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.**

Site specific uploads are done here. **Utility Bill, Contract Proposal** with Customer, **NYSERDA Contract Addendum**, and **Tenant Engagement Plan.**

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