# **Business Energy Saving Incentives** How to use a PIN

A PIN (Personal Identification Number) allows a member the BC Hydro Alliance of Energy Professionals to complete the entire incentive application (Steps 1 through 5) on behalf of their customer. A PIN must be generated by the customer before an Alliance member can use it to start an application.

## To generate a PIN, customers need to:

- 1. Register for Business Energy Saving Incentives to create an account.
- 2. Log in to Business Energy Saving Incentives.
- 3. Click the "Generate a PIN" button.

The Power S parties to co	mart Express Program has introduced a unique PIN for customers. With this PIN you may delegate oth mplete your applications. Click the Generate a PIN button if you wish to create a PIN.
Generate	PIN

4. Click "Submit" after reviewing the PIN's terms and conditions.



5. A unique PIN will be emailed. Customers can forward this PIN to the Alliance member of their choosing.

#### **PIN terms and conditions**

It's important that customers review the terms and conditions prior to forwarding the PIN to the Alliance member.

### **Project tracking**

Customers are able to keep track of the Alliance member created application by logging into their own Business Energy Saving Incentives account. Customers will also receive an autogenerated email at each project milestone.



## To retrieve a PIN in the future, customers need to:

- 1. Log in to Business Energy Saving Incentives.
- 2. The "Generate a PIN" button is now "Retrieve PIN". Customers can click this button and the PIN will be emailed to them.



## To use the PIN, Alliance members will need to:

- 1. Log in to Business Energy Saving Incentives.
- 2. Enter the PIN provided by their customer into the "Enter PIN" field.
- 3. Click "Start an Application".
- 4. Complete the entire incentive application on behalf of their customer.

-		POWER SMART EXPRESS		
Progra	List of Applications			
Only approved pr submitted within 1	oducts as listed on BC Hydro's e.Cat 2 months of email approval confirmat	e.Catalog Terms & Conditions		
Enter PIN				
				Log Out Power Smart Express
Enter a Custome	r's PIN to add a new application	For More Information		
Status Application Rece Date	ived	KAM 💌		Hours of Operation Monday to Friday, 8am-4:30pm Pacific Time Phone In Lower Mainland 604-522-4713
File Number		Filte	FL	Other areas, call toll free 1-866-522-4713
List of appli	ations			Email: incentives@bchydro.com
This section lists a customer. Click c	Il of the Power Smart Express applic n the appropriate application to edit t	ations that you have started, or he application details.	r were assigned to you by your	
Application Name	Customer Name	Status	Edit / Remove / View Application	
PSPX140358	First Name Last Name	Application Accepted	View	

## Questions?

Call our business helpdesk at 604 522 4713 in the Lower Mainland or 1 866 522 4713 elsewhere in B.C.

You can also email **incentives@bchydro.com** or visit **bchydro.com/express.** 

