



Web Incentive Processing System User Guide

For Participating Independent Contractors (PICs)

Revised: January 2017

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INTRODUCTION

Overview

This user guide has been prepared by Florida Power & Light Company exclusively for use by its Participating Independent Contractors (PICs). It contains instructions for accessing and using the Web Incentive Processing System (the “Application”) via www.fpl.com to:

- Submit incentives/job requests online.
- View the status of incentives/job requests submitted online.

PICs are required to process their incentives/job requests online, using the application. Submitting incentives/job requests provide the following benefits:

- Reduce paper work errors.
- Ability to view incentives/job requests in real-time.
- Access to your electronic records of incentives/job requests submitted for the current year and previous two years.

For questions or assistance, PICs should contact their local FPL Program Specialist. Contact information for Program Specialists is available at: www.fpl.com/piccontacts.

Reminder: Per the Demand Side Management Contract, PICs are required to maintain original documents for a period of two (2) years from the date the work was installed.

Get Started

The PIC Portal located on FPL.com is a secure collection of information and applications.

This user guide provides instructions for completing the following tasks:

- [Access the Contractor Portal](#).
- [Create User ID & Password](#).
- [Log In to the Web Incentive Processing System](#).
- [Create and Submit a New Incentive/Job Request Entry](#) for the following programs:
 - Residential Heating Ventilation Air Conditioning – [HVAC](#)
 - Residential Ceiling Insulation – [RCI](#)
- Update [Partially Saved Incentives/Job Requests List](#) for Demand Side Management programs where the Web Incentive Processing System supports that functionality.
- Review [Submitted Incentives/Job Requests](#).

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User Access

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Access the Contractor Portal on FPL.com

To access the Contractor Portal, follow the steps below:

<p>1. Access www.fpl.com.</p>	
<p>2. Scroll down to locate Partner Resources and click PIC Login link.</p> <p><i>"Supplier Log In" page will load. Continue to Create User ID and Password instructions.</i></p>	

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Create User ID and Password

Follow the steps on these pages to obtain access to the **Web Incentive Processing System** when logging in for the first time. **Note:** If you are already a registered user for the Web Incentive Processing System, refer to the section: [Log In to the Web Incentive Processing System](#).

1. Click **Not Registered – Create User ID and Password** link.

If you have previously registered with FPL and have a **User ID and Password**, please skip to step 8. If you have not registered and need to create a **User ID and Password**, click [here](#).

2. The page "Create Supplier User ID: Step 1 of 2" displays with create user ID fields to complete.
- Certify that you are an employee or authorized representative of your company and that you have read and accepted the **Terms and Conditions** by clicking the appropriate checkbox. Acknowledge that you are authorized to provide information or data to FPL and retrieve such information or data from the system and certify that it is correct, by clicking the appropriate checkbox.
- Next, enter your company's **Tax ID** and **Zip Code** in the spaces provided:
- Tax ID (TIN, SSN or VATIN)
 - Retype Tax ID
 - Zip or Postcode of your company headquarters

Please note: After completing step 1 of 3, you will be taken directly to step 3 of 3.

Click **Continue**.

3. When presented with APIN screen, please enter the APIN number sent to you by email.

Note: APIN numbers are sent to the company email address on file with FPL. See the example shown here.

OR:
Accounting, Financial and Procurement information: If you have been issued a APIN (Accounts Payable Invitation Number) from NextEra Energy/FPL's Accounts Payable department and require access to Accounting Financial and Procurement information please enter :
 APIN (Accounts Payable Invitation Number):
Case sensitive

NextEra/FPL APIN (Accounts Payable Invitation No)

Dear FPL ACME A/C SYSTEMS 1558235 (Vendor No 1000854001),

Here's your **APIN**. You'll be able to view invoice and payment status once you create a user id here: [NextEra/FPL Supplier Portal](#)

You'll need the following for this one time setup:

1. your company's Tax Id,
2. your company's Zip (as shown on your IRS Form W-9),
3. your **APIN**: **EKKG7FiI7** (this **APIN** expires after 45 days).

4. The next page "Create Supplier User ID: Step 1 of 3" displays with create user ID fields to complete.

Note: After completing step 1 of 3, you will be taken directly to step 3 of 3.

Create:

- User ID
- Password

Retype Password.

Print | Newsroom | En Español | Contact Us | Site Map | Careers | Doing Business with FPL

My Home | My Business | Environment | Community | About Energy

Create Supplier User ID: Step 3 of 3

Please enter the information below to create your Supplier User ID.

Supplier User ID:
 6 or more letters and/or numbers, no spaces.

Password:
 Case sensitive, 8 or more letters and numbers, no spaces. Must be different from Supplier User ID.

Retype Password:

5. Update **Security Information** section to verify your identity in the event you forget or need to reset your password:
- Select Security Questions.
 - Type Security Answer.
 - Retype Security Answer.

Security Information

If you forget your password, this information is our only way to verify your identity.

Security Questions:

Security Answer:

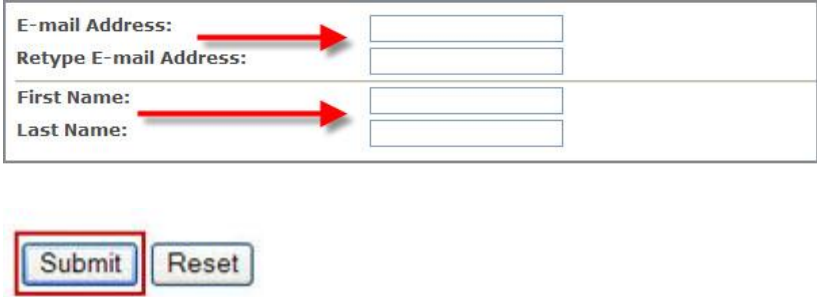


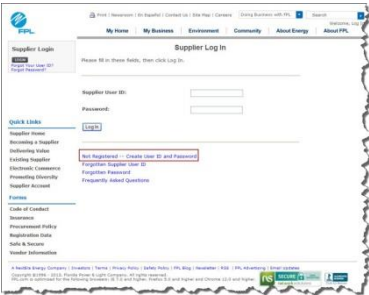

Retype Security Answer:

E-mail Address:

Retype E-mail Address:

First Name:

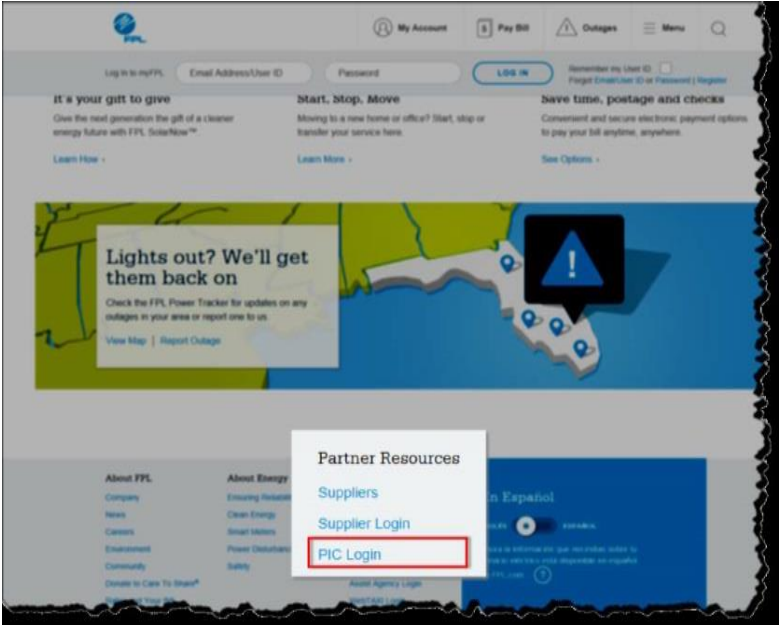
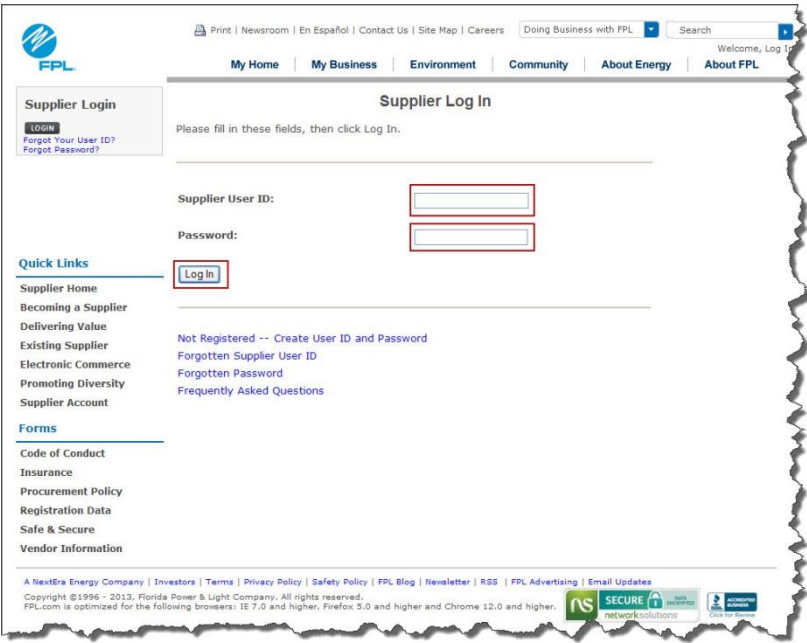
Last Name:

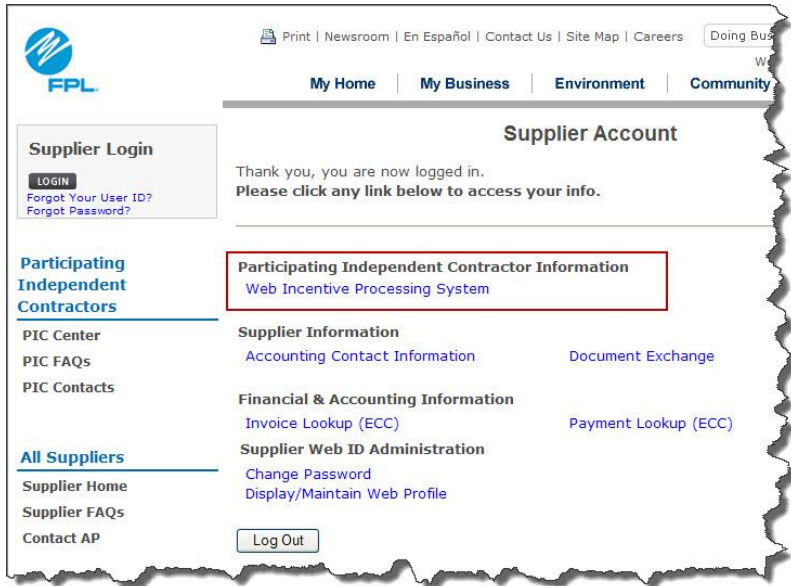
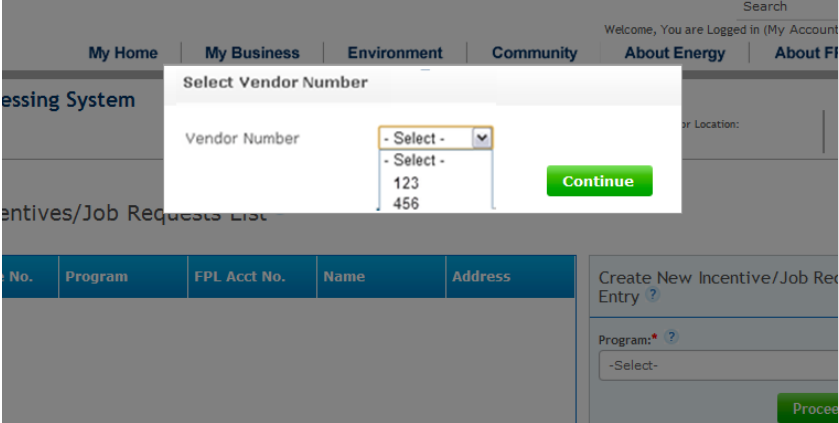
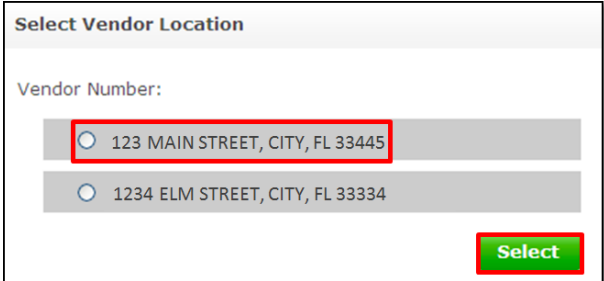
6. Enter a valid **Company Email Address** along with your **First and Last Name** before submitting:
- Type Email Address.
 - Re-type Email Address.
 - Type First Name.
 - Type Last Name.
- Click **Submit**.
- 
7. Shortly after creating your **User ID and Password**, you will receive an automated email from FPL confirming your registration was successful.
- 
8. **To gain user system access:** Next, send an email to contractor-admin@fpl.com requesting access to use the **Web Incentive Processing System**. Your access request must be received from the **primary email address that FPL has on file for your company**. Please include your **Company name, FPL Vendor Number and User ID**.
9. During the time your request is being processed, we recommend that you and your office staff review the **Web Incentive Processing System User Guide**. The user guide provides **step-by-step instructions for using the new online system**. Access the user guide by clicking [here](#). You can also access the user guide by typing www.fpl.com/IncentiveProcessing in your Web Browser.
- 
10. **YOU WILL RECEIVE AN EMAIL FROM FPL CONFIRMING ACCESS HAS BEEN GRANTED ONCE ALL OF THE INFORMATION PROVIDED HAS BEEN REVIEWED AND APPROVED.**
- When you receive an email from FPL confirming access has been granted, go to the [Participating Independent Contractor \(PIC\)* Login](#) web page.
- Log in by entering the **User ID and Password** you created in steps 1 through 5. Follow the login instructions to [Log In to the Web Incentive Processing System](#).
- 
- Click on the **Web Incentive Processing System** link to launch the application and start submitting Incentives/Job Requests online.
- 
- IMPORTANT:** As a Participating Independent Contractor, you are entirely responsible for maintaining the confidentiality of your username(s), password(s), and your account(s), as well as all activities that occur under your account(s). In order to prevent any unauthorized use of FPL's Web Incentive Processing System, you should immediately change your password to prevent access for any employee that is no longer employed by your company.
- Please click [here](#) to access the Registration **Frequently Asked Questions (FAQs)** that include instructions for changing your password.
- If you need additional assistance, please contact your local FPL Program Specialist by clicking [here](#).

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Log In to the Web Incentive Processing System

Follow these steps to obtain access to the Web Incentive Processing System.

<ol style="list-style-type: none"> 1. Access FPL.com. 2. Scroll down and click PIC Login. 	
<ol style="list-style-type: none"> 3. Type: <ul style="list-style-type: none"> • Supplier User ID and • Password 4. Click Log In. <p>Note: If you are not a registered PIC, Refer to the section: Create User ID and Password.)</p>	

<p><i>The page menu page displays.</i></p> <p>5. Click the Web Incentive Processing System link.</p>	
<p><i>The home page of the Web Incentive Processing System displays grayed out.</i></p> <p>6. Select Vendor Number from the drop-down menu.</p> <p>7. Click Continue.</p>	
<p>8. If prompted, check Vendor Location, if more than one location.</p> <p>9. Click Select.</p>	

The Web Incentive Processing System page displays.

The Web Incentive Processing System page allows you to change location (if more than one exists), and create, submit, and view your customer Incentives/Job Requests.

The next sections describe this page in detail.

1. Change Location
2. Partially Saved Incentive/ Job Requests List
3. Create New Incentive / Job Request Entry
4. Submitted Incentives/ Job Requests

Web Incentive Processing System

Vendor Number: 2236
Vendor Location: 1907 HIAWAS, FL 32343

Partially Saved Incentives/Job Requests List

Date Created	Incentive No.	Program	FPL Acct No.	Name	Address
11/02/2012	54876	Residential Heating Ventilation Air Conditioning	1234567890	Jam S.	100 Main St
11/02/2012	59605	Residential Heating Ventilation Air Conditioning	1234567890	Brenda O.	102 Yarrow St.

Show: 10 Results per page First (Previous) 1 2 3 of 3 (Next) Last

Please Note: Partially Saved Incentives/Job Requests will be deleted after three days (Monday-Friday) from date created.

Create New Incentive/ Job Request Entry

Program:

Download Forms:

- Please download rebate certificate for Residential Heating Ventilation Air Conditioning program [here](#)

Submitted Incentives/Job Requests

Incentive payments shown: From 1/1/2010 to 11/5/2012. 2000 Records Max

You can use these filters to refine the Search Criteria:

Program: Status: Install Date: From To Incentive/Watt Size No.: Name:

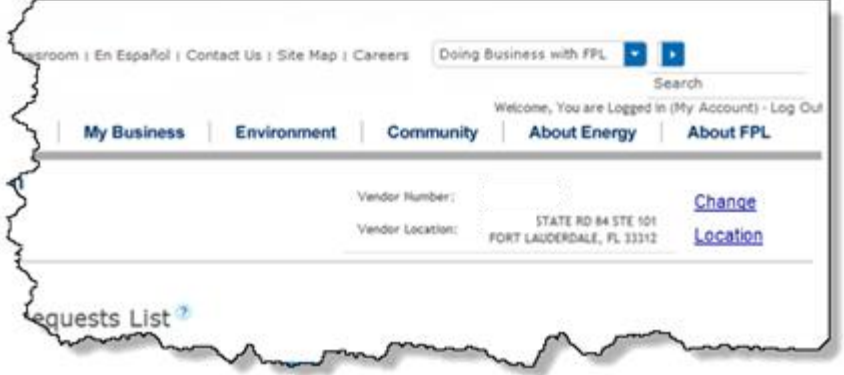
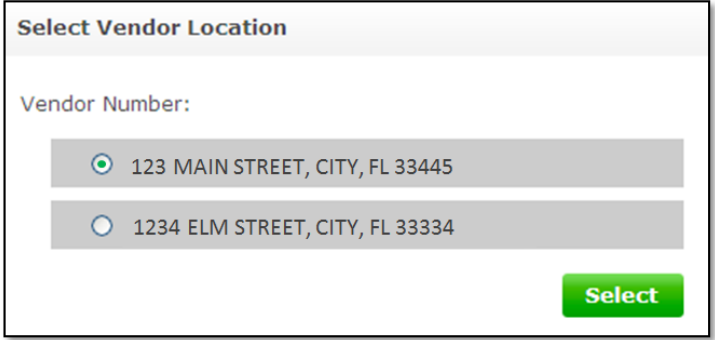
Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt(\$)	Status	Due on Date
22826	Residential Heating Ventilation Air Conditioning	1234567890	08/25/2011	Jam S.	07/23/2011	475.25	Review in Progress	
22858	Residential Heating Ventilation Air Conditioning	1234567890	10/04/2011	Brenda O.	08/02/2011	500.25	Review in Progress	
22906	Residential Heating Ventilation Air Conditioning	1234567890	10/14/2011	Rhonda O.	08/30/2011	500.25	Review in Progress	
22918	Residential Heating Ventilation Air Conditioning	1234567890	10/19/2011	Dawn Y.	09/20/2011	565.25	Review in Progress	

Show: 10 Results per page First (Previous) 1 2 3 of 24 (Next) Last

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Change Location Section (Number and Location)

This section displays the PIC locations. Use this section to change the location if you have multiple locations used to submit incentive/job requests.

<p>1. Click the Change Location link.</p>	 <p>The screenshot shows the top navigation bar of the FPL website with links like 'My Business', 'Environment', 'Community', 'About Energy', and 'About FPL'. Below this, the 'Vendor Location' is listed as 'STATE RD 84 STE 101, FORT LAUDERDALE, FL 33312'. A blue 'Change Location' link is visible next to the location information.</p>
<p>2. Select the desired location.</p> <p>3. Click Select.</p> <p><i>The page displays the new location information.</i></p>	 <p>The screenshot shows a 'Select Vendor Location' dialog box. It contains a 'Vendor Number:' label and two radio button options: '123 MAIN STREET, CITY, FL 33445' (which is selected) and '1234 ELM STREET, CITY, FL 33334'. A green 'Select' button is located at the bottom right of the dialog box.</p>

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Partially Saved Incentives/Job Requests List Section

Refer to this section to locate partially saved incentives/job requests. This list displays the incomplete incentive/job requests for the **HVAC** program.

The system will **not** accept partially saved entries for the Residential Ceiling Insulation program. Data will be lost if not completely entered for these programs.

The Partially Saved Incentives/Job Requests List has the ability to:

- Sort by ascending or descending order by double-clicking the blue bar headings.
- Display up to 40 results per page by clicking the drop-down Show menu.
- Open/Update partially completed incentive/job request selecting the Incentive No or double-clicking the row entry. (**Note:** Job Requests display without an Incentive No.)
- Navigate the results by clicking **First**, **Previous**, **Next** or **Last**.

Please Note: Partially Saved Incentives/Job Requests will be deleted after three days (Monday-Friday) from date created. For example, a partially saved incentive/job request created on Friday will no longer be available on Wednesday.

Date Created	Incentive No. 	Program	FPL Acct No.	Name	Address
09/18/2012	44397	Residential Heating Ventilation Air Conditioning	-----	JON	AARON CT
09/18/2012	44377	Residential Heating Ventilation Air Conditioning		E	KINGSTON AVE
09/18/2012	44358	Residential Heating Ventilation Air Conditioning	-----	DANIEL	ALDEN RIDGE DR
<div> <div>Show <input type="text" value="10"/> Results per page</div> <div>First Previous 1 to 10 of 57 Next Last</div> </div>					

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Create New Incentive/Job Request Entry Section

This section allows you to select the type of incentive/job request from the drop-down menu for the following programs:

- Residential Heating Ventilation Air Conditioning ([HVAC](#))
- Residential Ceiling Insulation ([RCI](#))

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Submitted Incentives/Job Requests Section

The Submitted Incentives/Job Requests table has the ability to:

- Help you track the status of submitted incentives/job requests.
- Filter by Program, Status, or Install Date.
- Filter by Incentive/Watt Saver number or name.
- Sort by ascending or descending order by double-clicking the blue bar headings (some may be un-clickable).
- Display up to 40 Results per page by clicking the drop-down Show menu.
- View submitted incentive/job request selecting the Incentive No or double-clicking the row entry. (**Note:** Job Requests display without an Incentive No.)
- Navigate the results page by clicking First, Previous, Next or Last.
- Export to Excel.

Submitted Incentives/Job Requests ?

Incentive payments shown: From 12/20/2011 to 04/15/2012. 2000 Records Max [Export to Excel](#)

You can use these filters to refine the Search Criteria.

Program: Status: Install Date: Incentive/Watt Saver No.: Name: [Go](#)

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt	Status	Due on Date
3282A	Residential Heating Ventilation Air Conditioning	413	08/25/2011	RONNIE	07/23/2011	475 25	Ready to Pay	
3286A	Residential Heating Ventilation Air Conditioning	933	10/04/2011	FRANCIS	08/02/2011	500 25	Ready to Pay	
3290A	Residential Heating Ventilation Air Conditioning	910	10/14/2011	LIIA	08/30/2011	500 25	Ready to Pay	
3291A	Residential Heating Ventilation Air	816	10/19/2011	MAX	09/20/2011	585 25	Ready to Pay	

Show Results per page First | Previous | 1 to 10 of 77 | Next | Last

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Export Incentives/Job Requests List to Excel Section

1. Locate the submitted incentive/job request from the Submitted Incentive/Job Request section of the home page.
2. Click **Export to Excel**.

Submitted Incentives/Job Requests ?

Incentive payments shown: From 12/20/2011 to 04/15/2012. 2000 Records Max **Export to Excel**

You can use these filters to refine the Search Criteria.

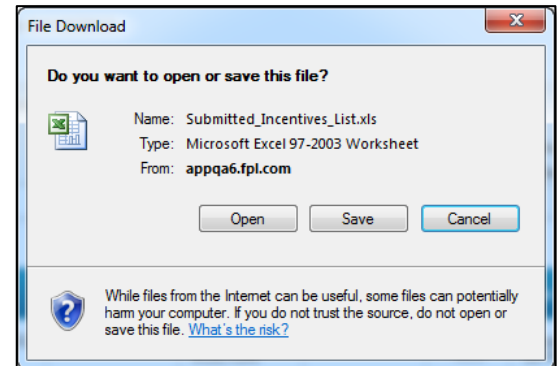
Program: Status: Install Date: To Incentive/Watt Saver No.: Name: **Go**

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt	Status	Due on Date
3282A	Residential Heating Ventilation Air Conditioning	413	08/25/2011	RONNIE	07/23/2011	475.25	Ready to Pay	
3286A	Residential Heating Ventilation Air Conditioning	933	10/04/2011	FRANCIS	08/02/2011	500.25	Ready to Pay	
3290A	Residential Heating Ventilation Air Conditioning	910	10/14/2011	LISA	08/30/2011	500.25	Ready to Pay	
3291A	Residential Heating Ventilation Air	816	10/19/2011	MAX	09/20/2011	585.25	Ready to Pay	

Show 10 Results per page First | Previous | 1 to 10 of 77 | Next | Last

The File Download window displays.

3. Click **Open**.



Excel opens.

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt	Status	Due on Date
3282A	Residential Heating Ventilation Air Conditioning	413	08/25/2011	RONNIE	07/23/2011	475.25	Ready to Pay	
3286A	Residential Heating Ventilation Air Conditioning	933	10/04/2011	FRANCIS	08/02/2011	500.25	Ready to Pay	
3290A	Residential Heating Ventilation Air Conditioning	910	10/14/2011	LISA	08/30/2011	500.25	Ready to Pay	
3291A	Residential Heating Ventilation Air	816	10/19/2011	MAX	09/20/2011	585.25	Ready to Pay	





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HVAC

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HVAC Tips








As you advance through this section, follow these tips to assist in completing a **New Incentive/Job Request Entry**:

- When you first enter a section, the  message displays.
- Hover over the  question mark icon for information on what to enter in each field.
- Click the  plus sign to open a section.
- Click the  sign to close a section.

Note: Clicking the  without first saving does not keep the changes.

- ***Required** fields are marked with a blank entry box and a red * asterisk. For example:

* Representative Name:

- When prompted, click the:
 - **Continue** button to save your entry. 
 - **Save** button to save your entry. 
 - **Upload** button to upload required documents. 
 - **Edit** button to change a document previously uploaded. 
- After clicking **Continue**, the  message will disappear.
- Detailed information on how to enter information for each section will be shown on the following pages.
- The **Submit for Processing**  button will remain gray and not turn green , until you have:
 - Completed all required information for each section.
- You must review and agree to the **Terms and Conditions** prior to being allowed to submit information. You can indicate your acceptance of the **Terms and Conditions** by checking the box for "I agree to the Terms and Conditions."

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Download Residential Central Air Conditioning Rebate Certificate

When creating a new incentive for the Residential HVAC program, you will first need to download and complete the Residential Central Air Conditioning Rebate Certificate.

You will be prompted to upload the completed and signed certificate when submitting the request.

1. Click the [here](#) link in the section to download rebate certificate for Residential Heating Ventilation Air Conditioning Program.

Note: To ensure you have the most recent certificate, it is recommended to download this document each time you create an incentive.

2. Complete all required fields on the certificate.

Note: The certificate can be printed and filled out manually or completed electronically. When completing the certificate electronically, select “save as” and name file accordingly.

here'."/>

3. Obtain signature and date from customer on both pages.
4. Sign and date both pages.
5. Leave page one with customer.
6. Hold certificate until you are ready to create the incentive (**the incentive number is generated electronically**).
7. Write the incentive number on the certificate.
8. Scan and save the completed document on your computer for later use.
9. Save the original hard copy of the document in your file system.

Note: During the [Documentation Step of Submitting an Incentive](#) online, you will be prompted to upload the completed and signed rebate certificate.

To view the form, refer to: [Sample—HVAC Rebate Certificate](#).

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Create New Incentive Request Entry for HVAC

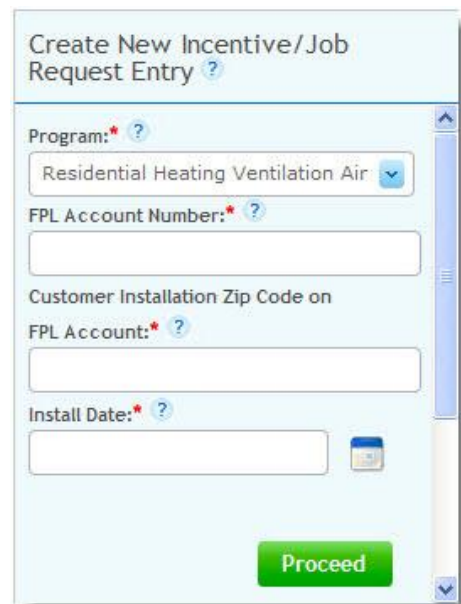
1. Select **Residential Heating Ventilation Air Conditioning** from the **Program** drop-down menu.



The screenshot shows a web form titled "Create New Incentive/Job Request Entry". The "Program:" field is a dropdown menu that is currently open, displaying the following options: "-Select-", "-Select-", and "Residential Heating Ventilation Air Conditioning". The "Residential Heating Ventilation Air Conditioning" option is highlighted with a green bar on the right side of the dropdown.

2. Enter **FPL Account Number** without dashes.
3. Enter Customer **Zip Code** on FPL Account.
4. **Select** Calendar Icon to enter **Install Date**.
5. Click **Proceed**.

Note: You must provide valid FPL account information for the customer including the FPL Account Number and Customer Zip Code for the installation address.



The screenshot shows the same web form as before, but now with more fields filled out. The "Program:" dropdown is closed and shows "Residential Heating Ventilation Air". Below it, the "FPL Account Number:" field is empty. The "Customer Installation Zip Code on FPL Account:" field is also empty. The "Install Date:" field is empty and has a calendar icon to its right. At the bottom right of the form, there is a green button labeled "Proceed".

The *Create Incentive Entry – Residential Heating Ventilation Air Conditioning* page displays.

Create New Incentive Entry - Residential Heating Ventilation Air Conditioning

FPL Account Number: 9999 [\[Go to Main Page\]](#) Status: Pending Submission

Incentive Number: 46972 Rebate Amount without Optional Measures: \$0.00

1. Customer Information
2. Participating Independent Contractor Information ! Not Completed
3. Installation Information ! Not Completed
4. Existing Equipment Information ! Not Completed
5. New Equipment Information ! Not Completed
6. Incentive Information ! Not Completed
7. Documentation ! Not Completed

Residential Heating Ventilation Air Conditioning Terms and Conditions

☐ I agree to the terms and conditions ?

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.

[Submit for Processing](#)


Below are the HVAC sections that need to be completed to create an incentive. The next pages will review each section.

1. [Customer Information](#)
2. [Participating Independent Contractor Information](#)
3. [Installation Information](#)
4. [Existing Equipment Information](#)
5. [New Equipment Information](#)
6. [Incentive Information](#)
7. [Documentation](#)

Note: Each section is pre-populated with the information FPL has on file.

1. Verify Customer Information for HVAC

1. Click the  **plus sign** on the **Customer Information** section.

1. Customer Information 

2. Verify all the information is correct.
3. Click the **Continue** button.

Note: You are not able to enter or change anything in the Customer Information section. When you click the **Continue** button, the system will automatically route you to the next section to review. If any of the pre-populated information is incorrect, contact your PIC Representative. Contact information for PIC Representatives is available at www.fpl.com/piccontacts.

Create New Incentive Entry - Residential Heating Ventilation Air Conditioning

FPL Account Number:	(Return to Main Page)	Status:	Pending Submission
Incentive Number:		Rebate Amount without Optional Measures:	\$0.00

1. Customer Information


FPL Account Number: 9488899991

Customer Name: JANE WHITE

Customer Address:

Continue

This page is intentionally blank for double-sided printing.

2. Enter Participating Independent Contractor Information for HVAC

1. Click the  **plus sign** for **Participating Independent Contractor Information**.

2. Participating Independent Contractor Information

 **Not Completed** 



2. Enter information for all *** Required Fields**

Note: Fields without the asterisk are optional. **All communication from FPL will be sent to the primary email address and to the alternate email address, if provided.**

3. Click the **Save** button. (To exit without saving, click the  **minus sign**.)

Note: If any of the pre-populated information is incorrect, contact your PIC Representative. Contact information for PIC Representatives is available at www.fpl.com/piccontacts.

2. Participating Independent Contractor Information

 **Not Completed** 

* Required Fields

Vendor Number: 6543265432


Contractor Company Name: IND CONTRACTOR INC


Business Address: 1233 ELM STREET, ANY CITY, ST 14567

Mailing Address:

Phone Number: 345-567-7899

Primary Email Address: primary@email.com

Alternate Email Address: 

* Representative Name: 


Save

The following message displays: **"Your updates have been saved successfully."**

4. Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

3. Enter Installation Information for HVAC

1. Click the  **plus sign** for **Installation Information**.


3. Installation Information

 **Not Completed** 


2. Update the ***Required Fields**.

- | | |
|--------------------------------------|--|
| *Install Date | Enter date of installation. |
| *A/C Equipment Customer Cost: | Enter the cost the customer is paying for the A/C equipment only. Do not use commas. |
| *Manufacturer's Rebate: | Enter the Manufacturer's Rebate of the installation. Do not use commas. |
| *Additional Costs: | Enter costs for installation materials, accessories, duct work, etc. Do not use commas. |
| *Air Handler in Attic | Enter "N" or "Y." |



3. Click **Save**. (To exit without saving, click the  **minus sign**.)

The following message displays: **"Your updates have been saved successfully."**

4. Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

4. Enter Existing Equipment Information for HVAC

1. Click the  plus sign for the **Existing Equipment Information**.

4. Existing Equipment Information

 **Not Completed** 

2. Update the ***Required Fields**.

***Existing Central A/C System**

Select Yes or No

Cooling BTUH's

Enter the existing cooling BTUH's. **It is required if Existing Central A/C System is present.**

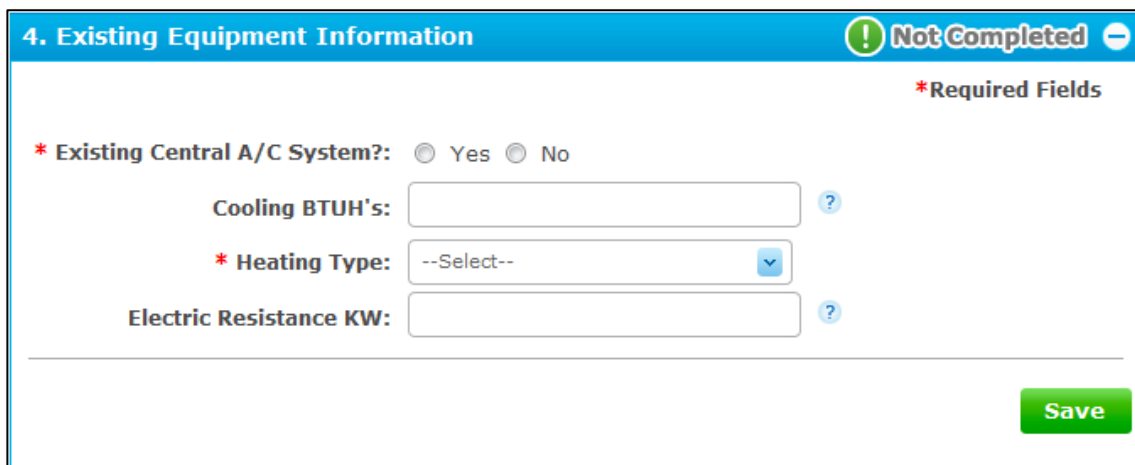
***Heating Type**



Select drop-down box:

Electric Resistance, Gas, Heat Pump, None, Oil, Other

Electric Resistance KW


Enter the electric resistance KW. **It is required for Heating Type of Electric Resistance.**





4. Existing Equipment Information  **Not Completed** 

***Required Fields**


*** Existing Central A/C System?:** ☐ Yes ☐ No

Cooling BTUH's: 


*** Heating Type:** 

Electric Resistance KW: 

Save

3. Click **Save**. (To exit without saving, click the  minus sign.)

The following message displays: **"Your updates have been saved successfully."**

4. Click the  minus sign to close this section.

This page is intentionally blank for double-sided printing.

5. Enter New Equipment Information for HVAC

1. Click the  **plus sign**. To exit without saving, click the  **minus sign**.

5. New Equipment Information

 **Not Completed** 

2. Enter the ***Required Fields** listed below and any optional fields, in the order specified.

*New Equipment Type	Straight Cool
*Equipment Type 2	Air Cooled
*Dwelling Type	Single Family Detached
*Part of Multi System	Yes/No
*Number of Units	Enter the total number of A/C systems in the home.
*Mini-Split	Yes/No
These next seven fields are linked to the AHRI pre-populated entry: (Complete these fields first.)	
*AHRI Reference No.**	Enter the AHRI Reference No. for the system installed. [Critical: Verify this information before entering, or you will be required to enter the AHRI manually.]
*Cooling BTUHs**	Enter the equipment cooling BTUH's for the system installed. [Critical: Verify this information before entering]
*SEER **	Enter the SEER for the system installed. [Critical: Verify this information before entering]
*EER**	Enter the EER for the system installed. This EER field is only for water source and 65,000 or higher air cooling systems. [Critical: Verify this information before entering]
*Heating Type	Select: Electric Resistance [If gas, none, oil, or other are selected, you will need to attach the AHRI page.]
*Electric Resistance KW	Enter the Electric Resistance KW. It is required for Heating Type of Electric Resistance
These following five fields are linked to the AHRI Manual Entry:	
Manual AHRI Entry	If no match found for the AHRI Reference No. entered, select this box to enter manually the AHRI information. This field is only enabled when AHRI number is not found by FPL's database. [Enter this information if Manual AHRI Entry is required]
*Mfr/Model Inside	Enter the inside system model number as stated on the AHRI reference sheet. If *AHRI Reference No. is not matched and manual entry is required, enter oil or gas furnace mfr/model number information here. [Enter this information if Manual AHRI Entry is required]
*Mfr/Model Outside	Enter the outside system model number as stated on the AHRI reference sheet. [Enter this information if Manual AHRI Entry is required]
On Call equipment:	
If On Call equipment is present, was the low voltage On Call wire reconnected?	Yes, No, or N/A <ul style="list-style-type: none"> Selecting Yes indicates that On Call equipment is present and connected at the air handler or condensing unit. Selecting No indicates that On Call equipment is present and not reconnected at the air handler or condensing unit. Provide reason in the "if no, give reason" field. Selecting N/A indicates that On Call equipment is not present at the air handler or condensing unit.
If no, give reason	If No is selected, provide reason why On Call wire was not reconnected.

5. New Equipment Information
 Not Completed

*Required Fields

* **New Equipment Type:** ☐ Straight Cool

* **Equipment Type 2:** ☐ Air Cooled

* **Dwelling Type:** --Select--

* **Part of Multi System?:** ☐ Yes ☒ No

Number of Units:

* **Mini Split?:** ☐ Yes ☐ No

* **AHRI Reference No.:**

* **Cooling BTUHs:**

* **SEER:**

* **EER:**

Manual AHRI Entry: ☐

* **Mfr/Model Inside:**

* **Mfr/Model Outside:**

* **Heating Type:** --Select--

* **Electric Resistance KW:**

* **If On Call equipment is present, was the low voltage On Call wire reconnected?:** ☐ Yes ☐ No ☐ On Call Not Present

If no, give reason:

3. Click **Save**. (To exit without saving, click the minus sign.)

The following message displays: **"Your updates have been saved successfully."**

4. Click the minus sign to close this section.

6. Enter Incentive Information for HVAC

1. Click the  **plus sign** for **Incentive Information**.

6. Incentive Information

 **Not Completed** 

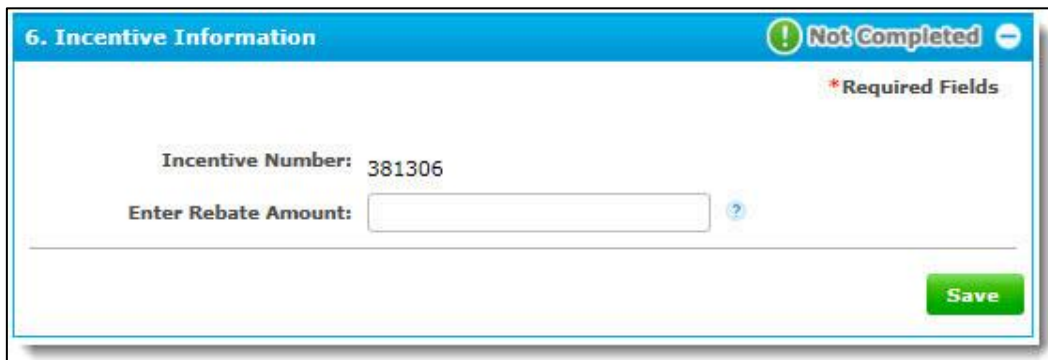
2. Update the ***Required Fields**.


Incentive Number

This field pre-populates.


***Enter Rebate Amount**

Refer to your copy of FPL's HVAC Rebate Schedule. Enter numbers without commas.




3. Click **Save**. (To exit without saving, click the  **minus sign**.)

*The following message displays: “**Your updates have been saved successfully.**”*

4. Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

7. Enter Documentation for HVAC

- Click the  **plus sign**. To exit without saving, click the  **minus sign**.

7. Documentation

 **Not Completed** 

- Update the ***Required Fields**.

***Rebate Certificate**

All HVAC incentives require a Rebate Certificate. This is the rebate Certificate that was scanned and saved.

AHRI Certificate

Scan the AHRI Certificate and upload it into the system. **This is required only for manual entry of AHRI Information and "Ducted" Mini Split systems.**

Browse

Edit

- Click **Browse** document to search for document.
- Choose File Window will appear.
- Locate file and Click Open.
- File will display in open area.
- If you need to change the document, click **Edit** document to change browsed document.



7. Documentation  **Not Completed** 

Documentation Upload Instruction: Select the document using the "Browse" button to upload the scanned document(s). Click the "Upload" button to attach all document(s) when finished.


***Required Fields**

*** Rebate Certificate:** ? **Browse** 6 MB max

Other: ? **Browse** 6 MB max

AHRI Certificate: ? **Browse** 6 MB max

Upload

- Click **Upload**. (To exit without saving, click the  **minus sign**.)

The following message displays: **"Your updates have been saved successfully."**

- Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

Submit Incentive Entry for HVAC

The final step in submitting an HVAC Incentive request is to read and accept the Terms and Conditions.

1. Review **Terms and Conditions**.
2. Check the box for **"I agree to the terms and conditions"** to accept the Terms and Conditions.
3. Click **Submit for Processing**.
 - The **Submit for Processing** button will not be **activated** until you have completed all the sections and uploaded required documents.

Residential Heating Ventilation Air Conditioning

Terms and Conditions

By checking the terms and conditions box, I represent that I am an authorized agent of the Independent Contractor identified herein and that all the information supplied herein is true and accurate. FPL can refuse to pay a Rebate for many reasons, including but not limited to: (a) false or inaccurate information supplied herein; (b) customer, property, material or work fails to satisfy the Program Standards; (c) failure to submit all necessary documentation for issuance of the Rebate; or (d) untimely submission of the necessary documentation for issuance of the Rebate.

☐ I agree to the terms and conditions ?

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.

Submit for Processing

You will be able to track the progress of your incentive by viewing the incentive in the Submitted Incentives/Job Requests list on the bottom of the home page. Submitted incentives are searchable in the Submitted Incentives/Job Requests area (Refer to the section: [Submitted Incentives/Job Requests](#).)

The Confirmation box displays

4. Click **Confirm** to continue.

Confirmation close ×

Please confirm submission of incentive to FPL Review.
Please note that you will not be able to make any changes to this incentive once submitted.

Confirm

5. The following message appears:

FPL representative will review your submitted information for accuracy and completeness. If there are any errors, we will contact you by email or phone. Once we review and approve your submitted information, your incentive will be processed.

Create New Incentive Entry - Residential Ceiling Insulation

FPL Account Numbers: 8804594383 ([Return to Main Page](#)) Status: Review In Progress [Need Help?](#)

☒ I agree to the terms and conditions ?

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.

Generate Summary **Create Another Initiative**

6. Click **Generate Summary** to create a confirmation file for your records.
7. The summary icon will appear in the lower left of the application for your download.
8. Click **Create Another Incentive** to submit another incentive for processing.

You are routed to the main screen to create another incentive.

Submitted incentives are searchable in the Submitted Incentives/Job Requests area (Refer to the section: [Submitted Incentives/Job Requests](#).)

Correct Paperwork Error for HVAC Incentive

Use this process to correct paperwork error when communication is received from FPL.

1. Receive communication from FPL to correct paperwork error.
2. Retrieve the incentive online.
3. Make corrections as indicated by the communication received.
4. Click **Submit for Processing**.

Create New Incentive Entry - Residential Heating Ventilation Air Conditioning

FPL Account Number:	999	(Return to Main Page)	Status:	Pending Submission
Incentive Number:	60045	Rebate Amount without Optional Measures: \$0.00		

1. Customer Information
2. Participating Independent Contractor Information
3. Installation Information
4. Existing Equipment Information
5. New Equipment Information
6. Incentive Information
7. Documentation ! Not Completed

Residential Heating Ventilation Air Conditioning

Terms and Conditions

By checking the terms and conditions box, I represent that I am an authorized agent of the Independent Contractor identified herein and that all the information supplied herein is true and accurate. FPL can refuse to pay a Rebate for many reasons, including but not limited to: (a) false or inaccurate information supplied herein; (b) customer, property, material or work fails to satisfy the Program Standards; (c) failure to submit all necessary documentation for issuance of the Rebate; or (d) untimely submission of the necessary documentation for issuance of the Rebate.

☐ I agree to the terms and conditions [?](#)

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.

Submit for Processing

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt	Status
! 44506	HVAC	6120	10/19/2012	CHARLES	10/19/2012	150	Paperwork Error

Show 10 Results per page
 First | Previous | 1 to 4 of 4 | Next |

This site is optimized for the following browsers: IE 7.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher. Please upgrade your browser to meet these requirements.

Note: The status is indicated in:

- Submitted Incentive No. section with an ! exclamation mark preceding the Incentive number, **and**
- Status section by a Paperwork Error status

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Correct Field Verification Error for HVAC Incentive

Use this process to correct a field verification error when communication is received from FPL.

1. Receive system-generated email from FPL to notify of field verification failure.
2. Make corrections as required to meet Program Standards.
3. Respond according to the instructions provided in the email.

From: FPL Web Incentive Processing System
Sent: Sunday, October 28, 2012 5:52 AM
To: White, Sarah
Subject: Post-verification Failed for Incentive Number: 41111

FPL Compliance Representative has recently completed a verification for the Incentive Number 49675 which is issued for MANNY QUINN,9999655551 and submitted by the CONTRACTOR SERVICE INC,1134. During the verification, the Compliance Representative found that the Heat Ventilation Air Conditioner Program installation does not meet the FPL Program Standards for the reason(s) indicated below.

The Participating Independent Contractor has been notified to make appropriate arrangements with the customer, as soon as possible, to correct the post-verification concerns.

Compliance Rep Name:
John Smith

Failure Reasons:
Failed, Filters Not Installed/Accessible,ddd

Sincerely,

FPL Quality Assurance and Compliance Group





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RCI

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RCI Tips








As you advance through this section, follow these tips to assist in completing a **New Incentive/Job Request Entry**:

- When you first enter a section, the  message displays.
- Hover over the  question mark icon for information on what to enter in each field.
- Click the  plus sign to open a section.
- Click the  sign to close a section.

Note: Clicking the  without first saving does not keep the changes.

- ***Required** fields are marked with a blank entry box and a red * asterisk. For example:

* Representative Name:

- When prompted, click the:
 - **Continue** button to save your entry. 
 - **Save** button to save your entry. 
 - **Upload** button to upload required documents. 
 - **Edit** button to change a document previously uploaded. 
- After clicking **Continue**, the  message will disappear.
- Detailed information on how to enter information for each section will be shown on the following pages.
- The **Submit for Processing**  button will remain gray and not turn green , until you have:
 - Completed all required information for each section.
- You must review and agree to the **Terms and Conditions** prior to being allowed to submit information. You can indicate your acceptance of the **Terms and Conditions** by checking the box for "I agree to the Terms and Conditions."

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Create New Incentive Entry for RCI

1. Select **Residential Ceiling Insulation**.
2. Enter **FPL Account Number** (do not include a dash).
3. Enter **Watt Saver Number**.
4. Enter **Install Date**.
5. Click the **Proceed** button.

Create New Incentive/Job Request Entry ?

Program: * ?
Residential Ceiling Insulation

FPL Account Number: * ?

Watt Saver Number: * ?

Install Date: * ?

Proceed

Note:

This Create Incentive Entry – Residential Ceiling Insulation page displays.

Below are the RCI sections that need to be completed to create an incentive. The next pages will review each section.

1. [Customer Information](#)
2. [Participating Independent Contractor Information](#)
3. [Incentive Information](#)
4. [Installation Information](#)
5. [Documentation](#)

Create New Incentive Entry - Residential Ceiling Insulation

FPL Account Number: 22 (Return to Main Page) Status: Job In Progress

Watt Saver Number: 46968 Rebate Amount: \$150.00

1. Customer Information

2. Participating Independent Contractor Information ! Not Completed

3. Incentive Information

4. Installation Information ! Not Completed

5. Documentation ! Not Completed

Residential Ceiling Insulation

Terms and Conditions

☐ I agree to the terms and conditions ?

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.


Submit for Processing

Note: Each section is pre-populated with the information FPL has on file.

This page is intentionally blank for double-sided printing.

1. Verify Customer Information for RCI

1. Click the  plus sign for **Incentive Information**.

1. Customer Information 

2. Verify all the information is correct.

Note: You are not able to enter or change anything in the Customer Information section. When you click the **Continue** button, the system will automatically route you to the next section to review. If any of the pre-populated information is incorrect, contact your PIC Representative. Contact information for PIC Representatives is available at www.fpl.com/piccontacts.

3. Click the **Continue** button.


1. Customer Information 

FPL Account Number: 9488899991

Customer Name: JANE WHITE

Customer Address: 123 MAIN STREET, CITY, ST 12345

Continue

4. Click the  minus sign to close this section.

This page is intentionally blank for double-sided printing.

2. Enter Participating Independent Contractor Information for RCI


1. Click the  plus sign for **Participating Independent Contractor Information**.

2. Participating Independent Contractor Information

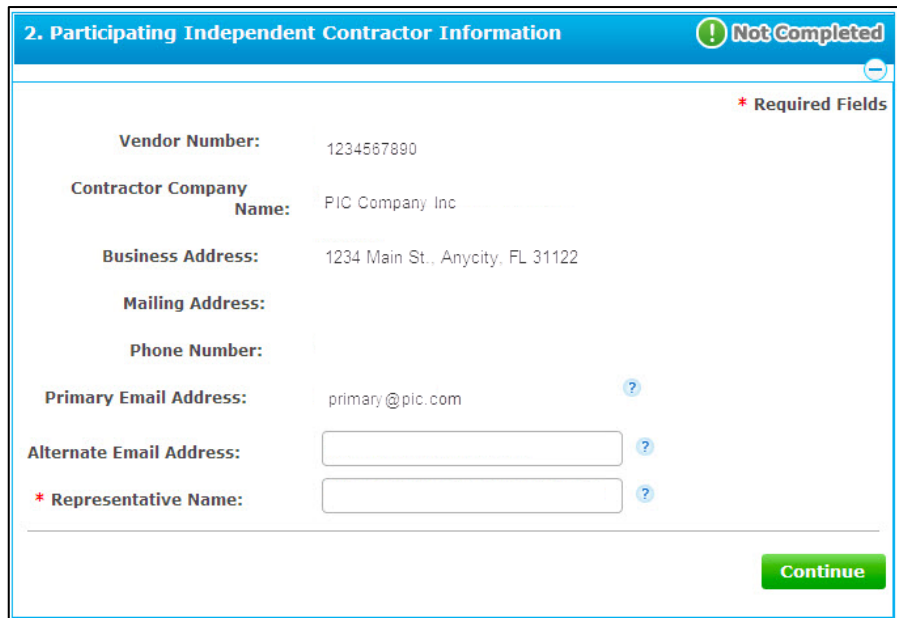
 **Not Completed** 



2. Enter information for all ***Required Fields**.

Note: Fields without the asterisk are optional. **All communication will be sent to primary email address and alternate email address, if provided.**

3. Click the **Continue** button. (To exit without saving, click the  minus sign.)

Note: If any of the pre-populated information is incorrect, contact your PIC Representative. Contact information for PIC Representatives is available at www.fpl.com/piccontacts.



2. Participating Independent Contractor Information  **Not Completed** 

*** Required Fields**


Vendor Number: 1234567890


Contractor Company Name: PIC Company, Inc.


Business Address: 1234 Main St., Anycity, FL 31122

Mailing Address:

Phone Number:


Primary Email Address: primary@pic.com 

Alternate Email Address: 

*** Representative Name:** 

Continue


The following message displays: **"Your updates have been saved successfully."**

5. Click the  minus sign to close this section.


This page is intentionally blank for double-sided printing.

3. Enter Incentive Information for RCI

1. Click the  **plus sign** for **Participating Independent Contractor Information**.

3. Incentive Information 

2. Verify information.

3. Incentive Information 

Watt Saver Number: 43038

Issue Date: 09/13/2012


Rebate Amount: \$150.00

Continue

3. Click **Continue**

This page is intentionally blank for double-sided printing.

4. Enter Installation Information for RCI

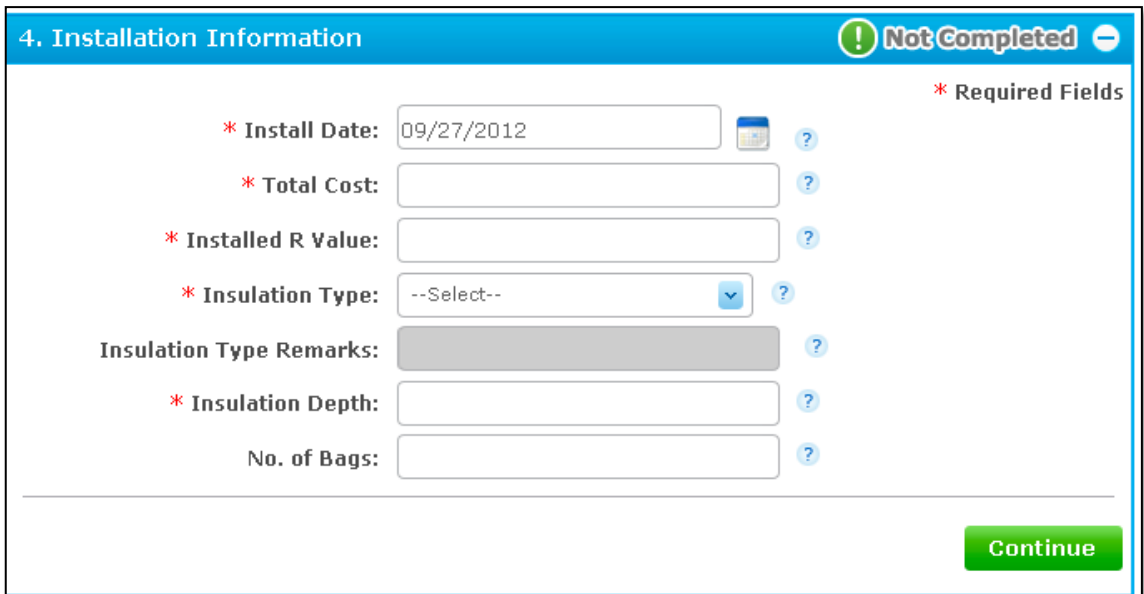
1. Click the  **plus sign** for **Installation Information**.



4. Installation Information

 **Not Completed** 



2. Enter information for all *** Required Fields**.
 - a. Install Date
 - b. Total Cost
 - c. Installed R Value
 - d. Insulation Type (select from drop-down menu)
 - e. Insulation Type Remarks, if select Other for Insulation Type
 - f. Insulation Depth
 - g. No. of Bags is required for insulation types: fiberglass or cellulose blown


Note: Fields without the asterisk are optional. **All communication will be sent to primary email address and alternate email address, if provided.**






4. Installation Information  **Not Completed** 


*** Required Fields**


*** Install Date:** 09/27/2012  


*** Total Cost:** 

*** Installed R Value:** 


*** Insulation Type:** --Select--  

Insulation Type Remarks: 


*** Insulation Depth:** 

No. of Bags: 

Continue

3. Click **Continue**. (To exit without saving, click the  **minus sign**.)

The following message displays: **"Your updates have been saved successfully."**

4. Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

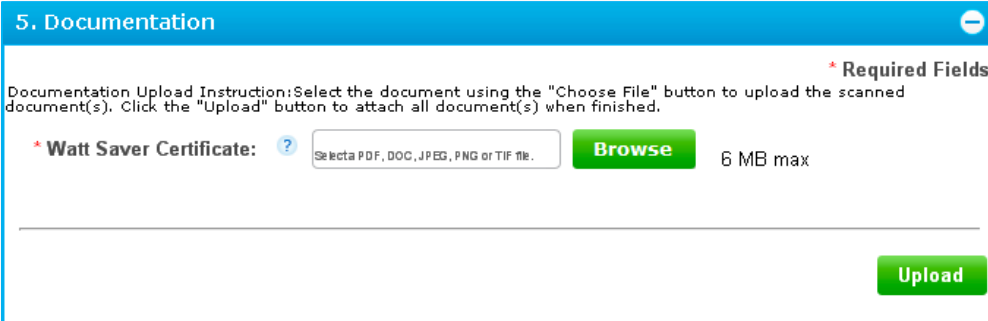
5. Enter Documentation for RCI

1. Click the  **plus sign** for **Documentation**.

5. Documentation

 **Not Completed** 


2. Scan the front and the back of the customer **Watt Saver Certificate** (one file) the customer gave you and upload it into the online **Web Incentive Processing System**.
3. Click **Browse** to locate the **Watt Saver Certificate** file on your computer.



5. Documentation

Documentation Upload Instruction: Select the document using the "Choose File" button to upload the scanned document(s). Click the "Upload" button to attach all document(s) when finished.

* Required Fields

* Watt Saver Certificate:  **Browse** 6 MB max

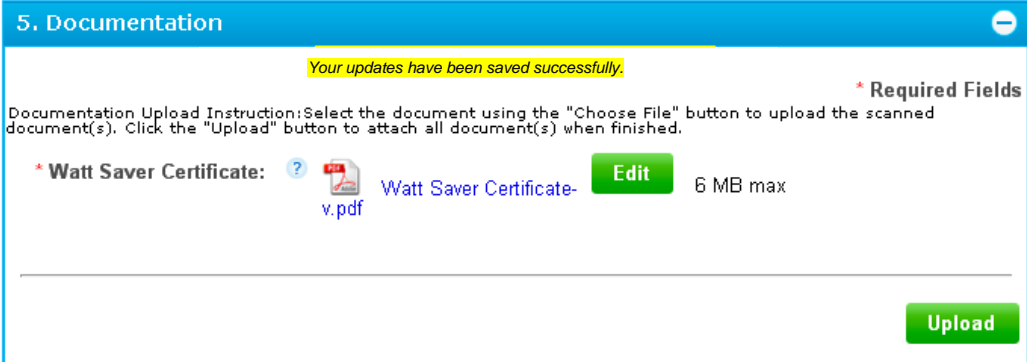
Upload

3. Select the file.

Reminder: Per the Demand Side Management Contract, you are required to maintain the original documents for a period of two (2) years from the date the work was installed.

The .pdf file icon displays.

4. Click the **Upload** button. If you need to change the document, click **Edit** document to change browsed document.





5. Documentation

Your updates have been saved successfully.

Documentation Upload Instruction: Select the document using the "Choose File" button to upload the scanned document(s). Click the "Upload" button to attach all document(s) when finished.

* Required Fields

* Watt Saver Certificate:   Watt Saver Certificate- v.pdf **Edit** 6 MB max

Upload

The following message displays: **"Your updates have been saved successfully."**

5. Click the  **minus sign** to close this section.

This page is intentionally blank for double-sided printing.

Submit Incentive Entry for RCI

After completing the ***Required** fields for each section, advance to submit the incentive:

1. Review **Terms and Conditions**.

2. Check the ☒ box for "I agree to the terms and conditions" to accept the Terms and Conditions.

3. Click **Submit for Processing** button (This button turns green after all required fields are completed).

The Confirmation box displays with the following message:

4. Click **Confirm** to continue.

The following message appears:

5. Click **Generate Summary** to create a confirmation file for your records.

6. The summary icon will appear in the lower left of the application for your download.

7. Click **Create Another Incentive** to submit another incentive for processing.

You are routed to the main screen to create another incentive.

Submitted incentives are searchable in the Submitted Incentives/Job Requests area (Refer to the section: [Submitted Incentives/Job Requests](#).)

This page is intentionally blank for double-sided printing.

Correct Paperwork Error for RCI Incentive

1. Receive communication from FPL to correct paperwork error.
2. Retrieve the incentive online.
3. Make corrections as indicated by the communication received.
4. Click **Submit for Processing**.

Create New Incentive Entry - Residential Heating Ventilation Air Conditioning

FPL Account Number: 9999 [Go to Main Page](#) Status: Pending Submission
 Incentive Number: 46972 Rebate Amount without Optional Measures: \$0.00

1. Customer Information +

2. Participating Independent Contractor Information

3. Installation Information

4. Existing Equipment Information

5. New Equipment Information ! Not Completed +

6. Incentive Information ! Not Completed +

7. Documentation ! Not Completed +

Residential Heating Ventilation Air Conditioning
Terms and Conditions

By checking the terms and conditions box, I represent that I am an authorized agent of the Independent Contractor identified herein and that all the information supplied herein is true and accurate. FPL can refuse to pay a Rebate for many reasons, including but not limited to: (a) false or inaccurate information supplied herein; (b) customer, property, material or work fails to satisfy the Program Standards; (c) failure to submit all necessary documentation for issuance of the Rebate; or (d) untimely submission of the necessary documentation for issuance of the Rebate.

☐ I agree to the terms and conditions ?

Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.

[Submit for Processing](#)

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt	Status
! 44506	Residential Ceiling Insulation	612081273	10/19/2012	CHARLES	10/19/2012	150	Paperwork Error

Show 10 Results per page

First | Previous | 1 to 4 of 4 | Next |

This site is optimized for the following browsers: IE 7.0 and higher, Firefox 5.0 and higher and Chrome 12.0 and higher. Please upgrade your browser to requirements.

Note: The status is indicated in:

- Submitted Incentive No. section with an ! exclamation mark preceding the Incentive number, **and**
- Status section by a Paperwork Error status

This page is intentionally blank for double-sided printing.

Correct Field Verification Error for RCI Incentive

1. Receive system-generated email from FPL to notify of field verification failure.
2. Make corrections as required to meet Program Standards.
3. Respond according to the instructions provided in the email.

From: FPL Web Incentive Processing System
Sent: Tuesday, October 23, 2012 10:37 AM
To: Smith, John
Subject: Post-verification Failed for Incentive Number: 46071

FPL Compliance Representative has recently completed a verification for the Incentive Number 46071 which is issued for JERRY REZIDENZ,1888119991 and submitted by the ZERO ENTERPRIZE CORP ,6222211111. During the verification, the Compliance Representative found that the Residential Ceiling Insulation Program installation does not meet the FPL Program Standards for the reason(s) indicated below.

The Participating Independent Contractor has been notified to make appropriate arrangements with the customer, as soon as possible, to correct the post-verification concerns.

Compliance Rep Name:
John Smith

Failure Reasons:
Failed,16-Scuttle hole in conditioned space not insulated.

Sincerely,

FPL Quality Assurance and Compliance Group



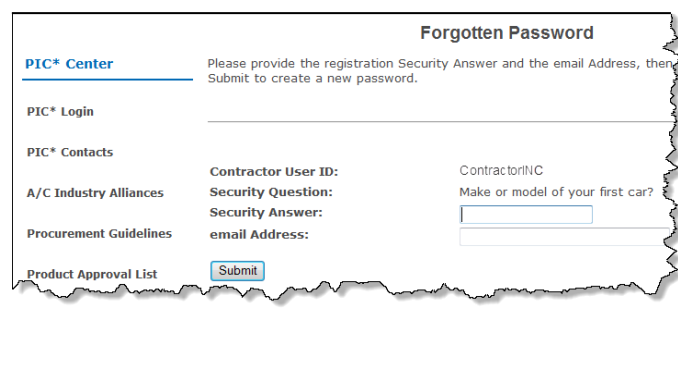
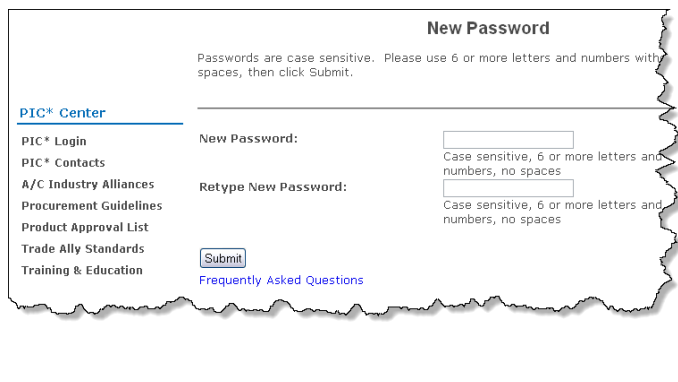
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REFERENCE

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Reset Password

If you forget your password, you can easily reset it from the PIC Log In screen, as follows:

<p>1. Click Forgotten Password</p>	
<p>2. Type Contractor User ID</p> <p>3. Click Submit</p>	
<p>4. Type Security Answer.</p> <p>5. Type Email Address (this email address must be the same as the email address entered when the PIC User ID was created).</p> <p>6. Click Submit.</p>	
<p>7. Type a new password in the New Password field.</p> <p>8. Type the same password in the Retype New Password field.</p> <p>9. Click Submit.</p> <p><i>An email notification is sent to the email address used for PIC Registration advising that the password has recently been reset or changed</i></p>	

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Reset User ID

If you forget your user ID, you can receive it via email from the PIC Log In screen:

1. Click **Forgotten PIC* User ID** link.

The screenshot shows the PIC* Center login interface. On the left is a navigation menu with links: PIC* Center, PIC* Login, PIC* Contacts, A/C Industry Alliances, Procurement Guidelines, Product Approval List, Trade Ally Standards, and Training & Education. The main area contains fields for 'PIC* User ID:' and 'Password:', a 'Log In' button, and a list of links: 'Not Registered -- Create User ID and Password', 'Forgotten PIC* User ID' (highlighted with a red box), 'Forgotten Password', 'Frequently Asked Questions', and 'Contact Us'.

2. Type **PIC TIN**.

3. **Type Email Address** (this email address must be the same as the email address entered when the PIC User ID was created).

The screenshot shows the 'Forgotten Contractor User ID' page. The title is 'Forgotten Contractor User ID'. Below the title is a message: 'Please enter your company's Taxpayer Identification Number (TIN) and e-mail address, then click Submit to have the User ID e-mailed.' The form has two input fields: 'Contractor TIN :' and 'E-mail Address:'. The 'E-mail Address' field is highlighted with a red box. Below the fields is a 'Submit' button. At the bottom, there is a link for 'Frequently Asked Questions' and a footer with various links: 'A NextEra Energy Company | Investors | Terms | Privacy Policy | Safety Policy | FPL Blog | Newsletter | RSS | FPL Advertising |'.

An email notification is sent to the email address used on the PIC Registration with the PIC User ID.

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Sample—HVAC Rebate Certificate

Residential Central Air Conditioning Rebate Certificate

CONGRATULATIONS on your decision to purchase a new high-efficiency A/C unit. FPL joins in your efforts to save energy by helping you reduce your cost through the following rebate.

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	-	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	=	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
TOTAL COST OF A/C SYSTEM (Cost of unit only, excluding add-ons)		FPL REBATE AMOUNT (Must be itemized on customer's invoice)		AMOUNT DUE BY CUSTOMER TO CONTRACTOR

Customer Information			Customer's Participating Independent Contractor		
FPL CUSTOMER ACCOUNT NO. <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		METER NO. (optional)	VENDOR NO.		INSTALLATION DATE
NAME ON FPL ACCOUNT			COMPANY NAME		
OWNER OR LANDLORD NAME (if different from name on FPL account)			MAILING ADDRESS		
INSTALLATION ADDRESS			CITY	STATE FL	ZIP
CITY	STATE FL	ZIP	TELEPHONE	COMPANY REPRESENTATIVE	
BEST CONTACT PHONE NUMBER			PARTICIPATING INDEPENDENT CONTRACTOR SIGNATURE X		DATE

Specify the total number of Air Conditioning Systems in the home:

By signing this certificate, both the homeowner and contractor acknowledge the total number of Air Conditioning Systems specified above is correct.

On Call® Equipment

If On Call Box present, was the low voltage wire reconnected? ☐ Yes ☐ No ☐ Not Present
If no, give reason: _____

My signature and acceptance of the FPL Rebate indicates that the above described energy saving measure has been fully installed to my satisfaction and that I understand and agree to the terms below, including Disclaimer of Warranties and Waiver.

Date _____

CUSTOMER SIGNATURE _____ Certificate is not valid unless signed by customer

IMPORTANT INFORMATION, TERMS, DISCLAIMERS AND WAIVER REGARDING THE FLORIDA POWER & LIGHT COMPANY (FPL) Residential Central Air Conditioning Demand Side Management Program: This program may offer a rebate to offset the costs of the improvement you have

DISCLAIMER OF WARRANTIES: IN REFERENCE TO THE ENERGY SAVING IMPROVEMENT FOR WHICH CUSTOMER SEEKS A REBATE PAYMENT, FPL DOES NOT MAKE AND EXPRESSLY DISCLAIMS ANY WARRANTIES, GUARANTEES, PROMISES OR COVENANTS, WHETHER EXPRESSED OR

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