



**CMPAS RESIDENTIAL REBATE
PROGRAM**

P3 USER GUIDE FOR CUSTOMERS



Updated March 2021

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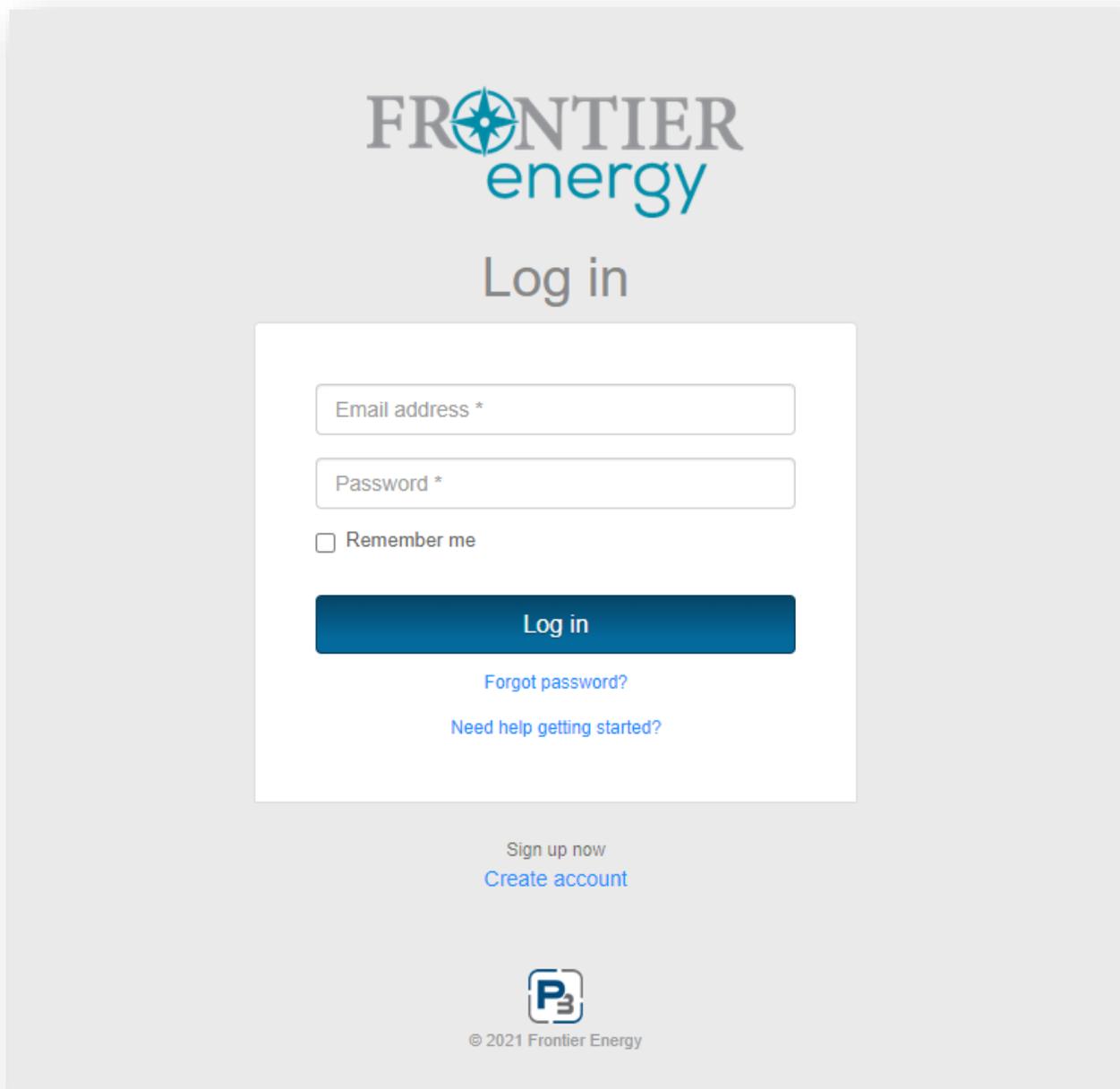
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P3 Registration Process

1. Navigate to: <https://energyinsight.p3.enertrek.com/>
2. Click on the Log In link



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Log in

Email address *

Password *

Remember me

Log in

[Forgot password?](#)

[Need help getting started?](#)

[Sign up now](#)
[Create account](#)



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3. Click the Create Account link in blue

If you have any questions, please call 612-715-4853.

4. Standard P3 registration with email address
 - a. Enter all required information (*Please note:* your email address and password entered will be your login credentials)
 - b. First Name
 - c. Last Name
 - d. Email address
 - e. Password
 - f. Confirm Password

FRONTIER
energy

Sign up

First name *

Last name *

Email address *

Password *

Confirm password *

[Sign up](#)

By signing up, you agree to the [Terms of Use](#).

[Need help getting started?](#)

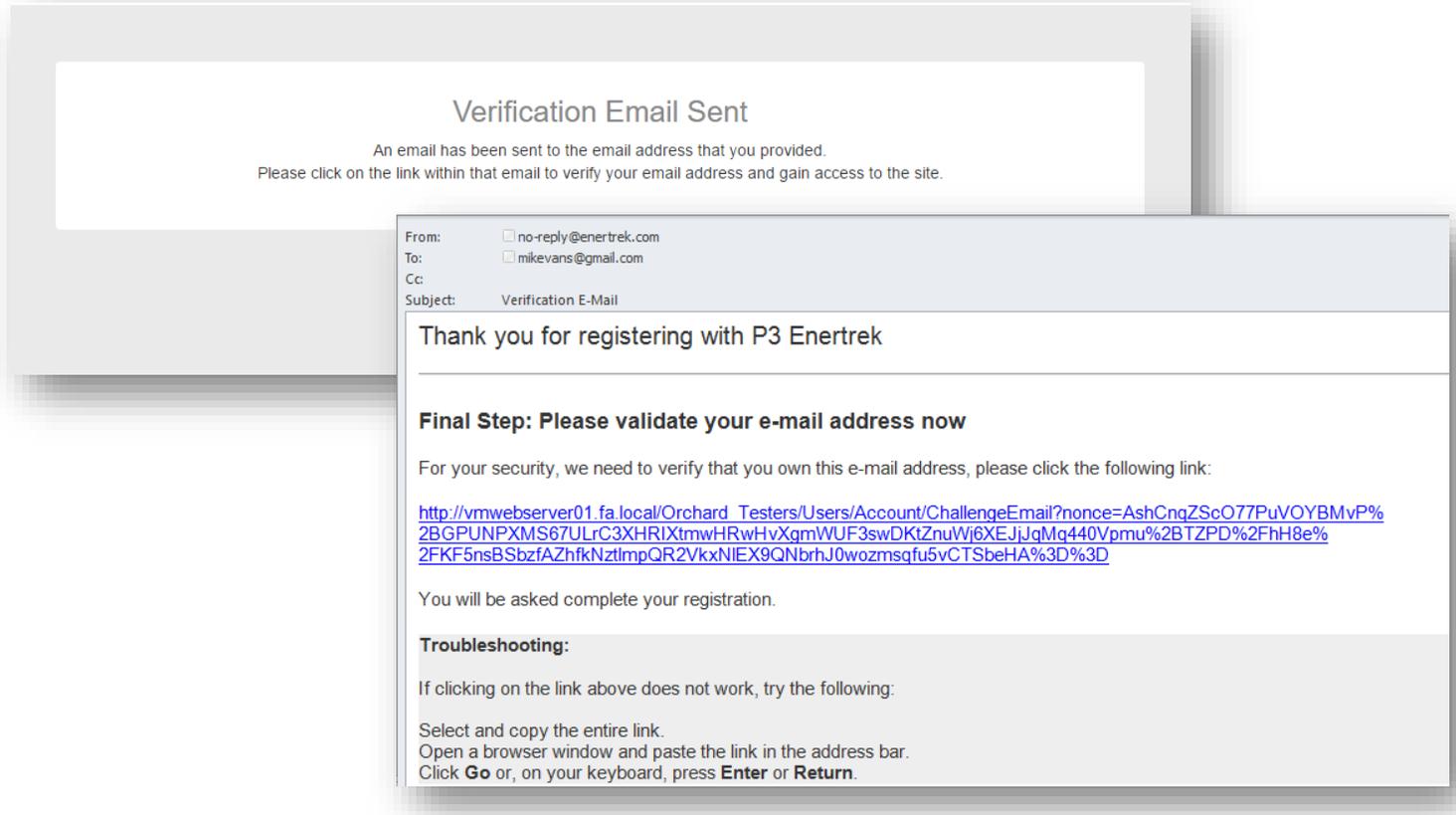
Have an account? [Log in](#)



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5. Email validation

- a. Users attempting to register with P3 will be sent a verification email to the email address provided. Please check your spam/junk folders if you do not receive this email within 5 minutes



P3 Customer Profile Creation

1. Registered P3 users will receive a verification email to confirm the email address.
 - a. Users will be prompted to select the link provided in the email to complete their P3 User Profile

Verification Email Sent

An email has been sent to the email address that you provided.
Please click on the link within that email to verify your email address and gain access to the site.

From: no-reply@enertrek.com
To: mikevans@gmail.com
Cc:
Subject: Verification E-Mail

Thank you for registering with P3 Enertrek

Final Step: Please validate your e-mail address now

For your security, we need to verify that you own this e-mail address, please click the following link:

http://vmwebserver01_fa.local/Orchard_Testers/Users/Account/ChallengeEmail?nonce=AshCnqZScO77PuVOYBMvP%2BGPUNPXMS67ULrC3XHRiXtmwHRwHvXgmWUF3swDKtZnuWj6XEJjJqMq440Vpmu%2BTZPD%2FhH8e%2FKF5nsBSbzfAZhfkNztlmpQR2VkxNIEX9QNbrhJ0wozmsqfu5vCTsbeHA%3D%3D

You will be asked complete your registration.

Troubleshooting:

If clicking on the link above does not work, try the following:

Select and copy the entire link.
Open a browser window and paste the link in the address bar.
Click **Go** or, on your keyboard, press **Enter** or **Return**.

2. Upon clicking the link provided, users will be taken to the P3 site and select the User type associated with their profile
 - a. Select the Customer Icon if you are a customer of a Utility and wish to apply for residential or commercial rebates
 - b. Click the Next button

Complete User Profile

Select your user type



Customer

You are a utility customer, landlord, or contractor applying for energy efficiency rebates for yourself or another customer.

or



Market Actor

You are a service provider that assists in delivering conservation programs to customers (e.g Trade Ally, Builder, Rater, Energy Services Company, etc.).

[Next](#)

2. Complete User Profile Form
 - a. Required fields are indicated with a red asterisk

Profile Form

Profile Form

Submit Profile

Profile Form

Fill out your information below to pre-populate rebate forms (Optional)

Contact Information

First Name

Test

Last Name

Customer

Primary Phone

(555)555-5555 x5555

Secondary Phone

(555)555-5555 x5555

Physical Address

Address 1

Address 2

City

State

- Select -

Zip

Same as physical address

Mailing Address

Address 1

Address 2

City

State

- Select -

Zip

Utility*

- Select -

Utility Account Number

Owner

Renter

Resident/Tenant Name if different

Property Type

- Select -

Back

Next

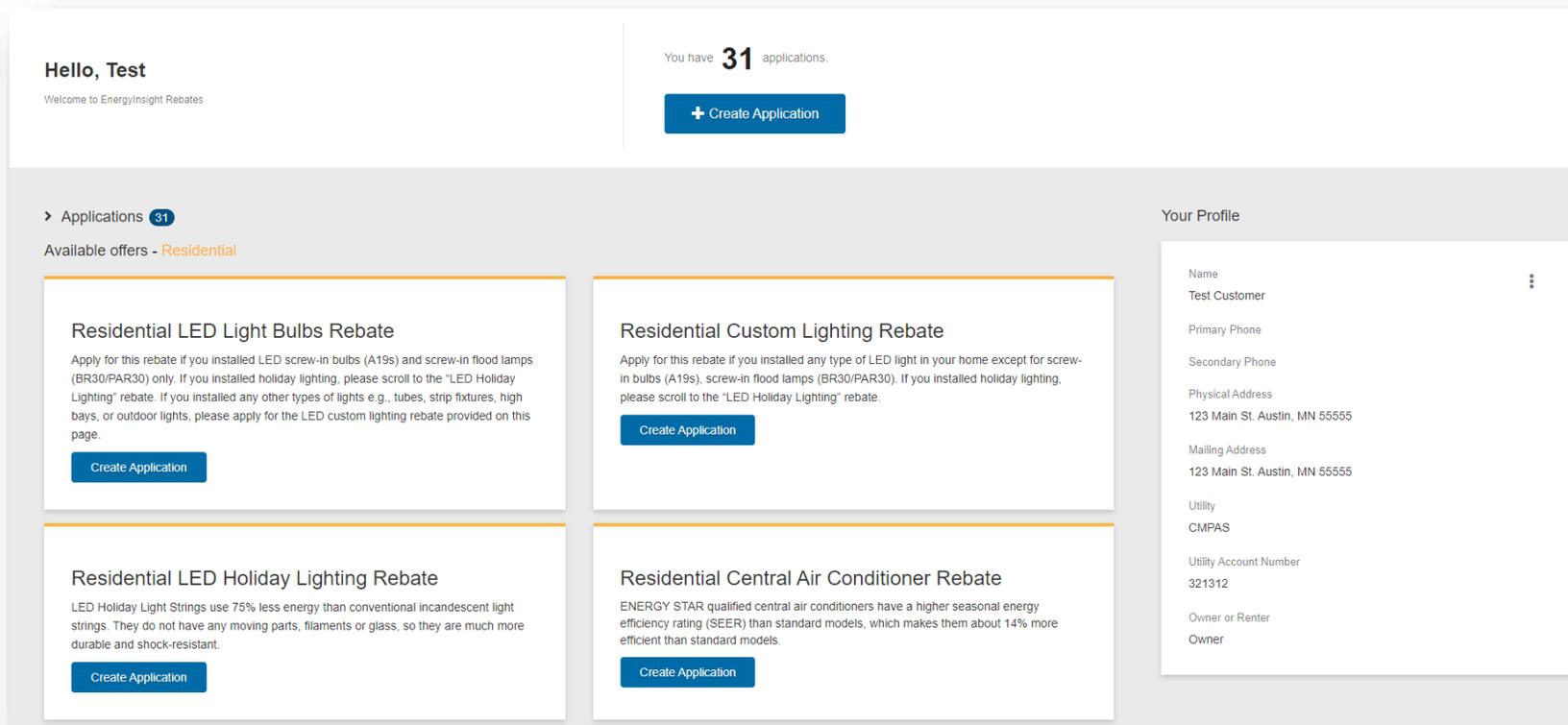
* Please note: Scrolling may be required to view all fields.

If you have any questions, please call 612-715-4853.

Creating Rebates in P3

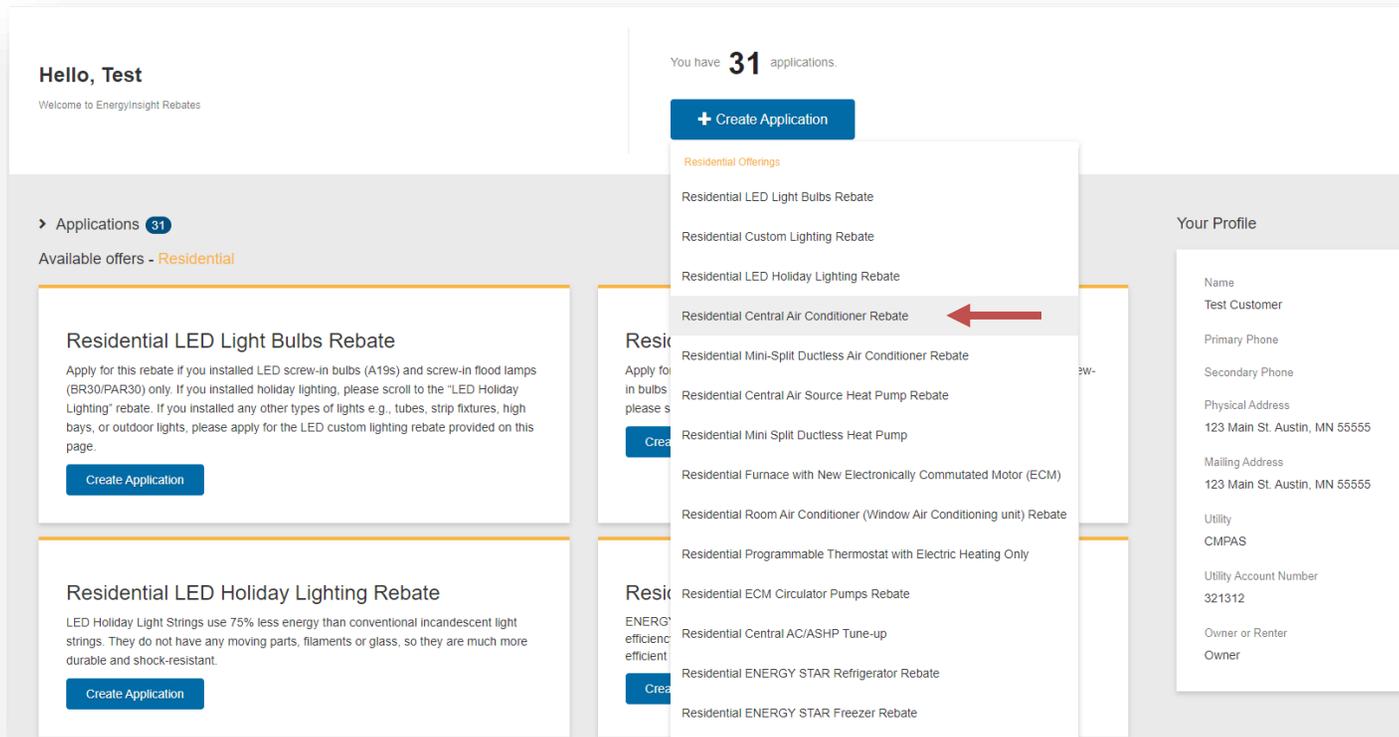
Utility customers can access the utilities rebate options upon logging into P3.

1. Login to P3 using your credentials created at registration
2. Page will load and you will be on the Rebate landing page



If you have any questions, please call 612-715-4853.

3. Available rebates will be listed in two places on the page:



If you have any questions, please call 612-715-4853.

4. Select the desired rebate and the rebate form will load on the page
 - a. Please note that you may need to scroll down the page to access the form
 - b. All required fields are indicated with a red asterisk

Application form

CMPAS Customer Information

Account Number for Install Location *

Customer First Name * **Customer Last Name ***

Daytime Phone number: * **Email Address: ***

Installation Address: * **Installation Address 2:**

Installation City * **Installation State *** **Installation Zip Code: ***

Mailing Address (if different from above): **Mailing Address 2:**

Mailing City: **Mailing State** **Mailing Zip**

Energy Star Dishwashers

Manufacturer Name * **Model Number ***

Purchase Date * **Was purchased:**

To replace working unit
 To replace failed unit
 As new

Dishwasher Type * **Water Heating Source ***

A final, detailed copy of the original sales receipt/invoice/packing slip, which must include the store name, customer name, date of sale, manufacturer name, model number, and date of installation. *

5. Click the Submit button in blue when form is complete

Applicant Acknowledgement

By checking this box, I certify that all statements made in this rebate application are correct. I understand that CMPAS reserves the right to inspect and verify any equipment before issuing a rebate. I also understand funds are limited and I am not guaranteed a rebate. *

Submit

Missing fields or incomplete data will be displayed at the top of the form

Residential ENERGY STAR Dishwasher Rebate

- Water Heating Source is required
- Acknowledgement is Required
- The file: A final, detailed copy of the original sales receipt/invoice/packing slip, which must include the store name, customer name, date of sale, manufacturer name, model number, and date of installation. is required

Terms and Conditions

1. You must be a CMPAS residential customer.
2. Effective date of the CMPAS Residential Rebate program is January 1, 2021. Only purchases made on or after the start date are eligible. The program end date is December 31, 2021, **or until funding is depleted. Funds are limited. CMPAS does not guarantee funds availability.**

If you have any questions, please call 612-715-4853.

6. Your rebate application will be displayed on the Rebate Home page and show as a *Submitted* status pending approval by the Utility
 - a. Rebate processing time will vary from utility to utility, please check your email for status changes or log in to P3
 - b. Repeat steps one through five to apply for additional rebate offerings
 - c. Please note that the rebate amount calculated is an estimate and final rebate amount may be less. The rebate may be denied or put on hold if more information is needed during the review stage.

Hello, Test
Welcome to EnergyInsight Rebates

You have **32** applications.

[+ Create Application](#)

▼ Applications 32

Project Reference	Application Type	Date Submitted	Status	Estimated Rebate Amount	
R-ESDishwasher - 242 - Test Customer - 123 Main St. Shakopee MN Residential	Residential ENERGY STAR Dishwasher Rebate	2/15/2021	Submitted	\$25.00	⋮
R-MSAC - Test Customer - 123 Main St. Shakopee MN Residential	Residential Mini-Split Ductless Air Conditioner Rebate	2/15/2021	Submitted	\$150.00	⋮
R-ESRoomAC - Test Customer - 123 Main St. Shakopee MN Residential	Residential Room Air Conditioner (Window Air Conditioning unit) Rebate	2/15/2021	Submitted	\$10.00	⋮
R-CentAC - Test Customer - 123 Main St. Shakopee MN Residential	Residential Central Air Conditioner Rebate	2/15/2021	Submitted	\$200.00	⋮
R-ASHP - Test Customer - 123 Main St. Shakopee MN Residential	Residential Central Air Source Heat Pump Rebate	2/15/2021	Submitted	\$200.00	⋮
R-ESLED - Test Customer - 123 Main St. Shakopee MN Residential	Residential LED Light Bulbs Rebate	2/15/2021	Submitted	\$60.00	⋮

Your Profile

Name
Test Customer

Primary Phone

Secondary Phone

Physical Address
123 Main St. Austin, MN 55555

Mailing Address
123 Main St. Austin, MN 55555

Utility
CMPAS

Utility Account Number
321312

Owner or Renter
Owner

If you have any questions, please call 612-715-4853.