

# POWER SMART EXPRESS GETTING STARTED CHECKLIST

## BEFORE YOU BUY

- Make a list of:
  - The current technologies you would like to upgrade at your customer's facility
  - The retrofit technologies that you plan to install
  - Where the technologies are located (Eg. Parking lot, third floor meeting room, etc.)

## SUBMIT THE APPLICATION FOR PRE-APPROVAL

- Either you or your customer can start the online application process
- Have the following information handy:
  - Customer's PIN if you are creating an application on their behalf from start to finish
  - Customer's BC Hydro account number(s) for each participating site
  - The list of existing and retrofit technologies

## COMPLETE YOUR PROJECT

- You have 12 months from the day your application is pre-approved by BC Hydro to complete the project installation and submit the project declaration
- Ensure you follow BC Hydro's installation standards. Refer to the e.Catalog Product Acceptance Criteria document

## SUBMIT THE DECLARATION

- Have the following information handy:
  - Detailed invoices that outline the configurations, model numbers, and quantities installed
  - Updated project cost information. Project cost includes products, labour, permits, etc.
- Email or mail invoices and supporting documents to
  - Email: [pspx.invoices@bchydro.com](mailto:pspx.invoices@bchydro.com)
  - Mail: Power Smart Express Invoicing  
c/o Power Smart Operations  
900 – 4555 Kingsway  
Burnaby, BC V5H 4T8

### e.CATALOG

Consult e.Catalog for the list of eligible retrofits and the corresponding energy-efficient products at [bchydro.com/ecatalog](http://bchydro.com/ecatalog)

### PRE-APPROVAL

You may purchase and install equipment only **after** BC Hydro has pre-approved the application

### SITE INSPECTIONS

Where a pre or post-site inspection has been selected for the application, it is recommended that you or an individual familiar with the project be available to guide the inspector through the site.

## 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).

**BC**hydro   
**power**smart