



Web Incentive Processing System User Guide

For Participating Independent Contractors (PICs)

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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](#).

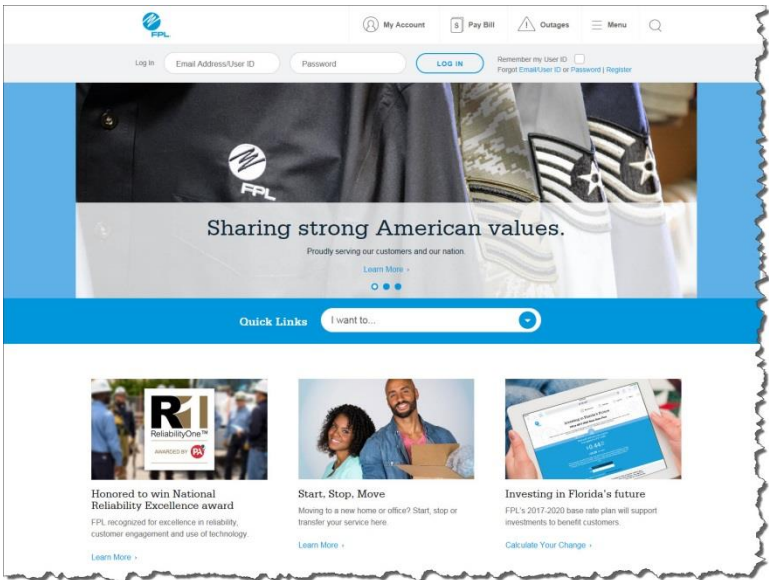
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User Access

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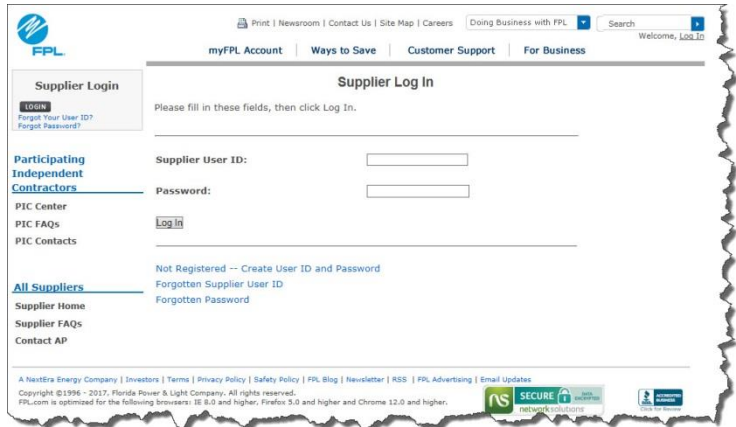
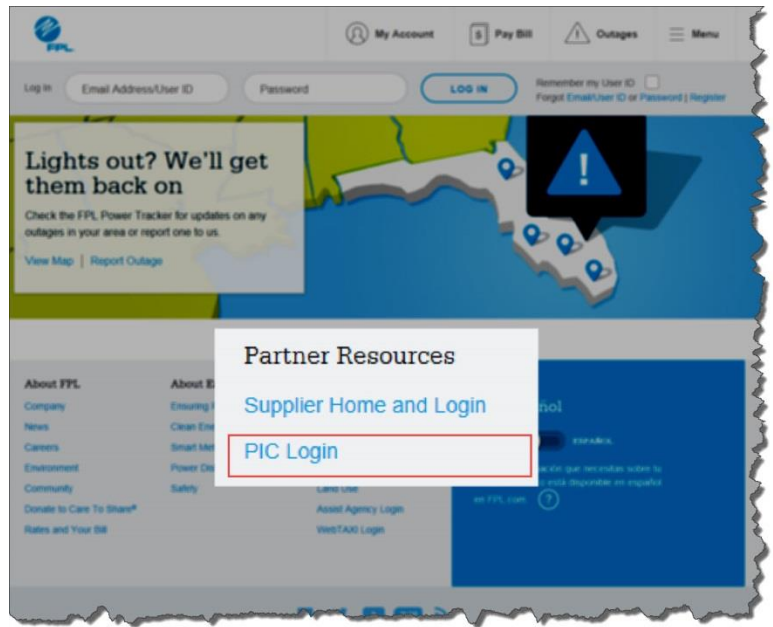
Access the Contractor Portal on FPL.com

To access the Contractor Portal, follow the steps below:

<p>1. Access www.fpl.com.</p>	 <p>The screenshot shows the FPL.com homepage. At the top, there is a navigation bar with links for 'My Account', 'Pay Bill', 'Outages', and 'Menu'. Below this is a login section with fields for 'Email Address/User ID' and 'Password', a 'LOG IN' button, and a 'Remember my User ID' checkbox. The main banner features the slogan 'Sharing strong American values.' and 'Proudly serving our customers and our nation.' Below the banner is a 'Quick Links' section with a search bar. Three featured articles are visible: 'Honored to win National Reliability Excellence award', 'Start, Stop, Move', and 'Investing in Florida's future'.</p>
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- 2. Scroll down to locate **Partner Resources** and click [PIC Login](#) link.

“Supplier Log In” page will load. Continue to [Create User ID and Password](#) instructions.

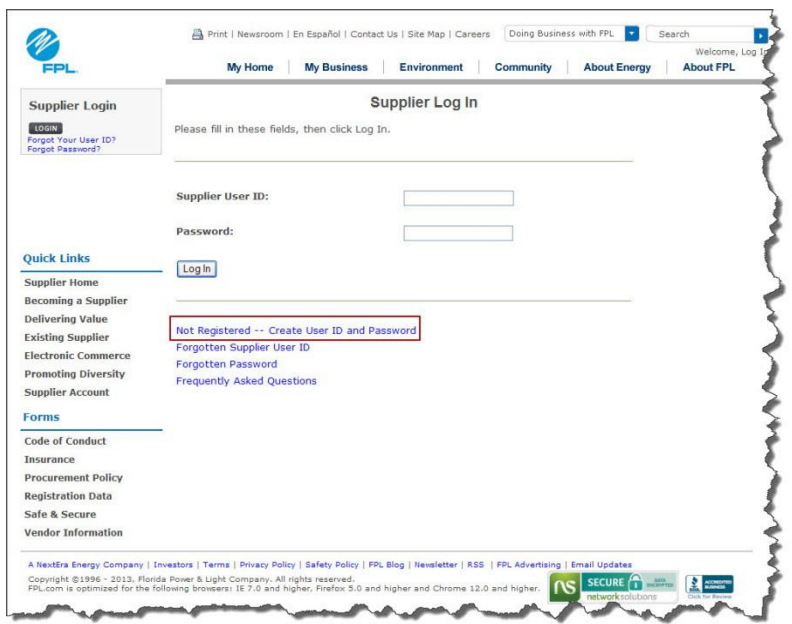


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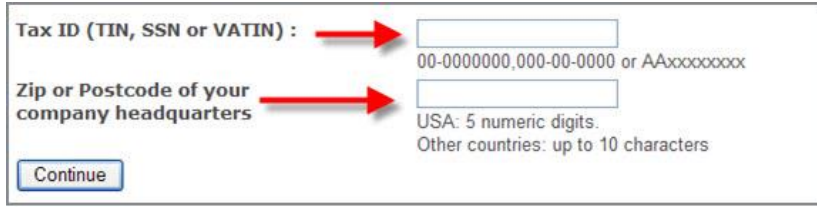
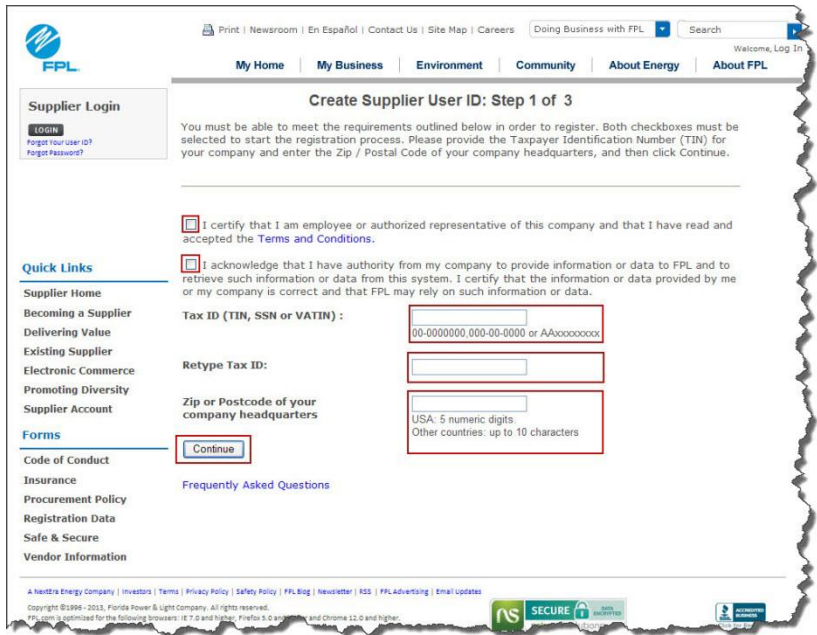
Create User ID and Password

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**.



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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**.

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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:

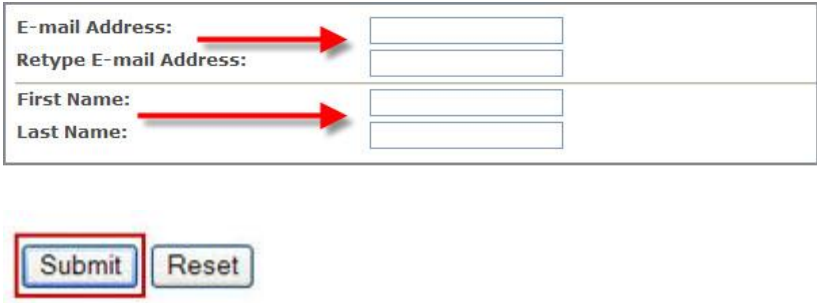


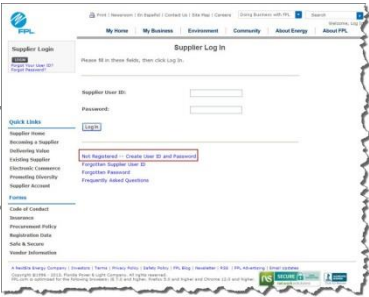
E-mail Address:

Retype E-mail Address:

First Name:

Last Name:

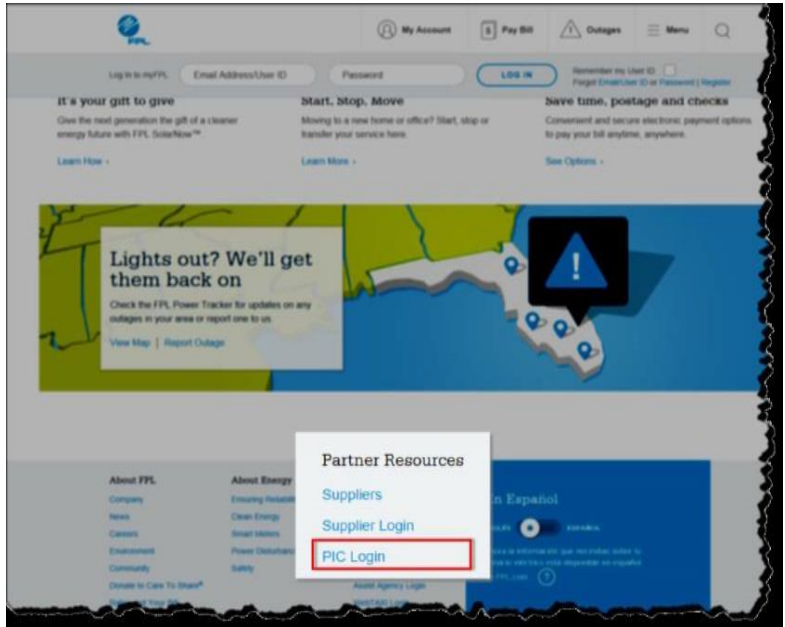
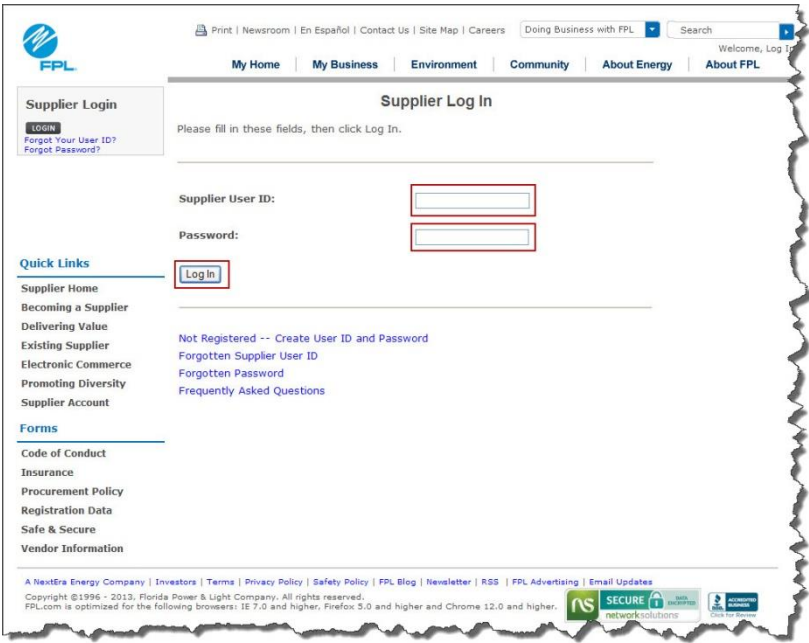
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<p>6. Enter a valid Company Email Address along with your First and Last Name before submitting:</p> <ul style="list-style-type: none"> • Type Email Address. • Re-type Email Address. • Type First Name. • Type Last Name. <p>Click Submit.</p>	
<p>7. Shortly after creating your User ID and Password, you will receive an automated email from FPL confirming your registration was successful.</p>	
<p>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.</p>	
<p>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.</p> 	
<p>10. YOU WILL RECEIVE AN EMAIL FROM FPL CONFIRMING ACCESS HAS BEEN GRANTED ONCE ALL OF THE INFORMATION PROVIDED HAS BEEN REVIEWED AND APPROVED.</p> <p>When you receive an email from FPL confirming access has been granted, go to the Participating Independent Contractor (PIC)* Login web page.</p> <p>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.</p>  <p>Click on the Web Incentive Processing System link to launch the application and start submitting Incentives/Job Requests online.</p> <p>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.</p> <p>Please click here to access the Registration Frequently Asked Questions (FAQs) that include instructions for changing your password.</p> <p>If you need additional assistance, please contact your local FPL Program Specialist by clicking here.</p>	

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Log In to the Web Incentive Processing System

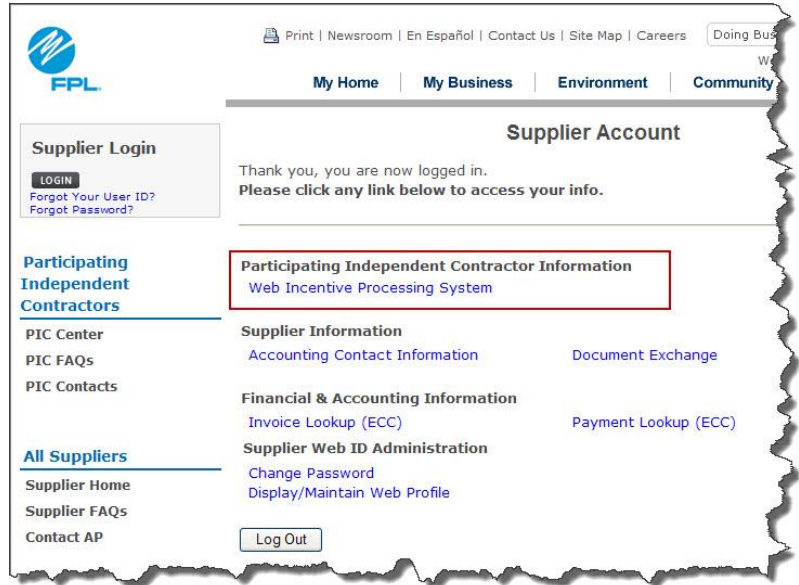
Follow these steps to obtain access to the Web Incentive Processing System.

<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>	

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The page menu page displays.

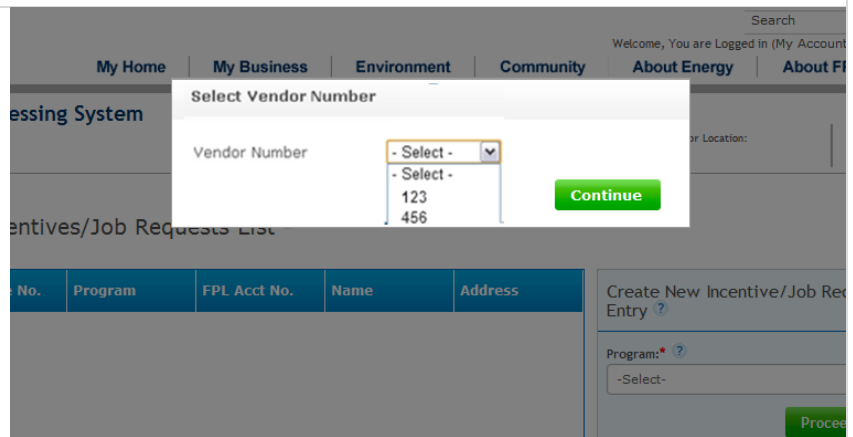
Click the **Web Incentive Processing System** link.



The home page of the Web Incentive Processing System displays grayed out.

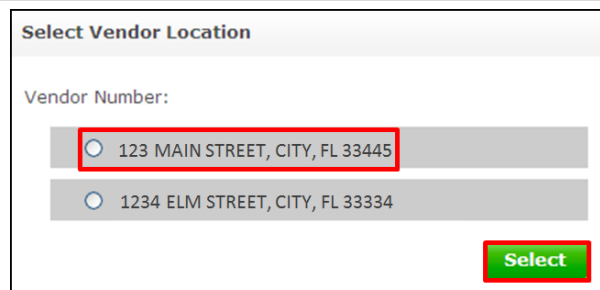
Select **Vendor Number** from the drop-down menu.

Click **Continue**.



If prompted, check **Vendor Location**, if more than one location.

Click **Select**.



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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: TEST M@m, FL 33333

Partially Saved Incentives/Job Requests List ?

Date Created	Incentive No.	Program	FPL Acct No.	Name	Address
01/19/2022	609692	Residential Heating Ventilation Air Conditioning	1234569i9	Sam R	123 West St

Show: 10 Results per page First | Previous | 1 to 1 of 1 | 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: ?
-Select-

Proceed

Submitted Incentives/Job Requests ?

Incentive payments shown: From 1/1/2020 to 1/19/2022. 2000 Records Max Export to Excel

You can use these filters to refine the Search Criteria.

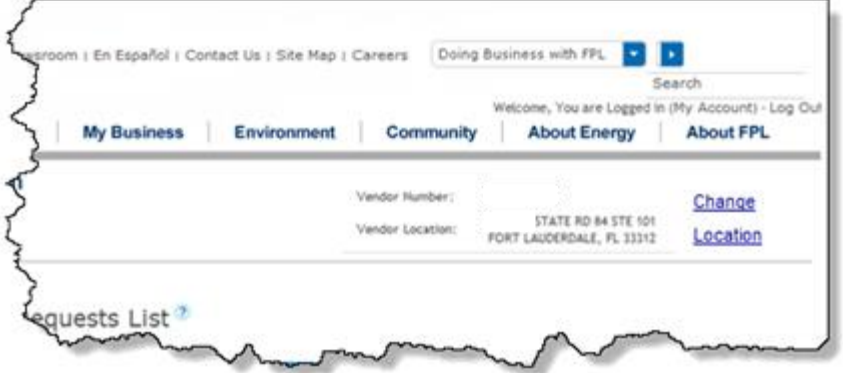
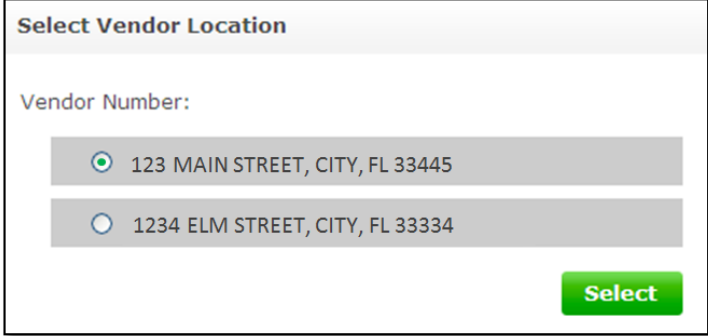
Program: All Status: All Install Date: From To Incentive/Watt Saver No.: Name: Go

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt (\$)	Status	Due on Date
609495	Residential Heating Ventilation Air Conditioning	1234567890	10/28/2021	John S	10/28/2021	150	Review in Progress	
609499	Residential Ceiling Insulation	4567890123	10/28/2021	Caroline J	10/28/2021	220	Review in Progress	
609503	Residential Heating Ventilation Air Conditioning	0987654321	10/29/2021	Hector A	10/29/2021	150	Review in Progress	
609504	Residential Ceiling Insulation	876549i21	10/29/2021	Phillip A	10/29/2021	220	Review in Progress	

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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 a portion of the FPL website. At the top, there are navigation links: 'Home', 'En Español', 'Contact Us', 'Site Map', and 'Careers'. A search bar is present with the text 'Doing Business with FPL' and a search icon. Below the search bar, there is a navigation menu with links for 'My Business', 'Environment', 'Community', 'About Energy', and 'About FPL'. The main content area shows 'Vendor Number:' followed by a text input field. Below that, 'Vendor Location:' is followed by a text input field containing 'STATE RD 84 STE 101 FORT LAUDERDALE, FL 33312'. To the right of the location field is a blue link labeled 'Change Location'. At the bottom left of the screenshot, there is a link for 'Requests List'.</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 dialog box titled 'Select Vendor Location'. It contains a 'Vendor Number:' label. Below the label are two radio button options, each with a corresponding address: <ul style="list-style-type: none"> <input checked="" type="radio"/> 123 MAIN STREET, CITY, FL 33445 <input type="radio"/> 1234 ELM STREET, CITY, FL 33334 At the bottom right of the dialog box is a green button labeled 'Select'. </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.

Partially Saved Incentives/Job Requests List [?]

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

Show Results per page

First | Previous | 1 to 10 of 57 | Next | Last

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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.

Incentive payments shown: From 1/1/2020 to 1/20/2022.
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
609495	Residential Heating Ventilation Air Conditioning	1234567890	10/28/2021	John S	10/28/2021	150	Review in Progress	
609499	Residential Heating Ventilation Air Conditioning	4567890123	10/28/2021	Caroline J	10/28/2021	150	Review in Progress	
609503	Residential Heating Ventilation Air Conditioning	0987654321	10/29/2021	Hector A	10/29/2021	150	Review in Progress	
609504	Residential Heating Ventilation Air Conditioning	876549021	10/29/2021	Phillip A	10/29/2021	150	Review in Progress	

Show Results per page
First | Previous | 1 to 10 of 121 | Next | Last

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.

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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**.

The File Download window displays.

3. Click **Open**.



Excel opens.

You can use these filters to refine the Search Criteria.

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

Incentive No.	Program	FPL Acct No.	Date Submitted	Name	Install Date	Rebate Amt. (\$)	Status	Due on Date
609495	Residential Heating Ventilation Air Conditioning	1234567890	10/28/2021	John Smith	10/28/2021	150	Review in Progress	
609492	Residential Ceiling Insulation	4567890123	10/28/2021	Caroline Jones	10/28/2021	220	Review in Progress	
609503	Residential Heating Ventilation Air Conditioning	0987654321	10/29/2021	Hector Arias	10/29/2021	150	Review in Progress	
609504	Residential Ceiling Insulation	876543210	10/29/2021	Phillip Ace	10/29/2021	220	Review in Progress	

Install Date: Status:

Incentive/V: Name:

Incentive N: Program: FPLAcct: Date S:

609496 Residential 11234678 10/28/21

609497 Residential 88790112 10/28/21

609495 Residential 22458098 10/28/21





609499 Residential 11234678 10/28/21

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HVAC

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.



Create New Incentive/Job Request Entry ?

Program: * ?

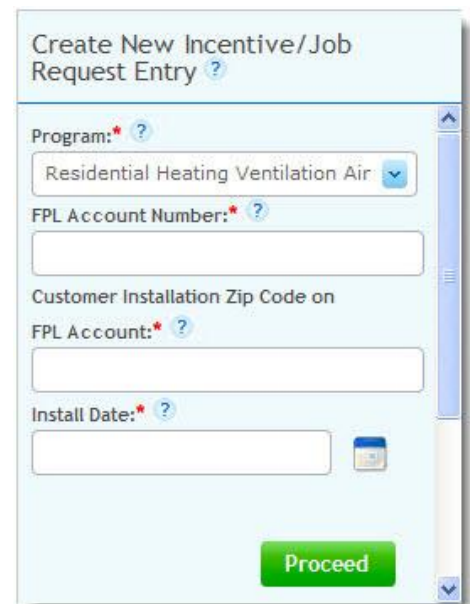
-Select-

-Select-

Residential Heating Ventilation Air Conditioning

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.



Create New Incentive/Job Request Entry ?

Program: * ?

Residential Heating Ventilation Air

FPL Account Number: * ?

Customer Installation Zip Code on FPL Account: * ?

Install Date: * ?

Proceed

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

Create New Incentive Entry - Residential Heating Ventilation Air Conditioning

FPL Account Number: 9999631030 ([Return 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.

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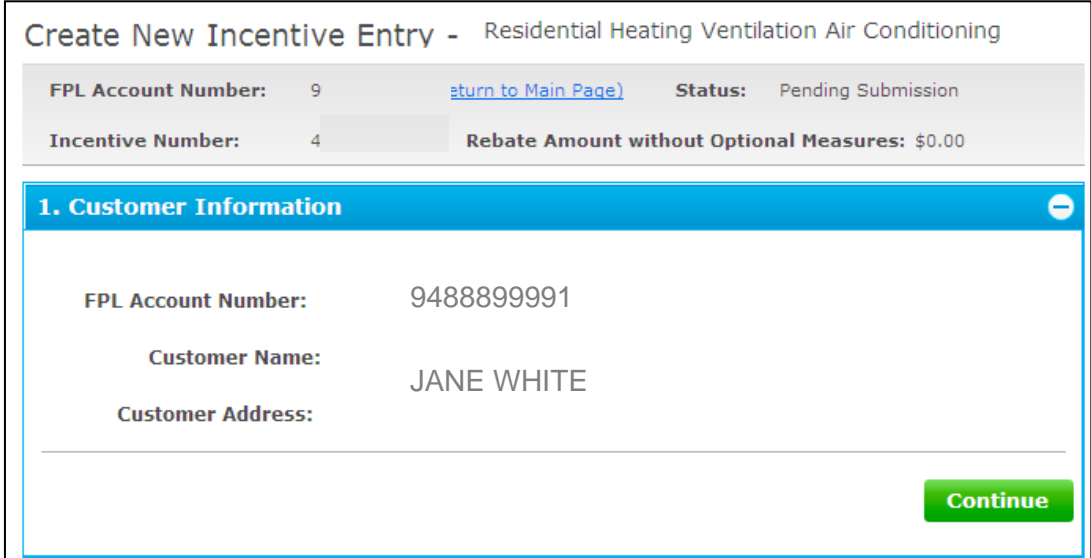
Verify Customer Information for HVAC

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



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:	9	Return to Main Page	Status:	Pending Submission
Incentive Number:	4		Rebate Amount without Optional Measures:	\$0.00

1. Customer Information

FPL Account Number: 9488899991

Customer Name: JANE WHITE

Customer Address:

Continue

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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

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:** 


www.fpl.com/piccontacts.

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.

Enter Installation Information for HVAC

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


3. Installation Information




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.

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'sEnter 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 KWEnter 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: 


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.

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, Heat Pump
*Equipment Type 2	Air Cooled, Water-loop heat pump (WLHP), ground loop heat pump (GLHP), ground loop heat pump, ground water heat pump (GWHP)
*Dwelling Type	Single family Detached, Single family attached/condo/townhome/apartment
*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, gas, heat pump, none, oil, other. [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
Heating BTUs	Enter the equipment BTUs. It is required for heating type of heat pump.
Coefficient	HSPF or COP. This field will not pre-populate and must be completed if manual AHRI entry is required.
Coefficient Value	Enter the coefficient value for the installed system. This field will not pre-populate and must be completed if manual AHRI entry is required.
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.

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***Required Field**

*** New Equipment Type:** Heat Pump Straight Cool

*** Equipment Type 2:** Air Cooled Water Loop Heat Pump (WLHP)
 Ground-Loop Heat Pump (GLHP) Ground-Water Heat Pump (GWHP)

*** Dwelling Type:**

*** Part of Multi System?:**
 ?

Number of Units: ?

*** Mini Split?:** Yes No

*** AHRI Reference No.:** ?

*** BTUHs:** ?

*** SEER:** ?

*** EER:** ?

Manual AHRI Entry: ?

*** Mfr/Model Inside:** ?

*** Mfr/Model Outside:** ?

*** Heating Type:**

*** Electric Resistance KW:** ?


Heating BTUHs: ?

*** Coefficient:** HSPF COP


*** Coefficient Value:** ?

*** 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.

This page is intentionally blank for double-sided printing.

Enter Incentive Information for HVAC

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

6. Incentive Information

 Not Completed 

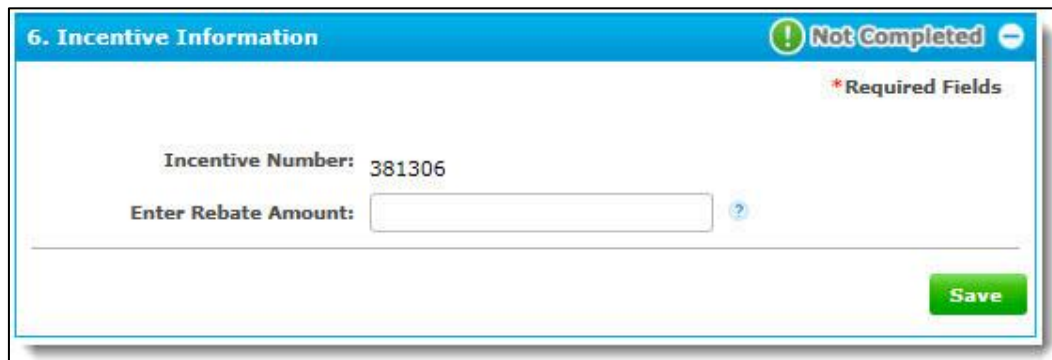
2. Update the ***Required Fields**.



Incentive Number

This field pre-populates.

***Enter Rebate Amount**


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




6. Incentive Information  Not Completed 

***Required Fields**


Incentive Number: 381306

Enter Rebate Amount: 

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.

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, Gas, Oil, None, Oil 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 

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.

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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.

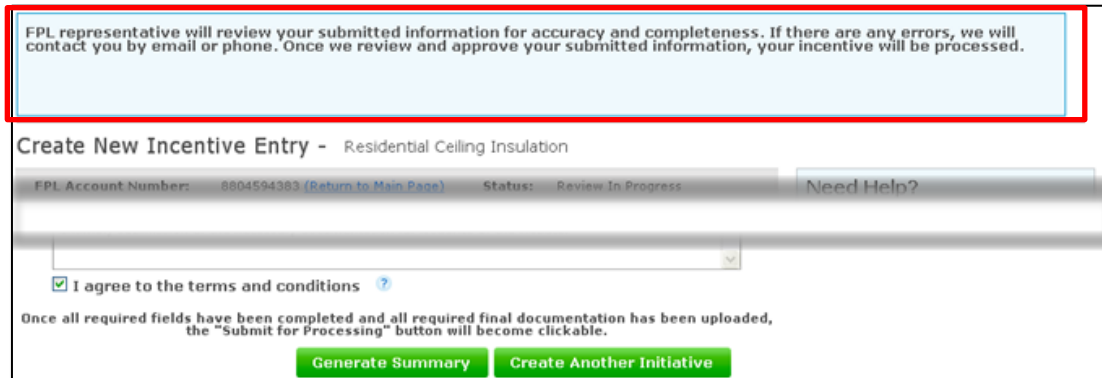
You will be able to track the progress of your incentive by viewing the incentive in the Submitted Incentives/Job Requests list on the bottom of the home page. Submitted incentives are searchable in the Submitted Incentives/Job Requests area (Refer to the section: [Submitted Incentives/Job Requests](#).)

The Confirmation box displays

4. Click **Confirm** to continue.

This page is intentionally blank for double-sided printing.

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 Number: 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](#).)

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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 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.

FPL Compliance Representative has recently completed a verification for the Incentive Number 588973 which is issued for RICHARD A, 1234509876 and submitted by the TEST MIAMI, 2236. During the verification, the Compliance Representative found that the Residential Heating Ventilation Air Conditioning 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 A

Failure Reasons:

Failed, Model #'s Do Not Match, Model # not matching customer paperwork

Sincerely,





FPL Quality Assurance and Compliance Group


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RCI

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**
3. Do you have a Watt-Saver number?
 1. If yes, go to Step 4
 2. If no, go to Step 6
4. Enter **Watt-Saver Number**
5. Enter **Install date**
6. Click the **Proceed** button

This Create Incentive Entry – Residential Ceiling Insulation page displays.

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](#)

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

This page is intentionally blank for double-sided printing.

Verify Customer Information for RCI

1. Click the  plus sign for **Incentive 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
<hr/>	
	

4. Click the  minus sign to close this section.

This page is intentionally blank for double-sided printing.


Enter Participating Independent Contractor Information for RCI

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

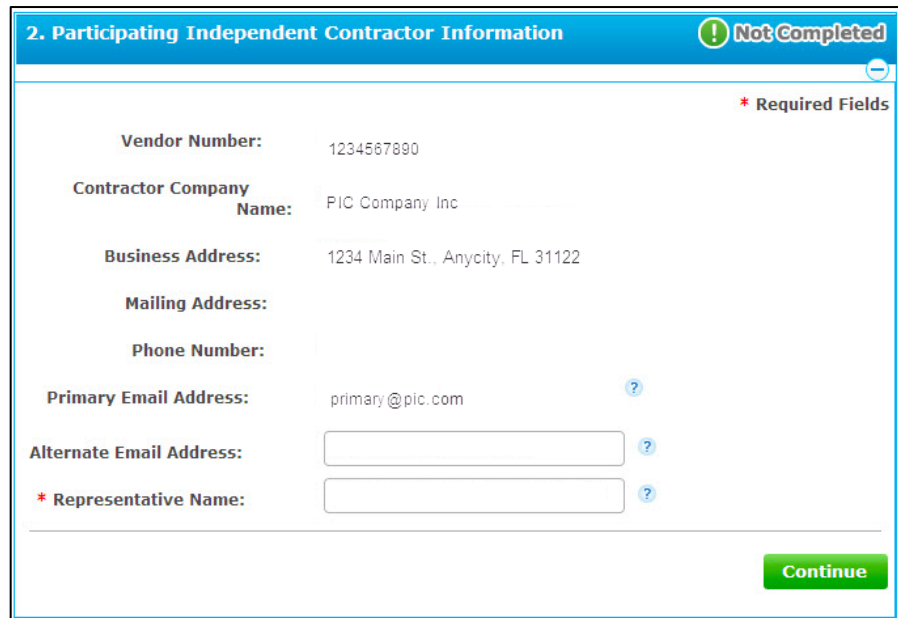
2. Participating Independent Contractor Information **Not Completed**



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.

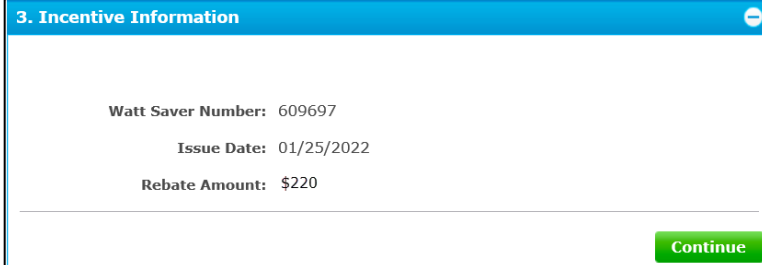
This page is intentionally blank for double-sided printing.

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: 609697

Issue Date: 01/25/2022


Rebate Amount: \$220

Continue

3. Click **Continue**

This page is intentionally blank for double-sided printing.

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:  


* Total Cost: 


* Installed R Value: 

* Insulation Type:  


Insulation Type Remarks: 

* Insulation Depth: 

No. of Bags: 

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.

Enter Documentation for RCI

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



- Scan the **Watt Saver Certificate** the customer gave you and upload it into the online **Web Incentive Processing System**. Additionally, the following documents have to be uploaded
 - Clear and legible Pre photos of attic insulation **with ruler**
 - Clear and legible Post photos of attic insulation **with ruler**
 - Photo of customer's home address number

NOTE: Without these photos the Watt-Saver won't be processed

- Click **Browse** to locate the **Watt Saver Certificate file** and photos on your computer.

 A screenshot of a web form titled '5. Documentation'. The form contains an instruction: '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.' Below this, there is a required field labeled '* Watt Saver Certificate:' with a question mark icon. To the right of the label is a text input field with the placeholder 'Select a PDF, DOC, JPEG, PNG or TIF file.' and a green 'Browse' button. To the right of the input field is the text '6 MB max'. At the bottom right of the form is a green 'Upload' button.


- 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.

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

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




5. Click the  minus sign to close this section.


5. Documentation

Your updates have been saved successfully.

*** Required Fields**

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.

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



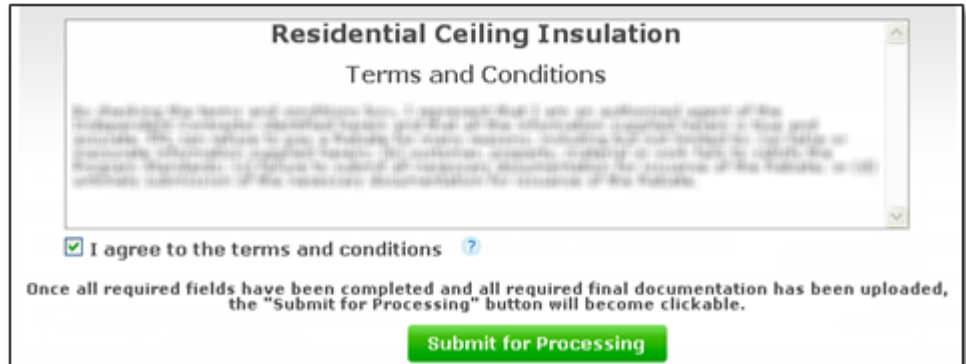
This page is intentionally blank for double-sided printing.

Submit Incentive Entry for RCI

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

1. Review **Terms and Conditions**.

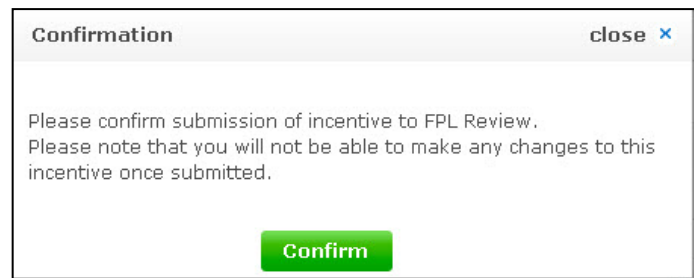
2. Check the box for "I agree to the terms and conditions" to accept the Terms and Conditions.



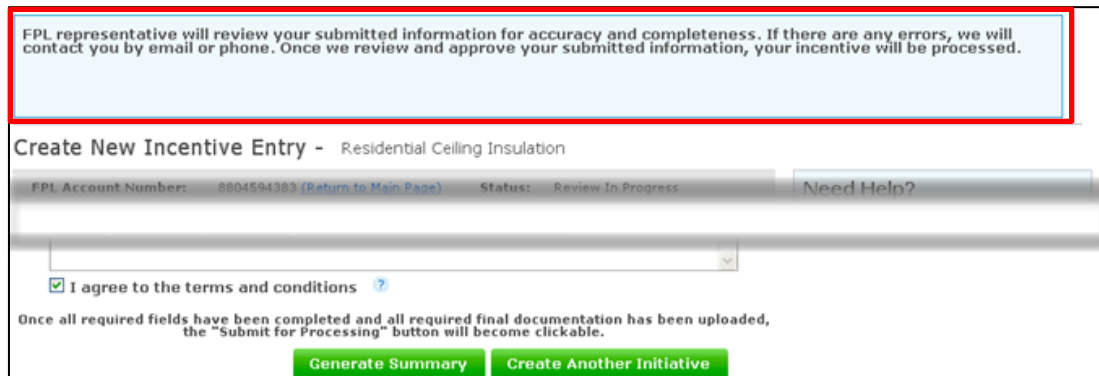
3. Click **Submit for Processing** button (This button turns green after all required fields are completed).

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: 99996310: [in 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	Due on Date
609497	Residential Ceiling Insulation	.	10/28/2021	ROSA M	10/28/2021	220	Paperwork Error	

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 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.

FPL Compliance Representative has recently completed a verification for the Incentive Number 592279 which is issued for Mary J and submitted by the TEST Miami, 2236. 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:

Chris

Failure Reasons:

Failed, Resultant R-Value Not Met, R-30 NOT INSTALLED

Sincerely,

FPL Quality Assurance and Compliance Group

Download Residential Ceiling Insulation Rebate Certificate

When creating a new incentive for the Residential Ceiling Insulation program, you will first need to download and complete the Residential Ceiling Insulation Rebate Certificate.

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

- Click the [here](#) link in the section to download rebate certificate for Residential Ceiling Insulation Program.

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

- 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.

- Obtain signature and date from customer.
- Sign and date.
- Leave page one with customer.
- Hold certificate until you are ready to create the incentive (**the incentive number is generated electronically**).
- Write the incentive number on the certificate.
- Scan and save the completed document on your computer for later use.
- 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—RCI Rebate Certificate.

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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. If no watt saver number available, field will be grayed out.
 - System will internally check that **NO Watt-Saver** was **REDEEMED** in the last 20 years
 - If validated, then PIC may continue process.
 - If not then error message will appear: "Premise doesn't qualify because Watt-Saver **redeemed** in last 20 years PIC can't continue issuing Watt-Saver"
 - When creating a new incentive for the Residential Ceiling Insulation program, PIC will first need to download and complete the Residential Ceiling Insulation Rebate Certificate.
 - Click the link in the section to download rebate certificate for Residential Ceiling Insulation program.
4. Enter **Install Date**.
5. Click the **Proceed** button

Create New Incentive/Job Request Entry ?

Program: ?
Residential Ceiling Insulation

FPL Account Number: * ?

Do you have a Watt-Saver Number? * ?
 Yes No

Proceed

Download Forms:

- Please download rebate certificate for Residential Ceiling Insulation program [here](#)

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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](#)

The screenshot displays the 'Create New Incentive Entry - Residential Ceiling Insulation' page. At the top, there is a navigation bar with links for 'myFPL Account', 'Ways to Save', 'Customer Support', and 'For Business'. Below this, the page title is 'Create New Incentive Entry - Residential Ceiling Insulation'. The form includes fields for 'FPL Account Number' (with a 'Return to Main Page' link), 'Watt Saver Number' (584591), and 'Rebate Amount' (\$0.00). The status is 'Pending Submission'. A progress bar shows five sections, all marked as 'Not Completed':

- 1. Customer Information
- 2. Participating Independent Contractor Information
- 3. Incentive Information
- 4. Installation Information
- 5. Documentation


Below the progress bar, there is a section titled 'Residential Ceiling Insulation Terms and Conditions'. It contains a checkbox for 'I agree to the terms and conditions' and a 'Submit for Processing' button. A note states: 'Once all required fields have been completed and all required final documentation has been uploaded, the "Submit for Processing" button will become clickable.'

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

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Verify Customer Information for RCI

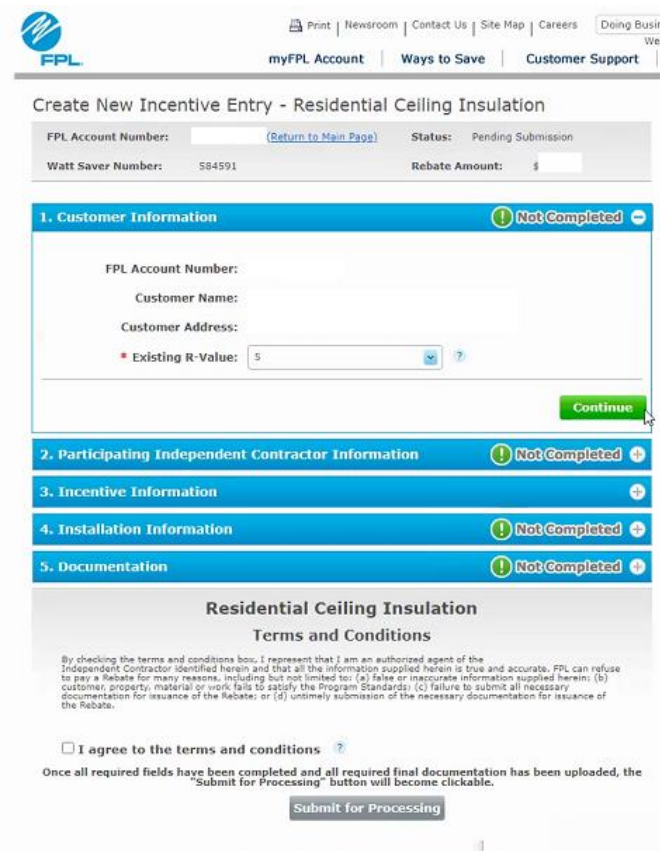
5. Click the  plus sign for **Incentive Information**.

1. Customer Information 

6. Verify all the information is correct.
7. Update the existing R value - This field will pre-populate the **\$220** rebate amount

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.



8. Click the **Continue** button.




myFPL Account | Ways to Save | Customer Support



Create New Incentive Entry - Residential Ceiling Insulation


FPL Account Number: (Return to Main Page) Status: Pending Submission
Watt Saver Number: S84591 Rebate Amount: \$



1. Customer Information  



FPL Account Number:
Customer Name:
Customer Address:
* Existing R-Value: 

Continue

2. Participating Independent Contractor Information  


3. Incentive Information 

4. Installation Information  

5. Documentation  


Residential Ceiling Insulation
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

9. Click the  minus sign to close this section.

This page is intentionally blank for double-sided printing.

Enter Participating Independent Contractor Information for RCI


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

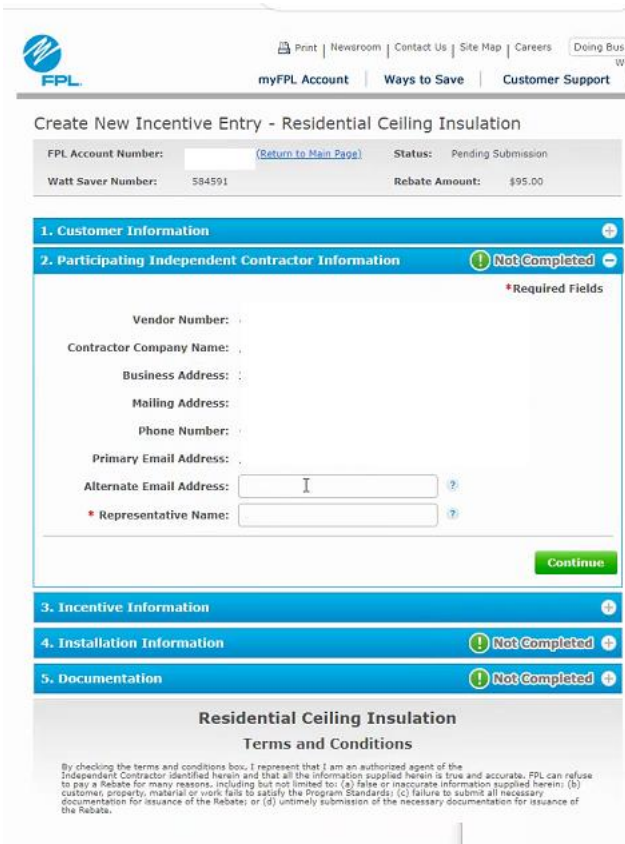
2. Participating Independent Contractor Information

 **Not Completed** 

5. 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.**

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




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



myFPL Account | Ways to Save | Customer Support

Create New Incentive Entry - Residential Ceiling Insulation

FPL Account Number: (Return to Main Page) Status: Pending Submission

Watt Saver Number: 584591 Rebate Amount: \$95.00

1. Customer Information 

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

***Required Fields**

Vendor Number:

Contractor Company Name:

Business Address:

Mailing Address:


Phone Number:



Primary Email Address:



Alternate Email Address: ?

* Representative Name: ?

Continue

3. Incentive Information 

4. Installation Information  **Not Completed** 


5. Documentation  **Not Completed** 

Residential Ceiling Insulation 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.

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.

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

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

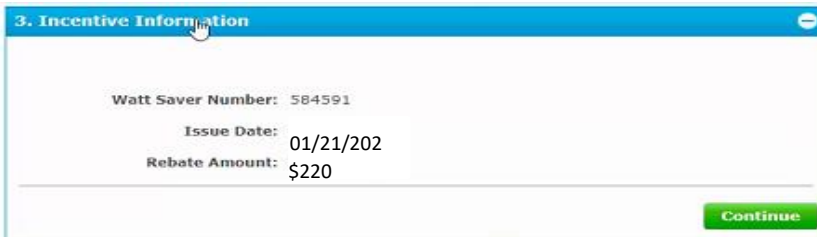
This page is intentionally blank for double-sided printing.

Enter Incentive Information for RCI

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

3. Incentive Information 

5. Verify information.



The screenshot shows a dialog box titled "3. Incentive Information" with a blue header and a white body. The body contains the following text:


Watt Saver Number:	584591
Issue Date:	01/21/202
Rebate Amount:	\$220

A green "Continue" button is located at the bottom right of the dialog box.

6. Click **Continue**

This page is intentionally blank for double-sided printing.

Enter Installation Information for RCI



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

4. Installation Information



 Not Completed 


6. Enter information for all *** Required Fields**.
- Install Date
 - Total Cost
 - Installed R Value
 - Insulation Type (select from drop-down menu)
 - Insulation Type Remarks, if select Other for Insulation Type
 - Insulation Depth
 - 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:  


* Total Cost: 


* Installed R Value: 

* Insulation Type:  


Insulation Type Remarks: 

* Insulation Depth: 

No. of Bags: 

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

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

8. Click the  minus sign to close this section.

This page is intentionally blank for double-sided printing.

Enter Documentation for RCI

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



2. Scan the **Watt Saver Certificate** and upload it into the online **Web Incentive Processing System**. Additionally, the following documents have to be uploaded
 - a. Clear and legible **Pre photos of attic insulation with ruler**
 - b. Clear and legible **Post photos of attic insulation with ruler**
 - c. **Photo of customer's home address number**

NOTE: Without these photos the Watt-Saver won't be processed

Click **Browse** to locate the **Watt Saver Certificate file** and photos on your computer.

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.

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:

6. Review **Terms and Conditions**.

7. Check the box for “I agree to the terms and conditions” to accept the Terms and Conditions.

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

The Confirmation box displays with the following message:

9. Click **Confirm** to continue.

The following message appears:

1. Click **Generate Summary** to create a confirmation file for your records.
2. The summary icon will appear in the lower left of the application for your download.
3. 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](#).)

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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: 99996310: [in 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

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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	Due on Date
609497	Residential Ceiling Insulation		10/28/2021	ROSA M	10/28/2021	220	Paperwork Error	

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 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.

FPL Compliance Representative has recently completed a verification for the Incentive Number 592279 which is issued for Mary J and submitted by the TEST Miami, 2236. 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:

Chris

Failure Reasons:

Failed, Resultant R-Value Not Met, R-30 NOT INSTALLED

Sincerely,

FPL Quality Assurance and Compliance Group

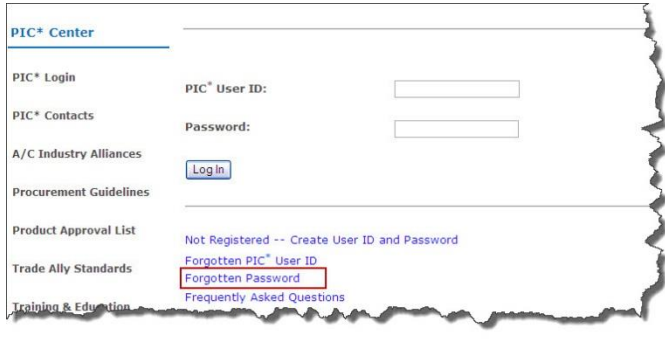

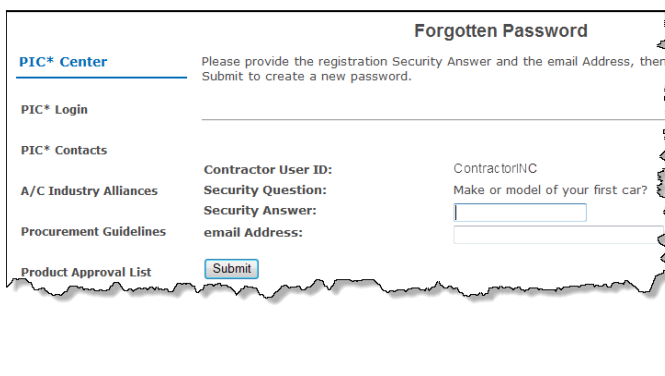
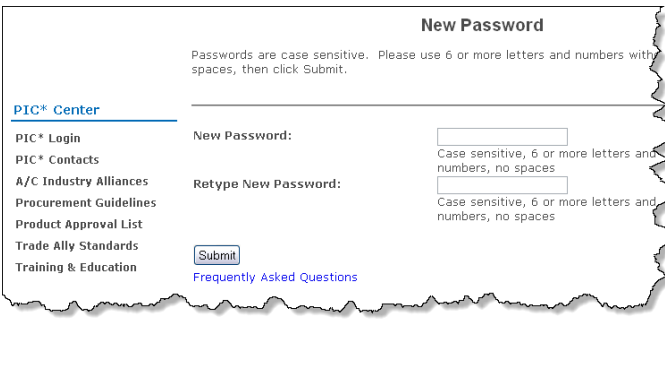
This page is intentionally blank for double-sided printing.

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</p>	<p>Click Forgotten Password</p>	
<p>2. 3.</p>	<p><i>The Forgotten Password page displays.</i></p> <p>Type Contractor User ID</p> <p>Click Submit</p>	
<p>4. 5.</p>	<p><i>The PIC User ID you entered and the Security Question selected at time of registration displays.</i></p> <p>Type Security Answer.</p> <p>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. 7. 8. 9.</p>	<p>Click Submit.</p> <p>Type a new password in the New Password field.</p> <p>Type the same password in the Retype New Password field.</p> <p>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.

PIC* Center

PIC* Login PIC* User ID:

PIC* Contacts Password:

A/C Industry Alliances

Procurement Guidelines

Product Approval List [Not Registered -- Create User ID and Password](#)

Trade Ally Standards **[Forgotten PIC* User ID](#)**

Training & Education [Forgotten Password](#)

[Frequently Asked Questions](#)

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).

PIC* Center **Forgotten Contractor User ID**

PIC* Login Please enter your company's Taxpayer Identification Number (TIN) and e-mail address, then click Submit to have the User ID e-mailed.

PIC* Contacts

A/C Industry Alliances Contractor TIN :

Procurement Guidelines E-mail Address:

Product Approval List This is the e-mail address you entered when you created your Contractor User ID.

Trade Ally Standards

Training & Education [Frequently Asked Questions](#)

[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—Residential Ceiling Insulation Rebate Certificate

SAMPLE



CEILING INSULATION RESIDENTIAL REBATE CERTIFICATE

TOTAL COST - **\$220.00** = AMOUNT DUE BY CUSTOMER TO CONTRACTOR
(Two hundred and twenty dollars and 00/100)
FPL REBATE AMOUNT
(Must be itemized on customer's invoice)

CUSTOMER INFORMATION

Certificate _____

FPL Customer Account No. _____

Name On FPL Account _____

Installation Address _____

City FL State Zip _____

Best Contact Phone Number _____

Date _____

CUSTOMER'S PARTICIPATING INDEPENDENT CONTRACTOR

Vendor No. _____ Installation Date _____

Company Name _____

Mailing Address _____

City FL State Zip _____

Telephone _____ Company Representative _____

Participating Independent Contractor Signature _____ DATE _____

Total Qualified Square Feet _____ \$ _____

Installed R-Value	Brand Type (Circle Type)	Manufacturer	Square Feet	Depth	No. Bags
	1 Fiberglass 2 Cellulose 3 Rock Wool 4 Other				

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, including the Disclaimer and Waiver.

Customer Signature _____

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 selected; you can learn more about this program by going to www.FPL.com. As not all energy saving improvements are appropriate for every application, it is the responsibility of both the Customer and its selected independent contractor to determine what products, if any, might be appropriate for the Customer's specific situation and location. FPL does not represent, warrant or guarantee that any particular energy saving improvement that is eligible for a rebate payment is appropriate for the Customer's premises or will provide any particular amount of energy savings. In order for a customer to be entitled to a rebate payment from FPL for a potential energy saving improvement that has been selected by the Customer, the Customer must use an independent contractor that has been pre-approved by FPL to participate in its program (a "Participating Independent Contractor"). FPL has pre-approved many different independent contractors to participate in its program from which the Customer can select at the Customer's sole discretion. These Participating Independent Contractors are neither employed by FPL nor an agent of FPL nor under the control or supervision of FPL but rather are independent contractors. The decision to select, hire and the management of these Participating Independent Contractors is the sole responsibility of the Customer. FPL is not a party to any agreement reached between the Customer and its selected Participating Independent Contractor nor is it involved in the negotiation of the terms of such agreement. **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 IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, THE SUITABILITY OR QUALITY OF THE MATERIALS OR EQUIPMENT INSTALLED BY THE PARTICIPATING INDEPENDENT CONTRACTOR OR THE WORKMANSHIP OF THE PARTICIPATING INDEPENDENT CONTRACTOR SELECTED BY A CUSTOMER.** Should the Customer have any issue regarding the workmanship and/or suitability of a specific energy saving product that is eligible for a rebate payment from FPL, the customer must seek redress from the Participating Independent Contractor it selected and hired to perform the work. FPL is not responsible for any of this work. **WAIVER: IN CONSIDERATION OF THE REBATE PAYMENT FROM FPL, CUSTOMER AGREES TO FULLY RELEASE FPL, ITS AGENTS, AFFILIATES, INSURERS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS, DAMAGES, LIABILITIES, RIGHTS AND REMEDIES, WHETHER KNOWN OR UNKNOWN, BOTH AT LAW AND IN EQUITY, THAT CUSTOMER HAS AGAINST FPL, THAT RELATES TO THE IMPROVEMENT UPON WHICH THE CUSTOMER SEEKS THE REBATE PAYMENT FROM FPL.**