



On-Line Application Instructions

Before filling out the online custom rebate application for the required preapproval make sure you have the Black Hills Energy utility account number as well as any supporting document in PDF, JPEG or Microsoft Word. You will be asked to upload these documents as part of the online application process.

Step 1 – Creating Application Contacts

Entering and selecting the appropriate contact or contacts for a project is the first step in submitting an application. Each application will require at least one contact to proceed. Any required fields are notated with red asterisks. Contact requirements will vary depending on the program.

You will be asked to create a primary contact when you initially create your login information. You may also edit or add Contacts at any time once you have logged in to the system by clicking Contacts on the menu.

Contacts:

- Applications require that addresses are entered that state your contact address and the address/location of the project.
- They might also include requirements to enter information describing the contractor who will be completing the work.

Please create or edit the contact below. Once the contact has been added, it can be selected when entering an application.

Add/EDIT CONTACT

Contact Type:	-- SELECT --	*
Name This Contact:	<input type="text"/>	*
Contact First Name:	<input type="text"/>	*
Contact Last Name:	<input type="text"/>	*
Company	<input type="text"/>	
Account Number:	<input type="text"/>	
Premise ID:	<input type="text"/>	
Address:	<input type="text"/>	*
	<input type="text"/>	
City:	<input type="text"/>	*
State:	--Select--	*
Zip:	<input type="text"/>	*
Phone:	() - -	*
Cell:	() - -	
Fax:	() - -	
eMail:	<input type="text"/>	
Tax ID	<input type="text"/>	



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Step 1 (continued)

The contact information that can be stored is as follows:

Contact Type:

The contact type field allows you to provide a descriptive title to the type of contact that you are entering. This is a required field. You may choose to enter one or many contacts for your project. Please note that some information is for commercial applicants and some will be for residential.

- Billing: The Billing Address for your project application.
- Contractor: The contact information for the contractor who will be performing the installations for a project application.
- Facility Manager: The Facility Manager for your project location. (Commercial)
- Mailing: The Mailing Address contact is available for use when the address that is to receive mail is not the same as the Primary Contact.
- Other: Use Other when none of the provided Contact Types apply to the contact point.
- Premise: The Premise is the physical location of the project.
- Primary: The Primary Contact is where all contact regarding this project application will be sent.
- Utility Representative: The Utility Representative for your project application. (Commercial)

Name This Contact: The Name this Contact field allows you to provide an easily identifiable or “Friendly Name” for the contact you are entering.

Contact First Name: The contact’s First Name

Contact Last Name: The contact’s Last Name

Company: If applicable, the contact’s Company Name

Account Number: If applicable the Account Number for the Contact you are entering.

Address: The Contact’s Street Address

City: The Contact’s City

State: The Contact’s State

Zip: The Contact’s Zip code

Phone: The Contact’s Phone Number

Cell: The Contact’s Cell phone Number. This is not a required field.

Fax: The Contact’s Fax Number. This is not a required field.

Email: The Contact’s Email Address. This is not a required field.

TaxID: The Contact’s TaxID Number, if applicable.



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Step 2 – Assigning Application Contacts

Select the contact points for the application that you are creating. The contacts that populate each of the drop down lists are drawn from your master listing of contacts.

IMPORTANT: If the appropriate contact for your application is not listed, Please click the "Add New Contact" button to enter the new contact before proceeding. You will not have the opportunity to edit this information on the application later.

Step 3 – Complete Customer Information and Facility Information

Complete the application fully. Any required fields are notated with red asterisks. Information requirements will vary depending on the program.

Customer Information	
Where did you learn about our rebates? (check all that apply)	<input type="checkbox"/> Bill Insert <input type="checkbox"/> Billboard <input type="checkbox"/> Door Hanger <input type="checkbox"/> E-mail <input type="checkbox"/> Event <input type="checkbox"/> Flyer <input type="checkbox"/> Newspaper Article <input type="checkbox"/> Print Ad <input type="checkbox"/> Radio <input type="checkbox"/> Referral by Contractor/Dealer/Installer <input type="checkbox"/> Referral by Evaluator <input type="checkbox"/> Referral by Friend/Family <input type="checkbox"/> Referral by Other <input type="checkbox"/> Utility Website <input type="checkbox"/> Other
If other, please specify:	<input type="text"/>
Customer Agreement Date	<input type="text"/>
Facility Information	
Building Type *	<input type="radio"/> Single Family <input type="radio"/> Low Income <input type="radio"/> Low Income HF <input type="radio"/> Manufactured <input type="radio"/> Multi Family <input type="radio"/> Other
Type of Facility: *	<input type="radio"/> New <input type="radio"/> Existing <input type="radio"/> Addition
Year Built	<input type="text"/>
Square Footage	<input type="text"/>

Once the fields are complete click CONTINUE.



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The APPLICATION CENTER page is displayed next.

Step 4 – Manage Your Application

Click on the APPLICATIONS tab

Click VIEW on the application you have just created to continue

Step 5 - Your Tasks and Files

Click on the YOUR TASKS tab

If there are tasks that need to be completed in order to finish processing your application, they will be listed in the Your Tasks tab.

Follow the tasks to upload the necessary documentation. If the necessary documents are in one file simply select the first task to upload the files.

Once the above steps are complete you have successfully submitted your electronic application. Submission of a hard copy in addition to the electronic application is not necessary. Submitting a hard copy of your application in addition to the form submitted online will not speed up your rebate. Allow 4-6 weeks (from the time the application is approved) for processing. Please call 515-281-9155 or 888-567-0799 for any questions related to the rebate process.