

# RTEM PROJECT APPLICATION GUIDE

## BEFORE YOU BEGIN THE PROJECT APPLICATION, MAKE SURE YOU HAVE

- Primary Customer Contact Information
- Basic Site 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 for either system or service provider if partnering

## STEP TWO

Each site will **require** (3) contacts: **System Vendor** (Builder), **Service Vendor** (Contractor), and **Customer**

## STEP THREE

**After** each site 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 and **NYSERDA Contract Addendum**.

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