

Oklahoma Energy Efficient Appliance Rebate Program

User Registration Guide

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Overview

The following document describes how to become a participating retailer or installation contractor for the *Oklahoma Energy Efficient Appliance Rebate Program*. Registration is required for every retail location or installation contractor that wishes to participate in Oklahoma's program.

Registration

Step 1

Go to the web site <http://Retail.OKApplianceRebate.com/> .

Step 2

Click on the link 'Click here' in the New Retailer or Installation Contractor Registration box.

Oklahoma Energy Efficient Appliance Rebate Program

Attention Oklahoma appliance retailers. Don't miss your opportunity to participate in Oklahoma's Energy Appliance Rebate Program. Enroll today. Under the American Recovery and Reinvestment Act of 2009, Oklahoma has been allocated funds to use for consumer rebates on the purchase of new energy-efficient appliances. As a retail or installation contractor participant, you will submit rebate reservations on behalf of your customers. Please complete the New Retailer or Installation Contractor Registration form noted below to become part of this exciting program today!

RETAILER OR INSTALLATION CONTRACTOR LOGIN

Username:

Password:

Remember my Login

NEW RETAILER OR INSTALLATION CONTRACTOR REGISTRATION

Please [click here](#) to register a retail location or installation contractor. Each retail location or installation contractor must register separately.

[Program Manual](#)
[FAQ](#)
[Registration Guide](#)

If you are already registered and have forgotten your password, [click here](#) to have it reset.

SUPPORT
877.655.2287
appliancerebate@okcommerce.gov



The Retailer or Installation Contractor Registration page will be displayed.

Step 3

Complete the Retailer or Installation Contractor Information section by entering your location's address and web site address (if available). All fields with a * are required.

| Retailer or Installation Contractor Information | |
|---|---------------------------------------|
| Retailer or Installation Contractor*: | <input type="text"/> |
| Web Site: | <input type="text"/> |
| Location Address*: | <input type="text"/> |
| Address 2: | <input type="text"/> |
| City*: | <input type="text"/> |
| State*: | <input type="text" value="Oklahoma"/> |
| ZIP*: | <input type="text"/> |

Step 4

Check all of the ENERGY STAR® appliances sold in this location.

| Check all ENERGY STAR® appliances sold in store: | | |
|---|--|--|
| <input type="checkbox"/> Clothes Washers | <input type="checkbox"/> Refrigerators | <input type="checkbox"/> Room Air Conditioners |
| <input type="checkbox"/> Central Air Conditioners | <input type="checkbox"/> Gas Furnaces | <input type="checkbox"/> Water Heater, High Efficiency Gas Storage |
| <input type="checkbox"/> Water Heater, Heat Pump | <input type="checkbox"/> Water Heater, Solar | <input type="checkbox"/> Water Heater, Whole Home Gas Tankless |
| <input type="checkbox"/> Ground Source Heat Pumps | <input type="checkbox"/> Air Source Heat Pumps | |

Step 5

Enter the Retailer or Installation Contractor Point of Contact information. The e-mail field in this section will be used to reset your password, if needed, so it is highly recommended that an e-mail address be provided.

| Retailer or Installation Contractor Point of Contact | |
|--|--------------------------------------|
| First Name*: | <input type="text"/> |
| Last Name*: | <input type="text"/> |
| Job Title: | <input type="text"/> |
| Phone Number*: | <input type="text" value="() - -"/> |
| E-mail*: | <input type="text"/> |

Step 6

Enter a username and password for this location. Passwords must be a minimum of six characters in length. Please document this information, as it will be required for future login to the web site.

| Login Information | |
|---------------------|----------------------|
| Username*: | <input type="text"/> |
| Password*: | <input type="text"/> |
| Re-enter Password*: | <input type="text"/> |

Step 7

Read and check the conditions within the Participant Expectation sections. You must check all conditions in order to be a participant.

Participant Expectations

Participating retailers or installation contractors must agree to comply with all of the following conditions at all storefront locations. All boxes must be checked to participate with the *Oklahoma Energy Efficient Appliance Rebate Program*:

| | |
|------------------|--|
| In Store | <input type="checkbox"/> Reserves rebates for consumers via the site http://Retail.OKApplianceRebate.com or by calling 1-877-655-2287. This process includes verifying the consumer is a resident of Oklahoma, is 18 years of age or older, is purchasing an approved ENERGY STAR appliance, and is the owner of the appliance being replaced. |
| | <input type="checkbox"/> Provide consumers with mail-in rebate application form. |
| | <input type="checkbox"/> Promote the program to consumers via in-store signage, flyers, advertisements. |
| | <input type="checkbox"/> Make available or have access for consumers the current list of United States Department of Energy (DOE) approved ENERGY STAR appliances eligible for rebates which are sold in your store. |
| | <input type="checkbox"/> Provide consumers the original sales receipts as proof of purchase. |
| Reporting | <input type="checkbox"/> Report to the contractor any in-kind service contributions (optional). Click here to view an example of an in-kind contribution report. |

** Approved appliances may be found at www.energystar.gov

Step 8

Complete the Authorization section by entering in the requested name and address information. Also, check the check box indicating you are authorized to agree to the terms of this agreement for the Retailer or Independent Contractor.

Authorization

I certify that I am an officer or employee of the identified retailer or installation contractor with the title set forth below, and I am authorized to bind the retailer or installation contractor to the terms of this Agreement. The information provided in this Agreement is accurate and complete.

First Name*:

Last Name*:

Job Title*:

Phone Number*:

E-mail*:

Date*:

Step 9

Click Submit. A confirmation message will be displayed that your registration has been submitted.

Congratulations! You have successfully registered for this program. Please click on the link below to be returned to the login page.

Please print this page for your records.

[Click here to be returned to the login page.](#)

* Indicates required field

If any data is missing or inaccurate, an error message will appear next to the field to be fixed. If that occurs, please correct the data, and click Submit again.

Rebate Web Site Login

Step 1

After your registration has been created, click the 'Click here to be returned to the login page' link to access the rebate web site.

Congratulations! You have successfully registered for this program. Please click on the link below to be returned to the login page.

Please print this page for your records.

[Click here to be returned to the login page.](#)

* Indicates required field

Step 2

Enter your Username and Password into the Retailer or Installation Contractor Login box.

Note: Click the Remember my Login checkbox if you want the application to bypass the login screen the next time you access this web site.

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| RETAILER OR INSTALLATION CONTRACTOR LOGIN | NEW RETAILER OR INSTALLATION CONTRACTOR REGISTRATION |
|---|---|
| <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember my Login</p> <p><input type="button" value="Login"/></p> | <p>Please click here to register a retail location or installation contractor. Each retail location or installation contractor must register separately.</p> <p>Program Manual</p> <p>FAQ</p> <p>Registration Guide</p> |

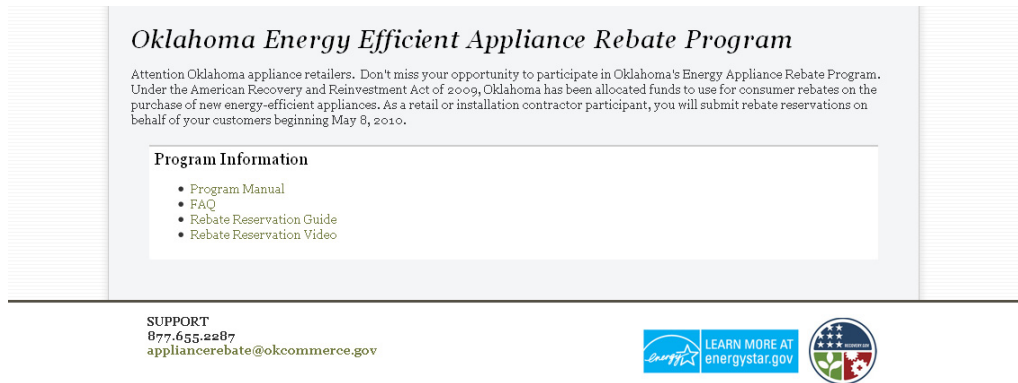
If you are already registered and have forgotten your password, [click here to have it reset.](#)

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Step 3

Click Login. The web site's home page will be displayed.



The links in the top navigation bar will take you to the following pages:

Home page: Contains links to the Program Manual and FAQ documents.

Program Information: Contains links to a variety of informational sources regarding Energy Star appliances, utility rebate listings, etc.

Reserve Rebate (To be activated on May 8): Allows to you reserve rebates on behalf of your customers.

Rebate Status: Allows you to check on the status of your customer's reserved rebates.

Log Out: Close your connection to the web site. Do not click this link if you want the application to remember you on your computer.

More information regarding the reserving of rebates and checking rebate statuses will be published on April 22nd in the "Rebate Reservation User Guide".