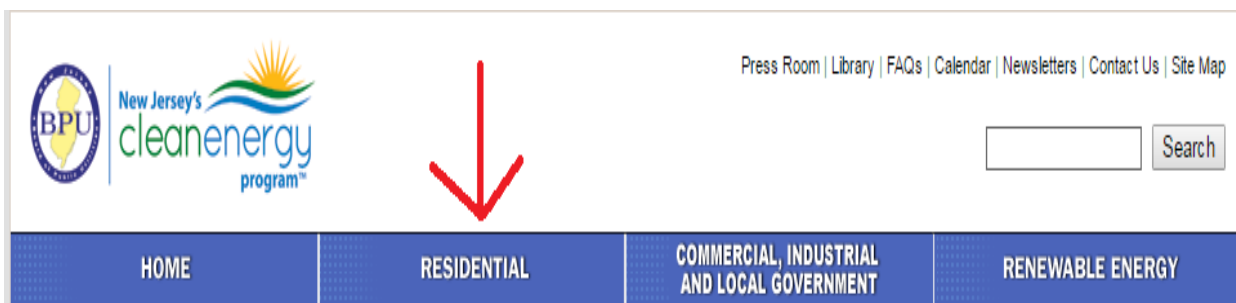


WARM/COOLAdvantage Portal Guide




This guide has been created to help you learn how to upload *WARM/COOLAdvantage* applications through New Jersey's Clean Energy Program's Contractor Portal. The contractor portal makes it easier for you to view and manage the status of submitted applications. The benefits of submitting via the portal versus a paper application are: faster review process, information is less likely to be incorrect and helps to reduce delays.

If you have questions regarding the programs or the application process, please call 866-NJSMART [6278](tel:866-6278). Thank you for your participation and we look forward to working with you.

1. Go to www.NJCleanEnergy.com
2. Select the "Residential" tab.








3. Click on either the **WARMAdvantage** or **COOLAdvantage** heading. Either of these will lead you to the Contractor Portal. Then click on the heading called “For HVAC Contractors”.

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HOME	RESIDENTIAL	COMMERCIAL, INDUSTRIAL AND LOCAL GOVERNMENT	RENEWABLE ENERGY
RESIDENTIAL ▼ PROGRAMS ▶ HOME PERFORMANCE WITH ENERGY STAR ▶ APPLIANCE REBATES & LIGHTING ▶ APPLIANCE RECYCLING ▶ COOLADVANTAGE ▶ WARMADVANTAGE ▶ RESIDENTIAL NEW CONSTRUCTION ▶ COMFORT PARTNERS OIL, PROPANE, MUNICIPAL & COOP ELECTRIC CUSTOMERS CLEANPOWER CHOICE REBATES AND PROMOTIONS ▶ TOOLS AND RESOURCES PROGRAM UPDATES CONTACT US	For Your Home Home Performance with ENERGY STAR Home Performance with ENERGY STAR is your "whole-house" solution for a more energy efficient, comfortable, healthier and safer home. Find out where the money is escaping from your house and learn how to put 5%-30% of your energy bill back in your pocket!  Program Highlights <ul style="list-style-type: none">Rebates up to \$4,000 and 0% interest loan!Save up to 30% on energy costs.Work with specially trained and certified technicians, who will assess your home from top to bottom by conducting a home energy audit. This video can show you what to expect. Find a Home Performance contractor today! Learn more about our ENERGY STAR award winners!	Program Updates <ul style="list-style-type: none">IMPORTANT: WARMAdvantage and COOLAdvantage Program (HVAC) Changes to go into Effect January 1, 2017 Other updates posted.	Clothes Washer Rebate UP TO A \$75 Rebate on Select ENERGY STAR® Qualified Clothes Washers  Program Literature  Applications and Brochures Download the Latest Program Materials Find a Trade Ally Select a contractor for an energy efficient

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HOME	RESIDENTIAL	COMMERCIAL, INDUSTRIAL AND LOCAL GOVERNMENT	RENEWABLE ENERGY
RESIDENTIAL ▼ PROGRAMS ▶ HOME PERFORMANCE WITH ENERGY STAR ▶ APPLIANCE REBATES & LIGHTING ▶ APPLIANCE RECYCLING ▶ COOLADVANTAGE ▼ WARMADVANTAGE FURNACES BOILERS WATER HEATERS FAQS ▶ FOR HVAC CONTRACTORS ▶ RESIDENTIAL NEW CONSTRUCTION ▶ COMFORT PARTNERS OIL, PROPANE, MUNICIPAL & COOP	Home » Residential » Programs WARMAdvantage The WARMAdvantage Program provides rebates for high efficiency home heating systems and/or water heaters. To be eligible you must purchase, install and operate a heating system and/or water heater that meets all applicable efficiency requirements. NEW! You can now Apply Online!  Rebate Quicklinks <ul style="list-style-type: none">FY2017 Program ChangesEligible Measures DocumentGas Water HeaterHeat Pump Water HeaterSolar Water HeaterHeat PumpsOil FurnaceGas FurnaceOil BoilerGas BoilerFederal Tax Credit Opportunities Please allow up to 120 days to receive a rebate.	Program Updates <ul style="list-style-type: none">IMPORTANT: WARMAdvantage and COOLAdvantage Program (HVAC) Changes to go into Effect January 1, 2017 Other updates posted.	Clothes Washer Rebate UP TO A \$75 Rebate on Select ENERGY STAR® Qualified Clothes Washers  Program Literature  Applications and Brochures Download the Latest Program Materials Find a Trade Ally Select a contractor for an

4. Scroll down to the “Contractor Portal” button. This will take you to the “Contractor Portal” website, which can also be accessed at the link below. (You may want to bookmark the link for quicker access in the future)

<https://njcleanenergy-heatingandcooling.clearexult.com/contractor/login/?returnurl=%2fcontractor>

ELECTRIC CUSTOMERS


CLEANPOWER CHOICE

REBATES AND PROMOTIONS

► TOOLS AND RESOURCES

PROGRAM UPDATES

CONTACT US



- To align with the current COOLAdvantage application requirements, a copy of the AHRI certificate must be submitted with WARMAdvantage applications; if not available, a copy of the ENERGY STAR® listing may be provided instead.
- Manual J load calculations for heating systems must be submitted and equipment must be selected in accordance with ACCA Manual S.

Manual J&S Training

Dates: Friday, 10/28; Friday, 11/18
Time: Registration - 7:30 AM; Classes run from 8 AM until 2:30 PM
New Jersey Natural Gas, Wall Township training facility

This in-person course for HVAC and/or Home Performance with ENERGY STAR BPI GoldStar contractors will provide detailed training on what you need to know to about Manual J and Manual S load calculations, how to properly select and size cooling and heating equipment to meet Manual J and S loads based on the local climate and ambient conditions at the site. Register for the classes by calling Maureen Flumerfelt at 732-378-4926.

The HVAC Portal has been developed to provide contractors and customers with access to online application portals for the WARM and COOLAdvantage Programs.

Training was previously held to introduce contractors to the online application portals and a recording of the training session is available on the link below:

Play recording (52 min 55 sec)

The HVAC portals can also be accessed and utilized via Tablet and Smart Phones (Android, iPhone).


Customer Portal



Contractor Portal

Please find out the latest regarding the cooperative advertising program.

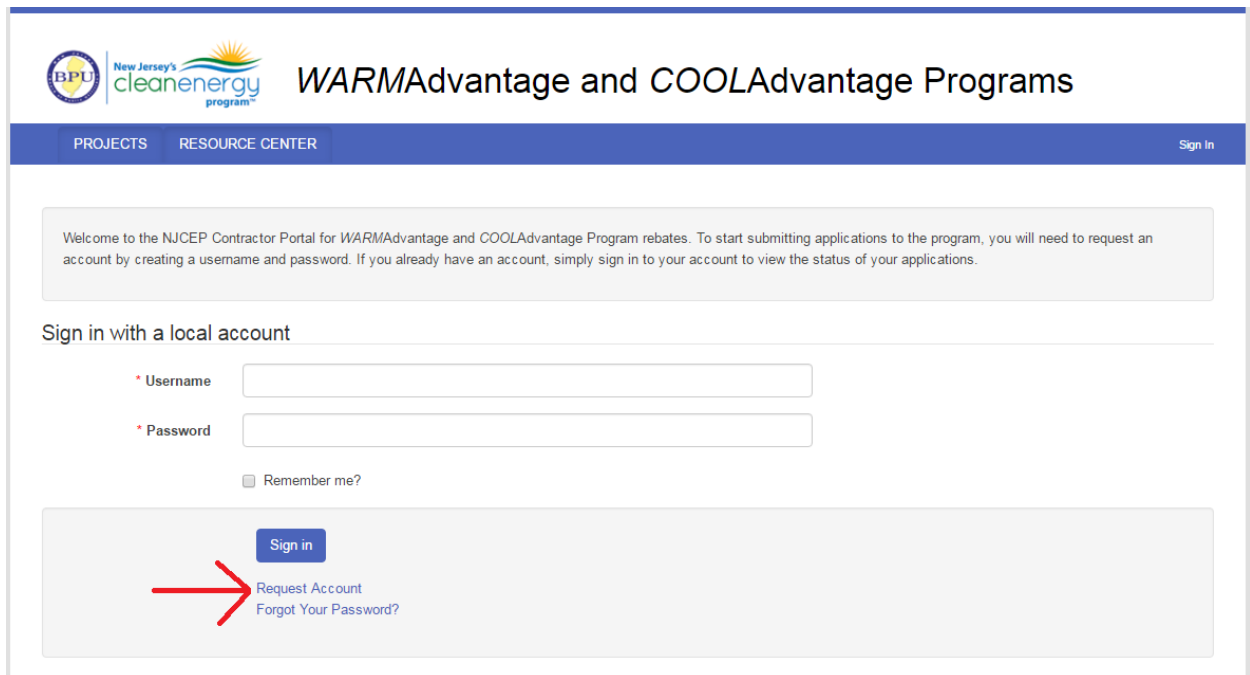
energy efficient
upgrade today!

Subscribe to eNewsletter

**E-Newsletter**
Subscribe for the
Latest Rebate News

Follow Us:  

5. If it is your first time at the portal, select the “Request Account” button. Please allow 1-3 business days for your account to be created. You will be notified by email when your account and access to the portal has been approved.



Welcome to the NJCEP Contractor Portal for WARMAdvantage and COOLAdvantage Program rebates. To start submitting applications to the program, you will need to request an account by creating a username and password. If you already have an account, simply sign in to your account to view the status of your applications.

Sign in with a local account

* Username

* Password

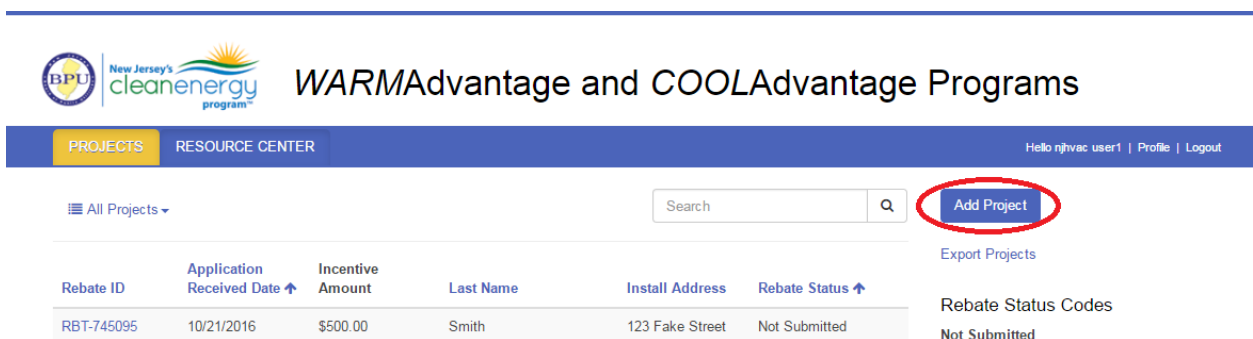
☐ Remember me?

[Sign in](#)

[Request Account](#)

[Forgot Your Password?](#)

6. Since it is your first entry in the portal, you will not have anything under the headings, but I have included a sample below. To create a new project, click the “Add Project” tab.



WARMAdvantage and COOLAdvantage Programs

PROJECTS RESOURCE CENTER

Hello njhvac user1 | Profile | Logout

[Add Project](#)



Export Projects

Rebate ID	Application Received Date ↑	Incentive Amount	Last Name	Install Address	Rebate Status ↑
RBT-745095	10/21/2016	\$500.00	Smith	123 Fake Street	Not Submitted

Rebate Status Codes

Not Submitted

- The next step is to enter the Electric/Gas Provider for your customer. For *WARM*Advantage applications, you must enter the Gas Utility Provider or write “No Gas Provider” (which means the heating source is oil or propane). For *COOL*Advantage applications, you must enter the Electric Utility Provider, which may be an Electric Municipal Utility or Electric Coop. At least one provider is required, however please enter both account numbers for your client if you know them.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

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Company

AEG - NJCEP HVAC

Electric Provider *

Jersey Central Power & Light (JCP&L) ▼

Electric Account Number

123456789012

Gas Provider *



Elizabethtown Gas (ETG) ▼

Gas Account Number

1234567890

Next

8. Fill out your customer's information and click "Next" when completed. If the mailing address is the same for the customer, make sure to select the "Same as installation address" to avoid typing in the same information twice. If your customer has authorized that payment will be made to you as the contractor, please make sure to select the option from the drop down menu.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTERHello njhvac user1 | Profile | Logout

CustomerEquipmentUpload DocumentsReview & Submit

Customer Information

First Name *
John

Daytime Phone *
(973) 123-4567

Last Name *
Smith

Email

How did you find out about the program?
Outreach

Installation Information

Installation Address

Address *
75 Lincoln Highway

City *
Newark

State *
NJ

Zip Code *
07101

Mailing Address for Customer

☒ Same as installation address

Address *
75 Lincoln Highway


City *
Newark

State *
NJ



Zip Code *
07101

Rebate Payable To

Make Check Payable To *
Contractor



9. Now is your opportunity to add rebate applications for your customer. We are only entering one for this example, but you can add as many as your customer qualifies for. You have 180 days from the purchase date to apply for an incentive for most equipment. Click “Add Rebate” at the bottom of the page to continue.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

Hello njhvac user1 | Profile | Logout

Customer

Equipment

Upload Documents

Review & Submit

Incentive Summary

Select the “Add Rebate” button to get started or to add another rebate to your application.

If you have already added a rebate and you are ready to move on, confirm the information listed is correct and select “Next” to continue.

FY2017 Effective Dates:

- Your heating equipment —WARMAdvantage—must have been purchased between August 1, 2016 and June 30, 2017.
- Your cooling equipment —COOLAdvantage—must have been purchased between July 1, 2016 and June 30, 2017.

BONUS REBATE for Combination Units*:

- If you installed a new Combi-Boiler (an integrated boiler and water heating unit), you only need to provide information about the combi-boiler you installed. The rebate will be calculated on the Summary page for the correct total rebate.
- If you also installed a qualifying water heater, your project may be eligible for an additional rebate. To qualify for the bonus rebate, you must complete these 2 actions:
 - Add a new boiler or furnace
 - Add new water heater equipment to the same RBT ID#



*If the equipment is eligible, the bonus rebate will be added by the Program after your application is submitted and approved.

Heating and Cooling Installed Equipment

Purchase Date	Installed Equipment ↑	Rebate Amount	Valid?
There are no records to display.			

Add Rebate

10. Please choose from the dropdown menu which technology you will be applying for. Depending on the equipment (in this example we will be using a boiler), there may be multiple options.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

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Add Rebate

Equipment Type

Back

Air Source Heat Pump

Boiler

Central Air Conditioner

Combi-Boiler

Ductless Mini Split Air Conditioner

Furnace



Geothermal Heat Pump

Hurricane Sandy Bonus for equipment purchased 7/30/2016 or earlier

Water Heater

New Jersey's Clean Energy Program™

For assistance, call 866-NJSMART • 866-657-6278
Or visit NJCleanEnergy.com



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

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Add Rebate

Equipment Type

Boiler

Please provide removed equipment information:

Fuel Type

Gas

Gas

Propane

Oil

Electric

CANCEL

CREATE

VIEW

Back

Boiler

Please complete all fields at left.

Please check the [COOLAdvantage and WARMAdvantage Eligible Measures List](#) to determine the qualifying rebate amount based on the minimum requirements for Boilers.

You must successfully submit this application within 180 days (approximately 6 months) of the purchase date of your equipment.

BONUS REBATE for Combination Units*:

- If you installed a qualifying water heater, your project may be eligible for an additional rebate. To qualify for the **bonus rebate**, you must complete these 2 actions:
 - Complete this page, adding the new boiler.
 - Select "Add Equipment for Rebate" on the Equipment page and add the new water heater equipment

*If the equipment is eligible, the bonus rebate will be added by the Program after your application is submitted and approved.

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For assistance, call 866-NJSMART • 866-657-6278
Or visit NJCleanEnergy.com

11. On the next page, you will need to fill in additional details for the equipment. For the AHRI number and certificate, please go to their website at: <http://www.ahridirectory.org>

Add Rebate

Equipment Type

Boiler

Please identify the New Equipment

Boiler Type *

Hydronic

Equipment Fuel Type *

Gas

Manufacturer *

NJClean Energy

Model # *

12345

Unit BTU Input (4 to 6 digits; ex: 120,000 BTU) *

120000

AFUE *

.9

AHRI Reference # *

5954559

Cancel

Clear

Next

Boiler

Please complete all fields at left.

Please check the [COOLAdvantage](#) and [WARMAdvantage Eligible Measures List](#) to determine the qualifying rebate amount based on the minimum requirements for Boilers.

You must successfully **submit this application within 180 days (approximately 6 months) of the purchase date of your equipment.**



BONUS REBATE for Combination Units*:

- If you installed a qualifying water heater, your project may be eligible for an additional rebate. To qualify for the **bonus rebate**, you must complete these 2 actions:
 - Complete this page, adding the new boiler,
 - Select "Add Equipment for Rebate" on the Equipment page and add the new water heater equipment

*If the equipment is eligible, the bonus rebate will be added by the Program after your application is submitted and approved.

Back

12. Enter the purchase date for the piece of equipment. As stated earlier, equipment is eligible for a rebate within 180 days of purchase date.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

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Add Rebate

Equipment TypeBoiler

Please provide additional new equipment information:
Purchase Date *
10/27/2016
Serial Number *
123456789

CancelClearAdd

Boiler

Please complete all fields at left.

Please check the [COOLAdvantage](#) and [WARMAdvantage Eligible Measures List](#) to determine the qualifying rebate amount based on the minimum requirements for Boilers.

You must successfully **submit this application within 180 days (approximately 6 months) of the purchase date of your equipment.**

BONUS REBATE for Combination Units*:

- If you installed a qualifying water heater, your project may be eligible for an additional rebate. To qualify for the **bonus rebate**, you must complete these 2 actions:
 - Complete this page, adding the new boiler,
 - Select "Add Equipment for Rebate" on the Equipment page and add the new water heater equipment

*If the equipment is eligible, the bonus rebate will be added by the Program after your application is submitted and approved.

Back

13. Once you are finished with this screen, it will take you back to the main rebate page. From here, you can add any other rebates your customer might qualify for.
14. Since we are only doing one rebate for this example, please click “Next” to proceed to the upload attachments portion.

PROJECTS
RESOURCE CENTER
Hello njhvac user1 | Profile | Logout

Customer
Equipment
Upload Documents
Review & Submit

Incentive Summary

Select the “Add Rebate” button to get started or to add another rebate to your application.

If you have already added a rebate and you are ready to move on, confirm the information listed is correct and select “Next” to continue.

FY2017 Effective Dates:

- Your heating equipment —WARMAdvantage—must have been purchased between August 1, 2016 and June 30, 2017.
- Your cooling equipment —COOLAdvange—must have been purchased between July 1, 2016 and June 30, 2017.

BONUS REBATE for Combination Units*:

- If you installed a new **Combi-Boiler (an integrated boiler and water heating unit)**, you only need to provide information about the combi-boiler you installed. The rebate will be calculated on the Summary page for the correct total rebate.
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 - Add a new boiler or furnace
 - Add new water heater equipment to the same RBT ID#

*If the equipment is eligible, the bonus rebate will be added by the Program after your application is submitted and approved.

Add Rebate

Heating and Cooling Installed Equipment

	Purchase Date	Installed Equipment ↑	Rebate Amount	Valid?
Edit	10/27/2016	Boiler	\$300.00	✓

Previous

Next

New Jersey's Clean Energy Program™

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Or visit NJCleanEnergy.com

15. The next page shows what documentation is required to continue with the application. **Manual J&S calculations or equivalent are now required.** Click “Upload” to add any relevant documents and then “Next” to move onto the final step.

For Heating Equipment - REQUIRED

1. Contractor's invoice (contract) or a sales receipt, marked PAID and including for each unit installed:

- Equipment manufacturer, model and serial number clearly indicated
- Purchase Date
- Total Installation Cost (equipment + labor)

PREFERRED, not required

1. UPC Code including model and serial numbers (you may take a photo or scan, and then upload)

- The serial number may be located on the product or equipment, the package the product came in, or the invoice from your contractor.

2. AHRI Certificate for heating equipment (required for equipment purchased on 1/1/2017 or later)

- Provided by your contractor, and found at AHRIDirectory.org
- If AHRI Certificate is unavailable, the ENERGY STAR Listing is acceptable.

If replacement is due to HURRICANE SANDY DAMAGE and purchased 7/30/2016 or earlier - REQUIRED

1. Hurricane Sandy Homeowner Certification Form, completed and signed, found at NJCleanEnergy.com/SANDY. Only for units being replaced due to damage from Hurricane Sandy.

Select documents to upload from your device using the Upload button below.

Supported File formats: PDF,PNG,JPG,JPEG,BMP,XLS,CSV,XLSX,DOCX,DOC,TIF



Max file size (MB): 50

Upload

Previous

Next

16. Before you submit the application, please make sure to review all information. A submission without errors will help ensure there are no delays in the rebate process. Please note that you will be able to check the status of pending applications via the portal.



WARMAdvantage and COOLAdvantage Programs

PROJECTSRESOURCE CENTER

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Customer

Equipment

Upload Documents


Review & Submit

Contracting Company

Submitting Contractor
njhvac user1

Incentives Summary

Heating and Cooling Installed Equipment

Purchase Date	Installed Equipment 	Rebate Amount	Valid?
10/27/2016	Boiler	\$300.00	Yes

Terms and Conditions

Contractors must be listed as a participating contractor under the NJCEP Solar Domestic Water Heater Program.

- Contractors are required to have prior industry experience with Solar Domestic Water Heater (SDHW) installations and have completed either an Interstate Renewable Energy Council (IREC) accredited or manufacturer SDWH training.
- Contractors have to meet minimum training requirements, follow manufacturer installation guidelines and provide warranty service as specified by the program.
- Contractors must provide the customer with a signed, completed Solar Water Heating Self-Inspection System
- The system must be climate
- NJCEP reserves the right to remove any contractor or manufacturer from the approved list for activities or communications that NJCEP determines to not be in the best interests of the SDW Program or of NJCEP.

14. The homeowner gives NJCEP permission to share records with the New Jersey Board of Public Utilities or its contractors, who may evaluate the homeowner's energy usage.

15. If applying for WARMAdvantage rebate(s): The installation contractor must make the homeowner aware of the concerns and potential dangers should gas heating equipment (e.g., furnace or boiler) be replaced without replacing a water heater that is either direct vented or power-vented, as per information provided by New Jersey's Clean Energy Program at NJCleanEnergy.com/SAFETY.

16. If applying for COOLAdvantage rebate(s): The installation contractor certifies that the home's cooling and, if applicable, heating load was calculated consistent with ACCA Manual J procedures, and that the capacity of the equipment installed is between 95% and 115% of the calculated Manual J total cooling load, or the next nominal size unit that is available to satisfy the latent and sensible loads in accordance with ACCA Manual S and the manufacturer's detailed/expanded performance data, if available from the manufacturer. The installation contractor also certifies that the system's air flow and refrigerant charge have been installed in accordance with the manufacturer's guidelines.

Acknowledgement

☒ I, the contractor noted above, have read, understand and am in compliance with all rules and regulations concerning this rebate program, including the Terms and Conditions noted in window above. I certify that all information provided is correct to the best of my knowledge and that I have submitted all required documents.

Previous

Submit

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For assistance, call 866-NJSMART • 866-657-6278
Or visit NJCleanEnergy.com

Thank you for submitting a rebate through New Jersey's WARM/COOLAdvantage programs. There is a full video training available on the [portal](#) as well.