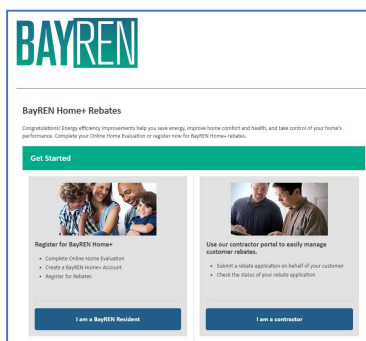


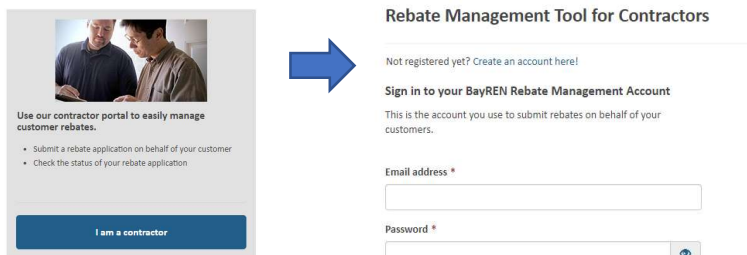
# BayREN Home+ Contractor Registration Guide

## Home+ Energy Portal Registration

1. Visit <https://bayren.myrebateportal.com> to access the Home+ Energy Portal.



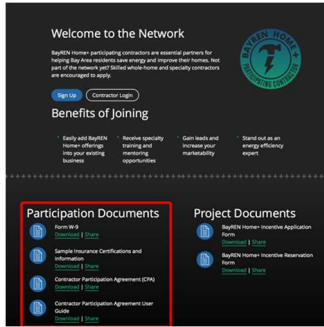
2. All contractors must register. To register, click 'I am a Contractor' and then 'Create an account here!'



3. Fill in your name, contact info, and company name, and create a password for future portal access. Click 'Register'. Click on the "Get Started" button to get to the "Program Information" tab to start uploading participation documents

# Home+ Participation Documents

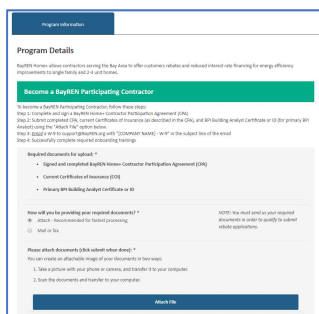
The contractor participation documents can be found on the “For Contractors” page located here: <https://www.bayrenresidential.org/for-contractors> and be uploaded to the Energy Portal.



1. Complete and sign a BayREN Home+ Contractor Participation Agreement (CPA). The ‘Subcontractor Consent Form’ from (Exhibit B) will need to be filled out for each subcontractor being utilized for Program eligible installed measures.
2. Update your General Liability, Automotive and Workers Compensation insurance’s minimum coverage as outlined in the CPA and add the following entities as additional insured:
  - Association of Bay Area Governments and its member counties
  - CLEAResult Consulting Inc.
  - Pacific Gas & Electric Company

Send the “Sample Insurance Certification and Information” PDF in the Participation Documents to your insurance agent on how the certificate of insurance (COI) needs to be documented for the program. There needs to be a separate COI for each entity. Also, any subcontractors who will be utilized for Program eligible installed measures will be required to meet the insurance coverage requirements and provide the above certificates.

3. Obtain a copy of your primary BPI Building Analyst Certificate or ID. If you need help with finding a primary BPI Building Analyst, refer to our program Rater’s list or contact us at [support@BayREN.org](mailto:support@BayREN.org) for assistance.
4. Submit on the Energy Portal under the “Program Information” tab the completed CPA, updated Certificates of Insurance (as described in the CPA), and BPI Building Analyst Certificate or ID (for primary BPI Analyst).



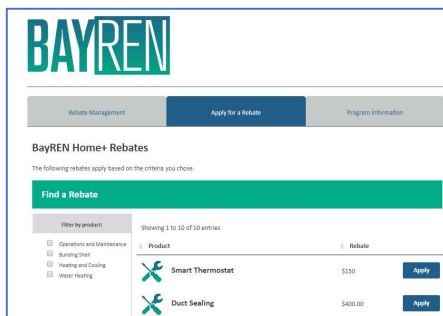
5. Email a W-9 to [support@BayREN.org](mailto:support@BayREN.org) with "[COMPANY NAME] - W-9" in the subject line of the email.

## Home+ Webinar Trainings

1. Complete the four required onboarding trainings. Contact us at [support@BayREN.org](mailto:support@BayREN.org) for the next training dates or view the BayREN Contractor Event Calendar.
  - The Home+ Program Handbook Training webinar (90 min)
  - Home+ Program Portal, Forms & Documents Training webinar (60 min)
  - Home Performance and Best Practices (90 min)
  - BayREN Home+ Photo QC Training webinar (60 min)

## Final On-Boarding Steps

1. Once you have uploaded all your program documents and completed your webinar trainings, a BayREN representative will review your registration request and confirm all necessary participation documents are correctly recorded and verify attendance of all the mandatory program webinar trainings. Contact [support@BayREN.org](mailto:support@BayREN.org) if you need any assistance or unsure if you are missing any on boarding documents or trainings.
2. You will receive an email that you are an approved Participating Contractor with 'Provisional' status and access to the rebate submission page. Your first rebate project Combustion Appliance Safety (CAS) test-out must be scheduled with a BayREN Field Specialist / Quality Control (QC) inspector before any rebate can be paid out. Contact you account manager or [support@bayren.org](mailto:support@bayren.org) to coordinate a Field QC inspection for your first project test-out.



3. Eligible contractors may apply for rebates under a 'Provisional' status with the program. However, 'Provisional' status contractors are required to satisfactorily complete an appropriate number of jobs to result in three (3) inspections within the first three (3) months of entering the program. At least one inspection must be an observation by Program staff during test-out, and the remaining two inspections may be allowed by Photo QC dependent on the results of the in-person observation. Upon completion of the first 3 inspections, the contractor will be placed in an 'Active' status or a 'Probationary' status depending on Quality Control (QC) scores. Only Approved contractors can then apply for rebates.