



How to Submit a Focus on Energy Claim

OVERVIEW

This document was created to help you submit a Focus on Energy claim using the Auer Steel Claim Portal.

Step One - Get Started: Go to <https://auersteel.distributorprograms.com/> and select Register/Submit Claim

Auer Steel's Focus on Energy Midstream Portal

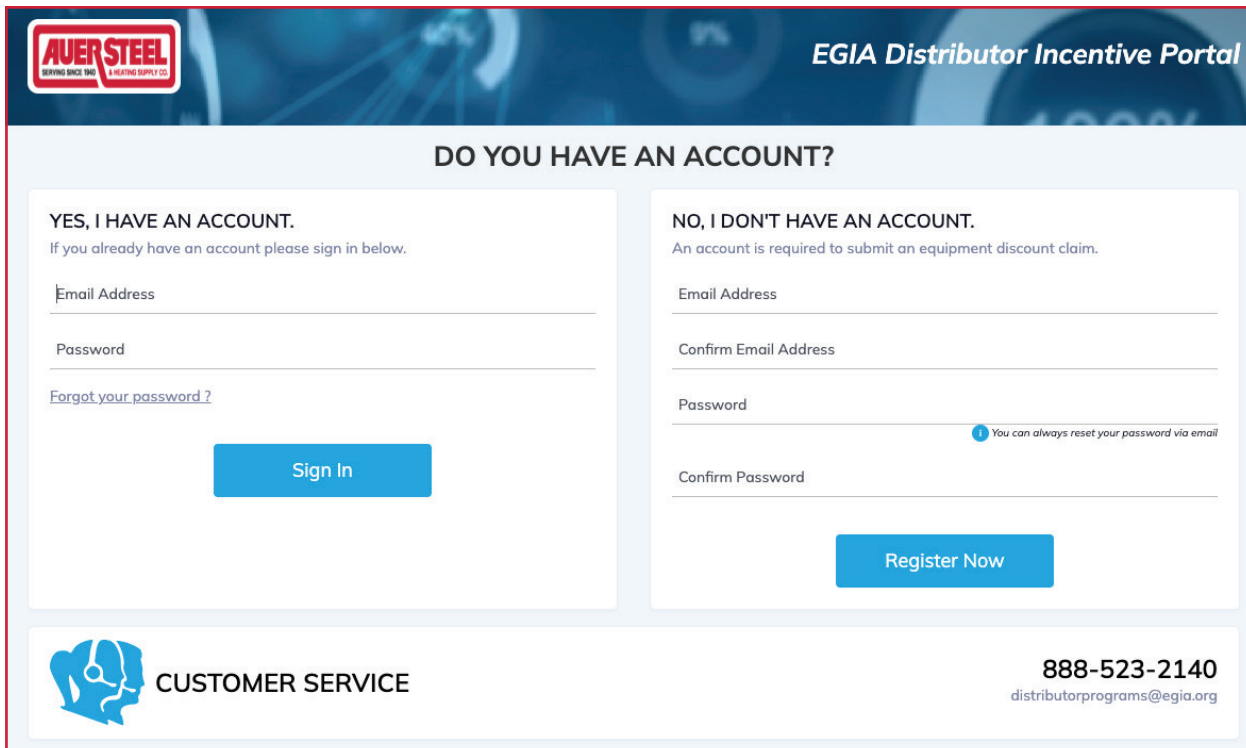
By participating in the Focus on Energy Midstream Program, Auer Steel enables you to provide eligible residential Focus on Energy customers with immediate discounts on qualifying water heating and HVAC systems.

INCENTIVE PORTAL

After completing the installation, submit your incentive claim via the portal, along with your Auer Steel invoice. Approved applications will receive a credit from Auer Steel. If you haven't yet enrolled as a participant, be sure to do that first.

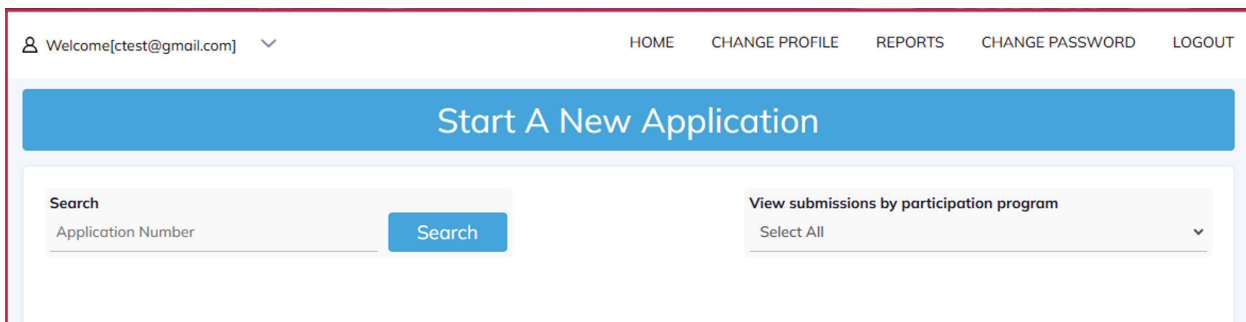
REGISTER/ SUBMIT CLAIM

Step Two - Sign In: Please sign in to your account. If you don't have one, you'll need to create an account before submitting. For help, follow our **How to Register** guide.

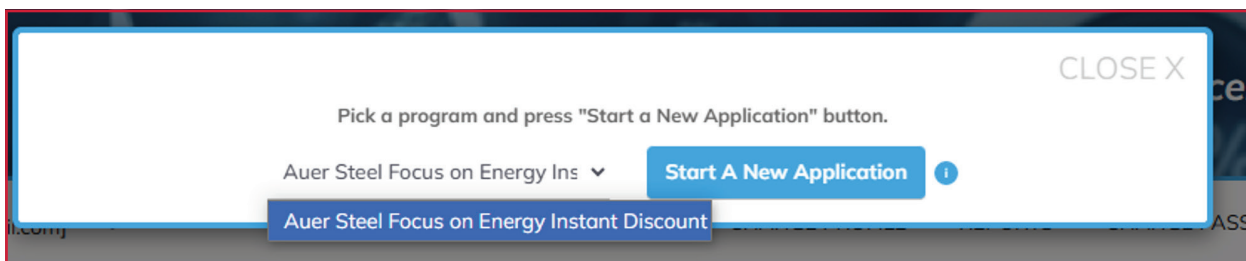


The screenshot shows the 'EGIA Distributor Incentive Portal' header with the Auer Steel logo. Below the header is a section titled 'DO YOU HAVE AN ACCOUNT?'. It contains two columns: 'YES, I HAVE AN ACCOUNT.' with fields for Email Address and Password, a 'Forgot your password?' link, and a 'Sign In' button; and 'NO, I DON'T HAVE AN ACCOUNT.' with fields for Email Address, Confirm Email Address, Password, and Confirm Password, a 'Register Now' button, and a note: 'You can always reset your password via email'. At the bottom, there is a 'CUSTOMER SERVICE' section with a headset icon, the phone number '888-523-2140', and the email 'distributorprograms@egia.org'.

Step Three - Start Your Application: Click "Start a New Application," select the program from the dropdown menu, and then click "Start a New Application" again to proceed. If you are unable to start an application, please ensure you have completed and saved your profile. Allow up to 1 business day for account approval.



The screenshot shows the 'Start A New Application' page. At the top, there is a navigation bar with links: HOME, CHANGE PROFILE, REPORTS, CHANGE PASSWORD, and LOGOUT. Below the navigation bar is a large blue button labeled 'Start A New Application'. Underneath, there is a search bar with the label 'Search' and 'Application Number', a 'Search' button, and a dropdown menu labeled 'View submissions by participation program' with 'Select All' as the current selection.



The screenshot shows a modal window titled 'Pick a program and press "Start a New Application" button.' It contains a dropdown menu with 'Auer Steel Focus on Energy Ins' selected, a 'Start A New Application' button, and a 'CLOSE X' button. Below the modal, a snippet of the 'Auer Steel Focus on Energy Instant Discount' program is visible.

Step Four - Installation Information: To fill out the installation info, choose the project and building type from the dropdowns. Enter the customer's name, address, and zip code. The city and state will auto-fill. Select the electric and gas provider, enter in the invoice number, and select the equipment purchase date from the calendar.

Installation information

Residential

▼

Enter Installation City

Project Type

▼

Enter Installation State

Installation Building Type

▼

1

Select Electric Provider

▼

Customer or End User Business Name

Select Gas Provider

▼

Enter Installation Address

Invoice Number

Enter Installation Zip

Sales Date

Enter Unit #

Step Five - Add Equipment: Click "Add Equipment"

Equipment Configuration

To add equipment please select the "Add Equipment" button and answer the questions accordingly. If you need assistance adding equipment please contact the program at 888-523-2140 or email distributorprograms@egia.org.

System Type	AHRI Number	Brand	Model Number	Discount Amount 1	Action
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Add Equipment

Step Five(a) - With AHRI Number: Select the system type from the dropdown. If you have an AHRI number, enter it, and the form will auto-populate with greyed-out fields. Then, fill in the serial number, installation date, price, and answer the dropdown questions.

CLOSE X

Add Equipment

System Type:

Air Source Heat Pump

▼

Do you have an AHRI number?:

Do you have an AHRI number?

▼

Do you have an AHRI number?

Yes

No

Step Five(b) - Without AHRI Number: Click "Add Equipment" and select the system type from the dropdown. If you don't have an AHRI number, select the product type in each dropdown and click "Search" to find the matching AHRI model. Once the form auto-populates, fill in the serial number, installation date, price, and answer the dropdown questions.

CLOSE X

Add Equipment

System Type:

Air Source Heat Pump

▼

Do you have an AHRI number?:

Do you have an AHRI number?

▼

Do you have an AHRI number?

Yes

No

CLOSE X

Add Equipment

System Type:

Air Source Heat Pump

▼

Do you have an AHRI number?:

Yes

▼

AHRI Number:

209692134

Brand Name:

CARRIER

Outdoor Model Number:

25SCA530A**30*

Indoor Model:

FMA4X36**AL*

Furnace Model:

Furnace Model

SEER2:

15.2

▼

HSPF2:

8.1

▼

Serial Number:

Serial Number

Installation Date:

Installation Date

Distributor Price Per Unit:

Distributor Price Per Unit

Did the customer qualify for the Focus on Energy Income-qualified application?:

Select

▼

Existing Heating Fuel Type:

Select

▼


Submit

Close

Step Six - Upload Auer Steel Invoice: Click "Upload File," select the document type, click "Choose File," and find the file on your desktop. Add remarks if needed and click "Upload Document." Repeat for additional documents, then select "Close."

Upload Documents ⓘ

Please upload a copy of your Auer Steel invoice that shows the model and serial number eligible for the incentive.

 Upload File

Upload Documents CLOSE X

Once each document is uploaded, select the close button to exit the window. The documents will be saved in the system.

Select Document Type ▼

Choose File

No file chosen

Remarks

Upload Document

Close

Step Seven - Agree to Terms & Conditions: Please check the box to acknowledge your agreement to the certification statement, then click "Submit" to submit your claim.

Certification Statement

I hereby certify that I am an eligible contractor who meets the requirements set by state and local municipalities to install the specified equipment. I affirm that the information provided is accurate, meets the programs requirements and it qualifies for an Instant Rebate.

☐ I agree to the above certification statement.

We are here to help! Contact EGIA at 888-523-2140 or email us at distributorprograms@egia.org for any assistance.