

Trade Ally Handbook 2025

WATT**SMART**®

 **PACIFIC POWER.**
POWERING YOUR GREATNESS

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Welcome

On behalf of Pacific Power, thank you for participating in the Wattsmart Trade Ally program (the program)! We are happy to have you as part of our team. By offering incentives directly to customers, you'll help reduce electricity use in your community and improve customer satisfaction.

The program is intended to help customers applying for energy efficient upgrade incentives. Here's how it works:

It's that simple. We're available every step of the way to make sure you have what you need to participate. To help promote program offerings and Trade Allies, our program team provides services for you, including:

- Expertise in answering technical questions about program requirements and eligible products
- Support when navigating Trade Ally Connect Portal and using digital program tools
- Annual Trade Ally training opportunities

This Trade Ally Handbook contains all the resources you and your team need to offer incentives on residential projects. This will also be available for download through the Trade Ally Connect Portal.

If you have additional questions, please reach out to the program team.

Sincerely,

Pacific Power & Wattsmart Home Energy Savings Team

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Please note, all program staff at C+C, Resource Innovations, and Pacific Power work on numerous rebate programs in multiple states and will respond to all inquiries within 24 to 48 hours.

PROGRAM OVERVIEW



Residential Program

Residential offerings and incentives are available on HVAC equipment, heat pump water heaters, new construction, multifamily, weatherization, lighting, and other smaller measures. There are also enhanced incentives available for customers who live in **Highly Impacted Communities** (see next page for more information).

Visit WattsmartSavings.net for additional program information.

On the following pages, you'll find tables outlining program incentives and links to each incentive application.

Heat Pump Incentives

Washington residential Pacific Power electric customers for projects purchased on or after January 1, 2025

Beginning May 17, 2025, Conversion and Ductless Heat Pump projects switching from Natural Gas as their primary heat source to electric resistance will be eligible for incentives.

Heat Pump Incentives for Replacing Non-Electric and Non-Natural Gas Heating Systems

Your Trade Ally or store associate can help you find eligible products and services

	Federal Standard Heat Pump Conversion to ≥ 7.2 HSPF2 (8.5 HSPF) and ≥ 13.3 SEER2 (14.0 SEER)*	Efficient Heat Pump Conversion to ≥ 8.5 HSPF2 (10.0 HSPF) and ≥ 17.1 SEER2 (18.0 SEER)*	Ductless Heat Pump ≥ 8.1 HSPF2 (9.0 HSPF)
Single Family Customer Incentive	Up to \$2,250	Up to \$3,000	Up to \$1,800
Single Family Trade Ally Incentive	Up to \$500	Up to \$750	Up to \$400
Manufactured Home Customer Incentive	Up to \$2,250	Up to \$2,750	Up to \$1,800
Manufactured Home Trade Ally Incentive	Up to \$500	Up to \$500	Up to \$400
Multifamily*** Customer Incentive	—	—	Up to \$1,800
Multifamily*** Trade Ally Incentive	—	—	Up to \$400

*All heat pump conversion projects may be subject to a pre-approval and must receive approval before an application can be submitted.

**Incentive may be capped so as not to exceed the qualifying project costs inclusive of other market funding sources.

***All multifamily ductless heat pump projects must complete the pre-qualification process. Email PacificPower@WattsmartSavings.net for more information.

Enhanced Incentives for Customers Residing in Highly Impacted Communities

	Federal Standard Heat Pump Conversion to ≥ 7.2 HSPF2 (8.5 HSPF) and ≥ 13.3 SEER2 (14.0 SEER)*	Efficient Heat Pump Conversion to ≥ 8.5 HSPF2 (10.0 HSPF) and ≥ 17.1 SEER2 (18.0 SEER)*	Ductless Heat Pump ≥ 8.1 HSPF2 (9.0 HSPF)
Single Family Customer Incentive	Up to \$2,500	Up to \$3,250	Up to \$2,000
Single Family Trade Ally Incentive	Up to \$500	Up to \$750	Up to \$400
Manufactured Home Customer Incentive	Up to \$2,500	Up to \$3,000	Up to \$2,000
Manufactured Home Trade Ally Incentive	Up to \$500	Up to \$500	Up to \$400
Multifamily*** Customer Incentive	—	—	Up to \$2,000
Multifamily*** Trade Ally Incentive	—	—	Up to \$400

*All heat pump conversion projects may be subject to a pre-approval and must receive approval before an application can be submitted.

**Incentive may be capped so as not to exceed the qualifying project costs inclusive of other market funding sources.

***All multifamily ductless heat pump projects must complete the pre-qualification process. Email PacificPower@WattsmartSavings.net for more information.

****Check customer eligibility for Enhanced Incentives here: <https://Verify.WattsmartBusiness.com/pacific-power-residential-customer-eligibility/>

Downloadable PDF heat pump [application here](#)

Central Air Conditioner (CAC) Incentives

Incentives	Central Air Conditioner
Customer Incentive	\$93
Trade Ally Incentive	\$62

Downloadable PDF air conditioner [application here](#)

Heat Pump Water Heater Incentives

Incentives	Tier 3 and above
Customer Incentive*	\$900
Trade Ally Incentive	\$300

*Customers may be eligible for \$900 incentive if they self-install their heat pump water heater. There is no Trade Ally Incentive for self-install scenarios.

Downloadable PDF heat pump water heater [application here](#)

Duct Sealing & Duct Insulation Incentives

Incentives	Duct Sealing
	Customer Incentives Only
Single Family	\$500
Manufactured Home	\$500

Downloadable PDF duct sealing/insulation [application here](#)

Smart Thermostat Incentives

Washington residential Pacific Power electric customers for projects purchased on or after January 1, 2025

Smart Thermostat Incentives	
Your Trade Ally or store associate can help you find eligible products and services	
Customer Incentive	\$100

Instructions
Steps and requirements to earn each incentive
Ensure the home qualifies
• Must be an existing single family, manufactured, or multifamily home; new construction is not eligible for this incentive • Home's primary heat source must be either a ducted heat pump or an electric forced air furnace • Home is not qualified if a Wattsmart incentive was received for a new heat pump install or upgrade within the past 5 years
Purchase a new qualifying product
• Smart thermostat must be a programmable climate control device that allows customizable schedule of home temperature • Product must be on ENERGY STAR® certified Products List at time of purchase available at WattsmartSavings.net/washington-residential/find-savings-heating-and-cooling/smart-thermostat/ • Only one smart thermostat incentive per home

Downloadable PDF smart thermostat [application here](#)

Window Incentives

Window Replacement Incentives			
Home Type	Precondition	Efficiency Requirement	Incentive
All home types	Any precondition	U-Factor of no more than 0.25	\$1/sq-ft of windows installed
Single family or manufactured home	Replacing single pane wood/metal window	U-Factor of no more than 0.30	\$5/sq-ft of windows installed
		U-Factor of no more than 0.22	\$10/sq-ft of windows installed
	Replacing double pane metal windows	U-Factor of no more than 0.30	\$3/sq-ft of windows installed
		U-Factor of no more than 0.22	\$6/sq-ft of windows installed
Multifamily	Replacing single pane wood/metal window	U-Factor of no more than 0.22	\$25/sq-ft of windows installed
	Replacing double pane metal windows	U-Factor of no more than 0.22	\$15/sq-ft of windows installed

Notes for Window Replacement Incentives

- Pictures of precondition windows are required to receive higher precondition based incentives.

Low-E Storm Window Incentives

Single family home	Any Precondition	Emissivity ≤ 0.22 Solar transmittance > 0.55	\$3/sq-ft of window installed
Manufactured or Multifamily home	Any Precondition	Emissivity ≤ 0.22 Solar transmittance > 0.55	\$6/sq-ft of window installed

Notes for Low-E storm windows

- Storm windows must be of the same opening type as the existing prime window.
- Storm windows shall be permanently installed.
- Exterior storm windows shall be oriented with the low-e coating facing toward the interior of the house.
- For installations with metal framed prime windows the storm window's frame shall not be in direct contact with the prime window frame.

Downloadable PDF window [application here](#)

Insulation Incentives

Incentive paid by square footage of installed product

Single Family Homes				
Insulation Type	Home's Primary Systems	R-Initial	R-Final	Incentive
Attic	Electrically Cooled	≤ 19	≥ 49	\$0.07/sq. ft.
Attic	Electrically Heated	≤ 19	≥ 49	\$0.46/sq. ft.
Floor	Electrically Heated	0	≥ 19	\$0.31/sq. ft.
Floor	Electrically Heated	0	≥ 30	\$0.46/sq. ft.
Wall	Electrically Heated	0	≥ 13 or fill cavity	\$0.62/sq. ft.
Flex ducts	Electrically Heated	< 2	≥ 8	\$2.50/ft. of duct
Rigid ducts	Electrically Heated	< 2	≥ 11	\$2.50/ft. of duct
Manufactured Homes				
Insulation Type	Home's Primary Systems	R-Initial	R-Final	Incentive
Attic	Electrically Heated	0	≥ 22	\$0.77/sq. ft.
Attic	Electrically Heated	≤ 11	≥ 30	\$0.94/sq. ft.
Floor	Electrically Heated	0	≥ 22	\$0.46/sq. ft.
Multifamily Homes				
Contact the program for details on how to apply – HESMultiFamily@PacificPower.net				
Insulation Type	Home's Primary Systems	R-Initial	R-Final	Incentive
Attic	Electrically Heated	≤ 19	≥ 49	\$0.46/sq. ft.
Floor	Electrically Heated	0	≥ 19	\$0.31/sq. ft.
Floor	Electrically Heated	0	≥ 30	\$0.46/sq. ft.
Wall	Electrically Heated	0	≥ 11 or fill cavity	\$0.62/sq. ft.

Downloadable PDF insulation [application here](#)

Single-Family New Homes Incentives

The certificate of occupancy issuance date is used to determine the measure effective date in the Single-Family New Homes program and Multifamily New Homes program. The program requires that all documents are submitted within 90 days of certificate of occupancy issuance date. Homes completed with certificates of occupancy dated less than 120 days prior to the new program version effective date may be eligible for incentives under the new program structure.

Single Family New Homes Incentives*		
Program Pathway	Requirements	Incentives
Performance Path	Whole home Tier 1 (10% -19.99% above code) Electric space AND water heating	\$1,875
	Whole home Tier 2 ($\geq$ 20% above code) Electric space AND water heating	\$3,125
	Whole home Tier 1 (10% above code) Electric cooling AND electric water heating	\$625
Pay for Savings Path	Whole home any % above code Electric space AND water heating	\$0.50/kWh annual energy savings
Standalone Path	Heat Pump $\geq$ 12.0 HSPF and $\geq$ 18.0 SEER	\$250

*Homes may only qualify for Single Family New Homes incentives through one of three pathways listed above: Performance, Pay for Savings, or Standalone

Instructions

Steps and requirements to earn each incentive

Ensure the home qualifies

- Home must be new single-family construction. Up to 3 connected units can qualify as single family. Buildings with 4 or more units may be eligible for Multifamily New Construction incentives. New home is defined by the program as a newly constructed single-family residence or a complete remodel of an existing structure into a new living space.
- Home must have electric water heating as well as electric space heating and/or cooling to qualify for the Performance incentives. Home must have electric space heating and electric water heating to qualify for the Pay for Savings incentive.
- For the electric space heating incentives, home's primary space heating must be electric baseboard, electric ceiling or wall heat, electric furnace, ductless heat pump, or electric ducted heat pump (space heaters do not qualify).
- For the electric cooling incentive, home must have a compressor based cooling system serving the whole home (portable air conditioners and evaporative coolers do not apply) and be heated by gas or other fuel.
- Homes completed with certificated of occupancy dated less than 120 days prior to the new program version effective date may be eligible for incentives under the new program structure.
- Work completed must comply with all building codes and standards.

Downloadable PDF new homes [application here](#)

Measures Requiring Preapproval

In order to be approved for incentives, HVAC conversion and window projects within the program require preapproval in order to move through processing. This ensures the preexisting equipment meets the measure's minimum specifications.

This step should be completed prior to project installation.

To request preapproval, you can choose one of two paths:

1. Begin the incentive application online using the Trade Ally Connect Online Incentive Center (see step 7 under "Navigating Trade Ally Connect"). Using the online application, you'll need to submit all supporting documentation available, along with photo proof of the preexisting equipment. The processing team will then reach out to the customer to verify some information. Please encourage your customer to answer 1-800 phone calls, as this step is crucial for processing to move forward. If the customer is not able to answer, they can call **1-800-890-8442** to complete the preapproval process.

Then, you will receive an email stating the preapproval process is complete and work can begin. Once installation is complete, email your final invoice (including purchase and completion dates) to **PacificPower@WattsmartSavings.net**, and be sure to reference the original application number.

OR

2. You can email the following information and materials to **PacificPower@WattsmartSavings.net** with the subject line "WA Preapproval Request":
 - Customer First and Last Name
 - Customer Phone Number
 - Site Address
 - Utility Account Number
 - Which incentive measure you're seeking
 - AHRI Certificate (if applicable)
 - Photos of previous heat source/windows
 - Completed measure application

FAQ

What are the program participation requirements?

To apply to become a Program Trade Ally, contractors must complete a [Participation Agreement package](#).

Effective January 1, 2025, all Trade Allies must complete an onboarding session with the Trade Ally Manager, either in person or via Zoom, before submitting their first project application. This mandatory onboarding ensures proper program understanding and compliance with current requirements. Project applications will not be accepted until this onboarding requirement has been met.

Do all my customers qualify for this program?

Qualifying customers must be current Pacific Power customers on Rate Schedule 16, 17 or 19 in Washington, and the product must be installed in a home with a residential electric account. Customers are only eligible to receive one incentive per qualifying measure. If a customer or Trade Ally previously received a rebate on a measure, they may not receive additional rebates.

How do I verify that someone is a qualified customer?

Customer eligibility can be verified online using the [Customer Search function](#) in the OnSite Tool Assessment within the Trade Ally Connect Portal.

If a customer does not appear in this search, they are not eligible for the program. If you believe a customer should be included in the program, please contact your Field Representative to verify eligibility.

How do I check if a customer is eligible for the increased Highly Impacted Communities measures?

There is a link listed on each incentive application, or you can find eligibility information [online](#). There is also an eligibility checker included on the Trade Ally Connect Portal. Log in and navigate to the “Helpful Resources” tab; scroll to bottom, and click on [Home Energy Savings Eligibility](#) under “Highly Impacted Communities”. Enter the customer’s meter number. If both “Standard Incentives” and “Named Community Incentives” are highlighted green, then your customer is eligible for the increased measures offered.

FAQ

Can I use the Pacific Power logo in our marketing or on our website?

We're thrilled to announce that we've launched our new Online Marketing Portal, designed specifically for Wattsmart Home Energy Savings Vendors. This platform will streamline your access to professional marketing materials and help strengthen your brand presence in the market.

What to Expect

The portal offers a selection of marketing materials, including:

- Program Overview Leave Behinds
- Informational Postcards
- Informational Leave Behinds
- Window Clings
- Tablecloths
- And more!

Some of the materials can be co-branded with your business logo and contact information, helping you maintain a professional and consistent brand presence while promoting the Wattsmart Home Energy Savings program.

How It Works

- Browse through our collection of marketing materials
- Select the items you'd like to use
- Submit your requests through our marketing team
- Review and approve your materials

Important Information

- Vendors will be responsible for all printing and shipping costs.
- To receive marketing support, Trade Allies must be in good standing with the WVN including having current records registered for WVN participation such as insurance and licensing.
- Marketing requests will be processed through our dedicated marketing team at HESMktng@Resource-Innovations.com.
- We're excited to offer you this valuable new resource to support your marketing efforts [here](#).

Do Trade Allies 'work for' Pacific Power or 'work with' Pacific Power?

Trade Allies within the Home Energy Savings program are trusted partners who are approved to complete work for Pacific Power customers. As such, they 'work with' Pacific Power to provide energy efficiency rebates.

How long can Trade Allies participate in the program?

Per the Trade Ally Participation Agreement, program participants may continue to participate in the program if they meet stipulated project completion goals and program eligibility requirements. During the first year of the program (2023), a Trade Ally must have completed at least one project to remain active in the program. Project completion goals will be reassessed by program staff in 2025 based on participation levels.

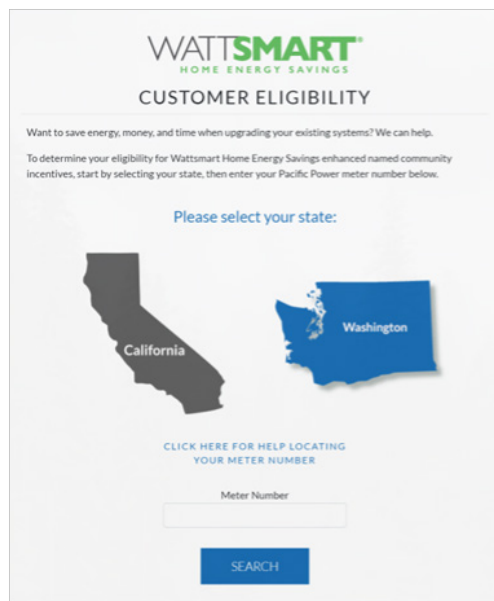
PROJECTS

Highly Impacted Community Eligibility

Pacific Power offers increased incentives on certain measures to those residing in Highly Impacted Communities. We encourage you to use this tool to help determine the incentive amounts you can offer your customers based on their location.

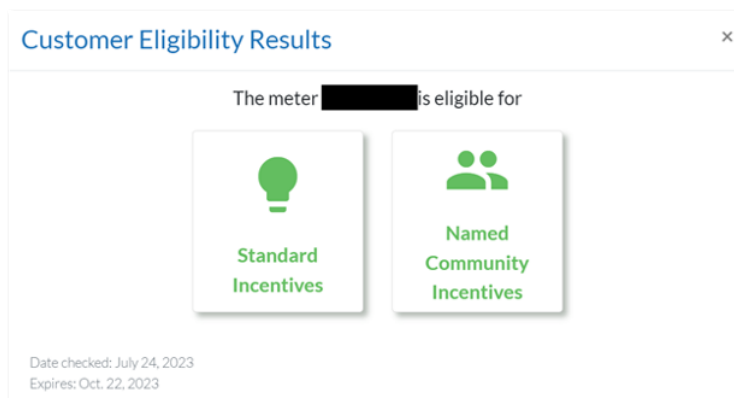
To check customer eligibility, follow the steps below. The eligibility checker can be found on the Trade Ally Connect Portal: Click Helpful Resources, and then [Home Energy Savings Eligibility](#).

1. Click on your applicable state > Enter the customer meter number > Click "Search"



The screenshot shows the 'WATTSMART HOME ENERGY SAVINGS CUSTOMER ELIGIBILITY' form. It includes instructions to select a state and enter a meter number. Two state maps are shown: California (dark grey) and Washington (blue). Below the maps is a link 'CLICK HERE FOR HELP LOCATING YOUR METER NUMBER', a text input field for 'Meter Number', and a blue 'SEARCH' button.

2. If your customer is eligible for the enhanced Highly Impacted Community incentives, both of the following boxes will appear highlighted in green. The "Named Community Incentives" indicates eligibility. If the customer is ineligible, only the "Standard Incentives" box will be highlighted.



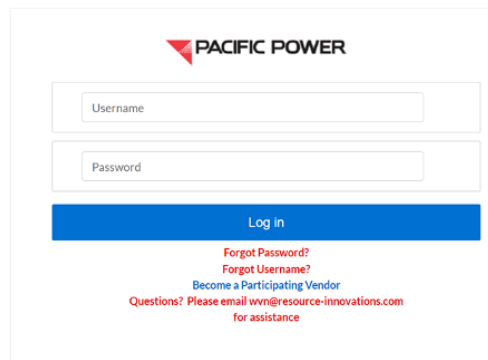
The screenshot shows the 'Customer Eligibility Results' window. It states 'The meter [redacted] is eligible for' and displays two green-highlighted boxes: 'Standard Incentives' (with a lightbulb icon) and 'Named Community Incentives' (with a group of people icon). At the bottom, it says 'Date checked: July 24, 2023' and 'Expires: Oct. 22, 2023'.

Navigating the Trade Ally Connect Portal

Screenshots and a step-by-step guide are included below. All new Trade Allies will be contacted by the Trade Ally Manager upon membership approval to schedule onboarding, either in-person or over a Zoom call. This training will include how to navigate the Trade Ally Connect Portal and an overview of program details, along with providing an opportunity to ask questions. This service is also available to existing Trade Allies that may need a refresh.

Signing in

Using your existing **Trade Ally login information**, sign into the Trade Ally Connect Portal.

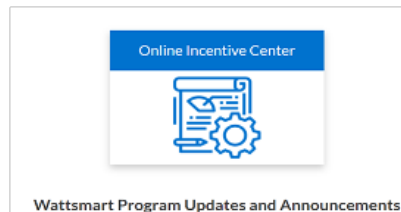


If you are unable to login, please contact Trade Ally Manager Crystal Bunting (Cbunting@cplusc.com, 509-901-9185) or Market Engagement Lead Alejandra Tapia (Atapia@resource-innovations.com, 509-824-1706).

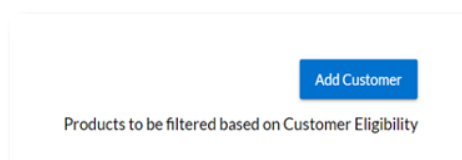
How to submit an online incentive application

Paper applications and supporting project documents may be obtained from WattsmartSavings.net and emailed to PacificPower@WattsmartSavings.net, although Trade Allies are strongly encouraged to submit online applications through the Trade Ally Connect Portal. Below is the step-by-step guide to apply online.

1. Click the blue “Online Incentive Center” button on the landing page to access the Online Incentive Center Application.



2. Select “Add Customer” first. Please note, this step is critical for rest of application.



3. Scroll to the bottom of the form and enter customer utility account number in; please refer to example format below, and remove the last single digit and include the dash. Enter zip code. Select “Search” and customer’s address will auto-populate. Then click “Continue.”

Enter customer information for this application.

First Name from Utility Account (for residential customers)

Last Name from Utility Account (for residential customers)

Company Name from Utility Account (for commercial customers)

Last 4 digits of phone number (from utility account) *

Zip Code, first 5 digits (utility service address) *

OR

Utility Account Number (e.g. 12345678-001, don't include extra last digit) *

12345678-001

Zip Code *

98901

OR

Not a Pacific Power customer? Call 1-855-805-7231 *

Search >

4. Select “Product Type” in left hand column. Then click on appropriate measure you’re applying for.

< Back to Categories

Qualifying rebates

Product Types

Heat Pump

HVAC with qualifying incentives

Heat Pump 9.0+ HSPF Heat Pump Conversion

Heat Pump Federal Standard Heat Pump Conversion

Heat Pump Single Family Ductless Heat Pump

5. Read through qualifications for that measure and click “Continue.”

9.0+ HSPF Heat Pump Conversion

Continue

undefined

Product Qualifications

- Equipment must be installed by an approved contractor with the WattsMart Vendor Network. Projects from contractors not on this list will not be considered. Find a vendor here: pacificpower.tradeally.com.
- All heat pump conversion projects will be subject to a pre-installation inspection to confirm the customer's primary heat source that is being replaced with a heat pump. This inspection must take place before the contractor removes any equipment from the customer's home. Please reach out to pacificpower@wattsmartsavings.net for additional information.
- Qualifying replacement equipment includes electric heating system, or gas, oil, wood heating, pellet stoves, and propane system conversions
- Must be existing single family or manufactured home; multifamily and new construction are not eligible for this incentive.
- Minimum 9.0 HSPF (Heating Seasonal Performance Factor).
- Equipment must be a new air-source split or packaged unitary heat pump with an AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr. (5.4 tons) or less.
- Heat pumps replacing oil, propane, wood or other non-electric and non-as fuel source are eligible for increased incentives
- New heat pump must be the current primary heat source.
- Incentive not offered to customers replacing an existing ducted heat pump.
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units; homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, subject to program approval).
- Minimum 9.0 HSPF (Heating Seasonal Performance Factor)

6. In your application, the customer's name and address will auto-populate based on step 3.

[Back to Applications](#)

Application Form

00002346400

Save and View Cart

Calculate

Save

Customer

Customer Number

Customer First Name

Customer Last Name

Site Address 1

Site Address 2

Site City

Site State/Province

Site Zip/Postal Code

see more below

7. Scroll down and enter the customer's name. You'll want to enter your company email address if you (as the contractor) want all rebate correspondence sent to you (including missing information requests, QA's, etc.). Enter the customer's best contact phone number in case Pacific Power needs to conduct a preapproval. Continue to answer all remaining questions in this section of the application.

Starting January 2025, Pacific Power will begin sending follow-up surveys via email to customers who receive incentives. To ensure your customers receive these surveys, please be sure to include their email address when submitting your online application.

Contact Information	
Contact Name *	Customer Email Address *
Contractor Email Address	Contact Email Manual
Contact Phone	What is the primary language spoken in the home?

8. In the “Purchase Information” section, select “Contractor Supplied.” Upload your company invoice on the left side and AHRI Certificate on the right side. For conversion measures and window projects, upload your photos of preexisting equipment (previous heat source or previous windows) on the right side as well. Under Purchase Company information, enter your name and business address.

Purchase Information	
Where Purchased	
Please upload receipt(s)	
These file types are accepted .jpeg,.png,.pdf,.docx,gif,xhtml,xlsf,mpg,zip,rar Size limit is 50 MB	
REQUIRED Upload copy of receipt(s)	
Additional Docs (Ex AHRI Cert)	
Purchase Company Name	

9. Please note: If you have a third party addendum to attach, please answer yes to both of the following drop-down questions and upload the third party document here. See next page for more information on third party payment addendums.

Payment Info

Do you want to assign customer incentive to a third party?

No

Do you have third party addendum form to assign payment?

No

File Upload (Third Party Addendum)

10. If at any point you'd like to save and come back to complete the application later, click "Save." If you're ready to submit the application, click "Save & View Cart." Then agree to Terms and Conditions and click "Submit." This will send your application to the processing department.

To check the status of an application, click on your name in the top right corner, and then click "Applications." Here you will see a list of all projects your company has submitted through the program as well as the status of each application. If there is missing information from your application, the processing department will reach out to you via email. Your outreach team is also available to assist you.

More information on third party payment addendums:

This document is used for assigning the customer incentive payment to a third party. There are four options, as seen below. The two most used options are 1 and 4.

Option 1 example: A landlord is paying for an upgrade, but the utility meter is in the tenant's name. The landlord would need to fill out option 1 and sign addendum to receive the incentive payment.

Option 4 example: For directing rebate payments to contractors when customers receive instant rebates at point of sale.

Option 1: For property owners, landlords and homeowners not listed on account
Instructions
Property owner or landlord must complete the information below and provide a copy of the current property tax record clearly showing the following:
• Date of report • Property's physical address (must match installation address below and on incentive application) • Full name of property owner/landlord (Individual or business; must match name printed below)
If the property tax records show the owner of the property to be a business, a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf) must also be submitted.

Option 2: For property management companies
Instructions
Property management companies can verify or update their existing landlord accounts or create new landlord accounts by calling Pacific Power customer service at 1-888-221-7070.
If there are individual tenant units not on an existing landlord account, you as a property management company can still direct payment to you by completing the information below and providing a letter from the current Pacific Power account holder authorizing incentive payment to the property management company and a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf) must also be submitted.

Option 3: For homeowner associations
Instructions
Homeowner association representative must complete the information below and provide a copy of the official registration of the Homeowners Association with the state and a completed and signed W-9 (www.irs.gov/pub/irspdf/fw9.pdf).

Option 4: For assigning payments to contractor
Instructions
Account holders have the option of completing the Third Party Payment Addendum for assigning payments to a contractor by completing the information below. The account holder and the contractor must both authorize incentive payment and the contractor must submit a completed and signed W-9, unless already submitted during trade ally enrollment (www.irs.gov/pub/irspdf/fw9.pdf).

If you do not have a copy of the Third Part Payment Addendum, please reach out to your Trade Ally Manager to receive a copy:

Crystal Bunting

Trade Ally Manager & HVAC/HPWH

Cbunting@cplusc.com

INCENTIVE PAYMENT

Incentive Payment

You can check the status of your project applications by logging into your Trade Ally Connect Portal. Open the “Online Incentive Center.” Click on your username in the top right corner, and then click “Applications.” This will generate a historical list of all applications submitted through your company. You can then click on the application number link to view any notes the processing department may have left regarding the application.

After you save and submit an application, it will move through different stages of processing, from “Submitted” to F1-F4. Once approved, the status will change to “Completed-Request Payment,” at which time you will know your project will be paid out on the next batch of invoices. Approved projects are paid once a week and generally take 7 to 14 business days to reach you and your customer by mail.

Customer	Site	
Program name Washington Home Energy Savings Program	Application Number  00002757709	Created Dec 5, 2023, 10:11:37 AM PST
	Status In Progress - Preliminary/Proposed	Last Updated Jan 15, 2024, 11:57:01 AM PST
	Product Heat Pump to 10.0 HSPF Heat Pump Upgrade	

You will receive periodic emails throughout processing to inform you of the status of your application, including if there is missing information or if preapproval is needed. If you do not receive these emails, please reach out to your Outreach Coordinator or Trade Ally Manager for assistance using [this online form](#).

Resources and Links

Trade Ally Connect [Portal login](#)

New Trade Ally [Registration Landing Page](#)

Highly Impacted Communities Verification:

1. [Input meter number](#)
2. Or the [Washington DOH tool](#)

[Wattsmart Business Site](#)

Pre-approval Phone#: [800-890-8442](#)

Email addresses for preapproval or to submit paper applications:

PacificPower@WattsmartSavings.net

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