# Residential & Nonresidential HVAC Online Application



### **Home Page**





Home

Manage Applications

### Residential and Nonresidential Equipment Program Heating and Cooling Application

Thank you for participating in MidAmerican Energy Company's energy efficiency programs. Before you begin the application submittal process, please ensure that you have:

#### Residential applications:

- · Reviewed the specific residential program Qualification and Conditions
- · All necessary application information for entry
- · All necessary documents for upload, including itemized sales receipt or invoice

#### Nonresidential applications:

- · Reviewed the specific business program Qualification and Conditions
- · All necessary application information for entry

By using this online application tool, you certify that:

- · All equipment and installation information provided on this application is correct and accurate
- . The customer has purchased the equipment described on this form and that equipment has been installed at the service address indicated

To begin the online application submittal process, click the "Begin Application" button below.

Are you ready to begin your application?

BEGIN APPLICATION

- Use any of the following platforms to access the online application portal:
  - Internet Explorer version 11
  - Chrome
  - Safari
  - Edge
  - Opera
  - Firefox
- Click Begin Application to get started you will be prompted to log in or create an account.

### Sign-In



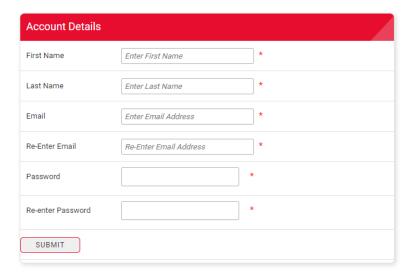


My Home	Manage Application				
Returning User? Please Log In:					
		rectaning open reade Edgini			
		Email Address: *			
		Enter Email Address			
		Password: *			
		Enter Password			
		ACCOUNT LOGIN			
		Forgot your password? Click HERE to retrieve it			
N. H. ani. G. J. A. A. J.					
New User? Please Create An Account:					
		CREATE ACCOUNT			

- First time users will create an account
- Returning users will enter their email address and password

### **Create Account**





Enter all information to gain access to the online application

### **Information Bar**



Information on who to call and how to navigate the online application will be displayed at the bottom of every screen.

If you have any questions regarding rebate applications, contact an energy efficiency representative at <u>rebateapplications@midamerican.com</u> or 877-932-0616

### Resources:

- How to navigate the online rebate application
- Download <u>Alternate Payee Authorization Form</u>
- · Review Qualifications and Conditions for
  - o Residential rebates: Iowa Illinois Nebraska
  - o Nonresidential rebates: <u>lowa Illinois Nebraska</u>

### **Project Information**



Based on your selection, you will either be taken to the Residential Track or the Nonresidential Track

Identify if the application is for:

- Residential customer
- Nonresidential customer



### **Residential Track: Customer Information**

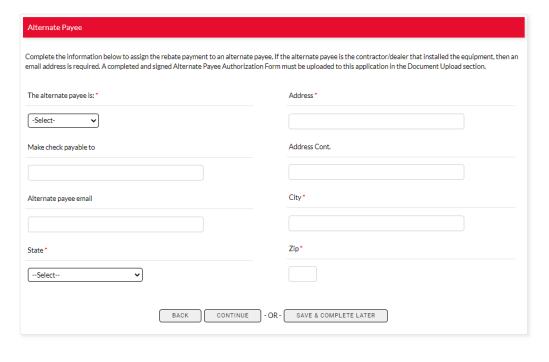


Customer Information. Please complete all fields.	
	ldress associated with their MidAmerican account, unless a signed Alternate Payee in this application, including the customer contact email address, will only be used for
Customer name (first & last): *	Customer contact phone: *
Installation address: *	Customer contact email: *
Installation address (continued):	Should the rebate be paid to someone other than the customer?
	☐ Yes
City:	Assigning a payment to anyone other than the primary account holder requires a completed and signed Alternate Payee Authorization Form to be
	uploaded with this application in the Document Upload section.
State: *	
-Select-	
Postal code: *	
BACK CONTINUE	- OR - SAVE & COMPLETE LATER

- All rebate checks will be issued and mailed to the customer of record, unless the customer authorizes an alternate payee with an <u>Alternate</u> <u>Payee Authorization Form</u>
- Enter customer information
- Email address will be used to send the customer the authorization email
- Click the "Yes" checkbox if rebate should be paid to someone other than the customer (an alternate payee)

### Residential Track: Alternate Payee Information

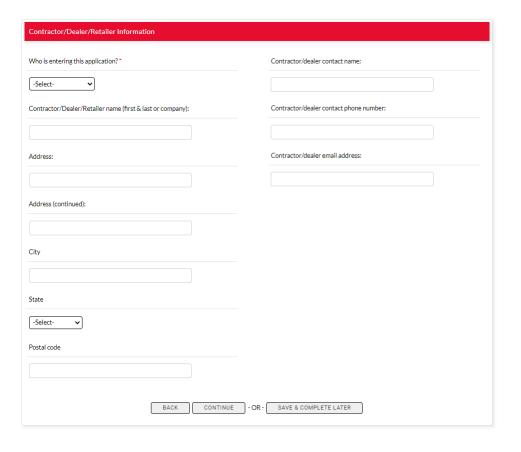




- You will only be directed to this page if on the prior page the "Yes" box was checked to indicate that the payment should be made to someone other than the customer
- Select the type of payee the payment should be issued to
- Enter alternate payee information

### Residential Track: Contractor Information





- Select the type of user who is entering this application
- Enter contractor information
- Provide contractor contact information
- Different fields will be required depending on who is entering the application

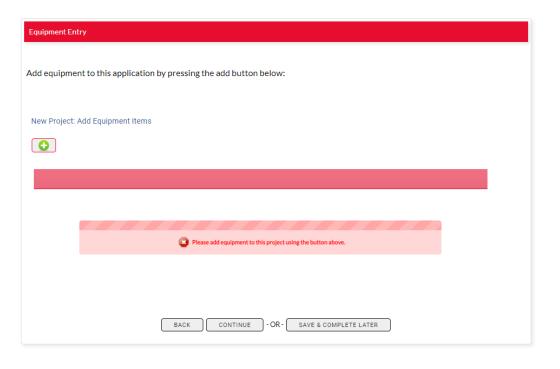
### **Residential Track: Premise Information**



Residential Customer Premise Information				
Who installed the equipment? *  -Select-	Year home was built *			
The equipment was installed in what type of home?*	The home where the equipment is installed is: *  -Select-			
Home Square Footage •	What type of fuel is used to heat the home?			
This new equipment is for "	-Select- ▼  What heating system is used to heat the home?			
-Select-  FOR NEW CONSTRUCTION ONLY	-Select-   If Other, please specify			
☐ I certify the equipment installed in this newly constructed home complies with the 2012 International Energy Conservation Code as adopted by the Iowa Building Code Bureau, the 2015 International Mechanical Code as adopted by the Iowa Department of Public Health and the 2017 National Electrical Code as adopted by the Iowa Electrical Examining Board.				
BACK CONTINUE - OR	R- SAVE & COMPLETE LATER			

- Enter customer property information
- All \* fields are required



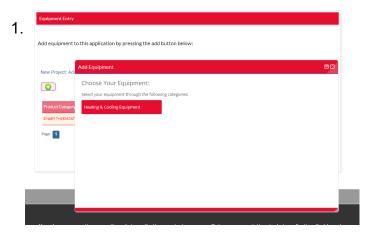


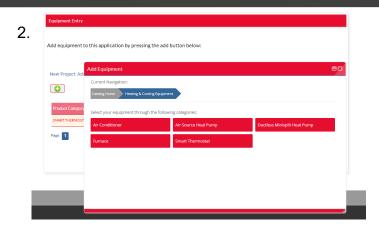
Add equipment by clicking the Add button

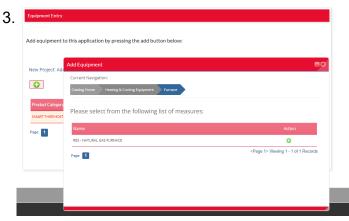


Select equipment items to add to you application by:

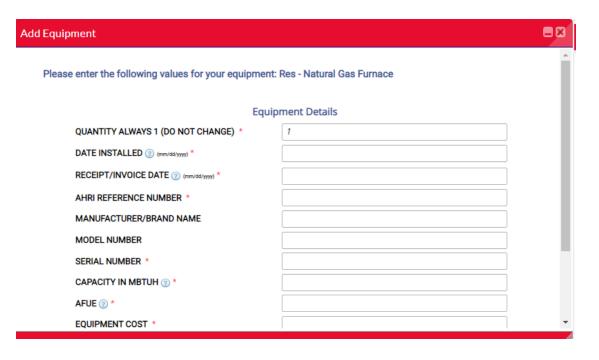
- 1. Clicking on the Heating and Cooling Equipment box
- 2. Select the type of equipment you are looking
- 3. Click the green plus button to add and navigate to the next screen





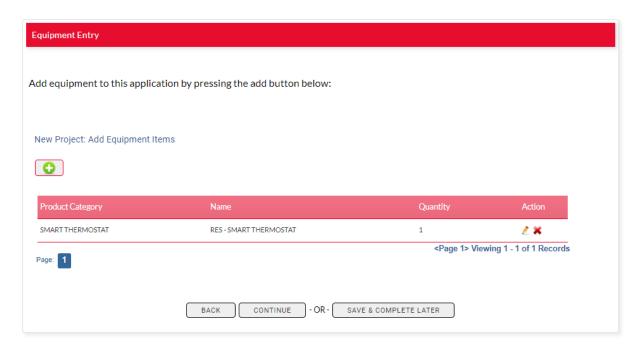






- Quantity will always be "1" this is system generated and cannot be changed
- Enter information for all fields
- · All \* fields are required

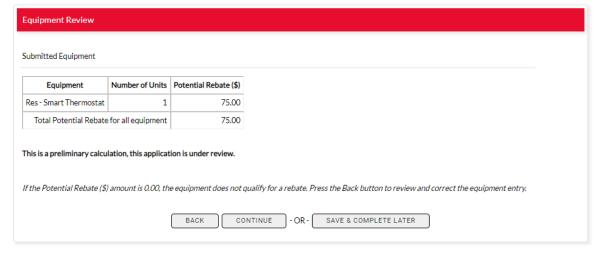




- To add additional equipment items, click the green plus Add button.
- Quantity is system generated and will always be 1.

## At Your Service

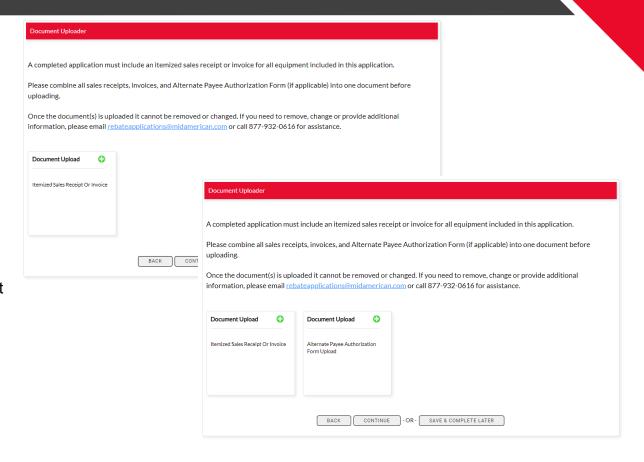
### Residential Track: Add Equipment



- Once equipment is added, the next screen will show the type of equipment, number of units and potential rebate generated based on your input.
- If this table has a 0 in the Rebate (\$) column, then the Equipment does not qualify for a rebate.
  - Press back button to review and correct Equipment entry
  - Questions? Call 877-932-0616
- This table will be presented to the customer in an email once application is submitted.
- All potential rebate calculations are preliminary and subject to change pending review and approval.

### Residential Track: Upload Documents

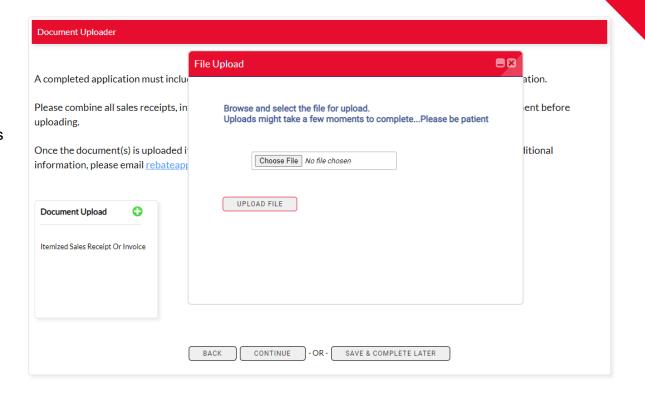
- Click the Document Upload box to open the file upload window.
- IMPORTANT: Combine all supporting documents into one file before upload.
- If you indicated in the Customer Information section that the rebate should be paid to someone other than the account holder, a second Document Upload box will appear on this page for you to upload a signed Alternate Payee Authorization Form.



### At Your Service

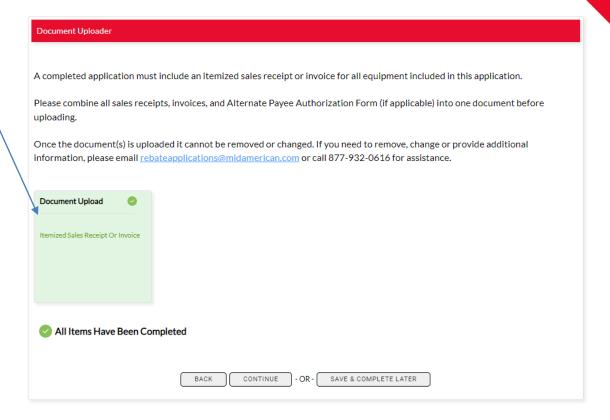
### Residential Track: Upload Documents

- IMPORTANT: Combine all supporting documents into one file before upload.
- Due to system constraints, users are only able to select and upload one file. You will not be able to change or add files once you click "Upload File".
- If you are unable to combine documents or upload a file, additional files can be sent to rebateapplications@midamerica n.com.



### Residential Track: Upload Documents

- Once you have uploaded the document, you will see a green checkmark and the font will turn green.
- Once all data is input and documents uploaded, click Complete Application.



### At Your Service

### Residential Track: Customer Agreement

# Vou have indicated that the rebate payment will be assigned to the installing contractor/dealer. If a completed Alternate Payee Authorization Form is not included with this application, please press the back button to return to the Document Uploader or email the completed form to rebateapplications@midamerican.com. Once submitted, our program team will review this application and email you if there are any questions or additional information needed. Disclaimer: MidAmerican Energy Company does not guarantee that installation and operation of high-efficiency equipment will result in reduced usage or in cost savings. MidAmerican Energy Company makes no warranties, expressed or implied, with respect to any equipment purchased or installed, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. In no eventshall MidAmerican Energy Company he held liable for any incidental or consequential damages or injuries resulting from defective equipment or installation. MidAmerican Energy Company reserves the right to cancel or change these programs at any time. MidAmerican Energy Company's acceptance of this application does not guarantee payment of rebate. I certify \* That the equipment described on this application is correct and that is has been installed at the service address indicated. I agree to the qualifications and conditions associated with this application. I understand MidAmerican Energy reserves the right to inspect and verify installation before or after issuing payment. BACK COMPLETE APPLICATION - OR - SAVE & COMPLETE LATER

# Customer Agreement Once submitted, our program team will review this application and email the customer and you if there are any questions or additional information needed. Disclaimer: MidAmerican Energy Company does not guarantee that installation and operation of high-efficiency equipment will result in reduced usage or in cost savings. MidAmerican Energy Company makes no warranties, expressed or implied, with respect to any equipment purchased or installed, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. In no event shall MidAmerican Energy Company be held liable for any incidental or consequential damages or injuries resulting from defective equipment or installation. MidAmerican Energy Company reserves the right to cancel or change these programs at any time. MidAmerican Energy Company's acceptance of this application does not guarantee payment of rebate. I certify \* | That the equipment described on this application is correct and that is has been installed at the service address indicated. I agree to the qualifications and conditions associated with this application. I understand MidAmerican Energy reserves the right to inspect and verify installation before or after issuing payment. | BACK | COMPLETE APPLICATION | OR - SAVE & COMPLETE LATER|

- You will be directed to a customer agreement.
- The agreement language differs depending on the user entering the application and the rebate payee.
- Check the box under "I certify" to proceed.
- If you are not ready to complete application, click Save & Complete Later.
- Access incomplete applications in My Applications > Manage Applications.

### Residential Track: Complete Application



You should see this success message when the application has been submitted



My Home

Manage Application

Thank you for submitting a Heating and Cooling rebate application through this online process.

To complete the application submission process, the customer must authorize this application. An email has been sent to the customer with instructions on how to authorize the application.

Our program team will review this application and will contact the customer or you if there are any questions or additional information needed.

To check on the status of this application, and any other applications you may have submitted, choose menu item Manage Application.

### Nonresidential Track: Customer Information



Customer Information. Please complete all fields.					
Rebates are issued to the primary account holder and mailed to the mailing address associated with their MidAmerican account. All information provided in this application, including the customer contact email address, will only be used for communications regarding this application.					
Company name: *	Customer contact name: *				
Installation address: *	Customer contact phone: *				
Installation address (continued):	Customer contact email: *				
City: *	Is the Customer's Federal Tax ID a Social Security number?*  O Yes				
State: *	○ No  Customer Federal Tax ID (00-0000000)				
-Select- ▼	*If the Federal Tax ID is a Social Security number - leave this field blank.				
Postal code: •					
BACK CONTINUE - OR	- SAVE & COMPLETE LATER				

- All rebate checks will be issued and mailed to the customer of record.
- Enter customer information
- All fields are required before moving to the next screen
- Email address will be used to send the customer the authorization email
- Enter customers Federal Tax ID number in the format requested
- If customer's Federal Tax ID number is a Social Security number, choose Yes and leave the Tax ID field blank

### **Nonresidential Track: Contractor Information**

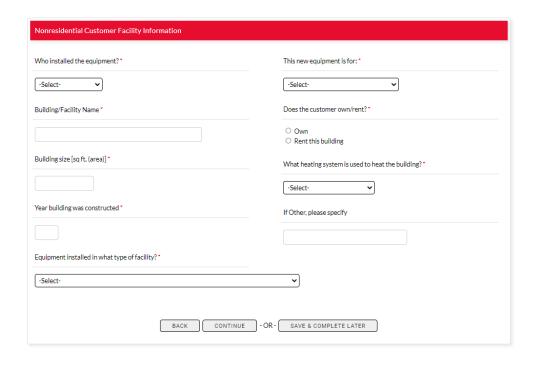


Contractor/Dealer/Retailer Information	
Who is entering this application?*	Contractor/dealer contact name:
-Select⋅ ▼	
Contractor/Dealer/Retailer name (first & last or company): *	Contractor/dealer contact phone number:
Address:	Contractor/dealer email address:
Address (continued):	
City •	
State *	
-Select- ✓	
Postal code	
BACK CONTINUE	- OR- SAVE & COMPLETE LATER

- Select the type of user who is entering this application
- Enter contractor information
- Provide contractor contact information

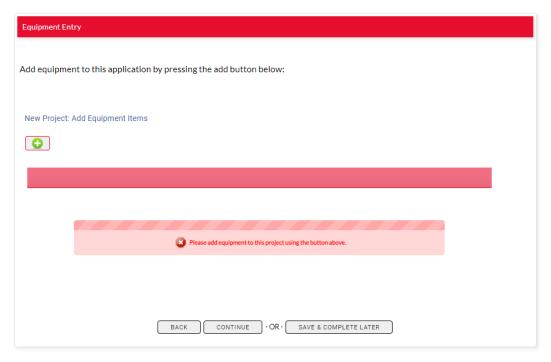
### Nonresidential Track: Facility Information





- Enter customer facility information
- All fields are required



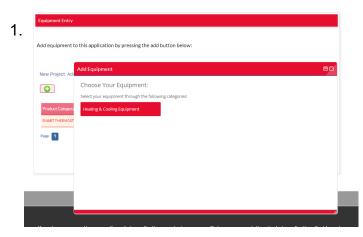


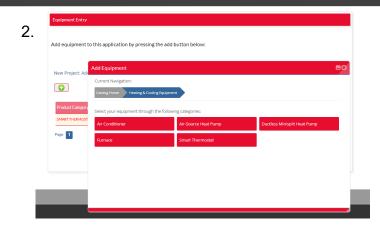
Add equipment by clicking the Add button

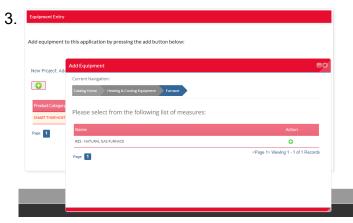


Select equipment items to add to you application by:

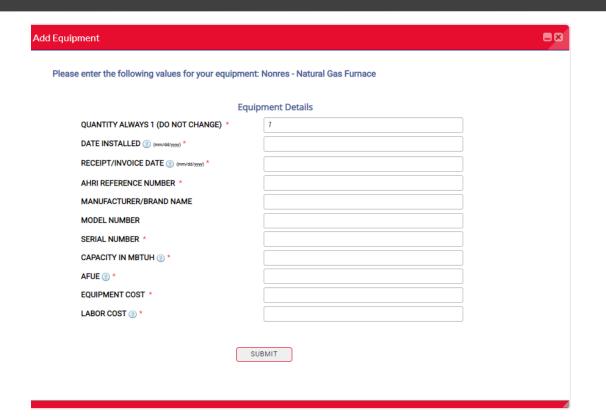
- 1. Clicking on the Heating and Cooling Equipment box
- 2. Select the type of equipment you are looking
- 3. Click the green plus button to add and navigate to the next screen





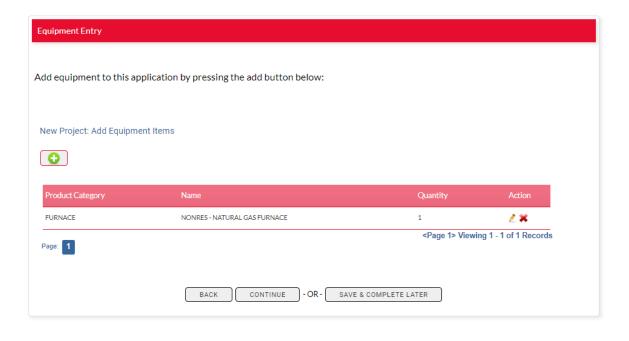






- Quantity will always be "1" this is system generated and cannot be changed
- Enter information for all fields
- All \* fields are required

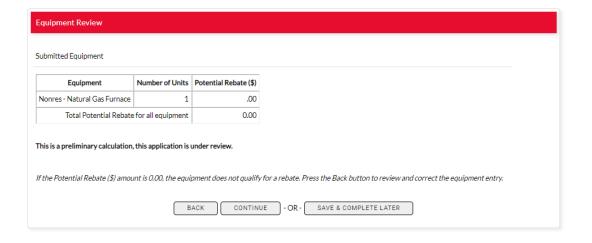




- To add additional equipment, click the add button
- Quantity is system generated and will always be 1

## At Your Service

### Nonresidential Track: Add Equipment

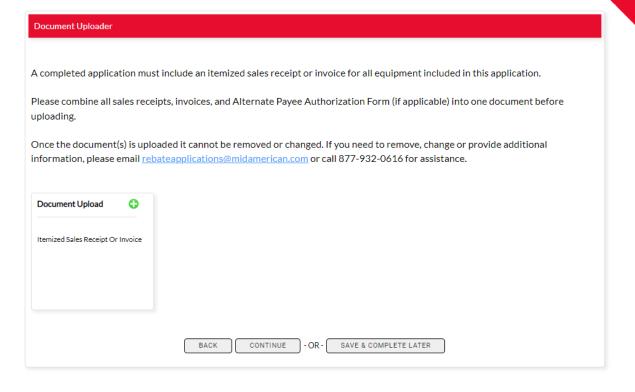


- Once equipment is added, the next screen will show the type of equipment, number of units and rebates generated based on your input.
- If this table has a 0 in the Rebate (\$) column, then the Equipment does not qualify for a rebate.
  - Press back button to review and correct Equipment entry
  - Questions? Call 877-932-0616
- This table will be presented to the customer in an email once application is submitted.

### Nonresidential Track: Upload Documents



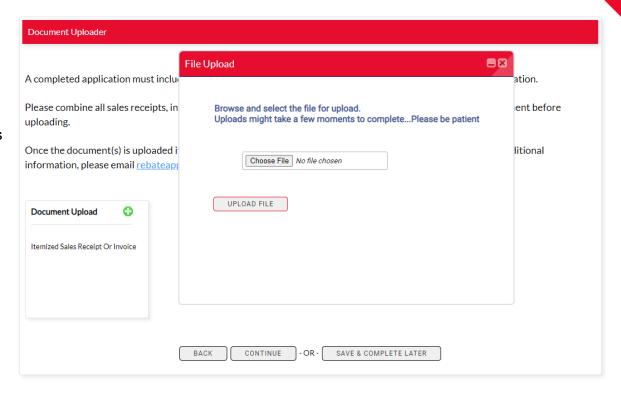
- Click the Document Upload box to open the file upload window.
- IMPORTANT: Combine all supporting documents into one file before upload.



### Nonresidential Track: Upload Documents



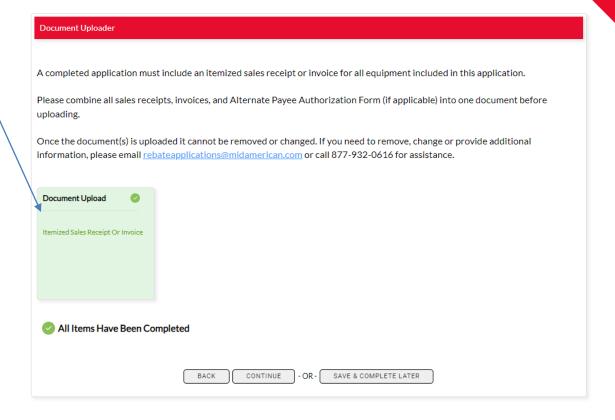
- IMPORTANT: Combine all supporting documents into one file before upload.
- Due to system constraints, users are only able to select and upload one file. You will not be able to change to add files once you click "Upload File".
- If you are unable to combine documents or upload a file, additional files can be sent to rebateapplications@midamerica n.com.



### **Nonresidential Track: Upload Documents**



- Once you have uploaded the document, you will see a green checkmark and the font will turn green.
- Once all data is input and documents uploaded, click Complete Application.



### Nonresidential Track: Customer Agreement



# Disclaimer: MidAmerican Energy Company does not guarantee that installation and operation of high-efficiency equipment will result in reduced usage or in cost savings. MidAmerican Energy Company makes no warranties, expressed or implied, with respect to any equipment purchased or installed, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. In no event shall MidAmerican Energy Company be held liable for any incidental or consequential damages or injuries resulting from defective equipment or installation. MidAmerican Energy Company reserves the right to cancel or change these programs at any time. MidAmerican Energy Company's acceptance of this application does not guarantee payment of rebate. I certify \* That the equipment described on this application is correct and that is has been installed at the service address indicated. I agree to the qualifications and conditions associated with this application. I understand MidAmerican Energy reserves the right to inspect and verify installation before or after issuing payment. BACK COMPLETE APPLICATION - OR - SAVE & COMPLETE LATER

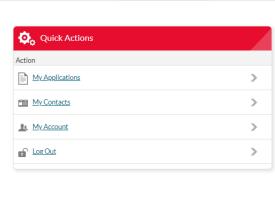
- You will be directed to a customer agreement.
- The agreement language differs depending on the user entering the application.
- Check the box under "I certify" to proceed.
- If you are not ready to complete application, click Save & Complete Later.
- Access incomplete applications in My Applications > Manage Applications.

### Manage Application





My Home



Manage Application

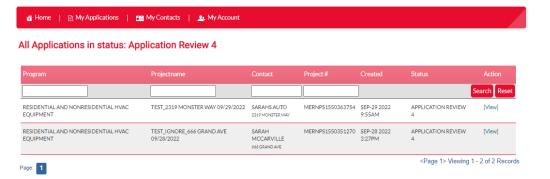


Apps

- To return to an incomplete application or to review the status of completed applications, go to Manage Application
- Quick Actions choose My Applications to see list of complete and incomplete applications
- Analytics shows number of applications submitted and total rebates paid
- Application by Status shows application status from Customer Authorization to Application Completed
- An application in the Customer Authorization status has not been authorized by the customer

### My Applications





- My Incomplete Applications click [Continue Application] to return to the data entry screens
- My Submitted Applications click [View] to see more information on the submitted application
- Click on any of the table headers (i.e. Created, Program, Projectname, etc.) to sort
  - Default sorted by created date

### **Application Status Descriptions**



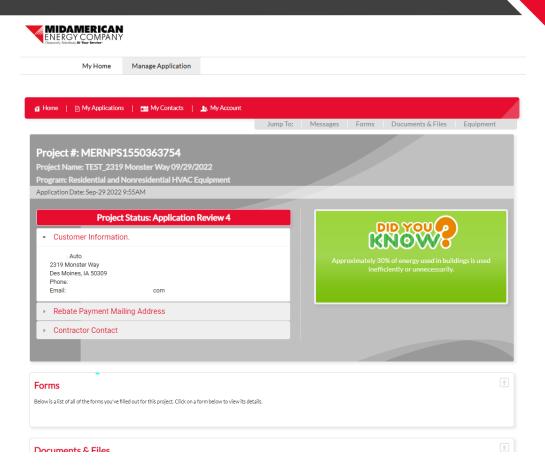
- Customer Authorization
  - Application has been submitted and customer has been emailed an authorization email
  - An application will remain in this status until the customer completes the authorization
- Application Review
  - Customer has authorized the application and it has moved to review
- Payment Processing
  - Application has been reviewed, approved and moved to payment
  - The rebate check is created in this status

- Application Completed
  - Application has been reviewed, approved and a rebate check has been issued to the customer
- · Application Canceled
  - An application is canceled when:
    - · Customer does not authorize
    - Product or customer is ineligible
    - Application is missing necessary documentation

### My Submitted Applications

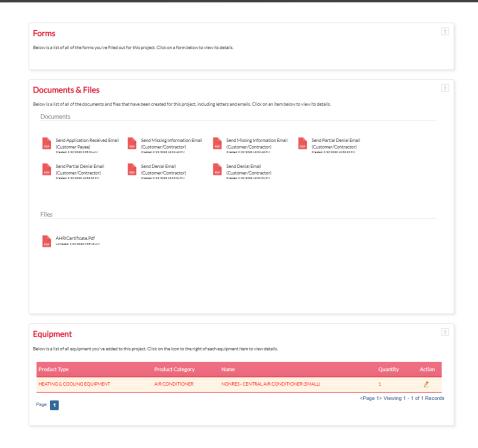
At Your Service

- When you click [View] to see more information on the submitted application from the previous screen, you are taken to this screen
- Shows Project Status, Customer Information and Contractor Contact



### At Your Service

### **My Submitted Applications**



 Page also shows any Messages, Forms, Documents & Files and Equipment

