ENERGY SAVINGS FOR BUSINESS

Investing to keep businesses competitive

Small Producers Energy Efficiency Deployment (SPEED)

Online Pre-Project Application Instructions

March 30, 2022

EMISSIONS REDUCTION ALBERTA

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1. Introduction

1.1 ERA's Energy Savings for Business Program

Emissions Reduction Alberta's (ERA) Energy Savings for Business Program (ESB Program) is a funding opportunity to support small and medium-scale industrial and commercial businesses in Alberta. Up to $55 million is available for eligible, commercially available technologies that result in cost- and energy-saving Projects. The ESB Program helps Alberta businesses reduce emissions, decrease operating costs, grow their operations, and become more competitive, while creating skilled jobs and boosting economic recovery. With over 60 unique technologies currently supported, it is one of the most comprehensive 'menu-based' energy efficiency incentive programs of its kind.

1.2 Small Producers Energy Efficiency Deployment Background

Small Producers Energy Efficiency Deployment (SPEED) is an expansion of the ESB Program. It aims to reduce the environmental impact of small- to medium-sized oil and gas operators by deploying cost-effective emissions reductions technologies. Through expanded eligibility and the addition of new measure types, SPEED will accelerate the adoption of proven, commercially-available technology upgrades that cut costs and emissions. SPEED expands oil and gas facilities' access to participate, including facilities regulated under Technology Innovation and Emissions Reduction (TIER), opted-in to TIER, or not currently opted-in under the regulation.

Parties interested in applying to SPEED should first familiarize themselves with these SPEED Participant Terms and Conditions as eligibility, Project selection, and other processes in SPEED may differ from the current ESB Program. Other key SPEED documents include the Participant Terms and Conditions, Guidelines, Contractor Code of Conduct, Measures list, and Application Measure Checklists, which can be accessed at eralberta.ca/speed.

1.3 Purpose of this Document

The purpose of the Online Pre-Project Application Instructions (the Guide) is to provide a step-by-step guide for use by Participants and Eligible Contractors to register as SPEED participants, and to submit a Pre-Project Incentive Application in the Portal. A set of Post-Project Application Instructions will be available on the SPEED website at a later date.

SPEED uses an application Portal, available at esbspeed.ca, to deliver the program efficiently and effectively. Once logged in to the portal, Participants or Eligible Contractors (among others) create, submit and/or receive an Application, receive the Pre-Approval Notice/Application Rejection, Application Summary, Participant Terms and Conditions, agreement forms, and Post-Project Application and Project Completion Documentation. The Portal is compatible with multiple devices: desktops, tablets and smartphones. It is also supported on multiple browsers: Explorer, Chrome, Edge, Safari, Mozilla & others.

The Guide is not intended to provide details around SPEED rules or eligibility. For details on SPEED rules and eligibility, please visit the SPEED website, and refer to the following documents:

- Participant Terms & Conditions
- Guidelines

- Contractor Code of Conduct
- Eligible Measures List
- Application Measure Checklists

Please note that the Participant Terms and Conditions, Guidelines, Contractor Code of Conduct, Eligible Measures List, and Application Measure Checklists shall control and supersede any inconsistencies, conflicts, or ambiguities within this Guide.

If you are unable to find an answer to your question in this Guide or require additional assistance, please contact the Program's dedicated contact centre, open Monday to Friday from 9 a.m. to 5 p.m. We are happy to help.

Email: speed@esbprogram.ca

Chat: via eralberta.ca/esb

Toll-free: 1-844-407-0025

2. Registering as an Eligible Contractor

A contractor will need to register to become an Eligible Contractor for SPEED. Once a contractor's registration is approved by the SPEED team, a Participant will be able to select the Eligible Contractor from a drop-down menu in the Portal, during the pre-project application creation and submission phase.

To register as an Eligible Contractor in the Portal, please complete the following steps:

Register → Create Account → Email Verification → Complete Contractor Profile → Submit for Registration → Contractor Eligibility

Registration Tip: *having access to the information in the table below will help speed up the registration process.*
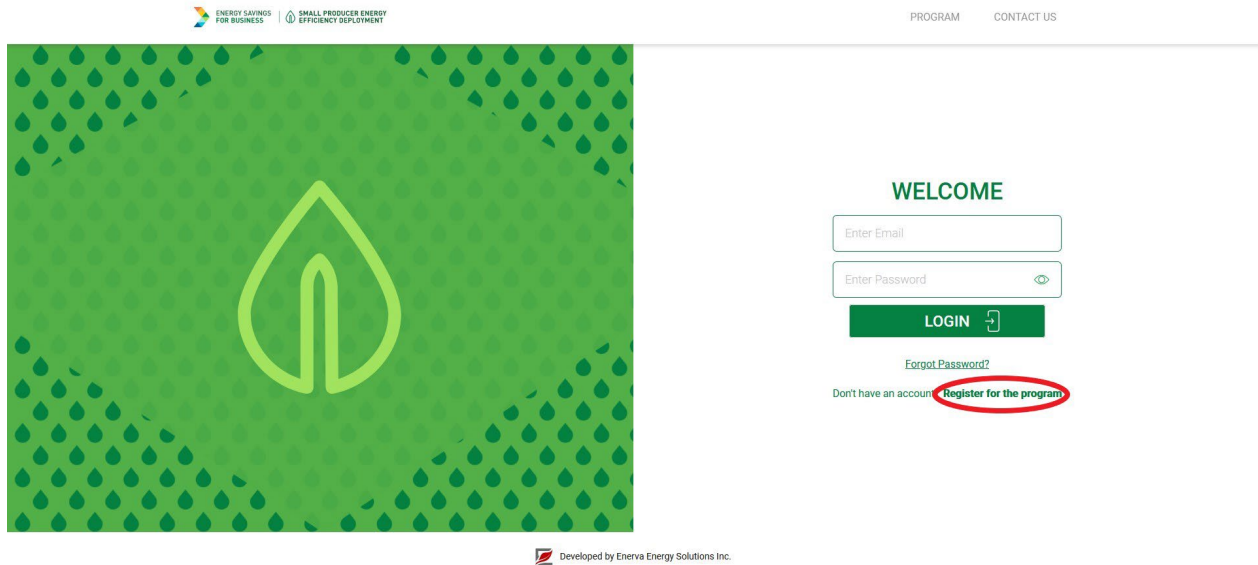
Required Information for Registration	Notes
Contact details of authorised person registering the contractor's company	• First name, last name, • Email, phone number, • Your role in the organisation. *Note that the contractor registering should be authorised to agree to the Program Portal ("Dolphin") Terms of Use and three checkboxes for consent for collection and usage of information and communication
Company details	• Legal name of business, • Ownership of business from an under-represented group, • Company address, • Company website, • Technology focus of the company, • Markets or regions served, and • Your role in the supply chain
Agree to the Contractor Code of Conduct (called Code of Conduct in the Program Portal)	• In the Portal, you will be required to agree to the SPEED Contractor Code of Conduct in order to complete your registration.
Additional requirements	• Confirm GST/HST, WCB and Insurance Requirements (as applicable)
For Geothermal Systems	• Confirm Certified Geo Exchange Designer (CGD) • Confirm Professional Engineer Designation

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2.1   Register

Step 1: Visit esbspeed.ca and click 'Register for the program'.

This will take you to 'REGISTER NOW TO PARTICIPATE IN SMALL PRODUCERS PROGRAM' page where you will create an account.

2.2   Create Account

Step 2: Manually fill in the required information in the white cells:

- Create a password that passes the security requirements
- Once you enter your address in the 'Company Address field', the Postal Code, City and Province fields in the grey cells should auto populate.
    - If the postal code information is incorrect, please insert manually.

The green cells contain a drop-down list:

- From the 'Account Category' drop-down list, select 'I am a contractor'.
- Select the appropriate field from the 'How did you hear about the program' drop-down list.

Review the terms and policies by clicking the link or the dropdown arrow on the right. To complete your registration, you must first agree to the Portal's Terms of Use, confirm information you have provided is not personal information, agree to the uses of Eligible Contractor information, and consent to being contacted by SPEED.

Application Tip: The Company Name provided should be the legal name by which the company is registered to conduct its business. The legal name of the company will be used for execution of the registration, terms of the SPEED Contractor Code of Conduct and for application of program rules. Additionally, if the Participant assigns the incentive to the Contractor at the payment stage of the application process, the name provided will be used for the payment.

Step 3: Click 'COMPLETE REGISTRATION' at the bottom of the page.

Application Tip: You will not be able to click on 'COMPLETE REGISTRATION' and proceed to the next step until you have filled in the required information and agreed to terms and policies. An error message will highlight fields with invalid entries that must be corrected before you can proceed.

Step 4: The next step is to click 'CREATE ACCOUNT'

Application Tip: *If you need to change any information before creating an account, click 'CANCEL ACCOUNT CREATION' and you will be taken back to the prior screen. Changes can be made as required. No information will be saved until an account is created.*

2.3 Email Verification

Step 5: Once you click 'CREATE ACCOUNT', the following message will be displayed, and you will need to click on the 'VERIFY EMAIL ID' verification link sent via email to access your account page.

Application Tip: If you do not receive an email with the verification pin, please check your Spam/Junk folders. If you still can not find the email, click on 'RE-SEND EMAIL' and try again. You can also always contact the Program's contact centre to help troubleshoot any issues.

YOUR EMAIL ID HASN'T BEEN VERIFIED

We have sent you a verification pin via email to **recil84675@siberpay.com**.

If you haven't received the email in your primary inbox, please check your spam and promotions folders.

| 0 | 0 | 0 | 0 | 0 | 0 |

Did not receive the verification email? **RE-SEND EMAIL**

| LOGOUT | VERIFY |

Once you enter the pin number from the 'VERIFY EMAIL ID' in your email, you will be automatically re-directed to the Contractor profile page.

Hello SPEED,

You have signed up as a Contractor for the Small Producers Energy Efficiency Deployment (SPEED).

To continue with your registration, please note down the verification code below and enter it on https://esbspeed.ca to verify your email.

Verification Code : 347822

If you would like to get in touch with us, reach out to our support team via email at speed@esbprogram.ca

Sincerely,

SPEED Support

Do not wish to receive emails? Unsubscribe

2.4   Complete Contractor Profile

Step 6: The Contractor profile page provides a summary of the information used to create your account. You are now required to fill in additional information to become an Eligible Contractor.

Welcome, **SPEED**

Your profile is incomplete. Click on **Complete Details** below to complete your profile and become eligible as a Contractor under the Energy Savings for Business program.

Account Overview | **Contractor**

Company Name:	SPEED TEST	Address:	25 Northstar Close St. Albert, Alberta T8N 3K3
Contractor ID:	CON-1016		
Contact Name:	SPEED Test	⊚ Change Password	
Phone Number:	+1 (111) 111-1111	🖉 Complete Details	
Email ID:	recil84675@siberpay.com		

To complete your profile, click 'COMPLETE DETAILS'.

The page below appears, and Account and Company Details can be edited anytime if required.

Application Tip: Once your profile is complete, the color on the screen will change to blue.

< Back

COMPLETE PROFILE AND SUBMIT FOR REGISTRATION

1 ———————— **2** ———————— **3** ———————— **4**

Account Details   Company Details   Code of Conduct   License Requirements

First Name	SPEED
Last Name	Test
Business Mobile Number	🇨🇦 +1 (111) 111-1111
Work Number(Optional)	🇨🇦 +1
Extension(Optional)	X X - X X X
Email	recil84675@siberpay.com
Account Category	I am a Contractor

Company Name	SPEED TEST
Is your business owned by someone from an under-represented group?	No ⌄ ⓘ
Company Website	www.speedtest.ca
Company Address	25 Northstar Close, St. Albert, ... ✕
Address Line 2	Company HQ Address Line 2
Postal Code	T8N 3K3
City	St. Albert
Province	Alberta

SAVE AND PROCEED

Click here to navigate back to table of contents

Step 7: Once changes have been made, click 'SAVE & PROCEED' to continue.

> *Application Tip: An error message will highlight fields with invalid entries that must be corrected before you can proceed. You will only be able to click 'SAVE AND PROCEED' once all fields have been filled in.*
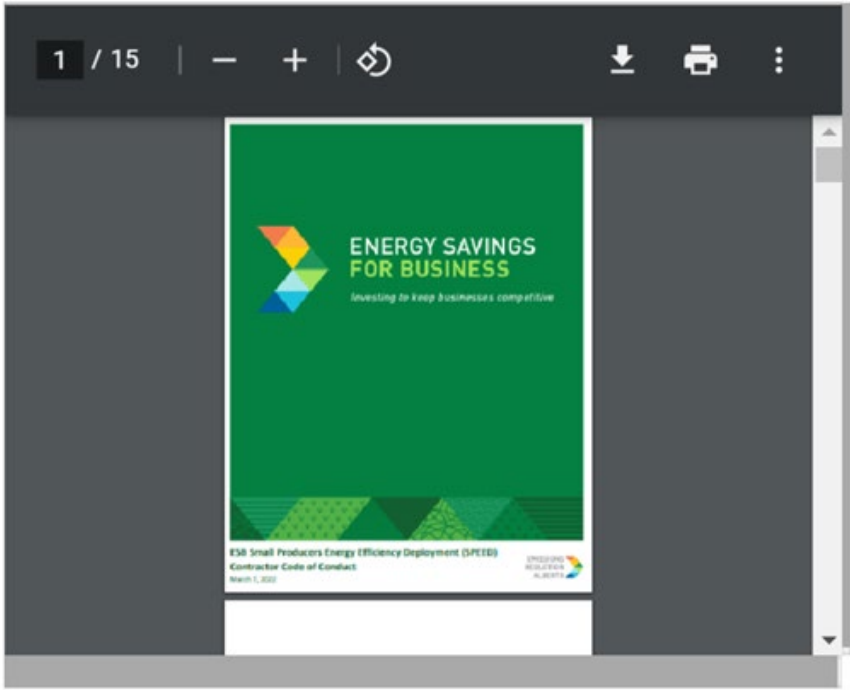
Step 8: On this page you will be required to fill out appropriate descriptions for your company, role, etc., then click 'SAVE AND PROCEED' to continue.

Application Tips:
- *Multiple options can be selected from the drop-down menus.*
- *An error message will highlight fields with invalid entries that must be corrected before you can proceed. You will only be able to click 'SAVE AND PROCEED' once all fields have been filled in.*

Step 9: On this page, you will be required to review and agree to the Contractor Code of Conduct and then click 'SAVE AND PROCEED'.

Step 10: To complete your profile, read and answer the questions under the License Requirements. Then click 'SAVE AND SUBMIT' to continue.

COMPLETE PROFILE AND SUBMIT FOR REGISTRATION

1 —— 2 —— 3 —— 4

Account Details Company Details Code of Conduct License Requirements

Do you meet the Insurance Requirements specified in the Code of Conduct?   No

Do you meet the WCB Requirements specified in the Code of Conduct?   No

Are you registered for GST?   No

Do you have the required Licences and Certifications specified in the Code of Conduct?   No

SAVE AND SUBMIT

Application Tips:

- *'SAVE AND SUBMIT' will be activated once all fields have been selected.*

2.5   Submit for Registration

Step 11: If satisfied with your details provided click 'SUBMIT PROFILE', otherwise, click 'GO BACK & REVIEW DETAILS' to edit and update if necessary.

SUBMIT FOR REGISTRATION

You are about to submit your profile for registration as a contractor.

Your profile will be reviewed by the SPEED Program team and will have to be approved for you to be able to participate in the Energy Savings for Business Program.

Please confirm that the details you have submitted are accurate.

GO BACK & REVIEW DETAILS   **SUBMIT PROFILE**

2.6   Contractor Eligibility

Step 12: Once the profile is submitted, the following message will appear, informing you that the profile will be reviewed within a couple of business days for eligibility by the Program team.

SUCCESSFULLY SUBMITTED!

Your account has been submitted for review to be registered as an **Eligible Contractor** under Small Producer Energy Efficiency Deployment program.

You will receive an email once the review is complete.

ACCOUNT PAGE   **LOG OUT**

3. Registering as a Participant

To register as a Participant in the Portal, please complete the following sections:

Register → Create Account → Email Verification → Complete Participant Profile → Submit Details

Registration Tip: *having access to the information in the table below will help speed up the registration process.*
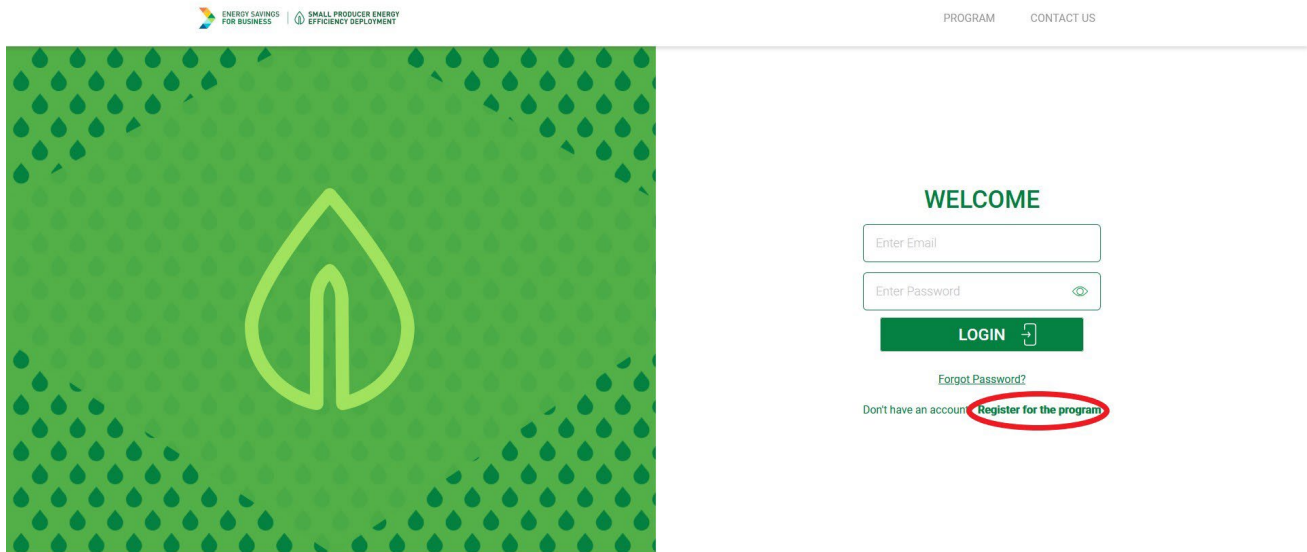
Required Information for Registration	Notes
Contact details of authorised person registering the Participant's company	- First name, last name, - Email, phone number, - Your role in the organisation. *Note that the person filling in the application should be authorised to agree to the Participant Terms & Conditions upon application submission and the completion of the Participant Acceptance **Note that the person registering should be authorised to agree to the Program Portal ("Dolphin") Terms of Use and three checkboxes for consent for collection and usage of information and communication
Company details	- Legal name - Ownership of business from an under-represented group - Company address - Industry of the Company - Your role in the company
Legal name	Ensure that you provide the legal name (business name)

3.1   Register

Step 1: Visit esbspeed.ca and click 'Register for the program'.

This will take you to 'REGISTER NOW TO PARTICIPATE IN SMALL PRODUCERS PROGRAM' page where you will create an account.

3.2   Create Account

Register → Create Account → Email Verification → Complete Participant Profile → Submit Details

Step 2: Manually fill in the required information in the white cells:

- Create a password that passes the security requirements
- Once you enter you address in the 'Company Address field', the Postal Code, City and Province fields in the grey cells should auto populate.
  - If the postal code information is incorrect, please insert manually.

The green cells contain a drop-down list:

- From the 'Account Category' drop-down list, select 'I am a customer'.
- Select the appropriate field from the 'How did you hear about the program' drop-down list.

Review the terms and policies by clicking the link or the dropdown arrow on the right. To complete your registration, you must first agree to the Portal's Terms of Use, confirm information you have provided is not personal information, agree to the Uses of Eligible Participant Information, and consent to being contacted by the Program.

Please ensure you have the authority to bind your company to the terms and conditions and agree to the privacy policy.

Application Tip: The Company Name provided should be the legal name by which the company is registered to conduct its business. The legal name of the company will be used for execution of the registration, Terms and Conditions for Code of Conduct and for application of SPEED rules as well as for receiving incentive payments.

Step 3: Click 'COMPLETE REGISTRATION' at the bottom of the page.

Application Tip: You will not be able to click 'COMPLETE REGISTRATION' and proceed to the next step until you have filled in all the required information and agreed to terms and policies. An error message will highlight fields with invalid entries that must be corrected before you can proceed.

Click here to navigate back to table of contents

Step 4: Click 'CREATE ACCOUNT' to proceed to the next step.
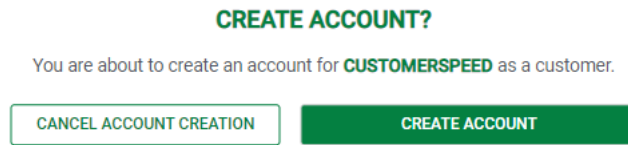
3.3 Email Verification

> *Application Tip: If you need to change any information before creating an account, click 'CANCEL ACCOUNT CREATION' and you will be taken back to the prior screen. Changes can be made as required and no information will be saved until an account is created.*

Step 5: Once you click 'CREATE ACCOUNT', the following message will be displayed, and you will need to enter the PIN sent to you in the "Verify Email ID" verification email sent to you to access your account page.

> *Application Tip: If you do not receive an email with the PIN, please check your Spam/Junk folders. If you still cannot find the email, click on 'RE-SEND EMAIL' and try again. You can also always contact the contact centre for SPEED to help troubleshoot any issues.*

Hello Jon,

You have signed up as a Participant for the Small Producers Energy Efficiency Deployment (SPEED).

To continue with your registration, please note down the verification code below and enter it on https://esbspeed.ca to verify your email.

Verification Code : 264115

If you would like to get in touch with us, reach out to our support team via email at speed@esbprogram.ca

Sincerely,

SPEED Support

EMISSIONS REDUCTION ALBERTA

Do not wish to receive emails? Unsubscribe

Once you click on the 'CONFIRM EMAIL ID' link in the email, you will automatically be re-directed to the Participant Profile page.

3.4   Complete Participant Profile

Step 6: The Participant profile page provides a summary of the information used to create your account. You are now required to fill in additional information to become an Eligible Participant.

To complete your profile, click 'COMPLETE DETAILS'. The page on the following page appears, and Account and Company Details can be edited if required, and Code of Conduct and License Requirements can be reviewed.

Application Tip: Once your profile is complete, the color on the screen will change to blue.

Step 7: Once changes have been made, click 'SAVE & PROCEED' to continue.

Application Tip: An error message will highlight fields with invalid entries that must be corrected before you can proceed. You will only be able to click 'SAVE AND PROCEED' once all fields have been filled in.

Step 8: On this page you will be required to fill out appropriate descriptions for your role in the company, and the company's industry. Click 'SAVE AND SUBMIT' to continue.

Application Tips:

- *Multiple options can be selected from the drop-down menus.*
- *An error message will highlight fields with invalid entries that must be corrected before you can proceed. You will only be able to click 'SAVE AND SUBMIT' once all fields have been filled in.*

3.5   Submit Details

After updating the profile details, next step is to submit the profile.

Step 9: Click 'SUBMIT DETAILS' to submit the profile or click 'GO BACK & REVIEW DETAILS' to review and update details.

Once the details are submitted, the following confirmation message will pop-up confirming account set up.

4. Account Overview

When a participant or contractor logs into the Portal, the page below will appear. The specific image below is for a Participant account since it says "Customer" beside "Account Overview" and a Customer ID is presented. If it was a contractor account, it would say "Contractor" beside "Account Overview" and a Contractor ID would be presented

This page provides an overview of the account details and allows the user to make changes to account details or password if necessary.
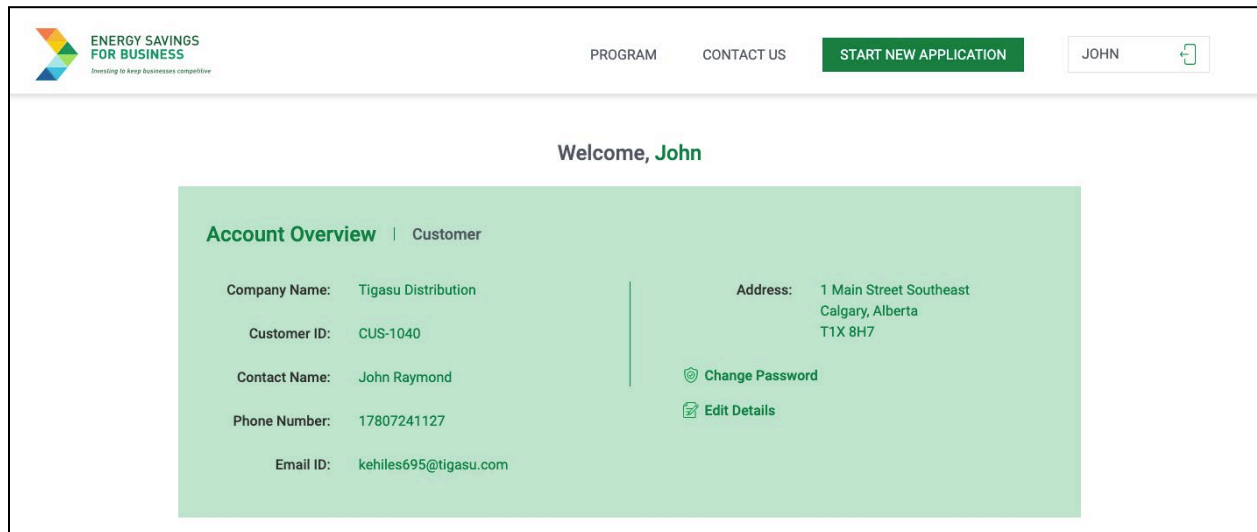
5. Getting Ready to Start Your Application

- Project Information:

    o Estimated Project Start Date
    o Estimated Project End Date
    o If any expenses were incurred before submission. If so, how much expenses?
    o Is the project receiving funding from other sources? If so, which sources?

- Contractor Information:

    o Name of Contractor
    o Whether the participant will give the contractor access to application to make edits

- Facility Information such as:

    o Petrinex ID or equivalent
    o NAICS Code
    o Facility Address
    o Facility Heating Technology and Fuel Type (optional)
    o Facility Cooling Technology and Fuel Type (optional)
    o Facility Square Feet
    o Facility Age
    o Facility Electricity and Natural Gas Providers, Rate Classes and Energy Consumption (Optional)
    o Facility Occupancy Information

- Measure Information:

    o Confirmation that Measures meet requirements from both SPEED Participant Terms and Conditions and SPEED Eligible Measures List
    o Specification Sheets
    o Cost Information
        ▪ Equipment and Materials
        ▪ Labour
        ▪ Design and Other

For more information, please refer to the SPEED Guidebook and applicable SPEED Application Measure Checklist.

6. Starting a New Application

Only a registered participant account can create a new application for Project Incentives. After SPEED registration and participant details have been filled in, the participant will be allowed to create new applications in the Portal. From the participant account overview page, click "Start New Application" to begin.

Step 1: Click 'START NEW APPLICATION'
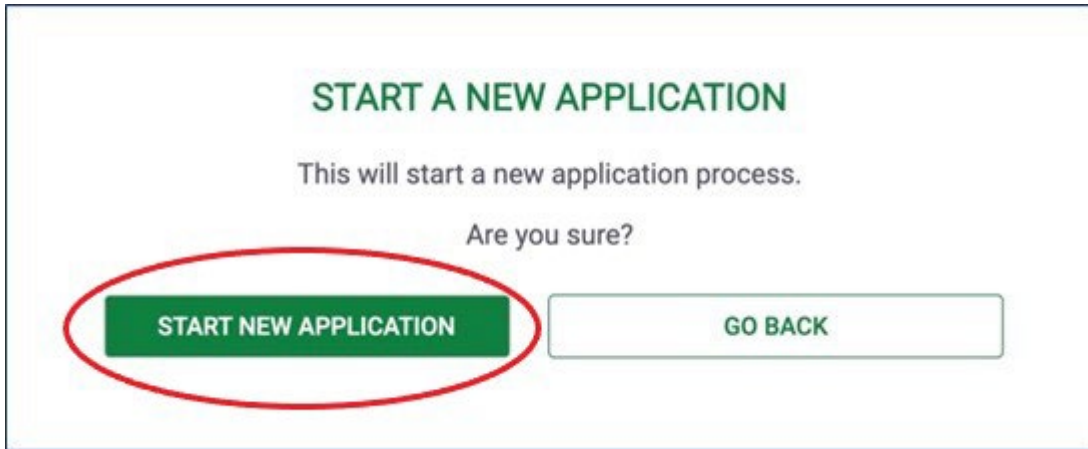
To complete a new application the participant will need to complete the following sections:
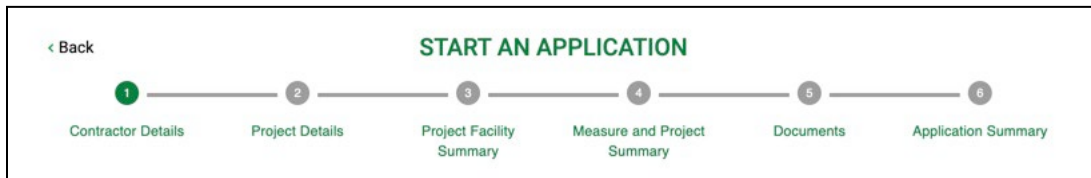
6.1   Contractor Details

The participant must work with an Eligible Contractor to be qualified as an Eligible Project. This page can only be completed by the Participant.

Step 2: Please select your preferred contractor from the drop-down menu.

> *Application Tip: There is a search function in the dropdown where you can type in the first few letters of the contractor's name and they will appear.*
>
> *You may see many of your contractors, sub-contractors, suppliers and distributors on this list but you should select your primary contractor who will be responsible for completing your project and making edits to your application (if you provide them with access).*

Step 3: Participant has the option of giving their contractor access to help complete their application:

> **Option A:** No, I will complete the application myself
> **Option B:** Yes, I want to give my contractor access to this application.
>   *Note: selecting Option B will allow your Eligible Contractor to view all project details and they can assist with completing the application.*

Step 4: By clicking 'Assign Contractor' the participant will be saving and proceeding to the Project Details section. An automated e-mail will be sent to the selected Contractor notifying that they have been selected and whether they will have edit or read only access.

6.2   Project Details

This page can only be completed by the participant.

Step 5: Enter name of the application.

Application Tip: This should be a name that you can easily remember and associate with the application (e.g. "Lighting in 12th Street Warehouse")

Step 6: Select estimated project start date from the calendar pop up. This can be any date between June 2022 and March 2023.

Step 7: Select estimated project completion date.

Application Tip: All projects must be completed before the end of March 2023.

Step 8: Select answer for whether the project has received or will be receiving other funding, financial incentives, grants or subsidies? Yes or No

    If Yes: a) Enter source of funding

         b) Enter amount of funding

Step 9: Enter in dollar value of any eligible expenses incurred prior to application submission. Only expenses incurred on or after the program launch date of March 8th are eligible. In addition, these expenses will only be considered in the incentive payment calculation if the application receives a pre-approval.

Step 10: Click 'SAVE AND PROCEED' to continue to Project Facility Data or click 'SAVE & EXIT' to exit to Accounts & Application Overview page.

6.3   Project Facility Summary

This page can be completed by either the participant or the contractor. If this is a participant's first time applying for a Project Incentive through SPEED , they will need to add their facility information. However, if an application was previously submitted then there is an option of selecting an existing facility that was added in a previous Application.
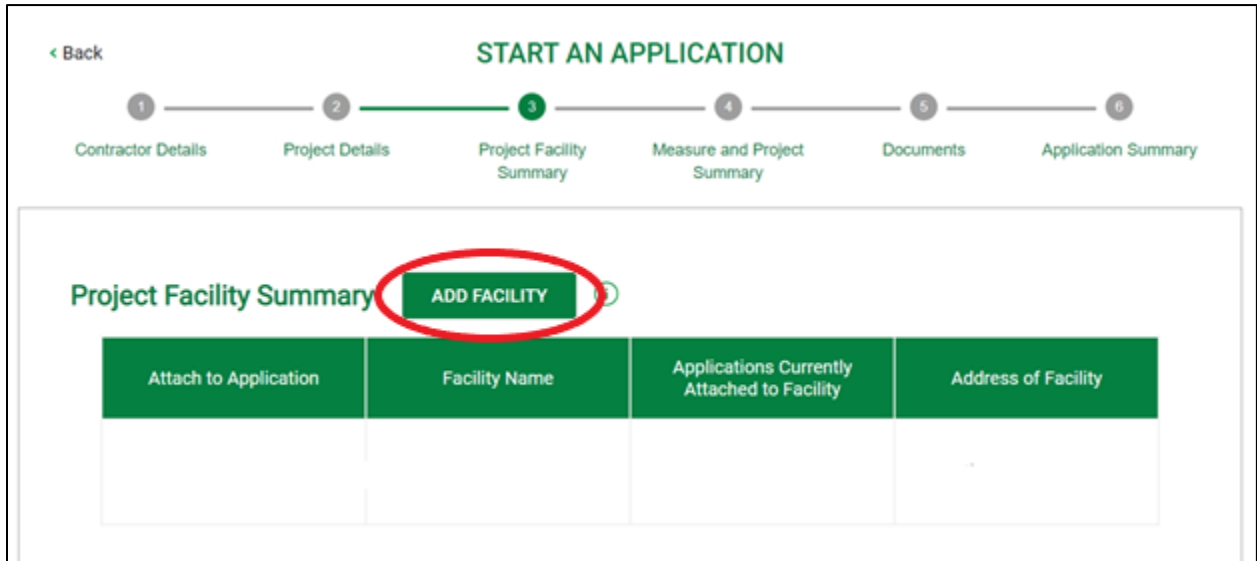
Step 11: To add a new facility, click 'ADD FACILITY'. A dynamic column (as shown below) will appear on the right side of the window to allow for participant input.
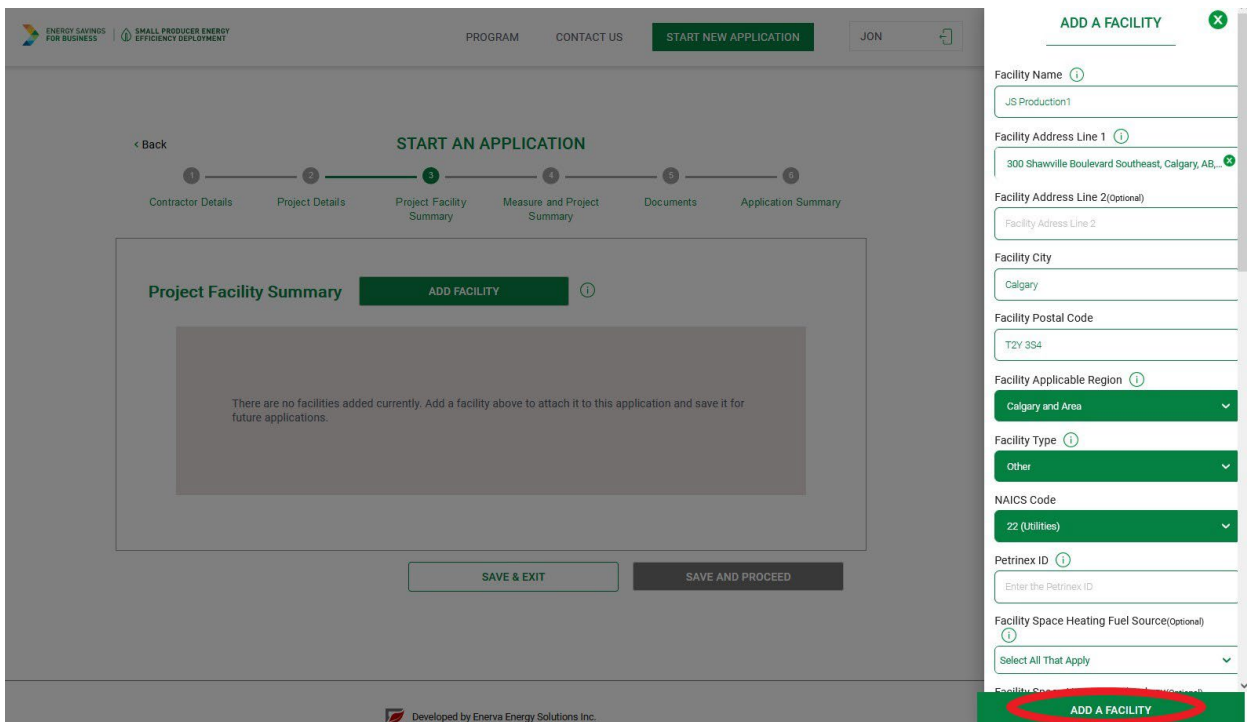
Once all required information has been entered, click 'ADD A FACILITY' at the bottom of the right column. Any newly added or previously added facilities will appear under "Project Facility Summary".

Application Tip: There can be only one facility per application. You have the ability to create and save additional facilities for future applications.

Step 12: Select the relevant facility (existing or newly added) and then click 'SAVE AND PROCEED' to move forward with the application.

Application Tip: Must click the circle to attach facility to application and to 'SAVE AND PROCEED.'

6.4   Measure and Project Summary

This page can be completed by either the participant or eligible contractor. This page requires the details of the Eligible Measure to be implemented for the chosen Eligible Facility.

Step 13: Click "ADD MEASURE" to add an Eligible Measure.
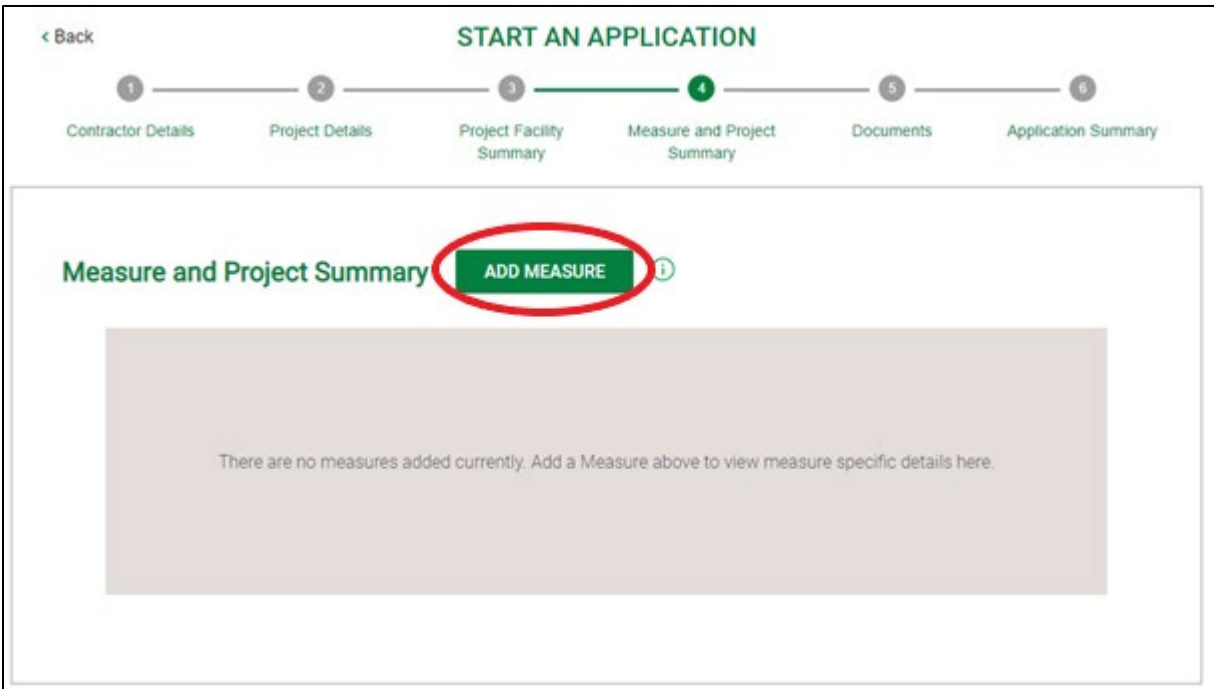
Step 14: Choose one of the desired Measure Categories, then the Measure Type and finally the specific Measure. Input the MEASURE SPECIFIC INFORMATION in the provided fields and attach necessary documents as required. Reference the Measures List for additional Measure specific information.

Application Tips:

- *There are certain fields for which the values will be automatically determined based on participant's inputs. Once all the information has been recorded, click 'GET CALCULATED VALUES' to auto-fill the grey fields.*
- *For CHP and ORC-WER projects, please note that the Interconnection (Form A) Application is required before project pre-approval.*
- *Please be mindful of units pertaining to certain fields.*
- *To view detailed measure specific information required for each measure, please view the Measure Application Checklists on the SPEED webpage.*

After entering all the details and once the calculated values have been determined, if changes need to be made then click 'EDIT DETAILS' at the bottom of the column, otherwise, click 'ADD MEASURE' to proceed with the application.

After a Measure has been added, it will appear under the "Measure and Project Summary" as depicted above.

6.5 Documents

On this page you will be required to upload documents, such as Invoices, Quotes, Workplans, Pre-project photo(s), Calculations/simulations and Specification Sheets for the Eligible Project.

Step 15: Drag and drop or click within the grey region to select documents relevant to the Eligible Project.

‹ Back

START AN APPLICATION

① —— ② —— ③ —— ④ —— ⑤ —— ⑥

Contractor Details | Project Details | Project Facility Summary | Measure and Project Summary | Documents | Application Summary
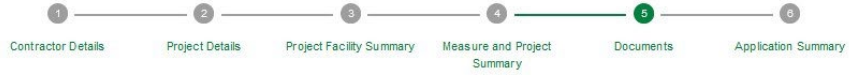
Documents

Select from computer (or) Drag and Drop **Invoices**, **Quotes** and **Specification Sheets** as required to upload. Acceptable file types: .JPEG, .PNG, .PDF, .docx, .xlsx

Documentation Instructions

Please review the instructions below before uploading files to ensure all the required documents are attached to the application:

Cost Quote	⌄
Workplan	⌄
Pre-Project Photo	⌄
Simulation of Performance/ Estimate of Energy Savings and Emissions Reduction	⌄
Other Documents	⌄

SAVE & EXIT   SAVE AND PROCEED

Click here to navigate back to table of contents

Documentation Instructions

Please review the instructions below before uploading files to ensure all the required documents are attached to the application:

Cost Quote	⌄
Workplan	⌄
Pre-Project Photo	⌄
Simulation of Performance/ Estimate of Energy Savings and Emissions Reduction	⌄
Other Documents	⌄

Upload Summary

Document Name	Date of Upload	
Specification Sheets.jpg	03/08/2022	👁 View ✎ Edit Name 🗑 Delete
Pumpjack - Est. Energy Savings & Emis. Reductions.jpg	03/08/2022	👁 View ✎ Edit Name 🗑 Delete
Pumpjack - Pre Photo.jpg	03/08/2022	👁 View ✎ Edit Name 🗑 Delete
Pumpjack - Workplan.jpg	03/08/2022	👁 View ✎ Edit Name 🗑 Delete
PumpJack - Quote.jpg	03/08/2022	👁 View ✎ Edit Name 🗑 Delete

SAVE & EXIT   **SAVE AND PROCEED**

The uploaded documents will appear under Upload Summary where the participant has the option to View, Edit Name, or Delete the uploaded document.

Application Tips:
- *The documents required will differ by the Eligible Measure. At a minimum, all applications will require a cost quote/invoice at the pre-project application stage. The cost quote/invoice should identify the manufacturer name and model numbers of the equipment. Additionally, the costs provided in the cost quote/invoice should align with the sum of the three types of costs provided in the application for each Eligible Measure.*
- *To view detailed measure specific information required for each measure, please view the Measure Application Checklists on the SPEED webpage.*

Step 16: Once all documents have been uploaded, click 'SAVE AND PROCEED' to go to the next page.

6.6 Application Summary

This page provides the summary of the project. Please ensure the information listed under the following fields is correct as per the inputs entered in the application:

- Facility Details
- Measure Details
- Document Summary
- Project Summary

These sections can be seen in the screenshots below:

Documents Summary

Document Name	Date of Upload	View
Specification Sheets.jpg	03/08/2022	👁
Pumpjack - Est. Energy Savings & Emis. Reductions.jpg	03/08/2022	👁
Pumpjack - Pre Photo.jpg	03/08/2022	👁
Pumpjack - Workplan.jpg	03/08/2022	👁
PumpJack - Quote.jpg	03/08/2022	👁

Project Summary

Contractor Name	SpeedTesting
Application Name	Pump Jack1
Estimated Project Start Date	06/01/2022
Estimated Date of Project Completion	08/31/2022
Is the project receiving other funding, financial incentives, grants or subsidies?	No
Amount of eligible expenses incurred Prior to Application Submission	$0.00

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Requirements for Submission

The Applicant represents and warrants as follows:

1. All information set out in this Application is complete, true and accurate.

2. The Applicant meets the eligibility requirements set out in the **Terms and Conditions** to be a Participant.

3. The facility meets the requirements set out in the **Terms and Conditions** to be an Eligible Facility.

4. The Measures meet the requirements set out in the **Terms and Conditions** to be Eligible Measures.

5. Subject to Section 11 of the Terms and Conditions, the Participant may receive financial incentives, funding, subsidies, or grants or other monies other than as a result (directly or indirectly) of the TIER Regulation, the repealed Climate Leadership Act, or the Pan-Canadian Framework programs, provided the amounts and sources are set out in the Application Summary.

The Applicant agrees and acknowledges as follows:

1. This Application creates no legally binding obligations whatsoever on the part of ERA. Without limiting the foregoing, the Applicant agrees (i) that no "Contract 'A'" is created, and (ii) that ERA is in no way obligated to provide any funding or other benefit whatsoever to the Applicant as a result of submitting this Application. Project Incentives may be payable only pursuant to a legally binding Participant Acceptance and subject to acceptance of this Application.

2. All costs to prepare and submit this Application are the sole responsibility of the Applicant.

3. ERA may verify with any Applicant or with any third party any information set out in this Application, and may share information with such third party in order to do so.

4. ERA may accept or refuse this Application for any reason and at its sole discretion, even where the Applicant meets all Program requirements.

5. In order to participate in the Program, the Applicant understands that it must enter into a Participant Acceptance and comply with all terms and conditions thereof.

6. Prior to entering into a Participant Acceptance, any amounts spent by the Applicant on the purchase and installation of Eligible Measures may not be eligible for and may not receive a Project Incentive. Any such amounts are at the sole risk of the Applicant.

Application Tip: Please thoroughly read "Requirements for Submission" to ensure all eligibility requirements are met and agree to the listed representations, warranties, acknowledgements, terms and conditions.

7. ERA may waive any informality or irregularity at its discretion or to otherwise exercise administrative discretion with respect to an Applicant or its compliance with the Program requirements.

8. Payment of any Project Incentive or other amount by ERA is subject to the availability of Program funding. Program funding may cease without notice.

9. ERA may make changes, including substantial changes, to this Program or its documents (including the Eligible Measures List, Application and Participant Acceptance) without any liability whatsoever to the Applicant.

10. The Program or any part of it, including the incentives for the project or any Eligible Measure, may be changed, reduced, increased, amended, suspended, cancelled or terminated at any time and for any reason whatsoever without prior notice to the Participant, in each case without any obligation, liability or any reimbursement to the Applicant.

☑ The applicant agrees to the above representations, warranties, acknowledgments, terms and conditions

SAVE & EXIT	SUBMIT FOR REVIEW

CONFIRMATION

You are about to submit the application draft for review. Are you sure?

NO	YES

Congratulations! The application has been submitted. It will be now be reviewed by our review team. If there are any questions, you will be provided with an Information Request requesting specific information. You can also log-in at any time and see the status of your application.

Application Tip: If you have received an Information Request and you are uncertain of what to do, you can contact speed@esbprogram.ca.

Application Draft Submitted for Review

A draft of your application has been submitted for review and pre-approval.

Your application ID# is **SPEED-10038**.

You can view the status of your application at any time. You should expect an update from our team within the next two business days.

LOG OUT   GO TO ACCOUNT PAGE

You can now choose to visit your account page to view the status of your submitted projects, submit a new project or log out.

7. Application Overview

The application overview page provides visibility to the participant or contractor to see the current status of their Applications.

The following can be found under the application overview:

1. **Contractor Name** – Which contractor the Application is assigned to.

2. **Application Name** – Chosen by the participant.

3. **Stage** – Current stage of the Application
   a. Pre-Project
   b. Pre-Approved
   c. Post-Project
   d. Incentive Payment

4. **Status** – Current status of the Application

Application Status	Status Definition
Application Draft	Application started, but not submitted. The application is unlocked. To enter the review queue, it must be submitted by the Applicant.
Application Draft Submitted	Application submitted for pre-approval review. The application is locked and can't be edited. It has entered the review queue. If you want it to be unlocked, please submit a request to the SPEED program contact centre.
Application Draft Under Review	Application submitted for pre-approval is being reviewed. The application is locked and can't be edited. If you want it to be unlocked, please submit a request to the SPEED program contact centre.
Application Information Requested	Information has been requested for the application under review. The application is unlocked and it can be edited. Please be aware that the application must be re-submitted by the Applicant (customer) to re-enter the review queue.
Application Draft Approved	Application is pre-approved and awaiting Participant Acceptance to be completed. The Applicant (customer) needs to log-in and complete the Participant Acceptance for the incentive reservation to be confirmed.
Application Rejected	Application has been rejected. The application will be locked. The notes for the rejection will be available to review.
Application Submitted	Participant has accepted the Participant Terms and Conditions, the pre-project application is approved and the incentive has been reserved. The incentive has been reserved, and the project can be executed and completed.

Application Tip: *The phase of your application submission will change colours based on its status. You can also see the status in the box. Application Draft is pink, Application Draft Under Review is light blue, and Application Information Requested is orange.*

8. Application Information Requests and Pre-Project Approval

8.1 Application Information Requests

If your application needs any clarification or additional supporting documents, the review team will send an "Information Request". You will receive an email notifying you of the Information Request(s) with details of discrepancies that need to be addressed.

Step 1: Click 'VIEW APPLICATION' or log into application Portal to view application.

ENERGY SAVINGS FOR BUSINESS | SMALL PRODUCER ENERGY EFFICIENCY DEPLOYMENT

Hello Jon,

Thank you for submitting your application to the Small Producer Energy Efficiency Deployment Program. We are currently reviewing your application **(ID#: SPEED-10042)**. In order to complete the review of your application, we require more information. The requested information can be provided either by you, the Participant, or your Contractor through the program portal.

We have unlocked your application in the portal to allow you to make edits and/or upload new documents. A summary of the additional information required is located in the IR Summary section of your application. If you need to upload additional documentation, it can be uploaded during Step 5 of the application process.

If you are unsure what to do with the Information Request, please connect with the contact centre at speed@esbprogram.ca and ask to set up an Application Assist call. The Application Assist call itself should only take 5-10 minutes to make the updates, making the application process much easier for you.

If you can make the changes yourself, please feel free to do so. If there is any uncertainty, we highly recommend you use Application Assist. Application Assist requires a screen share for us to see your application and help you make the updates. We can either use Microsoft Teams (if you have it) or Google Meet (which anyone can use) to help you with any questions you have.

VIEW APPLICATION

Upon completion of making your edits and /or uploading of revised or additional documents, please review your application and resubmit your application. Please note that after resubmitting your application, it will again be locked in order for the Application Review Team to continue their review.

Please do note that additional follow up may be required to complete the review of your application.

Thanks,

SPEED Program Support

EMISSIONS REDUCTION ALBERTA

Information Requested

Your pre-project application has been reviewed by the SPEED Program team and the following additional clarifications/information regarding your application has been requested:

> Please provide a quote/invoice for application SPEED-10042.

Note: Click 'Edit Application' to update your application as required and to submit it. Please note that only the Customer/Participant can submit the application, although a Contractor can make the edits and updates requested.

EDIT APPLICATION

Step 2: Review the statements for discrepancies or deficiencies and click 'EDIT APPLICATION' to make any edits to the application or add supporting documents.

Once you click 'EDIT APPLICATION' you will be able to review and edit your application in the same order as described in Section 6.

Application Tips:

- *Any supporting document(s) to assist with answering the Information Request can be uploaded during Step 5 of the application process.*
- *After the application has been edited to address the Information Request, it must be submitted by the Applicant to re-enter the review queue.*

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8.2 Pre-Project Approval

Once your Pre-Project application is approved, you will receive a notification by email similar to below. You will be required to then review your application summary and execute your Participant Acceptance.

> *Application Tip: After an Application is in the status Application Draft Approved, it moves to the Pre-Approval Applications tab in the home page. This is where it can be found to complete the Participant Acceptance.*

Step 1: Click 'COMPLETE APPLICATION' or log into application Portal to view application.

ENERGY SAVINGS FOR BUSINESS | SMALL PRODUCER ENERGY EFFICIENCY DEPLOYMENT

Hello test_firstName,

Your pre-project application (ID#: test_applicationId) has been approved by the Small Producer Energy Efficiency Deployment Program.

When you log-in, you will need to review your Pre-Approval Notice and the Application Summary and execute your Participant Acceptance.

COMPLETE APPLICATION

If you would like to get in touch with us, reach out to our support team via email at speed@esbprogram.ca.

Thanks,

SPEED Program Support

EMISSIONS REDUCTION ALBERTA

Do not wish to receive emails? Unsubscribe

Step 2: Review Application Summary and Participant Acceptance.

Participant Acceptance

By signing below, the Participant agrees to be bound by the Participant Acceptance.

Without limiting the foregoing, the Participant confirms the following to ERA:

- ☑ The Participant has reviewed the Application Summary, and represents and warrants that all information contained in the Application Summary is complete, true and accurate.

- ☑ The Participant has reviewed the Terms and Conditions.

- ☑ The Participant confirms that it meets the eligibility requirements to be a Participant and that the Facility meets the requirements to be an Eligible Facility.

- ☑ The Participant confirms that the Measures set out in the Application Summary meet the requirements to be Eligible Measures, and that the project meets the requirement to be an Eligible Project.

- ☑ The Participant has all rights, permits, licenses and authorizations required to carry out the Eligible Project in the Eligible Facility.

- ☑ If the Participant is not the owner of the Eligible Facility, then the Participant has obtained the owner's consent to carry out the Eligible Project.

- ☑ The Participant Acceptance Form may be executed and delivered by electronic means. Any such signatures, including any contract formation on the Portal or record-keeping through electronic means, may be relied upon by the Participant and the ERA and shall have the same legal effect, validity of enforceability as a manually executed signature, physical delivery thereof, or the use of a paper-based record-keeping system, as the case may be.

- ☑ All expenses listed in this Application are Eligible Expenses as defined in section 6.2 of the Terms and Conditions and do not include any expenses which are not Eligible Expenses.

Company Full Legal Name	Passer ⓘ
Company Address	Hwy 552, De Winton, Alberta - T0L 0X0
Participant Contact Name	Mark Hamill
Phone	+1 (647) 425-4340

Type the following sentence in the text box below 'I represent and warrant to Emissions Reduction Alberta that I have authority to bind the Participant' to mark the participant acceptance.

> I represent and warrant to Emissions Reduction Alberta that I have authority to bind the Participant

Mark Hamill   04/06/2021

SUBMIT APPLICATION

Step 3: Click the check boxes to accept the specific condition and type "I represent and warrant to Emissions Reduction Alberta that I have authority to bind the Participant"

Click here to navigate back to table of contents

Application Tip: If you can not complete the Participant Acceptance on behalf of your company, please contact speed@esbprogram.ca for another alternative.

Step 4: Click "SUBMIT APPLICATION" to complete the Participant Acceptance. You will receive a confirmation e-mail with your incentive reservation.

Hello Jon,

Congratulations, you have executed the Participant Acceptance for your application with the **Application ID#: SPEED-10059**. Your project completion deadline date is 09/29/2022 and the incentive that has been reserved for your project is $35,000.

Once you complete your project, you can log-in to create and submit your post-project application to apply for your incentive payment. During the post-project application, you will be required to meet additional requirements. These will include, but not be limited to providing an itemized invoice for costs, proof of payments, and other documents required for the measure such as evidence of permits, approved interconnection agreement and proof of equipment disposal.

VIEW APPLICATION

If you would like to get in touch with us or have any questions about the post-project application requirements, reach out to our support team via email at speed@esbprogram.ca.
Thanks,

SPEED Program Support

Step 5: Review and take note of project completion deadline. If your project is estimated to be completed after this date you will have to request an extension via the Change Request process.