

# THE FIVE STEPS TO POWER SMART EXPRESS

## STARTING AN APPLICATION

Power Smart Alliance members can access a Power Smart Express incentive application one of two ways:

SCENARIO	HOW TO START AN APPLICATION	POWER SMART ALLIANCE ROLE
1. Contractor initiated application	Enter your customer's PIN	Complete Steps 1 through 5 of the application.
2. Customer initiated application	Your customer will start the application. The application will then appear on your "List of Applications for Vendor" section.	Complete portions of Step 3 and 5 of the application on behalf of your customer. Your customer will complete the remainder of the application and submit it to BC Hydro.  <i>*Applications for only lighting controls must be initiated by the customer.</i>

## COMPLETING AN APPLICATION

The Power Smart Express online application is a five step process. Depending on how you access the application, you will need to complete the following steps:

DESCRIPTION	CONTRACTOR INITIATED APPLICATION	CUSTOMER INITIATED APPLICATION
1. Contact information	<input type="radio"/>	
2. Installer and distributor information	<input type="radio"/>	
3. Facility and installation details, and project financials		
• Facility and installation details		
- Add facilities	<input type="radio"/>	
- Select existing and new configurations	<input type="radio"/>	<input type="radio"/>
• Project financials	<input type="radio"/>	<input type="radio"/>
4. Submit the application for pre-approval*	<input type="radio"/>	
5. Submit the declaration*		
• Installation details	<input type="radio"/>	<input type="radio"/>
• Invoice and supporting documentation information	<input type="radio"/>	

### SITE INSPECTIONS

Projects may be selected for a site inspection after the application is submitted in Step 4 ("Pre-site inspection") and/or after the declaration is submitted in Step 5 ("Post-site inspection").

### Contact Us Today

If you have any questions or comments about Power Smart Express, please visit [bchydro.com/alliance](http://bchydro.com/alliance), call 604 522 4713 (in the Lower Mainland) or 1 866 522 4713 (toll free) or email [alliance@bchydro.com](mailto:alliance@bchydro.com).

