



Contractor Registration Process Checklist

Thank you for helping Austin Energy customers access helpful, cost-saving rebates. We appreciate your participation in our program and want to ensure you have the necessary resources to move forward in this process.

Step 1 - Before you register with Austin Energy's online rebate processing tool:

- ✓ Obtain a Vendor ID number through the City of Austin Financial Services Vendor Connection website:
 - https://www.austintexas.gov/financeonline/vendor_connection/registration/registration_user.cfm
 - The process will take between 3-5 days if all information is provided (a valid W-9 is needed).
 - Contact 512-974-2018 for more information.

Step 2 - Register with Austin Energy's online rebate processing tool:

- ✓ Before you begin, have the following documents available (you will not be able to save your registration application and it will time out after one hour of inactivity).
 - Vendor ID number
 - EIN/SSN number
 - Insurance documentation (requirements are listed on the website)
 - General Liability
 - Automobile
 - Worker's Compensation (If you are a sole proprietor, a waiver might be applicable for your business. Please contact the conservation hotline number for more information, (512) 482-5346)
- ✓ Go to <http://powersaver.austinenergy.com/wps/portal/psp/contractors>
- ✓ You will see this section:

Step 2: Register with Our Online PowerSaver Rebate Processing System

Want to be listed as a registered contractor for our energy-efficiency rebate offerings? If so, you must first register your company as a service provider in our online rebate processing system. Please register for each program that applies to your company's area of expertise.

- [Appliance Efficiency Program \(AEP\) — Residential](#)
 - Offerings include: Air Conditioning, Window Unit Air Conditioners, Pool Pumps, Heat Pump Water Heaters, and Ground Source Heat Pumps
- [Home Performance with ENERGY STAR® – Residential and Commercial](#)
 - Offerings include: Home Performance with ENERGY STAR rebate, loan, and rebate + loan
- [Load Cooperative Program — Commercial](#)
- [Power Partner Thermostats — Residential and Commercial](#)

- ✓ Determine which programs apply to your company's area of expertise and register for each one by clicking on the links and following the instructions on the screen.



Contractor Registration Process Checklist (continued)

- ✓ Once all information is complete and submitted, please allow up to 10 business days for approval. This does not include additional processing time if there is missing or incorrect documentation in your registration profile.
- ✓ Once you have been approved, you will receive an email notifying you with pertinent log in information.
- ✓ Please allow an additional 5-10 business days for your company to be listed on the Austin Energy website.
- ✓ At any time, if you have questions regarding this process, please contact the conservation hotline either via phone (512) 482-5346 or email conservation@austinenergy.com