Self-serve Incentive Program (SIP) User Guide Version 2.0

For use by Power Smart Alliance members
for Lighting System and Compressed Air projects

Introduction

The Self-serve Incentive Program (SIP) allows an Industrial customer, together with their equipment vendor, to submit an online application for Power Smart incentives. This program provides incentives for eligible projects at <u>Industrial customer sites</u> using greater than 500 megawatt-hours per year in electricity (that's about $25,000).

The following systems are eligible:

- Compressed Air systems between 40 – 200 horsepower
- Industrial Lighting

The SIP application website can be found here: www3a.bchydro.com/sip/LogOn.aspx

This user guide will provide information on each step but will focus in detail on the "vendor" portion of the SIP application (The vendor is only responsible for <u>Step 4</u>).
The customer will be responsible for the remaining steps; however, the vendor is encouraged to be familiar with all steps so they may assist the customer as needed.   Please refer to the SIP Customer User Guide for detailed customer instructions.

Customer portion of the SIP application

Step 1: Register for the Self-serve Incentive Program (SIP) online
The customer will register their site for SIP using their BC Hydro account number. The SIP system will email the customer a password which is used to access the SIP website

Step 2: Log into SIP
The customer logs in with their password and starts a new project by clicking "Add New". The customer is also asked to accept the standard Terms & Conditions for receiving a Power Smart incentive.

Step 3: Identify the project vendor and confirm contact details
The customer will assign their vendor to the project. They will click "Add Vendor", enter the 4-digit vendor ID supplied by their vendor, and click "Continue". The SIP system will notify the vendor they have been assigned to the project.

Step 4: Input system information (Entered by the vendor)

Once the customer has completed Step 3, you (the vendor) will receive a confirmation email informing you that you have been assigned to a SIP project. You may log into SIP to access the customer's SIP project. The vendor is responsible for entering the system information and providing the supporting documents to BC Hydro Power Smart.

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Supporting documents:

Compressed Air: The vendor will provide the System Assessment report generated by the analysis software sponsored by the compressor manufacturer.

The vendor connects their monitoring equipment to record the typical operation of the customer's compressor system for a week or longer (168 hours is desired). The vendor's assessment tool must measure pressure, run hours and power. The assessment tool must model the energy consumption and SCFM profile of the system. (Please contact Power Smart Alliance (alliance@bchydro.com) with any questions regarding the System Assessment)

The recommendations put forward in the report will each have accompanying kWh energy savings. These measures and savings will be entered in two categories: "Efficient Compressors" and "Other".
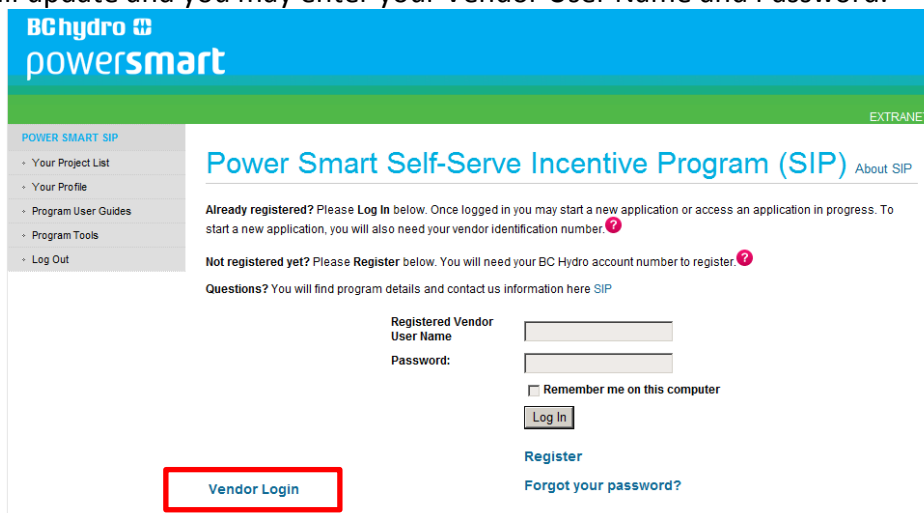
Lighting: The vendor will provide a completed "ES Calculator" spreadsheet, which can be obtained online or by contacting the Power Smart Alliance.

In the ES Calculator, the vendor will input the existing lighting inventory, proposed lighting changes, operating hours, control strategy, and project cost. The vendor must ensure they are working with the most recent version of the ES Calculator.

Instructions

1) Log into the SIP System
   Once you have been notified via email that you have been assigned to a SIP project, you may log into the SIP webpage to complete the vendor portion of the SIP application. In the SIP login window (www3a.bchydro.com/sip/LogOn.aspx), click on "Vendor Login". The window will update and you may enter your Vendor User Name and Password.

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2) Locate your customer SIP application

Once logged in, you will be prompted to the Vendor Homepage which lists all of the existing companies who have assigned you as their vendor. Click on the company you wish to work on to open the project portfolio. (*In the below example, we will be using Fresh Cola Bottling Co.*)

3) Once you open the project portfolio, you will see all of the SIP projects that have been assigned to you by that company. Under "Initiated Projects", click on the SIP file you wish to work on. In the example below, there are "Active Projects" which are applications that have already been submitted to BC Hydro. If this is your first project, there will be no Active Projects on your list.

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Once you have the specific project open, you will be responsible for entering the system information by clicking on "Add New". The values entered for the system information will reflect those generated in your Compressed Air Assessment report or the ES Calculator.
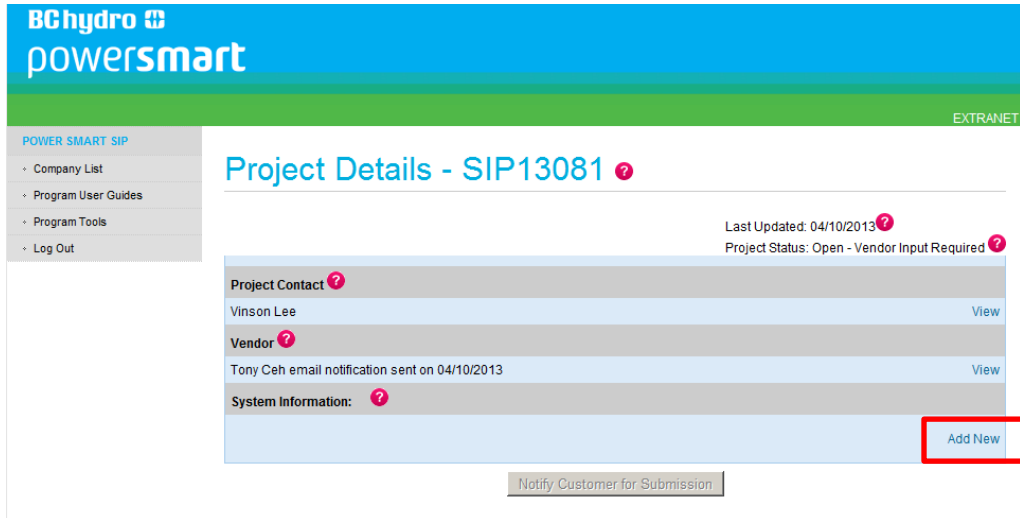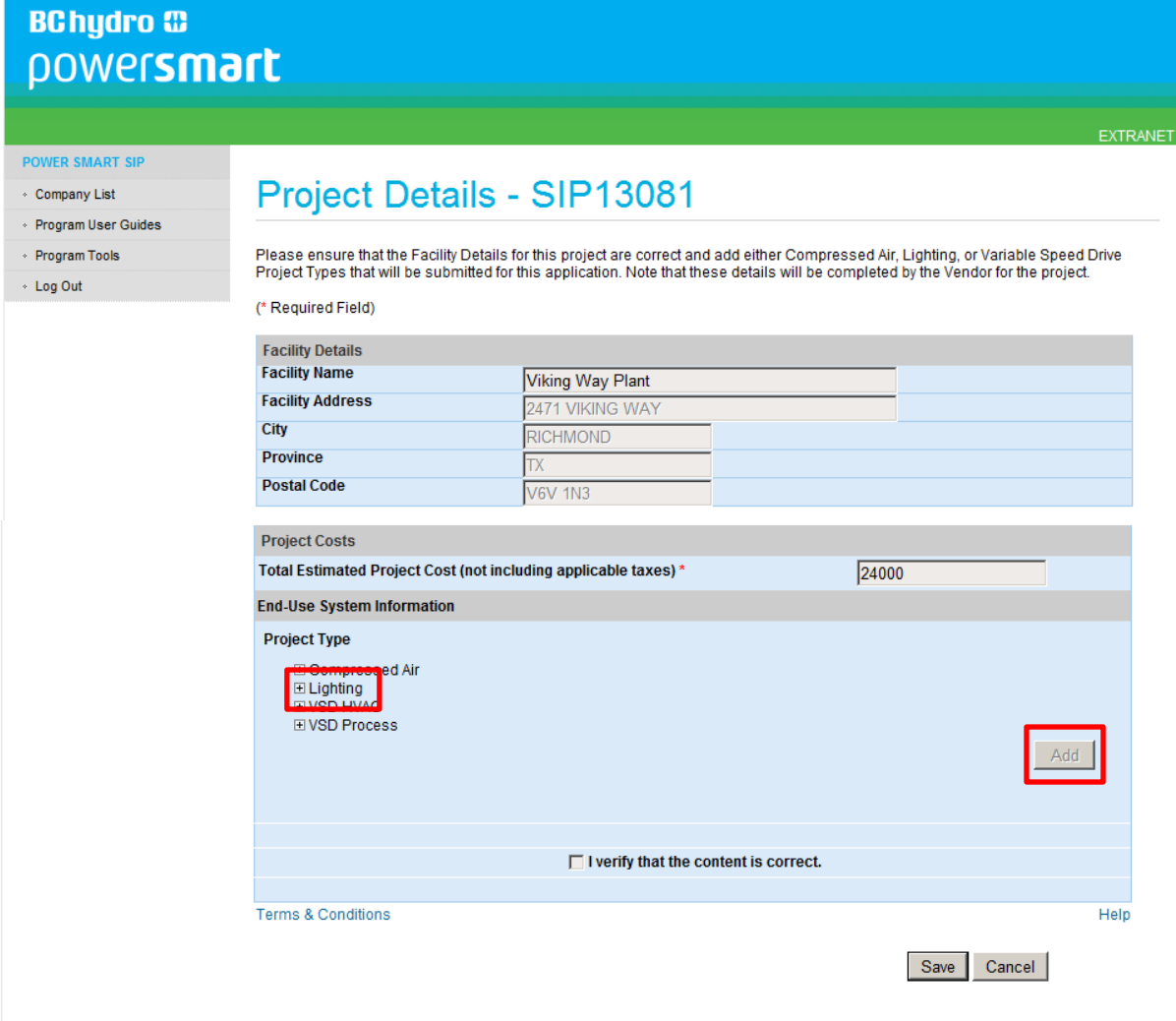
4) You will be prompted to the Project Details window where you will verify and enter the following information:

- Facility details
- Project costs (excluding tax)

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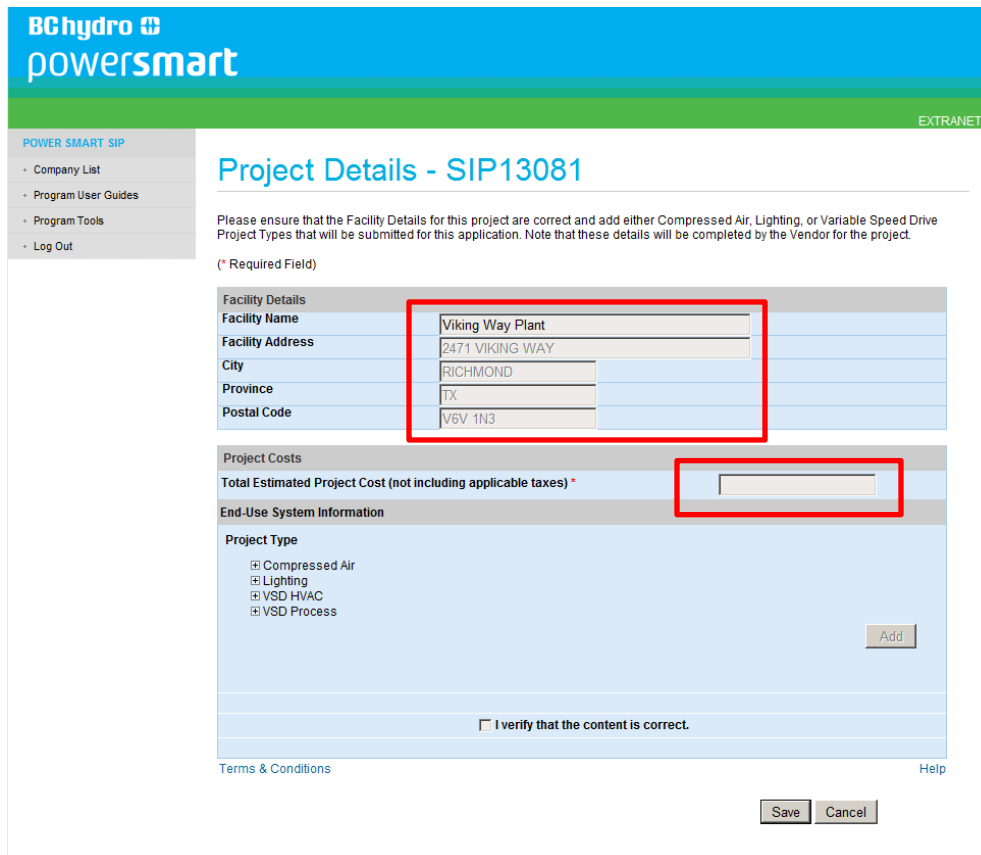
5) Under Project Type, you will expand the drop down menu, choose the specific measures that are relevant to this application, and click "Add". The example below is for Lighting. You may add as many measures as needed.

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6) Clicking on "Add" will open up new fields at the bottom of the page. Please enter the energy savings values in the new fields. These values will reflect those generated by your ES Calculator under the tab "ES Report". If you have additional questions or need assistance, please contact the Power Smart Alliance (alliance@bchydro.com).

End-Use Measures	Estimated Demand Savings (kW)		Estimated Energy Savings (kWh)		Quantity
	Site	BC Hydro Peak	Site	Potentially Incentable	
T12 to T8 h/w retrofit ES Lamp / HEF ballas	1.4	1.4	5535	2255	
T12 to T8 h/w retrofit standard retrofit			0	3280 *	
Non-LED lighting retrofit (incl. removal)	9.9	9.9	64188	64188	
Fluorescent lamps only (incl. delamping)					
HID lamps only					
Halogen IR reflector lamps					
LED screw-in/snap-in lamps					
LED luminaire and retrofit kit (<=30W)					
LED luminaire and retrofit kit (>30W)					
Exterior LED signage					
LED exit signs					
LED refrigerated lighting system per door					
LED parkade lighting					
Non-LED parkade lighting					
New Lighting Control			47000	47000	
DDC Re-scheduling					
LED Lighting with Adaptive/ Bi-Level Control	2.0	3.0	23530	23530	40
LED Lighting with Adaptive/ Bi-Level Control					
Non-LED Lighting with Adaptive/ Bi-Level Co	0.5	0.5	8455	8455	
Total Savings	0	0	0	0	

Note: Please click on the 'Save' button below to re-calculate the totals.

Delete All

☑ I verify that the content is correct.

Terms & Conditions   Help

Save   Cancel

7) Once you have transferred all of the values, verify that the content is correct, and click "Save" to continue.

☑ I verify that the content is correct.

Terms & Conditions   Help

Save   Cancel

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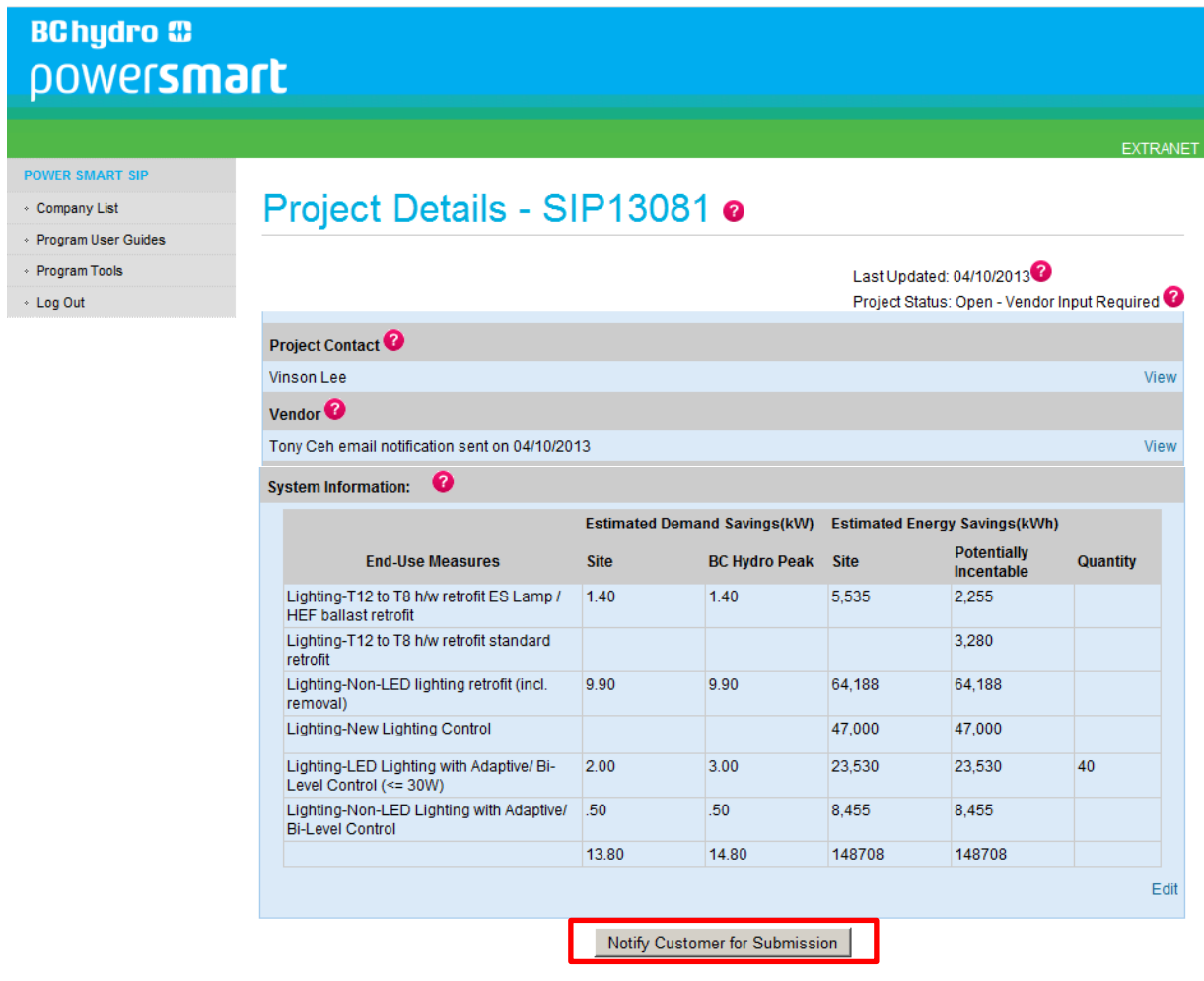
8) You will return to the Project Details window. The System information will now be populated. If the information appears correct, click "Notify Customer for Submission" and the SIP application will be sent to your customer for review. Your customer will receive an email informing them that the application is ready for their review.

Please do not send in the supporting documentation at this point. Your customer must first review and submit the SIP application to BC Hydro. An email notification will be sent to you with the next steps once the customer has submitted the application to BC Hydro

Project Details - SIP13081

Last Updated: 04/10/2013
Project Status: Open - Vendor Input Required

Project Contact
Vinson Lee   View

Vendor
Tony Ceh email notification sent on 04/10/2013   View

System Information:

End-Use Measures	Estimated Demand Savings(kW)		Estimated Energy Savings(kWh)		
	Site	BC Hydro Peak	Site	Potentially Incentable	Quantity
Lighting-T12 to T8 h/w retrofit ES Lamp / HEF ballast retrofit	1.40	1.40	5,535	2,255	
Lighting-T12 to T8 h/w retrofit standard retrofit				3,280	
Lighting-Non-LED lighting retrofit (incl. removal)	9.90	9.90	64,188	64,188	
Lighting-New Lighting Control			47,000	47,000	
Lighting-LED Lighting with Adaptive/ Bi-Level Control (<= 30W)	2.00	3.00	23,530	23,530	40
Lighting-Non-LED Lighting with Adaptive/ Bi-Level Control	.50	.50	8,455	8,455	
	13.80	14.80	148708	148708	

Edit

[Notify Customer for Submission]

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Customer portion of the SIP application

Step 5: Review and submit project details to BC Hydro

Once you click "Notify Customer for Submission", your customer will be sent an email informing them to log into their SIP account and review the project. The customer will have 2 options:

I)   ___Agree___ *with the project details*

If the customer agrees to the project, they will click "Submit". The SIP application will be submitted to BC Hydro for approval. You will receive an email informing you that the customer has submitted the SIP application and instructions to email all supporting documentation to BC Hydro.

Please note that once the customer has submitted the application to BC Hydro, changes cannot be made to the project details. The application will now proceed to step 6.

II)   ___Do Not Agree___ *with the project details*

If the customer does not agree to the project details, they will click "Return". This will return the SIP application to you. You will receive an email informing you that the customer has not agreed to the project. Once you receive this email, you should contact your customer to discuss any changes to the project. Once project changes are agreed upon, you will need to revise the information and resubmit the project details to the customer. (Step 4).

Step 6: The project may begin once the customer receives an incentive agreement

After the SIP application is submitted by the customer and the supporting documents from the vendor have been received, BC Hydro will conduct a technical review of the project. Once approved, an incentive agreement will be emailed to the customer. The project may begin once the customer receives the incentive agreement from BC Hydro.

It is important that you do not purchase or order any equipment until BC Hydro has provided an incentive agreement to the customer.

Project Extension: If the project requires additional time for completion, the customer may request a one-time 6 month extension. The customer must sign into their SIP account, go to the "Project Details" page of their SIP project and click on "Request Extension".

Step 7: Declaration of project completion

Once the equipment is installed and the project has been completed, the customer will log into their SIP account to complete the Declaration of Project Completion. In this step, the customer will declare the completion date, confirm project costs, enter their PST number, and submit copies of their invoices to BC Hydro.

BC Hydro will make payment once the online Declaration of Project Completion and all final invoices have been received and reconciled.

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