



How to Submit a Rebate Request

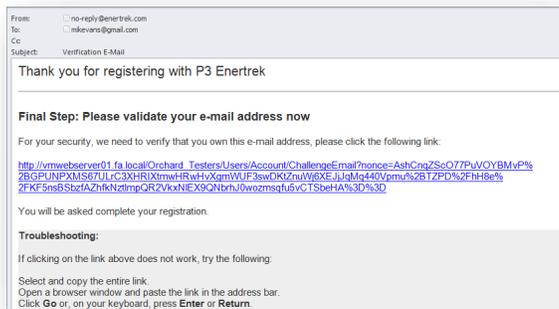
- Click on the Electric Residential Rebate Submissions button.
 - If this is your first rebate submission – **Register as a new user**
 - If you are a returning rebate user – **Log in**
- You can create a new Log in or you can link to your existing Google or Facebook accounts.
 - Once your account is set up you will need to utilize these same credentials to login.

The SPU Log In page features the SPU logo at the top left. Below it is the text "Log In". There are two input fields: "Email address" and "Password". To the right of these fields is a "Log in with" section containing "Google" and "Facebook" buttons. Below the input fields is a "Remember me" checkbox and a "Log in" button. At the bottom, there is a "Sign up now" link and a "Create account" button. A small "P" logo is visible at the very bottom.The "Sign in with Google" page prompts the user to "Choose an account to continue to enertrek.com". It displays a list of accounts, with "Tracie Cooper" (traciecooper@gmail.com) selected. Below the list is a "Use another account" option. A disclaimer states: "To continue, Google will share your name, email address, and profile picture with enertrek.com." At the bottom, there are links for "English (United States)", "Help", "Privacy", and "Terms".The "Log Into Facebook" page has a "Log Into Facebook" title. It contains two input fields: "Email or Phone Number" and "Password". Below these is a blue "Log In" button. Underneath the button is an "or" separator. Below the separator is a green "Create New Account" button. At the bottom, there are links for "Forgot account?" and "Not now".

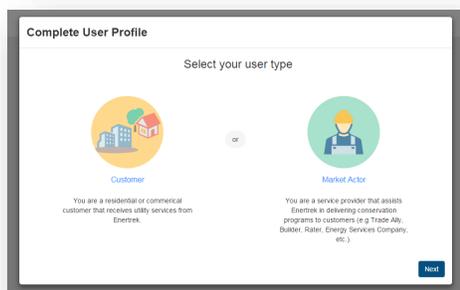
- You will receive a verification email after registering as a new user.
 - Please check your spam/junk folders if you do not receive a verification email within 5 minutes.



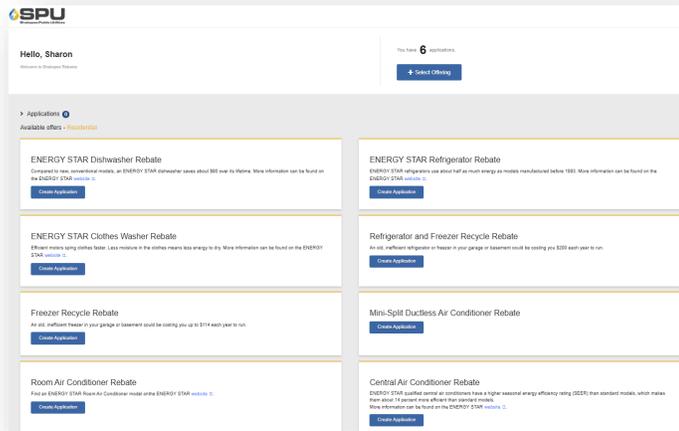
- For security purposes, you will receive a link to verify your registration.



- By clicking on the link you will be taken to the SPU Residential Rebate Portal.
 - If you are a residential customer select **Customer (left)**
 - If you are a vendor submitting a rebate on behalf of a customer, select **Market Actor (right)**
 - Click **Next**



- View the available rebate options and select the rebate you are applying for



- Complete the application form (required fields are asterisked *)

Application form

SPU Customer Information

SPU Account Number for Install Location *

Customer First Name * **Customer Last Name ***

Daytime Phone number: * **Email Address: ***

Installation Address: * **Installation Address 2:**

Installation City * **Installation State *** **Installation Zip Code: ***

Mailing Address (if different from above): **Mailing Address 2:**

Mailing City: **Mailing State:** **Mailing Zip:**

- Upload the required documentation (see Terms and Conditions).
- When completed, check the Applicant Acknowledgement and click Submit.
- Any missing fields or incomplete data will be displayed at the top of the form. Please correct before proceeding.
- An acknowledgement email will be sent to the email address you entered.
- Your submission will appear under Applications with a Submitted status.
- Repeat steps above for each rebate you are requesting.