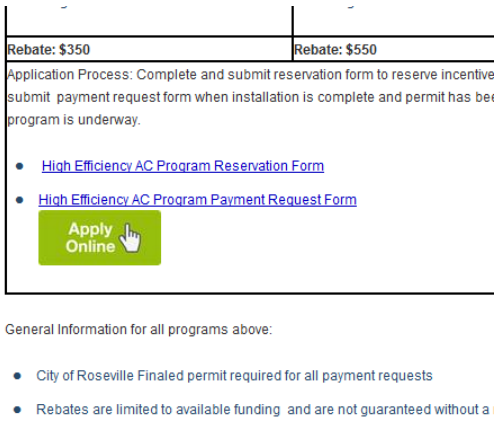
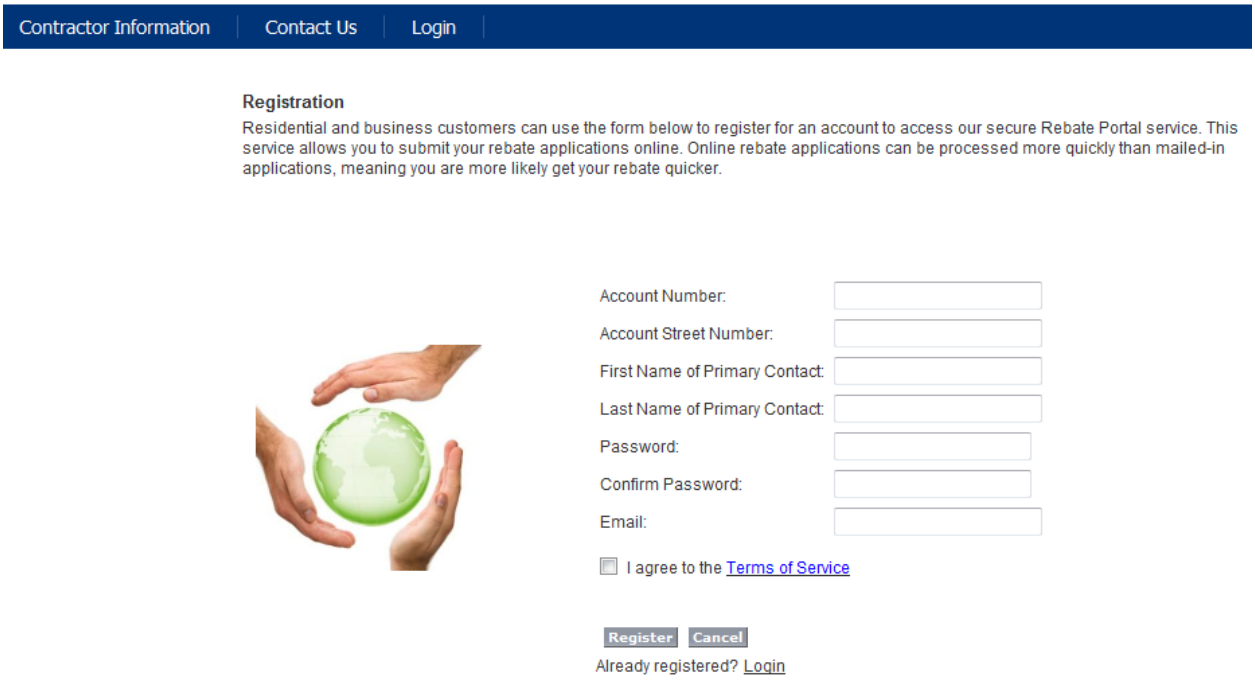
Contractor Portal Registration and Use Guide, the 5 Steps

1. **First visit the air conditioner program website at http://www.roseville.ca.us/electric/home/rebates/ac.asp**
2. **Begin by clicking on the *Apply Online* button on the rebate webpage, you will then be taken to the online portal login/registration page.**



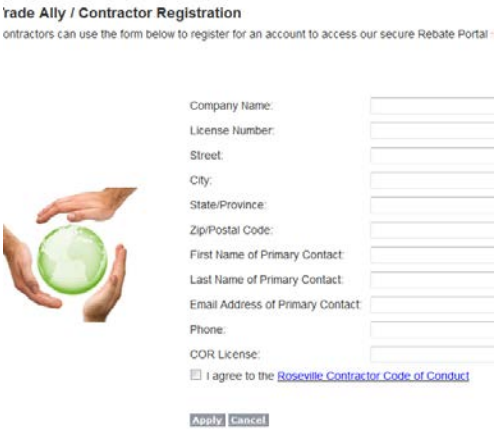
3. **On the login/registration page select "contractor information" from the menu bar**



4. **Review the Code of Conduct**

Complete the Portal Registration. Prior to registering you will need to have your California State Contractor and City of Roseville business license number ready for entry

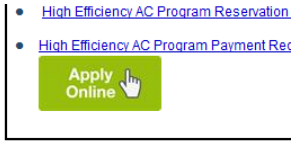
5. **Complete the required information.**

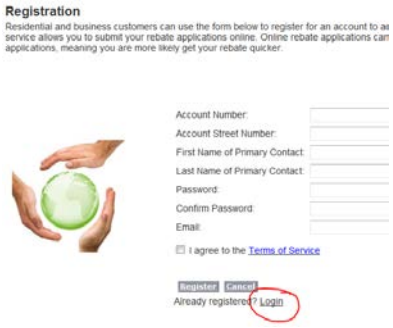


After agreeing to the Code of Conduct and applying, you will receive an email confirming we have received your request. Within 3 business days you will receive an email confirmation you are approved. The email will include a temporary password. Please follow the instructions to set your permanent password. Your username and password can be shared will all employees who will be submitting applications for City of Roseville customers.

In future, to submit an application for a customer, return to the City of Roseville rebate webpage.

Select “apply on line” and you can now login as a registered user.





You will need the following information to submit an application online:

- Customer's account number
- Customers street number
- Primary contact for the Project
- Customers agreement to pay you directly
- Required supporting documentation must be scanned and saved electronically. You will be asked to attach them during the application process. Please see rebate terms and conditions www.roseville.ca.us/electric/rebates for documentation.

Once the application has been submitted, staff will review and respond within the timelines indicated in the terms and conditions for the rebate. You may however review the status by returning to the Portal www.roseville.ca.us/RebatePortal and selecting "My Rebates/Projects" from the menu.