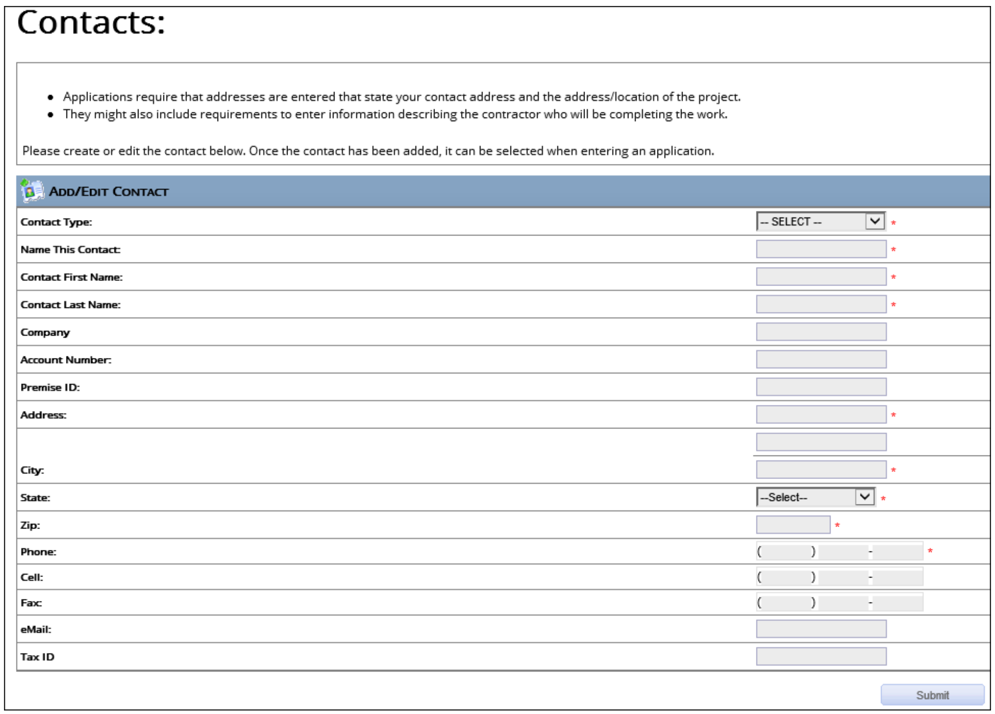
On-Line Application Instructions

Before filling out the online rebate application, make sure you have your Black Hills Energy utility account number available, a completed rebate application (signed by customer and installing dealer/contractor (if applicable)) for the item(s) installed (applications are available at www.bheSaveMoney.com) and any paid receipt(s)/proof of purchase(s) readily available in PDF, JPEG or Microsoft Word document format (one file for all documents or separate files for each document are acceptable). The equipment must be installed prior to filling out this form. You will be asked to upload the documentation as part of the online application process.

Step 1 – Creating Application Contacts

Entering and selecting the appropriate contact or contacts for a project is the first step in submitting an application. Each application will require at least one contact to proceed. Any required fields are notated with red asterisks. Contact requirements will vary depending on the program.

You will be asked to create a primary contact when you initially create your login information. You may also edit or add Contacts at any time once you have logged in to the system by clicking Contacts on the menu.



Contacts:

- 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:	*
Contact First Name:	*
Contact Last Name:	*
Company	
Account Number:	
Premise ID:	
Address:	*
City:	*
State:	--Select-- *
Zip:	*
Phone:	( ) - *
Cell:	( ) -
Fax:	( ) -
eMail:	
Tax ID	

Submit

On-Line Application Instructions

Step 1 (continued)

The contact information that can be stored is as follows:

Contact Type:
The contact type field allows you to provide a descriptive title to the type of contact that you are entering. This is a required field. You may choose to enter one or many contacts for your project. Please note that some information is for commercial applicants and some will be for residential.

- Billing: The Billing Address for your project application.
- Contractor: The contact information for the contractor who will be performing the installations for a project application.
- Facility Manager: The Facility Manager for your project location. (Commercial)
- Mailing: The Mailing Address contact is available for use when the address that is to receive mail is not the same as the Primary Contact.
- Other: Use Other when none of the provided Contact Types apply to the contact point.
- Premise: The Premise is the physical location of the project.
- Primary: The Primary Contact is where all contact regarding this project application will be sent.
- Utility Representative: The Utility Representative for your project application. (Commercial)

Name This Contact: The Name this Contact field allows you to provide an easily identifiable or “Friendly Name” for the contact you are entering.

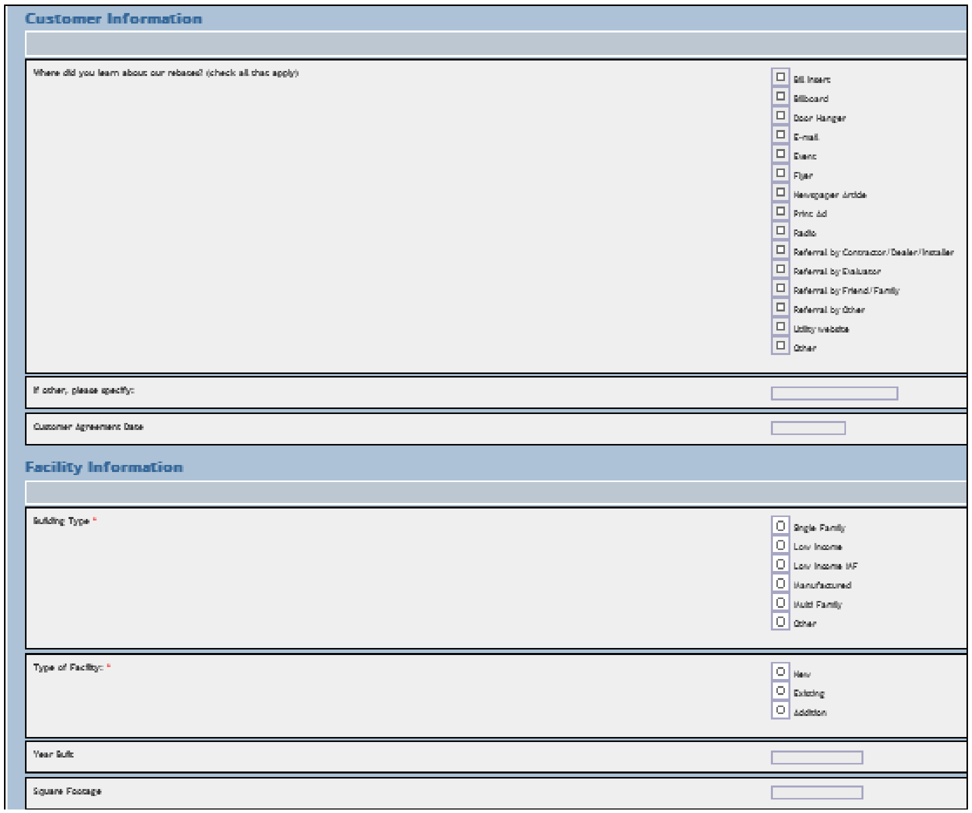
Contact First Name: The contact’s First Name
Contact Last Name: The contact’s Last Name
Company: If applicable, the contact’s Company Name
Account Number: If applicable the Account Number for the Contact you are entering.
Address: The Contact’s Street Address
City: The Contact’s City
State: The Contact’s State
Zip: The Contact’s Zip code
Phone: The Contact’s Phone Number
Cell: The Contact’s Cell phone Number. This is not a required field.
Fax: The Contact’s Fax Number. This is not a required field.
Email: The Contact’s Email Address. This is not a required field.
TaxID: The Contact’s TaxID Number, if applicable.

On-Line Application Instructions

Step 2 – Assigning Application Contacts
Select the contact points for the application that you are creating. The contacts that populate each of the drop down lists are drawn from your master listing of contacts.

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

Step 3 – Complete Customer Information and Facility Information
Complete the application fully. Any required fields are notated with red asterisks. Information requirements will vary depending on the program.



Once the fields are complete click CONTINUE.

On-Line Application Instructions

The APPLICATION CENTER page is displayed next.

Step 4 – Manage Your Application
Click on the APPLICATIONS tab
Click VIEW on the application you have just created to continue

Step 5 - Your Tasks and Files
Click on the YOUR TASKS tab
If there are tasks that need to be completed in order to finish processing your application, they will be listed in the Your Tasks tab.
Follow the tasks to upload the necessary documentation. If the necessary documents are in one file simply select the first task to upload the files.

Once the above steps are complete you have successfully submitted your electronic application. Submission of a hard copy in addition to the electronic application is not necessary. Submitting a hard copy of your application in addition to the form submitted online will not speed up your rebate. Allow 4-6 weeks (from the time the application is approved) for processing. Please call 515-281-9155 or 888-567-0799 for any questions related to the rebate process.