

**BC hydro** 

**powersmart**

Self-serve Incentive Program (SIP)  
User Guide Version 3.0

For use by Industrial Customers  
for Lighting System and Compressed Air projects

## Introduction

The Self-serve Incentive Program (SIP) allows an Industrial customer, together with their equipment vendor, to submit an online application for Power Smart incentives. This program provides incentives for eligible projects at Industrial customer sites using greater than 500 megawatt-hours per year in electricity.

The following systems are eligible:

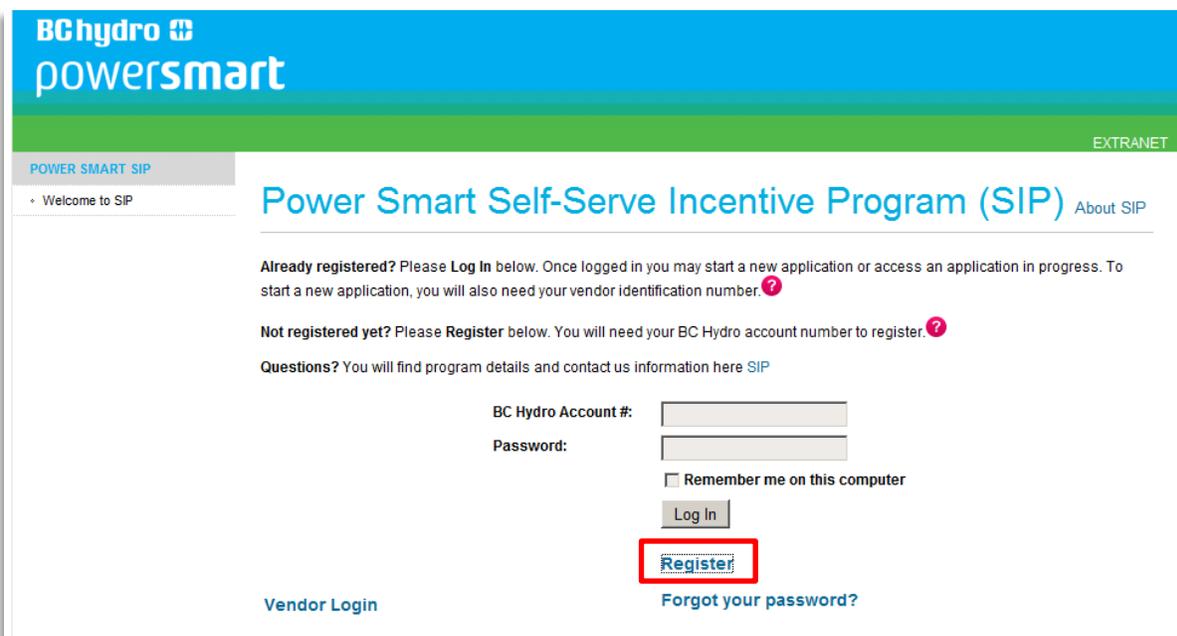
- Compressed Air systems between 40 – 200 horsepower
- Industrial Lighting

### Step 1: New users must first register for the Self-serve Incentive Program (SIP)

You will need the following information to register:

- BC Hydro Account Number – you will find this in the upper right hand corner of your bill.

On the SIP login page (<https://www3a.bchydro.com/sip/LogOn.aspx>), click on “Register”.



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POWER SMART SIP

Welcome to SIP

## Power Smart Self-Serve Incentive Program (SIP) [About SIP](#)

**Already registered?** Please **Log In** below. Once logged in you may start a new application or access an application in progress. To start a new application, you will also need your vendor identification number. 

**Not registered yet?** Please **Register** below. You will need your BC Hydro account number to register. 

**Questions?** You will find program details and contact us information here [SIP](#)

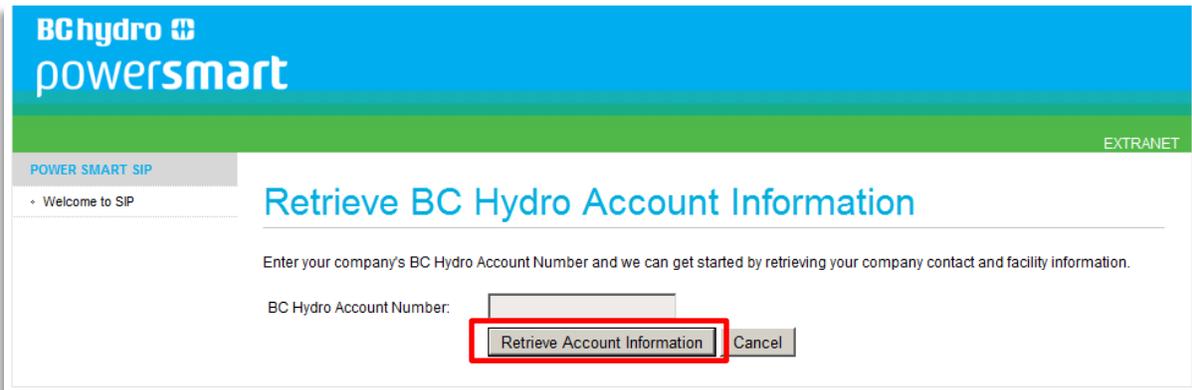
BC Hydro Account #:

Password:

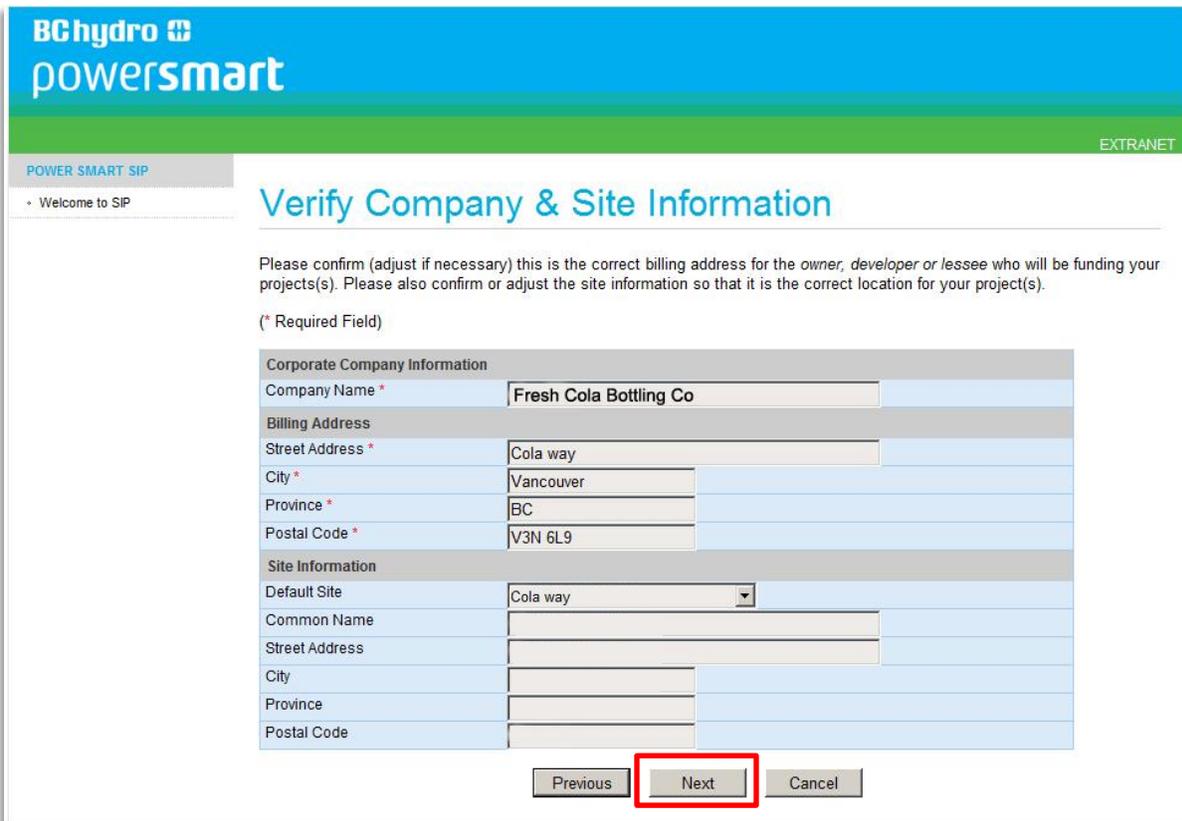
Remember me on this computer

[Vendor Login](#) [Forgot your password?](#)

Enter your BC Hydro account number and click on “Retrieve Account Information”.

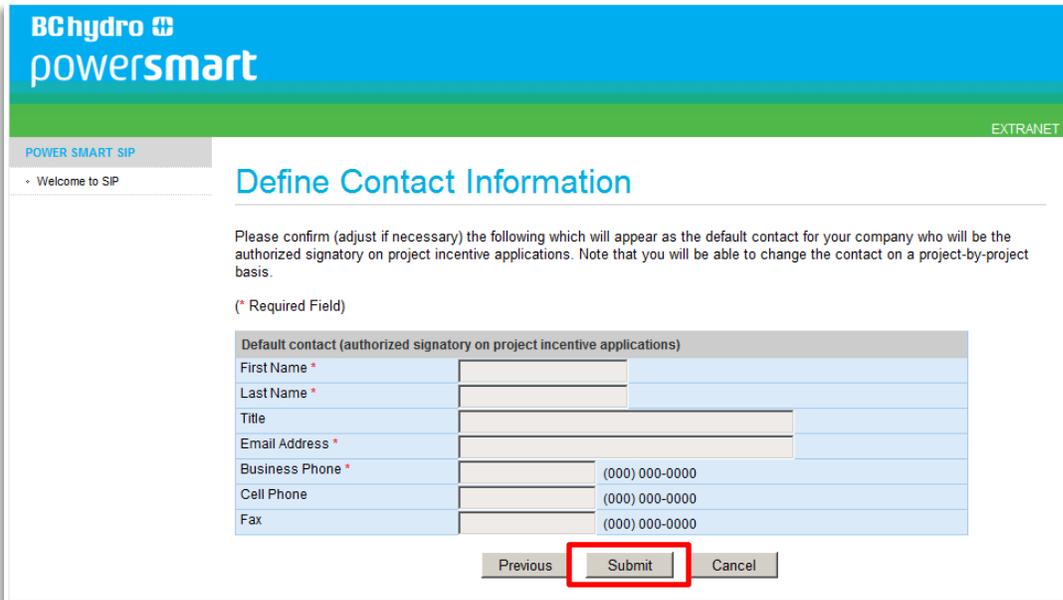


Your billing address and site information will automatically populate. Please review to ensure both are correct. If the information is correct, please click “Next” to proceed to the next window. If the information is not correct, please type in the correct information and then click “Next” to proceed to the next window.



## Define Contact Information

Please enter the project contact and click “Submit”. All correspondence and updates will go to this contact. The project contact may be updated under “Your Profile” when you log into your SIP account.



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Welcome to SIP

### Define Contact Information

Please confirm (adjust if necessary) the following which will appear as the default contact for your company who will be the authorized signatory on project incentive applications. Note that you will be able to change the contact on a project-by-project basis.

(\* Required Field)

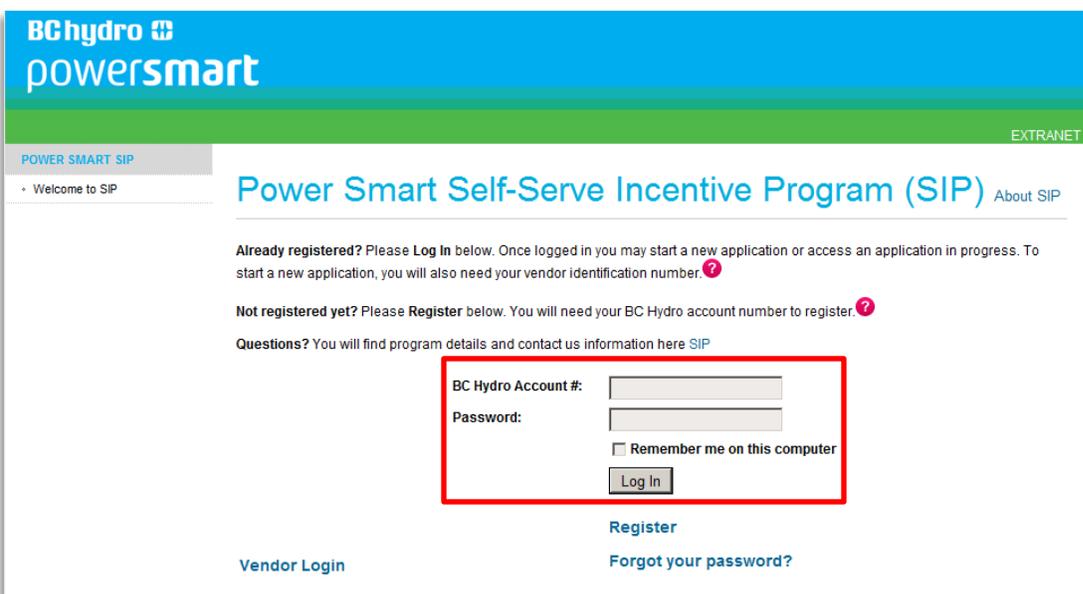
Default contact (authorized signatory on project incentive applications)		
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Title	<input type="text"/>	
Email Address *	<input type="text"/>	
Business Phone *	<input type="text"/>	(000) 000-0000
Cell Phone	<input type="text"/>	(000) 000-0000
Fax	<input type="text"/>	(000) 000-0000

Previous **Submit** Cancel

After you have clicked submit, an email will be sent to the project contact with your password. Once you receive your password, you may log into SIP (<https://www3a.bchydro.com/sip/LogOn.aspx>).

## Step 2: Log into SIP

Using your BC Hydro account number and password, you may log into your SIP account.



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POWER SMART SIP

Welcome to SIP

### Power Smart Self-Serve Incentive Program (SIP) [About SIP](#)

**Already registered?** Please **Log In** below. Once logged in you may start a new application or access an application in progress. To start a new application, you will also need your vendor identification number. 

**Not registered yet?** Please **Register** below. You will need your BC Hydro account number to register. 

**Questions?** You will find program details and contact us information here [SIP](#)

BC Hydro Account #:

Password:

Remember me on this computer

[Register](#)

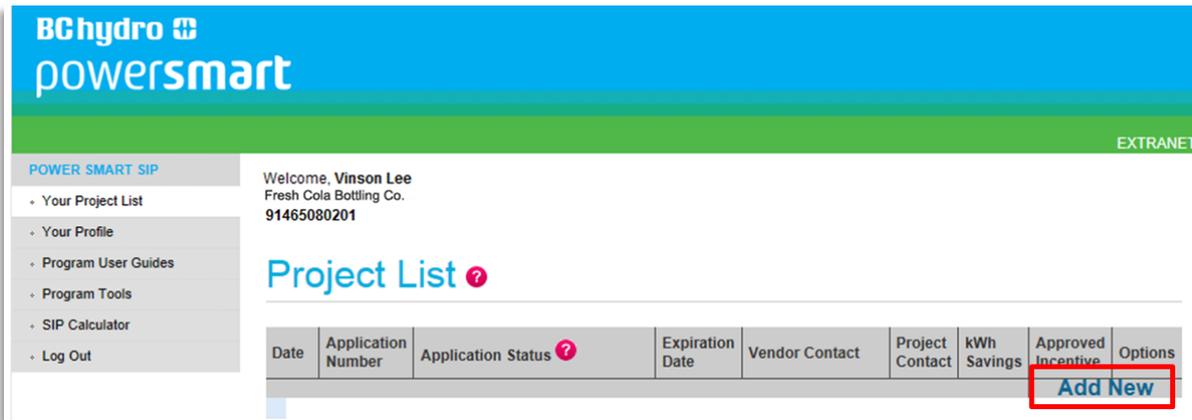
[Forgot your password?](#)

[Vendor Login](#)

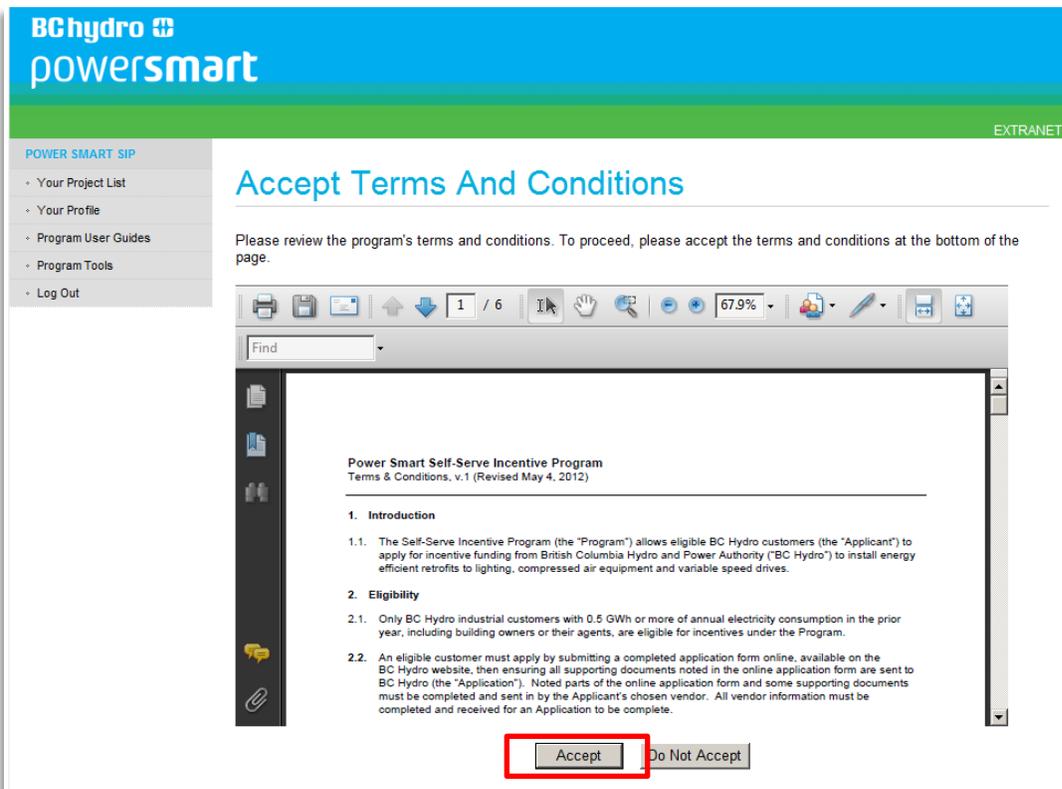
Need Assistance? Contact the Power Smart Business Helpdesk  
 604 522 4713 (Lower Mainland) or 1 866 522 4713 (Elsewhere in B.C.)  
 Email: [industrial@bchydro.com](mailto:industrial@bchydro.com)

Once you successfully log in, you will be presented with the Project List window. This window will list all of the projects that have been entered into that account number. Click on “Add New” to start a new project.

The example below shows an existing SIP project. You can have multiple projects per account number. If this is your very first project, then your Project List will be empty.

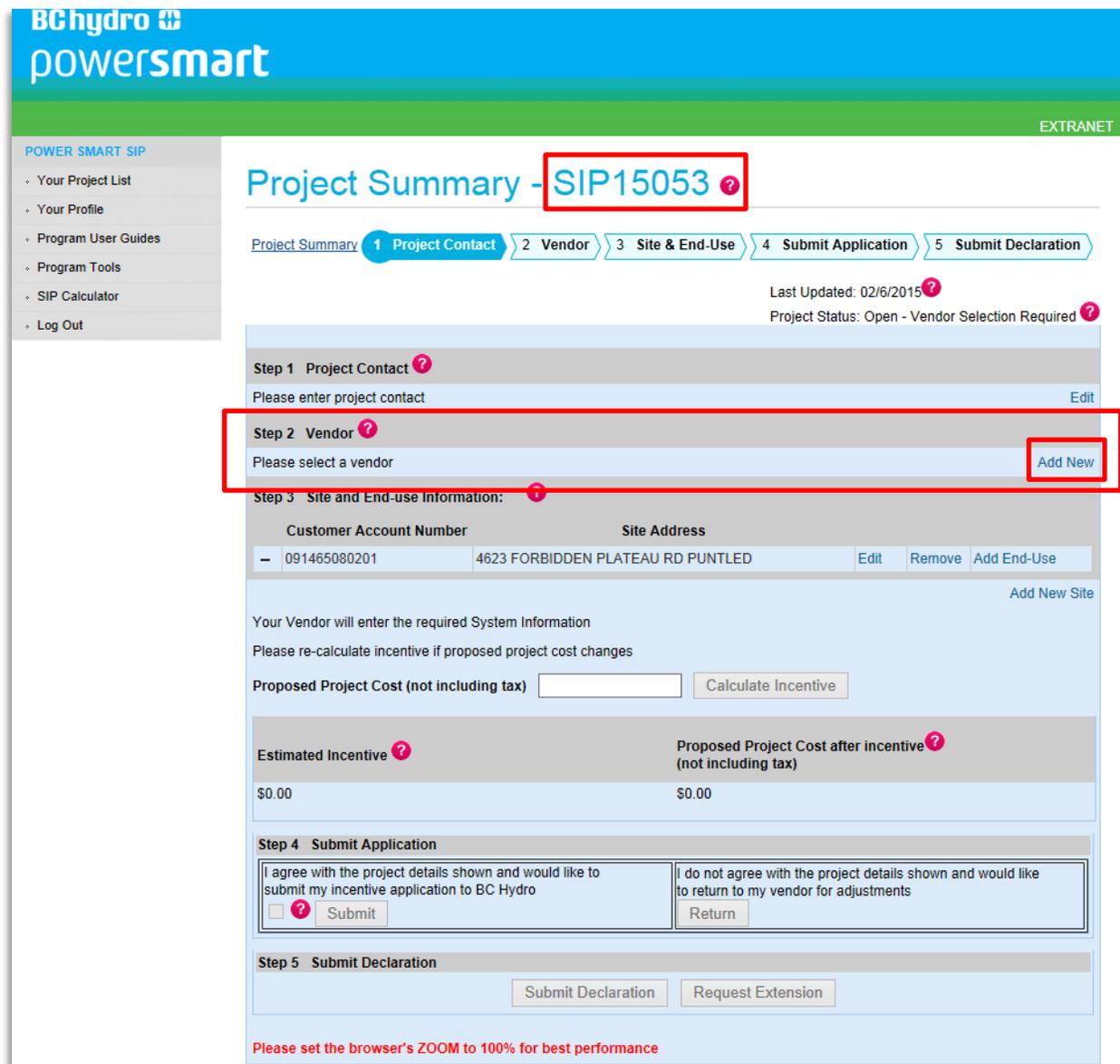


Once you click “Add New”, you will be presented with the Terms and Conditions for a SIP project. Please review and click “Accept” to proceed.



### Step 3: Identify your vendor and confirm your vendor contact details

Once you have created a new project and have accepted the Terms & Conditions, a new Project Details window will open with your unique SIP project number. The next step is to identify your “Vendor”. Click on “Add New” as shown below.



**Project Summary - SIP15053**

Project Summary | 1 Project Contact | 2 Vendor | 3 Site & End-Use | 4 Submit Application | 5 Submit Declaration

Last Updated: 02/6/2015  
Project Status: Open - Vendor Selection Required

**Step 1 Project Contact**  
Please enter project contact [Edit](#)

**Step 2 Vendor**  
Please select a vendor [Add New](#)

**Step 3 Site and End-use Information:**

Customer Account Number	Site Address	Edit	Remove	Add End-Use
091465080201	4623 FORBIDDEN PLATEAU RD PUNTLLED			

[Add New Site](#)

Your Vendor will enter the required System Information  
Please re-calculate incentive if proposed project cost changes

Proposed Project Cost (not including tax)  [Calculate Incentive](#)

Estimated Incentive	Proposed Project Cost after incentive (not including tax)
\$0.00	\$0.00

**Step 4 Submit Application**

<input type="checkbox"/> I agree with the project details shown and would like to submit my incentive application to BC Hydro <a href="#">Submit</a>	<input type="checkbox"/> I do not agree with the project details shown and would like to return to my vendor for adjustments <a href="#">Return</a>
---	--

**Step 5 Submit Declaration**

[Submit Declaration](#) [Request Extension](#)

Please set the browser's ZOOM to 100% for best performance

After you have clicked “Add New”, the Vendor Information window will open. Your vendor must be a member of the Power Smart Alliance with a valid 4-digit ID. Please attain this number from your vendor and enter the Registered Vendor ID. Click “verify” and your vendor’s default contact information will automatically populate.

Edit Project Vendor

## Assign Vendor - SIP15053

Please enter your Vendor's BC Hydro ID number and click "verify". Your vendor's information should automatically appear. Please confirm that the contact details are correct and click "continue" to assign your vendor.

(\* Required Field)

Vendor Information	
Registered Vendor ID * 	<input type="text" value="9633"/> <input type="button" value="Verify"/>
Company Name *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone *	<input type="text"/> (000) 000-0000
Fax	<input type="text"/> (000) 000-0000
Email *	<input type="text"/>

You may change the contact information if needed. To confirm the information is correct, click "Continue".

Edit Project Vendor

## Assign Vendor - SIP15053

Please enter your Vendor's BC Hydro ID number and click "verify". Your vendor's information should automatically appear. Please confirm that the contact details are correct and click "continue" to assign your vendor.

(\* Required Field)

Vendor Information	
Registered Vendor ID * 	<input type="text" value="9633"/> <input type="button" value="Verify"/>
Company Name *	<input type="text" value="U-Save Electric"/>
First Name *	<input type="text" value="Rob"/>
Last Name *	<input type="text" value="Raymond"/>
Phone *	<input type="text" value="(555) 555-5555"/> (000) 000-0000
Fax	<input type="text"/> (000) 000-0000
Email *	<input type="text" value="test@usave.com"/>

Once you have confirmed by clicking on "Continue", an automatic email will be sent to your vendor informing them that they have been assigned to your project. Your vendor will now have access to your

SIP project application and will be asked to input the system information (step 4). When the vendor has completed step 4, you will receive an email with further instructions.

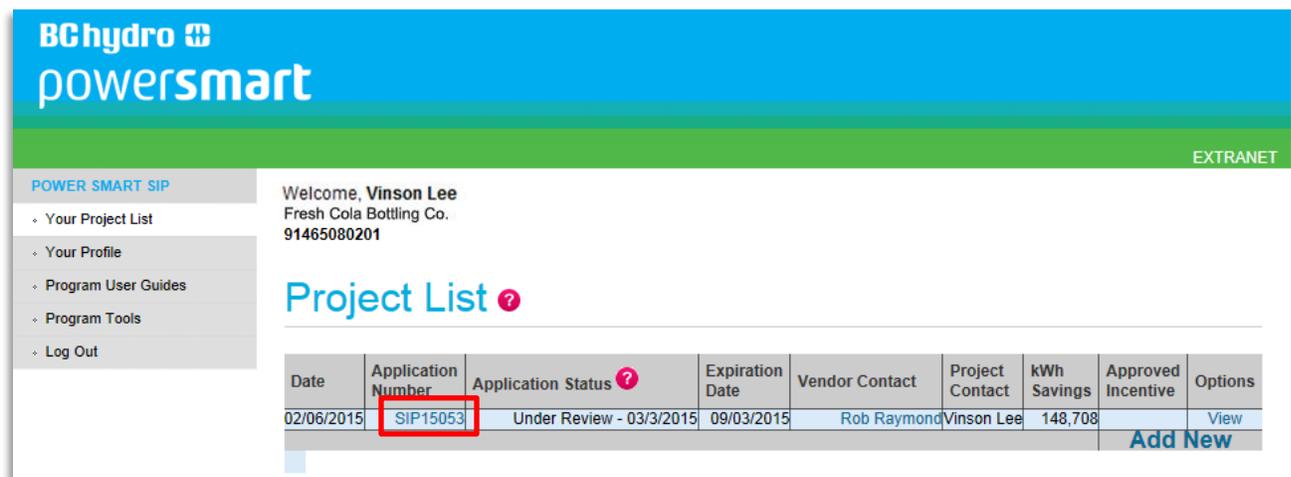
### Step 4: Input system information

**\*\*Your vendor will be responsible for this step\*\***

It will now be up to your vendor to input all of the system information for your SIP project. An automatic email will be sent to you once your vendor has completed this step. For any updates on the project status at this point, please contact your vendor.

### Step 5: Review and submit project details to BC Hydro

BC Hydro will notify you via automatic email once your vendor has entered and submitted the system information for your review. Please log into your SIP account to review the project details and estimated incentive. Once you log in, you will be presented with the following window:



The screenshot shows the BC Hydro powersmart EXTRANET interface. The header includes the BC Hydro powersmart logo and the word 'EXTRANET'. A navigation menu on the left lists: POWER SMART SIP, Your Project List, Your Profile, Program User Guides, Program Tools, and Log Out. The main content area displays a welcome message for Vinson Lee at Fresh Cola Bottling Co. (ID: 91465080201) and a 'Project List' section with a table. The table has columns for Date, Application Number, Application Status, Expiration Date, Vendor Contact, Project Contact, kWh Savings, Approved Incentive, and Options. One row is visible with the application number 'SIP15053' highlighted in a red box. Below the table is an 'Add New' button.

Date	Application Number	Application Status	Expiration Date	Vendor Contact	Project Contact	kWh Savings	Approved Incentive	Options
02/06/2015	SIP15053	Under Review - 03/3/2015	09/03/2015	Rob Raymond	Vinson Lee	148,708		View

[Add New](#)

Click on your SIP project file to review the project details. You will also be presented with an estimated incentive amount. The estimated incentive is calculated based on the information entered by your vendor.

**POWER SMART SIP**

- Your Project List
- Your Profile
- Program User Guides
- Program Tools
- Log Out

## Project Summary - SIP15053

Project Summary | 1 Project Contact | 2 Vendor | 3 Site & End-Use | 4 Submit Application | 5 Submit Declaration

Last Updated: 03/3/2015  
Project Status: Open - Customer Submission Required

**Step 1 Project Contact**  
Vinson Lee Edit

**Step 2 Vendor**  
Rob Raymond email notification sent on 03/03/2015 Edit

**Step 3 Site and End-use Information:**

Customer Account Number	Site Address			
- 091465080201	4623 FORBIDDEN PLATEAU RD PUNTLED	<span>Edit</span>	<span>Remove</span>	<span>Add End-Use</span>
End Use Type		kWh Savings		
+ Lighting		148708	<span>Edit</span>	<span>Remove</span>

Add New Site

Please re-calculate incentive if proposed project cost changes

Proposed Project Cost (not including tax)  Calculate Incentive

<b>Estimated Incentive</b> \$6,025.31	<b>Proposed Project Cost after incentive (not including tax)</b> \$17974.69
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After you review your project details and estimated incentive, you will have 2 options:

**Step 4 Submit Application**

I agree with the project details shown and would like to submit my incentive application to BC Hydro Submit

I do not agree with the project details shown and would like to return to my vendor for adjustments Return

1) Agree with the project details

If you agree to the project and estimated incentive, fill in the check box and click "Submit". Your SIP application will be transmitted to BC Hydro for review. Your vendor will receive an email prompt informing them that the project has been submitted and to email all supporting documentation to BC Hydro.

Please note that once you have submitted your SIP application to BC Hydro, you will no longer be able to make changes to the project. You will now proceed to step 6.

*\*If there are any changes to your project, please contact [sip.operations@bchydro.com](mailto:sip.operations@bchydro.com) immediately to inform them of your changes.*

II) Do Not Agree with the project details

If you do not agree to the project and estimated incentive, click “Return”. This will automatically return the project to your vendor. Your vendor will receive an email prompt informing them that you have returned the application to them for adjustment. You will need to contact your vendor to discuss changes you wish to make to the project. Once project changes are agreed upon, your vendor will need to input the new information and resubmit the project details to you (Step 4). You will start from the beginning of Step 5.

**Step 6: Your project may begin once you receive an incentive agreement**

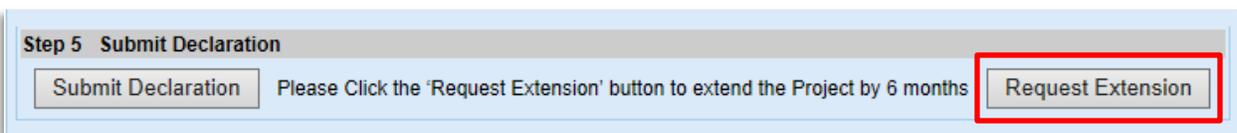
BC Hydro will review your project once your SIP application has been submitted and your vendor emails the required supporting documentation. Once approved, an incentive agreement will be emailed to you.

*\*It is important that you do not purchase or order any equipment until you have received your incentive agreement from BC Hydro.*

You may begin your project once you receive an incentive agreement from BC Hydro.

**Project Extensions**

Your agreement automatically allows 6 months for completion of your project. If you require additional time, you may request an extension by logging in, accessing your SIP Project Summary, and clicking on “Request Extension”.



**Step 7: Declaration of project completion**

Once your project has been completed, please log into your SIP account to review and complete the final project details contained in the Declaration of Project Completion.

Please fill in the blank fields and verify all pre-populated fields. When you are satisfied with the information, enter your name and title and click “submit” to send the declaration to BC Hydro. Please send copies of all invoices to BC Hydro; you may scan and email to [sip.operations@bchydro.com](mailto:sip.operations@bchydro.com). Please ensure your SIP file number is included in the subject heading of your email.

BC Hydro will issue the incentive payment after the Declaration of Project Completion has been transmitted and all invoices have been received.

Need Assistance? Contact the Power Smart Business Helpdesk  
 604 522 4713 (Lower Mainland) or 1 866 522 4713 (Elsewhere in B.C.)  
 Email: [industrial@bchydro.com](mailto:industrial@bchydro.com)

## Declaration Of Project Completion - SIP15053

Project Summary **1 Project Contact** **2 Vendor** **3 Site & End-Use** **4 Submit Application** **5 Submit Declaration**

Once you have completed your project, please declare your project completion by following the instructions in the form below and entering "submit" at the bottom of the page. Please remember to send us an original "voided" cheque (for electronic fund transfer) along with your original paid invoices to the address noted.

(\* Required Field)

<b>Facilities</b>	<b>BC Hydro Account Number</b>					
4623 FORBIDDEN PLATEAU RD PUNTLED	091465080201					
<b>Mail to address for Payment (if different than above):</b>						
Street Address:	<input type="text"/>					
City:	<input type="text"/>					
Province:	<input type="text"/>					
Postal Code:	<input type="text"/>					
<b>Completion Date &amp; Documents</b>						
Project Completion Date*	<input type="text"/>					
Please submit the paid invoices from your Vendor showing: Manufacturer's model numbers, Quantities, Installation address and your project number (SIP15053). Please supply and verify your GST info, which is necessary to facilitate payment of the incentive.						
Please submit your invoices by email to SIP.Operations@bchydro.com						
<b>Project cost</b>						
<b>Invoice Date (MM/DD/YYYY)</b>	<b>Name of Contractor/Supplier</b>	<b>Paid Invoice Reference Number</b>	<b>Cost (*Excluding Tax)</b>	<b>GST</b>	<b>HST</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						Add
<b>Subtotal of Project Cost (*Excluding Tax)</b>				<b>\$ 0</b>		
<b>Labour – Please include Labour, broken out by hour x rate</b>			<input checked="" type="checkbox"/> <b>Check Box to Declare Labour Costs</b>			
<b>Labour Date (MM/DD/YYYY)</b>	<b>Hour</b>	<b>Rate</b>	<b>Total</b>			
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>			
						Add
<b>Subtotal of Labour</b>				<b>\$ 0.00</b>		
<b>Miscellaneous Cost, i.e. Permit</b>						
<b>Misc Date (MM/DD/YYYY)</b>	<b>Description</b>	<b>Cost (*Excluding Tax)</b>				
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>
						Add

Please include all equipment invoices under your project costs. If there are multiple equipment invoices, please create an entry for each invoice by clicking on "Add". Your equipment invoices may already include all labour costs. If that is the case, you do not need to enter anything into the labour costs section. Be sure to un-check the box to Declare Labour Costs if you will not be entering any "labour only" invoices.

Subtotal Miscellaneous Cost (*Excluding Tax)		\$ 0.00	
Proposed Project Cost (Excluding Taxes)	\$24,000.00	Total Actual Project Cost (Excluding Taxes)	\$0.00
Project Installed as Proposed: Yes <input checked="" type="radio"/> No <input type="radio"/>			
If Total Actual Cost is Less than Proposed Cost, please check to confirm no further invoices to be submitted <input type="checkbox"/>			
Is your project GST Applicable? * Yes <input type="radio"/> No <input checked="" type="radio"/>		Your GST #*	<input type="text"/>
<p><b>Important Notice:</b> Your incentive amount may be adjusted if the total actual project costs differ from the proposed project costs.</p> <p><b>Note:</b> Incentive payments include applicable taxes. If you do not have a GST number, the applicable taxes will be deducted from the total incentive payments.</p>			
End-Use System Information			

Most projects will be GST applicable. Unless there are special circumstances with GST, please be sure to click “yes” and enter your GST#.

End-Use System Information				
Site Common Name: 4623 FORBIDDEN PLATEAU RD PUNTLIED				
Site Service Address: 4623 FORBIDDEN PLATEAU RD PUNTLIED				
Customer Account Number: 091465080201				
	Estimated Demand Savings(kW)		Estimated Energy Savings(kWh)	
End-Use Measures	Site	BC Hydro Peak	Site	Potentially Incentable
Lighting-T12 to T8 ES Lamp / HEF ballast retrofit		1.40	1.40	5,535
Lighting-Non-LED lighting retrofit (incl. removal)		9.90	9.90	64,188
Lighting-New Lighting Control				47,000
Lighting-LED Lighting with Adaptive/ Bi-Level Control		2.00	3.00	23,530
Lighting-Non-LED Lighting with Adaptive/ Bi-Level Control		.50	.50	8,455
		13.8	14.8	148,708
<input checked="" type="checkbox"/> I verify that the content is correct.				
Applicant's Declaration				
I, the undersigned, declare:				
<ul style="list-style-type: none"> <li>◦ that I am the owner, or a duly authorized representative of the owner, of the facility described here above;</li> <li>◦ that the information in this document, along with the supporting evidence, is accurate and complete;</li> <li>◦ that all invoices submitted to BC Hydro have been paid in full.</li> </ul>				
First Name *	<input type="text"/>			
Last Name *	<input type="text"/>			
Title *	<input type="text"/>			
<input type="button" value="Submit"/> <input type="button" value="Back"/>				