



Special Edition: August 19, 2011

The Contractor Connection E-Newsletter

This **special edition** of the Contractor Connection E-Newsletter brings you important information on the soon to be launched Authorized Participants Agreement form.

New Authorized Participants Agreement Form

Throughout this year, we mentioned that we were working towards implementing a new policy that will require all Authorized Agents to complete, sign, and comply with established guidelines when soliciting a business customer's participation in SCE's Energy Management Solutions (EMS). We are now only days away from implementation.

Effective September 1, 2011, all entities participating as Authorized Agents on behalf of SCE business customers, and who are submitting incentives applications on their behalf, must complete, sign, and submit an SCE Authorized Participant Agreement form (the Agreement) with each application. By doing so, they acknowledge the Authorized Participants Requirements and the additional benefits received.

Click [here](#) for the Authorized Participants Guidelines and Agreement form. It provides required participation guidelines, additional benefits to be gained, and a description of SCE's EMS Programs. On its last page, you will find the Agreement you must complete, sign, and submit with each incentive application, starting September 1, 2011.

A Few Key Items to Note:

1. The Agreement must be signed by a company executive who has the authority to bind Authorized Participants (anyone working for him/her, who is facilitating SCE Customers participation in EMS) to such requirements and potentially financial implications. This executive will likely hold a title such as CEO, CFO, President, General Manager, or Director.

a. The signatory may sign the Agreement once and save for Authorized Participants to print and submit with each incentive application (or upload as an attachment if using the [Online Application Tool](#)). He/she must complete and sign again if the requested company information changes, including his/her responsibilities.

2. Incentive Applications received without an appropriately signed Agreement (see item #1 above) will be treated as an incomplete application, starting a 10-day business process to obtain the missing Agreement. If the Agreement is not received within 10 business days, **the incentive payment will automatically default to the customer or a third-party payee, if designated.**

While you now have a copy of the Agreement (see link above), it will be available for download at www.sceonlineapp.com (What's New section) and at SCE's Contractor/Vendor Directory webpage (www.sce.com/contractor) starting September 1, 2011. Later in the year, the Agreement will be available through the Online Application Tool as a self-generated document.

If you have any questions on this important matter, please contact the Authorized Agent/Participant Relations Manager at IDSMQuestions@sce.com.

Note: The Agreement introduces a new term-Authorized Participant. Starting September 1, 2011, SCE will start limiting the use of the term Authorized Agent to the Integrated Demand-Side Management (IDSM) application and other instances where it is clear the subject is indeed acting as an SCE customer's Authorized Agent.

To read SCE's Online Privacy Policy, click [here](#).

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