Incentive Payment Instructions

Once your payment has been approved by Emissions Reduction Alberta, the payment process is ready to be initiated.

To start, please follow the steps outlined below:

- 1. Log in to the <u>Program Portal</u> and go to the Payments Tab on the home page.
- 2. Go to your project's Application Card and click on the "Payment Information" icon.
- 3. Click on "View Payment PIN" (example below), which will take you to the Payment PIN Consent Form. Your PIN will be the answer to the payment security question. To view it, you must agree to the Terms and Conditions outlined on the consent form. Once complete, click "View PIN" to see a numeric password. Please take note of the Payment PIN.

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	Applicat	ion #ESB-10387
	Contractor Name :	Enerva
	Application Name:	DIAR
	Stage :	Payment
	Status :	Incentive Approved
0		View Payment PIN >

4. When ERA has approved payment, the application's status will change to "Incentive Payment in Progress" and trigger an email from Plooto, the third-party software processing payments on behalf of the Energy Savings for Business program. Please check your junk or spam folders if you do not see this email in your inbox. If you fail to receive it within two business days, please contact support@esbprogram.ca.

V 5. The email will include a unique link. Click the link and follow the instructions to finish verifying your payment information. The banking information (name, company name, etc.) must match the information that was provided in the ESB program application (example below).

nerva Energy Solutions Inc	Powered by plooto
Hi Passer Digital,	
Enerva Energy Solutions Inc is sending yo payments platform.	u a payment using the Plooto business
To receive the funds in your bank account need to create your own Plooto accoun	, please follow the steps below. <u>You do not</u> <u>t to accept this payment</u> .
1. Open the secure link at the bottom on July 17, 2021	of this email. Please note this link will expire
Verify your identity by answering the Energy Solutions Inc	e security question created by Enerva
 Authenticate your bank account or e receive the payment 	enter the account details where you want to
You can choose to automatically receive a Solutions inc to the same account.	ll future payments from Enerva Energy
Amount	10.00 CAD
Sent By	Enerva Energy Solutions Inc
Client Reference	Passer001
Memo	
Test with no Plooto account set-up	
lf you have any questions about this paym Inc.	nent, please contact Enerva Energy Solutions
ACCEPT	
ACCEPT	PAYMENT

- 6. Once verification is complete, Plooto will send the payment by electronic fund transfer.
- 7. You will receive a confirmation email that you have accepted the payment from Enerva Energy Solutions Inc. (Enerva is assisting Emissions Reduction Alberta with the delivery of the ESB program.)

8. Plooto will send an email confirming that payment has been deposited in your account (example below).

Anirudh, nds for the payment below were sent to you timate that your bank will make your funds	ir bank on Tuesday, June 22. We available by Thursday, June 24°.
Amount	10.00 CAD
Deposit Account	****241
Credit Date	June 22 2021
Sender	Enerva Energy Solutions Inc
Client Reference	Passer001
ltem	Amount
Test with no Plooto account set-up	10.00
Total	10.00 CAD
Memo	
Test with no Plooto account set-up	
you have further questions about this payme lutions Inc directly.	ent, please contact Enerva Energy
our bank may take anywhere from a few hours to t ailable, but most transfers will be available by the fo oto, but can vary depending on your bank's system	nree business days to make your funds Ilowing day. This date is an estimate by s.

9. Finally, you will receive an email from the ESB program confirming payment. Please note, it may take longer to receive the ESB program confirmation email. At this point, the application status will change to "Incentive Payment Completed" and the application card will turn green.