



**CMPAS RESIDENTIAL REBATE
PROGRAM**

**P3 USER GUIDE FOR MARKET ACTORS
[TRADE ALLIES/CONTRACTORS/ELECTRICIANS]**



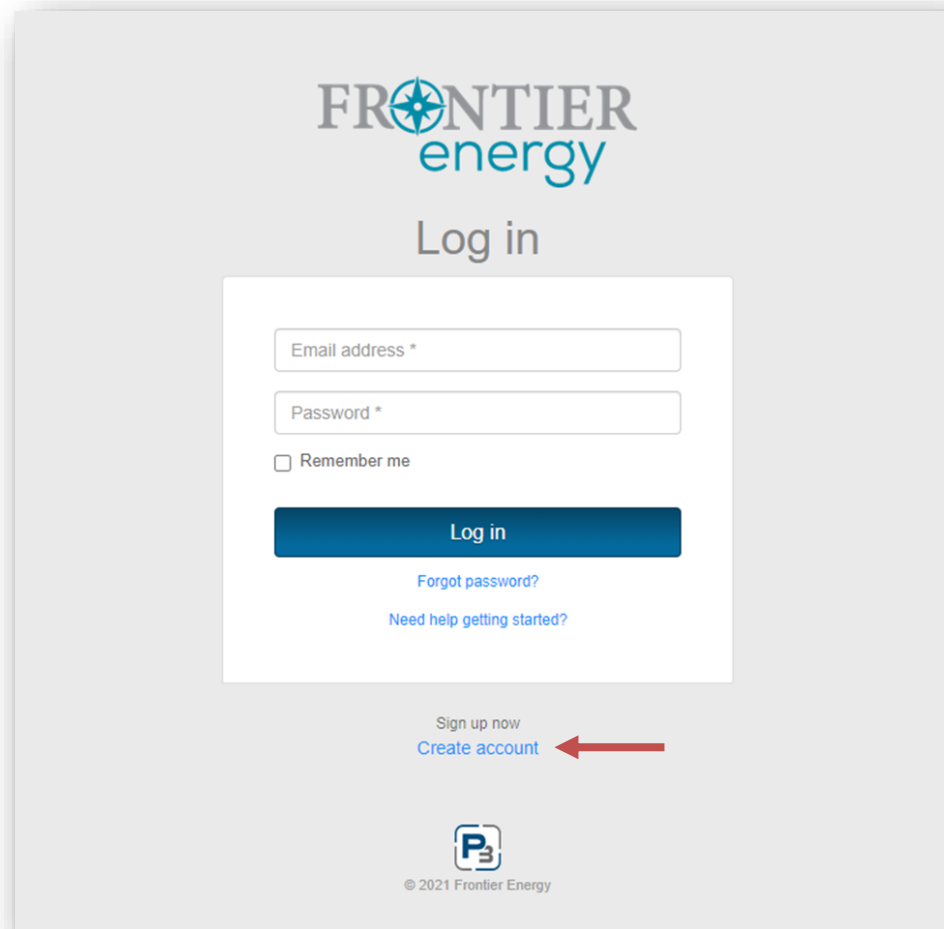
Updated March 2021

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P3 Registration Process

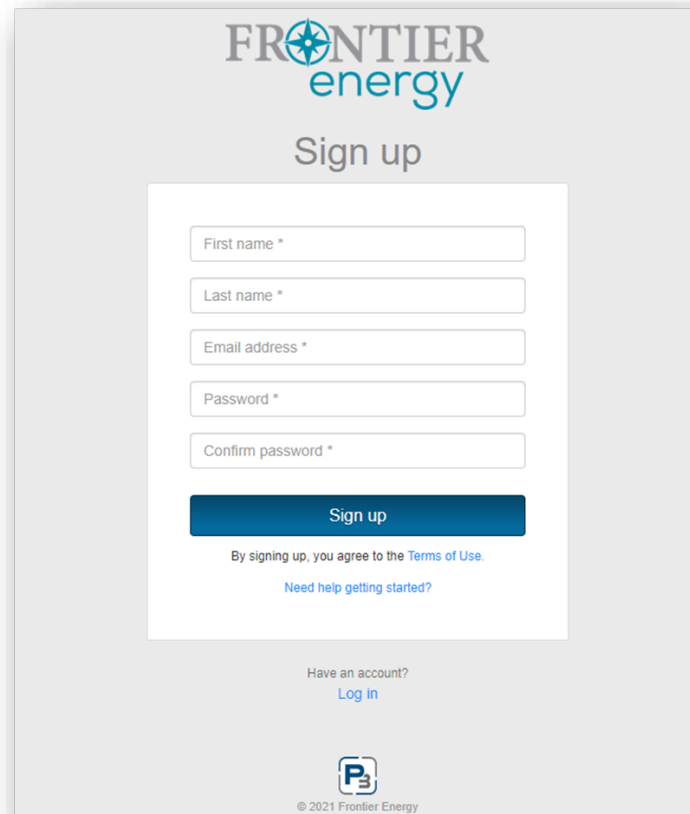
1. Navigate to: <https://energyinsight.p3.enertrek.com/>
 - a. Click on the Create Account link in blue



The screenshot shows the Frontier Energy login page. At the top is the Frontier Energy logo. Below it is the text "Log in". The main content area is a white box containing a login form with two input fields: "Email address *" and "Password *". Below the fields is a checkbox labeled "Remember me". A blue "Log in" button is positioned below the checkbox. Underneath the button are two links: "Forgot password?" and "Need help getting started?". Below the white box, the text "Sign up now" is followed by a blue "Create account" link, which is pointed to by a red arrow. At the bottom of the page is a small P3 logo and the copyright notice "© 2021 Frontier Energy".

If you have any questions, please call 612-715-4853.

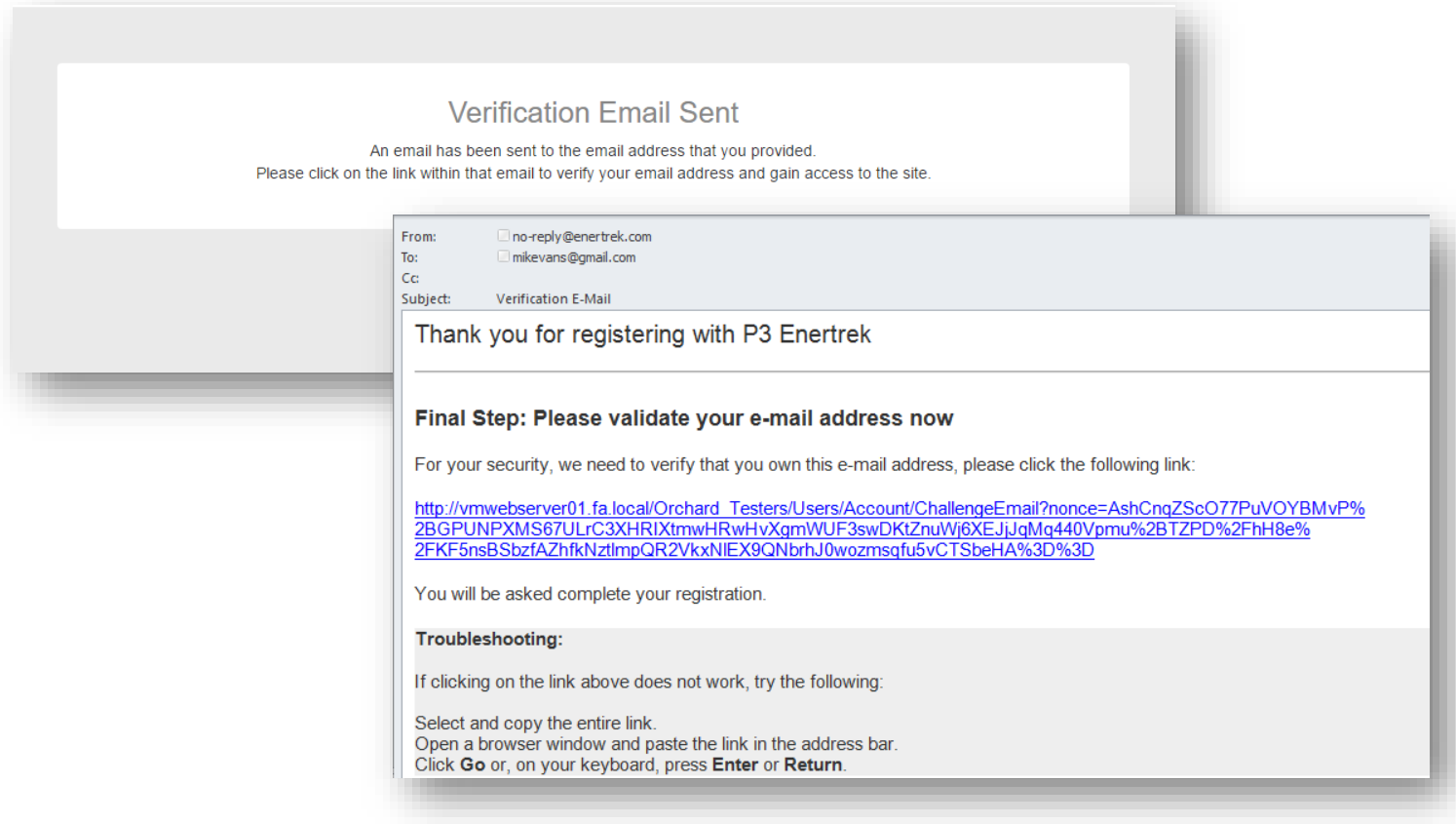
2. Enter all required information (*Please note: your email address and password entered will be your login credentials*)
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password
 - e. Confirm Password



The image shows a screenshot of the Frontier Energy website's sign-up page. At the top, the Frontier Energy logo is displayed, featuring a compass rose icon and the text "FRONTIER energy". Below the logo, the heading "Sign up" is centered. The form consists of five input fields, each with a red asterisk indicating it is required: "First name *", "Last name *", "Email address *", "Password *", and "Confirm password *". A blue "Sign up" button is positioned below the input fields. Underneath the button, there is a line of text: "By signing up, you agree to the [Terms of Use](#)." followed by a link: "[Need help getting started?](#)". At the bottom of the form, there is a link: "Have an account? [Log in](#)". The footer of the page includes a small logo and the text "© 2021 Frontier Energy".

If you have any questions, please call 612-715-4853.

3. Users attempting to register with P3 will be sent a verification email to the email address provided. Please check your spam/junk folders if you do not receive this email within 5 minutes




Creating your Company Profile

1. Upon clicking the link provided, users will be taken to the P3 site and select the User type associated with their profile
 - a. Select the Market Actor Icon if you are a service provider that assists a Utility with energy conservation programs. This includes Trade Ally, Contractors, Builders, Raters etc.
 - b. Click the Next button

Complete User Profile


Select your user type



Customer

You are a utility customer, landlord, or contractor applying for energy efficiency rebates for yourself or another customer.

or



Market Actor

You are a service provider that assists in delivering conservation programs to customers (e.g Trade Ally, Builder, Rater, Energy Services Company, etc.).

[Next](#)

2. Complete Market Actor Profile – Verify Tax ID

a. Provide Company Tax Id

- i. This is necessary because if multiple users from the same company apply for rebates, all the applied rebates for that company will be available to be viewed together

The screenshot displays a web application interface titled "Complete Market Actor Profile". On the left, there is a vertical navigation menu with three items: "Verify Tax ID" (highlighted in blue), "Profile Form", and "Submit Profile". The main content area is titled "Verify Tax ID" and contains the following text: "Provide your company's tax identification number to determine if this company already has a profile created." Below this text, a note states: "Tax ID should be input as **nine digits without hyphens**." A text input field labeled "Tax ID" is provided for user entry. At the bottom right of the main content area, there are two buttons: "Back" and "Next".

* Please note: If Tax ID entered already exists you will be provided a link to the individual that has registered your business with P3

3. Provide Additional Company Information.
 - a. Please note that all required fields are indicated with a red asterisk
 - b. Click the Next button to continue

Complete Market Actor Profile

Verify Tax ID >

Profile Form >

Submit Profile >

Minority Owned

Disabled Veteran Owned

Company Contact First Name *
Mike

Company Contact Last Name *
Evans

Phone 1 *
(555)555-5555

Phone 2 *
(555)444-4444

Email *
mikevans@gmail.com

Physical Address 1 *
|


Back Next

4. Submit market actor profile

Complete Market Actor Profile

- Verify Tax ID >
- Profile Form >
- Submit Profile >**

Submit Profile



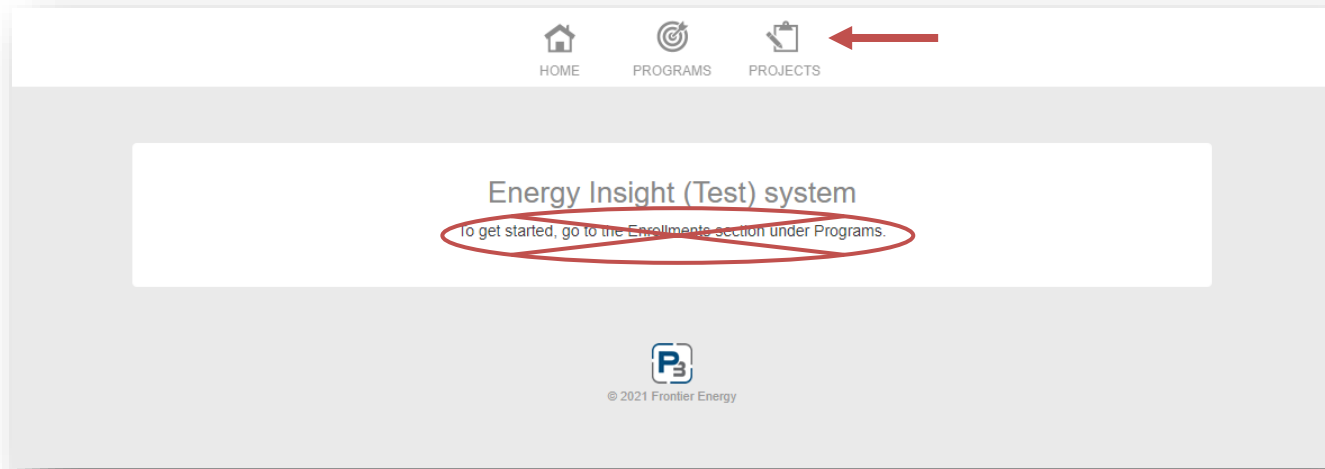
Sanders Construction

Your profile is now ready to submit.

[Back](#) [Submit](#)

If you have any questions, please call 612-715-4853.

Attention! After Submitting a market actor profile, a page will appear that says, "To get started, go to the Enrollments section under Programs." This is misleading. Instead, click Projects to get started.



Creating and Submitting Rebate Applications in P3

1. Navigate to the Projects icon at the top of the screen
 - a. Click Project List from the drop-down menu
 - b. Click the + New Project button in blue
2. The New Project modal will appear
 - a. Select the 2021 CMPAS Program – Master from the drop-down menu

FRONTIER energy

HOME PROGRAMS PROJECTS

PROJECT LIST

Project List

+ New Project

Batch Actions

Show 50 entries

Print Excel CSV

All Projects | Active Program Projects

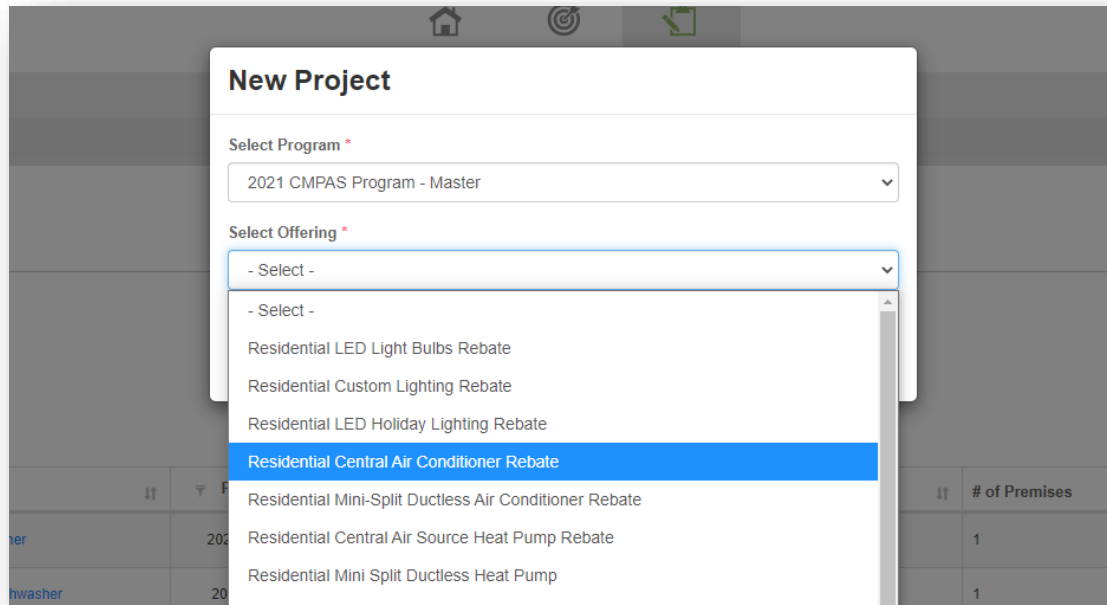
ID	Project Name	Program Name	Year	Status	Date Submitted	# of Premises	# of Measures	Savings	Incentive
308	Test Test - 123 Test Dr Blue Earth MN - R-ESDishwasher	2021 Test Utility Rebate Program	2021	Paid	3/26/2021	1	1	0.012 kW 33.05 kWh	\$25.00
309	Test Test - 309 - 123 Test Dr Blue Earth MN - R-ESDishwasher	2021 CMPAS Program - Master	2021	Completed	3/26/2021	1	1	0.012 kW 33.05 kWh	\$25.00
322	Margit Barot - 322 - 1290 Parkside Street Windom MN - R-ASHP	2021 Test Utility Rebate Program	2021	Submitted	3/30/2021	1	1	0.000 kW 1,655.19 kWh	\$175.00
329	Test Test - 329 - 123 Test Drive Blue Earth MN - R-ESDishwasher	2021 CMPAS Program - Master	2021	Submitted	3/31/2021	1	1	0.012 kW 33.05 kWh	\$25.00
368	Margit Barot - 368 - 1290 Parkside Street Windom MN - R-LEDHolidayLighting	2021 Test Utility Rebate Program	2021	Submitted	4/2/2021	1	1	0.000 kW 150.00 kWh	\$7.00

Showing 1 to 5 of 5 entries

Previous 1 Next

If you have any questions, please call 612-715-4853.

b. Select a program offering from the next drop-down menu that appears



3. The New Project modal will expand to display the New Project form
 - a. Please note that you will need to scroll down the access all required fields within the form

New Project

Select Program *

2021 CMPAS Program - Master

Select Offering *

Residential ENERGY STAR Dishwasher Rebate

Terms and Conditions

1. You must be a CMPAS residential customer.
2. Effective date of the CMPAS Residential Rebate program is January 1, 2021. Only purchases made on or after the start date are eligible. The program end date is December 31, 2021, **or until funding is depleted. Funds are limited. CMPAS does not guarantee funds availability.**
3. Customer agrees that the product purchased must be for primary use in a residence with an active meter receiving CMPAS electric services.
4. Rebates are based on energy efficiency levels **described under the product's rebate eligibility requirements** (listed for each product). Equipment installations must meet our minimum efficiency requirements.
5. The rebate amount cannot exceed the purchase price nor can a rebate be received for the same product from more than one utility or other third party program funded with CAP Agency or State program funds.
6. Customer agrees that CMPAS reserves the right to inspect the installation premises or request additional documentation prior to rebate payment.
7. **CMPAS reserves the right to modify, amend or terminate the Residential Rebate Program, in whole or in part, without prior notice.**
8. Questions? Call (Margit's cell number – 612-715-4853)

Close Submit

If you have any questions, please call 612-715-4853.

- 4. Please note that installation information fields are specific to the selected program offering
 - a. Drop-down fields will be available for certain fields

New Project

Energy Star Dishwashers

Manufacturer Name *

Model Number *

Purchase Date *

Was purchased:

- To replace working unit
- To replace failed unit
- As new

Dishwasher Type *

- Select -
- Select -
- Compact
- Standard

Water Heating Source *

- Select -

*, date of sale, manufacturer name, model number, and date of installation. *

ENERGY STAR Energy Guide Label

- b. Required fields are indicated with a red asterisk

5. Projects that have multiple units can be entered by clicking the Add New Unit button
 - a. An additional installation information form will appear in the New Project Modal
 - b. Additional units can be removed by pressing the "Remove" button

The image shows a 'New Project' modal form with the following fields and buttons:

- Manufacturer Name *** (text input)
- Model Number *** (text input)
- Purchase Date *** (text input)
- Quantity installed *** (text input)
- Lumens (Lighting package will have this information) *** (text input)
- Remove** button (orange)
- Add New Unit** button (blue)
- A final, detailed copy of the original sales receipt/invoice/packing slip, which must include the store name, customer name, date of sale, manufacturer name, model number, and date of installation. *** (text label)
- Choose File** button (grey)
- Pictures of the box of the lights which show LED wattage and lumens. *** (text label)
- Choose File** button (grey)
- Close** button (grey)
- Submit** button (blue)

Red arrows point to the 'Remove' and 'Add New Unit' buttons.

6. Click the Submit button at the bottom to submit the form

The screenshot shows a web form titled "New Project" with the following elements:

- Top right: As new
- Form fields:
 - Dishwasher Type ***: A dropdown menu with the text "- Select -".
 - Water Heating Source ***: A dropdown menu with the text "- Select -".
- Text instruction: **A final, detailed copy of the original sales receipt/invoice/packing slip, which must include the store name, customer name, date of sale, manufacturer name, model number, and date of installation. ***
- File upload: **Choose File** button.
- ENERGY STAR Energy Guide Label**: **Choose File** button.
- Section header: **Applicant Acknowledgement**
- Text: By checking this box, I certify that all statements made in this rebate application are correct. I understand that CMPAS reserves the right to inspect and verify any equipment before issuing a rebate. I also understand funds are limited and I am not guaranteed a rebate. *
- Bottom right: **Close** button and **Submit** button. A red arrow points to the **Submit** button.

If you have any questions, please call 612-715-4853.

7. The Project Home page will load
 - a. The project is now in *Submitted* status

Test Test - 329 - 123 Test Drive Blue Earth MN - R-ESDishwasher

Project ID: #329
 Program: 2021 CMPAS Program - Master | 2021
 Measure Types: R-ESDishwasher

Customers 1

Test Test
 (555) 555-5555
 test@test.com

[Show Customer](#)

Premises 1

123 Test Drive
 Blue Earth, MN 55555

[Show Premise](#)

Market Actor 1

Test
 123 Test Dr
 Test, TX 77777
 (455) 444-4444
 test@test.com

[Show Market Actor](#)

▶ Current Status

Submitted ←

Project Information

Date Created	Date Submitted	Date Approved	Date Paid
3/31/2021	3/31/2021		

Terms and Conditions

Checking the Status of a Rebate

Projects will remain in a Submitted status pending Approval by the Program Administrator. After submission, rebates can go through the following statuses:

- Submitted
- Approved
- Denied
- Paid
- Completed
- Hold

Market Actor users can check the status of rebates they submitted at any time by navigating to the Projects Icon on the top navigation bar and selecting Project List from the drop-down menu.