

Online Application Instructions

ONLINE APPLICATION INSTRUCTIONS

Step 1: Create an Account and Log In

Visit georgiapowerrebates.com/commercial to create an account.

You will need to enter your email address, contact and company information to create an account. You will receive an email confirming that your account has been created. Click the link inside the email to activate the account. Enter your email address and password on the [main page](#) to log in to the online application.

Step 2: Create the Application

Select *Create New Application*.

Step 3: Project Information

Enter project information including program type (prescriptive or custom), customer name, address, building type, project type, Georgia Power account number and payee information. **If your project contains both prescriptive and custom measures, you must create two separate applications.** When complete, click *Continue* on the menu to move to the next step.

Step 4: Enter Equipment

Each equipment type has a wizard which will prompt you to enter the required information. You may enter more than one equipment type per application. When finished entering one type of equipment, click *Equipment Summary* on the menu to go back to the equipment summary. When finished entering all equipment types, click *Continue* on the menu to move to the next step.

Step 5: Upload Documents Needed for Preapproval

Upload supporting documents below. You also have the option to fax supporting documents to the number provided after the application has been submitted. When complete, click *Continue* on the menu to move to the next step.

Prescriptive Existing Building Preapproval:

- Itemized quotation listing equipment info and quantities.
- Equipment specification sheets

New Construction Lighting Preapproval:

- COMcheck or equivalent document listing equipment info, wattages, and quantities.
- Lighting Floor Plan
- Lighting Fixture Schedule and Legend
- Architectural Cover Page(s) or equivalent document listing square footage

Custom Preapproval:

- Signed and completed custom preapproval form.
- Supporting energy calculations for each energy efficiency measure
- Equipment specification sheets.
- Existing and proposed sequence of operations.

Step 6: Summary and Submit

Review a summary of the project. Click the checkbox to indicate your acceptance of the Terms and Conditions and click *Submit* to submit the application. You will receive an email confirming the application submission. You may also view a summary of the submitted application on the *Submitted Applications* tab.

*Note: Above Steps may be completed in any order. Applications do not need to be completed in a single session. All entered information is automatically saved and the project is available on the *In Progress Applications* tab until it has been submitted.

Step 7: Application Review & Preapproval Issued

Following eligibility review, you will receive a Preapproval Letter confirming the rebate commitment. Installation of equipment may then begin.

Step 8: Final Rebate Processing

When installation completes, upload required supporting documents. Following final review, a rebate check will be issued and confirmation email sent. Delivery time takes between four and six weeks.