Session Facilitators:

Cathy Kenny-Wilkerson Audrey Spialek

MyEnergy End User Training

Weatherization Agency Representatives



Overview and General Navigation



GENERAL NAVIGATION

- How to Register/Login to MyEnergy
- How to Modify My Profile
- How to Access the Learning Center
- How to Request Support in My Energy
- How to Search for a Hub



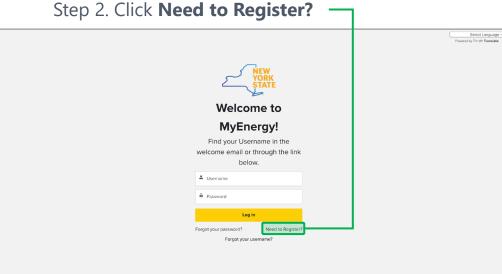
How to Register/Login to MyEnergy



How to Register to MyEnergy as a First Time Resident User?

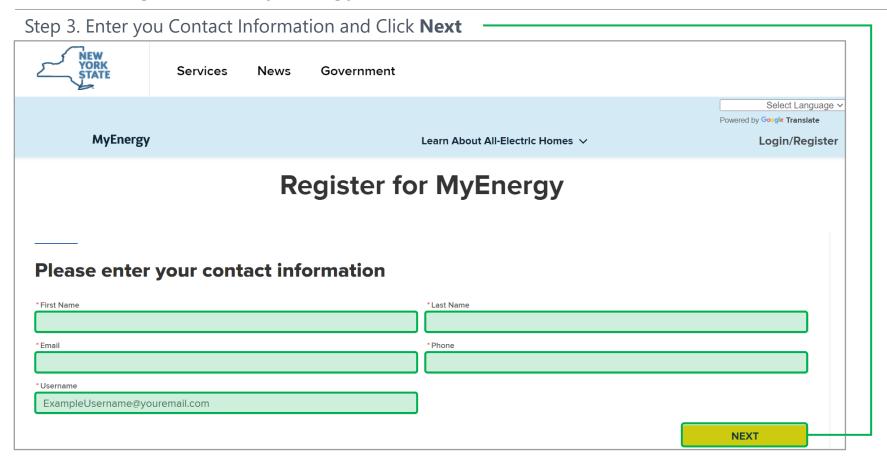


MyEnergy Portal Link
Plan.MyEnergy.ny.gov





How to Register to MyEnergy as a First Time User?



Contact Information Needed for Registration:

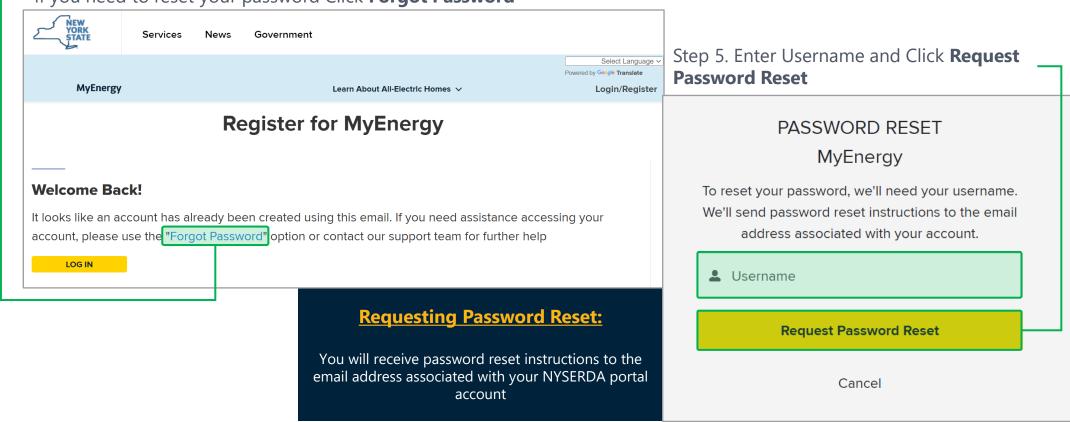
The following information will be needed to register for MyEnergy

- First Name
- Last Name
- Email
- Phone
- Username (ExampleUsername@youremail.com)



How to Register to MyEnergy as a User with Existing Login Credentials?

Step 4. Users with NYSERDA login credentials will use the same credentials, if you need to reset your password Click **Forgot Password**





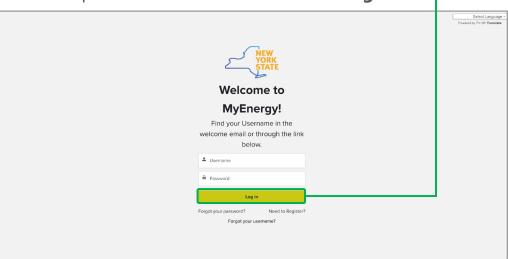
How to Login to MyEnergy?

Step 1. Navigate to MyEnergy in Your Browser and Select Login/Register



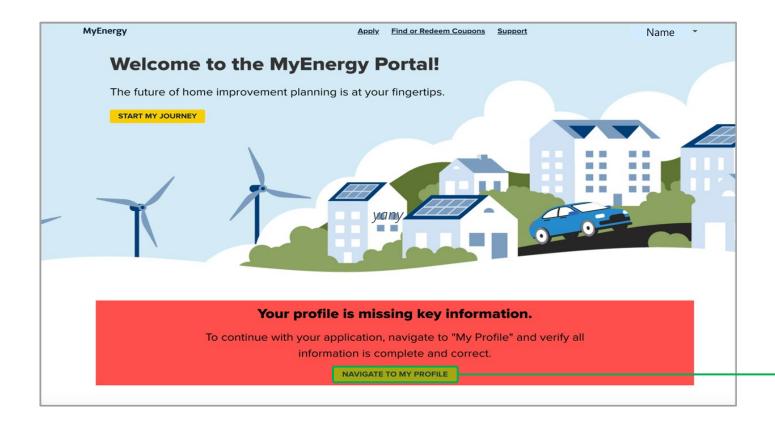
MyEnergy Portal Link
Plan.MyEnergy.ny.gov

Step 2. Enter Credentials and Click Login



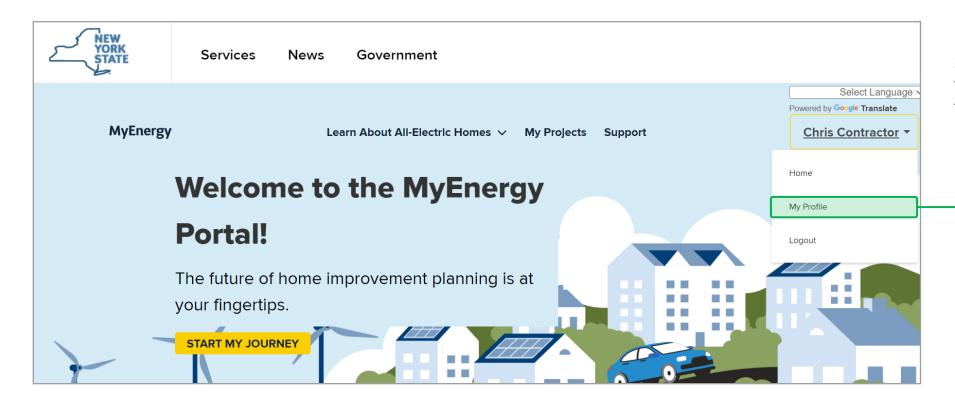






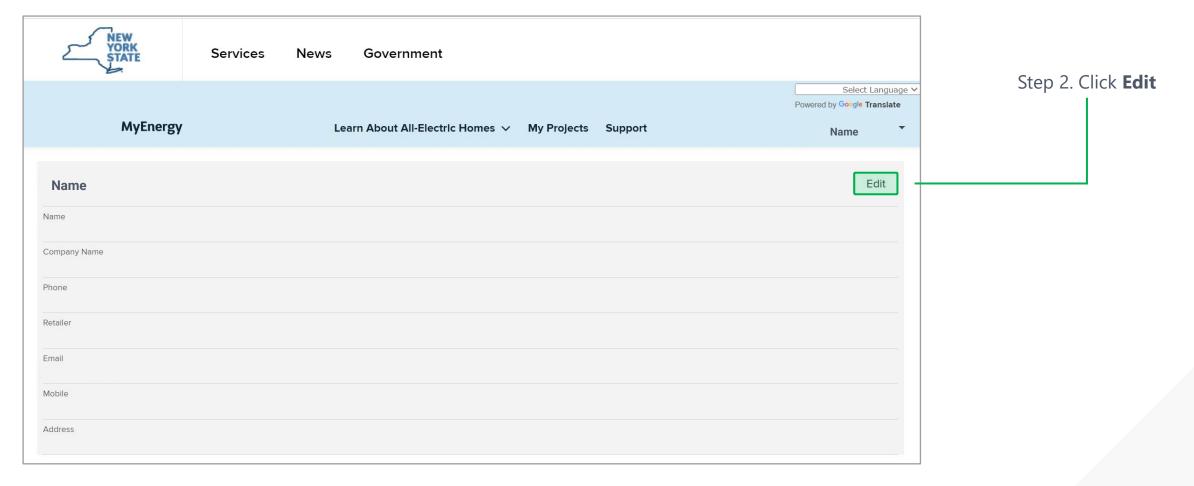
Step 0. If missing key information, an Error widget will appear on your home page



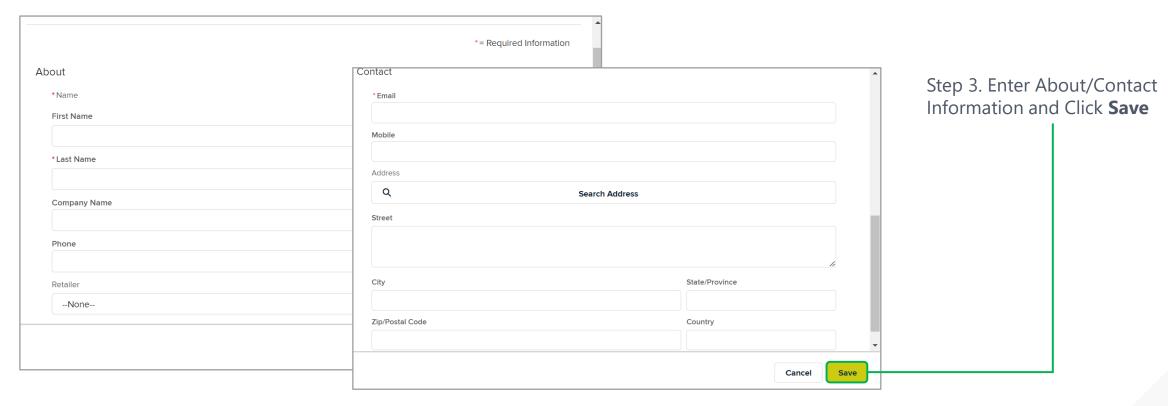


Step 1. Once logged in, Select the **Drop-Down arrow** next to Click **My Profile**









Required Profile Information:

First Name, Last Name, Email, Phone, and Mailing Address



How to Access the Learning Center



How to Access the Learning Center?



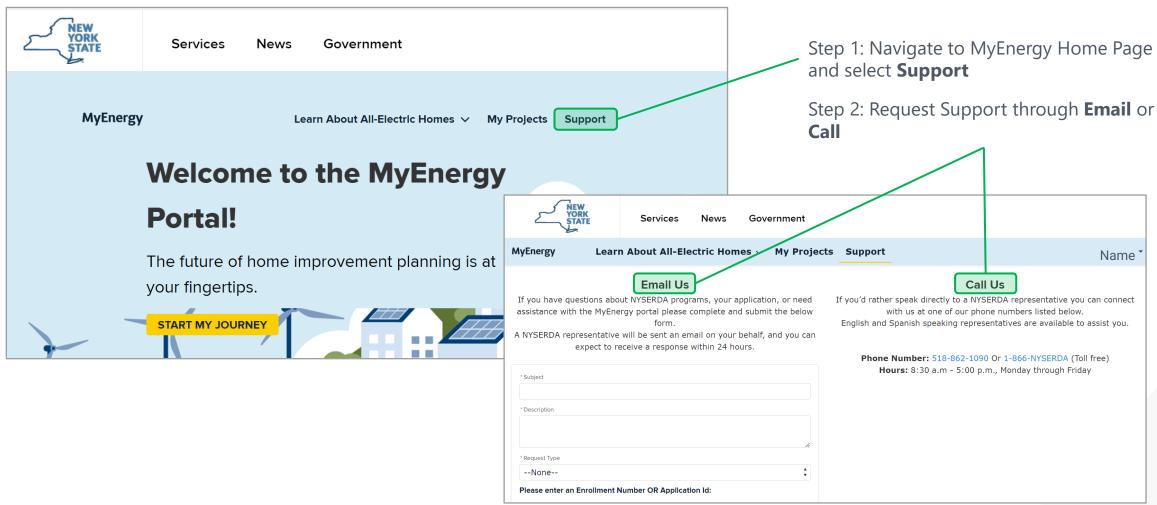
Leaning Center Link
MyEnergy.ny.gov



How to Request Support



How do I Request Support?





Requesting Support via the **Email Us** form

Select Language >

Powered by Google Translate

<u>Uthman Aziz</u> ▼

MyEnergy Learn About Home Energy Upgrades \vee

My Projects

MyEnergy Learn About Home Energy Upgrades ∨

My Projects

Suppor

Email Us

If you have questions about NYSERDA programs, your application, or need assistance with the MyEnergy portal please complete and submit the below form

A NYSERDA representative will be sent an email on your behalf, and you can expect to receive a response within 24 hours.

*Subject		
*Description		
		/2
Support Type		
None		

Update subject with high level description of your inquiry followed by supporting details to assist in mitigation strategy Application and Enrollment number can be found within the "My Projects" tab

SEND EMAIL

Email Us

If you have questions about NYSERDA programs, your application, or need assistance with the MyEnergy portal please complete and submit the below form.

A NYSERDA representative will be sent an email on your behalf, and you can expect to receive a response within 24 hours.

Thank you for emailing us a question. A NYSERDA representative will follow-up directly with you at the email address associated to your MyEnergy profile.

Call Us

If you'd rather speak directly to a NYSERDA representative you can connect with us at one of our phone numbers listed below. English and Spanish speaking representatives are available to assist you.

Phone Number: <u>518-862-1090</u> Or <u>1-866-NYSERDA</u> (Toll free)

Hours: 8:30 a.m - 5:00 p.m. ET, Monday through Friday



Requesting Support via the **Call Us** form

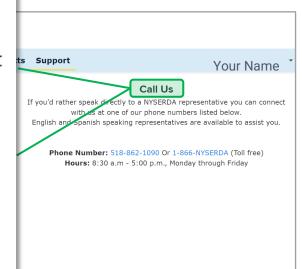
Call Us

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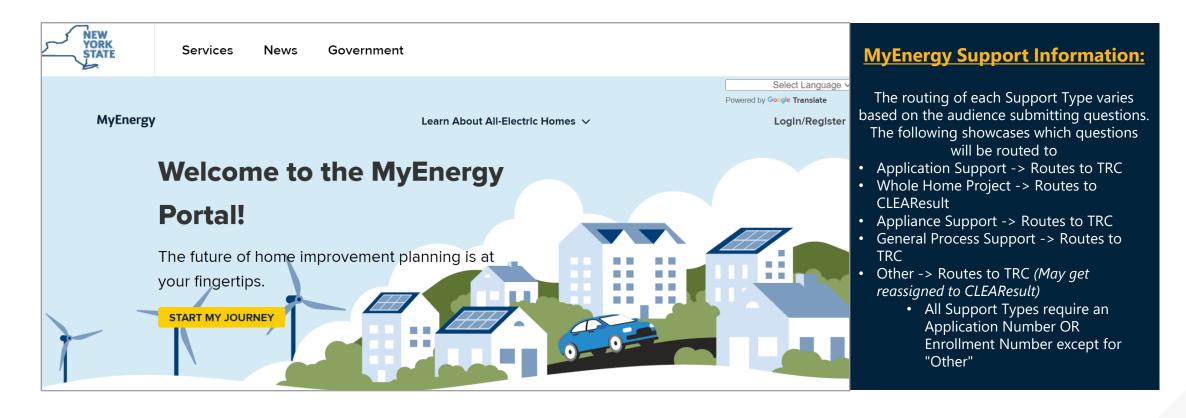
Hours: 8:30 a.m - 5:00 p.m., Monday through Friday



When possible, have your contact information and/or application number on file available to assist the agent in locating your records



Where does my Request for Support go?





Application Management



APPLICATION MANAGEMENT

- How to Submit an Application
- How to View an Application





Points to Remember

- Be sure to complete each section. If you need more time, you can save your application and return to it at any time.
- Make sure the contact person listed on the application is the same person listed on the electric utility bill.
- You will need to upload the most recent electric utility bill and required eligibility documents with your application submission. If you don't have them now, you can save your application and return to it when you have the documents available.
- '*' Indicates a required field. You must fill out this field to proceed with your application.

Need help?

Call us at: 866-NYSERDA, or email us

- EmPower+ Support: info.residential@nyserda.ny.gov
- AUP Support: <u>AUP@nyserda.ny.gov</u>



The following information will need to be filled out throughout the application process

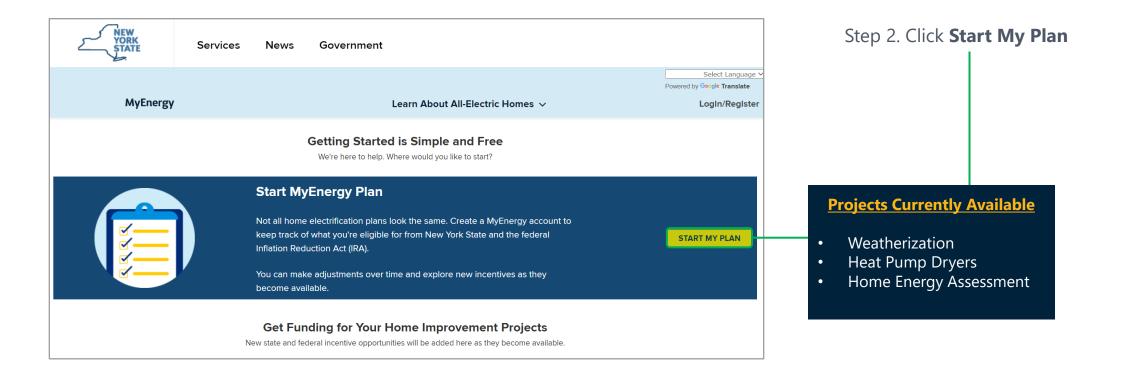
- Applicant Information
- 2. Assistance Information
- 3. Physical Address Information
- 4. House Gross Income Range
- 5. Home Improvement Project Type
- 6. Eligibility Details
- 7. Appliance Information (for AUP)
- 8. Your Contact Information

- 9. Site Location
- 10. Landlord Information
- 11. Utility Information
- 12. Partner Information
- 13. Household Member Information
- 14. Categorical or Income and Utility Bill Documentation
- 15. eSignature









Application Example:

For this Example, we will be going through the application process for **Weatherization**



Step 3. Enter **Applicant Information**, select your role & if applicable, select who you are applying on behalf of

Get Started

The Applicant must be the Property Owner if the dwelling unit is Property Owner occupied.

- * I am submitting on behalf of...
- Property Owner
- O Renter

Application Information:

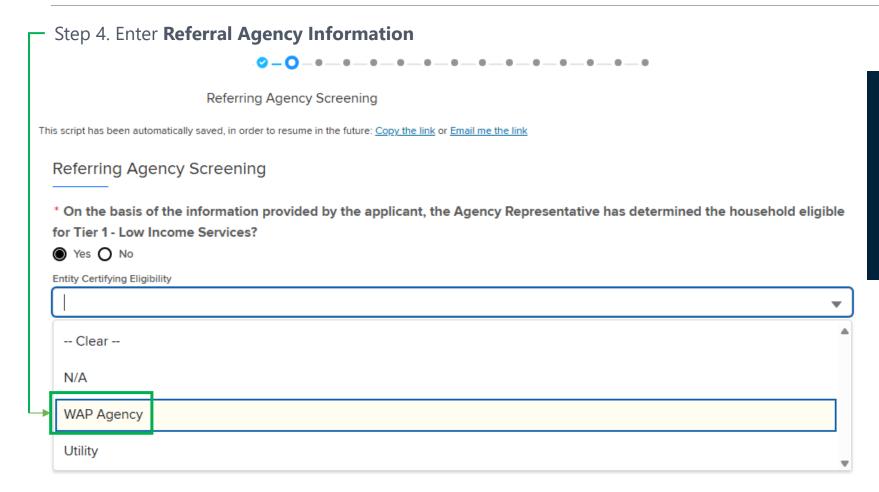
- Submitting an application can be completed by a
 - Homeowner
 - Renter
 - Regional Clean Energy Hub
 - Weatherization Agency
- Hubs and Weatherization Agencies can submit an application on behalf of a Homeowner or Renter

If you are submitting this application on behalf of someone else ("the applicant"), you should only proceed if you have the applicant's express consent to do so. Submitting an application without the applicant's consent may constitute a violation of the Contractor Participation Agreement and could result in termination from the Program.

I certify that I have received the consent of the applicant to submit this application on their behalf. I understand that only the Applicant may sign the attestation that is submitted with this application.

NEXT

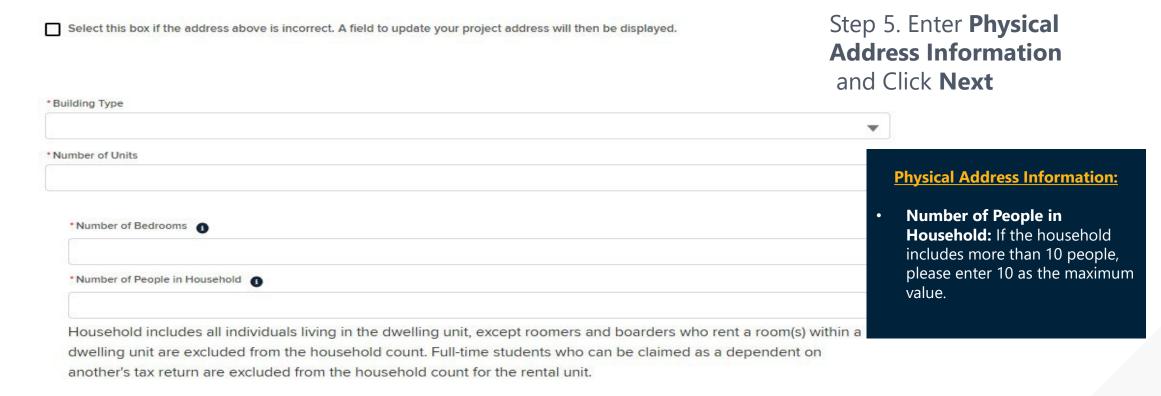




Referring Agency Screening:

Select Yes, then WAP Agency as the Entity Certifying Eligibility. This will bypass additional income screening steps



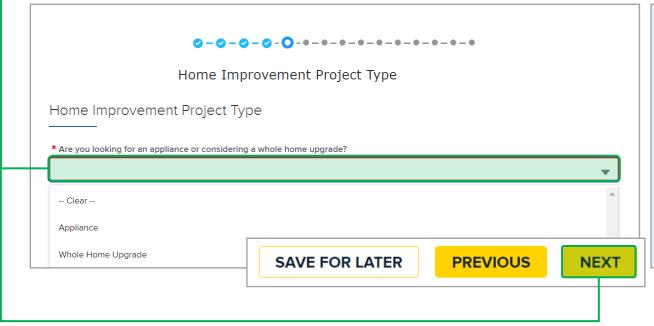




NEXT



Step 6. Select **Home Improvement Project Type** and Click **Next**



MORE INFORMATION ABOUT AVAILABLE OPTIONS:

You may only apply to participate in one type of home improvement project at a time. Once you have completed your project you can return to complete a new application.

Appliance

I am looking to purchase and install:

An electric heat pump clothes dryer

Whole Home Upgrade

After completing a residential energy audit, I am looking to install one or more of the following:

- Air sealing, insulation, and ventilation
- Electrical service upgrade (panel box)
- Electrical wiring upgrade
- Heat pump water heaters
- Heat pumps

Available Project Types:

Residents may only participate in **one** project at a time; therefore, they have the option to select between **Appliance** or **Whole Home Upgrade**





Eligibility Details

Eligibility Details

Great work so far, it looks like you are eligible to apply for the EmPower+ program.

This program helps households save energy and money toward energy improvements made to their primary residence.

- No-cost comprehensive home energy assessments to pinpoint where energy and dollars are being wasted and receive a customized plan to lower energy usage.
- No-cost direct install improvements identified during the assessment can be installed by participating program contractors.
- Funding toward the cost of energy efficiency improvements, including air sealing, insulation, heat pumps, heat pump water heaters, and electrical service and wiring upgrades.

Low-income, single-family households are eligible for no-cost energy efficiency improvements up to \$10,000 per project.

Moderate-income single-family households are eligible for no-cost energy efficiency improvements up to \$5,000 per project.

EmPower+ contractors will help you determine necessary improvements and what you are eligible for during the no-cost home energy assessment and prior to starting the project.

SAVE FOR LATER

PREVIOUS

CONTINUE APPLICATION

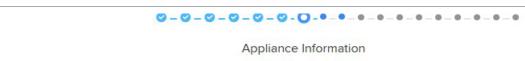
Step 7. Review **Eligibility Details** then Select **Continue Application**

Income Determination of Eligibility:

Income Determines:

- 1. Eligibility to participate in EmPower+
- 2. Eligibility to participate in AUP
- 3. Eligibility to participate in Comfort Home





This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Appliance Information

Participating Contractors can provide appliance installations, electrical wiring and panel upgrades as well as rebates for the electrical wiring and panel upgrades with the Participating Contractor Installation Coupon. Your answer to these questions will help NYSERDA assist you in connecting with a Participating Contractor in your area, if needed. The Participating Contractor list can be found here: https://www.nyserda.ny.gov/-/media/Project/Nyserda/Files/Programs/Appliance-Upgrade-Program/Appliance-Program/Appliance-Program/Appliance-Program/Appliance-Progra Program-Participating-Contractors.pdf

* If you currently have a clothes dryer, what is the fuel type?

O Electric O Gas O Propane O I currently don't have a clothes dryer

Once your application has been submitted, you will receive a link to upload a geotagged photo of your existing clothes dryer. If you do not have a clothes dryer, then please submit a photo of the location where you intend to install your new clothes dryer.

Select your desired participating retailer

* Do you anticipate that you will install the new appliance yourself, or will you need a contractor to perform the installation on your behalf? If you do not know this answer, then please select "Contractor". Your answer to this question will not impact your eligibility to the Appliance Upgrade Program.

O Self-Install O Contractor

Step 8. For Appliance Upgrade Applications, Enter Appliance Information and Click Next

Step 9. Click Next

For AUP, Upload a Photo of the **Existing Appliance:**

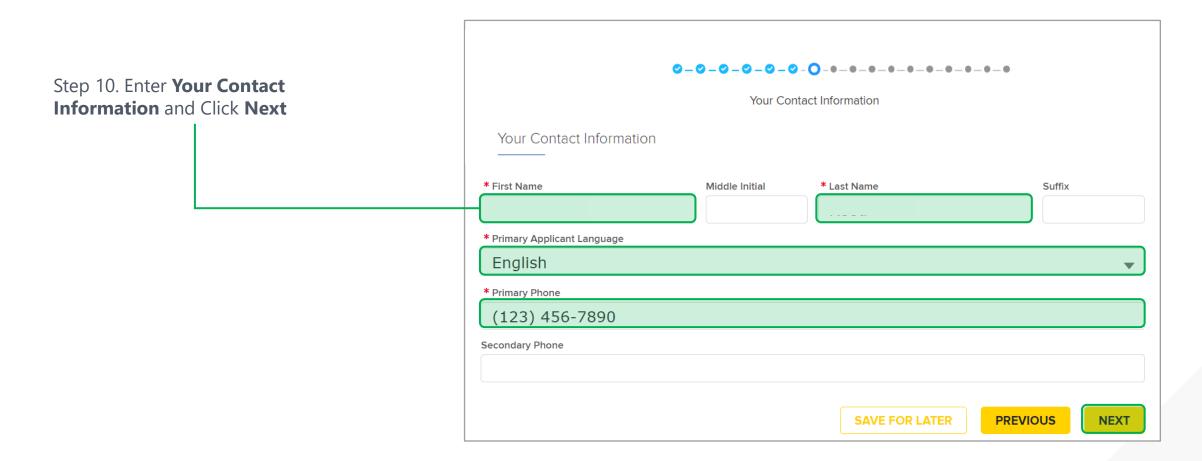
The appliance photo should be clear and visible, showing the entire appliance and its controls

SAVE FOR LATER

PREVIOUS

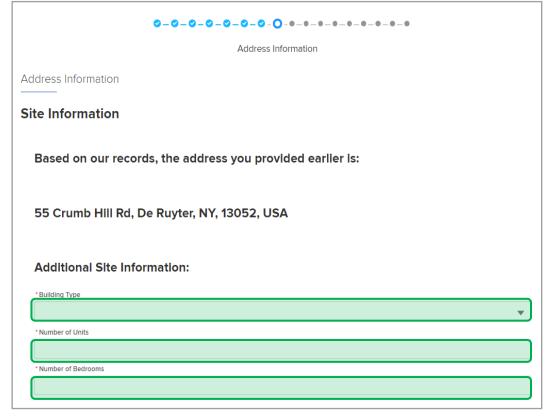
NEXT

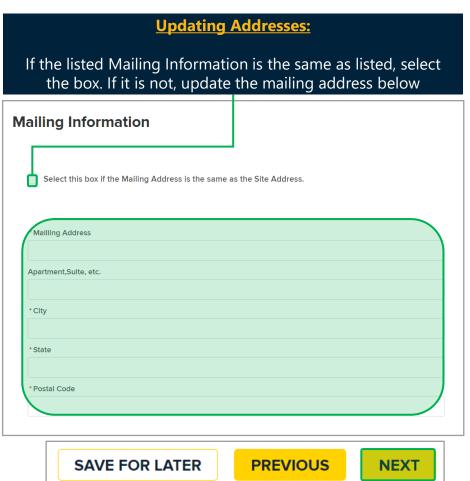
~

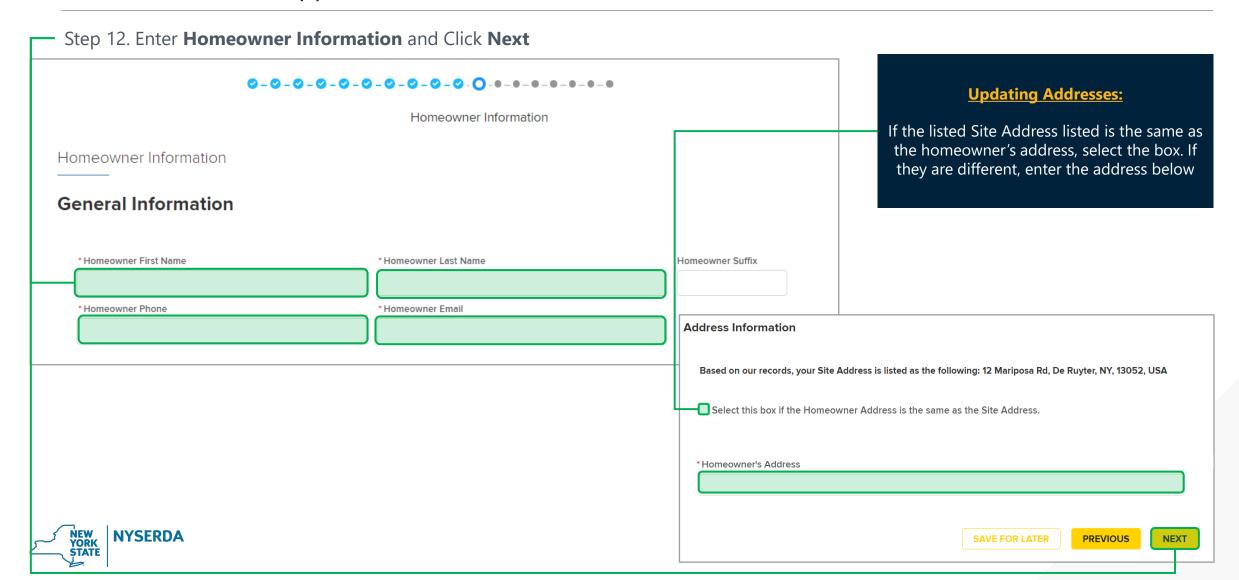


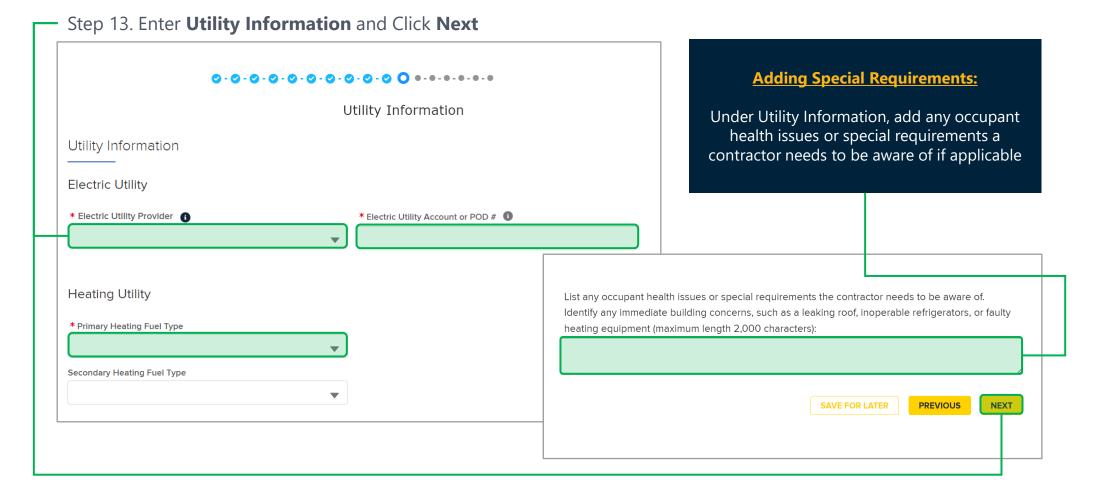


Step 11. Confirm **Site Information** and Click **Next**



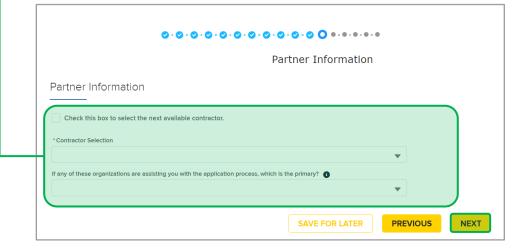








Step 14. Enter **Partner Information** and Click **Next**





Step 15. Review all of the Information entered for this Application and Click **Next** Review 1234567890 Review Please review the following information **Program Information** Upgrade Type: Contractor Selection: **SAVE FOR LATER PREVIOUS NEXT**

Application Review:

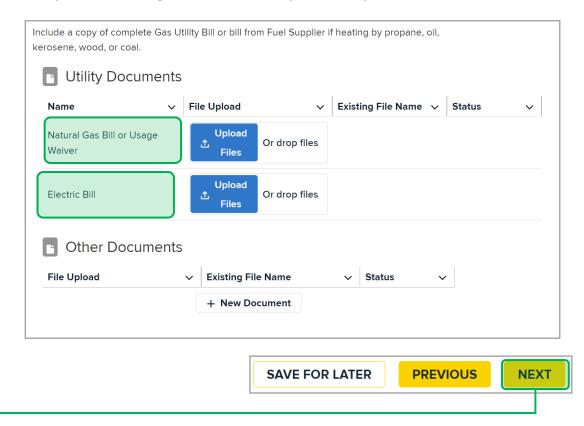
The following information entered will need to be verified before clicking Next

- Applicant Information
- Program Information
- Address Information
- Award Letter and Referral Information
- Household Information
- Household Income Information
 - Renter Information*
 - Homeowner Information*
 - Utility Information
 - Partner Information

* This information will display based on whether the applicant is a Homeowner or Renter, or applying on behalf of one



Step 16. Click **Upload Files** to upload required documentation and Click **Next**



What Documents should I upload?:

- Natural Gas bill or Usage Waiver
- Electric Bill





Sign your application

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Sign your application

To finish your application, click the button below to sign it electronically. This will take you to eSignature to complete the process.

Please verify pop-up blockers are disabled in your browser settings, or ensure pop-up blockers are disabled for this page.

- Using Safari? Click <u>here</u> for steps to allow pop-ups.
- · Using Chrome? Click here for steps to allow pop-ups.

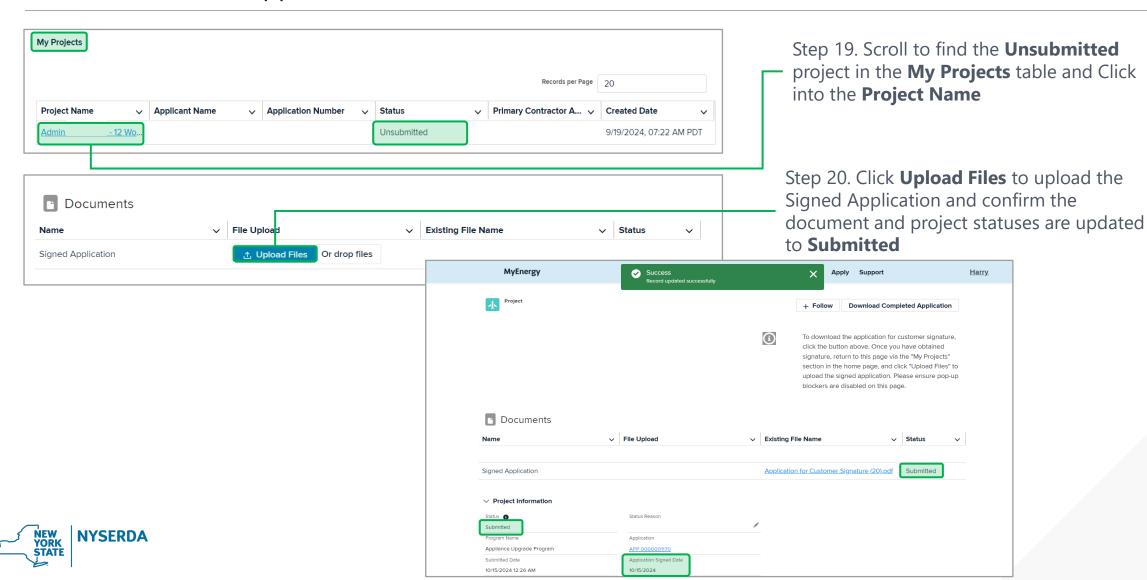
Sign your Application



Step 17.
Click **Next** to download the application for customer signature. Note: Pop -up blockers may prevent users from downloading the pdf

Step 18. Click on the **MyEnergy** tile at the top of the page to return to the home page

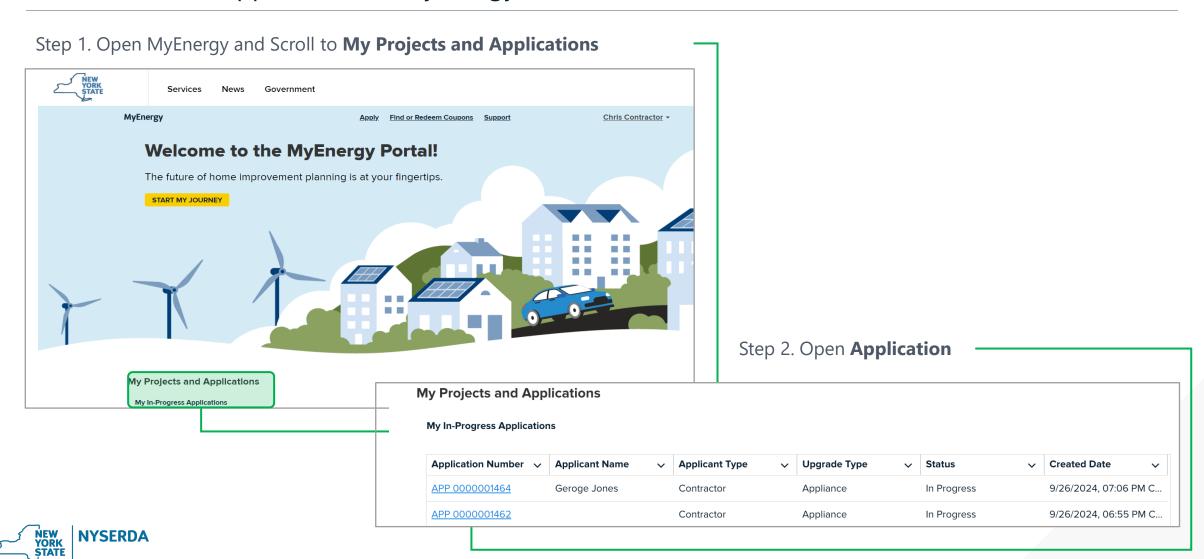




How to View an Application



How to View an Application via MyEnergy?



Program Management (EmPower+ and AUP)



How to Search for Installation Contractors on the NYSERDA Website



How to Search for Installation Contractors on the NYSERDA Website?

Step 1. Open MyEnergy Home Page, Scroll down the Page, and Click **Find a Contractor** NEW YORK STATE Services Government News Powered by Google Translate MyEnergy Learn About All-Electric Homes ∨ **Find a Contractor Welcome to the MyEnergy** Portal! Have a project you're ready to tackle? The future of home improvement planning is at A NYSERDA-qualified contractor can your fingertips. help you get rebates and low-interest START MY JOURNEY financing to make it happen. **FIND A CONTRACTOR**



How to Search for Installation Contractors on the NYSERDA Website?

Find a Contractor

Find a partner to help assist in your energy saving needs. NYSERDA has created a statewide network of partners who offer energy efficiency solutions that can help reduce your energy usage and costs. Explore the benefits of hiring certified contractors and accredited companies. Neither NYSERDA nor the State of New York endorse, guarantee, represent, or assume liability for any work proposed or carried out by any entity listed.

Looking to <u>become a NYSERDA contractor</u>? NYSERDA works with a variety of business partners to offer solutions that can help reduce energy usa and costs by improving the visibility of energy efficient products and services.

Residential Programs











Step 2. Scroll Down and Select **Find a Contractor**

Tips for Contractor Selection:

There are multiple options for Residential Programs for selecting Installation Contractors. Keep in mind location of the contractor and ensure their capabilities align with the with the scope of work being considered.

Installation Contractor Options:

- 1. Energy Solutions for Income Eligible Home
 - 2. Improve Your Home's Contractor
 - 3. Appliance Upgrade Contractors

How to Search for Empower+ Installation Contractors on the NYSERDA Website?

◆ BACK TO EMPOWER+

Find a Participating EmPower+ Contractor

Step 1. Search for a participating contractor by entering your

- (1) **Zip Code** or by entering the
- (2) Company's Name

Find a Participating EmPower+ Contractor

Contractors that earn the NYSERDA "Quality Home Contractor" designation consistently meet high standards of quality. Hiring a NYSERDA Quality Home Contractor means you're choosing a contractor that exceeds annual quality assurance criteria established by NYSERDA and consistently provides top tier performance and quality. You can see if a contractor has achieved this designation, by reviewing the Status column in the chart below.

When applying to EmPower+, you will have an opportunity to choose a participating contractor from the list below or we can help assign one to you.

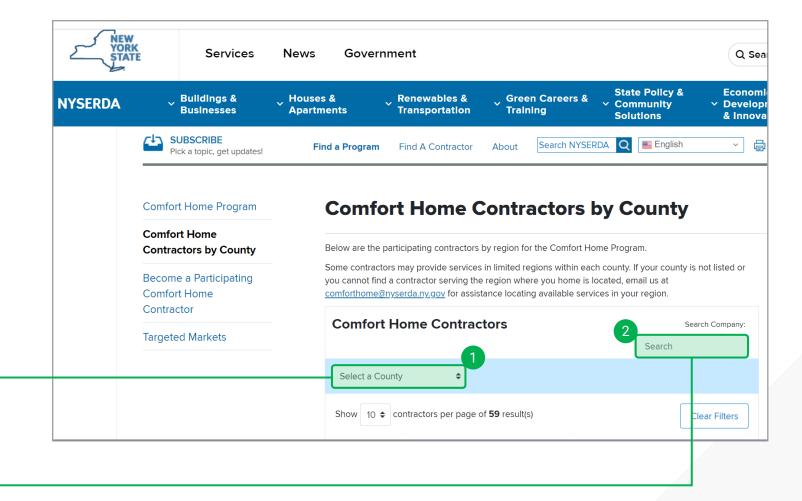
EmPower+ Contractors		Search Company:	Search
Enter Your Zip Code:	Supported Languages:	Select a Specialty	
Zip code	All Available	\$ Select a Specialty	\$



How to Search for Installation Contractors on NYSERDA Website?



Step 1. Search for a participating contractor by selecting your (1) **County** or by entering the (2) **Company's Name**





How to Search for Appliance Upgrade Installation Contractors on NYSERDA Website?



Participating Contractors

Appliance Upgrade Program



Step 2. View Contractors

NYSERDA's participating contractors are listed below. Please contact a specific contractor for locations and service questions.

A Squared Electric Inc

Service Area: Capital District
Service Provider: Electrician
Email: anthony@asquaredelectric.com
Phone: 518-477-3251

Website: asquaredelectric.com

AAV Electrical Contracting, INC

Service Area: Central New York Service Provider: Electrician Email: angelo@aavelectrical.com Phone: 315-413-9000 Website: www.aavelectrical.com

Absolutely Specialized LLC

Service Area: Finger Lakes Service Provider: Electrician, Appliance Installer

Email: info@asheatcool.com
Phone: 607-227-7547
Website: www.asheatcool.com

AC & Appliances Co.

Service Area: New York City Service Provider: Electrician, Retailer, Appliance Installer

Email: jesse.shi@nyaccenter.com Phone: 718-886-4980

ADH Group

Service Area: New York City, Long Island, Hudson Valley Service Provider: Electrician, Plumber

Email: info@adhnyc.com Phone: 800-844-2361 Website: www.adhnyc.com

Albany Solar Solutions LLC

Service Area: Capital Region Service Provider: Electrician, Appliance Installer Email: tws@albanysolarsolutions.com

AMP Electrical Services LLC

Service Area: Central New York Service Provider: Electrician Email: ampcny@gmail.com Phone: 315-529-2374

Ampersand Electric

Service Area: North Country
Service Provider: Electrician
Email: ampersandelectricoffice@gmail.com
Phone: 518-354-8446
Website: www.ampersand-electric.com

A.R. Electric

Service Area: Capital District Service Provider: Electrician Email: <u>a.r.electric203@gmail.com</u> Phone: 518-598-8833

Arch Electric Inc.

Service Area: Hudson Valley, New York City Service Provider: Electrician, Appliance Installer

Email: anthony@archelectricinc.com Phone: 718-529-9100

Website: https://www.archelectricservices.com

Atlas Heat Pumps

Service Area: Finger Lakes, Central New York Service Provider: Electrician Email: <u>briencolgan@gmail.com</u> Phone: 607-351-6488 Website: www.ithacaheatpumps.com

Auselect Electrical Contractors, LLC

Service Area: Capital District Service Provider: Electrician Email: info@aec-ny.com Phone: 518-409-2247



Go Live Date 8/1/2025



Thank you for participating in today's MyEnergy End User Training!

