The following Power Smart Partner Express user guide is specific to the enhancements made to the system in January 2014. The topics that are covered include:

1. Lighting controls
2. Declaration improvements
3. Improved eCatalog visibility

1. Lighting Controls

Overview:
Customers can now add lighting controls to a previous PSPX project, so long as:

- The previous project includes lighting configurations that do not already have controls added
- The new controls project is submitted within 12 months of the previous project’s declaration date.

Note: The addition of controls resulting in 0kWh savings indicate that Power Smart Partner Express does not recognize savings for the specified "Area Type", which includes exterior spaces and parkades. Such projects may be considered through Power Smart Partner Custom.

Starting an Application:
1. Login to your PSPX account
2. Select the option to start a new application to add lighting controls to a previous PSPX project
3. Read the Application Instructions, and then click “OK” to proceed.

4. Enter the application number of the previous PSPX 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.

5. The application to add controls is exactly the same as a when you create a new PSPX application.

However, the new controls application is pre-populated with the following data based on the original application:
- Step 1 Contact Information
- Step 2 Installer & Distributor Information

Update these pre-populated fields should the information differ from the original application.
6. Click "Edit" under Step 3 Facility Installation Details to add the desired controls. Step 3 is pre-populated with lighting configurations from your previous project. The following configurations from your previous project will not appear as they are not eligible 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(s) of control(s) and quantities. Click "Submit" to review your configurations.

7. You will see that the savings from the application of controls is captured and will be eligible for incentives. Click "Review Application" to return to the Application Summary to complete the remainder of Step 3 (calculate your estimated incentive), and Step 4 (submit your application).
2. Declaration Improvements

Overview:
At Step 5 Declaration, your kWh savings are updated in real-time when you revise your installed quantity. Click “Save” to save all your changes, and “Continue” to proceed with the remainder of your declaration.

To complete your declaration, update your project cost to match any changes in quantity.

PSPX130091 / Declaration

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*
3. Improved eCatalog Visibility

Overview:
You now have easy access to eCatalog while you complete your application. Once you select your desired “New Configuration”, a link to the list of eligible products and model numbers will appear.

Click on the link and a new window will open so that you can preview the list. Products and model numbers are selected at Step 5 Declaration.