RTEM PROJECT APPLICATION GUIDE

BEFORE YOU BEGIN THE PROJECT APPLICATION, MAKE SURE YOU HAVE

- Primary Customer Contact Information, including the Portfolio Owner and at least (1) tenant
- Basic Site and Tenant Information – Sector, Address, Gross/Impacted Square Footage
- Past 12-months of electric utility data per site – Account number, Annual electric consumption, & Spend
  - Actual copy of (1) month electric bill showing SBC line item – Will need to be uploaded in Step 6
- Firm Scope and Costs – RTEM System and RTEM Service costs, including contract duration

STEP ONE

Remember the vendor filling out the application is the payee for the project, but you have an opportunity to select another approved vendor as the system provider if partnering

STEP TWO

Each site will require (4) contacts: System Vendor (Builder), Service Vendor (Contractor), Portfolio Owner (building owner), and at least (1) Tenant

STEP THREE

Make sure there is at least (1) Site (overall building) and (1) Tenant added during this step
After each site /tenant is entered, you must select “Manage Contacts” for each site and associate the relevant contacts

STEP FOUR

All required (*) fields must be entered for all sites before this step can be saved! It is imperative that this step is only begun once all required information has been obtained, otherwise any work performed on this step will be lost. Refer to the information listed at the top of this page for a list of what will be required.

Use the EDIT button on the bottom of the page to unlock page, then select the down arrow to expand site fields

STEP FIVE

Review summary information and navigate to the original page for any corrections. Electronic Signature of applicant is on this page.

STEP SIX

If application was electronically signed in step 5, the required document for signed application will show as submitted.


Additional Documents can be uploaded under “Other Documents.” Use the blue “Add more” link to add multiple documents

STEP SEVEN – APPLICATION COMPLETE

Take a moment to enjoy the satisfaction of a job well done, then click “Submit” application