Business Energy Saving Incentives (BESI)

Customer User Guide

BC Hydro
Power smart

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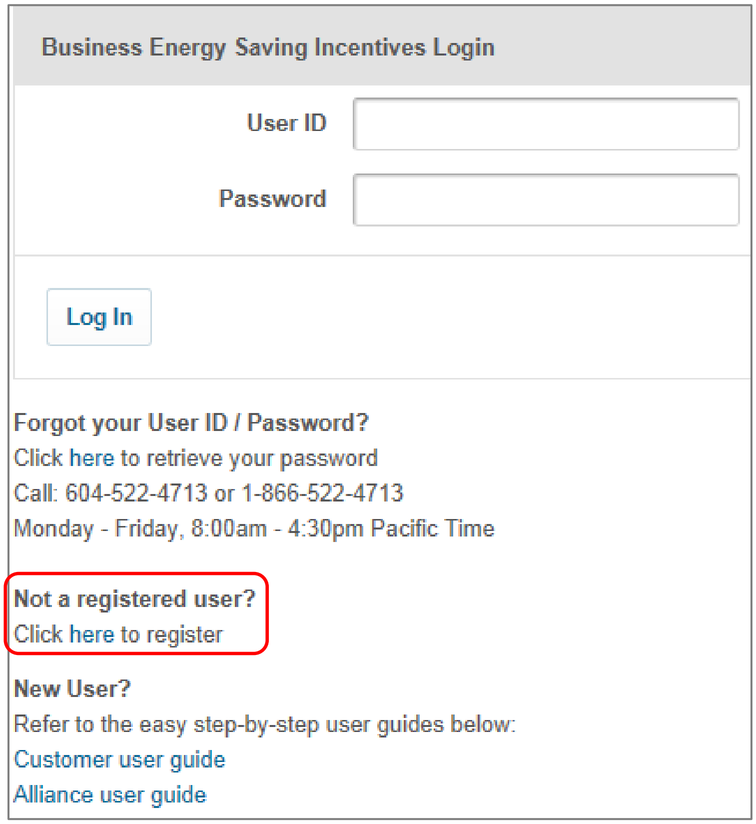
Registration and login

First-time users of Business Energy Saving Incentives (BESI) must register for a user ID and password in order to login to the online application.



The following information is required to register for Business Energy Saving Incentives (BESI):

Required Field	Description
• First and last name • Title and company name	
• Whether you are a Landlord / Owner or Tenant • Whether you have a BC Hydro bill	If you are a tenant and do not have a BC Hydro bill, you are required to complete an “Owner / Landlord Waiver Form” prior to applying for BESI.
• Whether you are a New Westminster company	
• Enter your Customer Account Number (CAN)	This is your BC Hydro account number. The system will populate the “Legal Name of Registered Company” field based on the CAN.

Required Field	Description
• Legal tenant name	This field is displayed only if you are a tenant
• Business address • Business email, phone and fax number	
• User ID • Password	The password must be between 4 and 16 characters. Re-enter the password to confirm your selection.

Apply for the Business Energy Saving Incentives Program

Instructions:

Please complete the Login registration form below and click the Submit button to create a customer Login ID.

Login ID Registration Form

Fields marked with an asterisk (*) are required.

*First Name		
*Last Name		
*Title		
*Company		
*Are you a Landlord/Owner or Tenant?	Landlord/Owner	Tenant
*Do you have a BC Hydro Bill?	Yes	No
*Is New Westminster Customer?	Yes	No
*Customer Account Number		
Legal Name of Registered Company		
Suite #		
Address		
City		
Province/State		2 character Abbreviation
Postal/Zip Code		Format: A1B 2C3
*Country		
*Email Address		Format: user@host.com
Business Phone		Format: 604-555-1212
Fax		Format: 604-555-1212

Create a user name and password to log in to the Business Energy Saving Incentives.

*User ID		
*Password		4 - 16 characters
*Retype Password		4 - 16 characters

Cancel Create New User

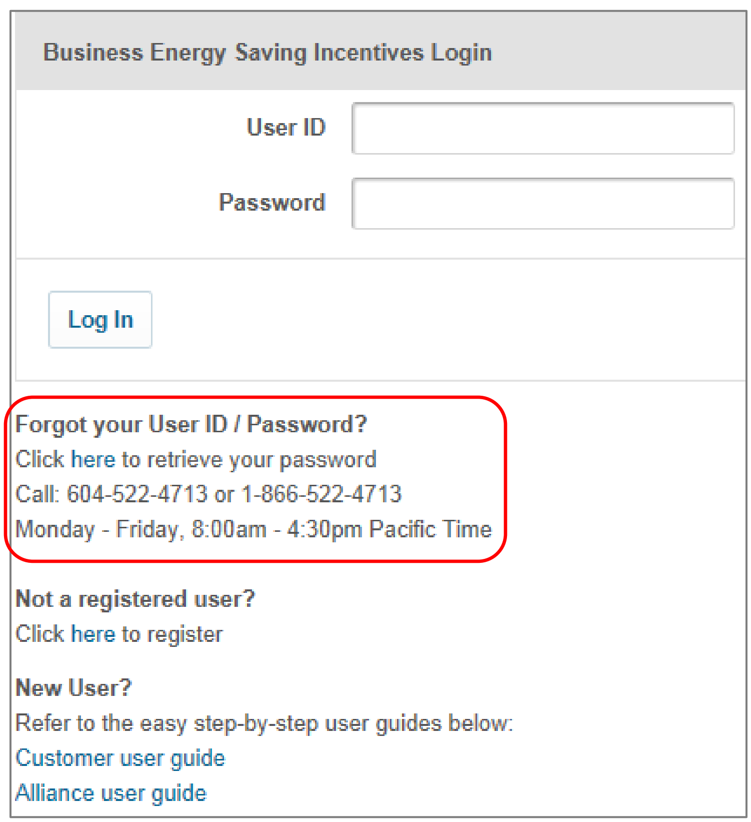
Click **"Submit"** to complete your registration. The application will return you to the BESI login page and you can enter your user ID and password to login.

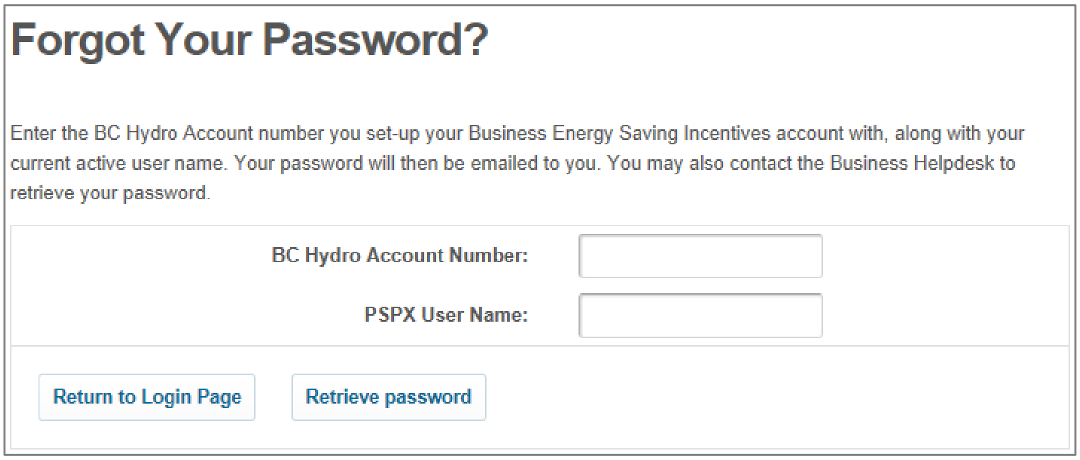
Forgot your login information?

If you have forgotten either your user ID or password, you can call 604-522-4713 or 1-866-522-4713 (outside the Lower Mainland) to retrieve this information.

Your password can also be retrieved online. To do so, you will need:

- The account number that you registered with
- Your user ID



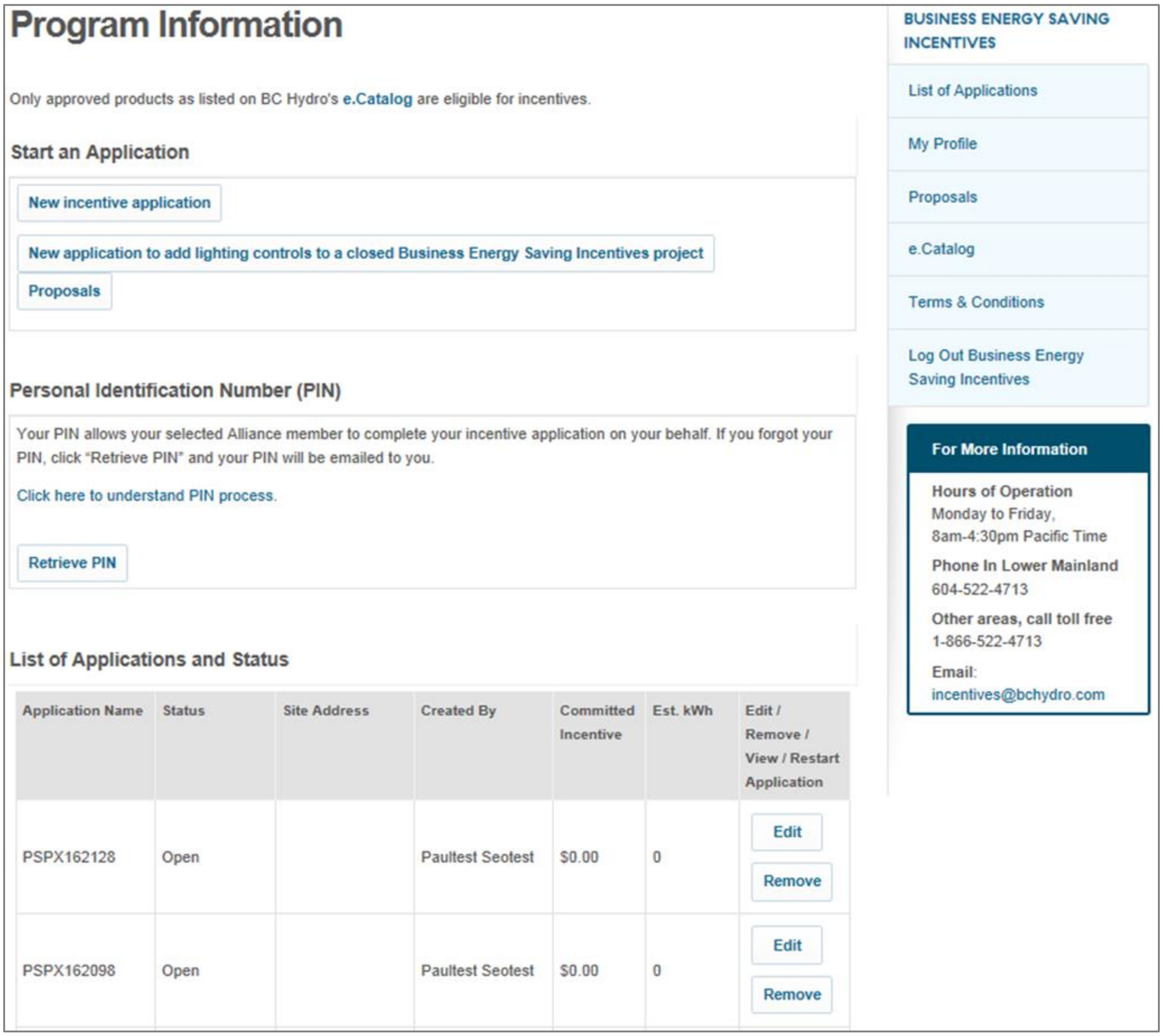


Your BESI dashboard

Once you login to BESI, you will see the **"Program Information"** page. This page houses several important functions, categorized into several sections:

Section	Description
Start an Application	You have two options: 1. New BESI application 2. Lighting controls only application
Personal Identification Number (PIN)	You may share your PIN with your Alliance contractor / distributor so that they can create and submit an application on your behalf.
List of Applications and Status	Your past and present BESI projects are listed in this section. You may: • Edit or remove an application that has not been submitted • View a submitted application
BESI Menu	Located on the right-hand side of the page, the BESI Menu provides you with quick links to the following pages, no matter where you are in the application: • **List of Applications** (View all BESI applications associated with this account.) • **My Profile** (You can update your information here, including your password.) • **Proposals** • **e.Catalog** (Reference to eligible configurations and products.)

Section	Description
	• **Terms & Conditions** • **Log Out of BESI**

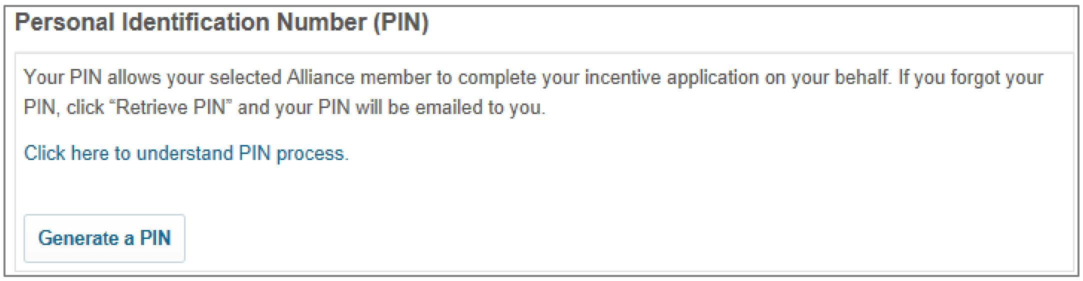


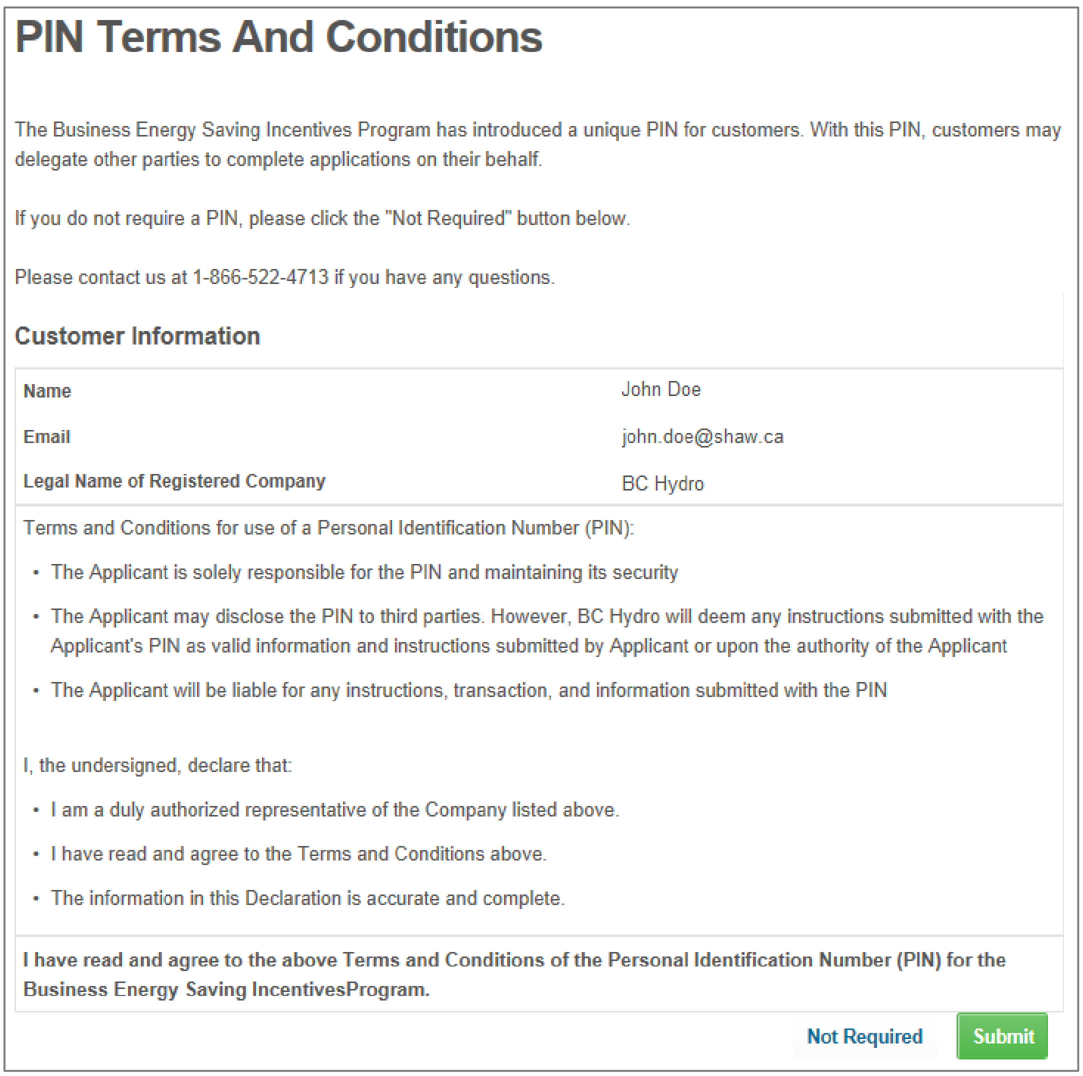
BESI PIN

Your BESI personal identification number or PIN allows your chosen Alliance contractor to create an application on your behalf, from start to finish.

To generate your unique PIN:

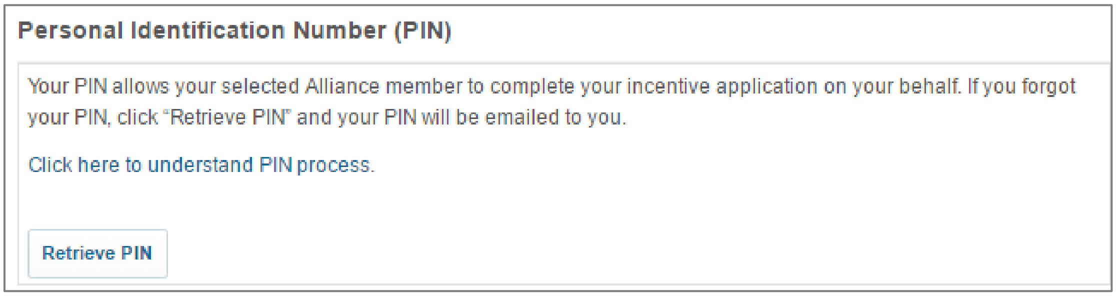
- Click on the “Generate a PIN” button on the “Program Information” page
- Review the PIN Terms & Conditions
- Click “Submit”
- You will be sent an email containing your PIN and instructions
- Forward the email to your Alliance contractor / distributor
- The “Generate a PIN” button will become “Retrieve PIN”





If you've forgotten your PIN:

- Click on the "Retrieve PIN" button on the "Program Information" page
- Your PIN will be emailed to you



List of applications and status

Your past and present BESI projects are listed in this section. You may:

- Edit or remove an application that has not been submitted
- View a submitted application
- If your Alliance distributor/contractor has initiated an application using your PIN, the application will appear in this section so that you can keep track of it.

This list also provides you with a high-level overview of each project, including:

- The application number
- The current status of the application
- Site address of the project
- Who created the application
- The project's incentive and energy savings

e.Catalog

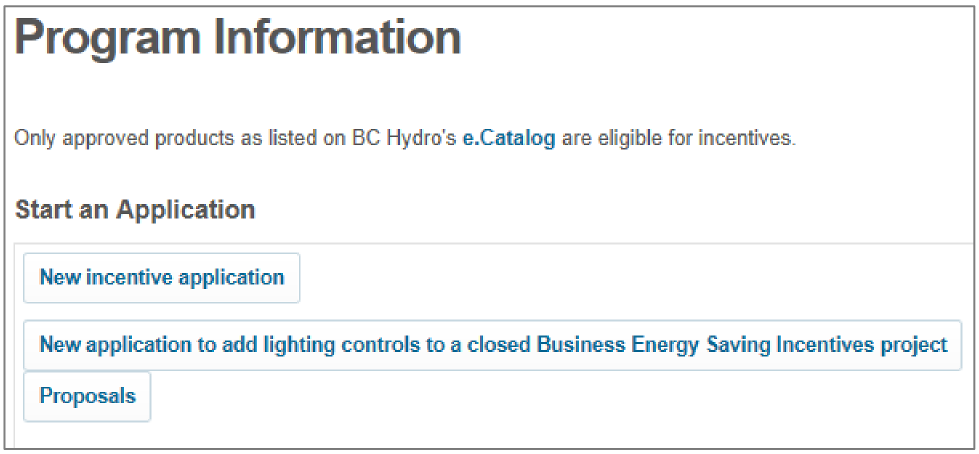
e.Catalog lists all the configurations and products that are eligible for Business Energy Saving Incentives. Although you may find your desired product in e.Catalog, you must ensure that it is eligible for the specific configuration that you plan to retrofit. Otherwise, your incentive may be jeopardized.

> **Note:**
>
> The configurations and energy efficient products that you select for your project must be listed in e.Catalog to be eligible for incentives.

New BESI application

To start a new BESI project application:

- Click on the “New BESI application” button on the Program Information page
- Read the Application Instructions and click “OK” to continue
- The system displays the Application Summary page



Application process

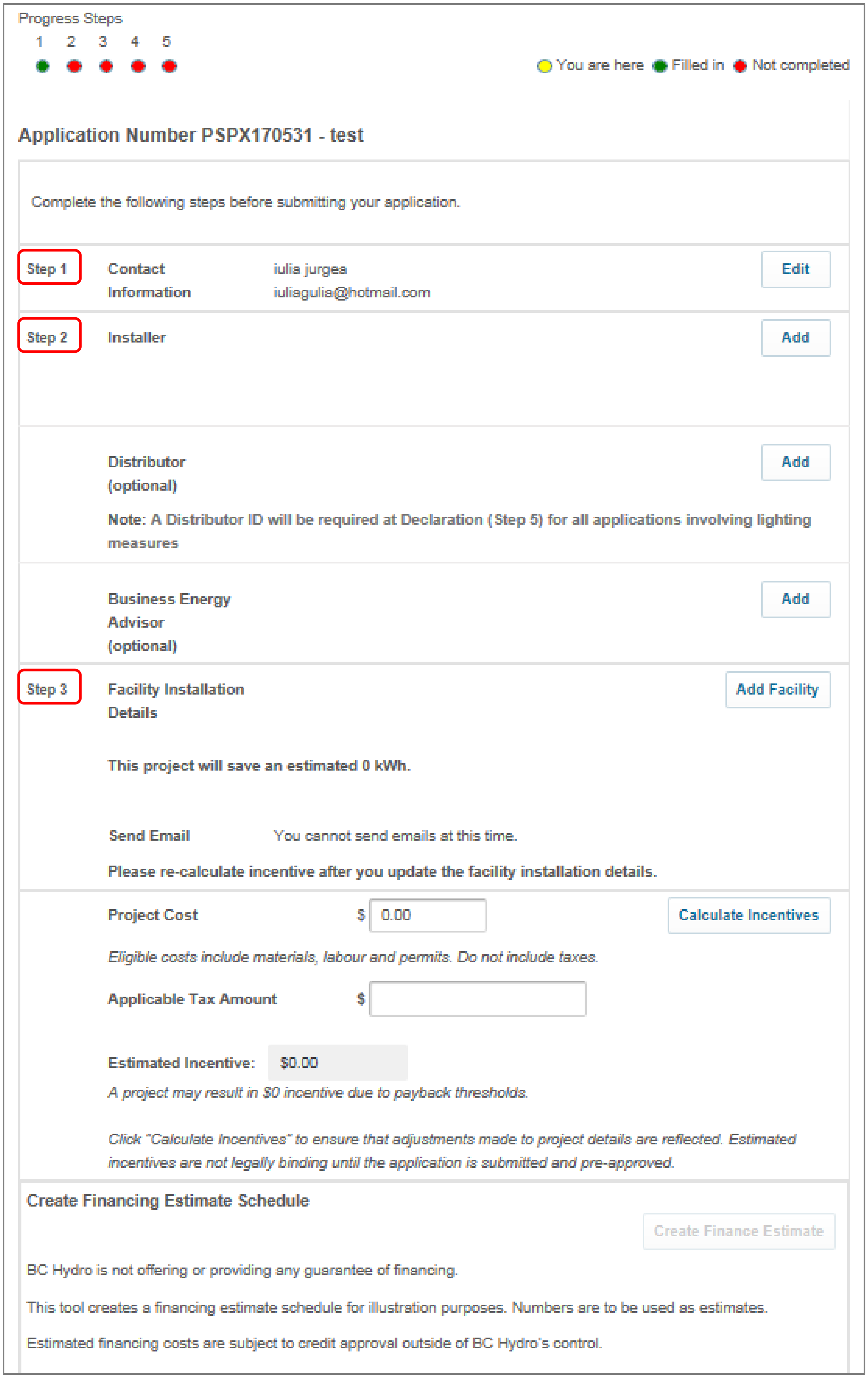
The BESI application is divided into five steps:

1. Contact information
2. Installer and distributor information
3. Facility and installation details, and project financials
    a. Facility and installation details
        i. Add facilities
        ii. Select existing and new configurations
    b. Project financials
4. Submit application for pre-approval*
5. Submit declaration*
    a. Installation details
    b. Invoice and supporting documentation information

Note:

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”).

The “traffic light” indicators at the top of the page show you which step you are currently working on, and which steps have been completed. The first four steps must be complete (green) before an application can be submitted to BC Hydro. Step 5 can only be completed after the retrofit work has been done.



Progress Steps

1 2 3 4 5

You are here Filled in Not completed

Application Number PSPX170531 - test

Complete the following steps before submitting your application.

Step 1	Contact Information	iulia jurgea iuliagulia@hotmail.com	Edit
Step 2	Installer		Add
	Distributor (optional)		Add

Note: A Distributor ID will be required at Declaration (Step 5) for all applications involving lighting measures

	Business Energy Advisor (optional)	Add
Step 3	Facility Installation Details	Add Facility

This project will save an estimated 0 kWh.

Send Email You cannot send emails at this time.

Please re-calculate incentive after you update the facility installation details.

Project Cost $ 0.00 Calculate Incentives

Eligible costs include materials, labour and permits. Do not include taxes.

Applicable Tax Amount $

Estimated Incentive: $0.00

A project may result in $0 incentive due to payback thresholds.

Click "Calculate Incentives" to ensure that adjustments made to project details are reflected. Estimated incentives are not legally binding until the application is submitted and pre-approved.

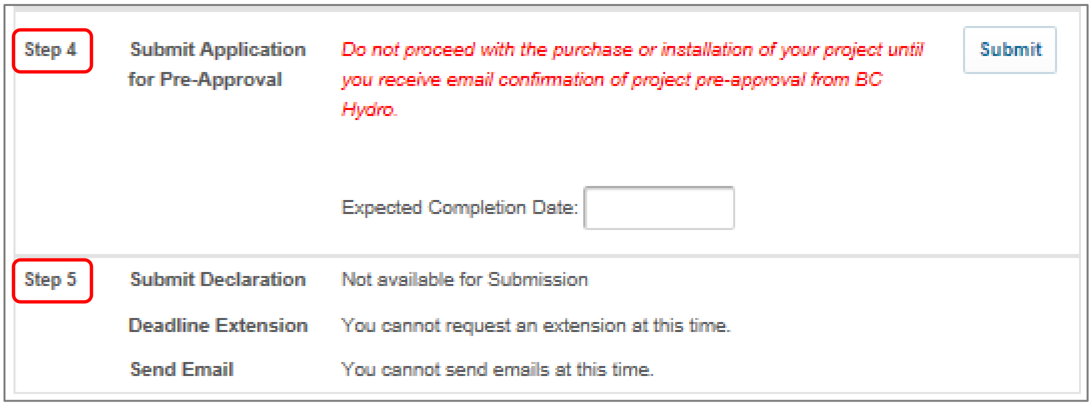
Create Financing Estimate Schedule

Create Finance Estimate

BC Hydro is not offering or providing any guarantee of financing.

This tool creates a financing estimate schedule for illustration purposes. Numbers are to be used as estimates.

Estimated financing costs are subject to credit approval outside of BC Hydro's control.

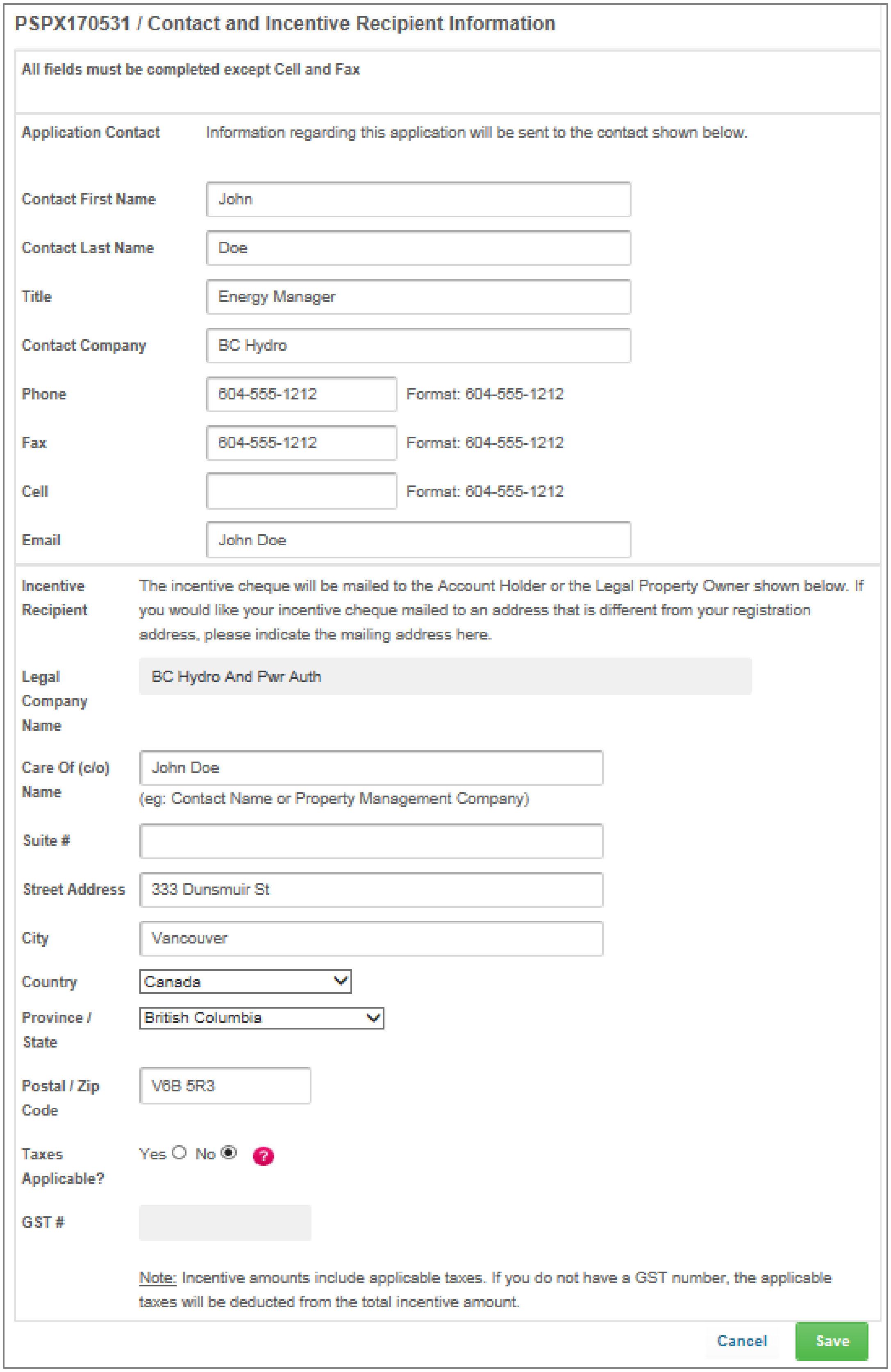

Step 4
Submit Application for Pre-Approval
Do not proceed with the purchase or installation of your project until you receive email confirmation of project pre-approval from BC Hydro.
Submit
Expected Completion Date:
Step 5
Submit Declaration
Not available for Submission
Deadline Extension
You cannot request an extension at this time.
Send Email
You cannot send emails at this time.

Step 1: Contact information

Step 1 requires you to enter and edit the contact information for the following parties. Click “Edit” next to Step 1 to access this section of the application.

Some fields are pre-populated based on your registration information:

Application contact	The primary contact for this particular application. All emails that pertain to this application will be delivered to this individual.
Incentive recipient	Who and where the incentive cheque should be mailed to.



PSPX170531 / Contact and Incentive Recipient Information

All fields must be completed except Cell and Fax

Application Contact	Information regarding this application will be sent to the contact shown below.	
Contact First Name	John	
Contact Last Name	Doe	
Title	Energy Manager	
Contact Company	BC Hydro	
Phone	604-555-1212	Format: 604-555-1212
Fax	604-555-1212	Format: 604-555-1212
Cell		Format: 604-555-1212
Email	John Doe	

Incentive Recipient	The incentive cheque will be mailed to the Account Holder or the Legal Property Owner shown below. If you would like your incentive cheque mailed to an address that is different from your registration address, please indicate the mailing address here.
Legal Company Name	BC Hydro And Pwr Auth
Care Of (c/o) Name	John Doe (eg: Contact Name or Property Management Company)
Suite #	
Street Address	333 Dunsmuir St
City	Vancouver
Country	Canada
Province / State	British Columbia
Postal / Zip Code	V6B 5R3
Taxes Applicable?	Yes ○ No ◉
GST #	

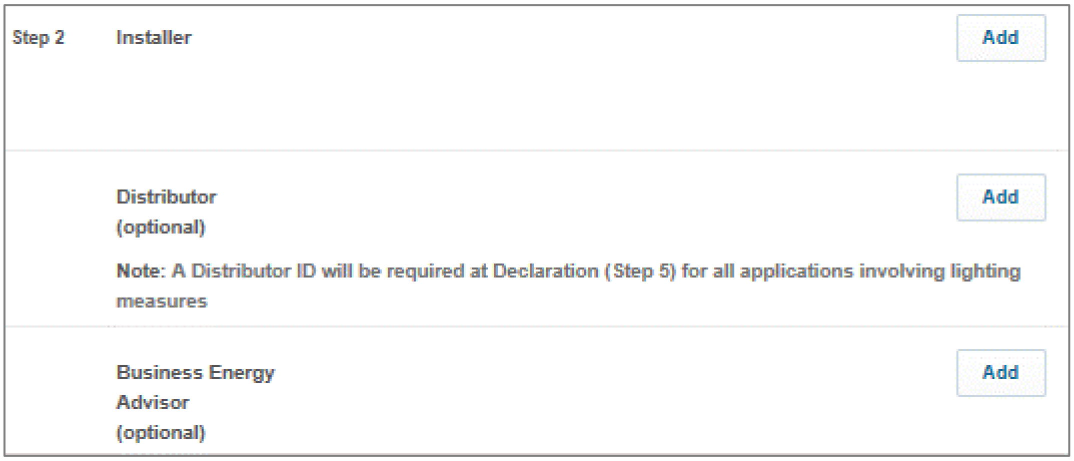
Note: Incentive amounts include applicable taxes. If you do not have a GST number, the applicable taxes will be deducted from the total incentive amount.

Cancel Save

Click “Save” to return to the Application Summary page.

Step 2: Installer, Distributor and Business Energy Advisor information

Step 2 requires you to enter the details of the company / individual who is installing your project.



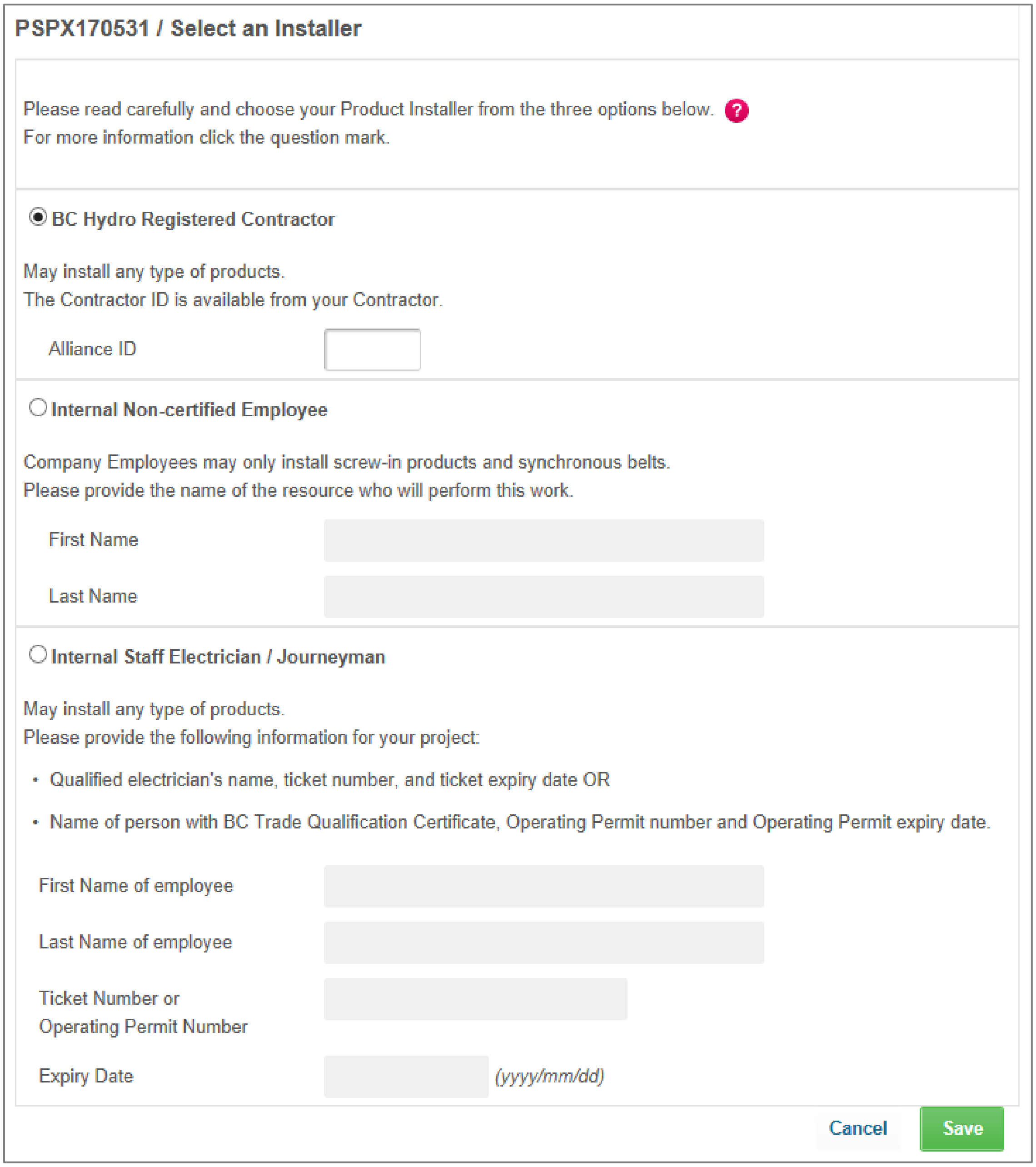
Installer

If you are the installer, this section is pre-populated with your Alliance ID. To view, click the “Add” button that corresponds to the Installer section of Step 2.

You have three options when it comes to selecting an installer for your project:

1. Alliance member
2. Internal non-certified employee
3. Internal staff electrician / journeyman

Select your installer using the radio button, and complete the fields applicable to your selection. An Alliance ID is required if you select a member of the Alliance of Energy Professional to complete your project. The name of the Alliance installer will appear once you save this page and return to the Application Summary.



PSPX170531 / Select an Installer

Please read carefully and choose your Product Installer from the three options below.
For more information click the question mark.

BC Hydro Registered Contractor

May install any type of products.
The Contractor ID is available from your Contractor.

Alliance ID

Internal Non-certified Employee

Company Employees may only install screw-in products and synchronous belts.
Please provide the name of the resource who will perform this work.

First Name

Last Name

Internal Staff Electrician / Journeyman

May install any type of products.
Please provide the following information for your project:

- Qualified electrician's name, ticket number, and ticket expiry date OR
- Name of person with BC Trade Qualification Certificate, Operating Permit number and Operating Permit expiry date.

First Name of employee

Last Name of employee

Ticket Number or
Operating Permit Number

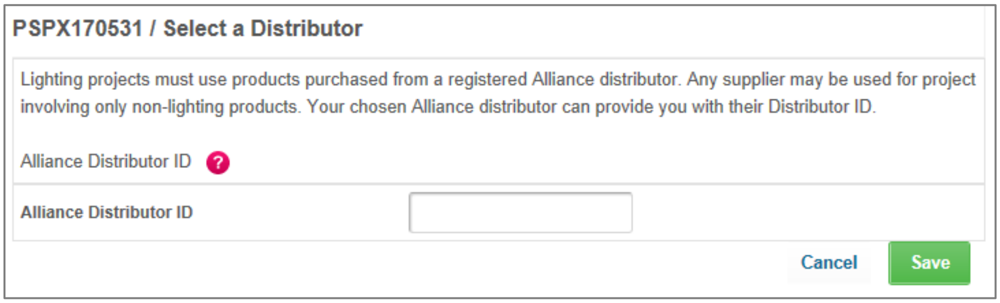
Expiry Date *(yyyy/mm/dd)*

Cancel Save

Click “Save” to return to the Application Summary page.

Distributor (optional)

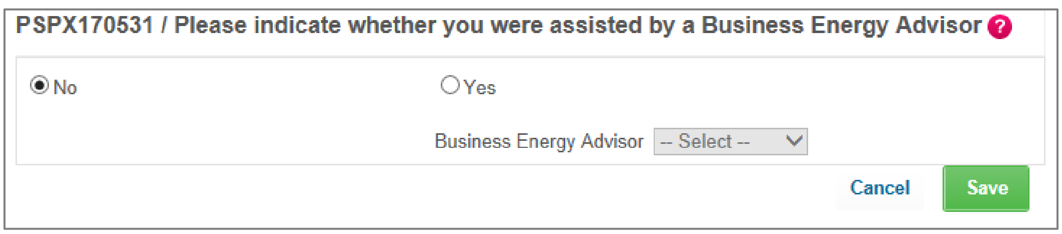
A Distributor ID is mandatory for projects that involve lighting, meaning that lighting products must be purchased from an approved Alliance distributor. You will be prompted to enter a Distributor ID at Step 2 or at Step 5 when you declare.



Click “Save” to return to the Application Summary page. The name of the Alliance distributor will appear once you save this page and return to the Application Summary.

Business Energy Advisor (optional)

If you have an Business Energy Advisor click the “Add” button to select their name from the drop down list.

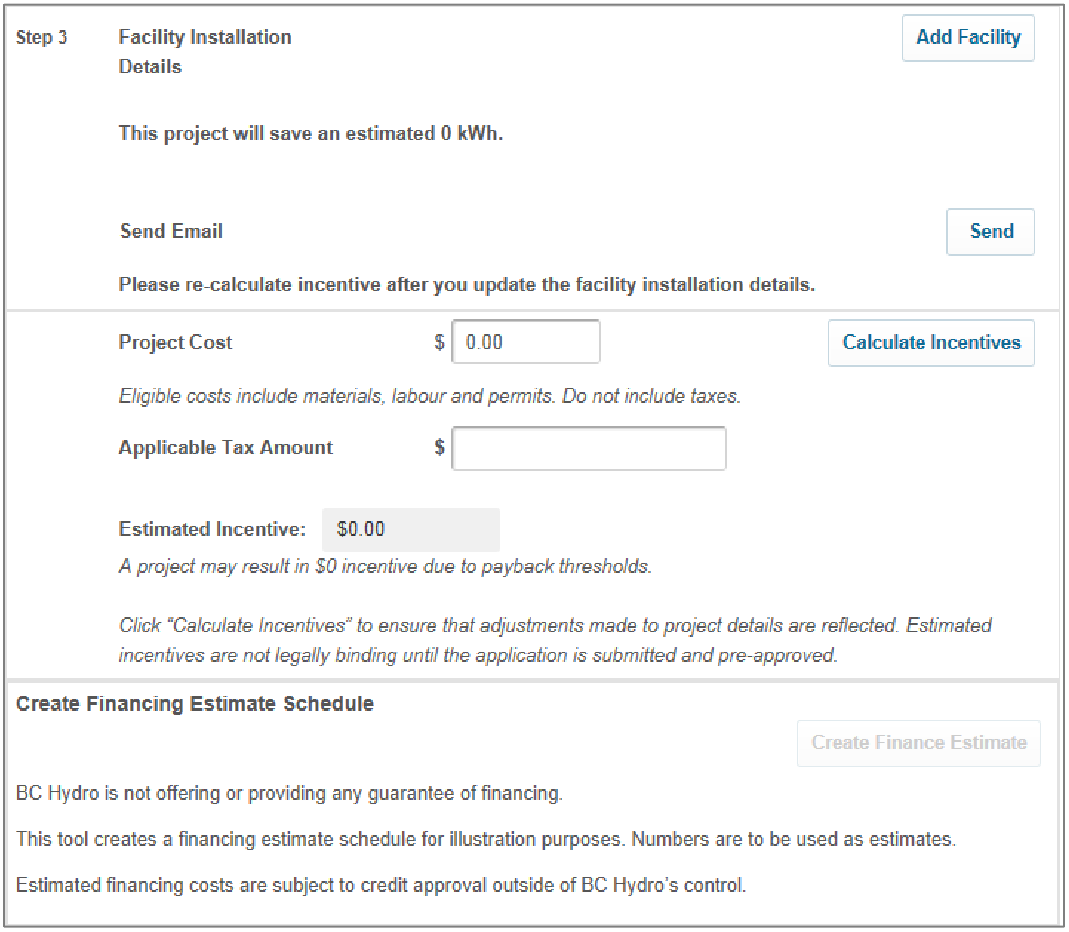


Click “Save” to return to the Application Summary page. The name of the Business Energy Advisor will appear once you save this page and return to the Application Summary.

Step 3: Facility and installation details

Step 3 requires you to enter details regarding:

- Facility and installation details
- Project financials



Facility and installation details

Adding facility and installation details is a two phase process:

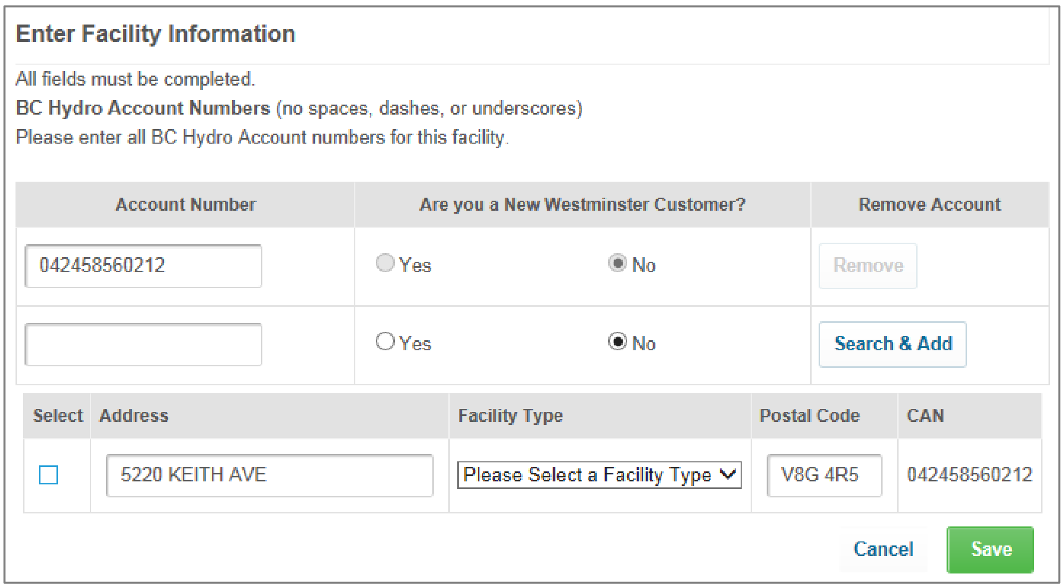
1. Add facilities
2. Select upgrades

Add facilities

You can add multiple facilities to one project application. Click "Add Facility" next to Step 3 to access this portion of the application. The default facility that appears is based on the account number that you registered for BESI with.

To add additional facilities to your application:

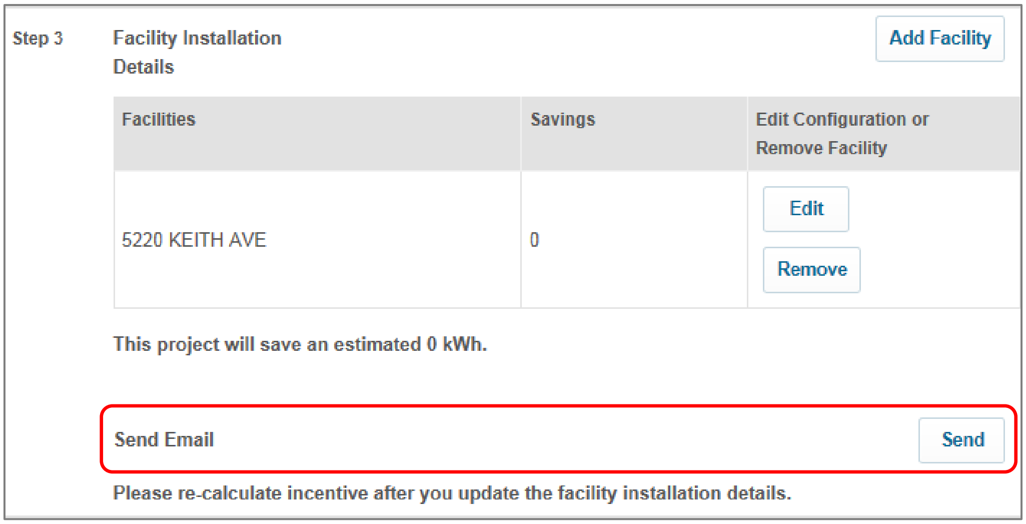
1. Enter the additional facility's account number
2. Indicate if the account is located in the City of New Westminster
3. Click "Search & Add". If valid, a new site address will appear below.
4. Select the facility type using the "Facility Type" drop down list
5. Enter the facility's postal code if it has not already been pre-populated
6. Click on the checkbox to the left of the facility that you want to include in this application
7. Click "Save" to return to the Application Summary page.



Your additional sites will now appear in Step 3.

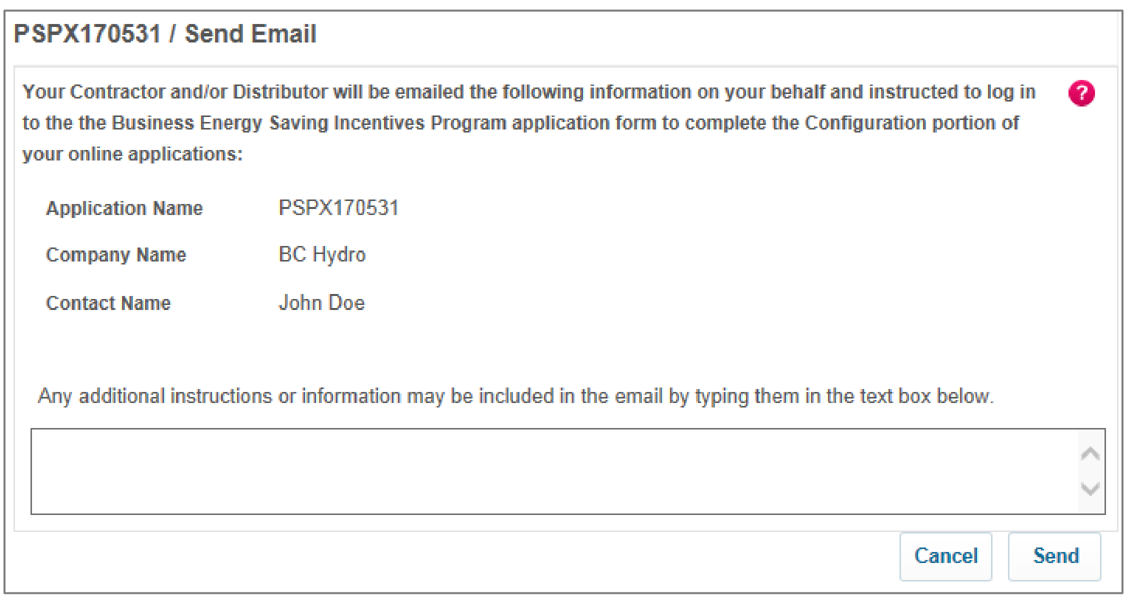
Send email

You will notice that the "Send Email" function becomes active once you add a facility to your project.



If you are working with an Alliance contractor and / or distributor, you can request that they complete the remainder of Step 3 on your behalf by using this function:

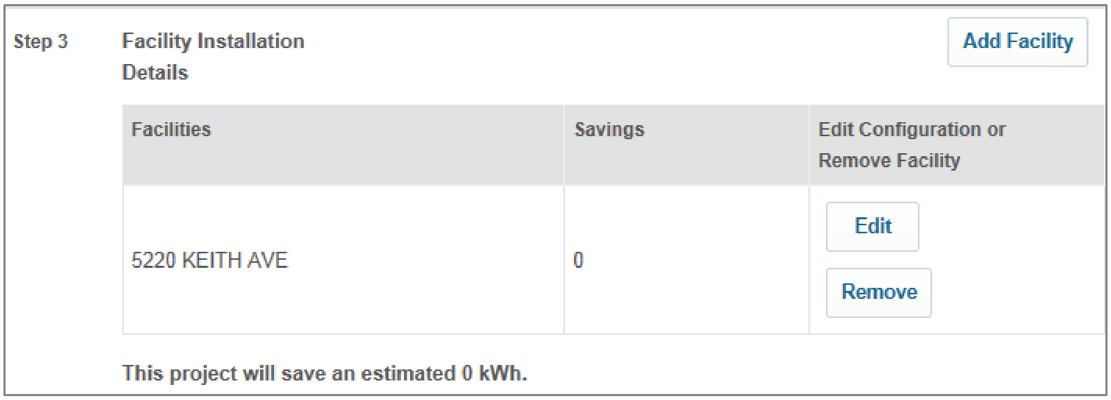
1. Click the “Send” button that is next to Send Email
2. Select whether you want the email to be sent to your contractor and/or distributor
3. Enter any additional instructions
4. Click “Send” to send the email



Your contractor and / or distributor have access to the same function to notify you when they have completed Step 3.

Select upgrades

If you are the one to enter the details of the upgrade, select the facility that you would like to upgrade by clicking the “Edit” button that corresponds to the facility you would like to upgrade. To remove a facility from your application, click the corresponding “Remove” button.



After selecting the facility that you’d like to upgrade, you will be taken to the Installation Summary page. Review this page and click “Continue”. You will be taken to the “Facility Installation Details” page, review the instructions and click “Add” to begin.

Selecting existing configurations

You may now select your existing configuration (what is currently at your facility). The Existing Configuration column on the left displays the configurations that are eligible for Business Energy Saving Incentives. Clicking on items under Existing Systems will expand the view to show all possible configurations.

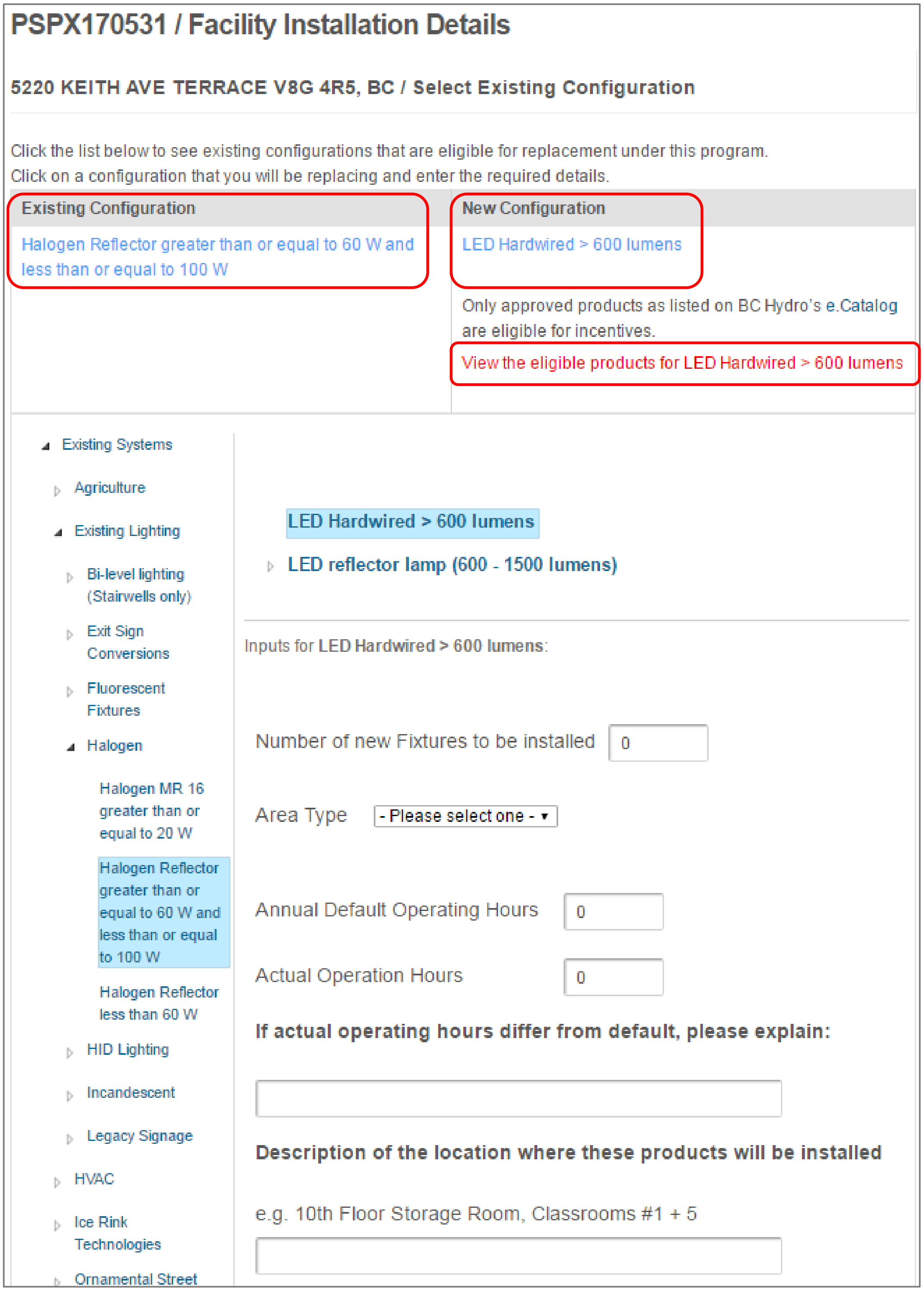
Selecting new configurations

Once you have selected your existing configuration, the column to the right will display the options available for your new configuration (what you plan to install). Clicking on items under New Configuration will expand the view to show all possible configurations.

Once you have selected your new configuration, a red link will appear at the top that says **“View eligible products for the selected configuration”.** This link will lead you to a list of all eligible products in e.Catalog for your selected configuration. If all makes and models are eligible for your selected configuration, the link will not be live.

Note:

Once you submit your application, the list of eligible products for your selected configuration is locked-in. Products that are added to e.Catalog after your application is submitted will not be eligible for your project.

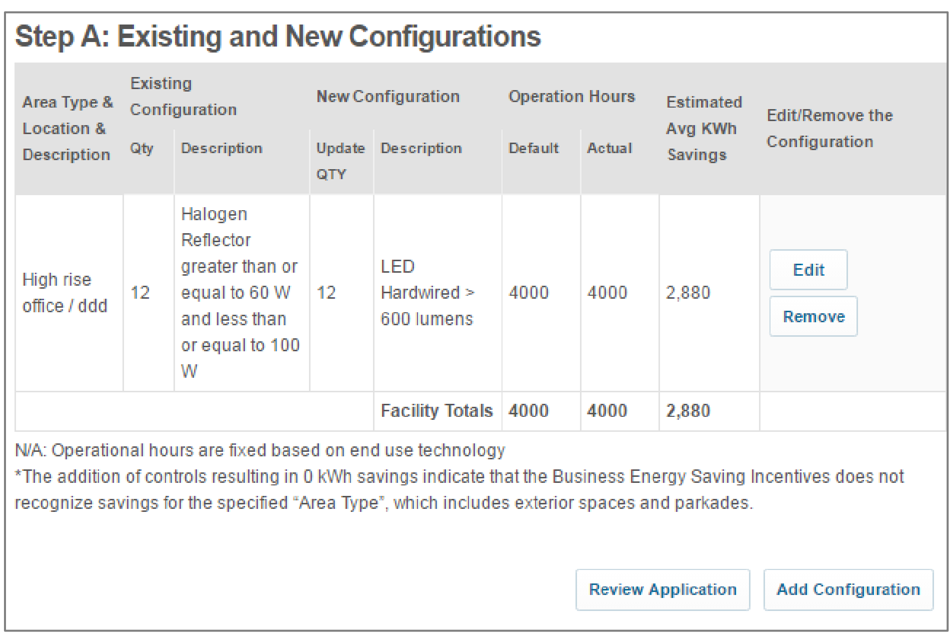


BESI will require further details after you select your new configuration. These fields vary for different retrofits, but may include:

Required Field	Description
Number of new fixtures to be installed	The number of energy efficient units that will be installed.
Area type	Pick the area type that closely matches the actual area type where these configurations are located.
Actual operating hours	Enter your actual hours of operation if it differs from the default hours displayed. If so, please also provide an explanation below.
Description of the location	Enter a more detailed description of the area (Eg. Room 101). This will help with BC Hydro review of the application, as well as site inspections.
Lighting controls	This option will appear should you select a lighting configuration. If the ratio of fixtures to controls exceeds 10, a text box will appear for you to input an explanation.

Once you have completed these details, click “Submit” to save the configuration to your project. This will take you to a Summary page, which houses several important functions:

Function	Description
Review configurations	You can see the configurations that have been added to the site
Edit configurations	To edit the details of a configuration, click the “Edit” button next to the corresponding configuration.
Remove configurations	To delete a configuration from the site, click the “Remove” button next to the corresponding configuration.
Review the application	Click “Review Application” to return to the Program Information page
Add new configurations	Click “Add Configuration” to add additional configurations to the site


Step A: Existing and New Configurations

Area Type & Location & Description	Existing Configuration		New Configuration		Operation Hours		Estimated Avg KWh Savings	Edit/Remove the Configuration
	Qty	Description	Update QTY	Description	Default	Actual		
High rise office / ddd	12	Halogen Reflector greater than or equal to 60 W and less than or equal to 100 W	12	LED Hardwired > 600 lumens	4000	4000	2,880	Edit Remove
				Facility Totals	4000	4000	2,880	

N/A: Operational hours are fixed based on end use technology
*The addition of controls resulting in 0 kWh savings indicate that the Business Energy Saving Incentives does not recognize savings for the specified “Area Type”, which includes exterior spaces and parkades.

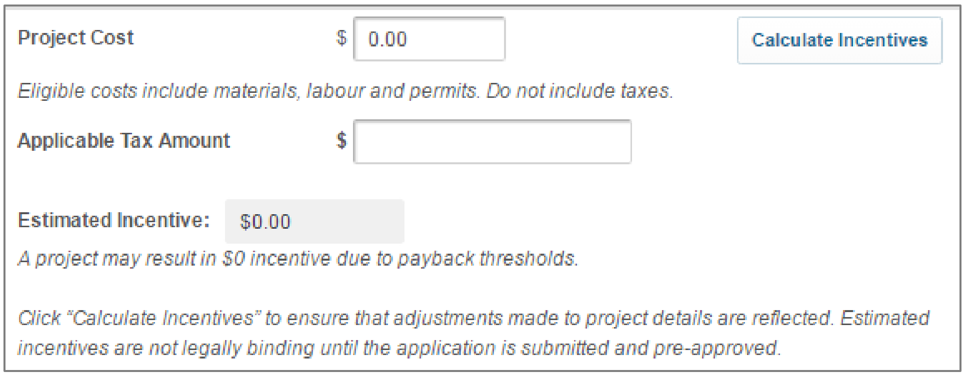
Review Application Add Configuration

Click “Review Application” to return to the Program Information page to complete the project financials portion of Step 3.

Project financials

When you have finished entering all the configurations for each facility, you are ready to calculate the estimated incentive of your project. To do this:

1. Fill in the project cost
2. Fill in the tax amount (if applicable)
3. Click “Calculate Incentives”
   The project’s estimated incentive will appear:

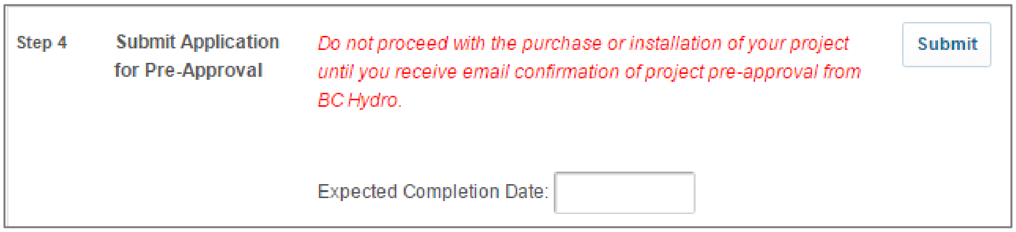


Note:

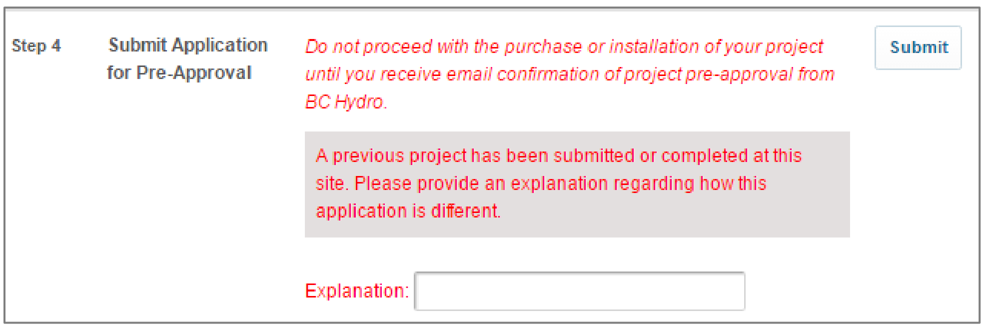
Click the “Calculate Incentives” button every time you make changes to your project details in Step 3 for an updated incentive estimate.

Step 4: Submit application

After completing Steps 1 to 3, the application is ready to be submitted to BC Hydro. To do so, fill in the Expected Completion Date and click the “Submit” button.



If your project takes place at a site that has previously participated in BESI, you will be prompted to describe the difference between the projects. Enter your explanation in the open field, and select “Submit” to complete the submission process.



Otherwise, you will be taken to the “Terms & Conditions” page. Once you have reviewed and agreed to the conditions, click “Submit” to complete the submission process. **Your project details are “locked-in” once the application is submitted and cannot be edited.**

Note:

If you need to make changes to your application after it has been submitted, contact your BC Hydro representative immediately to have the application re-opened. **You must re-submit the application once the edits are complete.**

Project pre-approval

Immediately after you submit your application, you will be taken to a confirmation page. This page will indicate the status of your application. Three possible statuses may occur:

Status	Description
Application accepted	BC Hydro has approved your application. You may begin work on your project and purchase and install products. **Please note the deadline to complete your project.**
To be reviewed	The application has been submitted; however, BC Hydro needs to review the application as it does not meet certain program thresholds.
Post-site inspection	The application has been flagged for pre-site inspection.

Note:

Your project may also be flagged for pre-site inspection after undergoing BC Hydro review.

An email will also be sent to you simultaneously to confirm the status of your application. You can only proceed with the project once you receive an approval email, and your project status becomes **"Application Accepted".** You can track the status of your application by referring to the "List of Applications and Status" on the Program Information page.

To be reviewed

Your project will be flagged for BC Hydro if the project details do not meet BESI program thresholds. You may be contacted by BC Hydro to clarify the project details that were submitted.

Pre-site inspection

Your project may be randomly selected for a site inspection after you submit your application. The purpose of a pre-site inspection is to verify the baseline energy consumption of your project. A BC Hydro representative will contact you shortly after to make arrangements.

Note:

It is recommended that someone familiar with the project, such as the Alliance contractor / distributor attend the inspection to guide the inspector through the site.

One of three scenarios may occur after a site inspection is complete:

Scenario	Status	Description
Approved	Application accepted	Your application has passed pre-site inspection and BC Hydro has approved your application. You will be prompted to login to your account to accept, reject or change the findings: **If you change the findings, the project will be re-opened and the application will need to be resubmitted.** It will be reviewed by the inspectors to confirm the changed details.
Revisions required	To be reviewed by customer	The quantities listed in your application have been adjusted to reflect the findings from the site inspection. You will be prompted to login to your account to accept or reject the findings: • If you accept the findings, the project will be approved. • If you reject the findings, the project will be terminated.
Declined	TERMINATED – Agreement was terminated	The application has been terminated, as the project scope did not align with the findings from the site inspection.

Revisions required

You must login to BESI and go to Step 3 of the application to accept or reject the findings from the pre-site inspection. Select “Edit” next to the corresponding site and you will be provided with the option to accept or reject the pre-site inspection findings.

Step A: Existing and New Configurations

Proposed Configuration

Area Type & Location & Description	Existing Configuration		New Configuration		Operation Hours		Estimated Avg KWh Savings	Edit/Remove the Configuration
	Qty	Description	Qty	Description	Default	Actual		
Recreation Centre / Second floor gym, pool, Greg Moore youth centre	65	400W Metal Halide	65	High Bay Fluorescent <= 375 W	5680	5680	36,920	
				Facility Totals	**5680**	**5680**	**36,920**	

N/A: Operational hours are fixed based on end use technology

*Controls are for interior areas only. The addition of controls that result in 0 kWh savings indicate the "Area Type" is not eligible for controls.

Revised Configuration

Area Type & Location & Description	Existing Configuration		New Configuration		Operation Hours		Estimated Avg KWh Savings	Edit/Remove the Configuration
	Qty	Description	Qty	Description	Default	Actual		
Recreation Centre / Second floor gym, pool, Greg Moore youth centre	36	400W Metal Halide	36	High Bay Fluorescent <= 375 W	5680	5680	20,448	
				Facility Totals	**5680**	**5680**	**20,448**	

N/A: Operational hours are fixed based on end use technology

*The addition of controls resulting in 0 kWh savings indicate that Power Smart Express does not recognize savings for the specified "Area Type", which includes exterior spaces and parkades.

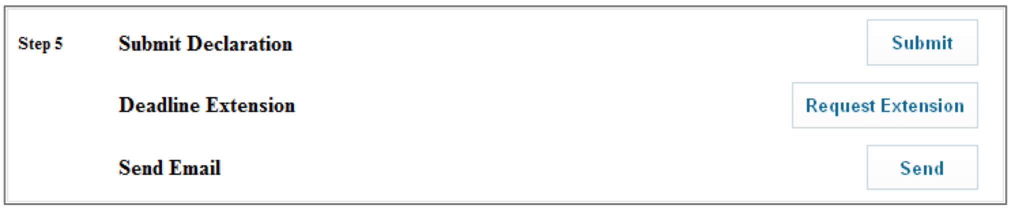
Review Application Accept Reject

Step 5: Submit declaration

After you have completed the installation of your project, you must log back into BESI to declare your project complete. Step 5 requires you to enter the final details of your project after you have completed the work. Step 5 requires you to enter details regarding:

1. Installation details
2. Invoice and supporting documents

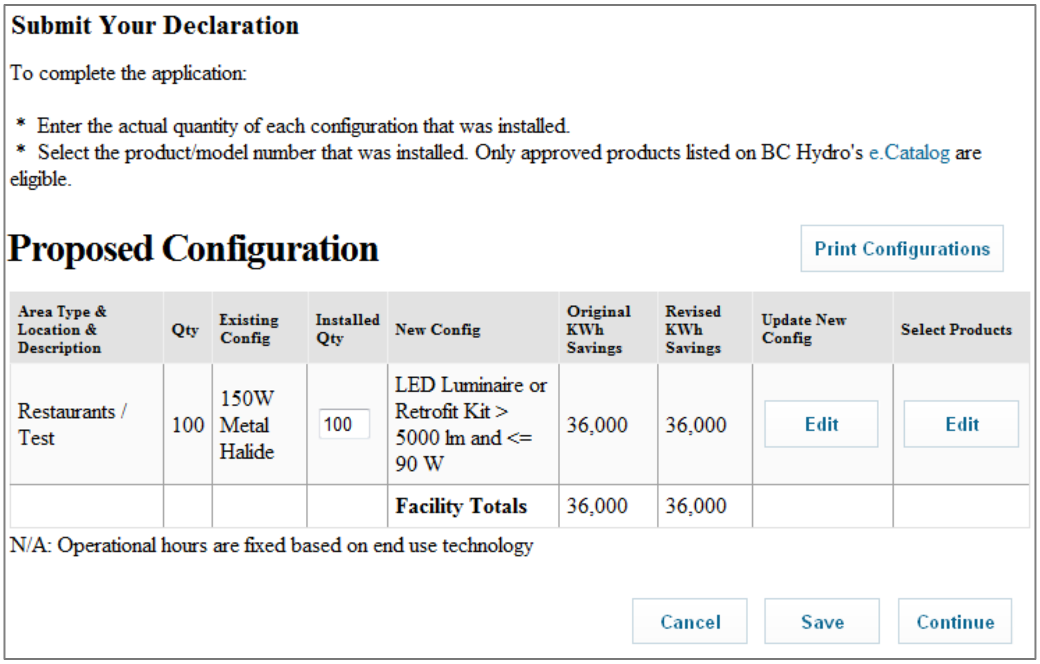
Click the “Submit” button located next to Step 5 to begin.



Installation details

You will be asked to update your project details to reflect exactly what was installed. There are three fields that are available to be updated:

Required Field	Description
Installed Qty	The actual quantity that was installed, by configuration. The kWh savings will reflect any change in quantity.
Update New Config	Should your “New Configuration” change from what you originally applied for, you can update your application at this point. Note that you are only able to update to retrofits that were eligible for the existing configuration, as originally submitted in the application.
Select Products	Select the product model that was installed for each configuration by indicating the quantity installed.



Submit Your Declaration

To complete the application:

* Enter the actual quantity of each configuration that was installed.
* Select the product/model number that was installed. Only approved products listed on BC Hydro's e.Catalog are eligible.

Proposed Configuration

Print Configurations

Area Type & Location & Description	Qty	Existing Config	Installed Qty	New Config	Original KWh Savings	Revised KWh Savings	Update New Config	Select Products
Restaurants / Test	100	150W Metal Halide	100	LED Luminaire or Retrofit Kit > 5000 lm and <= 90 W	36,000	36,000	Edit	Edit
				Facility Totals	36,000	36,000		

N/A: Operational hours are fixed based on end use technology

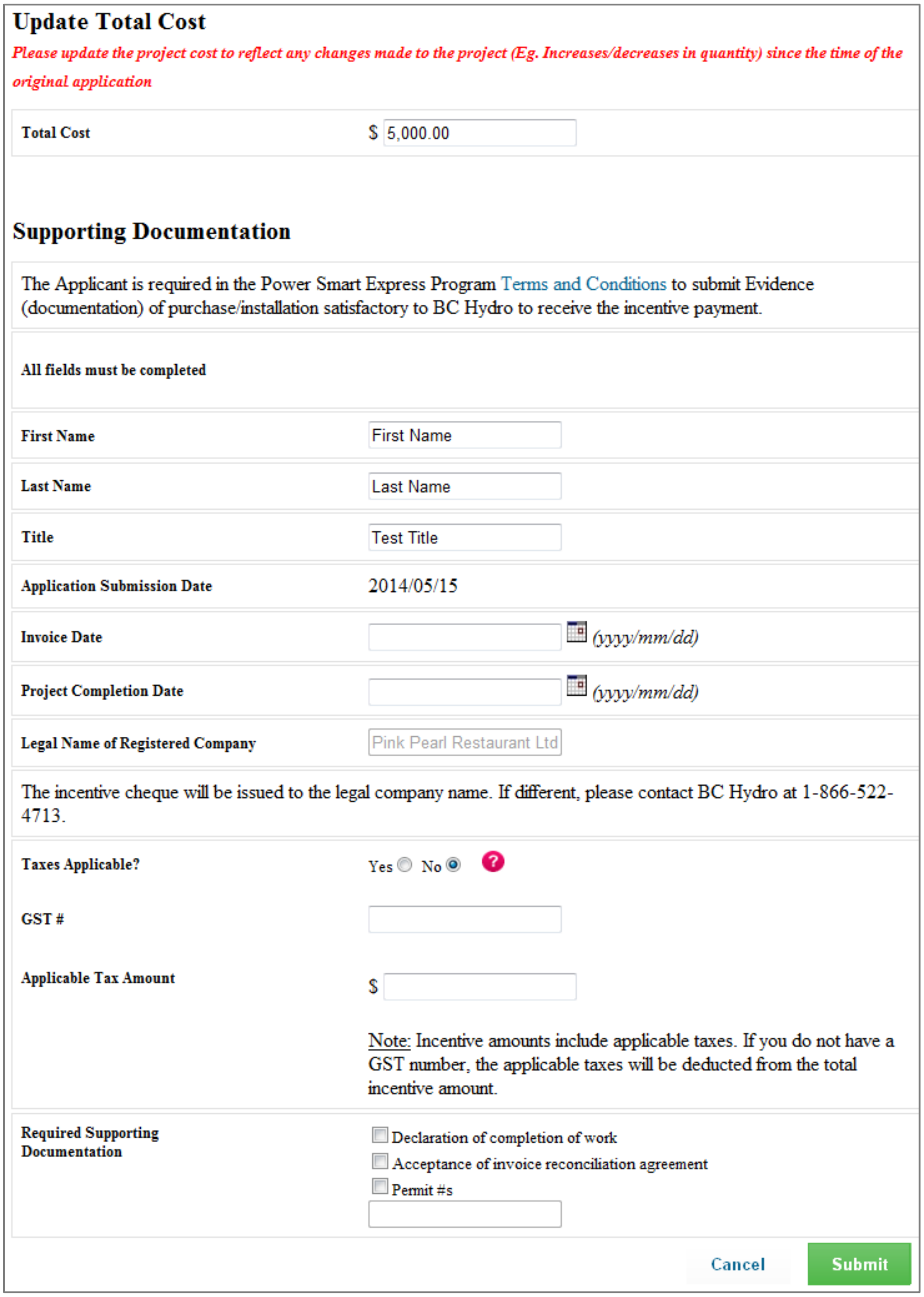
Cancel Save Continue

Once you have updated the applicable fields, click “Save” and then “Continue”. You will be taken to the next page to enter details regarding your invoices and supporting documents.

Invoices and supporting documents

You will be asked to provide further project details, including:

Required Field	Description
Total cost	Update the project cost to reflect any changes made to the project since the application was pre-approved
Distributor ID	Mandatory for projects that involve lighting
Name and title	Your first name, last name, and title
Invoice date	The date listed on the project invoice
Project completion date	When the project installation was complete
GST# Applicable tax amount	If applicable
Declaration of work completion	By clicking this box, you confirm that the project was completed as outlined in your application and is fully operational on the Project Completion Date indicated above.
Acceptance of invoice reconciliation agreement	You declare that the Total Cost is truly reflective of the actual cost paid.



Update Total Cost

Please update the project cost to reflect any changes made to the project (Eg. Increases/decreases in quantity) since the time of the original application

Total Cost	$ 5,000.00

Supporting Documentation

The Applicant is required in the Power Smart Express Program Terms and Conditions to submit Evidence (documentation) of purchase/installation satisfactory to BC Hydro to receive the incentive payment.

All fields must be completed

First Name	First Name
Last Name	Last Name
Title	Test Title
Application Submission Date	2014/05/15
Invoice Date	*(yyyy/mm/dd)*
Project Completion Date	*(yyyy/mm/dd)*
Legal Name of Registered Company	Pink Pearl Restaurant Ltd

The incentive cheque will be issued to the legal company name. If different, please contact BC Hydro at 1-866-522-4713.

Taxes Applicable?	Yes No
GST #	
Applicable Tax Amount	$

Note: Incentive amounts include applicable taxes. If you do not have a GST number, the applicable taxes will be deducted from the total incentive amount.

Required Supporting Documentation
- Declaration of completion of work
- Acceptance of invoice reconciliation agreement
- Permit #s

Cancel Submit

Click “Submit” to submit your declaration. You will be taken to a confirmation page immediately. This page will indicate the status of your application. Two possible statuses may occur:

Status	Description
Completed – Invoice Review	The project has been completed and declaration submitted.
Post-site inspection	The application has been flagged for post-site inspection.

Post-site inspection

Your project may be randomly selected for a post-site inspection after you submit your declaration. A BC Hydro representative will contact you to make arrangements after your invoice and supporting documentation have been reviewed and approved. Results from the post-site inspection are FINAL.

Note:

It is recommended that the Alliance member attend the inspection to guide the inspector through the site.

Supporting documentation

The Alliance contractor / distributor invoice and supporting documentation can be submitted to pspx.invoices@bchydro.com or to the following mailing address:

BESI Invoicing

c/o BC Hydro

333 Dunsmuir St., 5th Floor

Vancouver, BC V6B 5R3

The invoice must be submitted with the following required information:

Required Field	Description
BESI application number	PSPX#####
Date	Invoice date
Configuration, model number and quantity of each product	Only model numbers approved in e.Catalog will be allowed
Project cost	Includes cost of the product, labour, permits, etc
Additional labour costs	Internal labour costs

Note:

The details on the invoice **must match** the details on your declaration. Otherwise, your customer's incentive may be jeopardized or delayed.

Additional functions

Step 5 also provides you with two additional functions:

Function	Description
Deadline extension	**BESI allows a one-time 6 month application extension.** Click the "Request Extension" button and 6 months will be added on top of your original deadline.
Send email (Step 5)	Similar to Step 3, this function allows you to notify your Alliance contractor and/or distributor to complete the product selection portion of Step 5. Your contractor and/or distributor have access to the same function to notify you when they have completed this portion.

Lighting controls only application

BC Hydro understands that projects may be completed in stages. Retrofit lighting may be installed first, and then followed by the addition of lighting controls at a later date. Therefore, lighting controls may be added to a previous BESI project, as long as:

1. The previous project does not already include controls
2. The new lighting controls project is submitted within 12 months of the previous project's declaration date

The new lighting controls application looks like any other BESI application. However, in Step 3, you will only have the ability to add lighting controls.

To being a controls only application:

Click on the "New application to add lighting controls to a closed BESI project" button on the Program Information page

Read the Application Instructions and click "OK" to continue

Enter the application number of the previous B project that you would like to add controls to. Click "Create" to start the application.

Note:

Once a "Previous PSPX Application Number" is used to create a controls application, it cannot be used again. Should you choose to add controls to only a portion of your lighting configurations (Eg. 2 of 3 configurations), controls may be added to the remaining configuration(s) in a subsequent application. The subsequent application will need to be created based on the preceding controls application number.

The application to add controls is exactly the same as a when you create a new PSPX application, with the exception of a few changes to Step 3. The new controls application is pre-populated with data based on the original application. The changes to Step 3 are highlighted below:

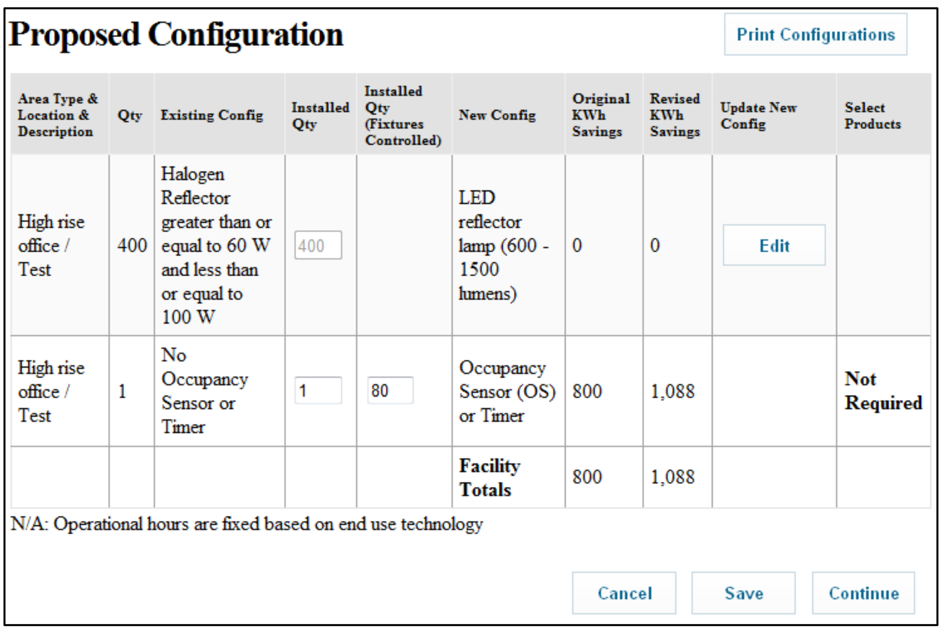
- Step 1: Contact information
- Step 2: Installer and distributor information

> **Note:**
>
> Update the pre-populated fields in Step 1 and 2 should the information differ from the original application.

- Step 3: Facility and installation details
    - Click the "Edit" button that corresponds to the site you would like to add the controls to.
    - The eligible lighting configurations from your previous project will appear. The following configurations from your previous project will not appear as they are ineligible for controls:
        - Non-lighting configurations (Eg. Refrigeration, HVAC)
        - Lighting configurations that already have controls
    - Click the "Edit" button that corresponds to the configuration that you would like to add controls to.
        - Only the fields related to adding lighting controls can be edited at this time.
        - Select the desired type of control and corresponding quantities.
        - Click "Add" to add another type of controls.
        - Otherwise, click "Submit" to review your configurations.
    - The savings from the controls is captured and will be eligible for incentives.
        - Click "Review Application" to return to the Application Summary to complete the remainder of Project Financials portion of Step 3.
- Step 4: Submit application
- Step 5: Submit declaration
    - You will be asked to update your project details to reflect exactly what was installed.

      There are three fields that are available to be updated:

Required Field	Description
Installed Qty	The actual quantity of controls installed. The kWh savings will reflect any change in quantity.
Installed Qty (Fixtures Controlled)	The actual quantity of fixtures that the controls impact. The kWh savings will reflect any change in quantity.
Update New Config	Should the type of control change from what you originally applied for, you can update your application at this point by selecting the “Edit” button that corresponds to the lighting retrofit that the lighting control belongs to.
Select Products	This field is N/A as all makes and models of lighting controls are eligible for incentives.



Proposed Configuration

Print Configurations

Area Type & Location & Description	Qty	Existing Config	Installed Qty	Installed Qty (Fixtures Controlled)	New Config	Original KWh Savings	Revised KWh Savings	Update New Config	Select Products
High rise office / Test	400	Halogen Reflector greater than or equal to 60 W and less than or equal to 100 W	400		LED reflector lamp (600 - 1500 lumens)	0	0	Edit	
High rise office / Test	1	No Occupancy Sensor or Timer	1	80	Occupancy Sensor (OS) or Timer	800	1,088		**Not Required**
					Facility Totals	800	1,088		

N/A: Operational hours are fixed based on end use technology

Cancel Save Continue

- Click “Save” and then “Continue” when you have finished updating your project details. You will be taken to the next page to enter details regarding your invoices and supporting documents.