COMPREHENSIVE AUDIT PROGRAM ONLINE APPLICATION USER GUIDE

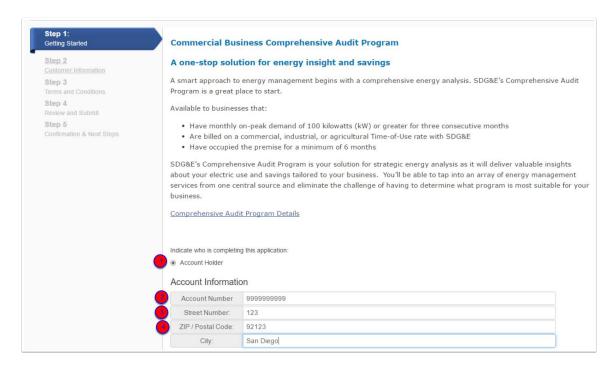
# **Comprehensive Audit Program**

## **Online Application User Guide**

### **Step 1 - Getting Started**

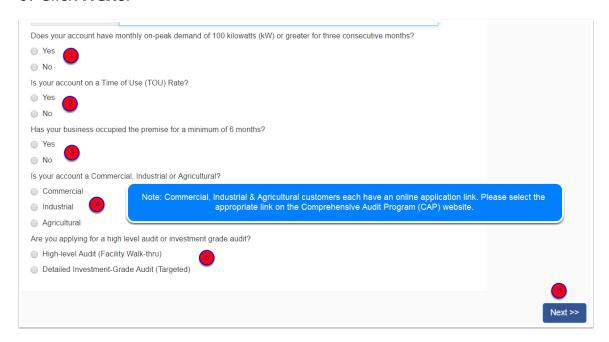
This guide will walk you through the *Commercial Customer Comprehensive Audit Program Online Application*. The example shown in the following pages display the steps to apply for a High Level Audit (Category 1).

- 1. Indicate who is completing application Select *Customer*
- 2. Enter active, valid, **10 digit SDG&E primary account number** for application. Additional utility account numbers (if applicable) will be entered in Step 2.
- 3. Enter **Street Number of primary account number** (note: street **NUMBER only**, **do not** enter street name)
- 4. Enter **ZIP code of primary account** (city will populate automatically)



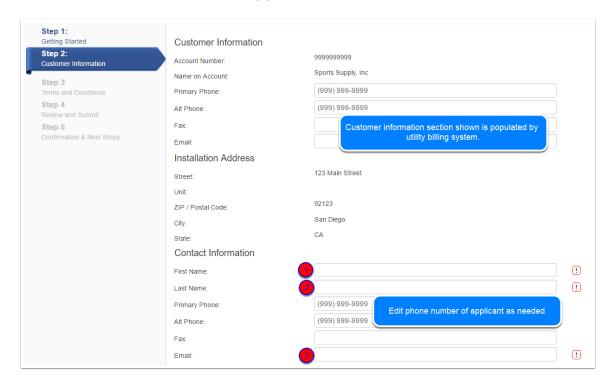
#### Select responses below:

#### 6. Click Next.



## **Step 2 - Customer Information**

- 1. Enter First Name applicant
- 2. Enter *Last Name* of applicant
- 3. Enter *Email Address* of applicant



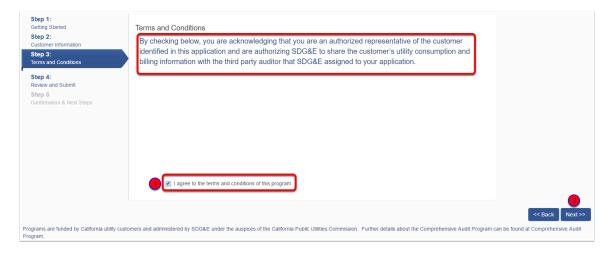
- 1. Is mailing address same as installation address? Select Yes or No
- 2. Is this a PO Box? Select Yes or No
- 3. Building Type **Select from menu**
- 4. Occupancy Status Select from menu
- 5. Additional Utility Accounts *Enter if there are multiple account numbers included in the audit request (list any additional ten-digit, numeric)*
- 6. Year Built Enter year (example: 1950)
- 7. Premise Square Footage Enter value
- 8. Annual Operating Hours Enter value
- 9. Major Consuming System or Equipment Enter (multiple options allowed)
- 10. Click Next



#### **Step 3 - Terms & Conditions**

Review CAP Program Terms & Conditions

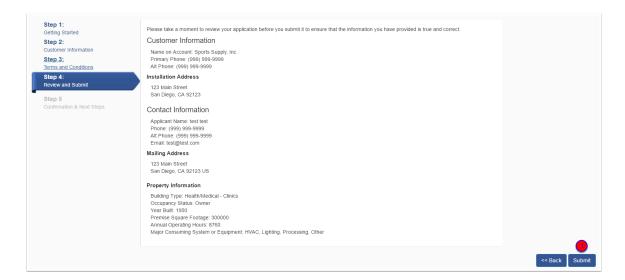
- 1. Check box indicating agreement with terms and conditions
- 2. Click Next



## **Step 4 - Review & Submit**

#### **Review Application Information**

#### 1. Click Submit



#### **Step 5 - Application Submitted - Confirmation**

Review next steps and close web page. You will receive an email when your application has been reviewed by utility staff.

Your confirmation number is: 10362257.

#### WHAT TO EXPECT:

- 1. SDG&E will review the Application and work with you and your Account Executive(if applicable) to clarify and resolve any outstanding issues.
- 2. SDG&E will assign an Auditor that best fits the needs of your facility.
- After the Auditor has been assigned by SDG&E, the Auditor will contact you to schedule a walk-through of your facility to take inventory of your existing energy consuming equipment.
- 4. At the conclusion of the walk-through, the auditor will analyze the information collected and begin to generate the Category 1 audit report.
- 5. Once the final report is completed, the auditor will submit the report to SDG&E for review.
- 6. Concluding SDG&E review, SDG&E will issue a NTP (Notice to Proceed) to the auditor to commence a final meeting with you and your Account Executive (if applicable) to review the report in detail and review the Energy Saving Opportunities identified.

An Email will be sent to you with your confirmation number. Feel free to close this page.