DESIGN AIR℠

Incentive Process for Focus on Energy Instant Discount
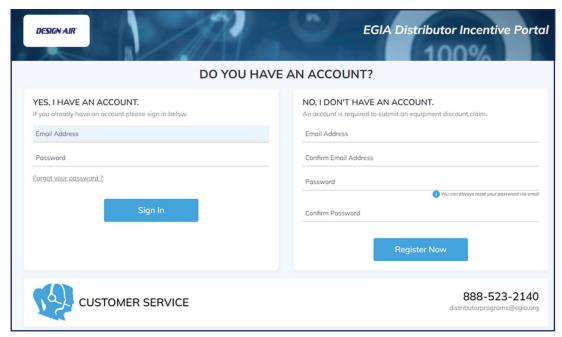
OVERVIEW
Use this document to guide you through the incentive process for Design Air's Focus on Energy Instant Discount.
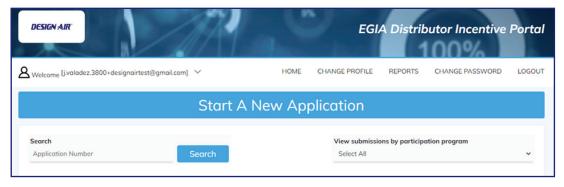
REQUIRED REGISTRATION DOCUMENTS
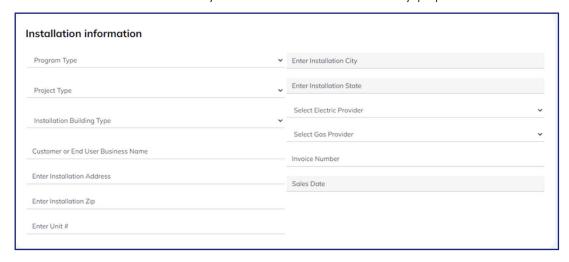Design Air invoice reflecting the model and serial numbers on the application.

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.
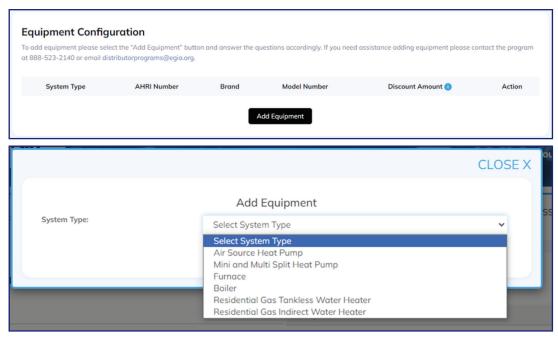

Step Two - *Start a New Claim:* Click "Start a New Application." The Focus on Energy Program will be chosen automatically. Then, click "Start a New Application" again.
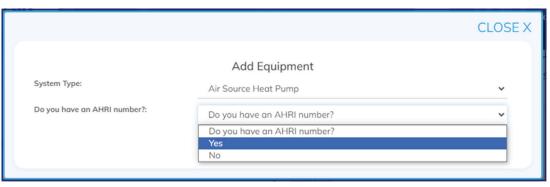
Step Three - *Installation Information:* Complete the form with the installation information. Please note that the installation city and state will automatically populate based on the zip code you enter.
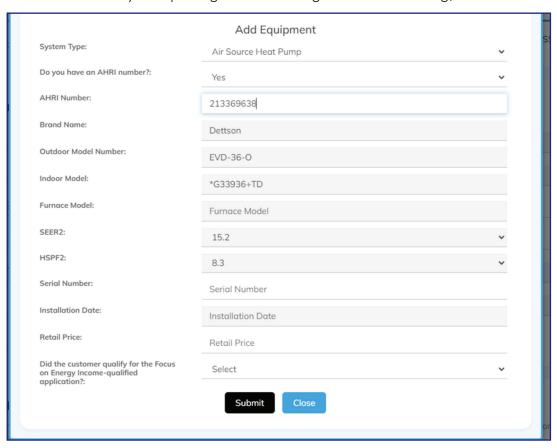
Installation information

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

Add Equipment

System Type: 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

Add Equipment

System Type: Air Source Heat Pump ⌄

Do you have an AHRI number?:   Do you have an AHRI number? ⌄
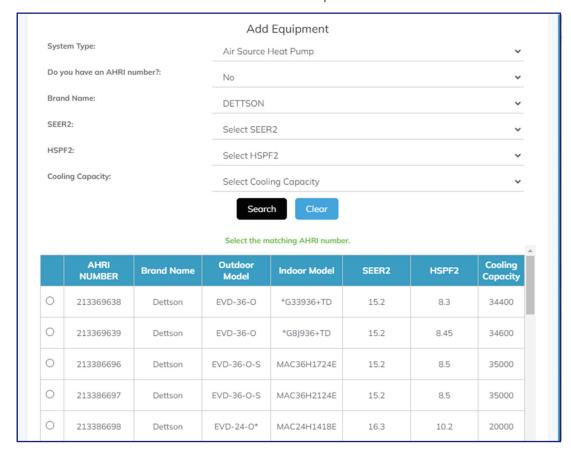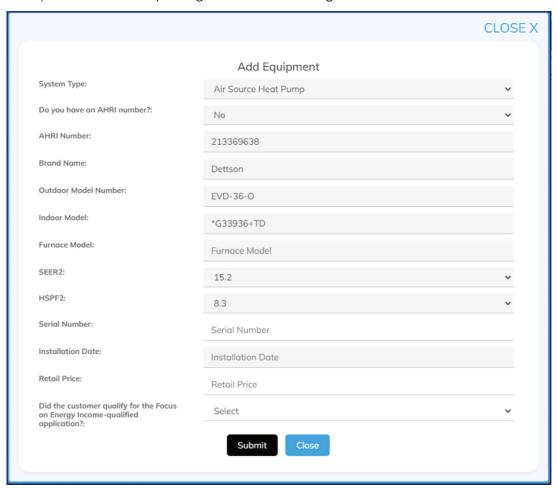
Do you have an AHRI number?
Yes
No

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."
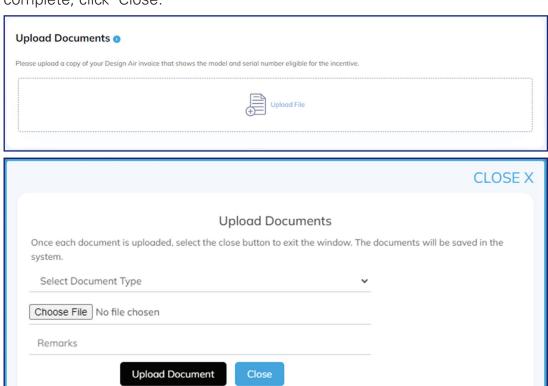

If you DO NOT have an AHRI number: Choose the brand and click "Search." Find the equipment in the search results and choose the correct option.
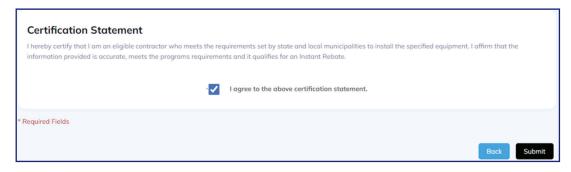
Complete the form by filling out the remaining fields and click 'Submit.'

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

Submit   **Close**

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 Document   **Close**

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.