

Participant process guide



Step 1: Verify equipment eligibility

Confirm that the unit being sold qualifies for a rebate by checking one of the resources below:

- PSE's qualifying products list: pse.com/foodservice
- ENERGY STAR® product finder: energystar.gov/productfinder
- The Foodservice Technology Center's qualifying products lists: caenergywise.com/instant-rebates



Step 2: Verify customer eligibility

- Verbally confirm that the business where equipment will be installed receives non-residential gas or electric service from PSE before offering an instant rebate.
 - Customers purchasing natural gas equipment must have a PSE gas account. Those purchasing electric equipment must have a PSE electric account.
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 - Those purchasing electric equipment must have a PSE electric account.
- If you are unsure if the customer is a PSE customer, please email instantrebates-pnw@energy-solution.com or call 503-914-0005 with the address in question to confirm eligibility.



Step 3: Complete the sale

- Ensure invoice includes a line item specifying “Energy efficiency rebate” and that the rebate amount is correct.
- Collect installation address from customer and note address legibly on invoice.



Step 4: Submit application for rebate reimbursement

- After invoicing the customer, log in to pnwutilityrebates.com and click the “Submit new claim” button.
- Complete application with the following information:
 - Installation site information: address, city, state, and zip code
 - Customer information: business name and type, customer contact information
 - Sale information: salesperson, invoice number, invoice date, and copy of invoice
 - Equipment information: manufacturer, model number, and quantity
 - Project information: project type and estimated install date

Applications are usually reviewed and approved within a few days.

Reimbursement checks are generally issued within two weeks of application approval.

Need additional information or support?

Contact the PSE Foodservice Instant Rebates team at 503-914-0005 or instantrebates-pnw@energy-solution.com