



Special Edition: September 1, 2011

The Contractor Connection E-Newsletter

This **special edition** of the Contractor Connection E-Newsletter announces the launch of the Authorized Participants Agreement form.

New Authorized Participants Agreement Form

Effective today, September 1, 2011, if you are participating as an Authorized Agent to SCE business customers, and are submitting incentives applications on their behalf, you **must** complete, sign, and submit an SCE Authorized Participant Agreement form (the Agreement) with each application. By doing so, you acknowledge our Energy Management Solutions (EMS) programs' required participation guidelines and gain access to additional benefits. Your acknowledgement allows SCE to release rebate and incentive payment to you when properly designated by an SCE customer.

The Agreement can be found on page 4 of the Authorized Participants Requirements and Agreement Form document. Click [here](#) to view. The document outlines required participation guidelines, additional benefits, and a description of our EMS programs. You **must** complete, sign, and submit the Agreement with each incentive application, starting today, September 1, 2011.

In the future, as [our new information system](#) is equipped with the necessary functionality, you will only need to submit the Agreement once, resubmitting only if the information requested on the form changes.

A Few Key Items to Note:

1. The Agreement must be signed by an 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. [Email us](#) if you have any

questions on this requirement.

a. The signatory may sign the Agreement only once and distribute to Authorized Participants to 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 information requested on the form 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 application will continue to be processed. However, if approved, **the incentive payment will automatically default to the customer or the customers' designated third-party payee, as indicated in section 8B of the application (if other than the Authorized Participant.)**

The Authorized Participants Requirements and Agreement Form document is now available for download at [SCE's Contractor/Vendor Directory](#) webpage and the [Online Application Tool](#) webpage (What's New section.) We are currently working on added functionality to the Online Application Tool to best support you on this requirement.

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

Note: The Authorized Participants Requirements and Agreement Form document introduces a new term-Authorized Participant. Starting today, 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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