



Incentive Process for Focus on Energy Instant Discount

OVERVIEW

Use this document to guide you through the incentive process for Design Air's Focus on Energy Instant Discount.

REQUIRED REGISTRATION DOCUMENTS

Design Air invoice reflecting the model and serial numbers on the application.

Step One - Login: Go to <https://designair.distributorprograms.com/> and log in under 'Yes, I have an account.' If you do not have an account, you must register first.

The screenshot shows the 'EGIA Distributor Incentive Portal' with a 'DO YOU HAVE AN ACCOUNT?' section. It has two columns: 'YES, I HAVE AN ACCOUNT.' with fields for Email Address and Password, a 'Forgot your password?' link, and a 'Sign In' button; and 'NO, I DON'T HAVE AN ACCOUNT.' with fields for Email Address, Confirm Email Address, Password, and Confirm Password, a password reset tip, and a 'Register Now' button. The footer includes a 'CUSTOMER SERVICE' icon, the phone number '888-523-2140', and the email 'distributorprograms@egia.org'.

Step Two - Start a New Claim: Click "Start a New Application." The Focus on Energy Program will be chosen automatically. Then, click "Start a New Application" again.

The screenshot shows the user dashboard after login. It features a 'Start A New Application' button at the top. Below it is a search bar with 'Application Number' and a 'Search' button. To the right is a dropdown menu for 'View submissions by participation program' with 'Select All' chosen. The top navigation bar includes links for HOME, CHANGE PROFILE, REPORTS, CHANGE PASSWORD, and LOGOUT.

Step Three - Installation Information: Complete the form with the installation information. Please note that the installation city and state will automatically populate based on the zip code you enter.

Installation information

Program Type	▼	Enter Installation City
Project Type	▼	Enter Installation State
Installation Building Type	▼	Select Electric Provider ▼
Customer or End User Business Name		Select Gas Provider ▼
Enter Installation Address		Invoice Number
Enter Installation Zip		Sales Date
Enter Unit #		

Step Four - Equipment Configuration: Click the 'Add Equipment' button to enter the installed equipment, then select the equipment type from the dropdown menu.

Equipment Configuration
To add equipment please select the "Add Equipment" button and answer the questions accordingly. If you need assistance adding equipment please contact the program at 888-523-2140 or email distributorprograms@egia.org.

System Type	AHRI Number	Brand	Model Number	Discount Amount ⓘ	Action
-------------	-------------	-------	--------------	-------------------	--------

Add Equipment

CLOSE X

System Type:

Add Equipment

Select System Type ▼

Select System Type

Air Source Heat Pump

Mini and Multi Split Heat Pump

Furnace

Boiler

Residential Gas Tankless Water Heater

Residential Gas Indirect Water Heater

Answer the question, **"Do you have an AHRI number?"**

CLOSE X

System Type:

Air Source Heat Pump ▼

Do you have an AHRI number?:

Do you have an AHRI number? ▼

Do you have an AHRI number?

Yes

No

If you have an AHRI number: Enter it and the equipment details will be automatically populated. Finish the form by completing the remaining fields and clicking, "Submit."

Add Equipment

System Type:

Air Source Heat Pump

Do you have an AHRI number?:

Yes

AHRI Number:

213369638

Brand Name:

Dettson

Outdoor Model Number:

EVD-36-O

Indoor Model:

*G33936+TD

Furnace Model:

Furnace Model

SEER2:

15.2

HSPF2:

8.3

Serial Number:

Serial Number

Installation Date:

Installation Date

Retail Price:

Retail Price

Did the customer qualify for the Focus on Energy Income-qualified application?:

Select

Submit

Close

If you DO NOT have an AHRI number: Choose the brand and click "Search." Find the equipment in the search results and choose the correct option.

Add Equipment

System Type:

Air Source Heat Pump

Do you have an AHRI number?:

No

Brand Name:

DETTSON

SEER2:

Select SEER2

HSPF2:

Select HSPF2

Cooling Capacity:

Select Cooling Capacity

Search

Clear

Select the matching AHRI number.

	AHRI NUMBER	Brand Name	Outdoor Model	Indoor Model	SEER2	HSPF2	Cooling Capacity
<input type="radio"/>	213369638	Dettson	EVD-36-O	*G33936+TD	15.2	8.3	34400
<input type="radio"/>	213369639	Dettson	EVD-36-O	*G8J936+TD	15.2	8.45	34600
<input type="radio"/>	213386696	Dettson	EVD-36-O-S	MAC36H1724E	15.2	8.5	35000
<input type="radio"/>	213386697	Dettson	EVD-36-O-S	MAC36H2124E	15.2	8.5	35000
<input type="radio"/>	213386698	Dettson	EVD-24-O*	MAC24H1418E	16.3	10.2	20000

Complete the form by filling out the remaining fields and click 'Submit.'

CLOSE X

Add Equipment


System Type:	Air Source Heat Pump
Do you have an AHRI number?:	No
AHRI Number:	213369638
Brand Name:	Dettson
Outdoor Model Number:	EVD-36-O
Indoor Model:	*G33936+TD
Furnace Model:	Furnace Model
SEER2:	15.2
HSPF2:	8.3
Serial Number:	Serial Number
Installation Date:	Installation Date
Retail Price:	Retail Price
Did the customer qualify for the Focus on Energy Income-qualified application?:	Select

SubmitClose

Step Five - Upload Documents: Upload the required documents by clicking 'Upload File.' Choose the document type from the dropdown menu, choose the file, and after the upload is complete, click 'Close.'

Upload Documents

Please upload a copy of your Design Air invoice that shows the model and serial number eligible for the incentive.

 Upload File

CLOSE X

Upload Documents

Once each document is uploaded, select the close button to exit the window. The documents will be saved in the system.

Select Document Type

Choose File No file chosen

Remarks

Upload DocumentClose

Step Six - Certification Statement: Review the statement, check the box to confirm your agreement, and then click 'Submit.'

Certification Statement

I hereby certify that I am an eligible contractor who meets the requirements set by state and local municipalities to install the specified equipment. I affirm that the information provided is accurate, meets the programs requirements and it qualifies for an Instant Rebate.

☒ I agree to the above certification statement.

* Required Fields

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

Confirmation: You will receive a confirmation email from distributorprograms@egia.org, please save this for your records. You can also check your application's status on the dashboard.

For help please reach out to EGIA's Distributor Support Team at 888-523-2140 or email us at distributorprograms@egia.org.