

Instructions for Applying to be a Registered Trade Ally

The primary point of contact between your company and the Georgia Power Commercial Energy Efficiency Program should complete the Trade Ally registration application online. The registration process will include the following steps:

1. **Create a new user account** for the online system. Or, **Log In** if you have already created an account- follow the Trade Ally Application links from the home page and login with your email address and password.
 2. **Assign application contacts.** If you have already created an account, you can choose from a drop down menu instead of entering all of your information again.
 3. **Fill in** the Trade Ally Application.
 4. **Review** the terms and conditions for Trade Ally participation.
 5. **Sign and submit** to show that you agree to the terms and conditions.
-

1 – Creating a New User Account / Log In

If you already have an account, enter your email address and password and skip to page 3.

If you have not already entered a rebate application, you'll need to create a new user account. From the Trade Ally Application page, click "Apply Now" on the left side menu. On the next page, click "Begin Application." You will then be on the page below.

Click the "Create Account" button

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Returning User? Please Log In:

Email Address: *

Password: *

Account Login

Forgot your password? Click [HERE](#) to retrieve it

New User? Please Create An Account:

Create Account

You will now see this page:

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CREATE USER ACCOUNT

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
eMail Address:	<input type="text"/>	*
Utility Account Number:	<input type="text"/>	*
Password:	<input type="password"/>	
Repeat Password:	<input type="password"/>	

- Enter your First Name, Last Name and email address. This is the email address to be used in the future for your login. It will also be the address where correspondence is sent.
- **Enter N/A for your Utility Account Number.**
- Choose a password and enter it into the Password and Repeat Password fields. Save it for later use.
- Click “Submit Information.” You now have a login that will function both as a Trade Ally registration login and for your future rebate applications.

You are now ready to enter contact information for yourself and your company, as well as assign contact information to the registration. Head to Step 2 on the next page.


2 – Assign Application Contacts

If you are new to the program, you will click “Add New Contact.”

If you have already entered your information, select the appropriate contact from the drop down menu and skip ahead to page 5.

The Trade Ally registration and any future rebate applications will use this drop down so that you do not have to enter your contact information more than once.

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Assign Application Contacts:

The first step in submitting an application is selecting the Contacts for your project. Please select the appropriate contacts from the dropdown lists below.

IMPORTANT: If the appropriate contact is not listed, Please click the "Add New Contact" button to enter the new contact before proceeding. You will not have the opportunity to edit this information on the application later.

Please select your primary contact address. This is where all contact regarding this application will be sent:

PRIMARY CONTACT:

--Select--

--Select--

Contractor: John Doe 54321 Lane...

Owner: John Doe-Business 246 Business Lane...

Owner2: John DoeOwner 44312 Site of Busine...

Adding a new contact

You can “Name This Contact” something like “Myself” or “Job 1” so that in the future, you can select quickly from the drop down menu.

**** Important **** Enter the same email used when creating your account. **This is the e-mail address to which correspondence regarding the application will be sent. Failure to enter an e-mail address may result in delays processing your application should we need to contact you.** Messages will come from the e-mail address contact@programprocessing.com. Please add this email address to the approved contacts list for your email program to ensure emails sent by the system are not routed to your spam folder.

After you have all of your information filled in, click “Submit.”

Note – you can leave account number and tax ID blank.

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- Applications require that addresses are entered that state your contact address and the address/location of the project.
- They might also include requirements to enter information describing the contractor who will be completing the work.

Please create or edit the contact below. Once the contact has been added, it can be selected when entering an application.

ADD/EDIT CONTACT

Contact Type:	-- SELECT --	*
Name This Contact:	<input type="text"/>	*
Contact First Name:	<input type="text"/>	*
Contact Last Name:	<input type="text"/>	*
Company:	<input type="text"/>	
Account Number:	<input type="text"/>	
Address:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	--Select--	*
Zip:	<input type="text"/>	*
Phone:	<input type="text"/>	*
Cell:	<input type="text"/>	
Fax:	<input type="text"/>	
eMail:	<input type="text"/>	
Tax ID:	<input type="text"/>	


Select Contact From the Drop Down

Contact information you have entered will show up in the drop down menu with the “Name this Contact” tag that you entered upon creating that contact.

Select the contact information for the company you are representing for the Trade Ally Program. Your selection will show up in the Primary Contact bar.

Click Submit.

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Please select your primary contact address. This is where all contact regarding this application will be sent:

PRIMARY CONTACT: ▼ *

After you click submit, you should now see the Trade Ally registration application.

3 – Fill in the Trade Ally Application

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YOUR APPLICATION

GENERAL INFORMATION

If your organization provides services related to lighting, motors, HVAC systems, commercial refrigeration, variable frequency drives, process equipment, or other energy-efficient systems, Georgia Power offers you an opportunity to be listed as a Trade Ally on the Georgia Power Web site. To be considered for the Trade Ally listing attend program training then complete this application, electronically sign and submit as directed. The Georgia Power team will review all applications. Upon acceptance, your company name and contact information will be posted in the Trade Ally section of the Web site and entered into the appropriate directory. Customer reference you provide are for internal purposes only and will not be shared.

APPLICANT INFORMATION

Web Site:

Years in Business:

Years Under Current Ownership:

Number of Employees in GA:

Please check all that apply:

- Minority Owned Business
- Woman Owned Business
- Veteran Owned Business

COMPANY EXPERIENCE

Please give a short description of your energy efficiency experience.

COMPANY INFORMATION

Company Business Type:

- Electrical Contractor
- Mechanical Contractor
- Manufacturer
- Manufacturer's Rep
- Distributor
- Dealer
- Architect
- Engineer
- ESCO
- Other

Other (please specify):

Services Offered (check all that apply):

- Building Design
- Lighting Design
- Energy Audits & Analyses
- Other

Other (please specify):

Equipment Specialty (check all that apply):

- Lighting & Controls
- Chiller Systems
- Variable Frequency Drives
- Process Improvement
- Package HVAC Units
- Compressed Air
- Building Automation
- Refrigeration
- HVAC-Controls
- Motors
- Other

Other (please specify):

CUSTOMER REFERENCES

Provide the business name, contact name, contact phone number and email address for two energy efficiency project references.

#1 Business Name:

Contact Person/Title:

Contact Telephone:

Contact Email:

Brief Description of Services Rendered:

#2 Business Name:

Contact Person/Title:

Contact Telephone:

Contact Email:

Brief Description of Services Rendered:

This is the application you'll need to fill out in order to be a registered Trade Ally.

Use the scroll bar on the right side to navigate up and down through the registration fields.

We ask for customer references for internal use. These contacts will not be shared on the Georgia Power website.

4 – Review Terms & Conditions

Use the scroll bar on the right side and the bottom to navigate through the Terms & Conditions.

TERMS & CONDITIONS

1. Georgia Power provides the list of energy-efficient equipment and Trade Allies for informational purposes only. Georgia Power makes no warranty of any kind whatsoever, including, without limitation, the warranty of merchantability or fitness for purpose. Under no circumstances will Georgia Power be liable for indirect, special, consequential, punitive, or exemplary damages.
2. Company shall offer and provide the services to Georgia Power's customers in accordance with the Terms & Conditions of the Program.
3. Company is not a contractor, subcontractor, or agent of Georgia Power. At no time will Company represent its business as an agent or representative of Georgia Power. Georgia Power shall have no liability for claims of any kind, whether based on contract, tort (including negligence and strict liability), or otherwise, for any loss or damage sustained or incurred by any third party relating to this Trade Ally's application or the performance of services or participation by Company in the programs. Company hereby releases Georgia Power from all liability for such claims. Company shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Georgia Power and its affiliates, and their respective officers, directors, agents, employees, and representatives from and against any and all losses, claims, damages, expenses (including attorney's fees and costs), and liabilities arising out of or based upon property damage or bodily injury to any person caused by or related to the performance of the services or participation by Company in the programs.
4. Except as otherwise permitted herein, Company shall not refer to Georgia Power or any company affiliated with Georgia Power in any advertising or other publication in connection with Company's participation in the programs or work performed by Company under the programs without the prior written approval of Georgia Power. Except as otherwise permitted herein, Company shall not, either directly or indirectly, publish or disclose any photographs, images, logos, copyrighted or trademark protected information of Georgia Power or its affiliates, or use such information for the benefit of itself or any other person or entity without the prior written consent of Georgia Power.
5. Company acknowledges and agrees that Company's participation in the programs is in no way to be construed as an endorsement by Georgia Power of Company's work.
6. Misrepresentation of information stated on this application or future rebate applications will not be tolerated. Trade Allies found to have intentionally misrepresented information or who have violated the Terms & Conditions will be subject to removal from Georgia Power's Service Directory listing or restricted program participation.
7. Company must comply with all laws and maintain all appropriate licenses, registrations, and certifications for the work it is performing.
8. Georgia Power has the right at any time to remove Company from the Commercial Energy Efficiency Trade Ally section of the Web site for any reason. Such withdrawal from Trade Ally status is at the sole discretion of Georgia Power and Georgia Power bears no liability of any kind from such withdrawal of Trade Ally status.

5 – Sign and Submit

Fill in the meeting you attended (Workshop, for example) as well as the location and the date of your attendance. In order to be eligible for the registered Trade Ally listing on the Georgia Power website, you must have attended a meeting and your attendance will be verified prior to approval as a registered Trade Ally.

Enter your name and title as representative for the company for which you are applying.

Enter the date of your registration.

Click Submit.

I (or an employee of my company) have attended a Georgia Power Commercial Energy Efficiency Program training.

Meeting Attended	<input type="text"/>
Location and Date Attended	<input type="text"/>

This application is subject to the Georgia Power Commercial Energy Efficiency Program Terms & Conditions, which are incorporated here by reference. By signing below, the Company agrees to be bound by the Terms & Conditions and certifies that the above information is correct and properly represents the Company.

Company Representative Name/Title	<input type="text"/>
Company Representative Signature Date	<input type="text"/>

Your application to be a registered Trade Ally has now been submitted and will appear in your Program Application Center. This is also where you can check the status of rebate applications and see required tasks for your applications. Messages can be shared through your Program Application Center as well.

HIGHLY RECOMMENDED:

For information on the rebate application process, we **highly** recommend you follow the pdf instructions listed on each measure's application page. Instruction pdfs can be found by clicking the **red** text that says "**click here** to review instructions for completing the online application..."