

LICENSING PROCESS

1

SALES CONTRACTOR

JOB-SITE VISIT & COLLECT QUOTES

- Obtain quotes from Subcontractors & Suppliers (optional)

2

SALES CONTRACTOR

PRICE OUT JOB & DETERMINE TOTAL JOB PRICE

3

SALES CONTRACTOR

REGISTER NEW SUBCONTRACTORS WITH AEP

- One-time setup (sign contractor agreement, NDA, upload COI, & W-9)

4

SALES CONTRACTOR

FILL OUT PROJECT WORKSHEET

- Reduces errors and prevents restarting the licensing form
- Can be filled out in Excel OR printed to be filled out by hand
- Available to download on the portal

5

SALES CONTRACTOR

SUBMIT LICENSING FORM

- Licensing Agreement will be emailed to sales contractor within 24-48 hrs (step 6 must be complete & all subcontractor proposals uploaded)

6

SALES CONTRACTOR

CONFIRM & SIGN PAYMENT SCHEDULE

- Sent to sales contractor automatically after licensing form is submitted

7

AEP

EMAILS LICENSING AGREEMENT TO SALES CONTRACTOR

- Emailed within 24-48 business hours of submitting job info on the portal & signing the payment schedule (steps 5 & 6).
- Includes all necessary docs to review later w/property owner
- **Contractor should not sign until** they've presented all of the details about how the licensing program works to the property owner (step 8) see sales binder.

8

SALES CONTRACTOR

PRESENT PROPOSAL & LICENSING PROGRAM

- Present in person explaining the licensing process
- Discuss the different documents they should expect to see

9

SALES CONTRACTOR & PROPERTY OWNER

SIGN LICENSING AGREEMENT

1. Contractor sign the licensing agreement (use tablet, phone or laptop).
2. The property owner immediately receives an email after the contractor signs the licensing agreement
3. Property Owner opens the email to sign the licensing agreement
4. A signed copy is sent to all parties automatically.
5. Property Owner makes down payment to American Energy & Power via check (overnighted) or an ACH Bank Transfer (call AEP with bank info).

JOB BEGINS

10

SALES CONTRACTOR:

ORDERS EQUIPMENT & BEGINS PHASE 1 WORK AS DESCRIBED IN PAYMENT SCHEDULE

- Total Green Mfg materials will ship when payment is received from the property owner

11

CONTRACTORS

SUBMIT PROOF OF WORK COMPLETED & BILL AEP

- Provide proof of work completed & send Invoice to AEP (invoices must match payment schedule).
- Payments will be sent within 10 days of receiving the (1) corresponding property owner payment, (2) proof of work completed and (3) the invoice for the work.
- The following is required for **Final Contractor Payment**:
 - Approved Start-Up/Warranty Commissioning Sheet
 - Electronic Air Cleaner (EAC) Installed*
 - Air filters provided by AEP given to property owner
 - Monitoring System Registered & Installed*

**\$2,000 each held from final payment until EAC & Monitor installed*

12

SALES CONTRACTOR

REQUEST NEXT PAYMENT FROM PROPERTY OWNER

In the portal, the sales contractor will **Generate the Next Property Owner Invoice** each time a payment is due from the property owner. The contractor will have the option for AEP to email the invoice within 24-48 business hours to:

- Property Owner only
- Sales Contractor only (must deliver to property owner)
- Both the property owner & sales contractor

Invoices are Due Upon Receipt.

Final Payment/Draw: Upon receipt & approval of the Start-Up/Warranty Commissioning Sheet, AEP will email the Final Rebate Form to the Property Owner & Sales Contractor.

13

WORK CONTINUES UNTIL JOB IS COMPLETED (INCLUDING CHANGE ORDERS)

REPEAT STEPS 11-13 AS JOB PHASES PROGRESS

14

MAINTENANCE CONTRACTOR PERFORMS

3 PERFORMANCE OPTIMIZATION CHECKS

- Installer schedules 3 visits over the next 5 years
- Installer completes the maintenance checklist & submits it to AEP for approval
- Installer invoices AEP for the work