



Recognition Campaign Edition: October 31, 2011

## The Contractor Connection E-Newsletter

### Campaign Info

Want to learn more about the campaign? Click [here](#) for campaign details.

### Questions?

Do you have questions about the campaign? Click [here](#) to submit them.

[Join Our Mailing List!](#)



This *recognition campaign edition* of the Contractor Connection E-Newsletter brings you Authorized Participant Agreement form FAQs to help you submit more complete incentives applications and increase your chances to be recognized as top contributor!

### Authorized Participant Agreement (APA) Form FAQs

Your chances of being recognized as a top contributor depend on how timely your applications get processed (remember, only project applications submitted, installed, and SCE-approved through December 31, 2011, count towards your final totals). Our processing team has reported on a number of delayed applications because of a missing or incomplete APA. Let these Frequently Asked Questions (FAQs) be of help.

#### Question 1 - What is the purpose of the form?

Answer: The primary purpose of the form is to ensure Authorized Participants (you) agree to SCE's participation guidelines.

#### Question 2 - When must I submit the form?

Answer: A copy of the signed form must be included with each incentives application you submit on behalf of an SCE customer. This continues to be true even if you are not the Payee stated on the application.

#### Question 3 - What happens if I don't submit the form?

Answer: If you don't submit the form as required, the application will be considered incomplete and placed on

hold. We have a 10-day process to obtain missing information. If a complete form is not received within this timeframe, the incentive will automatically default to the customer or the Customer's designated Third-party Payee (if other than you), as indicated in section 8B of the incentives application.

**Question 4 - Must the information I provide on the form match that of what is stated in the incentives application itself?**

Answer: Most of the information on the form that pertains to you as the Authorized Participant must match the information on the incentives application that pertains to you as the Authorized Agent. Here's a list of what must match: Your company's Federal Tax ID Number, Tax Status, Company Name, Mailing Address, and Phone Number. The form never contains customer information.

**Question 5 - Who must sign the form?**

Answer: The form must be signed by an Authorized Participant's company executive or someone who has the authority to enforce SCE's guidelines and is liable for potential financial implications. Typically, such executive holds a title such as CEO, CFO, President, General Manager, or Director. The form is never signed by the customer.

IMPORTANT: The form can conveniently be completed and signed only once. A copy of this signed form must be submitted with each incentives application. If any company information changes, a new form must be completed and signed.

**Question 6 - How do I submit it?**

Answer: When you submit an application, include a copy of the signed form along with all other required supporting documentation. We highly encourage applications be submitted online; however, they can also be submitted via email, fax, and mail.

More information can be found on the Authorized Participant Agreement form. To download, go to [www.sceonlineapp.com](http://www.sceonlineapp.com) or click [here](#).

Was this article helpful? Click [here](#) to take a poll.

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

Energy Efficiency programs are funded by California utility ratepayers and administered by SCE under the auspices of the California Public Utility Commission. All rights reserved.

©2011 Southern California Edison.

