



Georgia Power's EarthCents® New Home Program

Program Contractor Onboarding Checklist

Thank you for your interest in Georgia Power's EarthCents® New Home Program. As a Program Contractor, you will have the opportunity to:

- Grow and diversify your business offerings
- Co-market with Georgia Power
- Offer your builders rebates from Georgia Power
- Provide new homeowners 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 HVAC Service Program or Home Energy Improvement 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 EarthCents® New Home 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 3032

- Signed and dated Internal Revenue Service Form W-9
- Home Energy Rater Certificates for all employees who will perform HERS Ratings
- Applicable Georgia contractors licenses
- Business License
- Signed Program Contractor Terms and Conditions

Step 3: Complete your online training

All technicians and staff who will directly support Georgia Power's EarthCents® New Home Program must complete the following required courses at [Georgia Power's Energy Efficiency Learning Center](https://georgiapower.learnupon.com/users/sign_in) (georgiapower.learnupon.com/users/sign_in):

- EarthCents® New Home Program New Program Contractor Orientation**
Learn about the program and how to ensure your success as a Program Contractor.
- EarthCents® New Home Program Online Application Training**
Get an introduction to the EarthCents® New Home Program online application tool.

