Business Energy Saving Incentives (BESI)

Alliance of Energy Professionals User Guide

This user guide is intended for Alliance contractors and distributors who use the BESI online application.

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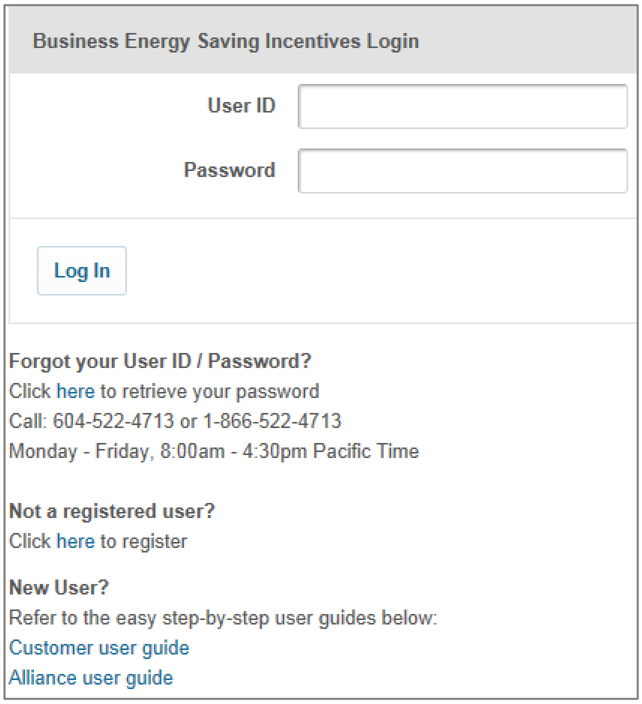
Registration and login

Contractors and distributors are emailed their login information (user ID and password) for BESI when they register with the Alliance of Energy Professionals. Contact the Power Smart Alliance at alliance@bchydro.com if you have questions.

Enter the provided user ID and password to login to BESI:



Application scenarios

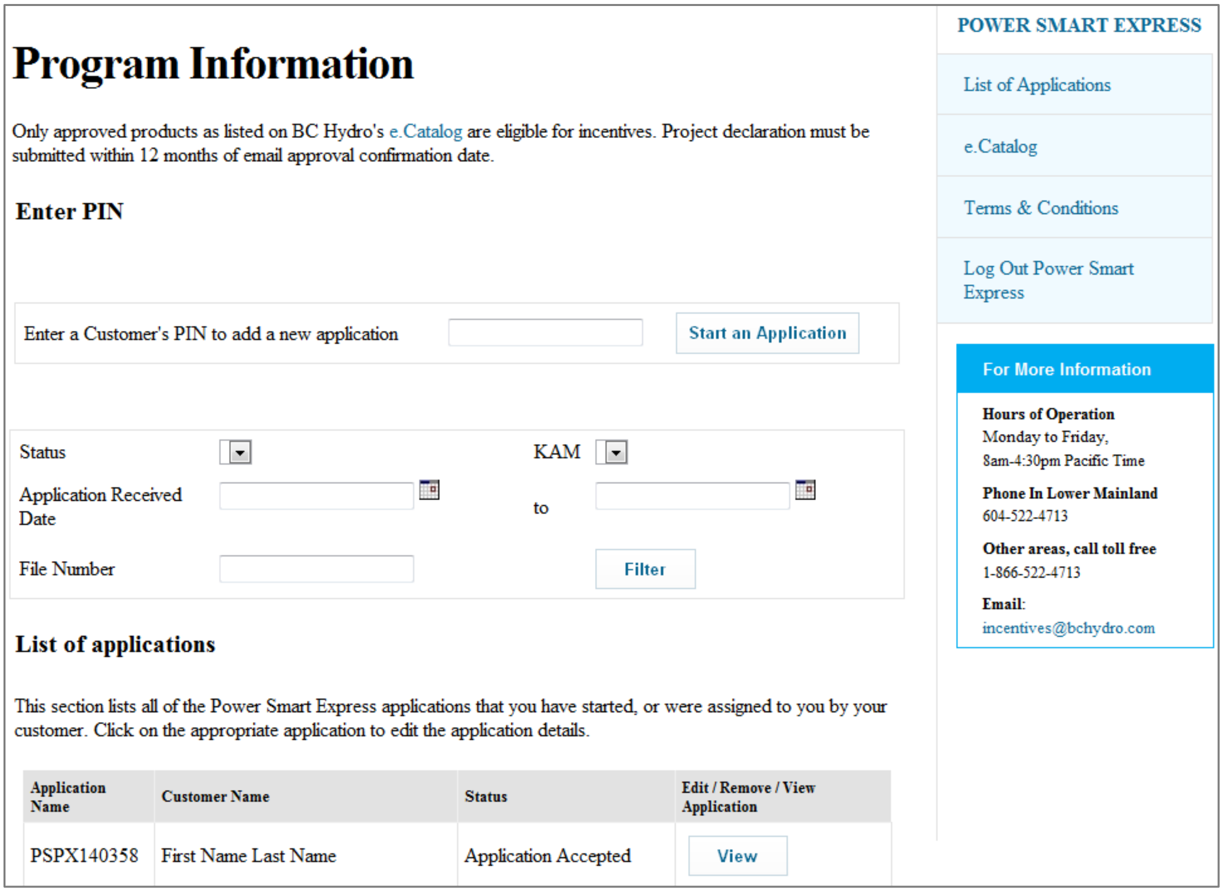
Alliance members can access a BESI application one of two ways:

Scenario	How to start an application	Alliance Role
1. Contractor / Distributor initiated application	Customer PIN	Complete Step 1 through 5 of the application, and submits the application to BC Hydro on behalf of the customer.
2. Customer initiated application	Customer will start the application. Application will appear under your :List of Applications".	Complete the technical portion of Step 3 and 5 of the application on behalf of the customer. The customer completes the remainder of the application and submits it to BC Hydro. *Lighting controls only applications can only be accessed via a customer initiated application

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
Enter PIN	**For contractor / distributor initiated applications only**, enter the customer’s PIN to create an application on their behalf. Your customer must generate the PIN using their own BESI account, and then forward their PIN to you.
List of Applications and Status	Your past and present BESI projects (both contractor and customer initiated) are listed in this section. You may: • Edit or remove an application that has not been submitted • View a submitted application • Remove a contractor / distributor initiated application only
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.) • **e.Catalog** (Reference to eligible configurations and products.) • **Terms & Conditions** • **Log Out of BESI**



List of applications

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

- Edit or remove an application that has not been submitted
  - An application can only be removed if it was initiated by you and not your customer
- View a submitted application
- If your customer initiated the application and designated you as their chosen Alliance member, the application will appear in this section.

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

- The application number
- The customer that the application is for
- The current status of the application

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 customer's 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.

Application process

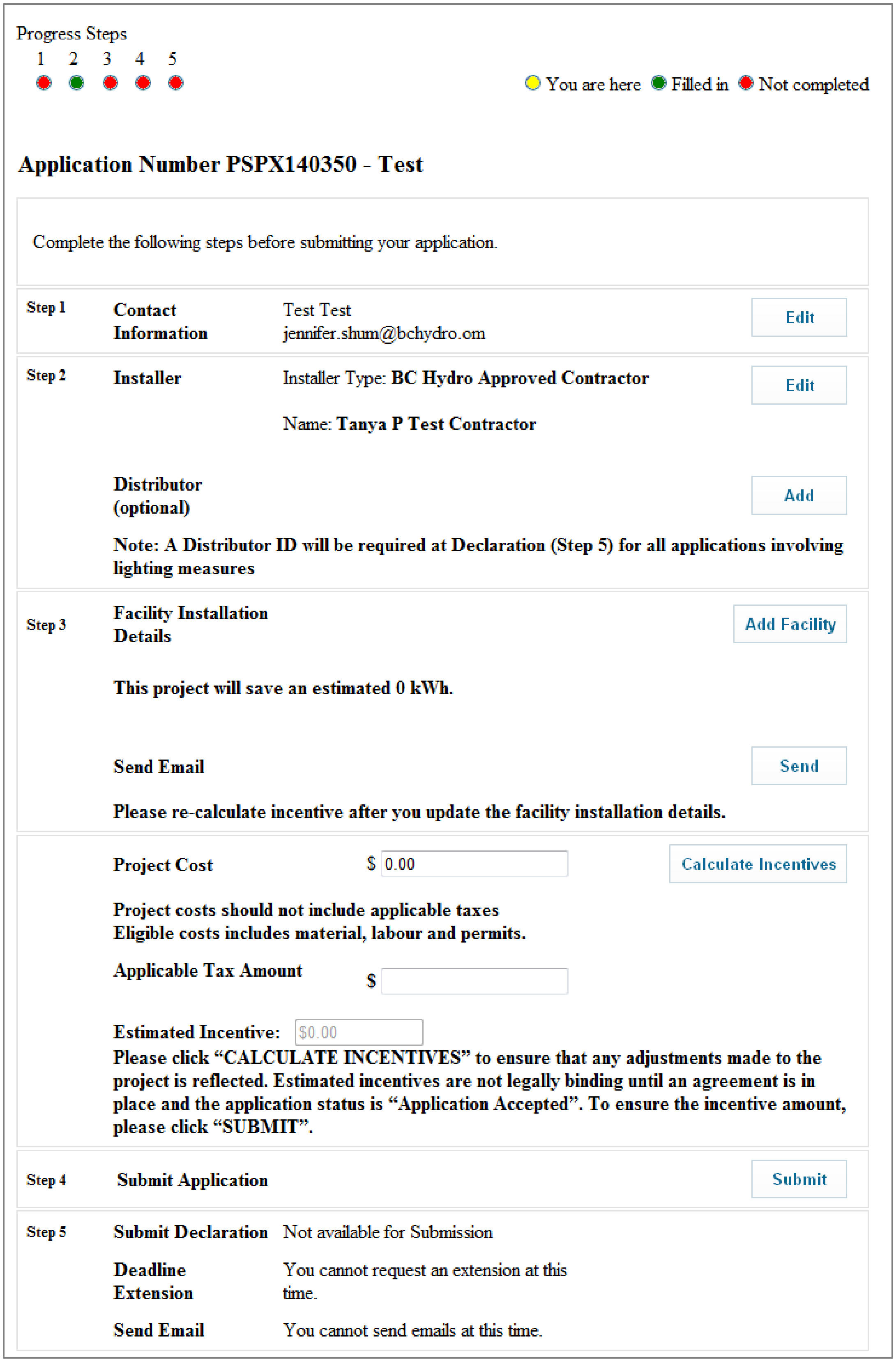
The BESI application is divided into five steps. Your access to these steps depends on how an application is initiated:

Description	Contractor / Distributor initiated application	Customer initiated application
1. Contact information	✓	
2. Installer and distributor information	✓	
3. Facility and installation details, and project financials		
• Facility and installation details		
o Add facilities	✓	
o Select existing and new configurations	✓	✓
• Project financials	✓	✓
4. Submit application for pre-approval*	✓	
5. Submit declaration**		
• Installation details	✓	✓
• Invoice and supporting documentation information	✓	

✓ indicates Alliance of Energy Professionals responsibility

**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 shows 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 PSPX140350 - Test

Complete the following steps before submitting your application.

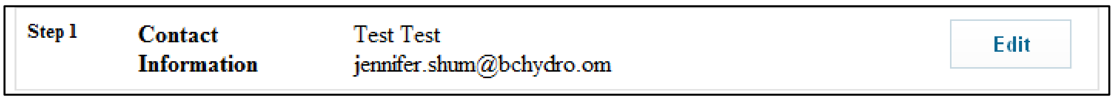
Step 1	**Contact Information**	Test Test jennifer.shum@bchydro.om	Edit
Step 2	**Installer**	Installer Type: **BC Hydro Approved Contractor** Name: **Tanya P Test Contractor**	Edit
	Distributor (optional)		Add
	Note: A Distributor ID will be required at Declaration (Step 5) for all applications involving lighting measures		
Step 3	**Facility Installation Details**		Add Facility
	This project will save an estimated 0 kWh.		
	Send Email		Send
	Please re-calculate incentive after you update the facility installation details.		
	Project Cost	$ 0.00	Calculate Incentives
	Project costs should not include applicable taxes **Eligible costs includes material, labour and permits.**		
	Applicable Tax Amount	**$**	
	Estimated Incentive:	$0.00	
	Please click "CALCULATE INCENTIVES" to ensure that any adjustments made to the project is reflected. Estimated incentives are not legally binding until an agreement is in place and the application status is "Application Accepted". To ensure the incentive amount, please click "SUBMIT".		
Step 4	**Submit Application**		Submit
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

✓ Contractor / Distributor initiated application

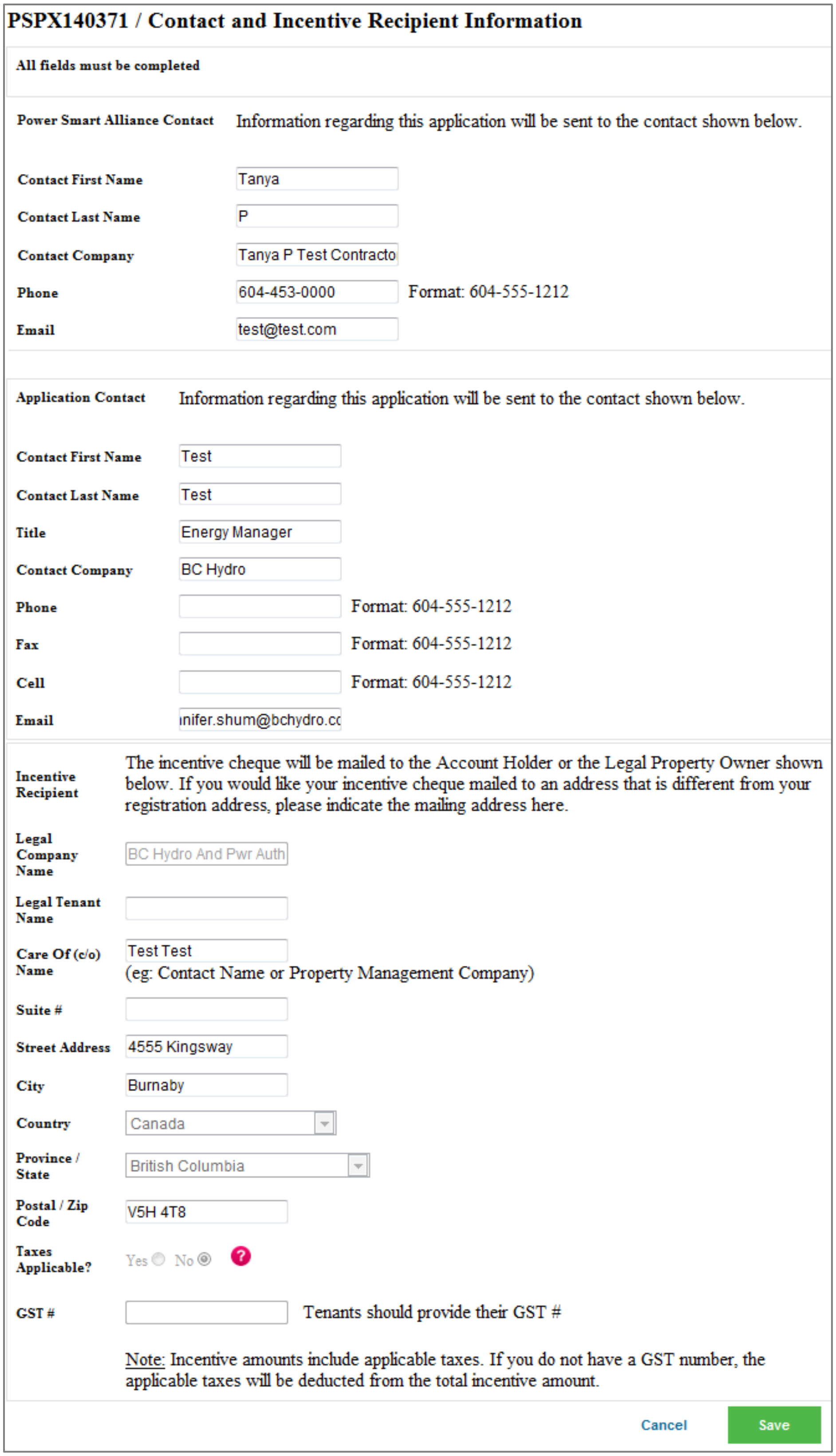
X Customer initiated application

Step 1 requires 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 registration information:

Alliance Contact	The Alliance member’s primary contact for this particular application. All emails that pertain to this application will be delivered to this individual. You can edit these fields.
Application Contact	The primary customer contact for this particular application. All emails that pertain to this application will be delivered to this individual. You cannot edit these fields. Your customer can update this section of the application by logging into their own account.
Incentive Recipient	Who and where the incentive cheque should be mailed to. You cannot edit these fields. Your customer can update this section of the application by logging into their own account.



PSPX140371 / Contact and Incentive Recipient Information

All fields must be completed

Power Smart Alliance Contact	Information regarding this application will be sent to the contact shown below.	
Contact First Name	Tanya	
Contact Last Name	P	
Contact Company	Tanya P Test Contracto	
Phone	604-453-0000	Format: 604-555-1212
Email	test@test.com	

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

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	
Legal Tenant Name		
Care Of (c/o) Name	Test Test (eg: Contact Name or Property Management Company)	
Suite #		
Street Address	4555 Kingsway	
City	Burnaby	
Country	Canada	
Province / State	British Columbia	
Postal / Zip Code	V5H 4T8	
Taxes Applicable?	Yes No	
GST #		Tenants should provide their 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

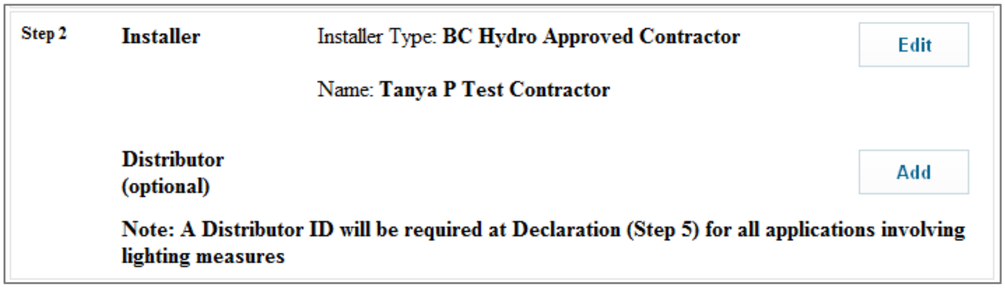
Click “Save” to return to the Application Summary page.

Step 2: Installer and distributor information

✓ Contractor / Distributor initiated application

X Customer initiated application

Step 2 requires the details of the contractor and distributor who are installing your project.


Step 2 Installer Installer Type: **BC Hydro Approved Contractor** Edit

Name: **Tanya P Test Contractor**

Distributor (optional) Add

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

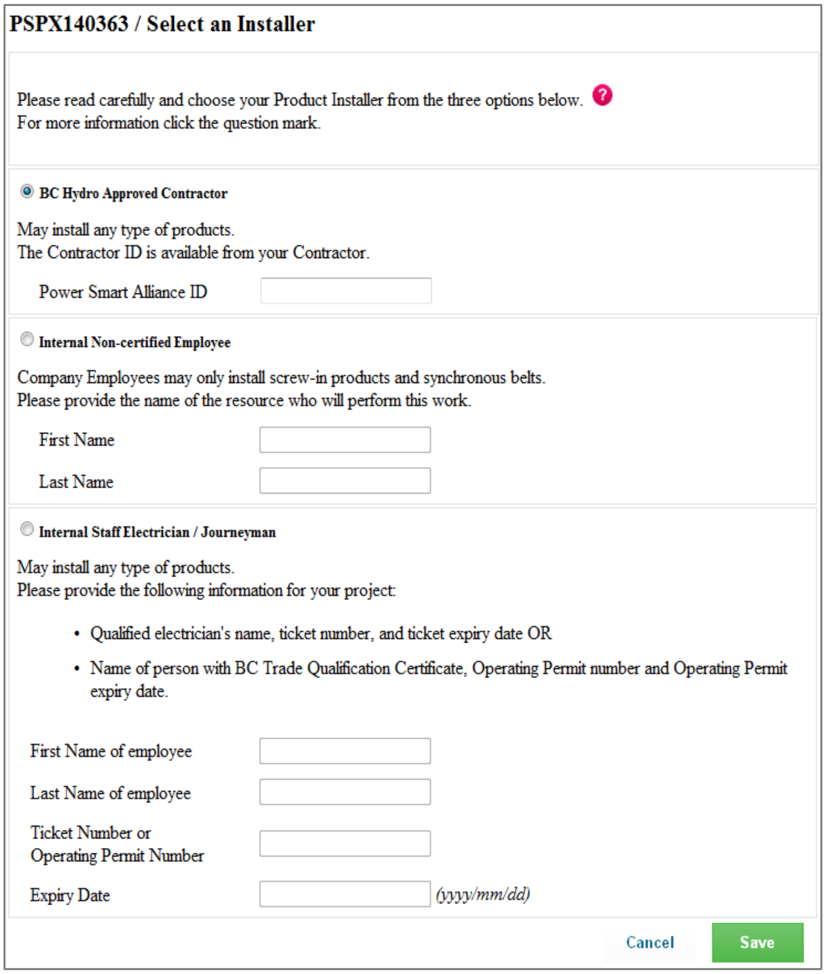
Installer

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

If you are the distributor, there are three options when it comes to selecting an installer:

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

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


PSPX140363 / 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)*

Cancel Save

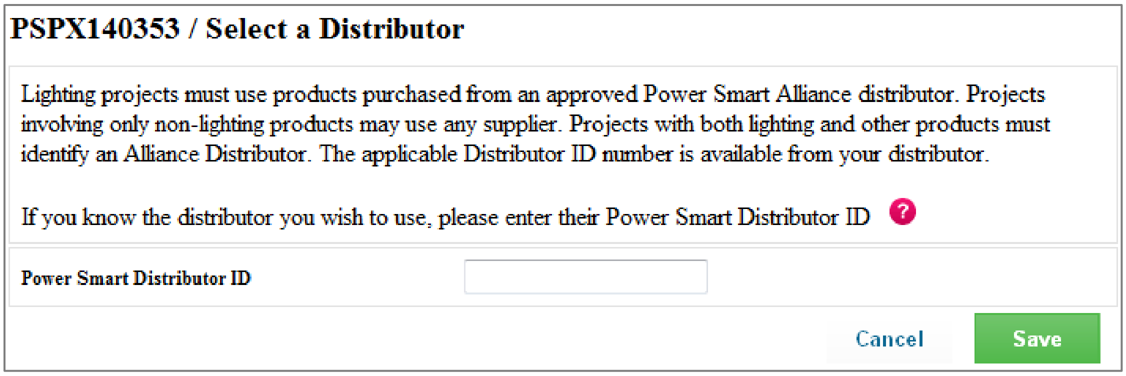
Click “Save” to return to the Application Summary page.

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.

If you are the installer, enter the distributor’s Alliance ID. The name of the Alliance distributor will appear once you save this page and return to the Application Summary.

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



PSPX140353 / Select a Distributor

Lighting projects must use products purchased from an approved Power Smart Alliance distributor. Projects involving only non-lighting products may use any supplier. Projects with both lighting and other products must identify an Alliance Distributor. The applicable Distributor ID number is available from your distributor.

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

Power Smart Distributor ID

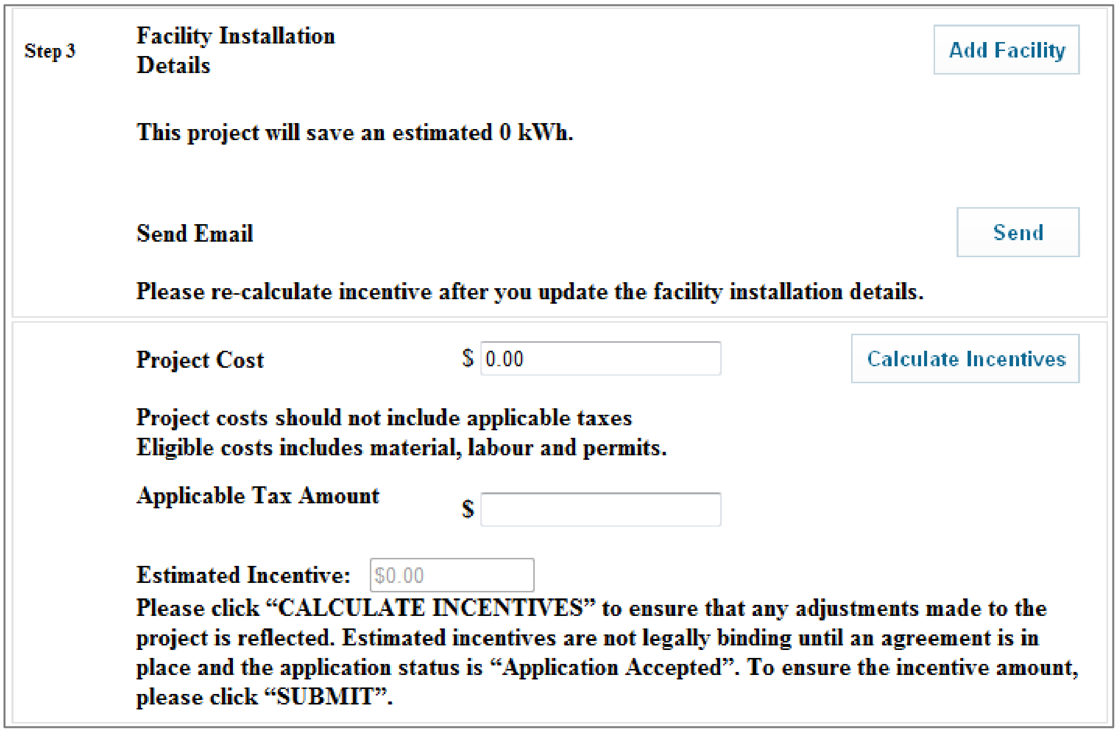
Cancel Save

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.

Step 3: Facility and installation details

Step 3 requires you to enter details regarding:

1. Facility and installation details
2. Project financials


Step 3 Facility Installation Details Add Facility

This project will save an estimated 0 kWh.

Send Email Send

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

Project Cost $ 0.00 Calculate Incentives

Project costs should not include applicable taxes
Eligible costs includes material, labour and permits.

Applicable Tax Amount $

Estimated Incentive: $0.00
Please click “CALCULATE INCENTIVES” to ensure that any adjustments made to the project is reflected. Estimated incentives are not legally binding until an agreement is in place and the application status is “Application Accepted”. To ensure the incentive amount, please click “SUBMIT”.

Facility and installation details

Adding facility and installation details is a two phase process:

1. Add facilities
2. Select upgrades

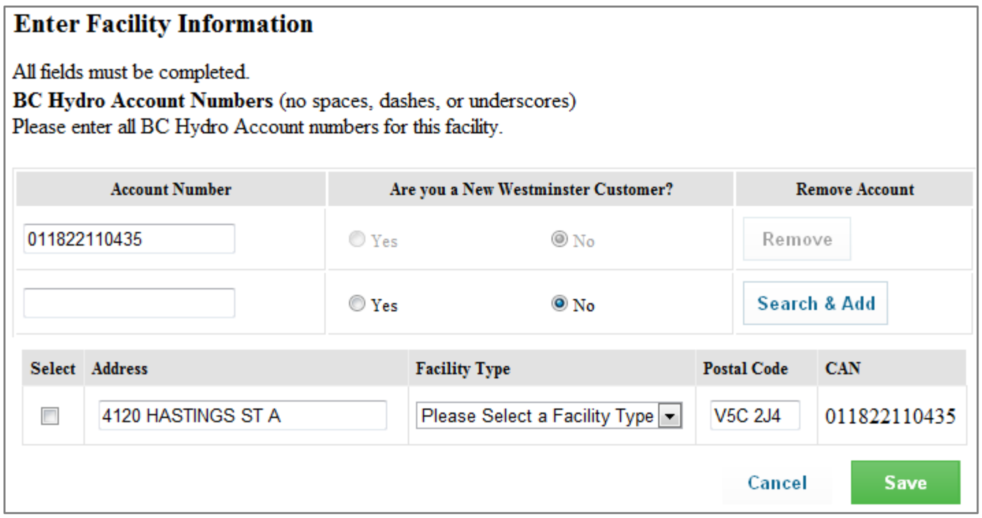
Add facilities

✓ Contractor / Distributor initiated application

X Customer initiated application

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 your customer registered for Business Energy Saving Incentives 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, the 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.



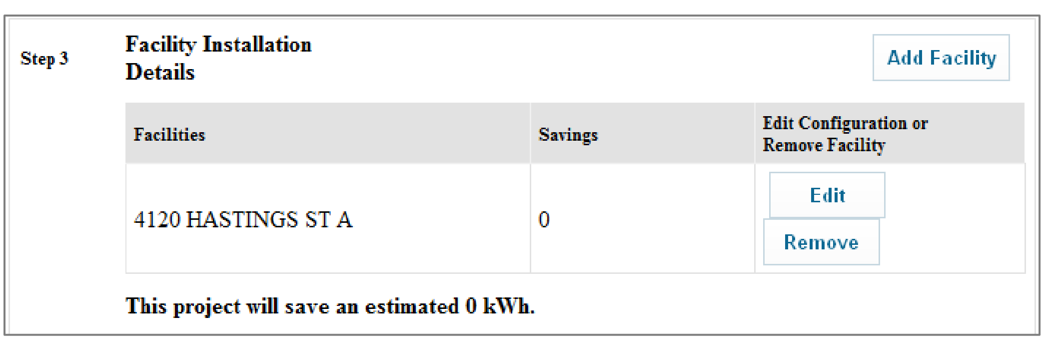
Your additional sites will now appear in Step 3.

Select upgrades

✓ Contractor / Distributor initiated application

✓ Customer initiated application

Your additional sites will now appear in Step 3. Click "Edit" next to the facility that you would like to upgrade. You will be taken to the Installation Summary page. Review this page and click "Continue" to arrive at 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 BESI 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.

Step 4: Submit application

PSPX140350 / Facility Installation Details

4120 HASTINGS ST A BURNABY V5C 2J4, 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

Halogen Reflector less than 60 W

New Configuration

LED Hardwired =< 600 lumens

Only approved products as listed on BC Hydro's e.Catalog are eligible for incentives.

View the eligible products for LED Hardwired =< 600 lumens

- Existing Systems
  - Agriculture
  - Commercial Kitchens
  - Existing Lighting
    - Exit Sign Conversions
    - Fluorescent Fixtures
    - Halogen
      - Halogen MR 16 greater than or equal to 20 W
      - Halogen Reflector greater than or equal to 60 W and less than or equal to 100 W
      - Halogen Reflector less than 60 W
    - HID Lighting
    - Incandescent
    - Legacy Signage
  - HVAC
  - Ice Rink Technologies
  - Non-Lighting Controls
  - Ornamental Street Lighting
  - Refrigeration

LED Hardwired =< 600 lumens

LED Reflector Lamp <= 600 Lumen

Number of new Fixtures to be installed 0

Area Type - Please select one -

Annual Default Operating Hours 0   Actual Operation Hours 0

If actual operating hours differ from default, please explain:

Description of the location where these products will be installed

e.g. 10th Floor Storage Room, Classrooms #1 + 5

Please indicate the type of control(s) you are installing. If none, please select "No Lighting Controls". Click "Add" to include more than one type of control.

Note: 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.

Lighting Control	Number of Controls	Number of Fixtures Controlled	
No Lighting Controls	0	0	Remove

Add

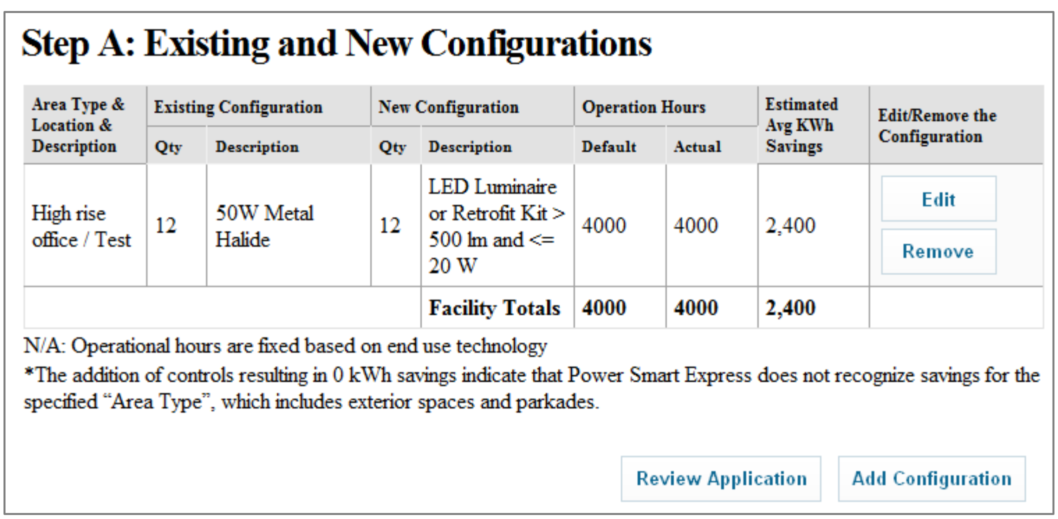
Cancel   Submit

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 the site's 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's 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	Qty	Description	Default	Actual		
High rise office / Test	12	50W Metal Halide	12	LED Luminaire or Retrofit Kit > 500 lm and <= 20 W	4000	4000	2,400	Edit Remove
				Facility Totals	**4000**	**4000**	**2,400**	

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 Add Configuration

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

Project financials

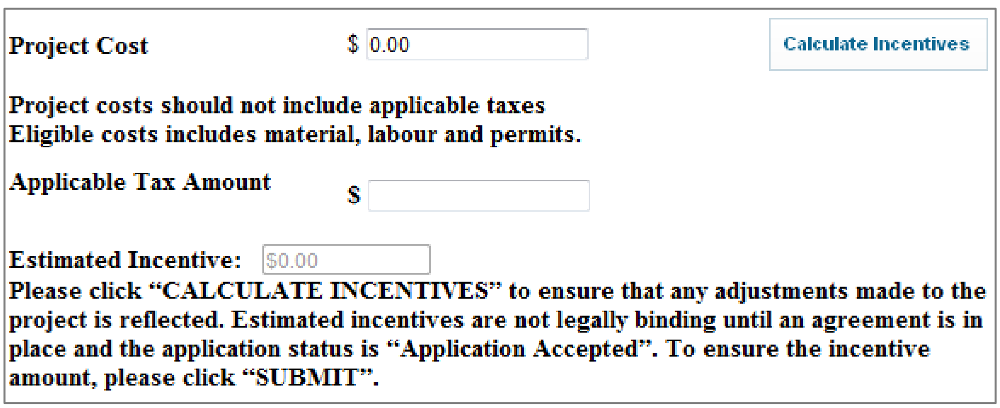
✓ Contractor / Distributor initiated application

✓ Customer initiated application

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:

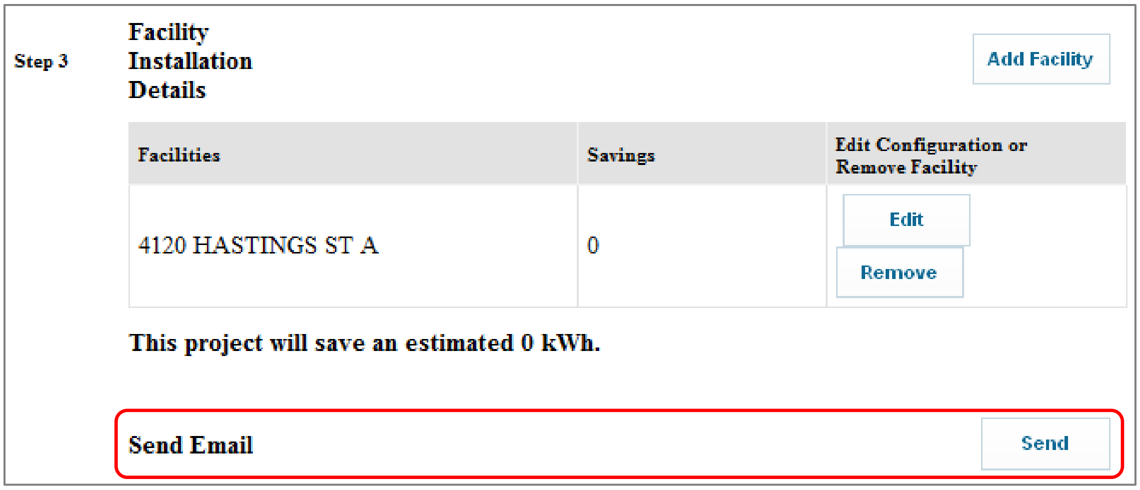
Click the “Calculate Incentives” button every time you make changes to your project details in Step 3 for an updated incentive estimate.

Send email

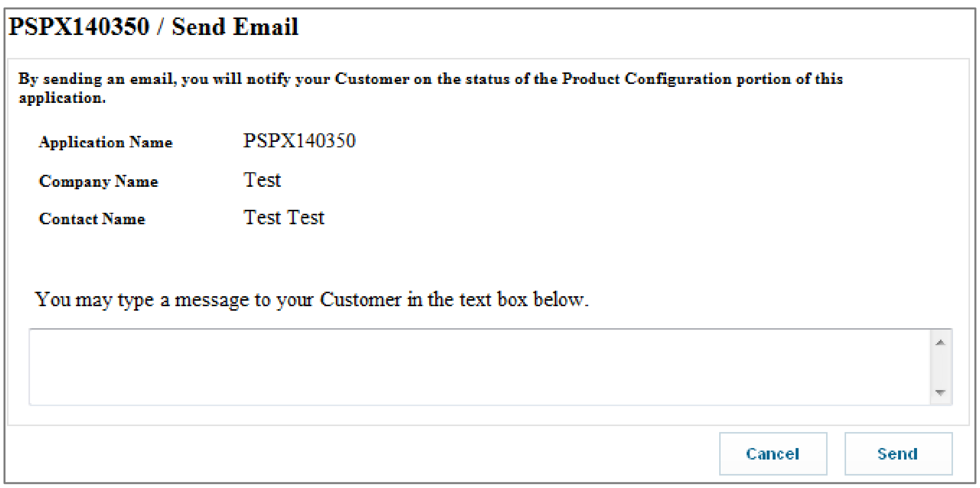
X Contractor / Distributor initiated application

✓ Customer initiated application

Once you have completed the technical portion of Step 3 as requested by your customer, you can notify your customer of its completion by using the “Send Email” function.



1. Click the “Send” button that is next to Send Email
2. If necessary, add additional information or a message in the open text box
3. Click “Send” to send the email

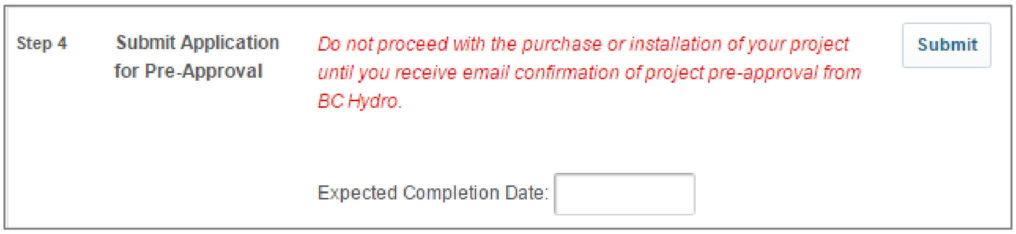


Step 4: Submit Application

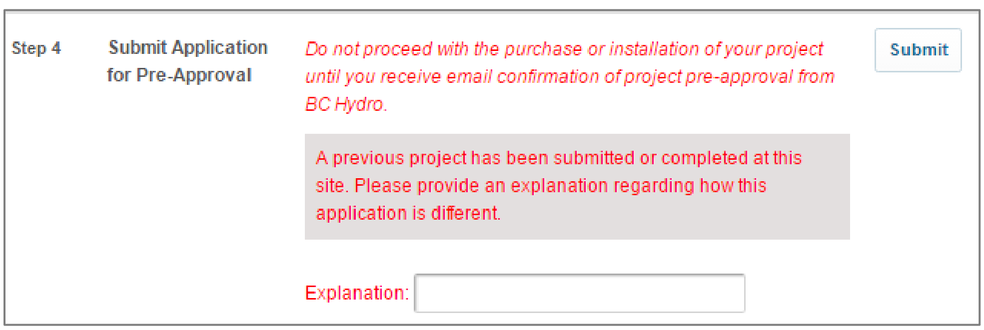
✓ Contractor / Distributor initiated application

X Customer initiated application

After completing Steps 1 to 3, the application is ready to be submitted to BC Hydro. To do so, click the “Submit” button in Step 4.



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. (Based on the project completion date selected, the system will determine the date range within which the application must be submitted.)
To be reviewed	The application has been submitted; however, BC Hydro needs to review the application as it does not meet certain program thresholds.
Pre-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" 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 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.

Retail (food) / awning	0	8' 2 lamp T12HO magnetic ballast	0	lamps, electronic ballast (High Ballast Factor)	5800	5800	0	
Retail (food) / store	27	4' 4 lamp T12 magnetic ballast	27	4' 30 W or less T8, 4 lamps, electronic ballast	5800	5800	9,866	
				Facility Totals	**17400**	**15980**	**10,698**	

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.

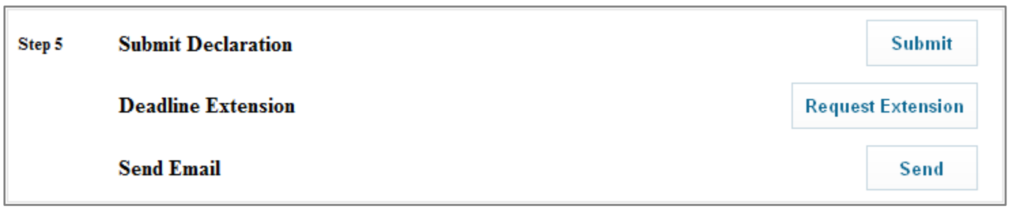
Review Application | Change | Accept | Reject

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.



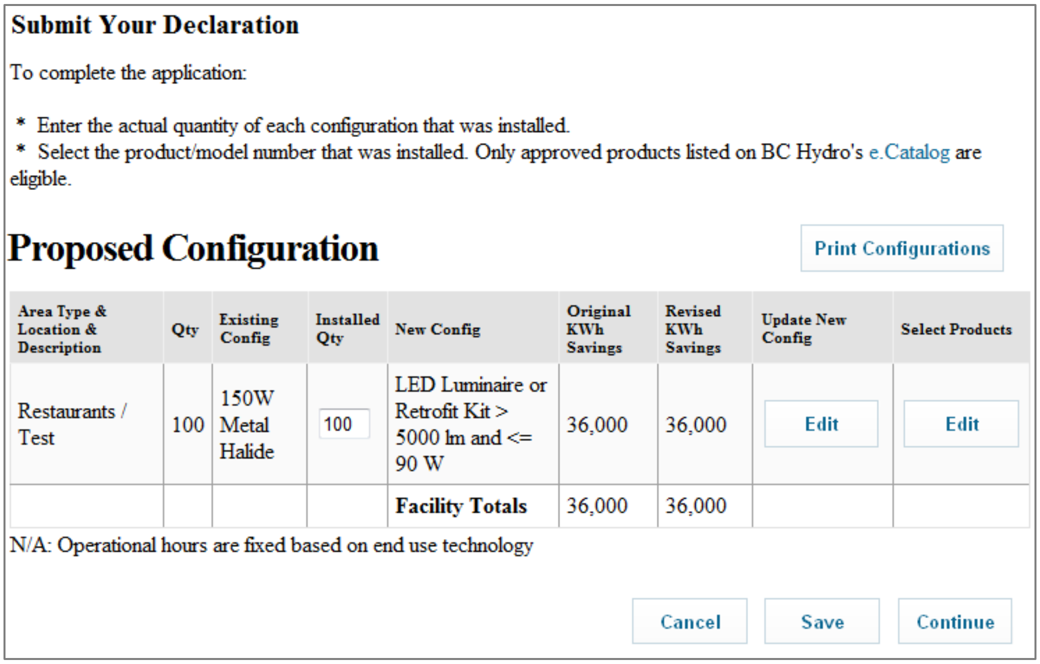
Installation Details

✓ Contractor / Distributor initiated application

✓ Customer initiated application

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

For **customer initiated applications**:
This is the last step. Click "**Cancel"** to save your changes and you will be taken back to the Application Summary page. Notify your customer of your completion by using the "**Send Email**" function in Step 5.

For **contractor / distributor initiated applications**:
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

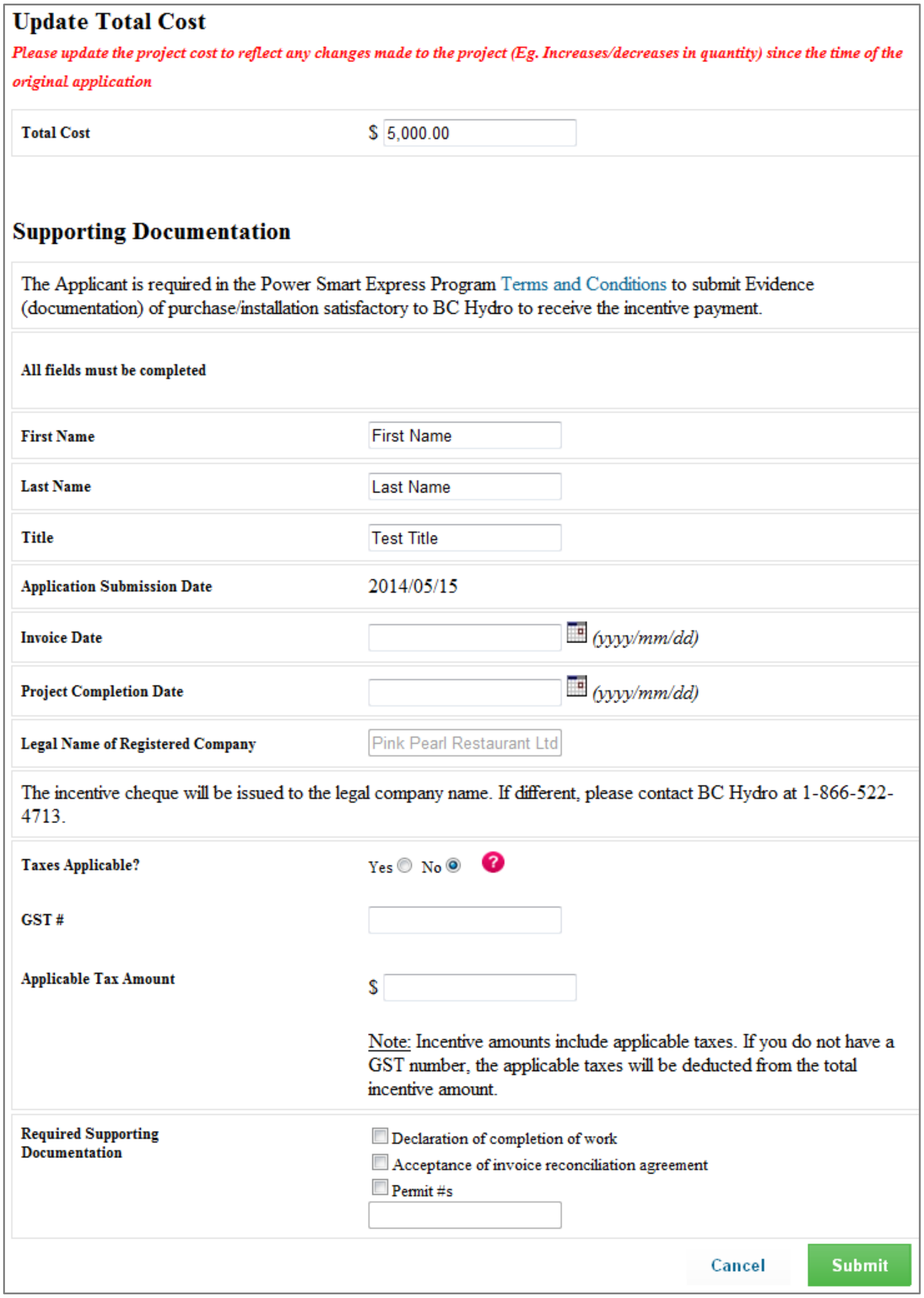
✓ Contractor / Distributor initiated application

X Customer initiated application

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#	If applicable

Required Field	Description
Applicable tax amount	
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 eCatalog 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 application extension. Click the “Request Extension” button and up to 6 months will be added on top of your original deadline. Depending on the original project completion date, **applications cannot be extended past end of fiscal year, March 31st.**
Send email (Step 5)	Similar to Step 3, this function allows you to notify your customer to complete the invoice and supporting documents section of Step 5. Your customer is also able to notify you that they wish for you to complete the product selection portion of Step 5.

Lighting Controls Only Application

X Contractor / Distributor initiated application

✓ Customer initiated 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

This type of application can **only** be accessed through a **Customer Initiated Application**, which means Alliance members will only have access to the technical portions of Step 3 and 5.

- 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 the previous project will appear. The following configurations from the 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 5 Submit declaration:
    - You will be asked to update your project details to reflect exactly what was installed. There are two 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.
Select Products	This field is N/A as all makes and models of lighting controls are eligible for incentives.

- o Once you have updated the applicable fields, click “Cancel” to save your changes and you will be taken back to the Application Summary page. Notify your customer of your completion by using the “Send Email” function in Step 5.

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