

Power Smart Partner Express User Guide (Customer Role)

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Introduction

The Commercial Power Smart Partner Program (“PSP”) is the flagship demand side management program for BC Hydro’s commercial, government, institutional and First Nations customers. It is based on a partnering approach with BC Hydro’s top business customers and the program’s chief objective is to encourage customers to integrate energy efficiency into all aspects of their ongoing business practices.

The PSP Express program is designed to allow the customer to make a self-served online application that automates the incentive level and approval process based on the information provided by the customers.

The PSP Express application will be available to customers on the BC Hydro website (https://www.bchydro.com/psp_express/Login.aspx).

Login

To get started with PSP Express you will need to log in with a registered user ID and password.

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Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express

Power Smart Partner Express

Registered User

Login Below

User ID

Password

Forgot your User ID / Password?
Call: 604-522-4713 or 1-866-522-4713
Monday - Friday, 8:00am - 4:30pm Pacific Time or
[email us.](#)

Not a registered user?
Click [here](#) to register

Standard Login

1. Enter your user ID in the User ID field
2. Enter your password in the Password field
3. Click the "Log In" button

Login Below

User ID

Password

Forgot User ID/Password

If you have forgotten either your user ID or password you can either call the phone number displayed on the log in page, or click on the "email us" link to send an email to BC Hydro.

Login Below

User ID

Password

Forgot your User ID / Password?
Call: 604-522-4713 or 1-866-522-4713
Monday - Friday, 8:00am - 4:30pm Pacific Time or
[email us](#).

Not a registered user?
Click [here](#) to register

Not Registered

If you are not yet a registered user; click on the link on the log in page to go through the registration process. You will need to enter your BC Hydro account number during registration.

Login Below

User ID

Password

Forgot your User ID / Password?
Call: 604-522-4713 or 1-866-522-4713
Monday - Friday, 8:00am - 4:30pm Pacific Time or
[email us](#).

Not a registered user?
Click [here](#) to register

Registration

If you are using PSP Express for the first time you will need to register for a user ID and password. To start this process, follow the link on the Log in screen.

Apply for the Power Smart Partner Express 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	<input type="text"/>
* Last Name	<input type="text"/>
* Company	<input type="text"/>
* Is New Westminster Customer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Customer Account Number	<input type="text"/>
* Legal Name of Registered Company	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province/State	<input type="text"/> 2 character Abbreviation
Postal/Zip Code	<input type="text"/> Format: A1B 2C3
* Country	<input type="text"/>
* Email Address	<input type="text"/> Format: user@host.com
Business Phone	<input type="text"/> Format: (604) 555-1212
Fax	<input type="text"/> Format: (604) 555-1212

Create a user name and password to log in to the Power Smart Partner Express Program.

* User ID	<input type="text"/>
* Password	<input type="text"/> 4 - 16 characters
* Retype Password	<input type="text"/> 4 - 16 characters

Registration Steps

To register with the Power Smart Partner Express program use the following steps:

1. Enter your first name
2. Enter your last name
3. Enter your company name and indicate whether this is a New Westminster company
4. Enter your Customer Account Number. The system will look-up the account to ensure that you are a valid customer for the PSP Express program and will then automatically complete the "Legal Name of Registered Company" field.
5. Enter the Address, City, Province, Postal Code and Country fields
6. Enter your email address
7. Enter your business phone and fax numbers
8. Select a user ID that you would like to use for the PSP Express program
9. Enter a password which is between 4 and 16 characters. Re-enter the password on the line below to confirm.
10. Click the Submit button to complete the registration. The application will automatically return to the login page, where you can now enter your new user ID and password to log in.

Power Smart Partner Express Menu

When you log in the Power Smart Partner Express menu is shown in the left panel of the screen.

POWER SMART PARTNER EXPRESS
◊ List of Applications
◊ My Profile
◊ Terms & Conditions
◊ Log Out
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Other areas, call toll free 1-866-522-4713
Email: incentives@bchydro.com

- **List of Applications:** link to the customer home page showing existing applications
- **My Profile:** allows you to edit the profile information you entered during registration
- **Terms & Conditions:** allows you to view the terms and conditions for the Power Smart Partner Express program
- **Log Out:** logs you out of the system

Program Information

The Program Information screen is the first screen that you will see after logging on, and can also be accessed from the “List of Applications” option in the menu.

<p>POWER SMART PARTNER EXPRESS</p> <ul style="list-style-type: none"> • List of Applications • My Profile • Terms & Conditions • Log Out <p>FOR MORE INFORMATION</p> <p>Hours of Operation Monday to Friday, 8am-4:30pm Pacific Time Phone In Lower Mainland 604-522-4713 Other areas, call toll free 1-866-522-4713 Email: incentives@bchydro.com</p>	<p style="font-size: small;">Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express > List of Applications</p> <hr/> <h2 style="color: #00a0e3;">Program Information</h2> <p>Only approved products as listed on BC Hydro's e.Catalog will be eligible for incentives.</p> <p>Project declaration must be submitted within 12 months of email approval confirmation date.</p> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;">Add an Application</div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Start an Application"/> </div> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;">Create a PIN (Personal Identification Number)</div> <p style="font-size: x-small;">The Power Smart Partner Express Program has introduced a unique PIN for customers. With this PIN you may delegate other parties to complete your applications. Click the Generate a PIN button if you wish to create a PIN.</p> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Generate a PIN"/> </div> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;">List of Applications and Status</div>
--	--

The Program Information page contains three sections to add a new application, create a PIN or view and edit a list of existing applications. The first time you log in the list of applications section will be empty as you do not have any existing applications.

Add an Application

To create a new Power Smart Partner Express application, click on the “Start an Application” button in the Add an Application section of the home page.

<p>POWER SMART PARTNER EXPRESS</p> <ul style="list-style-type: none"> • List of Applications • Application Instructions • My Profile • Terms & Conditions • Log Out <p>FOR MORE INFORMATION</p> <p>Hours of Operation Monday to Friday, 8am-4:30pm Pacific Time Phone In Lower Mainland 604-522-4713 Other areas, call toll free 1-866-522-4713 Email: incentives@bchydro.com</p>	<p style="font-size: small;">Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express > List of Applications > Application Instructions</p> <hr/> <h2 style="color: #00a0e3;">Application Instructions</h2> <p style="color: red; font-weight: bold; font-size: small;">Important Instructions - Read Before Proceeding</p> <p>To speed the processing of your application please follow the instructions below:</p> <ol style="list-style-type: none"> 1. Include all account numbers. If you receive more than one BC Hydro bill or have multiple account numbers for your building, please ensure you enter all of these numbers in your application. 2. Indicate correct incentive recipient. The incentive recipient name should match the complete company name on your BC Hydro account. If you wish the cheque to be sent elsewhere, please contact us at the number below. <p style="font-size: x-small;">For assistance, please contact the Power Smart Business Helpdesk at 1-866-522-4713 between 8:00 am and 4:30 pm weekdays.</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> </div>
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This will display the Application Instructions page which contains important instructions for entering an application. Once you have read the instructions, click on the “OK” button to proceed with the application.

This will take you to the Application Summary page which shows an overview of the steps required to enter an application. .

POWER SMART PARTNER EXPRESS

- List of Applications
 - Application Summary
- My Profile
- Terms & Conditions
- Log Out

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Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express > List of Applications > Application Summary

Progress Steps

1 2 3 4 5

You are here Filled in Not completed

Application Number PSPX100184 - Real Estate

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	Edit
Step 2	Installer		Add
	Distributor (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.			
Project Incremental Cost		0.00	Calculate Incentives
This project will earn an estimated \$0.00 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.			
Step 4	Submit Application		Submit
Step 5	Submit Declaration	Not available for Submission	

Generate a PIN

If you are working with a BC Hydro approved contractor they can create the Power Smart Partner Express application on your behalf. In order to do this you first need to create a unique PIN number for your account. You can then forward this PIN number to your chosen contractor and they can use this PIN to create a new application on your behalf.

NOTE: You can only generate a PIN number one time for your account. Therefore once a PIN number has been generated the Create a PIN section will no longer appear on your home page.

Create a PIN (Personal Identification Number)

The Power Smart Partner Express Program has introduced a unique PIN for customers. With this PIN you may delegate other parties to complete your applications. Click the Generate a PIN button if you wish to create a PIN.

Generate a PIN

To generate a PIN number click on the “Generate a PIN” button; this will take you to the PIN Terms and Conditions page which contains important information about the use of a PIN number. Once you have read the Terms and Conditions click on the “Submit” button to confirm that you wish to create a PIN number.

PIN Terms And Conditions

The Power Smart Partner Express Program has introduced a unique PIN for customers. With this PIN you may delegate other parties to complete your applications.

If you do not require a PIN, please click the "Not Required" button below.

Please contact us at 1-866-522-4713 if you have any questions.

Customer Information	
Name	John Smith
Email	hello@world.com
Legal Name of Registered Company	Real Estate

Terms and Conditions for use of a Personal Identification Number (PIN):

- The Applicant is solely responsible for the PIN and maintaining its security
- The Applicant may disclose the PIN to third parties; however, BC Hydro will deem any instructions submitted with the Applicant's PIN as valid information and instructions submitted by Application or upon the authority of the Applicant
- The Applicant will be liable for any instructions, transaction, and information submitted with the PIN

I, the undersigned, declare that:

- I am a duly authorized representative of the Company described above.
- I have read the above terms and conditions and I agree.
- The information in this Declaration is accurate and complete.

I have read the above terms and conditions of the Personal Identification Number (PIN) for the Power Smart Partner Express Program and I agree.

After clicking the “Submit” button you will see the Confirmation page and an email containing the PIN code and instructions for the contractor will be sent to the email you entered during the registration process. This email should be forwarded to your selected contractor. Click the “Continue” button on the Confirmation page to return to the home page.

Confirmation

You have successfully created a user profile for the Power Smart Partner Express Program.
Your PIN will be emailed to you.

Click Continue to view your applications.

Continue

List of Applications

The list of applications section of the Home page shows all your Power Smart Partner Express applications. The table displays the application name which is generated automatically by the system, the current status of the application and the name of the person who created the application.

For applications that have not yet been submitted the “Edit” and “Remove” buttons are available. Once an application has been submitted to BC Hydro it can no longer be edited or removed and therefore these buttons are replaced by the “View” button which can be used to view the details of the submitted application.

Program Information

Only approved products as listed on BC Hydro's [e.Catalog](#) will be eligible for incentives.

Project declaration must be submitted within 12 months of email approval confirmation date.

Add an Application

[Start an Application](#)

List of Applications and Status

Application Name	Status	Created By	Edit / Remove / View Application
PSPX100183	Open	FirstName LastName	Edit Remove
PSPX100171	To be reviewed	FirstName LastName	View
PSPX100108	Open	FirstName LastName	Edit Remove
PSPX100107	Open	FirstName LastName	Edit Remove
PSPX100106	Open	FirstName LastName	Edit Remove
PSPX100105	Open	FirstName LastName	Edit Remove
PSPX100104	Open	FirstName LastName	Edit Remove
PSPX100103	Open	FirstName LastName	Edit Remove
PSPX100091	Accepted	FirstName LastName	View

My Profile

Your user profile is created from the information you enter during registration. The profile is then used when creating new applications. If you need to change the information saved in your profile, click on the “My Profile” option the menu. This will open the Power Smart Partner Express Profile screen; to make changes, edit the required fields and click the “Save” button.

You can also modify your log in password from this screen. To change your password enter your new password twice and then enter the current password and click the “Save” button.

Power Smart Partner Express Profile

Edit Customer Profile

Please enter your contact information so that we may contact you regarding your application.
Fields marked with an asterisk (*) are required.

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Smith"/>
* Company	<input type="text" value="Real Estate"/>
* Legal Name of Registered Company	<input type="text" value="Accommodation and Real Estate Services"/>
Customer Account Number	079257718601
Address	<input type="text" value="123 High Street"/>
City	<input type="text" value="Anycity"/>
Province/State	<input type="text" value="BC"/> 2 character Abbreviation
Postal/Zip Code	<input type="text" value="V1B 2C3"/> Format: A1B 2C3
* Country	<input type="text" value="Canada"/>
* Email Address	<input type="text" value="hello@world.com"/> Format: user@host.com
Business Phone	<input type="text" value="(604) 123-4567"/> Format: (604) 555-1212
Fax	<input type="text" value="(604) 123-4567"/> Format: (604) 555-1212

To change your existing password, enter your new desired password in the **Password** and **Retype Password** field. Then enter your old password in the **Previous Password** field.

User ID	doccustomer	
Password	<input type="text"/>	4 - 16 characters
Retype Password	<input type="text"/>	4 - 16 characters
Previous Password	<input type="text"/>	

Terms and Conditions

Before submitting a Power Smart Partner Express application it is recommended that you read the terms and conditions of the program. To view click on the "Terms and Conditions" option in the menu; this will open a new browser window containing the terms and conditions in Adobe PDF format.

Log Out

When you are finished your current session with Power Smart Partner Express you should log out. Click on the “Log Out” option in the left menu to log out. This will return you to the Log in screen.

Creating a new Application

When you are ready to start a new application, click on the “Start an Application” button on the Program Information page. Read the Application Instructions on the next page and then click “OK” in order to continue. The system will now display the Application Summary screen.

POWER SMART PARTNER EXPRESS

- ◊ List of Applications
- ◊ Application Summary
- ◊ My Profile
- ◊ Terms & Conditions
- ◊ Log Out

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Email: incentives@bchydro.com

Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express > List of Applications > Application Summary

Progress Steps

1 2 3 4 5

● ● ● ● ●

● You are here ● Filled in ● Not completed

Application Number PSPX100186 - Real Estate

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	<input type="button" value="Edit"/>
Step 2	Installer		<input type="button" value="Add"/>
	Distributor (optional)		<input type="button" value="Add"/>
Step 3	Facility Installation Details	<input type="button" value="Add Facility"/>	
<p>This project will save an estimated 0 kWh.</p> <p>Send Email You cannot send emails at this time.</p>			
Project Incremental Cost		0.00	<input type="button" value="Calculate Incentives"/>
<p>This project will earn an estimated \$0.00 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.</p>			
Step 4	Submit Application	<input type="button" value="Submit"/>	
Step 5	Submit Declaration	Not available for Submission	




The Power Smart Partner Express application consists of 5 steps which must be completed sequentially. The first four steps are required in order to submit the application to BC Hydro; the final step is completed after the retrofit work has been done. The “traffic light” indicators at the top of the page are used to show you which step you are currently working on and which steps have been completed. The following sections describe how to complete each of the steps for your application.

Step 1 – Edit Contact Information

The first section of the application contains the customer contact information. This is completed automatically from your profile which was generated from the information you entered during the registration process. To make changes to this contact information, click on the “Edit” button in the “Step 1” section.

Progress Steps

1 2 3 4 5

 You are here  Filled in  Not completed

Application Number PSPX100186 - Real Estate

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	<input type="button" value="Edit"/>
---------------	----------------------------	-------------------------------	-------------------------------------

This screen allows you to edit the contact and incentive recipient information. For the incentive recipient you will need to indicate whether the recipient is the legal owner or the account holder. You also need to specify whether the company is GST applicable and if so enter the GST number.

All fields are mandatory on this page and must be completed before saving changes. Once you have completed editing click “Save” to save the changes or “Cancel” to return to the application without saving the changes.

You are on Step 1 of 5



● You are here
 ● Filled in
 ● Not completed

PSPX100186 / Contact and Incentive Recipient Information

All fields must be completed

Application Contact Information regarding this application will be sent to the contact shown below.

Contact First Name
Contact Last Name
Title
Contact Company
Phone Format: (604) 555-1212
Fax Format: (604) 555-1212
Cell Format: (604) 555-1212
Email

Incentive Recipient The incentive cheque will be mailed to the Account Holder or the Legal Property Owner shown below. Please specify.

Legal Company Name
 Legal Owner Account Holder
Care Of (c/o) Name
(eg: Contact Name or Property Management Company)
Street Address
City
Country
Province / State
Postal / Zip Code
GST Applicable? Yes No ?
GST #

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

When you have completed the Contact Information in Step 1 the first “traffic light” indicator will turn green.

Progress Steps				
1	2	3	4	5
You are here Filled in Not completed				
Application Number PSPX100212 - Real Estate				
Complete the following steps before submitting your application.				
Step 1	Contact Information	John Smith hello@world.com	<input type="button" value="Edit"/>	

Step 2 – Add Installer/Distributor

In Step 2 you need to enter the details of the company/individual who is doing the installation. You may also optionally enter a distributor if you are using one for your upgrade project.

Add Installer

To enter the installer information click on the “Add” button in the Installer section of Step 2.

Step 2	Installer	<input type="button" value="Add"/>
	Distributor (optional)	<input type="button" value="Add"/>

This opens the Installer Selection screen. From this page you can select whether the product installer is a BC Hydro approved contractor, and internal non-certified employee or an internal staff electrician/journeyman. Select the required radio button and then complete the fields applicable to your selected option. Once you have completed the required fields, click “Save” to save your changes or click “Cancel” to discard your changes and return to the application summary screen.

You are on Step 2 of 5

1 2 3 4 5

● You are here ● Filled in ● Not completed

PSPX100186 / 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 Approved Contractor

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

Power Smart 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)

Add Distributor

If you are using a distributor for your project you can also enter their information in Step 2. Click on the "Add" button in the distributor row. This opens the distributor selection page where you can enter the Power Smart Distributor ID. Click "Save" to save your changes, or "Cancel" to discard changes and return to the application summary.

You are on Step 2 of 5

1 2 3 4 5

● You are here ● Filled in ● Not completed

PSPX100186 / Select a Distributor

If you know the distributor you wish to use, please enter their Power Smart Distributor ID ?

Power Smart Distributor ID

Cancel Save

When you have selected your Installer and optionally Distributor the “traffic light” indicator for Step 2 will turn to green.

Progress Steps

1 2 3 4 5

● You are here ● Filled in ● Not completed

Application Number PSPX100212 - Real Estate

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	Edit
Step 2	Installer	Installer Type: BC Hydro Approved Contractor Name: Tanya P Test Contractor	Edit
	Distributor (optional)	Name: William Test Distributor	Edit

Step 3 – Facility Installation Details

In Step 3 you need to enter the details of each of the facilities where your installation will take place. First you will need to add each of the facilities that are involved in your application; then edit each facility to provide details of the upgrades that will be made at that site.

Add Facility

To add a new facility, click on the “Add Facility” button in Step 3 of the application summary.

Step 3 Facility Installation Details Add Facility

This project will save an estimated 0 kWh.

This opens the Add Facility screen which allows you to enter BC Hydro account numbers and add the corresponding facility. By default the account number you entered during registration is automatically added as the first facility and can not be removed.

You are on Step 3 of 5

1 2 3 4 5

● You are here ● Filled in ● Not completed

Enter Facility Information

All fields must be completed.

BC Hydro Account Numbers (no spaces, dashes, or underscores)
Please enter all BC Hydro Account numbers for this facility.

Account Number	Are you a New Westminister Customer?	Remove Account
079257718601	<input type="radio"/> Yes <input checked="" type="radio"/> No	Remove
	<input type="radio"/> Yes <input type="radio"/> No	Search & Add

Select	Address	Postal Code	Facility Type	CAN
<input checked="" type="checkbox"/>	1255 DALHOUSIE DR	V2C 5Z5	Retail (non food)	079257718601

Cancel Save

The following steps are required for adding a facility:

1. If your project involves more than one facility then enter the account number and click on the “Search & Add” button.
2. Select the facility type for each facility from the drop down box in the “Facility Type” column.
3. Click on the checkbox beside each facility that you want to include in this application and then click the “Save” button.

NOTE: At this stage the “traffic light” indicator will remain red as you need to edit the facility details to complete Step 3.

Edit Facility Details

Once you have added a facility it is shown in the table in Step 3 of the application summary. For each facility in your application you will need to edit the facility installation details by clicking on the “Edit” button beside the facility. If you wish you remove a facility from your application click on the “Remove” button.

Step 3 Facility Installation Details

Add Facility

Facilities	Savings	Edit Configuration or Remove Facility
1255 DALHOUSIE DR	0	Edit Remove






This project will save an estimated 0 kWh.




Installation Summary

After clicking on the “Edit” button you will see the “Installation Summary” screen. This shows the address of the facility that you are currently editing and contains instructions regarding the next steps. Once you have read the instructions click on the “Continue” button to progress to the next step.

You are on Step 3 of 5

1 2 3 4 5

 You are here  Filled in  Not completed

PSPX100186 / Installation Summary

1255 DALHOUSIE DR KAMLOOPS V2C 5Z5, BC / Installation Summary

Now you are ready to:

- ♦ Identify your existing configurations for this facility.
- ♦ Select your energy efficient retrofit configurations.
- ♦ Choose eligible Product Incentive replacements.






You may do this yourself or have a Power Smart Alliance Contractor or participating Distributor do it for you.




Facility Installation Details

Click on the “Add” button on this screen to add the configuration that is being retrofitted at this facility.

You are on Step 3 of 5


1 2 3 4 5

 You are here  Filled in  Not completed

PSPX100186 / Facility Installation Details

1255 DALHOUSIE DR KAMLOOPS V2C 5Z5, BC / Installation Summary

Instructions 

To complete the Facility Installation details:

- ♦ **Step A: Identify each configuration being retrofitted for this facility.**

Select Existing and New Configuration

You now need to select your existing configuration and enter the required information for your intended new configuration. The Existing Configuration column on the left side shows the configurations that are eligible for replacement under this program. Clicking on items under Existing Systems will expand the tree view to show all possible options.

You are on Step 3 of 5

1 2 3 4 5

● You are here ● Filled in ● Not completed

PSPX100186 / Facility Installation Details

1255 DALHOUSIE DR KAMLOOPS V2C 5Z5, BC / Select Existing Configuration

Click the list below to see existing configurations that are eligible for replacement under this program. Click on a configuration that you will be replacing and enter the required details.

Existing Configuration	New Configuration
More than 100W incandescent	
<ul style="list-style-type: none"> [-] Existing Systems <ul style="list-style-type: none"> [-] Existing Lighting <ul style="list-style-type: none"> Fluorescent Fixtures Exit Sign Conversions [-] Incandescent <ul style="list-style-type: none"> Less than or equal to 100W incandescent More than 100W incandescent HID Lighting Legacy Signage Halogen Uncontrolled Lighting HVAC Ice Rink Technologies Non-Lighting Controls Other Non-Lighting Refrigeration Agriculture Commercial Kitchens Ornamental Street Lighting Commercial Appliance 	<ul style="list-style-type: none"> [-] CFL Hardwired [-] CFL Screw In [-] Halogen Infrared Lamp [-] Pulse Start Metal Halide [-] T8 <ul style="list-style-type: none"> High Pressure Sodium [-] T5 [-] Metal Halide

Once you have selected your existing configuration the right hand column shows the options that are available to you for you new configuration. Clicking on items under New Configuration will expand the tree view to show all possible options.

PSPX100186 / Facility Installation Details

1255 DALHOUSIE DR KAMLOOPS V2C 5Z5, BC / Select Existing Configuration

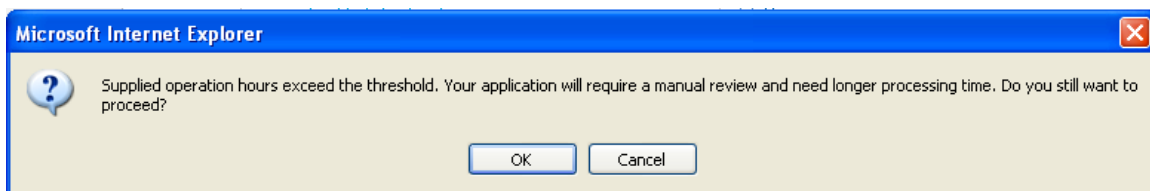
Click the list below to see existing configurations that are eligible for replacement under this program.
Click on a configuration that you will be replacing and enter the required details.

Existing Configuration	New Configuration
<p>More than 100W incandescent</p> <ul style="list-style-type: none"> Existing Systems <ul style="list-style-type: none"> Existing Lighting <ul style="list-style-type: none"> Fluorescent Fixtures Exit Sign Conversions Incandescent <ul style="list-style-type: none"> Less than or equal to 100W incandescent More than 100W incandescent HID Lighting Legacy Signage Halogen Uncontrolled Lighting HVAC Ice Rink Technologies Non-Lighting Controls Other Non-Lighting Refrigeration Agriculture Commercial Kitchens Ornamental Street Lighting Commercial Appliance 	<p>4' 2 lamp T8 with ballast</p> <ul style="list-style-type: none"> CFL Hardwired CFL Screw In Halogen Infrared Lamp Pulse Start Metal Halide T8 <ul style="list-style-type: none"> Energy Saver T8 4' 2 lamp T8 with ballast Standard T8 Standard T8 Standard T8 Standard T8 High Pressure Sodium T5 Metal Halide <p>Number of new Lamps to be installed <input type="text" value="0"/></p> <p>Enter the appropriate inputs:</p> <p>Area Type <input type="text" value="- Please select one -"/></p> <p>Annual Default Operating Hours <input type="text" value="0"/> Actual Operation Hours <input type="text" value="0"/></p> <p>Explain why Actual differs from Default</p> <input type="text"/> <p>Description of the location where these products will be installed</p> <p>e.g. 10th Floor Storage Room, Classrooms #1 + 5</p> <input type="text"/>

Select the new configuration that you are planning to use for your retrofit. You will then be required to enter the details for the configuration you have selected. These fields may vary for different retrofit types. You will need to enter the number of new items in your configuration and the area type. Once you have entered the area type, the “Annual

Default Operating Hours” field will be automatically completed. You then need to enter the “Actual Operation Hours” value and a reason if your actual value exceeds the default value by more than 10%. Finally you need to enter a description of where these products will be installed. Once all required fields have been completed, click on the “Submit” button to enter these facility installation details.

NOTE: If the difference between the Actual Operation Hours and the Default Operating Hours is greater than 10% then you will be required to enter a reason to explain this difference. This will also trigger a manual review of your application once it has been submitted. When you click on the “Submit” button you will be shown a warning and asked whether you want to proceed with your application. Click on the “OK” to continue or click on the “Cancel” button to return to the Facility Installation Details screen to edit your Actual Operating Hours value.



Review/Add Configurations

Once your configuration has been submitted a summary is shown in the Facility Installation Details screen. From this screen you have the option to either edit or remove this configuration by clicking the corresponding button in the table.

You are on Step 3 of 5

1 2 3 4 5

You are here Filled in Not completed

PSPX100186 / Facility Installation Details

1255 DALHOUSIE DR KAMLOOPS V2C 5Z5, BC / Installation Summary

Instructions ?

To complete the Facility Installation details:

- Step A: Identify each configuration being retrofitted for this facility.

Step A: Existing and New Configurations

Area Type & Description	Existing Configuration		New Configuration		Operation Hours		Estimated Avg KWh Savings	Edit/Remove the Configuration
	Qty	Description	Qty	Description	Default	Actual		
Retail (non food)	10	More than 100W incandescent	10	Energy Saver T8 - 4' 2 lamp with ballast	4500	4500	4,770	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Facility Totals					4500	4500	4,770	

From this screen you can also add another configuration for this facility if your project involves more than one retrofit. In this case, click on the “Add Configuration” button to return to the “Select Existing and New Configuration” screen where you can add another configuration. You can repeat this process until all required configurations for this facility have been added. Once your facility installation details are complete, click on the “Review Application” button to return to the Application Summary screen where Step 3 will now be shown as complete.

Send Email

If you are working with a contractor or distributor you can request that they complete the facility installation details on your behalf. In this case you first need to add each of the facilities that are part of your project.

Step 3 Facility Installation Details Add Facility

Facilities	Savings	Edit Configuration or Remove Facility	
1255 DALHOUSIE DR	0	Edit	Remove

This project will save an estimated 0 kWh.

Send Email Send

Once you have added all the facilities, click on the “Send” button to open the Send Email screen.

PSPX100184 / Send Email

Your Contractor and/or Distributor will be emailed the following information on your behalf and instructed to log in to the Power Smart Express Program application form to complete the Configuration portion of your online applications:

Application Name PSPX100184
Company Name Real Estate
Contact Name John Smith

Any additional instructions or information may be included in the email by typing them in the text box below.

Cancel Send

On this screen enter any additional instructions that you wish to send to the contractor/distributor regarding your application; then click “Send” to send the email.

PSPX100184 / Email Confirmation

An email has been sent to your Contractor and/or Distributor to complete the Product Configuration portion of your application.

OK

The contractor/distributor will receive a notification to complete the installation configuration section of your application and will notify you once this has been completed so that you can continue with calculating the incentive and submitting the application.

Calculate Incentive

When you have completed entering all new configurations for each facility in your application you are ready to calculate the estimated incentive. To do this, first enter the “Project Incremental Cost” and then click on the “Calculate Incentives” button.

Project Incremental Cost	<input type="text" value="0.00"/>	<input type="button" value="Calculate Incentives"/>
This project will earn an estimated \$0.00 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.		

The system will calculate the estimated incentive based on the information in your application and display the value on the screen.

Project Incremental Cost	<input type="text" value="9000"/>	<input type="button" value="Calculate Incentives"/>
This project will earn an estimated \$1,773.32 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.		

When you have added your facilities, edited the retrofit details and calculated your incentive the “traffic light” indicator for Step 3 will turn green.

Progress Steps

1 2 3 4 5

● You are here ● Filled in ● Not completed

Application Number PSPX100212 - Real Estate

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	<input type="button" value="Edit"/>
Step 2	Installer	Installer Type: BC Hydro Approved Contractor	<input type="button" value="Edit"/>
		Name: Tanya P Test Contractor	
	Distributor (optional)	Name: William Test Distributor	<input type="button" value="Edit"/>
Step 3	Facility Installation Details		<input type="button" value="Add Facility"/>
	Facilities	Savings	Edit Configuration or Remove Facility
	1255 DALHOUSIE DR	9,286	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	This project will save an estimated 9,286 kWh.		
	Send Email		<input type="button" value="Send"/>
	Project Incremental Cost	<input type="text" value="15000"/>	<input type="button" value="Calculate Incentives"/>
	This project will earn an estimated \$3,452.06 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.		

Step 4 – Submit Application

After completing steps 1, 2, and 3 and calculating the incentive you can submit your application. Once an application has been submitted you will no longer be able to make any changes to the application data, so please ensure that all entered information is correct before submitting the application.

When you are ready to submit the Power Smart Partner Express application to BC Hydro, click on the “Submit” button in Step 4 to submit the application.

Step 4	Submit Application	<input type="button" value="Submit"/>
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You will be asked to review the Terms and Conditions for the Power Smart Partner Express program. Once you have read these, click on the “I Agree” check box and click “Submit” to continue, or click on the “Cancel” button if you do not wish to proceed with your application.

I have read the above terms and conditions of the Power Smart Partner Express Program and:

I Agree

Cancel Submit

Once your application has been submitted you will see the “Confirmation” screen.

Home > Power Smart > Commercial > Power Smart Partner Program > Power Smart Partner Express

Confirmation

Your application has been successfully submitted. An email confirmation will be sent to you shortly. Thank you for participating in the Power Smart Partner Express Program.

If you have any further comments about the PSP Express Program, please do not hesitate to contact one of our representative at 604-522-4713 or send an email to incentives@bchydro.com.

[Return to List of Applications](#)

From here you can click on the “Return to List of Applications” link to return to your Program Information screen. The application that you just submitted is now shown in the “List of Applications and Status” section with a status of “Accepted”. You will no longer be able to edit or remove this application, but you can view the details by clicking on the “View” button.

Program Information

Only approved products as listed on BC Hydro's [e.Catalog](#) will be eligible for incentives.

Project declaration must be submitted within 12 months of email approval confirmation date.

Add an Application

Start an Application

List of Applications and Status

Application Name	Status	Created By	Edit / Remove / View Application
PSPX100186	Accepted	John Smith	View

View Submitted Application

To view an application that has been submitted to BC Hydro, click on the “View” button from the List of Applications. This will show the Application Summary screen with Steps 1 to 4 completed.

Progress Steps

1 2 3 4 5

● You are here
 ● Filled in
 ● Not completed

Application Number PSPX100212 - Accommodation and Real Estate Services

Complete the following steps before submitting your application.

Step 1	Contact Information	John Smith hello@world.com	View						
Step 2	Installer	Installer Type: BC Hydro Approved Contractor Name: Tanya P Test Contractor							
	Distributor (optional)	Name: William Test Distributor							
Step 3	Facility Installation Details	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 40%;">Facilities</th> <th style="width: 20%;">Savings</th> <th style="width: 40%;">Edit Configuration or Remove Facility</th> </tr> </thead> <tbody> <tr> <td>1255 DALHOUSIE DR</td> <td>9,286</td> <td style="text-align: right;">View</td> </tr> </tbody> </table> <p>This project will save an estimated 9,286 kWh.</p> <p>Send Email You cannot send emails at this time.</p>		Facilities	Savings	Edit Configuration or Remove Facility	1255 DALHOUSIE DR	9,286	View
Facilities	Savings	Edit Configuration or Remove Facility							
1255 DALHOUSIE DR	9,286	View							
	Project Incremental Cost	<input style="width: 80px;" type="text" value="15000.00"/>							
	This project will earn an estimated \$3,452.06 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.								
Step 4	Submit Application	Not available for Submission							
Step 5	Submit Declaration	Submit							
	Send Email	Send							

As the application has been submitted you are no longer able to edit the application details so the Edit buttons in Steps 1 and 3 are replaced with View buttons.

Manual Review

Power Smart Partner Express applications may require a manual review by BC Hydro according to the values entered in your application. This may be due to the Actual Operating hours value you entered exceeding the Default Operating hours threshold, or may be due to the status of a previous application.

If a manual review is required for your application you will be notified in the confirmation message after you submit your application.

Confirmation

Your application has been submitted, however, it will be reviewed because it may be one of the applications with entered CAN and facility exist with a status "Declined" within the previous year and/or outside of threshold values for hours of operations. An email will be sent to you shortly with the detailed message.

If you have any further comments about the PSP Express Program, please do not hesitate to contact one of our representative at 604-522-4713 or send an email to incentives@bchydro.com.

[Return to List of Applications](#)

The details of the reason for the manual review will be sent to you via email from BC Hydro.

Application Errors

When you submit your application the system will check for errors and report back any problems with your application. If you receive any errors these will need to be corrected before your application can be submitted.

Progress Steps



 You are here  Filled in  Not completed

Application Number PSPX100186 - Real Estate

Error submitting Application. See below for descriptive error messages.
 Complete the following steps before submitting your application.

Step 1 Contact Information John Smith
 hello@world.com

Step 2 Installer Installer Type: **Internal Non-certified Employee**
This Installer cannot install Hard Wired products Name: **Jack Smith**
Distributor (optional)

Step 3 Facility Installation Details

Facilities	Savings	Edit Configuration or Remove Facility	
1255 DALHOUSIE DR	4,770	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

This project will save an estimated 4,770 kWh.

Send Email You cannot send emails at this time.

Project Incremental Cost

This project will earn an estimated \$1,773.32 incentive. If zero incentive returned, project is not eligible for incentives due to pay back threshold.

Step 4 Submit Application