

# Georgia Power Commercial Energy Efficiency Program Online Application Instructions

## **Step 1: Create an Account and Login**

Visit [www.georgiapowerrebates.com/commercial](http://www.georgiapowerrebates.com/commercial) to create an account.

You will need to enter your email address, contact and company information to create an account. You will receive an email confirming that your account has been created. Click the link inside the email to activate the account. Enter your email address and password on the [main page](#) to login to the online application.

## **Step 2: Create the Application**

Select *Create A New Application* and enter a project name and type (existing building or new construction) and click *Go*.

## **Step 3: Project Information**

Enter project information including customer name, address, building type, Georgia Power account number and payee information. When complete, click *Continue* on the menu to move to the next step.

## **Step 4: Enter Equipment**

Each equipment type has a wizard which will prompt you to enter the required information. You may enter more than one equipment type per application. When finished entering one type of equipment, click *Equipment Summary* on the menu to go back to the equipment summary. When finished entering all equipment types, click *Continue* on the menu to move to the next step.

## **Step 5: Upload Documents Needed for Preapproval**

Upload supporting documents including specification sheets, invoices, W-9, Georgia Power bill and Payee Designation form. If invoices are not available, you may email them after submitting the online application. You also have the option to fax supporting documents to the number provided after the application has been submitted. When complete, click *Continue* on the menu to move to the next step.

## **Step 6: Summary & Submit**

Review a summary of the project. Click the checkbox to indicate your acceptance of the Terms and Conditions and click *Submit* to submit the application. You will receive an email confirming the application submission. You may also view a summary of the submitted application on the *Submitted Applications* tab.

**\*Note:** Steps may be completed in any order. Applications do not need to be completed in a single session. All entered information is automatically saved and the project is available on the *In Progress Applications* tab until it has been submitted.