
- Refrigeration

All Rebates (2)

Lighting Lighting Controls

108190 Edit Name

View Exceptions Continue →

8. Enter the equipment information.

a. The rebate will auto calculate.

Lighting

Requirements

- Retrofit and new construction projects are both eligible and proposed LEDs are assumed to be one-for-one replacements.
- Products must be on the ENERGY STAR or DLC product list.
- DLC and ENERGY STAR Listed wattages, not specification sheet wattages, shall be used as inputs for the fixture/lamp wattage fields.
- Consult with the program for products listed in Specialty DLC categories.
- For Listings of qualified ENERGY STAR LED Lamps and fixtures visit: <https://www.energystar.gov/productfinder>.
- For Listings of qualified DesignLights Consortium™ LED Lamps and fixtures visit: <https://www.designlights.org/search>.

Equipment Information

Quantity \*  
10

Retrofit Category \*  
LED Downlight Fixtures

DLC or Energy Star Product ID \*  
1234

Equipment Manufacturer \*  
1234

Project Replacement Type \*  
End of Life Replacement

Tube Length (Ref/Freezer Case Only)  
Proposed Wattage \*  
25

Model Number \*  
1234

Estimated Rebate: \$150  
\$15.00 each

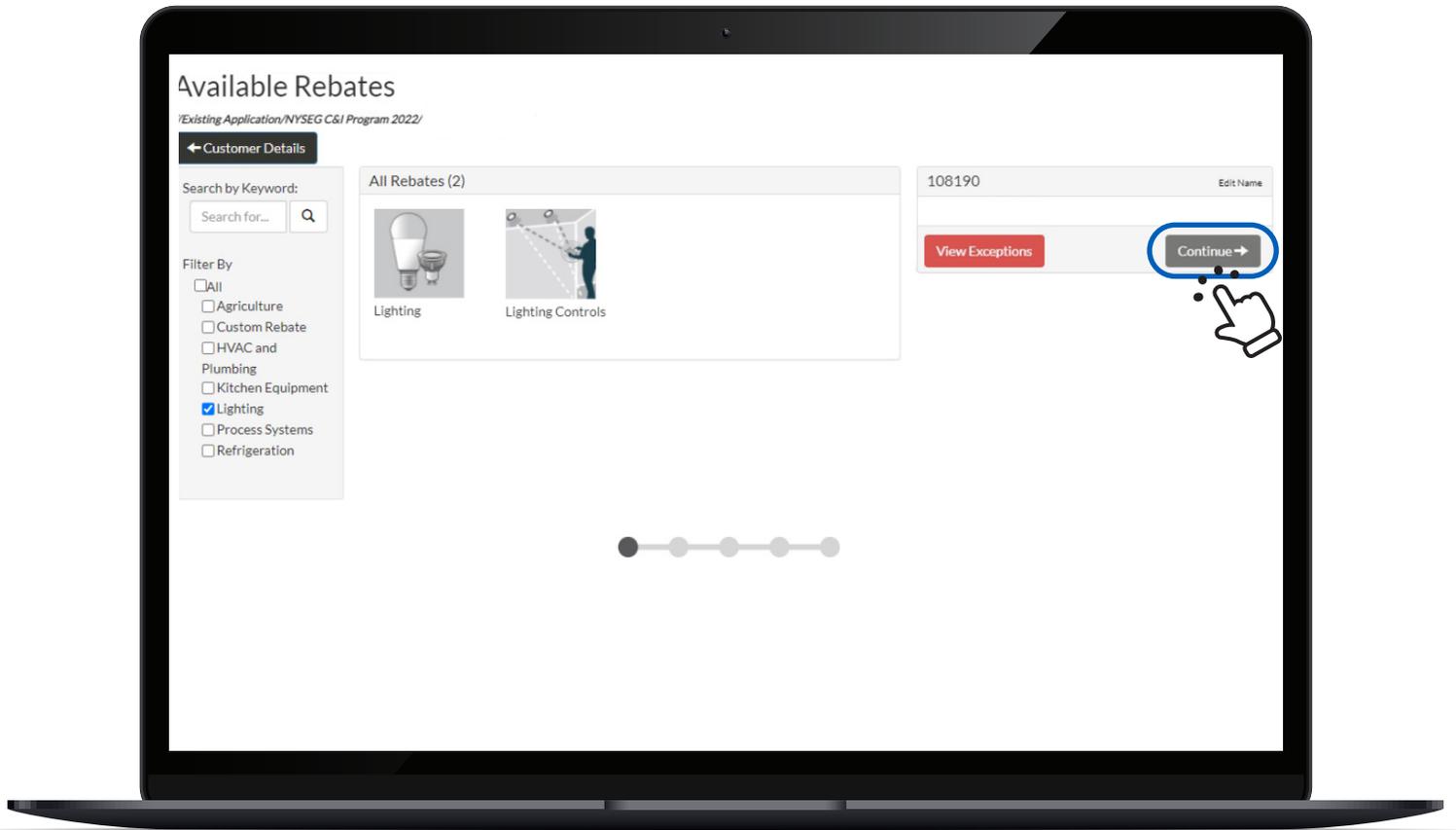
Add to Project

9. Added measures will be shown in "shopping cart".

10. Repeat to add more measures.

## Apply for a Rebate (cont.)

11. Once all rebates have been entered, click "Continue".



## Apply for a Rebate (cont.)

12. On the Project Details page, enter all required fields.

a. Select the appropriate payee (please note that the third party option is NEW).

### Project Details

//Existing Application/NYSEG C&I Program 2022

Installation Completion Date *	Who is the primary contact for questions related to this project? *
<input type="text" value="04/01/2022"/>	<input type="text" value="Trade Ally"/>
How did you hear about this program? *	If "Other," please describe
<input type="text" value="NYSEG/RGE Representative"/>	<input type="text"/>

### Trade Ally Information

If your Trade Ally is not found in the primary installer picklist below, please select "Other" and then fill in the contact information here.

Trade Ally Company Name	Trade Ally Contact Name
<input type="text"/>	<input type="text"/>
Trade Ally Contact Email	Trade Ally Contact Phone
<input type="text"/>	<input type="text"/>

Who was the primary installer? \*

**NEW**

Who do you wish to receive the rebate?

TA/Contractor     Customer Contact     Third Party

Payee Name	Contact Name
<input type="text" value="Abbey Test TA"/>	<input type="text" value="Abbey Test"/>
Mailing Address 1	Contact Title
<input type="text" value="123 Test St"/>	<input type="text"/>
Mailing Address 2	Contact Email
<input type="text"/>	<input type="text" value="NavigatorTest.01@gmail.com"/>
City/State	Contact Phone
<input type="text" value="Arden, NC"/>	<input type="text" value="(555) 555-5555"/>
Zip Code	
<input type="text" value="28704"/>	

● — ● — ● — ● — ●

# Apply for a Rebate (cont.)

## 13. Upload all required documents.

- Note: these will differ between Pre and Payment approvals.

### Upload Required Documents

Below is a list of required documentation specific to each measure and for the project as a whole. A single file may apply to multiple check boxes - select all items included in the file you're about to upload. Multiple files can be added and all boxes must be checked before continuing to submit application. If a reviewer determines that the file(s) you've uploaded do not satisfy the requirements, your application will be marked as 'incomplete' and you will be notified of any insufficiencies.

//Existing Application/NYSEG C&I Program 2022

The items you have selected may require the following documents:

**Lighting**

- DLC or Energy Star Listing
- Specifications Sheet

**Additional Documents Required:**

- Completion Certificate (if project was pre-approved)
- Itemized Invoice
- W-9 (for the party receiving payment)
- Customer's Utility Bill
- Additional Supporting Documentation

## 14. Documents uploaded will be indicated by each item.

### Upload Required Documents

Below is a list of required documentation specific to each measure and for the project as a whole. A single file may apply to multiple check boxes - select all items included in the file you're about to upload. Multiple files can be added and all boxes must be checked before continuing to submit application. If a reviewer determines that the file(s) you've uploaded do not satisfy the requirements, your application will be marked as 'incomplete' and you will be notified of any insufficiencies.

//Existing Application/NYSEG C&I Program 2022

The items you have selected may require the following documents:

**Lighting**

- DLC or Energy Star Listing Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- Specifications Sheet Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)

**Additional Documents Required:**

- Completion Certificate (if project was pre-approved) Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- Itemized Invoice Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- W-9 (for the party receiving payment) Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- Customer's Utility Bill Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- Additional Supporting Documentation Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)

## 15. Remove document if a mistake occurs.

### Upload Required Documents

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//Existing Application/NYSEG C&I Program 2022

The items you have selected may require the following documents:

**Select All**   **UnSelect All**

**Lighting**

- DLC or Energy Star Listing Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
- Specifications Sheet Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)

**Additional Documents Required:**

- Completion Certificate (if project was pre-approved) Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
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- Additional Supporting Documentation Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)

**← Back**   **Upload Document**   **Remove Document**   **Review Application →**

## 16. Once complete, click "Review Application".

### Upload Required Documents

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//Existing Application/NYSEG C&I Program 2022

The items you have selected may require the following documents:

**Select All**   **UnSelect All**

**Lighting**

- DLC or Energy Star Listing Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)
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- Additional Supporting Documentation Uploaded (100-0085-05-00\_NYSEG\_RGE\_CI\_Rebate\_Application\_v01\_010422\_Fillable\_DB.pdf)

**← Back**   **Upload Document**   **Remove Document**   **Review Application →**

# Apply for a Rebate (cont.)

## 16. Review the project summary.

**Project: 163075**

\*\* The project has not been submitted. Scroll down this page to review and submit the project. \*\*

<p><b>Account Information</b></p> <p>Account Name: Account Contact: Contact Phone: Contact Email: Primary Address:</p>	<p><b>Utility Information</b></p> <p>Utility: NYSEG, RGE Program: NYSEG C&amp;I Program 2022 Electric Account Number:</p>
<p><b>Installer Information</b></p> <p>Company: Abbey Test TA Contact: Abbey Test Phone: (555) 555-5555 Email: NavigatorTest.01@gmail.com Address: 123 Test St</p>	<p><b>Payee Information</b></p> <p>Business Name: Abbey Test TA Attention: Abbey Test Street Address: 123 Test St</p>

<p><b>Documents</b></p> <p>Completion Certificate (if project was pre-approved): 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p> <p>Customer's Utility Bill: 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p> <p>Additional Supporting Documentation: 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p>	<p>Itemized Invoice: 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p> <p>W-9 (for the party receiving payment): 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p> <p>Additional Supporting Documentation: 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p> <p>Additional Supporting Documentation: 100-0085-05-00_NYSEG_RGE_CI_Rebate_Application_V01_010422_Fillable_DB.pdf</p>
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<p><b>Additional Information</b></p> <p>*Building Type: Agricultural - Dairy / Livestock How is your building heated?: Natural Gas</p> <p>Are you applying for preapproval? (Required for custom, Optional for prescriptive measures): No, installation is complete</p> <p>How did you hear about this program?: NYSEG/RGE Representative</p> <p>If your Trade Ally is not found in the primary installer picklist below, please select "Other" and then fill in the contact information here:</p> <p>Trade Ally Contact Phone:</p> <p>Preapproval Application Complete Date:</p>	<p>*HVAC System Type: AC with Gas Heat</p> <p>Is the customer's average monthly electric demand less than or equal to 110 kW?: No</p> <p>Installation Completion Date: 04/01/2022</p> <p>Who is the primary contact for questions related to this project?: Trade Ally</p> <p>If "Other," please describe: Received Method: :</p> <p>Trade Ally Company Name: Trade Ally Contact Name: Trade Ally Contact Email: Preapproval Application Received Date: Final Application Received Date: Final Application Complete Date:</p>
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**Rebate Summary**

Number of Rebates Submitted: 1  
Total Rebate Requested: \$150

You are submitting the following rebate(s) for payment:

**Rebate #1**

Measure Name	Rebate Amount (per each)	Quantity	Total Rebate Requested
Lighting	\$15.00	10	\$150.00

**Equipment Details**

Retrofit Category: LED Downlight Fixtures	Tube Length (Ref/Freezer Case Only):
DLC Or Energy Star Product ID: 234	Proposed Wattage: 25
Equipment Manufacturer: 1234	Model Number: 1234
Project Replacement Type: End of Life Replacement	

**Documents**

Specifications Sheet: Lighting\_Catalog\_2022\_v01.pdf

## Apply for a Rebate (cont.)

- Check the box to accept the Terms and Conditions.
- Check the box to Certify and Submit Application.
- Click "Submit Rebate Application".

### Terms and Conditions (Please scroll through the entire Terms and Conditions document before continuing)

to property or injuries to persons caused by the energy savings measures.

18. ENERGY BENEFITS: NYSEG/RG&E is entitled to 100% of the energy benefits associated with the energy savings measures, excluding the value of energy cost savings realized by the customer, but including all rights to all associated New York Independent System Operator energy, capacity and reserves products, and the customer agrees to provide NYSEG/RG&E with such further documentation as NYSEG/RG&E may request to confirm NYSEG/RG&E's ownership of such benefits and products.

19. CUSTOMER'S CERTIFICATION: Customer certifies that he/she has purchased and installed the equipment listed above at the defined location. Customer agrees that all information is true and that he/she has conformed to all initiative and equipment requirements listed. Customer has verified that the units listed above have been installed correctly. Customer or customer's representative has been instructed on how to operate and maintain this equipment and has received all necessary operation and maintenance manuals.

20. REBATE FINANCIAL LIMITS: Incentives for prescriptive measures cannot exceed 100% of project costs. Incentives for custom measures cannot exceed 90% of incremental cost for normal replacement or 50% of project cost for early replacement. Simple payback must be greater than or equal to one year. All lighting projects are considered early replacement. NYSEG/RG&E reserves the right to cap incentive amounts on a per-project or per-customer basis per the needs of the program.

21. INELIGIBLE PROJECTS: Ineligible projects include: on site electricity generation; gas driven equipment replacing electric equipment (i.e. adsorption chillers); fuel switching (i.e. electric to gas or gas to electric) that does not result in a total reduction of Btu's; peak shifting that does not result in kWh reduction; power factor adjustment projects; renewables.

22. ELIGIBILITY SOURCE: Prescriptive rebates are developed to reflect energy efficiency measures included in the New York State Technical Reference Manual (TRM). The TRM guidelines must be met for all prescriptive projects and wherever applicable for custom projects.

I have read and agree with all the terms and conditions set forth in the Terms and Conditions document. \*

### Certify and Submit Application

I hereby certify that the information contained in this application is complete and that I agree to all the terms and conditions set forth in this application. \*

[← Back](#) [Submit Rebate Application](#) [Cancel](#)

- A pop-up should appear that says "Success." Click "OK".

### Success

Your project has been submitted successfully. The Project ID for your submission is 163075.

[OK](#)

- An application "receipt" will be provided confirming your submission.

## Project Summary Review

 Part of the ReliantCO Family

### Application Receipt

Project: 10819C  
Customer Name:  
Address:  
Submitted: 1/19/2022 10:38AM

Rebates	Total Rebate
Lighting	\$150.00
<b>Application Total</b>	<b>\$150</b>

[Save to PDF](#) [Print](#)

# Tracking Project Review Status

View the status of submitted projects any time.

