

Georgia Power's HVAC Service Program

Program Contractor Onboarding Checklist

Thank you for your interest in Georgia Power's HVAC Service Program. As a Program Contractor, you will have the opportunity to:

- ▶ Grow and diversify your business offerings
- ▶ Co-market with Georgia Power
- ▶ Be listed on Georgia Power's **Find a Contractor website** to drive more customers to your business (georgiapower.com/HVACProgramContractor)
- ▶ Offer your customers rebates from Georgia Power
- ▶ Provide your customers increased comfort, safety and energy efficiency at home

This document outlines the steps that you or your business must take to become a Program Contractor. If you currently participate in another Georgia Power Residential Energy Efficiency Program, such as the Home Energy Improvement Program or EarthCents® New Home Program, you may not need to complete all the following steps. Speak with your account manager to determine how to participate in Georgia Power's HVAC Service Program.

Step 1: Meet with your account manager

Meet with your account manager to discuss your business, opportunities to participate in the program and how to apply. If you don't have an account manager, please email hicontractor@southernco.com to learn more about becoming a Program Contractor.

Step 2: Complete your online application

Go to georgiapowercontractorsignup.com to apply. You'll need to upload the following documents:

- Certificates of Insurance:
 - General Liability
 - Automobile
 - Workers' Compensation (as applicable): \$1 million in coverage

List Georgia Power as the Certificate Holder at the following address:

Georgia Power Residential EE
c/o ICF International Residential EE
3 Corporate Boulevard NE
Suite 370
Atlanta, GA 30329

- Signed and dated Internal Revenue Service Form W-9
- Applicable Georgia contractors licenses
- Business License
- Signed Program Contractor Terms and Conditions

Step 3: Complete your compliance screening

A mandatory drug screen and background check is required for all employees who will directly support Georgia Power's HVAC Service Program. This includes any sales personnel, technicians and office support staff who will interact with Georgia Power residential customers through the program. Even if your business conducts drug screening and background checks upon employment, you are still required to complete the approved screening.

Georgia Power will email instructions for completing these screenings to you after you submit the documents listed in Step 2.

Complete drug screen and background check for:

- Field staff Office staff Sales staff

Step 4: Complete your online training

All technicians and staff who will directly support Georgia Power's HVAC Service Program must complete the following required courses at **Georgia Power's Energy Efficiency Learning Center** (georgiapower.learnupon.com/users/sign_in):

- HVAC Service Program New Program Contractor Orientation**
Learn about the program and how to ensure your success as a Program Contractor.
- Georgia Power's HVAC Service Online Application Training**
Get an introduction to the HVAC Service online application tool.

Step 5: Look for your website listing

Congratulations! After you complete Steps 1–4, your business will be listed on the **Find a Contractor website** (georgiapower.com/HVACProgramContractor).

Step 6: Complete your HVAC Service mentoring

After the previous steps are completed, our Field Services team will contact you to schedule mentoring sessions for each of your technicians who will perform HVAC Services through the program. These mentoring sessions are conducted at no cost to you.

Each technician will need to schedule mentoring sessions at up to three different houses. These can be the homes of regular customers, friends or family. Your mentor will provide the paperwork required to complete your sessions. Check the box below after completing each mentoring session.

- Mentoring Session 1 Mentoring Session 2 Mentoring Session 3

