## PSE FOODSERVICE instant rebates

# Participant process guide



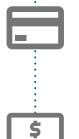
### Step 1: Verify equipment eligibility

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** 

